

CITY OF WASHINGTON

EMERGENCY OPERATIONS PLAN

In Conjunction With

DEPARTMENT OF PUBLIC SAFETY
STATE EMERGENCY MANAGEMENT AGENCY
WITH UPDATES AND REVISIONS

By


THE CITY OF WASHINGTON, MISSOURI OFFICIALS

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Updated October 2015
Updated October 2017
Updated October 2019
Updated September 2021
Updated April 2023

PROMULGATION STATEMENT

This plan has been adopted by the City of Washington as the all-hazards City of Washington, Missouri Local Emergency Operations Plan. City Officials, in conjunction with the State Emergency Management Agency, have developed this plan in order to enhance the emergency response capabilities within this jurisdiction. When used properly, the plan can assist city and county government agencies and officials in protecting lives and the property of their constituents. It provides policies and guidelines for city officials to use in responding to most emergency and disaster situations that could confront the City of Washington. It is designed to promote the effective coordination of emergency services and the use of resources from any available source to minimize the effects of a major disaster (natural or man-made) on life or property. It also incorporates the principles and processes of the National Incidents Management System and the Incident Command System. Municipal government officials are encouraged to apply these guidelines.


This plan and its provisions will become official when signed and dated below by the concurring government officials.



Mayor of the City of Washington

4/12/2023

Date



Emergency Management Coordinator
of the City of Washington

4/12/2023

Date

FOREWORD

- A. This Emergency Operations Plan lays the framework for which local government officials and cooperating private or volunteer organizations can effectively respond during a disaster within the City of Washington. The ultimate goal of this plan is to provide a coordinated effort in order 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 in the event of a disaster, whether natural or man-made. It is not the intent of this plan to deal with those events that are handled routinely by the city and/or county agencies and do not cause widespread problems.
- 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, and Emergency Support Functions (ESF) into the response and recovery operations conducted within the City of Washington.
- 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 emergency management: mitigation, preparedness, response, and recovery.
- D. This plan was developed through the collaborative efforts of the City of Washington Emergency Management Agency, other governmental departments and stakeholders throughout the City of Washington, and with assistance provided by the State Emergency Management Agency. During the development of this plan various agencies, organizations, and county governments participated in workshops to discuss their roles, responsibilities, and capabilities in an emergency. This plan is a result of their input.
- E. The City of Washington EOP is a multi-hazard, support function plan, broken into four components; (1) a basic plan that serves as an overview of the jurisdiction's approach to emergency management, (2) emergency support function annexes that address specific support function to the basic plan, (3) annexes that address specific activities critical to emergency response and recovery, and (4) appendices which support each annex and contain technical information, details, and methods for use in emergency operations followed by a thorough definition of ... Emergency Support Functions.

- F. The Basic Plan is to be used by all those involved in any part of the plan, including chief executive and public policy officials of the City of Washington and the Missouri County of Franklin. Individuals are encouraged to be familiar with both the Basic Plan as well as the specific annexes and appendices that apply to their field.
- G. The Emergency Support Functions annexes are available to better align with current Federal National Response Framework.
- H. Every individual and agency that has a role in the response and recovery operations must be familiar with, and understand, the contents of this plan for it to be effective. Thus, county and city emergency management directors will brief the appropriate officials on their roles in emergency management. Directors will also brief the newly employed officials as they assume their duties.
- I. Each organization/agency or department with an assigned task will be responsible for the development and maintenance of their respective segments of the plan. They will update their portion of the plan, based on experience in emergencies, deficiencies identified through drills and exercises, and changes within the government structure and emergency organizations. It is also the responsibility of those organizations/agencies or departments to review and update their assigned segments prior to the annual review initiated by the City of Washington Emergency Management Agency and to provide a copy of those recommended changes to the City of Washington Emergency Management Director.

THE CITY OF WASHINGTON EOP

RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature)
1	DEC 2006	1/26/2007	Bill Halmich
2	DEC 2006	1/31/2008	Bill Halmich
3	APR 2009	5/01/2009	Bill Halmich
4	APR 2010	06/21/2010	Bill Halmich
5	JAN 2011	01/11/2011	Bill Halmich
6	SEP 2011	09/07/2011	Bill Halmich
7	FEB 2012	02/06/2012	Bill Halmich
8	AUG 2014		Revision Bill Halmich
9	OCT 2015		Revision Bill Halmich
10	OCT 2017	10/09/17	Mark Skornia
11	OCT 2019	10/26/19	Mark Skornia
12	SEPT 2021	09/01/2021	Mark Skornia
13	April 2023	04/01/2023	Mark Skornia

THE CITY OF WASHINGTON EOP

SUGGESTED DISTRIBUTION LIST

Mayor	1
City Administrator.....	1
Police Chief	1
E-911 Dispatch Center	1
Fire Chief.....	1
City Clerk	1
Director of Finance	1
Public Works Department Director	1
Parks & Recreation Department Director.....	1
City Attorney	1
Planning & Code Enforcement.....	1
Emergency Management Director.....	1
Emergency Operations Center.....	1
Alternate Emergency Operations Center.....	1
Franklin County	1
Franklin County Coroner.....	1
County Health Department.....	1

Total Copies 17

EMERGENCY OPERATIONS PLAN

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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 objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

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

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

used by various jurisdictions and functional agencies, both public and private to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and 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 place while awaiting a tactical assignment. The Operations Section manages Staging Areas.

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

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

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

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

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

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

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

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

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

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

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims

Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

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

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

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

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

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

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

Acronyms

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

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

CITY OF WASHINGTON

Master Basic Emergency Operations Plan (BEOP)

I. PURPOSE:

The purpose of this plan is to establish emergency guidelines that the City of Washington Government Departments and Offices shall follow in response to a major incident or disaster. This plan provides the general course of action which they shall take to protect lives, property, public health and safety, and avert or lessen the threat of a catastrophe in any part of the City of Washington, whether of natural or man-made disasters, technological accidents, or enemy attack.

This plan provides only a general framework within which the various entities shall function, but is not intended to provide such detailed instructions so as to limit or prohibit imaginative, resourceful actions that a disaster situation might require. This plan and the various departmental annexes, appendices, attachments, SOP's for emergency operations, etc., shall comprise the City of Washington Basic Emergency Operations Plan (BEOP).

In compliance with the mandates of the National Incident Management System (NIMS), the Incident Command System (ICS) will be implemented for command, control and coordination of a response in order to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property and the environment. There are three major components of an ICS structure:

- **Incident / Unified Command**
- **Command Staff**
 - Public Information
 - Safety
 - Liaison
- **General Staff**
 - Operations
 - Planning
 - Logistics
 - Finance/Administration
 - (Information/Intelligence)

These positions are appointed as needed determined by the incident.

II. LEGAL AUTHORITY

Federal Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
Federal Public Law 99-499, SARA, Title III
FEMA's "planning guidance, CPG 101: "Developing and Maintaining Emergency Operations Plans. Version 2.0
Presidential Decision Directive 39 (PDD-39), U.S. Policy on Counterterrorism
Homeland Security Presidential Directive 5 (HSPD-5) dated February 28, 2003
Revised Statutes of Missouri, Chapter 44, as amended
Revised Statutes of Missouri, 49.070
Revised Statutes of Missouri, 49.160
Missouri Code of Regulations, Title 11, Division 10, Chapter 11
State of Missouri Emergency Operations Plan, as amended
SEMA's "Missouri All-Hazard Emergency Planning Guidance," as amended
SEMA's "Missouri Hazard Analysis," as amended
Missouri Code of State Regulations, Chapter 292, Spill Bill
Federal Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended
National Contingency Plan (NCP), as amended
Federal Resource Conservation and Recovery Act, as amended
Federal Occupational Safety and Health Administration Regulations, see CFR Part 1910.120, as amended
Revises Statues of Missouri, "Hazardous Substances in the Workplace," Sections 292.600-292.625, as amended
Franklin County Court Order establishing the Franklin County Emergency Management Agency, September 22, 1983
Community of Washington Ordinances establishing the Washington Emergency Management Agency, November 1978
Franklin County Commission Order adopting the Franklin County Emergency Operations Plan, February 12, 1991
City of Washington Resolution adopting NIMS as the City standard for Incident Management, May 16, 2005
Franklin County Commission Order establishing NIMS as the countywide emergency response standard, July 26, 2005
Dept. of Homeland Security, National Response Framework
City of Washington Resolution adopting The St. Louis Regional All-Hazard Mitigation Plan 2015-2020, January 19, 2016
City of Washington Resolution adopting the St. Louis Regional All-Hazard Mitigation Plan 2020-2025, February 18, 2020

III. SCOPE

This plan is applicable to the government organization of the City of Washington. Due to the size and complexity of the City of Washington, the plan has a direct service application to incorporate residents of the City of Washington and regional service application to unincorporated jurisdictions, and special purpose jurisdictions (water, sewer, school districts). This plan details emergency management responsibilities of the City of Washington Government and selected agencies and speaks to what those organizations can and cannot provide.

IV. LIMITATIONS

No guarantee of a perfect response system is expressed or implied by this plan or any of its Appendices or Emergency Support Functions (ESFs), Implementing Instructions, or Procedures. Since the City of Washington Government assets and systems are vulnerable to natural and technological disasters, they may be overwhelmed. The City of Washington can only attempt to make every reasonable effort to respond based on the situation, information, and resources available at the time of the disaster.

The disaster response and relief activities of the City of Washington Government may be affected by the following consequences of a disaster:

- a. The ability of the citizen population to be self-sufficient for at least three days (72 hours) without outside supplies of food, water, medical and shelter resources at home and work.
- b. The probability of diminished police, fire, emergency medical, public utilities, regional transportation, and other critical services due to damage to facilities, equipment and demands on available personnel.
- c. The likelihood of shortages of critical medical supplies at medical facilities due to high demand, limited storage and logistical obstacles.
- d. Shortages of trained response personnel with adequate equipment to respond to requests for assistance for:
 - i. Fire suppression
 - ii. Emergency medical assistance
 - iii. Law enforcement
 - iv. Public works
 - v. Hazardous material releases
- e. The impact of these shortages may be compounded by the need to sustain uninterrupted operations for an indefinite period of time.
- f. Damage to lifeline utilities and facilities such as:
 - i. Roads
 - ii. Bridges
 - iii. Railways
 - iv. Air transportation facilities
 - v. Drinking water
 - vi. Wastewater
 - vii. Fuel
 - viii. Energy
 - ix. Communication networks

- g. Normal distribution of resources may be curtailed or reduced, impacting both social and economic infrastructure of the City.
- h. Diminished emergency communications to responders because of equipment damage or overburdening of the system.
- i. Large migrations of people into or within the City as refugees will stress all support systems, particularly mass shelters, provision of food and water and delivery of supportive medical care. Some resources such as shelters and water providers have been pre-identified but the availability may change due to this migration.
- j. The availability of shelters for displaced persons and families has changed since the fallout shelter programs of the 1950s. The American Red Cross, Salvation Army and other organizations with which coordination is required manage current capacities.
- k. The majority of the population resides and works in structures that provide limited shelter from certain threats such as earthquakes or weapons of mass destruction.

V. SITUATION AND ASSUMPTIONS

A. Situation:

1. Geography

The City of Washington is located in the Eastern part of the State of Missouri and parallels the right bank of the Missouri River, near river mile 68.5. The City of Washington lies in the North Central part of Franklin County. The area is made up of varied terrain. Many residents commute regularly to the St. Louis, St. Charles, and the St. Louis County Metro area.

2. Population Profile

Based on the 2020 Census, City of Washington has a population of 14,623.

3. Other Factors

- a. City of Washington is vulnerable to many different types of technological hazards capable of creating emergency or major disaster situations.
- b. Possible natural disasters include earthquake, floods, heat waves, tornadoes, winter storms and draught.
- c. Potential technological hazards include conventional, nuclear/radiological, biological, and chemical terrorist attack; civil disorders; dam failures; hazardous materials stationary incidents; hazardous materials transportation incidents; power failures; transportation accidents and urban fires.
- d. This Emergency Operations Plan (EOP) was developed by The City of Washington and the State Emergency Management Agency (SEMA).
- e. The City of Washington is covered by the City of Washington Local Emergency Planning Committee (LEPC) Hazardous Materials Plan.

- f. The City of Washington has capabilities and resources, which, if effectively employed, would minimize or eliminate the loss of life and damage to property in the event of a major disaster or a catastrophic event. The city must include the utilization of private and volunteer organizations to the greatest extent possible during response and recovery operations.
- g. Mutual aid agreements, both written and verbal, exist between many of the emergency service agencies, within Franklin County and surrounding communities.
- h. This Emergency Operation Plan (EOP) was developed by the city and will be maintained as required by local Ordinance 06-10003 and updated by local Ordinance 17-11732, pursuant to Missouri State Law, Chapter 44, RSMo, and the all-hazard emergency planning guidance developed by the State Emergency Management Agency (SEMA).

B. Planning Assumptions:

The following compilations are intended to identify potential issues and concerns but are certainly not complete because growing awareness and continuing planning will both reveal new issues and help cope with existing ones.

1. Baseline Assumptions for Emergency Preparedness Planning

- a. Natural and accidental events will occur within the City of Washington that create emergent situations and pose the potential for disastrous proportions.
- b. Although some of these situations may occur after implementation of warning and other preparedness measures, it is likely that there will be insufficient forewarning of any disaster to allow for planning efforts beyond real-time reactions. Response times will be retarded in proportion to the magnitude and number of decisions required. It is assumed that the Emergency Alert System (EAS) will be in operation during and after any disaster.
- c. A properly designed and implemented Emergency Operation Plan coupled with Citizen EMG Planning will prevent the loss of life, minimize illness and injury, and preserve property and community integrity. This plan will correspond to the five phases of Comprehensive Emergency Management – prevention, mitigation, preparedness, response and recovery – but emphasizes preparedness and response.
- d. Provisions of Homeland Security regulations will govern certain response activities. The recovery of losses and costs from Federal resources will require specific preparations and compliance with specific regulations.
- e. The City of Washington will exercise a leading role in the management of a major disaster or multi-jurisdictional emergency.

f. The demand by the public for information will be very high and accentuated in certain types of disaster. Conversely the management of public reaction will require the distribution of needed information. During most emergencies, the local EAS entry point station, KLPW AM (1220 Khz), will continue to operate and be capable of providing public warning and emergency information. Social media may also be utilized.

g. Certain ESFs will be required to respond to different emergencies, and certain assets and resources are critical to each of these Emergency Support Functions.

h. The ICS, institutionalized in the BEOP and each Department's Annex, will facilitate communication, resource management and real-time planning of response actions in the complex jurisdictional environment of the City of Washington.

i. All City officials, appointees and employees with assigned functions and duties will perform them fully. Cross training is required to provide redundant coverage for the assigned functions and duties. Provisions will be made for employees to address family needs that cause conflicting priorities and others who are qualified will perform those duties if assigned personnel are not able.

j. This plan is constructed as a "worst case scenario" for natural hazards typical for the City of Washington. This would most probably be an earthquake but might also include severe weather. The provisions of this plan could also apply to man-made disasters such as riots, hostage/terrorist situations, military attack, chemical spills, pollution, energy failures and critical materials shortages. The threat of Terrorism and the use of weapons of mass disruption/destruction (WMDs) will remain constant for the foreseeable future. (See Annex N).

k. A hazard and vulnerability analysis reveals that the most likely disaster situations confronting the City of Washington, in descending order of probability and impact, are earthquakes; uncontrolled release of hazardous materials (HAZMAT); tornadoes; winter storms; major utility failures/curtailments; high winds; floods; and enemy attacks with thermonuclear and/or conventional weapons. The risk of terrorist use of WMDs is possible but not as quantifiable.

l. Although acts of war are considered unlikely, war could occur as the result of an accident, irrational act, or the unplanned escalation of limited hostilities. If a planned act of war occurs, it will probably be after days or weeks of international tension that would allow such protective measures as evacuation and sheltering to be implemented. An act of war with only short prior notice would require implementation of an in-place shelter plan.

- m. City of Washington residents, businesses, and industry will have to utilize their own resources and be self-sufficient following a disaster event for a minimum of three days (72 hours). Priority of response will be to life safety, protection of public property, the economy and the environment. Re-establishment of government functions and basic infrastructure (utilities, transportation, and economy) will be critical to returning to a “normal” situation. Speed of business sector recovery will be enhanced by business continuity plans.
- n. Emergency medical facilities will be overcrowded and possibly overwhelmed with a commensurate shortage of supplies, equipment and personnel.

2. Event Consequences

For the sake of establishing planning design standards, it is assumed that the majority of significant emergencies, major disasters and acts of terrorism will result in some or all of the following consequences to which City resources might be applied:

- a. The need for complex, time-sensitive decision-making regarding the deployment of assets and resources based on priorities and strategies developed in a very volatile information and communication environment.
- b. Communications may be a problem in any major City of Washington disaster because the City has a limited interoperable communications system in place to link the exceptional diversity of responders or address all disaster needs. However, as lead agency for the County HSRT, diverse communication capabilities are available.
- c. The potential of a large number of casualties concurrently needing some form of medical care ranging from immediate life saving care and triage to preventive care and non-critical care.
- d. The potential that certain terrifying emergencies may precipitate adverse behavioral reactions up to the point of periods of panic or civil disintegration.
- e. The emergence of Public Health threats as a result of degraded environmental conditions, unsafe water, poor food preparation, contagion or toxic exposures.
- f. The separation or isolation of family members and resultant distressed behaviors of attempts to reunite.
- g. Serious disruptions of civil communications networks, including telephones, cell phones, internet, etc., either by overburdened systems or infrastructure losses.

- h. Obstructions of traffic circulation for victims and responders, caused by debris, damage, traffic congestion or rerouting.
- i. The potential of a large number of non-casualties who are uncertain of their medical status, overwhelmed by the emergency situation or simply seeking reassurance.
- j. Disruption of basic public utilities that results in inconvenience, displacement of resident and working populations or actual hazards.
- k. Interruption of critical power and fuel supply lines needed by responders and victims.
- l. Structural damage that will pose a continuing threat during rescue, stabilization of scenes and long term recovery efforts.
- m. Destructive impacts on the commerce and economy of the community because of sensitive to reentry access.
- n. A temporary disruption of governance and civil services necessary to the ordinary functions of the community.
- o. Domestic animals and pets that become collateral casualties and refugees.

3. Response to Events

- a. Local resources must be relied upon for the first response while external assets will be used to supplement local resources only after the local assets are exhausted or overwhelmed. Depending upon the severity and magnitude of the situation, the affected area may be able to cope effectively with the situation. All operations and messages will encourage residents to engage in self-help if possible. It may be necessary to request assistance available through volunteer organizations, private enterprise, mutual aid agreements, or State and Federal sources, including post-disaster victim aid from various Federal agencies under the provisions of the Disaster Relief Act of 1974.
- b. Massive mutual-aid responses by the first responder community for fire, rescue, Emergency Medical Services (EMS), police, HAZMAT, etc. will require coordination. Subsequent to the initial response, converging responders will need to be integrated and provide logistical support. Private sector support will also be needed to augment government disaster response and recovery efforts.

- c. The need to transport people, equipment and material from staging areas to points of need; to distribute food, water and medical supplies; and to provide fuel and power where they are needed will create major logistic demands.
- d. The initiation of the ICS and a Unified Command (UC) structure as a means of managing the responders is certain to occur.
- e. City Departments will be identified as the source of certain critical assets and support.
- f. Disasters occurring near or across jurisdictional borders will require multi-jurisdictional coordination, communications and response.
- g. An extreme demand for rapid public information, direction, instruction and reassurance will emerge in the midst of a degraded communications environment.
- h. The displacement of residents and refugees to temporary shelters requiring support for feeding, hygiene, privacy, counseling, medical evaluation, reunification, etc., is a likely outcome of many disaster scenarios.
- i. Various types of HAZMAT exposure that may require containment, decontamination, personal protection, or post-exposure medical evaluation are likely as singular events or in combination with other incidents.
- j. The response to incidents involving HAZMAT will be by specially trained and equipped teams that may be overloaded by major or multiple events.
- k. The potential need to either evacuate an endangered public or quickly establish the alternative of sheltering-in-place will rely on rapid public communication capacities.
- l. The potential necessity of quarantine or other drastic public health preventive action to isolate contagion would be a major challenge.
- m. Traumatic effects on the mental health of victims and responders can be prevented or mitigated with appropriate care.
- n. A level of engagement of law enforcement personnel in investigation and the exercise of policing authorities may change the management of the incident.
- o. The convergence of persons who want to help with donations of labor, valuable goods and services will present both benefits and problems.

- p. The convergence of some persons at the scene with no constructive or legitimate purpose there will add to congestion, hazards and the need for law enforcement.
- q. Property owners may challenge perimeters and access points to gain access to retrieve valuables, assess damages, rescue pets, etc., creating dilemmas for incident managers.
- r. Certain State and Federal assets may be mobilized almost immediately, if available and if appropriate conditions are met.
- s. City of Washington Government will be expected to remain operational throughout the emergency/disaster.
- t. Other public agencies (for example fire, water, sewer and school districts) will also be expected to develop mitigation, preparedness, response and recovery planning and capabilities for their own jurisdictions.
- u. Plans developed by health care providers will include the need of support through regional assets and healthcare systems. Such plans will be tested by the health care providers.
- v. Private sector expected to have business contingency plans.

VI. CONCEPT OF OPERATIONS

A. General

1. It is the responsibility of local government to provide for a comprehensive emergency management program. This program must meet the emergency needs of those who either have been or might be affected by an emergency or major disaster, whether or not higher-level assistance is, or might be, available. When the emergency exceeds the capability of the city to respond, assistance will be requested from Franklin County, and/or the State of Missouri. If additional assistance is needed beyond state capabilities, the state will coordinate requests to the proper Federal agencies.
2. The Mayor of the City of Washington is ultimately responsible for emergency management activities within the boundaries of his/her jurisdiction. The Presiding Commissioner of Franklin 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 Mayor can delegate his/her authority, but never his/her responsibility.
3. At no time will Franklin County 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. 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, equipment and material resources will be employed and utilized as much as possible during the response and recovery phases.
5. Those day-to-day functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency. Those efforts that would normally be required for normal daily functions may be redirected to the support the city's response and recovery operations.
6. The EOP 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 the EOC, response procedures and notification of departments/individuals.
7. By City Council Order (updated August 7, 2017), The City of Washington, Missouri, created an emergency management organization responsible for the preparation and implementation of emergency functions in accordance with Chapter 44, RSMo and the State of Missouri Emergency Operations Plan.

B. Response Priorities in a Major Emergency/Disaster

1. Self-Preservation
Protection of City employees (including dependents) and assets from the effects of a disaster would be the first priority. The expectation would be that the employee's family would be prepared to be self-reliant after the initial incident in order for the employee to provide timely lifesaving services and other critical operations as effectively and with as little interruption as possible. Self-preservation includes actions taken immediately before, during and after an event. Employees and public at large are encouraged to complete CERT training.
2. Lifesaving/Protection of Property
This is a focus on efforts to save lives of persons other than City employees and their dependents. It may include prevention or mitigation of major property damage if results of such damage would likely present an immediate danger to human life.
3. Unit Reconstitution
Unit reconstitution is the recall of critical employees, if the incident occurs during non-working hours, and the collection, inventory, temporary repair and allocation of City assets in order to provide prompt and sustained operations in response to a disaster. This would include activation of the City EOC for the purpose of coordinating emergency response activities.
4. Emergency Food and Shelter
Provision of immediate food and shelter for disaster victims, primarily through the American Red Cross with coordination of the EOC, would become an immediate priority.

5. Restoration of Infrastructure

Restoration of the City's critical infrastructure (utilities, roads, bridges, buildings, etc.) would be a prime concern that would require the coordination of local, State, and Federal agencies with the private sector.

6. Statutory Response

Providing a partial or full range of City services beyond that of lifesaving and security, law enforcement, etc. Included under statutory response is City support to other units of local government in their assigned missions, coordinating additional resources, declaring a state of emergency, and requesting State and Federal assistance.

7. Recovery

Restoration of lost or impaired capabilities caused by the effects of the disaster or emergency to include a return to normal operating conditions and provision of non-emergency services to the public.

C. Inter-Jurisdictional Relationships

1. Municipalities

- a. Under the provisions of Chapter 44 RSMo, each city may establish an emergency management agency and appoint an emergency program manager. See City Ordinance, dated August 7, 2017.
- b. The County Emergency Management Agency will contact each city to determine which cities have appointed an individual responsible for emergency management within its jurisdiction. Any city not choosing to establish an emergency management agency may enter into a cooperative intergovernmental agreement with the County, specifying the emergency management activities to be accomplished at each level.
- c. The chief executives of the incorporated cities within the County are responsible for the direction and control of their local resources during emergencies.
- d. The chief executives of the incorporated cities are responsible for requesting additional resources not covered under mutual aid for emergency operations. Such State requests for assistance shall be directed to the SEMA Emergency Management Agency, with copies to Franklin County Emergency Management Agency, including any requests for a state declaration of emergency or presidential disaster declaration.

2. Special Service Districts

These districts provide services such as ambulance, education, water delivery systems that are not available from City of Washington. They are governed by an elected Board of Directors and have policies separate from City and County Government. They often overlap City and County boundary lines and serve as primary responders to emergencies within their service delivery districts. They

are responsible for coordination of policies, plan development, and operations activity through designated representatives.

3. Private Sector

Business and industry, volunteer organizations and the public can augment disaster response by local government agencies. The private sector is encouraged to maintain a disaster business contingency plan.

4. Business and Industry

The Director of the EMA will perform coordination efforts with business and industry. This will include providing appropriate assistance in actions taken by industry to meet State regulations in emergency preparedness and businesses that provide essential services such as utility companies. Schools, hospitals, nursing/care homes and other institutional facilities are required by Federal, State or local regulations to have disaster plans.

5. Volunteer Organizations

These organizations will provide specialized services in emergency situations. The City of Washington will generally work with these organizations through previously established formal and informal agreements. In the preparedness time frame, essential training programs will be coordinated by the sponsoring agencies, such as the American Red Cross, Salvation Army, United Way, church groups, amateur radio clubs, etc. A current initiative within the County is COAD, Community Organizations Active in Disasters.

6. Public

The public shall be provided available educational/instructional materials and presentations on subjects regarding safety practices and survival tactics for the first three days (72 hours) of a disaster. America Ready and C.E.R.T. will be an integral part of the City Emergency Management outreach program.

7. Mutual Aid

State law grants permission for local governments to enter into Mutual Aid Agreements with public and private agencies in accordance with their need. Personnel, supplies and services may be utilized by a requesting agency if the granting agency cooperates and extends such services.

VII. EMERGENCY SUPPORT FUNCTIONS AND DEPARTMENT TASK ASSIGNMENTS

A. Emergency Support Functions (ESF)

At all levels of emergency management, Federal, State, and local personnel and resources are grouped into ESFs. Each ESF is headed by a primary agency which

has been selected based on its authorities, resources and capabilities in that particular area. Other agencies have been designated as support agencies for one or more of the ESFs based on their ability to support the primary ESF.

ESFs provide resources using their primary and support agency authorities and capabilities in coordination with other ESFs to support emergency management. ESFs allocate resources based on priorities and needs identified. Normally, only those ESFs managing the emergencies are activated.

Purpose

This section provides an overview of the ESF structure, common elements of each of the ESFs, and the basic content contained in each of the ESF Annexes. The following section includes a series of annexes describing the roles and responsibilities of Departments and agencies as ESF coordinators, primary agencies, or support agencies.

Background

The ESFs provide the structure for coordinating support for a response to an incident. They are mechanisms for grouping functions most frequently used to provide support to areas impacted by an event.

The ICS provides for the flexibility to assign ESF resources according to their capabilities, tasks, and requirements in order to respond to incidents in a more collaborative manner.

While ESFs are typically assigned to a specific section for management purposes, resources may be assigned anywhere within the Unified Command structure. Regardless of the section in which an ESF may reside, that entity works in conjunction with other sections to ensure that appropriate planning and execution of missions occur.

B. Roles and responsibilities of the ESF's

ESF Notification and Activation

The City of Washington Emergency Management Agency, under the guidance and direction of the City of Washington Mayor and City Council, develops and issues operations orders to activate individual ESFs based on the scope and magnitude of the threat or incident.

ESF primary agencies are notified of the operations orders and time to report to the EOC by the staff of the EMA. ESF primary agencies notify and activate support agencies as required for the threat or incident, to include support to specialized teams. Each ESF is accomplished by following the dictates of standard operating procedures (SOPs) developed and maintained by the various

City Departments – in this case, Functional Department Annexes – and/or organizations/agencies tasked with those particular duties. It is the responsibility of those entities to insure their capabilities through planning, training and exercising. Each is also tasked with insuring that their notification protocols and rosters and contact information are current.

ESF Member Roles and Responsibilities

Each ESF Annex identifies the *coordinator* and/or the *primary* and *support* agencies pertinent to the ESF. Several ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition between preparedness, response, and recovery activities. ESFs with multiple primary agencies designate an ESF coordinator for the purposes of pre-incident planning and coordination of primary and supporting agency efforts throughout the incident. Following is a discussion of the roles and responsibilities of the ESF coordinator and the primary and support agencies.

ESF Coordinator (City Department Supervisor or designated second in command)

The ESF coordinator is the entity with management oversight for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response, and recovery phases of incident management. The role of the ESF coordinator is carried out through a “Unified Command” approach as agreed upon collectively by the designated primary agencies and, as appropriate, support agencies. Responsibilities of the ESF coordinator include:

1. Coordination before, during, and after an incident, including pre-incident planning and coordination.
2. Maintaining ongoing contact with ESF primary and support agencies.
3. Conducting periodic ESF meetings and conference calls.
4. Coordinating efforts with corresponding private-sector organizations.
5. Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.

Primary Agencies

An ESF primary agency is an agency with significant authorities, roles, resources, or capabilities for a particular function within an ESF. ESFs may have multiple primary agencies, and the specific responsibilities of those agencies are articulated within the relevant ESF Annex. When an ESF is activated in response to an incident, the primary agency is responsible for:

1. Supporting the ESF coordinator when applicable and coordinating closely with the other primary and support agencies.
2. Orchestrating support within their functional area for an affected population.
3. Providing staff for the operations functions at fixed and field facilities.

4. Notifying and requesting assistance from support agencies.
5. Managing mission assignments and coordinating with support agencies, as well as appropriate State officials, operations centers, and agencies.
6. Working with appropriate private-sector organizations to maximize use of all available resources.
7. Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities.
8. Conducting situational and periodic readiness assessments.
9. Executing contracts and procuring goods and services as needed.
10. Ensuring financial and property accountability for ESF activities.
11. Planning for short- and long-term incident management and recovery operations.
12. Maintaining trained personnel to support interagency emergency response and support teams.
13. Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

Support Agencies

Support agencies are those entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF. When an ESF is activated, support agencies are responsible for:

1. Conducting operations, when requested by the EOC or the designated ESF primary agency, consistent with their own authority and resources.
2. Participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards.
3. Assisting in the conduct of situational assessments.
4. Furnishing available personnel, equipment, or other resource support as requested by the EOC or the ESF primary agency.
5. Providing input to periodic readiness assessments.
6. Maintaining trained personnel to support interagency emergency response and support teams.
7. Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

Departments of City of Washington Government not assigned to a specific Primary role may be assigned as having a Support role to each ESF. That support function can be in the form of personnel staffing or resource allocation.

Table 1

Roles and Responsibilities of the ESFs	ESF Scope
ESF #1 – Transportation Director of Public Works, Street Superintendent	<ul style="list-style-type: none"> ➤ Aviation/airspace management and control ➤ Transportation safety (ground and air) ➤ Restoration/recovery of transportation infrastructure ➤ Movement restrictions ➤ Damage and impact assessment
ESF #2 – Communications City Communications Director	<ul style="list-style-type: none"> ➤ Coordination with telecommunications and information technology industries ➤ Restoration and repair of telecommunications infrastructure ➤ Protection, restoration, and sustainment of national cyber and information technology resources ➤ Oversight of communications within the incident management and response structures
ESF #3 – Public Works and Engineering Director of Public Works	<ul style="list-style-type: none"> ➤ Infrastructure protection and emergency repair ➤ Infrastructure restoration ➤ Engineering services and construction management ➤ Emergency contracting support for life-saving and life-sustaining services
ESF #4 – Firefighting Fire Chief	<ul style="list-style-type: none"> ➤ Coordination of firefighting activities ➤ Support to wild-land, rural, and urban firefighting operations
ESF #5 – Information and Planning/Emerge ncy Management EMD	<ul style="list-style-type: none"> ➤ Coordination of incident management and response efforts ➤ Issuance of mission assignments ➤ Resource and human capital ➤ Incident action planning ➤ Financial management
ESF #6 – Mass Care, Emergency	<ul style="list-style-type: none"> ➤ Mass care ➤ Emergency assistance ➤ Disaster housing

Assistance, Housing, and Human Services Red Cross	<ul style="list-style-type: none"> ➤ Human services
ESF #7 – Logistics Management Director - Chamber of Commerce and City Finance Director	<ul style="list-style-type: none"> ➤ Comprehensive, incident logistics planning, management, and sustainment capability ➤ Resource support (facility space, office equipment and supplies, contracting services, etc.)
ESF #8 – Public Health and Medical Services City Physician / County Health	<ul style="list-style-type: none"> ➤ Public health ➤ Medical ➤ Mental health services ➤ Mass fatality management
ESF #9 – Search and Rescue Fire Rescue Captain	<ul style="list-style-type: none"> ➤ Life-saving assistance ➤ Search and rescue operations
ESF #10 – Oil and Hazardous Materials Response City / County HAZMAT Team, MoDNR	<ul style="list-style-type: none"> ➤ Oil and hazardous materials (chemical, biological, radiological, etc.) response ➤ Environmental short- and long-term cleanup
ESF #11 – Agriculture and Natural Resources County Humane Society	<ul style="list-style-type: none"> ➤ Nutrition assistance ➤ Food safety and security ➤ Safety and well-being of household pets
ESF #12 – Energy Ameren, Spire	<ul style="list-style-type: none"> ➤ Energy infrastructure assessment, repair, and restoration ➤ Energy industry utilities coordination ➤ Energy forecast
ESF #13 – Public Safety and Security Police Chief	<ul style="list-style-type: none"> ➤ Facility and resource security ➤ Security planning and technical resource assistance ➤ Public safety and security support

	<ul style="list-style-type: none"> ➤ Support to access, traffic, and crowd control
ESF #14 – Cross-Sector Business and Infrastructure City Economic Development Director, United Way	<ul style="list-style-type: none"> ➤ Social and economic community impact assessment ➤ Long-term community recovery assistance to St. Louis County, local governments, and the private sector ➤ Analysis and review of mitigation program implementation
ESF #15 – External Affairs City Administrator	<ul style="list-style-type: none"> ➤ Emergency public information and protective action guidance ➤ Media and community relations

C. Task Assignments

Responsibilities of City of Washington Government Department Directors

Upon becoming aware of an emergency or threat, the Mayor of the City of Washington shall designate to which EOC, primary or alternate, the City Government's Department Directors and Department Disaster Coordinators should report for assessment of the situation.

Primary EOC- Public Safety, 301 Jefferson Street, Washington, MO.

The following tasks and activities are to be performed by every Department or Office as components of the BEOP and its Annexes.

1. Develop a system for alerting all Department personnel of impending emergency situations that includes the following components:
 - a. A specific notification and recall plan for all Department staff and particularly all that have assigned duties in an emergency.
 - b. Identified sections, units and individuals that fulfill specific ESFs.
 - c. When notified of the emergency situation, the Director of City Administration shall initiate the Department's notification/recall procedures in order to alert and mobilize sections or individuals of the Department, as might be necessary.
2. Maintain a current line of succession for leadership of Department functions if key personnel are unavailable.

3. Designate a primary assembly site or staging area to which Department staff will report when recalled, either to stand-by for general assignments and duties or for specific predetermined tasks. If it becomes necessary for the continuation of Department critical missions, identify those facilities deemed necessary to Department operations and assist the Building Department in determining the work area requirements of each in order to facilitate relocation to an alternate location. A facility must be initially capable of providing for the continuation of mission critical services and subsequently the restoration of services normally delivered by the Department. If applicable, equip with backup power supplies or modify to easily accept power supplies provided by external sources.
4. Designate an alternate mobilization site or procedure for every Department staff person and define the circumstances under which it should be used as an alternative to the primary site.
5. Designate a Disaster Coordinator who is a knowledgeable, senior-level employee who is well-versed with the Department's organization, functions, operations and resources. This person should have a complete knowledge of all Department ESF roles and has the authority to make or relay administrative decisions to assure ESFs or other directives are fulfilled. The designated Disaster Coordinator will serve as the Department's primary point of contact for all matters relating to disaster plans and operations.
6. Develop and maintain plans to respond in the event of the activation of the EOC. Provide for the mobilization of the Director, Disaster Coordinator and any alternates and other staff liaison to the EOC. Support the mobilization with a preliminary assignment of duties. Immediately upon receipt of the emergency notification, and as directed in accordance with City Ordinance, the department's Director and the Disaster Coordinator or the Alternate Disaster Coordinator shall report to the EOC or alternate site, to meet with the Mayor / City Administrator to coordinate the City's ESFs as needed for the specific emergency.
7. Develop and maintain plans for the Director to serve on the Executive Policy Group or provide appropriate alternates to assure 24-hour representation. The Department's primary representative shall be the Director / Disaster Coordinator.
8. Identify critical assets of the department that would be required to provide ESFs and establish procedures to develop, maintain and protect these assets.
9. Identify vital records necessary for the resumption and continuation of Department and City Government operations and make preparations for the off-site storage and retrieval of backup records.

10. Develop and maintain a current inventory of important files, reference materials, equipment, supplies, etc., that should be given priority status for retrieval if the opportunity is limited.
11. Develop capabilities to respond as a Department to decisions made by the Disaster Operations Advisory Team at the EOC or alternate sites, using information and data prepared in advance or collected from real-time sources, collected and analyzed, summarized and reported as factual information to the City Executive, State or Federal agencies as requested or deemed appropriate.
12. Develop and maintain capacities to coordinate or support ESFs as assigned to the Department, before, during and following emergencies or disasters.
13. Make necessary advance provisions for liaison with other local governments, agencies, organizations or commercial sources of resources required to provide or coordinate ESFs or otherwise respond to emergency situations. Establish all linkages to State government required to access external resources from the State or Federal government.
14. When requested, provide the City of Washington Emergency Management Director with support in the form of personnel, technical assistance, equipment, etc.
15. Develop and maintain procedures to receive and announce warnings of a life-threatening danger in any Department facility. Alert the proper authorities and gain assistance, supporting the warning with appropriate plans to protect employees and others present.
16. Develop and maintain evacuation and sheltering plans for all Department facilities.
17. Exercise and evaluate plans as necessary to assure reliability of performance of ESFs and other Department responsibilities.
18. Report any damage of department facilities, equipment, or resources to the EOC.
19. Account for all Department expenditures of funds, personnel and equipment, as well as expenses incurred by damage or loss during the emergency.
20. Provide PIOs or support personnel to the JIC, Joint Information Center, as required or requested.
21. Return department activities to normal levels as soon as possible, unless involved with recovery activities

VIII. COMMAND AND CONTROL

A. Structure

The emergency preparedness and response of the City of Washington shall be organized as follows:

1. The head of the emergency mitigation, preparedness, response and recovery efforts shall be the Mayor of the City of Washington. Direction and Control of the emergency mitigation, preparedness, response and recovery effort shall be vested in the Mayor of the City of Washington who, assisted by the Executive Policy Group, Disaster Advisory Team, Emergency Management Agency Staff and Operations Group, shall be responsible for the prompt, efficient execution of the emergency management plan, or so much thereof as is necessary to:
 - a. Enforce all rules and regulations relating to Emergency Management.
 - b. Act as an agent of the Governor of the State of Missouri, and take control of all means of transportation (other than railroads, and railroad equipment and fuel) and supplies and all facilities including buildings and plants. He/she will exercise all powers necessary to assure the safety and protection of the civilian population.
 - c. Request State and/or Federal assistance.
 - d. Establish a general curfew.
 - e. Close business and/or public establishments/areas.
 - f. Restrict the sales of alcohol, firearms and ammunition, and/or combustible products.
 - g. Prohibit the carrying of instruments capable of producing bodily harm.
 - h. Establish economic controls.
 - i. Direct the use of all public and private health, medical, and convalescent facilities, and their equipment, for emergency health and medical care of injured persons.
 - j. Control the operation of utility services.
 - k. Other orders as are imminently necessary for the protection of life and property.
2. City of Washington disaster preparedness groups that respond to the City EOC are separated into four basic working personnel groups – Executive Policy Group; Disaster Advisory Team; Emergency Management Office Staff; and Operations Group – that represents separate functional areas of responsibility and facilitates the coordination of member's actions during a disaster.
 - a. Executive Policy Group
The Executive Policy Group is composed of the City Council and Department Heads who will be directing the City's response to the emergency at hand. This group is the governing authority over the others within the EOC.
 - b. Disaster Advisory Team

A Disaster Advisory Team, composed of Department Disaster Coordinators and other department technical advisors, provide expertise vital to the successful execution of disaster operations and assists the Executive Policy Group.

c. **Emergency Management Agency Staff**

The Emergency Management Agency Staff is comprised of the Emergency Management Director, EMA staff, and any other persons identified and assigned by the Director. This staff will provide logistical support to the Executive Policy Group and the Disaster Advisory Team.

d. **Operations Group**

The Operations Group is comprised of representatives of the many governmental and non-governmental agencies necessary to ensure a complete and functional response to disaster situations. Present within the Operations Group will be the managers, supervisors and employees that are relied on by the disaster preparedness groups for response and recovery support.

B. Line of Succession

By law, only the Mayor of the City of Washington has the authority to declare the existence of a State of Emergency in the City of Washington. If the Mayor of the City of Washington is absent from the City at the time of an emergency or disabled to the extent that he/she cannot exercise the powers nor discharge the duties of that office properly, the following is established:

1. The City of Washington:
 - a. Mayor
 - b. Mayor Pro-Tem
 - c. By vote of the City Council
 - d. City Administrator
 - e. Assistant City Administrator
2. Emergency Management Agency:
 - a. Emergency Management Director
 - b. Fire Chief
 - c. Police Chief
 - d. City Administrator

C. Emergency Operations

When City of Washington Government personnel are committed to and engaged in emergency operations within the boundaries of the City's incorporated area, officials of City of Washington Government shall retain operational control and direction of emergency forces.

Mutual Aid Agreements

1. **Mutual Aid I**

When City of Washington personnel are committed to and engaged in localized emergency operations within the boundaries of an incorporated municipality which has signed a Mutual Aid I agreement with Franklin County, the responsible local municipal official in charge of the operation shall direct all emergency forces.

Direction includes, but is not limited to:

- a. The assignment of tasks.
- b. Designation of objectives and priorities.
- c. Designation of responsibility for other actions, the accomplishments of which are necessary to complete the mission.

2. Mutual Aid II

When City of Washington personnel are committed to, and engaged in, emergency operations within the boundaries of an incorporated municipality which has signed a Mutual Aid II contract with City of Washington, the County Government shall exercise complete autonomy of management, control and supervision over the disaster relief operations. The Mayor of the City of Washington or his designated representative (the Emergency Management Director) shall be vested with full authority over, and control of, all disaster planning and relief measures within the given municipality. The chief elected official, or that official's designated representative for the given municipality, shall become a Deputy Disaster Director and shall assist the Mayor of the City of Washington or his designated representative in coordinating disaster relief operations.

Operational Control

The City of Washington shall retain operational control of its emergency forces committed in any jurisdiction. Operational control of emergency forces includes, but is not limited to, the overall authority to commit or withdraw personnel and resources from emergency operations. Established City Government Department authority over any given Department's committed forces will not be superseded except in extreme emergencies. Should the municipal official so desire, the Mutual Aid I contract affords him/her the opportunity to relinquish direction to City of Washington officials.

When City of Washington Government personnel are committed to and engaged in City-wide disaster operations, the Mayor of the City of Washington or his designated representative (the Emergency Management Director) shall be vested with full authority over, and control of, all disaster planning and relief measures.

Military Support

Officials of the City of Washington Government may determine that the City requires the assistance of Missouri Army and/or Air National Guard units during the conduct of emergency operations. If so, the City of Washington Emergency Management Director will notify the Mayor of the City of Washington, who, if he/she concurs, must request such military assistance from the Governor of Missouri.

Requests for National Guard support will be submitted in writing to the Governor. In case of extreme urgency, requests may be made by the most expeditious means available through SEMA, and later confirmed in writing.

When units or individuals of the Missouri National Guard are ordered to State emergency duty in support of civil authorities, their orders will specify the general or specific missions and the local civil officer (e.g. County Presiding Commissioner, Mayor, Sheriff, Municipal Police Chief, Fire Chief, etc.) to whom the National Guard Commander will report for direction and to receive the mission to be accomplished. Command, operational control, and accomplishment of the mission are the responsibility of the National Guard Task Force Commander. Civil authorities remain responsible for the general maintenance of law and order, and any other activities that may be required due to the emergency. Under these conditions, National Guard units and their personnel are considered to be "in support of civil authorities." All directives for the establishment of "martial law" will be at the determination of the civil authorities unless superseded by the Governor.

Commanders are responsible only to their superiors within the National Guard Chain of Command. When acting in support of civil authority, the commander(s) will accept missions from the appropriate civil authorities and execute those missions utilizing the methods and resources the National Guard commanders deem necessary.

The maintenance of law and order within a political subdivision is the responsibility of the local duly elected or appointed civil authorities. When National Guard Forces are ordered by the Governor to provide military support to those civil authorities, the National Guard forces will obey and execute that order with the understanding that they are assisting local authorities in the performance and accomplishment of their duties and functions. Civil officials are and will remain in charge, and will continue to exercise the normal functions of their particular office.

Levels of Activation

The Emergency Management Director shall designate what level of activation is required in response to a given situation, and shall ensure all steps for notification and operation are completed for that level of activation.

Level 3:

Activation at this level will typically involve only the Emergency Management Office staff. This level is established to perform the regular situation analysis function utilizing the best information available for decision-making purposes. (Normal/Steady State)

Level 2:

Level II encompasses the Level I activation staffing pattern and any individuals as may be designated by the Emergency Management Director required to address specific

emergency situations. The Emergency Management Director may activate portions of this plan in preparation of an anticipated response need. (Partial Activation)

Level 1:

Level I requires the involvement of each of the City of Washington disaster preparedness groups. May also involve non-local assets as provided by mutual aid, federal, state assistance and volunteer resources. (Full Activation)

Communications

Notifications - The Mayor of the City of Washington, an official of the Emergency Management Agency, or Washington Communications shall notify the City Government's Department Directors of an emergency, or the imminent threat thereof. If possible, notification shall be made by means of telephone, and automated system or radio. However, the initial notification might also be received by means of the NOAA Weather Radio and/or via the EAS (locally, via radio station KLPW-AM on 1220 Khz or KMOX-AM on 1120 Khz).

For more detailed information about communications systems, see Annex O (Communications) to this plan.

IX. ADMINISTRATION AND LOGISTICS

A. Administration

Each City of Washington Government Department shall maintain an inventory of all major resource items that might be required to save lives and property and to ensure the continuity of City Government operations during emergency conditions. It is the responsibility of the department heads and elected officials to ensure that this is being done. Listings will reflect locations where each resource item (personnel, vehicle, equipment, etc.) customarily is employed, dispatched from, stored or maintained in order to determine proximity to emergency scenes. Departments shall update these listings each year and shall provide one copy each to the Emergency Management Director and to the designated Disaster Coordinator of the Department.

Each City of Washington Department, supporting volunteer service agency, organization, utility company, and fire service shall maintain comprehensive, accurate accounting records for all resources expended in the course of the conduct of emergency operations and recovery. These detailed records must fully account for such expenditures as:

- 1. Personnel hours (regular, overtime and any that might support special shift differential allowances).**

- 2. Supplies expended.**
- 3. Equipment use hours, whether Department owned, leased, purchased or borrowed.**
- 4. Contracted services and/or special facilities.**
- 5. Damages/injuries sustained by equipment, facilities and/or personnel, etc.**

Such compilations of disaster-related expenses shall be submitted, upon request, to the Finance Director where they will be collated into a report for the Mayor of the City of Washington, and may be used as a basis for determining eligibility for emergency assistance funding from State and/or Federal authorities.

The following reports shall be submitted to SEMA:

1. Situation Reports

The format for this report, which is a self-explanatory fill-in the blanks type, is contained in SEMA's Disaster plan.

2. Assistance Guide for Local Governments

3. Damage Assessment Reports

There are two types of damage assessment reports:

- Individual Assistance
- Public Assistance

The formats and instructions for completion are contained in the aforementioned state guide and are to be submitted as soon as practical.

4. Executive Order Requesting State Assistance

Depending on the nature of conditions that prompted the request for state assistance, the Executive Order must state:

- That the specific type(s) of resource(s) required (to include those possessed by local public, volunteer, commercial and mutual aid entities) are either:
 - i. Exhausted
 - ii. Unavailable
 - iii. Not available in time to save lives, prevent further damage, and/or to alleviate suffering.
- How long the resource (s) will be needed;
- Where to deliver or report;
- The name of the official to whom to report.

All individual relief assistance will be provided in accordance with the policies set forth in State and Federal laws and programs. Consumer complaints

pertaining to alleged, unfair or illegal business practices will be referred to the County Counselors Office.

There will be no discrimination on the grounds of race, color, religion, nationality, sex, sexual orientation, age, or economic status in the administration of emergency management functions. This policy applies equally to all levels of government, contractors, and labor unions.

No person, business concern, or other entity will receive assistance with respect to any loss for which he/she has received financial assistance under any other program or for which he/she has received insurance or other compensation.

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practical, to those organizations, firms, and individuals residing or doing business primarily in the areas that have become distressed.

It will be the responsibility of the Emergency Management Agency to determine and to negotiate, obtain appropriate review, and keep current all mutual aid and inter-local agreements necessary to perform the letter and spirit of official tasks assigned by law and this plan.

All City departments and supporting organizations will maintain SOPs or checklists to guide the actions of their personnel in performing all assigned emergency duties. For County departments, these may be a part of the Emergency Support Functions to the BEOP.

An emergency worker registered, appointed, and performing emergency functions under the direction of an appropriate City agency would qualify for indemnity protections provided for in the City of Washington Employee Handbook.

B. Logistics

All City departments and supporting organizations will maintain limited stocks of basic emergency supplies in all City owned and leased facilities. Control over the use and training of employees in the operation of these emergency supplies will be the responsibility of each Department. Departments are encouraged to add to these basic stocks so that, if necessary, it may be possible for building occupants to sustain themselves in these facilities for a minimum of three days (72 hours).

Once the Governor has proclaimed a "State of Emergency," the Mayor may "command the service and equipment of as many citizens as the Mayor

considers necessary. Citizens so commandeered shall be entitled, during the period of such service, to all privileges, benefits and immunities as are provided by local, Federal and state civil defense regulations for registered civil defense or emergency services workers.”

In a declared emergency the Mayor may, if time is vital to saving lives and reducing property damage or hardship, order Departments to dispense with normal purchasing practices that unduly postpone the receipt of required equipment, supplies, or services, except those that are mandated. Any such order shall at the earliest practical time be presented to the City Council for review and appropriate legislation including:

1. Findings by resolution with respect to actions taken;
2. Authorization of payment for services, supplies, equipment loans and commandeered property used during disaster response activities;
3. Approval of gifts, grants or loans accepted by the City of Washington during the emergency;
4. Levy of taxes to meet costs of disaster response and recovery operations.

X. PLAN DEVELOPMENT AND MAINTENANCE

A. Development and Maintenance.

The development and maintenance of the City of Washington BEOP is a cooperative effort among all Departments and agencies of the City Government and all local supporting organizations. Accordingly, the following specific responsibilities are assigned:

1. The staff of the Emergency Management Agency will administer the coordinating steps involved in the development, maintenance, promulgation, approval, and publication of the entire plan.
2. Department Annexes. Because these are relating to specialized functions that individual departments and/or support organizations deliver or provide for, it is clear that those with the day-to-day technical expertise and experience would know the function best. With this rationale in mind, assignments for developing, writing and maintaining specific Department annexes, both in lead and associate capacities, are the responsibility of each Department of City government.

B. Review.

It is the responsibility of each Department to ensure that those portions of this plan that are assigned to them are reviewed and updated annually from the date of the last revision. Upon completion, revisions will be submitted to the Emergency Management Agency for coordination, printing and distribution.

B. Distribution.

This BEOP is available to the general public via the Internet. The BEOP and associated annexes are available to City of Washington employees via the Intranet.

XI. EXERCISES

In order to provide practical, controlled operations experience to those who have emergency management responsibilities outlined herein, this plan shall be exercised at least once a year in the form of either:

1. A simulated emergency within the City of Washington OR
2. The simulated impending threat of an emergency within the City of Washington OR
3. An actual event occurring within the City of Washington and for which SEMA permits credit to be granted.

XII. AUTHORITIES AND REFERENCES

- A. Federal Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
- B. Federal Public Law 99-499, SARA, Title III
- C. Presidential Decision Directive 39 (PDD-39), U.S. Policy on Counter-terrorism
- D. Homeland Security Presidential Directive 5 (HSPD-5) was signed on February 28, 2003.
- E. Guide for All-Hazard Emergency Operations Planning, SLG 101, FEMA, September 1996
- F. Revised Statutes of Missouri, Chapter 44, as amended
- G. Revised Statutes of Missouri, 49.070
- H. Missouri Code of State Regulations, Chapter 292, Spill Bill
- I. Missouri Code of State Regulation, Title XI, Division 10, Chapter 11
- J. State of Missouri Emergency Operations Plan, as amended

- K. Missouri All-Hazard Emergency Planning Guidance, SEMA, as amended
- L. Missouri Hazard Analysis, SEMA, as amended
- M. The City of Washington proclamation for establishing a city Emergency Management organization, dated November 6, 1978, by Bill Number 7230 and Ordinance Number 5144.
- N. The City of Washington repealing Chapter 150 of the Code of the City of Washington, Missouri relating to the Office of Emergency Preparedness and enacting in lieu thereof a new Chapter 150 relating to the Office of Emergency Preparedness dated April, 03, 2006, by Bill Number 10074 and Ordinance Number 10003.
- O. The City of Washington Resolution adopting NIMS as the City standard for incident Management, May 16, 2005
- P. The City of Washington Resolution adopting the St. Louis Regional All-Hazard Mitigation Plan 2020-2025 February 18, 2020
- Q. The City of Washington repealing Chapter 150 of the Code of the City of Washington, Missouri relating to the Office of Emergency Preparedness and enacting in Lieu thereof a new Chapter 150 relating to the Office of Emergency Preparedness dated August 7, 2017 by Bill Number 17-11700 and Ordinance Number 17-11732

ATTACHMENTS:

- State of Missouri Revised Statutes, Chapter 44.080, Civil Defense
- City of Washington Organization Chart
- Duties of City of Washington Disaster Coordinators
- Primary and Support Duties (P&S) Chart
- Line of Succession Flow Chart

ESF ANNEXES:

1. Transportation
2. Communications
3. Public Works and Engineering
4. Firefighting
5. Information and Planning/Emergency Management
6. Mass Care; Emergency Assistance; Disaster Housing; Human Services
7. Logistics
8. Public Health and Medical Services
9. Search and Rescue
10. Oil and Hazardous Materials
11. Agriculture and Natural Resources
12. Energy
13. Public Safety and Security
14. Cross-Sector Business and Infrastructure
15. External Affairs

State of Missouri Revised Statutes, Chapter 44.080, Civil Defense

All political subdivisions shall establish a local emergency management organization.

44.080. 1. 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 the 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.

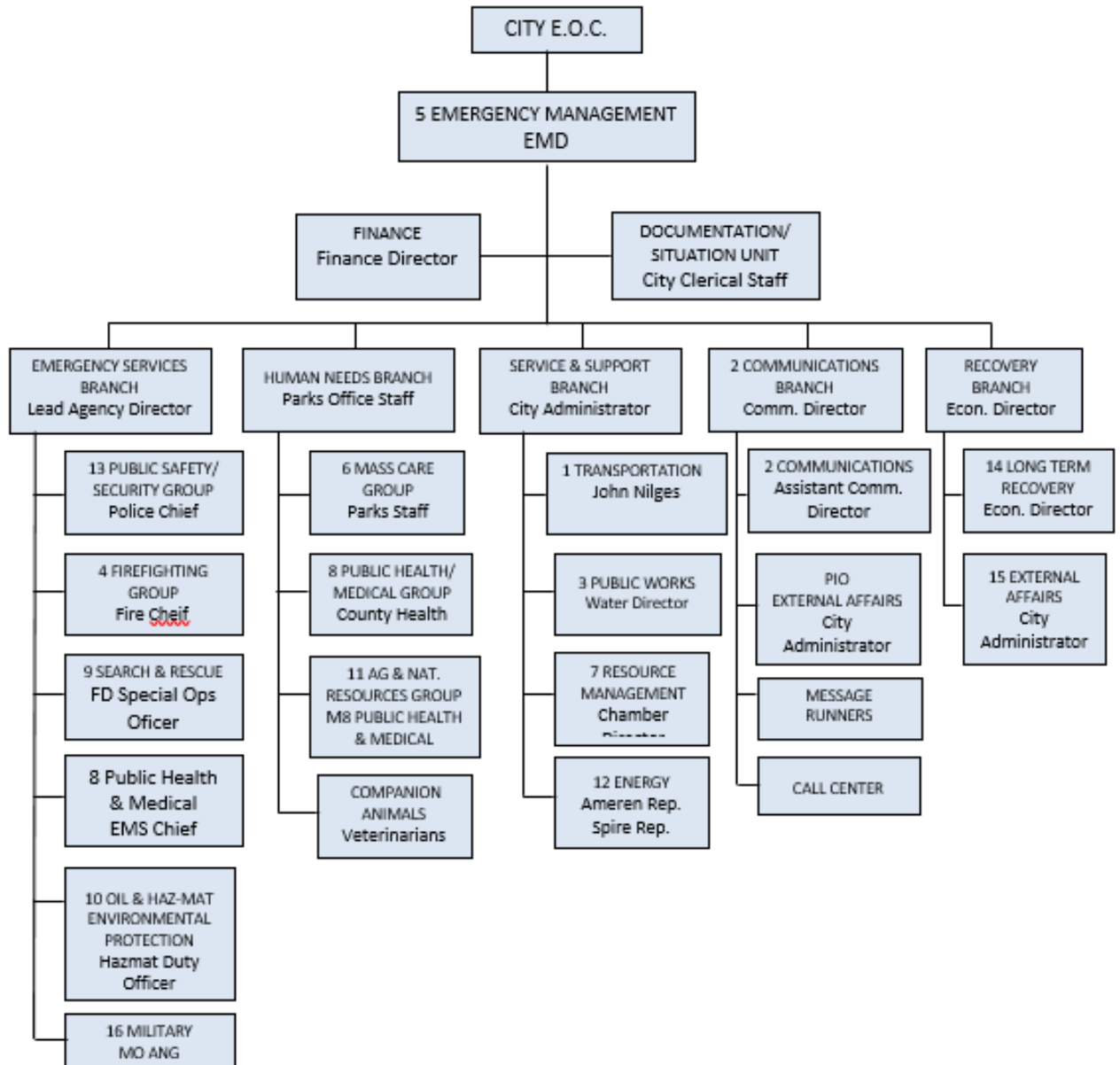
2. In carrying out the provisions of this law, each political subdivision may:

- (1) Appropriate and expend funds, make contracts, obtain and distribute equipment, materials, and supplies for emergency management purposes; provide for the health and safety of persons; the safety of property; and direct and coordinate the development of disaster plans and programs in accordance with the policies and plans of the federal and state governments; and
- (2) Appoint, provide, or remove rescue teams, auxiliary fire and police personnel and other emergency operations teams, units or personnel who may serve without compensation.

(L. 1951 p. 536 § 26.210, Reenacted L. 1953 p. 553, Reenacted L. 1955 p. 607, A.L. 1961 p. 463, A.L. 1967 p. 122, A.L. 1998 S.B. 743)

Appendix 1 To the Basic Plan

CITY OF WASHINGTON ORGANIZATIONAL CHART (ESF Format)



Appendix 2 To the Basic Plan

Duties of City of Washington Disaster Coordinators

DUTIES

City of Washington Disaster Coordinators

The following tasks and activities are to be performed by the Department Disaster Coordinators (normally the Department Heads). These responsibilities are shared by all Disaster Coordinators. Responsibilities unique to the Department are integrated into general task statements. It is an overarching responsibility of the Disaster Coordinators to provide technical assistance and support to the Director in the execution of all tasks assigned to that office. Additional information is provided in the following task statements that apply to the Disaster Coordinator and any who are designated as assistants or alternates.

a. Pre-Emergency

The Disaster Coordinator:

1. Assures that he/she is a knowledgeable, employee who is familiar with the Department's organization, functions, operations and resources. This person is expected to have a complete knowledge of all Department *Emergency Support Function* roles through planning and preparation activities. It is necessary to have the authority to make and convey administrative decisions and to assure that ESFs or other directives are fulfilled during planning and execution. The Disaster Coordinator and designated successors serve as the Department's primary point of contact by the Emergency Management Agency (EMA), other Departments and external partners for all matters relating to disaster plans and operations.
2. Provides leadership and necessary liaison to prepare and update assigned Annexes and supporting documentation that are parts of the official City of Washington Emergency Operation Plan. This documentation should include all necessary appendices, data sets, SOPs, etc.
3. Serves as the Department liaison to the EMA for preparedness activities and as a primary/alternate contact for notifications and Rapid Response.
4. Attends and contributes to regularly scheduled meetings of the Disaster Coordinator Committee. Completes assigned tasks from the EMA to maintain and continually improve the EOP. Cooperates with and coordinates department activities to establish and sustain alliances within City government to perform ESFs.
5. Develops and facilitates necessary training for the Director and Department staff to assure the capability to perform assigned tasks.
6. Populates information and data requirements established by formal incident management systems deployed by the EMA and becomes proficient as a user in the use of these tools.

7. Organizes and assures the development of the Department's system for alerting personnel of impending emergency situations. The system should consist of the following components that provide for an integrated city government-wide system:
 - a. A specific notification and recall plan for all Department staff and particularly all those who have assigned duties in an emergency, allowing assignments to be associated with emergency needs.
 - b. Identification of sections, units and individuals that provide necessary capacities for ESFs.
 - c. Establishment of policy and criteria for notification and recall.
 - d. Orientation of the Director and successors to the Department's notification/recall procedures.
8. Assures maintenance of a current record of the line of succession for leadership of the Department in an emergency. Assure that the current line of succession is always on record for use by the EMA.
9. Assists the Director in the designation and preparation of a primary assembly site or staging area to which Department staff will report when recalled.
10. Coordinates and assures the assignment of specific predetermined tasks to appropriate staff. Provide leadership in identifying tasks that are necessary to fulfill the Department's assigned ESFs and support roles.
11. Also coordinate and assure the ongoing identification of necessary resources and tracking of their status.
12. Assists the Director in establishing an adequate emergency operations Command Post for the Department, including adequate alternate location(s).
13. Assures redundant communication links from the Department Command Post to the City of Washington EOC.
14. Facilitates actions by the Director to develop and prepare for plans to respond to the EOC in the event of activation of the County or Department Emergency Operations Center.
15. Develops and maintains the capacity to support the Executive Policy Group (County Commission, Elected Officials, and Department Directors) at the EOC upon activation preparing to serve as the alternate/assistant representative of the Department.
16. Leads the assessment of Department capabilities to identify, monitor and make preparations to mobilize critical assets of the department that would be required to provide ESFs. Assists department staff in establishing procedures to develop, maintain and protect these assets.
17. Assists in the assessment of threats and analysis of performance capabilities by EMA and provide information specific to the Department.
18. Develops and sustains records of data and information that would be necessary to support the Department's emergency response and recovery functions, to include inventories, rosters and other information to account for and track staff and resources.
19. Leads or coordinates actions in the interest of the Department to support the Community Recovery ESF.

20. Establishes, facilitates or assists liaisons with other local governments, agencies, organizations or commercial providers of resources required to provide or coordinate ESFs. Monitors and assures readiness by identifying specific needs and gaps and facilitating appropriate actions.
21. Facilitates and coordinates the planning, execution and evaluation of exercises that test Department responses. Evaluates policies, plans and procedures within the Department, as necessary to assure reliable performance of ESFs and other Department responsibilities.
22. Develops and maintains administrative and organizational capacities to coordinate or support ESFs as assigned to the Department before, during and following incidents, documenting these with appropriate text and information in annexes, appendices, SOPs and policies.
23. Establishes and maintains an organizational capacity to provide real-time tracking of critical resources for rapid responses, to conserve critical resources and provide ongoing management of deployed resources during the management of an incident. Establishes a capability to provide accountability information to Incident Command for staff or teams that may be mobilized, staged, deployed, recuperating, etc.
24. Coordinates a thorough understanding and implementation of the Incident Command System (ICS) within the Department to assure its consistent use by the Department in the EOC, Department Command Post and in any other assigned responsibilities.
25. Assures that compliance standards of the National Incident Management System (NIMS) are met by policies, plans and procedures of the Department. A principle standard of the NIMS is the implementation of the Incident Management System. The Disaster Coordinator is responsible for coordinating and guiding the integration of ICS into the plans of the Department to make it fully capable of functioning in assigned or likely roles in a fully implemented ICS environment.

b. Increased Readiness

The Disaster Coordinator:

1. Assists the Director in developing and instituting incident-specific contingency plans or procedures to be activated to increase the capacity to respond to an imminent event.
2. Assists the Director in establishing criteria for the activation of the Department's EOC, institution of emergency communications protocols, precautionary and other actions that elevate the capacity of the Department to endure and operate in an anticipated incident.
3. Initiates actions and assists the Department Public Information Officer (PIO) in preparing information to support anticipated public information needs, coordinating with other departments and responders as appropriate.
4. Assesses the readiness of mutual aid agreements or other contracts and agreements that will be relied upon to procure needed resources. Assures

notification of vendors, agencies, etc. as necessary. Initiates protocols or procedures to prepare for the mobilization or staging of material, equipment and workforces.

5. Develops plans to notify key staff of an impending event and initiates preparations for a broader notification recall.
6. Plans or facilitates actions for the protection and staging of critical assets of the Department.

c. Response

The Disaster Coordinator:

1. Assures that the Notification and Recall procedures of the Department are activated and operating properly.
2. If made necessary by the incident, initiates procedures to account for department staff and any others, identifying casualties and those personnel unaccounted for.
3. Begins monitoring status and progress of pre-assigned tasks.
4. Establishes communications with the EMA.
5. Provides direct technical support to the Department Director in decision-making by the Department Disaster Coordinator Committee at the EOC or alternate sites.
6. Uses information and data prepared in advance or collected from real-time sources, collected and analyzed, summarized and reported as factual information to the County Commission, State or Federal agencies as requested or deemed appropriate.
7. When requested, provides the EMA with support in the form of personnel, equipment, material and other resources.
8. Reports any damage of department facilities, equipment, or resources to the EMA.
9. Provides PIOs or support personnel to the Joint Information Center as required or requested.

d. Recovery

The Disaster Coordinator:

1. Develops and maintains capacities to coordinate or support ESFs as assigned to the Department, before, during and following emergencies or disasters.
2. Assists fiscal staff of the department in accounting for all Department expenditures of funds, personnel and equipment, as well as expenses incurred by damage or loss during the emergency .Assures information is reported to the EMA or other designated authority.
3. Provides liaison to restore department activities to normal levels as soon as possible, unless involved with recovery activities.
4. Provides liaison for the maintenance of ongoing recovery activities.

Attachment A To the Basic Plan

PRIMARY AND SUPPORT DUTIES (P&S) CHART

FUNCTIONAL ANNEX		ESSF # 1	ESSF # 2	ESSF # 3	ESSF # 4	ESSF # 5	ESSF # 6	ESSF # 7	ESSF # 8	ESSF # 9	ESSF # 10	ESSF # 10	ESSF # 12	ESSF # 13	ESSF # 13
P = Primary Responsibility S = Support Responsibility * = Joint Responsibility Department/Individual	FUNCTION	DIRECTOR & CONTROL	COMMUNICATIONS & WARNING	PUBLIC WORKS	FIRE & RESCUE	EMERGENCY PUBLIC INFORMATION	HEALTH & MEDICAL	RESOURCES & SUPPLY	HEALTH & MEDICAL	EVALUATION	HAZARDOUS MATERIALS	TERRORISM	DAMAGE ASSESSMENT	LAW ENFORCEMENT	IN-PLACE SHELTER
Mayor		P							S		S				S
City Administrator		S	S	P							S	S			S
Emergency Management Director		S	S		P			S	S		S	P	P		P*
Police Chief		S	S	S	S	S	S		S		P*		S		P*
Communications Director			P			P									
Fire Chief		S	S	S	S		P		P		P*		S	S	P*
Public Works Department Director		S	S		S			P*		P	S		S		S
Parks & Recreation Department Director		S	S							S					S
Planning & Code Enforcement		S	S							S				S	S
Building Regulation Division		S			S										S
Director of Finance		S						P*			S		S		S

County Health Department Director	S		S					S				S	P	P*
County LEPC Chairman	S							S						S
Area Chapter American Red Cross	S			S								S		S
Washington Ambulance Service	S	S						S					S	S
Medical Examiner	S												S	S

LINE OF SUCCESSION

1. The City of Washington:
 - a. Mayor
 - b. Mayor Pro-Tem
 - c. City Administrator
 - d. Assistant City Administrator
 - e. By vote of the City Council

See Ordinance 10003 April 3, 2006.

2. Emergency Management Agency:
 - a. Emergency Management Director
 - b. Fire Chief
 - c. Police Chief
 - d. City Administrator

See Ordinance 17-11732, August 7, 2017

Attachment B To the Basic Plan

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.

A. Direction and Control (Annex A)

Mayor of the City of Washington:

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.

B. Communications and Warning (Annex B)

Communications Director

1. Monitor all emergency situations to insure 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.).

C. Emergency Public Information (Annex C)

City Administrator:

1. Predestinate 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 the release of information.
6. Maintain and release as appropriate EPIs for all identified hazards.
7. Conduct annual programs to acquaint news media with emergency plans.

D. Damage Assessment (Annex D)

Engineering / Building Official

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

E. Law Enforcement (Annex E)

Police Chief

1. Maintain law and order during emergency operations.
2. Provide necessary support during emergency operations (i.e., site security, access control, traffic control, EOC security, etc.)

3. Provide and/or support communications and warning.
4. Lend support to fire, medical, hazardous materials and other emergency services as dictated by the situation.
5. Coordinate with other law enforcement groups.
6. Implement and/or continue training courses for auxiliaries and reserves.
7. Provide personnel with the appropriate level of hazardous materials training (coordinate with LEPC).

F. Fire and Rescue (Annex F)

Fire Chief, City of Washington Fire Department

1. Control fires during emergency operations.
2. Conduct fire prevention inspections.
3. 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 LEPC).

G. Resource and Supply (Annex G)

Director, City Public Works Department, Director of Finance and Logistics Section
Chief

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.

H. Hazardous Materials Response (Annex H)

Fire Chief, City of Washington Fire Department / H.S.R.T. Franklin County

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.
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 insure 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.

I. Public Works (Annex I)

Director, City of Washington Public Works Department (Street/Water)

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. Coordinate with LEPC.
8. Refuel city vehicles.

J. Evacuation (Annex J)

Police Chief and Fire Chief, City of Washington.

- A. Verify evacuation routes and implement evacuations plans.
- B. Identify affected facilities or individuals with special needs (nursing homes, invalids).
- C. Make arrangements to keep essential facilities operating.
- D. Maintain a continuous and orderly flow of traffic.
- E. Furnish to the Public Information Officer instructions regarding evacuation procedures (i.e., rest areas, fuel stops, etc.) for release to the public.

K. In-Place Shelter (Annex K)

Emergency Management Director, City of Washington.

- A. Advise the public on what protective actions to take.
- B. Identify warning procedures.
- C. Maintain emergency public information materials.
- D. Identify/Provide protective shelter for the population in situations for which such action is appropriate. Coordinate with Reception and Care, Annex L.
- E. Assist with the movement of people to shelters if necessary.

L. Reception and Care (Annex L)

Emergency Shelter Coordinator, City of Washington (Recreation Coordinator)

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 special 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)

City Physician, Washington Area Ambulance, County Health Director.

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 City of Washington LEPC).

N. Terrorism (Annex N)

Police Chief, Fire Chief, Franklin County Health Department Director (County H.S.R.T)

1. Protect the lives and safety of citizens and first responders.

2. Isolate, contain, and/or limit the spread of any cyber, radiological, biological, chemical, incendiary or explosive device.
3. Identify the type of agent or device used.
4. Identify and establish control zones for suspected agent used.
5. Identify appropriated decontamination procedures 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.

Appendix 3 To the Basic Plan

EMERGENCY (DISASTER) CLASSIFICATION & CONTROL PROCEDURES

I. PURPOSE:

To establish emergency/disaster classification and control procedures for city officials and emergency response personnel during periods of emergency/disaster.

II. INCIDENT TYPING:

A. Type 1:

- This type of incident is the most complex, requiring national resources for safe and effective management and operation.
- All command and general staff positions are filled.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Branches need to be established.
- A written incident action plan (IAP) is required for each operational period.
- The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

B. Type 2:

- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
- Most or all of the command and general staff positions are filled.
- A written IAP is required for each operational period.]
- Many of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The agency administrator is responsible for the incident complexity analysis, agency administration briefings, and the written delegation of authority.

C. Type 3:

- When incident needs exceed capabilities, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the command and general staff positions may be activated, as well as division/group supervisor and/or unit leader level positions.

- A Type 3 IMT or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 IMT.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

D. Type 4:

- Command staff and general staff functions are activated only if needed.
- Several resources are required to mitigate the incident, including a task force or strike team.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority is updated.
- No written IAP is required but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans including objectives and priorities.

E. Type 5:

- The incident can be handled with one or two single resources with up to six personnel.
- Command and general staff positions (other than the incident commander) are not activated.
- No written IAP is required.
- The incident is contained within the first operational period and often within the hour to a few hours after resources arrive on scene.
- Examples include a vehicle fire, an injured person, or a police traffic stop.

III. RESPONSE PROCEDURES

- A. 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 City of Washington Communications, E-911 Dispatch Center.)
- B. On-scene command and control of the affected area will be established by the first ranking officer of the responding agency at the scene of the incident. For incidents involving hazardous materials, the Incident Management System (IMS) will be implemented and the Incident Commander will be responsible for directing response operations.
- C. The on-scene commanding officer will maintain radio contact with the dispatcher to advise of the situation and to alert additional response agencies as necessary.

- D. 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 (ies) and the emergency has escalated from Level III to Level II or higher, the officer will instruct the dispatcher to notify the next in command (i.e., Police Chief, Fire Chief, Emergency Management Director, etc.) of the seriousness of the disaster.
- E. The next in command will in turn, advise the chief elected official (i.e. Mayor) of the situation, at which time a determination will be made as to whether or not the EOC should be activated and personnel should be assembled.
- F. 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).
- G. After the EOC Direction and Control staff has assembled, it will be determined what personnel will be required to control operations. This determination will be made by the senior elected official present. In addition, the EMD will notify the State Area Coordinator for Area C. If the Area Coordinator cannot be contacted, the EMD will contact the State Duty Officer and advise them of the situation.

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 EMS. If necessary, one administrative assistant from each above-mentioned department 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 must maintain current internal personnel notification/recall rosters and a means to implement them.
- D. Depending upon the type of emergency, the dispatcher will notify/warn special locations such as schools, nursing homes, factories and places of public

assembly by using all methods as outlined in the Communications and Warning Annex (i.e., outdoor sirens, cable television interrupt, news media alert).

- E. It is the responsibility of the EOC clerking staff (city clerk) 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 in so far as possible.
- G. Situations requiring notification that are not covered by these checklists will be handled on a case by case basis by the Emergency Management Director and their staff.

Appendix 4 To the Basic Plan

PROCEDURES FOR REQUESTING STATE AND FEDERAL ASSISTANCE

I. STATE AND FEDERAL ASSISTANCE:

- A. Assistance from State and/or Federal agencies such as the Department of Conservation, 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 may also be requested through the State Emergency Management Agency (SEMA).
- B. SEMA Notification:
 - 1. SEMA has a 24-hour telephone number to request assistance in a disaster or emergency: 573-751-2748.
 - a. Business hours: Your call will be answered by personnel on duty in the EOC.
 - b. Non-business hours: Leave your name and a call back number. The Staff Duty Officer (SDO) will return your call.
 - 2. If the telephone lines are down, the Duty Officer can still be contacted. The Missouri State Highway Patrol can relay the information to Troop F in Jefferson City by radio. During working hours, the Missouri Uniform Law Enforcement System (MULES) can also be used to transmit messages to the MULES terminal in the State Emergency Operations Center.
 - 3. SEMA Regional Coordination may be contacted for assistance

II. MISSOURI 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 prior to making such a request.

B. Procedures:

1. Analyze the situation to determine:
 - a. If threat to life or property still exists.
 - b. To insure 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 should follow.

Appendix 5 To the Basic Plan

HAZARD ANALYSIS

This Appendix is designed to provide an overview of the hazards that could affect the City of Washington. In general, hazards can be placed into two (2) categories: Natural and Technological.

Note: Those identified by an asterisk are considered to be high-risk hazards for Washington.

I. NATURAL HAZARDS

A. Tornado:

Since Missouri lies in the heart of the nation's "tornado alley," its residents are particularly vulnerable to tornadoes. Seventy percent (70%) of Missouri's tornadoes occur during the months of March, April, May and June, but a tornado can occur at any time of the year.

B. Winter Storms:

Although excessive snowfalls with prolonged severe cold or storms producing blizzard conditions are rare in Missouri, they do occur. Most snow usually falls during the months of December, January, and February. Weather data indicates that counties south of the Missouri River may receive an annual average of 8 to 12 inches of snow a year. A large winter storm accompanied by severe cold could cause numerous secondary hazards such as: power failure, transportation incidents, and fuel shortages.

C. Floods:

Flooding is a potential risk in the City of Washington. The biggest threat is the Missouri River. In recent years, Franklin County and the City of Washington have been included in Presidential Declarations for disaster assistance in 1993, 1995 and 1998. Although floods are the number one weather-related killer in the United States, the City of Washington fortunately had no flood-related deaths.

D. Earthquake:

Although earthquakes in the Midwest occur less frequently than on the west coast, the threat of earthquake affecting Missouri is high. In the event of a magnitude 7.6 earthquake along the New Madrid seismic zone, the City of Washington could experience an intensity of VI on the Modified Mercalli Scale. See Attachment A to this Appendix for additional information.

E. Drought:

1. Drought is defined as a prolonged period with no rain that can affect agricultural areas and impact water supply systems. Because of its geographical location and characteristic weather patterns, Missouri is vulnerable to drought conditions. Agricultural droughts are the most

common of record, particularly those inflicting damage to corn crop yields.

2. The Department of Natural Resources has divided the state into three regions which are prioritized according to drought susceptibility: Region A - slight, Region B - moderate, Region C - high. The City of Washington is located in Region C. Region C has high drought susceptibility. In this region, surface water sources usually become inadequate during extended drought. Groundwater resources are normally poor and typically supply only enough water for domestic needs. Irrigation is generally not feasible. When irrigation is practical, groundwater withdrawal may affect other uses. Surface water sources are used to supplement irrigation supplied by groundwater sources.

F. Heat Wave:

A heat wave is defined by the National Weather Service as three consecutive days of 90 degree Fahrenheit plus temperatures. These high temperatures generally occur from June through September but are most prevalent in the months of July and August. When heat indexes of 105 degrees are reached for a large portion of the state, the Missouri Department of Health will announce a hot weather health advisory, warning or emergency depending upon the duration. Heat waves are often a major contributing factor to power outages (brownouts, etc.) as the high temperatures result in a tremendous demand for electricity for cooling purposes.

G. Wildfire:

A wildfire is the uncontrolled burning in grasslands, brush, or forest/woodlands. The majority of fires and the greatest acreage loss will occur during the spring fire season, which is normally between February and May and July, August and September.

II. **TECHNOLOGICAL HAZARDS**

A. Hazardous Materials Incident:

The City of Washington is prone to hazardous materials incidents from both fixed containment sites and transportation accidents. There are numerous fixed facilities that store/use hazardous materials. Several major transportation routes cross through the county and city, which include the following (additional information is available in Annex H):

2 Major Highways: US 100 and US 47 (City of Washington)

1 Rail lines: Union Pacific Railroad

1 Pipeline: Conoco/Phillips

1 Navigable Waterway: Missouri River.

B. Transportation Accident:

Mass transportation is defined as the means, or system, that transfers larger groups of individuals from one place to another. The important key is that we are discussing transportation accidents involving the public, not materials (see hazardous materials incidents). Thus, mass transportation accidents include public airlines, railroad passenger cars, metro rail travel, tour buses, city bus lines, school/church buses, and other means of public transportation.

C. Dam Failure

There are one hundred thirty four (134) dams located in Franklin County. The City of Washington could be affected by dams in Franklin County. The hazard rating is based on the contents of the downstream environment zone (permanent dwellings, public buildings, campgrounds with permanent water/sewer/electrical services, industrial buildings, etc.). The partial or complete collapse of any of these dams has the potential to cause downstream flooding problems in the county. See Attachment B to this Appendix for a list of dams in Franklin County

D. Urban and Structural Fire

Fire is the primary cause of accidental death in the United States, surpassing floods, automobile accidents and other disasters (20 times more deaths are caused by fire than by floods, hurricanes, tornadoes and earthquakes combined). Fires are by far the most frequent hazard that will affect Franklin County and the City of Washington. Fires may be accidental (lightning) or intentional (arson) and have the potential to cause major conflagrations, leading to secondary hazards, such as a hazardous materials incidents.

E. Power Failure

This type of incident involves any interruption or loss of electrical service due to disruption of power generation or transmission caused by accident, natural hazards, equipment failure, or fuel shortage. A significant power failure would require the involvement of the emergency management organization to coordinate provision of sheltering, heating/cooling, etc.

F. Civil Disorder

Any incident intended to disrupt community affairs and requiring police intervention to maintain public police intervention and arrests. Although, the target areas of strikes are generally more easily defined, areas subject to riots or demonstration may encompass large portions of the community. The types of facilities that could be targets of such activities include government buildings, military bases, schools/universities, and correctional facilities.

G. Terrorism

1. Terrorism as defined by the FBI includes: "the unlawful use of force or violence, committed by a group(s) of two or more individuals, against

persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives." According to the FBI there are two types of terrorism: Domestic Terrorism and International Terrorism.

2. Terrorism can take place in various forms, depending on the technological means available to the terrorist group, the nature of the political issue motivating the attack, and the points of weakness of their target. Potential terrorist actions include: bombings, airline attacks, biological/chemical attacks, infrastructure attack, arson, and kidnappings/assassinations.
3. Although this state has identified several different extremist groups operating here, there have been no indications of any specific terrorist activities. The potential does remain for some new extremist and/or terrorist group to move into the state. An open society such as ours, which is dependent upon technology for its continued smooth operation, remains a potential target for terrorists.

Additional information on terrorism is found in Annex N.

I. Public Health Emergency

1. Public health emergencies can take many forms - disease epidemics, large-scale incidents of food or water contamination, or extended periods without adequate water and sewer services. There can also be harmful exposure to chemical, radiological or biological agents, and large-scale infestations of disease-carrying insects or rodents - to name just a few. Public health emergencies can occur as primary events by themselves, or they may be secondary events to another disaster or emergency, such as flood, tornado, or hazardous material incident. The common characteristic of most public health emergencies is that they adversely impact, or have the potential to adversely impact, a large number of people. They can be statewide, regional, or localized.
- 2.. In particular, two public health hazards have recently emerged as issues of great concern, with far reaching consequences. One would be the intentional release of a radiological, chemical, or biological agent, as a terrorist act of sabotage, to adversely impact a large number of people. The second hazard would be a deadly flu outbreak (influenza pandemic) that could kill or sicken thousands of people across the country or around the globe, as in the case of the Spanish Flu epidemic of 1918-19. Such a pandemic could occur either by a natural means, or man-caused as a bio-chemical terrorist activity.

J. Cybersecurity

Attachment A
Appendix 5 To the Basic Plan

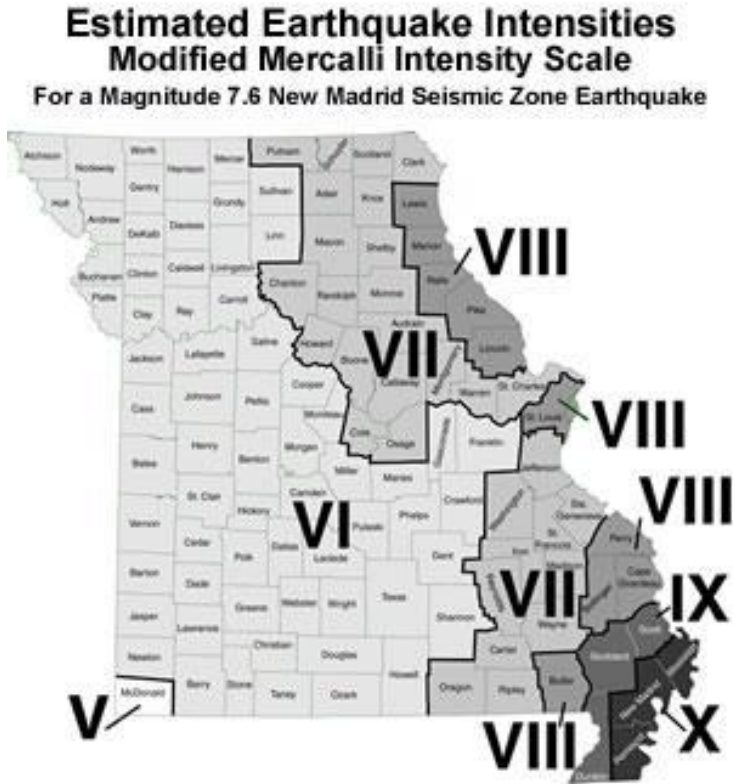
EARTHQUAKE RESPONSE

- A. The New Madrid Seismic Zone is centered in Southeast Missouri and northeast Arkansas, but extends into parts of Illinois, Indiana, Kentucky, Mississippi and Tennessee. The region is considered to pose the greatest danger and have the highest seismicity level of any area east of the Rocky Mountains. Due to the geology of the area, damages could be spread over a large area of the Central United States.
- B. Addendum 1 to this Appendix illustrates the projected Modified Mercalli intensities for Missouri should a 7.6 magnitude earthquake occur anywhere along the New Madrid Seismic Zone. The City of Washington can expect to feel the effects of VI intensity on the Modified Mercalli scale. See Addendum 1 to this Attachment for a list of these effects for the City of Washington.
- C. A major earthquake could cause massive casualties and injuries, as well as severe damage to private and public property. (Most casualties and injuries are due to falling objects and debris, not from the actual movement of the ground.) Railroads, highways, bridges, telecommunications, and utilities could also be severely damaged. An earthquake could trigger secondary events such as explosions, fires, landslides, flooding, liquefaction and hazardous materials releases. Natural gas and petroleum pipelines could rupture, causing fires and explosions. Dam failures are also likely to follow a major or catastrophic earthquake.
- D. A major earthquake would overwhelm a local jurisdiction's ability to adequately respond to the situation.
- E. Earthquakes are more likely to hinder emergency operations than most other disasters or emergencies (i.e., difficulties coordinating services and acquiring resources could be much more critical). This would be extremely true if a winter event would occur.
- F. Access to and from the damaged area may be severely restricted for hours at least, if not days. Communications and life-support systems may be severely hampered or destroyed.
- G. Seismic caused ground motions and its resulting damage may vary within a geographical region. There could be heavy damage in one area and only slight damage in another area. Initial reports of the earthquake may not reflect the true nature of the problem.
- H. A catastrophic earthquake would result in an immediate declaration of a "State of Emergency" by the Governor, followed later by a Presidential Disaster Declaration. This would allow state and federal emergency operations to begin.

- I. Local jurisdictions may have to "go it alone" for the first 72 hours after an earthquake, before state and federal assistance arrives.

**Addendum 1 To Attachment A
Appendix 5 To the Basic Plan**

PROJECTED EARTHQUAKE INTENSITIES



This map shows the highest projected Modified Mercalli intensities by county from a potential magnitude 7.6 earthquake whose epicenter could be anywhere along the length of the New Madrid seismic zone.

Earthquake effects - Intensity VI: Everyone feels movement. Poorly built buildings are damaged slightly. Considerable quantities of dishes and glassware, and some windows are broken. People have trouble walking. Pictures fall off walls. Objects fall from shelves. Plaster in walls might crack. Some furniture is overturned. Small bells in churches, chapels and schools ring.

Attachment B
Appendix 5 To the Basic Plan

DAM FAILURE

I. DEFINITION:

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

II. SITUATION:

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

III. 2003 DAM INVENTORY

- A. An inventory of dams in Missouri is maintained by the Missouri Department of Natural Resources, Division of Geology and Land Survey. The inventory has identified one hundred thirty-four (134) dams in Franklin County. These dams are listed in Addendum 1 to this Attachment. A map showing their location is provided in Addendum 2.
- B. The term "dam," is defined as an artificial barrier which impounds or diverts water and:
 - 1. Is more than 6 feet high and stores 50 acre-feet or more, or,
 - 2. Is 25 feet or more high and stores more than 15 acre-feet.Excluded are:
 - 1. Levees used to prevent water from reaching certain areas.
 - 2. Sewage lagoon levees.

**Addendum 1 To Attachment B
To Appendix 5 To The Basic Plan**

**THE CITY OF WASHINGTON AND FRANKLIN COUNTY
DAM INVENTORY LIST**

<u>Map ID</u>	<u>Name</u>	<u>Maximum Storage (Acre-Ft.)</u>	<u>Dam Height (Feet)</u>
1.	Koedding Lake Dam (Shallow)	60	30
2.	Crazy Fox Farm Lake Dam	40	30
3.	Janssen Lake Dam	60	30
4.	McGinnis Lake Dam	80	20
5.	Mo-Val Lake Dam	80	25
6.	Flaker Lake Dam	60	30
7.	Stallman Lake Dam	80	25
8.	Panhorst Lake Dam	60	25
9.	Mineral Lake Dam	100	30
10.	Trutsch Lakes-Upper-Dam	80	34
11.	Mononame 364	50	20
12.	Whispering Valley Lake 2	120	38
13.	Lucky Nugget Lake Dam	180	20
14.	Netties Greenhouse Lake Dam	100	30
15.	Camp Solidarity Lake Dam	100	37
16.	Missouri Botanical Gardens Lake Dam	40	25
17.	Las Brisas Lake Dam	90	46
18.	Lake Serene Dam	650	42
19.	Gundaker, G Dam	80	28
20.	Rainbow Lake Dam	80	27
21.	Whispering Valley Lake 1 Dam	180	41
22.	Berndsen Lake Dam	80	26
23.	Melody Lake Dam	420	53
24.	Friedel Lake Dam	80	33
25.	Lake Torino Dam	90	38
26.	Trulaske Lake-Section 32-Dam	200	35
27.	Cool Valley Lake Dam	120	40
28.	Lake Aggravation	140	30
29.	Perkins East Lower Lake Dam	80	34
30.	Lake Aggravation Dam	170	33
31.	Horse Shoe Lake Dam	130	34
32.	Trulaske Lake-Section 33 Dam	80	30
33.	Trulaske Lake-Section 25-Dam	60	30
34.	Lynch Lake Dam	50	26
35.	Lake St. Clair Number Three Dam	160	30
36.	Lake Thunderbird	340	45

37.	Lake St. Clair Number One Dam	540	49
38.	Smith Lake Dam	90	30
39.	Lake Marion Dam	70	30
40.	Lake Arrowhead Dam	230	24
41.	Anderson Lake Dam	90	30
42.	Williams Lake Dam	120	30
43.	Gibbons Lake Dam	120	37
44.	Lake Von Der Rosa	150	34
45.	Duncan Lake Dam	100	30
46.	Sipe Lake Dam	20	27
47.	Carved Lake Dam	80	22
48.	Pacific Fishing Lake Dam	80	35
49.	Swantner Lake Dam	80	32
50.	Emmet Brison Dam	100	20
51.	Janks Lake Dam	50	34
52.	Peters Lake Dam	60	30
53.	Ankar Lake Dam (Shallow)	30	25
54.	Lake St. Clair Number Two Dam	50	26
55.	Crescent Lake Dam	60	30
56.	Heil Lake Dam	160	37
57.	Struebbe S. Dam	60	25
58.	Lions Lake Dam	90	30
59.	Ash Pond Dike-North-(Dry)	380	15
60.	Ash Pond Dike (Shallow)	530	25
61.	Zinsmeyer Lake Dam	50	31
62.	Laschke Lake Dam	80	30
63.	Strubberg Lake Dam	60	25
64.	Meyer Lake Dam	60	25
65.	Koch Lake Dam	70	33
66.	High Meadow Lake Dam	70	25
67.	Koelling Lake Dam	60	25
68.	Marie Otte Dam	50	20
69.	Oscar F. Juergens Dam	70	20
70.	Cedar Lake Dam	100	25
71.	Anglers Lake Dam	100	32
72.	Schroepfer Lake Dam	30	26
73.	Pieper Lake Dam	60	28
74.	Ray Boston Lake Dam	416	43
75.	Lauber, Meiners, and Winter Lake Dam	400	21
76.	Justia J. Weil	70	20
77.	Watson Lake Dam	70	32
78.	Sprague Lake Dam	110	30
79.	Alpine Lake Dam	80	34
80.	Ruhl Lake Dam	100	29
81.	Stieren Lake Dam	50	30
82.	Beckmann 1 Dam	60	32

83.	Beuke Lake Dam	30	30
84.	Indian Rock Lake Dam	450	57
85.	Roadside Lake Dam	120	20
86.	Sellenriek Dam	100	32
87.	Hermit Hollow Lake Dam	90	33
88.	Evergreen Lake Dam Upper	60	27
89.	Evergreen Lakes-Lower Dam	60	27
90.	Von Der Ahe Dam	200	34
91.	Anthonis, E Lake Dam	30	30
92.	George Lake Dam	100	50
93.	Watters Lake Dam	80	25
94.	Brown Lake Dam	50	31
95.	Fawn Lake Dam	250	43
96.	Kamper Lake Dam	50	27
97.	Schnitzer Lake Dam	80	30
98.	Forboro Lake Dam	230	33
99.	Lonedell Lake Dam	100	56
100.	Trutsch Lakes-Lower-Dam	50	25
101.	Carvers Lake Dam	60	23
102.	Whispering Valley Lake 3	50	25
103.	Von Derosa Number 2 Lake Dam	50	32
104.	Von Derosa Number 3 Lake Dam	60	25
105.	Buckner Dam	50	27
106.	Johnson Lake Dam	60	30
107.	Johns Lake Dam (shallow)	30	25
108.	Strothmann Lake Dam	40	26
109.	Sherrel Lake Dam	50	25
110.	Becker Lake Dam	50	30
111.	Purina Lake Dam	80	40
112.	Meyer Lake Dam	40	25
113.	Wilson Lake Dam	90	30
114.	Clover Bottom Fish Farm Lake Dam	60	25
115.	Winteround Lake Dam	45	35
116.	Luecker Lake Dam	50	25
117.	Newton Lake Dam	30	27
118.	Deppermann Lake Dam	30	26
119.	Schepp Lake Dam	30	26
120.	Woodland Hills Subdivision Lake Dam	70	30
121.	McAdams Lake Dam	30	25
122.	Perkins West Lake Dam	40	28
123.	Perkins East Upper Lake Dam	20	25
124.	Lost Valley-West-Lake Dam	30	26
125.	Roaring Spings Dam (Dry)	180	15
126.	Abbell Lake Dam	140	36
127.	Adriatic Lake Dam	70	36
128.	Albert Unnerstall	40	26

129.	Anich Dam	29	38
130.	Baudendistel Dam	115	48
131.	Boston Lakewood Park Dam	280	41
132.	Brown Lake Dam	50	31
133.	Charles West Lake Dam	56	33
134.	Emil Jasper Trust	20	28
135.	Grutsch Dam	30	27
136.	Howell Lake Dam	40	33
137.	Irene Hidritch	40	27
138.	Jarvis Lake Dam	40	30
139.	Jarvis Lake Dam	50	34
140.	John Brune Sr Dam	20	26
141.	Leaky Lake Dam	110	34
142.	Lonedell Lake Dam	100	56
143.	Long View Lake Dam	50	36
144.	Mo No Name	70	30
145.	Mo No Name	50	28
146.	Philnor Farms	60	31
147.	Port Hudson Lake Dam	550	48
148.	Redhage Lake Dam	130	34

* Map identification number corresponds to the map of dams in Addendum 2 to this Attachment.

** The hazard rating is based on the contents of the downstream environment zone (permanent dwellings, public buildings, campgrounds with permanent water/sewer/electrical services, industrial buildings, etc.).

**Addendum 2 To Attachment B
To Appendix 5 Of the Basic Plan**

DAM INVENTORY MAP

(Maintained In The EOC Resource Book)

Attachment C
Appendix 5 To the Basic Plan

NATIONAL FLOOD INSURANCE PROGRAM INFORMATION

<u>Community Name</u>	<u>Special Flood NFIP Status</u>	<u>Date on which Hazard</u>	<u>Sanctions</u>	<u>apply Poli cies</u>
City of Washington	Yes/R			

KEY: NFIP National Flood Insurance Program

 R Indicates entry in Regular Program

Appendix 6 To the Basic Plan

EMERGENCY GOVERNMENT PROCLAMATION AND/OR RESOLUTION OF A STATE OF EMERGENCY IN THE CITY OF WASHINGTON

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

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

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

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

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

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and the City of Washington, 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__ A.D.

CITY OF WASHINGTON

Mayor

City Council Member

City Council Member

City Council Member

ANNEX A

ESF 5

DIRECTION & CONTROL

I. PURPOSE:

This annex will develop a capability for the chief executive and key individuals of the City of Washington 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 City of Washington will control all emergency operations from either the primary or alternate EOC, in the event of a disaster and the EOC is activated.
2. Primary EOC:
 - a. The City of Washington will normally provide direction and control operations from the primary EOC located at 301 Jefferson Street. The primary EOC is located in the Public Safety Building. For further information, see Appendix 4 to this Annex A.
 - b. The Public Safety Building is staffed 24 hours a day and has the communications equipment to communicate with city and state departments and agencies. This includes contact with the State Highway Patrol, Troop C Headquarters is located in Weldon Spring; area fire, law enforcement, medical services; and local government agencies. An emergency propane (LP Gas) powered generator is available in the event that commercial power is lost. See Annex B for more detailed information.
 - c. The City of Washington E 911 service provides the communications for law enforcement, fire and rescue. The communication center does have an emergency power source (generator) in the event that commercial power is lost.
 - d. The City of Washington Public Works Department also has their own dispatching capabilities.
 - e. Space will be provided in the EOC for the chief executive and Direction and Control staff (see Appendix 2 to this Annex A). 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.

1. Alternate EOC:

- a. The alternate EOC is located at 6340 Unnerstall Drive at the Washington City Fire Training Center.
- b. The alternate EOC facility would become the official site for all of The City of Washington officials as well as departments/agencies having emergency functions should the primary EOC become inoperable.

3. Mobile EOC:

The City of Washington does not have a mobile EOC, but does have access to the Franklin County HSRT Mobile Command Vehicle

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 nearby safe locations.
3. Close coordination must be maintained between the EOC and the disaster scene 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 EOC will be activated by The City of Washington's chief elected official or in accordance with Appendix 3 to the Basic Plan.
- B. In the event of a major disaster, the Mayor along with representatives of city 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 Incident Management System (IMS). IMS is a management tool consisting of procedures for organizing personnel, facilities, equipment and communications at the scene of an emergency. Title III of the Superfund Amendments and Reauthorization Act (SARA), requires that organizations that deal with hazardous material incidents must operate under an Incident Management System (IMS) (see Annex H, Hazardous Materials Response).
- E. The FBI has been designated as the Lead Federal Agency (LFA) in a terrorist event, to include weapons of mass destruction. FEMA's role is very similar to its role in any other disaster). At the onset of a terrorist event, the FBI is the overall LFA (See Annex N Terrorism).
- 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 A.
- 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 chief elected official.

IV. **ORGANIZATION AND RESPONSIBILITIES**

A. Organization:

Diagrams of the Direction and Control function for The City of Washington are shown in Appendix 1 to this Annex A.

B. Responsibilities:

1. For the City of Washington, the Mayor has the primary responsibility for Direction and Control. See Section VI of the Basic Plan for line of succession. The mayor 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. Summarize damage assessment information and submit 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).
 - b. Advise the Direction and Control staff in their area of expertise/responsibility.
 - c. Include in their SOGs 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.
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, prepare status boards, incident management wall charts and forms, furnish maps to plot data and set up displays to post damage assessment information).
 - 2) Train the EOC staff through tests, drills and exercises.
 - 3) Coordinate and manage EOC operations.
 - 4) Implement message handling procedures (see Appendix 3 to this Annex A).
 - 5) Conduct regular briefings while the EOC is activated.
- b. The Police Chief: Is responsible for providing security in the EOC.
- c. The Communications Director: Is responsible for establishing an Emergency Operations Center (EOC) communications capability.
- d. Public Works Director: Is responsible for ensuring that utilities are restored to the EOC after a disaster has occurred.
- e. PIO: Is responsible for providing news releases and information to the public.

V. DIRECTION AND CONTROL

Although the Emergency Management Director manages operations within the EOC during emergency periods, his authority does not normally exceed that of the department heads. In addition his task is that of chief advisor to the elected officials and the department heads.

VI. 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 A.) 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 alternate EOC or nearest safe location.
- C. The lines of succession for elected officials and county/city departments are identified in Section VI of the Basic Plan and each annex of this plan.

- 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. (See Basic Plan).

VI. ADMINISTRATION AND LOGISTICS

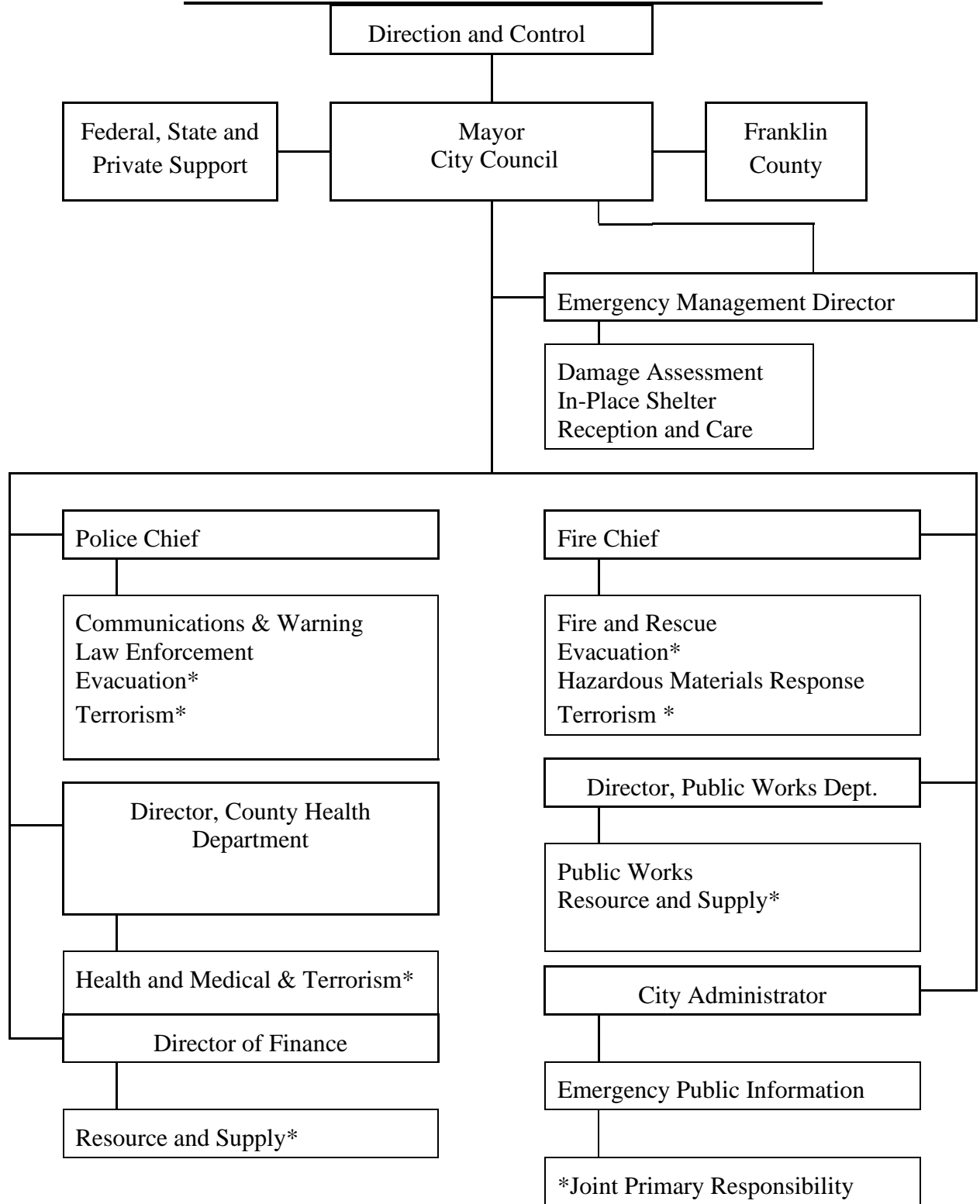
- A. The EOC will serve as a central point for coordinating the operational, logistical, and administrative support needs of response personnel at the disaster site, public shelters, and agency work/control/dispatch centers.
- B. Requests for assistance, general messages, and reports will be handled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

APPENDICES

- 1. Appendix 1. Direction and Control Functional Diagrams.
- 2. Appendix 2. EOC Staffing Roster and Call-Up List
- 3. Appendix 3. Message Handling Procedures
 - Attachment A - Message Form
 - Attachment B - Communications Log
 - Attachment C - Significant Events Log
- 4. Appendix 4. EOC Standard Operating Guidelines

Appendix 1 To Annex A

THE CITY OF WASHINGTON
DIRECTION AND CONTROL FUNCTIONAL DIAGRAM



Appendix 2 To Annex A

CITY OF WASHINGTON
EOC STAFFING ROSTER AND CALL UP ROSTER

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APPENDIX 3 TO ANNEX A

DIRECTION AND CONTROL

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

I PURPOSE

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

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

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

II SITUATION AND ASSUMPTIONS

A. Situation.

1. The National Incident Management System (NIMS) was developed to provide a consistent nationwide framework for standardizing incident management practices and procedures. NIMS ensures that federal, state, and local jurisdictions work effectively, efficiently, and cooperatively to prepare for, respond to, and recover from domestic incidents of any cause, size, or complexity.
2. The NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery and mitigation.

3. Missouri is exposed to a number of hazards that would require the State Emergency Operations Center (SEOC) to coordinate and manage response and recovery operations.
4. Because of Missouri's size and diversity, the State must have the capability to monitor and manage several types of disasters at multiple locations concurrently.

B. Assumptions.

1. Because of its balance between flexibility and standardization, the National Incident Management System (NIMS) provides the framework for interoperability and compatibility.
2. The NIMS provides a consistent nationwide approach for Federal, State, and Local governments to work effectively together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
3. NIMS provides a set of standardized organizational structures, including the Incident Command System (ICS), multi-agency coordination systems, and public information systems, as well as requirements for processes, procedures, and systems to improve interoperability among jurisdictions and disciplines in various areas.
4. The success of any incident operations will depend on the ability of local, State, and/or Federal government to mobilize and effectively utilize multiple outside resources. These resources must come together in an organizational framework that is understood by everyone and must utilize a common plan, as specified through a process of incident action planning.
5. The NIMS is based on procedures that are adequate for response to any disaster condition that could arise in Missouri.
6. State officials respond as directed in Appendix 1 to the Basic Plan (Emergency/Disaster Classification Procedures), Annex A (Direction and Control), and this Appendix.

III COMMAND AND MANAGEMENT

- A. Incident Command System. ICS is used by the State of Missouri to effectively and efficiently manage incidents throughout the state by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
1. Concepts and Principles.
 - a. Incidents are managed locally.
 - (1) Most incidents within the State of Missouri are handled by local governments through the use of their own resources or a

combination of their resources and those available through local mutual aid agreements.

- (2) Local emergency operations plans and the corresponding standard operating procedures establish the processes used by the local government to respond to these incidents.
- (3) For multi-discipline and or multi-jurisdictional incidents that are beyond the capability of the local government, SEMA can provide assistance from their staff or coordinate the use of other State departments (with an approved executive order) to assist the affected jurisdiction.

b. Field Command and Management Functions.

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

(2) Because each incident and location is unique, Incident Commanders and the SEOC Floor Supervisor have the authority and flexibility to modify established procedures and organizational structure as needed to accomplish the mission in the context of a particular hazard scenario.

- c. The Incident Command System (ICS) is modular and scalable.
- d. The Incident Command System has interactive management components.
- e. The Incident Command System establishes common terminology, standards, and procedures that enable diverse organizations to work together effectively.
- f. The Incident Command System incorporates measurable objectives.
- g. The implementation of the Incident Command System should have the least possible disruption on existing systems and processes.
- h. The Incident Command System should be user friendly and be applicable across a wide spectrum of emergency response and incident management disciplines.

2. Management Characteristics.

a. Common Terminology.

- (1) The incident command system establishes common terminology that allows different incident management and support entities to

work together across a variety of incident management functions and hazard scenarios.

- (2) This common terminology includes naming and defining those major functions and functional units with domestic incident management responsibilities, typing major resources (including personnel, facilities, major equipment, and supply items) with respect to their capabilities, and designating the facilities in the vicinity of the incident area that will be used in the course of incident management activities.
- b. **Modular Organization.** The Incident Command system (ICS) organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.
 - c. **Management by Objective.** The entire ICS organization must accomplish these tasks in order to effectively manage an incident:
 - (1) Establish overarching objectives;
 - (2) Develop and issue assignments, plans, procedures, and protocols;
 - (3) Establish specific, measurable objectives for each incident management functional activity; and
 - (4) Document the results to measure performance and facilitate corrective action.
 - d. **Reliance on an Incident Action Plan (IAP).**
 - (1) The Incident Action Plan provides a coherent means of communicating the overall incident objectives in the context of both operational and support activities.
 - (2) The Planning Section Chief within the State Emergency Operations Center is responsible for the coordination and preparation of the IAP.
 - (3) The State Unified Command and/or the Area Command approves the IAP. See Tab K to this appendix.
 - (4) Detailed information on the development of the Incident Action Plan is included as Tab K to Appendix 3 to Annex A of the State Emergency Operations Plan (SEOC).
 - e. **Manageable Span of Control.**

- (1) The type of incident, nature of the task, hazards and safety factors, and distances between personnel and resources all influence span of control.
 - (2) The span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates.
- f. Pre-Designated Incident Locations and Facilities.
- (1) Various types of operational locations and support facilities are established in the vicinity of an incident to accomplish a variety of purposes.
 - (2) The Incident Commander will direct the identification and location of these facilities based on the requirements of the current situation.
 - (3) For disaster operations within the State of Missouri the following pre-designated locations and/or facilities are used:
 - (a) State Unified Command. Established to oversee the management of large or multiple incidents to which several Incident Management Teams (IMTs) and/or Area Commands have been assigned. State Unified Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.
 - (b) State Area Command. An Area Command is established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations, such as would likely be the case for incidents that are not site specific, geographically dispersed, or evolve over longer periods of time.
 - (c) State Staging Areas. Temporary facilities at which commodities, equipment, and personnel are received and pre-positioned for deployment.
 - (d) State Staging Areas – Affected. Temporary facilities located within the affected area at which commodities, equipment, and personnel are received and pre-positioned for deployment.
 - (e) Points of Distribution Sites (PODs). Temporary local facilities at which commodities are distributed directly to disaster victims. Locations are identified in Local Emergency Operations Plans and serve as distribution sites during a catastrophic event.

- (f) Comprehensive Resource Management.
 - (1) Resource management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources.
 - (2) It also includes those processes and procedures for reimbursement for resources.
 - (3) Resources are defined as personnel, teams, equipment, supplies, and facilities that are available, or potentially available, for assignment in support of incident management and emergency response activities.
- (g) Integrated Communications.
 - (1) Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and procedures.
 - (2) Preparedness planning must address the equipment, systems, and protocols necessary to achieve integrated voice and data incident management communications.
- (h) Establishment and Transfer of Command.
 - (1) The command function must be clearly established from the beginning of incident operations.
 - (2) The agency with primary jurisdictional authority over the incident designates the incident commander.
 - (3) When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.
- (i) Chain of Command and Unity of Command.
 - (1) Chain of command refers to the orderly line of authority within the incident management organization.
 - (2) Unity of command means that every individual has a designated supervisor to whom they report.
 - (3) These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives.

- (j) State Unified Command.
 - (1) Used in incidents that involve multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement.
 - (2) State Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.
 - (k) Accountability of Resources and Personnel.
 - (1) Check-In. All responders must report in to receive an assignment in accordance with the procedures established by the incident commander.
 - (2) Incident Action Plan. Response operations must be directed and coordinated as outlined in the Incident Action Plan (IAP).
 - (3) Unity of Command. Each individual involved in incident operations will be assigned to only one supervisor.
 - (4) Span of Control. Supervisors must be able to adequately supervise and control their subordinates, as well as communicate and manage all resources under their supervision.
 - (5) Resource Tracking. Supervisors must record and report resource status changes as they occur.
 - (l) Deployment. Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.
 - (m) Information and Intelligence Management. The incident management organization must establish a process for gathering, sharing, and managing incident-related information and intelligence.
3. Incident Command System (ICS) Organization and Operations.
- (a) Command Staff.
 - (1) The Command Staff is responsible for the overall management of the incident.
 - (2) When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single Incident Commander should be designated by the appropriate jurisdictional

authority. This individual will have overall incident management responsibility.

- (3) The Command Staff function for any response involving State resources or resources requested and received by the State is as follows:
 - (a) State Unified Command:
 - 1 Used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions.
 - 2 For the purposes of any response by the State of Missouri, the State Emergency Operations Center (and corresponding organizational structure) serves as the State Unified Command.
 - 3 Operates under a common set of objectives, strategies, priorities, and a single Incident Action Plan (IAP) to maximize the use of available resources.
 - (b) Area Command:
 - 1 The forward element for command and control of State of Missouri resources.
 - 2 Ensures all area activities are directed toward accomplishment of the IAP.
 - 3 The basic organization structure will be similar to that of the State Unified Command.
 - 4 During a catastrophic event (New Madrid Earthquake, etc) there may be several Area Commands established. If so, all of them would report to the State Unified Command established at the Missouri State Emergency Operations Center (SEOC).
- (4) Command Staff responsibilities:
 - (a) Public Information Officer (PIO):
 - 1 Responsible for interfacing with the public and the media.

- 2 Develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external use.
 - 3 May perform a public information monitoring role.
 - 4 Only one incident Public Information Officer (PIO) should be designated. He/she may have several assistants, as needed.
 - 5 The Incident Commander must approve the release of all incident related information.
- (b) Safety Officer:
- 1 Monitors incident operations and advises the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.
 - 2 The Safety Officer has emergency authority to stop and/or prevent unsafe acts during incident operations.
 - 3 The Safety Officer must ensure the coordination of safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and non-governmental organizations.
- (c) Liaison Officer:
- 1 The Liaison Officer is the point of contact for representatives of other governmental agencies, non-governmental organizations, and/or private entities.
 - 2 Personnel from public or private organizations involved in incident management activities may be assigned to the Liaison Officer to facilitate coordination.
- (d) Assistants:
- 1 Command Staff members may need one or more assistants to manage their workloads during large or complex incidents.
 - 2 Each Command Staff member is responsible for organizing his or her assistants for maximum efficiency.
- (e) Additional Command Staff:

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

2 Examples include Legal Counsel, Medical Advisor, etc.

b. Operations Section.

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

(2) Operations Section Chief:

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

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

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

(3) Branches:

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

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

(4) Divisions and Groups:

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

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

c. Planning Section.

- (1) The Planning Section:
 - (a) Collects, evaluates, and disseminates incident situation information and intelligence to the Incident Commander (IC), the Area Command, and/or the State Unified Command and incident management personnel;

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

d. Logistics Section.

- (1) The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations.
- (2) It also provides facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, and emergency responder medical services, including inoculations, as required.

e. Finance/Administration Section.

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

f. Information and Intelligence.

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

4. Area Command.

a. Description.

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

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

- (1) Set overall incident-related priorities;
- (2) Allocate critical resources according to established priorities;
- (3) Ensure that incidents are properly managed;
- (4) Ensure that incident management objectives are met and do not conflict with each other or with agency policy;

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

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

B. Multi-agency Coordination Systems.

1. Definition.

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

2. Emergency Operations Centers.

- a. Emergency Operations Centers (EOCs) represent the physical location at which the coordination of information and resources to support incident management activities takes place.

- b. When activated the EOC must establish communication and coordination between the Incident Commander, Area Command(s), and Unified Commands as appropriate.
 - c. The State Emergency Operations Center (SEOC) is the focal point for all State response and recovery activities as the Governor's Unified Command.
3. Multi-agency Coordination Entities.
- a. When incidents cross disciplinary or jurisdictional boundaries or involve complex incident management scenarios, a multi-agency coordination entity (i.e. Missouri State Emergency Management Agency), will be used to facilitate incident management and policy coordination.
 - b. The incident and the needs of the impacted jurisdictions will dictate how these multi-agency coordination entities operate and how they are structured.
 - c. The SEOC will typically be staffed by senior individuals (or their designees) from organizations and agencies with direct incident management responsibility or with significant incident management support or resource responsibilities. These individuals must have the authority to make decisions and commit their respective agencies/departments resources.
 - d. The Missouri State Emergency Operations Center serves as the State's EOC, a multi-agency coordination entity, and the operating location for the Governor's Unified Command.
 - e. The SEOC provides strategic coordination during domestic incidents. The Missouri SEOC will coordinate and maintain communications with other agencies and local emergency operations centers EOCs in order to provide uniform and consistent guidance to incident management personnel.
 - f. Regardless of form or structure, the principle functions and responsibilities of multi-agency coordination entities typically include the following:
 - (1) Ensuring that each agency involved in incident management activities is providing appropriate situational awareness and resource status information;
 - (2) Establishing priorities between incidents and/or Area Commands in concert with the Incident Commander (IC) or the State Unified Command involved;
 - (3) Acquiring and allocating resources required by incident management personnel in concert with the priorities established by the Incident Commander (IC), Area Command, and/or the State Unified Command;
 - (4) Anticipating and identifying future resource requirements;
 - (5) Coordinating and resolving policy issues arising from the incident(s); and

(6) Providing strategic coordination as required.

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

C. Public Information Systems.

1. Systems and procedures for communicating timely and accurate information to the public are critical during crisis or emergency situations.
2. Public Information Principles.
 - a. The Public Information Officer (PIO) supports the incident command structure. Basic responsibilities of the PIO include:
 - (1) represent and advise the incident command on all public information matters relating to the management of the incident;
 - (2) handle media and public inquiries, emergency public information and warnings, rumor and media monitoring;
 - (3) coordinate and disseminate accurate and timely information related to the incident, particularly regarding information on public health and safety;
 - (4) coordinate public information at or near the incident site;
 - (5) serve as the on-scene link to the Joint Information System (on-scene PIO);
 - (6) during large scale operations, several Public Information Officers (PIOs) would be required, in the field and in the Joint Information Center.
 - b. Public information functions must be coordinated and integrated across jurisdictions and across functional agencies; among federal, state, and local partners; and with private-sector and non-governmental organizations.
 - c. Organizations participating in incident management retain their independence.
 - (1) Incident commands and multi-agency coordination agencies are responsible for establishing and overseeing Joint Information Centers

(JICs) including processes for coordinating and clearing public communications.

- (2) For those large operations utilizing a State Unified Command, the departments, agencies, organizations, or jurisdictions that contribute to joint public information management do not lose their individual identities or responsibility for their own programs or policies.
- (3) Each entity contributes to the overall unified message.

2. System Description and Components.

a. Joint Information System (JIS).

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

b. Joint Information Center (JIC).

- (1) A JIC is a physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public-affairs functions.
- (2) It is important for the JIC to have the most current and accurate information regarding incident management activities at all times.
- (3) The JIC provides the organizational structure for coordinating and disseminating official information.
- (4) The JIC should include representatives of each jurisdiction,

agency, private-sector, and nongovernmental organization involved in incident management activities.

- (5) A single JIC location is preferable, but the system should be flexible and adaptable enough to accommodate multiple JIC locations when the circumstances of an incident require.
- (6) If multiple Joint Information Centers (JICs) are used, each JIC must have procedures and protocols to communicate and coordinate effectively with other JICs, as well as with other appropriate components of the ICS organization.

IV RESOURCE MANAGEMENT

A. Concepts and Principles.

1. Resource Management involves coordinating and overseeing the application of tools, processes, and systems that provide incident managers with timely and appropriate resources during an incident.
2. Resources include personnel, teams, facilities, equipment, and supplies.
3. Resource management coordination activities take place within the Logistics Section of the State Emergency Operations Center (SEOC). This Section, in conjunction with the State Unified Command, will also prioritize and coordinate resource allocation and distribution during incidents.
4. Resource management involves four primary tasks:
 - a. establishing systems for describing, inventorying, requesting, and tracking resources;
 - b. activating these systems prior to and during an incident;
 - c. dispatching resources prior to and during an incident; and
 - d. deactivating or recalling resources during or after incidents.

B. Managing Resources.

1. General.
 - a. The State of Missouri uses the concepts and principles of the National Incident Management System (NIMS) to conduct all of its response and recovery operations, including its logistics operations.
 - b. In accordance with NIMS, the State uses standardized procedures, methodologies, and functions in its resource management processes. These processes reflect

functional considerations, geographic factors, and validated practices within and across disciplines.

2. There are nine processes for managing resources:

a. Identifying and Typing Resources.

- (1) Resource typing entails categorizing by capability the resources that incident managers commonly request, deploy, and employ.
- (2) Measurable standards identifying the capabilities and performance levels of resources serve as the basis for categories.
- (3) Resource kinds may be divided into subcategories (types) to define more precisely the resource capabilities needed to meet specific requirements.

b. Certifying and Credentialing Personnel.

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

c. Inventorying Resources.

- (1) The Logistics Section staff will use available resource inventory systems (E-Team, etc) to assess the availability of assets provided by public, private, and volunteer organizations.
- (2) Key issues involving resource inventories that must be addressed during each incident include:
 - (a) the process (if any) that will be used to make the data available to area commands, other emergency operations centers and multi-agency coordination entities.
 - (b) determining whether or not the primary-use organization needs to warehouse items prior to an incident. The Logistics Section will

make this decision by considering the urgency of the need, whether there are sufficient quantities of required items on hand, and/or whether they can be obtained quickly enough to meet demand.

d. Identifying Resource Requirements.

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

e. Ordering and Acquiring Resources.

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

f. Mobilizing Resources

- (1) Incident personnel begin mobilizing when notified through established channels. In the event of a catastrophic earthquake event many of the initial mobilization actions are addressed through an automatic response process.
- (2) Deploying personnel should be provided the following information as a minimum:
 - (a) the date, time, and place of departure;

- (b) mode of transportation to the incident;
 - (c) estimated date and time of arrival;
 - (d) reporting location (address, contact name, and phone number); and
 - (e) anticipated incident duration of deployment.
- (3) When resources arrive on scene, they must formally check in. This starts the on-scene in-processing and validates the order requirements.
- (4) Notification that the resource has arrived is sent back through the system to the Logistics Section at the State Emergency Operations Center.
- (5) The Logistics Section will usually plan and prepare for the demobilization process at the same time they begin the resource mobilization process. Early planning for demobilization:
 - (a) facilitates accountability
 - (b) makes transportation of resources as efficient as possible;
 - (c) keeps costs as low as possible; and
 - (d) delivery as fast as possible.
- g. Tracking and Reporting Resources.
 - (1) Resource tracking is a standardized, integrated process conducted throughout the life cycle of an incident by all agencies at all levels.
 - (2) This resource tracking process:
 - (a) provides incident managers with a clear picture of where resources are located;
 - (b) helps staff prepare to receive resources;
 - (c) protects the safety of personnel and security of supplies and equipment; And
 - d) enables the coordination of movement of personnel, equipment, and supplies.

- (3) The Logistics Section will use established procedures to track resources

continuously from mobilization through demobilization.

- (4) The Logistics Section will provide this real-time information to key decision makers within the Governor's Unified Command, the State Unified Command, and the applicable Area Command(s) as needed.
- (5) All personnel involved in the resource management process will follow all applicable federal, state, and/or local procedures for acquiring and managing resources, including reconciliation, accounting, auditing, and inventorying.
 - h. Recovering Resources. Recovery involves the final disposition of all resources. During this process, resources are rehabilitated, replenished, disposed of, and retrograded:
 - (1) Nonexpendable Resources.
 - (a) These are fully accounted for at the incident site and again when they are returned to the unit that issued them. The issuing unit then restores the resources to fully functional capability and readies them for the next mobilization.
 - (b) In the case of human resources adequate rest and recuperation time and facilities must be provided.
 - (2) Expendable Resources.
 - (a) These are also fully accounted for. Restocking occurs at the point from which a resource was issued.
 - (b) Resources that require special handling and disposition (e.g., biological waste and contaminated supplies, debris, and equipment) must be dealt with according to established regulations and policies.
 - i. Reimbursement.
 - (1) Reimbursement provides a mechanism to fund critical needs that arise from incident-specific activities.
 - (2) Processes and procedures, including mechanisms for collecting bills, validating costs against the scope of the work, ensuring that proper authorities are involved and accessing reimbursement programs, must be in place to ensure that resource providers are reimbursed in a timely manner.
 - (3) The State will pursue all available sources of reimbursement for resources expended during a disaster incident. These would

include, but are not limited to:

- (a) Federal mission assignments
 - (b) FEMA Public Assistance program
 - (c) Mutual aid agreements
 - (d) Donations
- (4) If these programs are not available, the incident management organization bears the costs of expendable resources.

V COMMUNICATIONS AND INFORMATION MANAGEMENT

A. Concepts and Principles.

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

B. Managing Communications and Information.

1. The National Incident Management System (NIMS) provides the essential functions of communications and information systems at all levels in two ways
 - a. Incident Management Communications.
 - (1) Interoperable communications systems are necessary to ensure effective communications exist between all response and recovery entities.
 - (2) All jurisdictions and entities involved in response and recovery operations will use common terminology, as prescribed by the NIMS, for communication.
 - b. Information Management.
 - (1) Successful response and recovery operations are dependent on the dissemination of accurate and timely information. There are several standard mechanisms that can be used to disseminate disaster-related information. These include:
 - (a) E-Team.
 - (b) Incident Action Plan (IAP).
 - (c) Situation Reports.
 - (d) Standard interoperable communications.
 - (e) Coordinated and approved press releases.
 - (f) Face to face personnel contact.
 - (2) All of these must be used to conduct successful disaster response and recovery operations. Reliance on any one method to the exclusion of the others will hinder effective disaster operations.
 - (3) The State Emergency Management Agency (SEMA) is responsible for the development and distribution of Situations Reports related to on-going disaster activities.

- (a) The Director of SEMA, or designee, will determine the frequency of the reports and will also be the final approving authority for each report.
- (b) Other State agencies will be required to provide input to the situation report as determined by the incident and state agency activities.

VI DIRECTION AND CONTROL

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

VII CONTINUITY OF GOVERNMENT

- A. The line of succession for management of incidents is:
 - 1. Governor's Unified Command
 - 2. State Unified Command
 - 3. Area Command
- B. The line of succession for the State Emergency Management Agency (SEMA) is:
 - Director
 - 2. Deputy Director
 - 1. Chief of Operations.
- C. The line of succession for the Operations Branch within the State Emergency Management Agency (SEMA) is
 - 1. Chief of Operations of SEMA

2. Current designated second in command of the Operations Branch
 3. The first Operations Shift Supervisor who becomes available
- D. See Annex S (Continuity of Operations) of the State Emergency Operations Plan for additional Information.
- E. Lines of authority follow the lines of succession identified above. As the line of succession progresses to the next individual, the lines of authority associated with that position also progress to that individual. That transition is in effect until the event is terminated or someone in a position of higher authority assumes command.

VIII ADMINISTRATION AND LOGISTICS

A. Administration

1. Requests for assistance, all general messages, and all reports are handled via procedures and format specified in the State Emergency Operations Center (SEOC) Standard Operating Guide (SOG). The use of reports varies according to type of emergency.
2. Each department and/or agency is responsible for maintaining its own records of expenditures for later reimbursement.
3. Security personnel at the entrance maintain a record of all persons entering and departing the SEOC. All personnel are issued access cards to be worn while in the SEOC.
4. Upon activation of the SEOC, roster updates must occur to facilitate personnel access to the SEOC or to any other Direction and Control sites cited earlier in this annex. An individual not on these updated rosters is denied admittance until the appropriate agency issues proper authorization.

B. Logistics

1. SEMA provides office supplies to personnel of other agencies assigned to work in the SEOC. Unusual or extraordinary amounts must be obtained by the appropriate agency.
2. The SEOC is equipped to meet the needs of procedures outlined in this annex. The SEOC Floor Supervisor (SEMA) should be notified if the equipment or the physical capabilities of the SEOC are not sufficient for an agency to meet its mission. This then becomes a shortfall to be added to the long range development plan.
3. Each agency is responsible for furnishing its own transportation for Direction and Control activities. If specialized transportation is required, the agency should contact the SEOC.

4. Shower facilities are available at the SEOC for use by any staff working in the SEOC. Also, sleeping quarters are available in the Ike Skelton Missouri Army National Guard Training compound. These are only available in the most severe emergency situations and when made available by the Missouri National Guard (MoNG).
5. During SEOC operations, SEMA usually provides light snacks and drinks for break periods. The MoNG operates a cafeteria that would usually be available to SEOC staff during major occurrences.

IX APPENDIX DEVELOPMENT and MAINTENANCE

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

X AUTHORITIES AND REFERENCES

See Glossary, Authorities, and References section of the Basic Plan.

Appendix 4 To Annex A

EOC STANDARD OPERATING GUIDELINES

The Emergency Operation Center (EOC) will be activated (opened) when a call or message is received from the National Weather Service (NWS) fire, police, or any other reliable source indicating a possible and/or emergency situation exist. See - Appendix 3 of the Basic Plan.

The EOC may be activated by the chief elected official, Emergency Management Director or a member of their line of succession.

Upon activation of the EOC, the call-up (notification) of all cities agencies/departments and response personnel may begin pursuant to the emergency.

At the time of activation, the Emergency Operations Plan (EOP) will be put into effect and all guidelines will be followed.

Once the emergency situation has been officially declared over, the EOC will be de-activated (closed) and all individuals supporting the event will be notified.

ANNEX B

COMMUNICATIONS & WARNING

ESF 2

I. PURPOSE:

This annex will provide information concerning available, and potentially available, communications and warning capabilities in the City of Washington, Missouri.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Dispatching:
 - a. Communications capabilities for the City of Washington exist primarily in their EOC. Other municipal departments also have communications capabilities. (For more information, see Appendix 2 of this annex.)
 - b. Communications frequencies for the emergency services are listed in Attachment A to Appendix 2 of this annex.
2. In the event of a power interruption, the E-911 dispatch center has natural gas with a propane backup powered emergency generator available to operate the communications equipment and lights. This generator is tested weekly.
3. The City of Washington E-911 is staffed on a 24-hour basis by dispatch personnel. The EOC can also be staffed on a 24-hour basis, when needed.
4. The City of Washington Communication Department receives initial warning information from the MULES Terminal located in the E-911 dispatch center.), the Missouri State Highway Patrol, Troop C headquarters in Weldon Spring, where the NAWAS point is located (through MULES), or the National Weather Service office in St. Louis. This warning information is dispersed throughout The City of Washington. (See Appendix 1 for more information on warning fan-out.)
5. The City of Washington has outdoor warning sirens. (See Appendix 2 to this annex for their locations.) These sirens are activated from the Communications Center. The Police Chief or designate; Fire Chief, Deputy Chief or Assistant Chief; Ambulance Administrator or designates; Emergency Management Coordinator or designates; Director of Communications; Mayor or City Administrator can order the activation of the sirens. All sirens are tested annually

with the State Tornado Drill. All sirens are “System Status” checked weekly and “Silent Test” are run individually weekly by the Communications Director.

6. Warning in areas with poor siren coverage will be supplemented with mobile public address operations by the Police Department. Radio and television stations will also broadcast warnings.
7. Schools in Washington are equipped with tone-alert weather radios to provide warning.
8. When warnings are issued, the Police Station and the EOC will begin telephone notification of special facilities within Washington via those registered on CodeRed and Active911. (See Appendix 2 to this annex.)
 - i. In the St. Louis Metropolitan Area, the primary EAS radio stations responsible for activating the EAS are KMOX (1120 AM), WSDZ (1260 AM), KEZK (102.5 FM, WIL (92.3 FM) and KFTK (97.1 FM). Also available KRAP (104.5 FM), KLPW (1220 AM), and KLPW (92.7 FM) near the City of Washington. The primary EAS television station is KDNL-TV, (ABC Channel 30), from St. Louis.
 - ii. Weather Alert Radio – National Weather Service Station KDO-89, 162.550 Mhz
 - iii. The mayor will designate those personnel with the authority to activate the EAS system. (See Appendix 2 to this annex for more information on EAS stations.
9. A list of special facilities (i.e., hospitals, nursing homes, schools, daycare centers, etc.) and their addresses and phone numbers is located in Appendix 2 to Annex J.
10. Trained weather spotters are available through the City of Washington Police Department and Fire Department.
11. The Franklin County Amateur Civil Emergency Service (RACES)/Amateur Radio Emergency Services (ARES)/ American Radio Relay League (ARRL)/ zero-Beaters Amateur Radio Club/Sullivan Amateur ClubMeramec Valley Amateur Radio Club can provide additional HAM/Amateur radio communications, if needed.
12. Local cellular phone users (Southwestern Bell, and Sprint PC route all E-911 calls to the E-911 dispatch center.

B. Assumptions:

1. It is assumed that the existing communications and warning systems will survive and remain functional regardless of which type of disaster strikes the area.
2. Amateur radio operators will be available to assist during an emergency situation (see Appendix 2 to this annex).

3. If local communications become overtaxed, the state will 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 door-to-door operations may be required in some situations.
5. In most cases, the communications center (dispatching personnel) in conjunction with the public safety officer on the scene will make the initial determination that a "classified" emergency has occurred or is developing. (See Appendix 3 to the Basic Plan.)

III. CONCEPT OF OPERATIONS

NOTE: The time frames for performing these actions are listed in parentheses.

- A. Communications and warning operations in the City of Washington will be coordinated by the Communications Director. (See Section IV of this annex). (PREPAREDNESS, RESPONSE AND RECOVERY).
- B. Work shifts will be established to provide continuous 24-hour staffing in the communications center. (PREPAREDNESS, RESPONSE, and RECOVERY)
- C. During a classified emergency, curtailment of routine actions will be necessary. The degree of this curtailment will be determined by the Communications Director and emergency operations procedures will depend upon the severity of the situation. (PREPAREDNESS, RESPONSE, and RECOVERY)
- D. Communications will be expanded during emergency situations by augmenting telephone and cellular services and utilizing amateur radio communication networks. (PREPAREDNESS, RESPONSE, and RECOVERY)
- E. Weather spotters will be deployed during severe weather situations. (PREPAREDNESS and RESPONSE)
- F. During emergency operations, all departments will maintain their existing equipment for communicating with their field operations. These departments will maintain communications liaison with the EOC to keep them informed of their operations. (PREPAREDNESS, RESPONSE, and RECOVERY)
- G. Messages/reports coming into the EOCs communication center will be handled according to the procedures in Appendix 3 to Annex A. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)

- H. Communications between the State EOC will be through landline telephone links, cellular phones, or radio contact. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- I. When an emergency situation occurs, all available warning systems will be utilized to alert and warn private residences, schools, nursing homes, etc. These warning systems include outdoor warning sirens, radio, and television, as well as loudspeakers and sirens on emergency vehicles. The warning fan-out for the City of Washington is located in Appendix 1 to this annex. (PREPAREDNESS and RESPONSE)
- J. Tests and educational programs will be conducted regularly to insure the public understands the various warnings (i.e., tornado siren warning consists of a straight blast). (MITIGATION)
- K. When an emergency requiring public warning occurs at an industrial site using hazardous materials or at a water impoundment, the procedures for alerting government officials will follow those contained in Appendix 3 of the Basic Plan. (PREPAREDNESS and/or RESPONSE)
- L. Outside communications and warning resources used to support emergency operations will remain under the direct control of the sponsoring organization, but will be assigned by the EOC to respond as necessary. (PREPAREDNESS, RESPONSE, and RECOVERY)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Appendix 1 to this annex contains a warning flow chart for the City of Washington.
- B. The Communications Director is responsible for the following:
 - 1. Designate back-up communications and warning equipment should the equipment in either the primary or alternate EOC not function.
 - 2. Maintain a communications log of messages coming into and out of the EOC (see Attachment C to Appendix 3 of Annex A).
 - 3. Maintain current notification lists for all departments and provide these lists to the communications center.
 - 4. Implement call-down of all EOC staff (see Appendix 2 to Annex A).
 - 5. Provide security and protection of communications and warning equipment.
 - 6. Review and update this annex and its appendices annually.
- C. The City of Washington Police Department supports this function by providing weather spotting, dispatchers, and vehicles/personnel for warning dissemination.

- D. The Franklin County Radio Amateur Civil Emergency Service (RACES) will also support this function by providing weather spotters in times of severe weather.
- E. The Public Information Officer will support warning operations when necessary.
- F. The Emergency Management Director is responsible for maintaining the EAS standard operating procedures and coordinating these procedures with the local EAS radio and television stations.
- G. Additional support for this function will come from those departments/organizations having communications capabilities. Among these are the ambulance and public works agencies.
- H. Any department/organization involved in this function is responsible for providing adequate training regarding communications and warning.

V. DIRECTION AND CONTROL

- A. For incidents that have reached an emergency classification direction and control will be from the designated EOC.
- B. Specific department heads may be designated to maintain operational control of their own communications system, but will coordinate with the EOC during emergency operations. All departments must 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 organization, but will be assigned by the EOC to respond as necessary.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession for the Communications and Warning Function is from the Communications Director and through the Support Services Division Commander, then the Field Services Division Commander, the Shift Commander, the Communications Supervisor, and then the Lead Operator.
- B. Records vital to the communications and warning function should be duplicated and stored at another location.

VII. ADMINISTRATION AND LOGISTICS

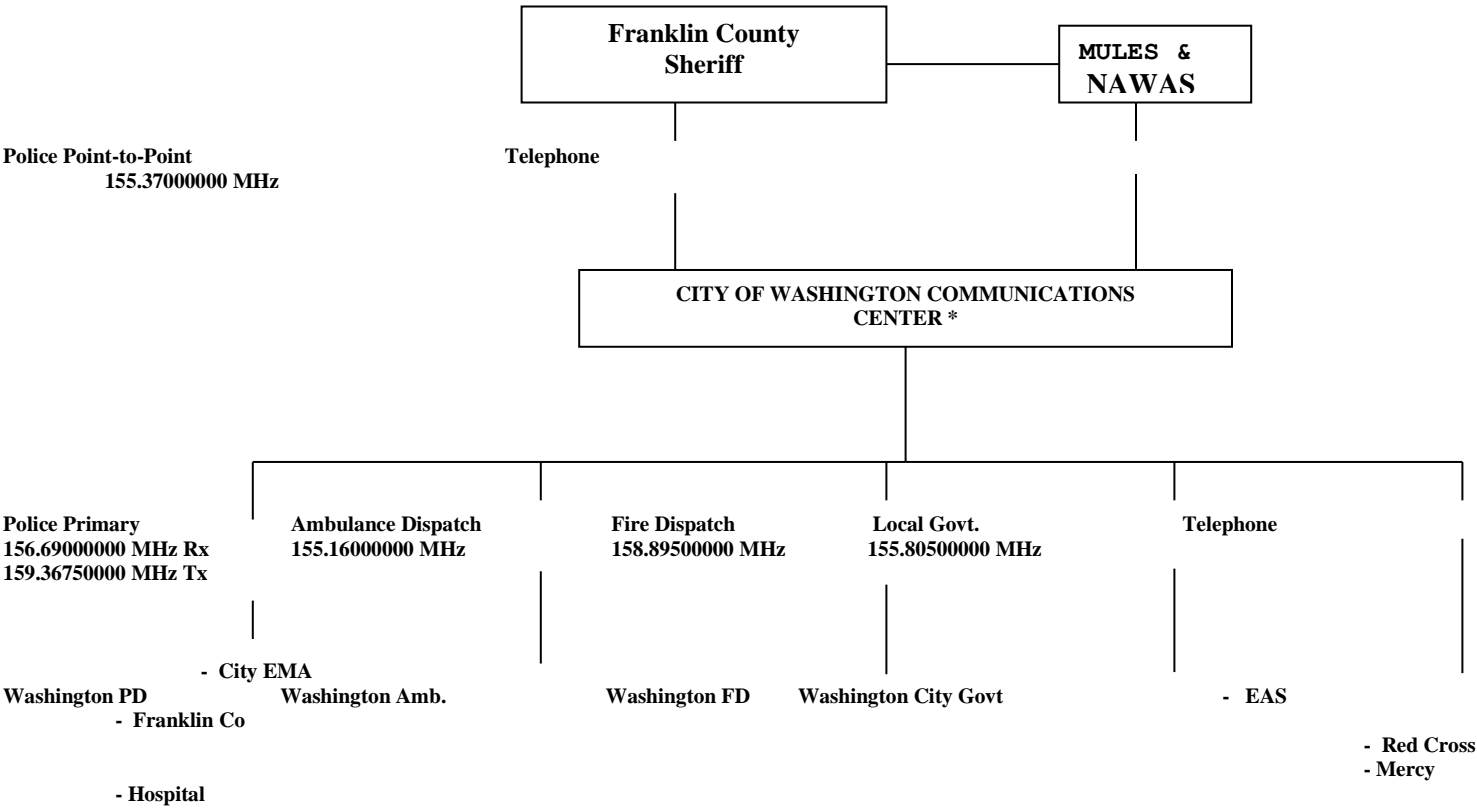
- A. Mutual aid agreements and agreements of understanding regarding communications and warning operations should be maintained.
- B. Protect communications and warning equipment from lightning, wind, and power surges.
- C. Establish priority of service restoration and line-load control on telephone equipment in the EOC and other essential facilities.

APPENDICES

- 1. Appendix 1. Communications and Warning Diagrams
- 2. Appendix 2. Communications and Warning Capabilities
 - Attachment A - City of Washington Radio Frequencies
- 3. Appendix 3. Message Handling Procedures
 - Attachment A Message Form
 - Attachment B – Communications Log

Appendix 1 To ANNEX B

COMMUNICATIONS and WARNING DIAGRAMS



*SIREN ACTIVATORS

**Received FCC Narrow Band Approval April 2009

COMMUNICATIONS AND WARNING CAPABILITIES

- A. Radio Frequencies: See information and Resources Book located in the E-911 Dispatch Center.

Also see Attachments A to this annex.

- B. Telephone Numbers: City of Washington – E-911 - (non- emergency) (636) 390-1050
(Business office) (636) 390-1000

Also see Information and Resource Book located in the E-911 Dispatch Center and EOC.

- C. Outdoor Sirens: See Information and Resources Book maintained in the Dispatch Center and EOC.

- D. Emergency Alert System (EAS): See Appendix 1 to this annex.

- E. Missouri Uniform Law Enforcement System (MULES): See Appendix 1 to this annex.

- E. National Warning System (NAWAS): See Appendix 1 to this annex.

- F. Amateur Radio Operators: Zero Beaters Amateur Radio Club; P.O. Box 1305, Washington, Missouri 63090 will also support this communication function.

- G. CodeRed: See information and resources book located in the E-911 Dispatch Center.

- H. Text

- I. Email

- J. City Phones

- K. Radios

Attachment A To Appendix 2 To ANNEX B

CITY OF WASHINGTON RADIO FREQUENCIES

	Channel Name	Receive Frequency	Transmit Frequency	Other Information
	EMA	158.775	158.775	
	PD Main	MOSWIN TG		
	PD Repeater	156.6900000	159.36750000	
	State Sheriffs' Net	155.730	155.730	
	Law Enforcement/ Police Mutual Aid	155.47500000	155.475	
	Washington Fire Dispatch	159.8950000	158.89500000	100.0
	Washington Fire Main	MOSWIN TG		
	Washington VHF Main	159.00000000	159.00000000	
	VFIRE 22 Command C	154.26500000	154.26500000	
	Franklin County Main	151.010	156.180	110.9
	VFIRE 21 Mutual Aid	154.28000000	154.28000000	
	State and Police Point-to-Point	155.37000000	155.73000000	
	State-wide EMS/Hospitals	155.340	155.340	
	Franklin County Dispatch	154.430	159.210	100.0
	County Highway Department.	151.085	* 159.075	
	City Public Works	155.80500000	155.80500000	123.0 MHz

Appendix 3 To Annex B

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 A). 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 A). 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 Public Works Director 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. 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 A 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 who 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.

**Attachment A to
Appendix 3 To Annex B**

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

COMMUNICATIONS LOG

[illegible]

**Attachment C To
Appendix 3 To Annex B**

ACTIVITY LOG (ICS 214)

[illegible]

ACTIVITY LOG (ICS 214)

[illegible]

ANNEX C

EMERGENCY PUBLIC INFORMATION

ESF 15

I. PURPOSE:

To provide for the timely release of accurate information to the residents of the City of Washington in the event of an emergency or disaster. Utilizing all forms of media available. Such measures will help substantially to: ensure public safety, maintain order, minimize rumors and misinformation, and to the best extent possible, satisfy the demands of the news media in reporting the unfolding event.

II. SITUATION AND ASSUMPTIONS

A. Situation:

1. The City of Washington is served by various news media, either located within the city or in the surrounding area, which would be utilized to disseminate public information in an emergency or disaster situation. (See Appendix 4 to this annex for a listing of these media.)
2. Initially, the public information function for any emerging disaster/ emergency event will be handled by the Mayor, possibly in conjunction with incoming state and federal responders, depending on the scope of the incident. The fact that an emergency/disaster situation is a result of a terrorist act may not be known immediately during the initial emergency response, and it may take days or weeks until that is fully determined. Standard public information procedures elsewhere in this annex would be carried out in the initial phase. However, the following information/procedures serve as general guidelines applicable at the point when a terrorist threat/incident has been determined. (See Annex N).
3. The City of Washington is not immune to becoming the target of a terrorist threat, attack or incident, as could occur in any other community or area in the United States. For Public Information procedures specific to Terrorism. (See Annex N)
4. Effective public information capabilities and coordination of information represents a vital function for Federal, state and local law officials during the response.
5. For non-English speaking residents, translation of emergency information may be provided by the area schools' foreign languages staff.
6. Sample news releases have been developed and can be found in Appendix 6 to this annex.

B. Assumptions:

1. 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 property.
2. The media will cooperate with local officials in the dissemination of information to the public.
3. Widespread or major disasters may result in state and national media coverage. Media personnel from state and national levels will not be familiar with local news release procedures.
4. Media personnel may attempt to obtain information from other than "official sources".
5. An effective public information program will reduce casualties and damages.

III. **CONCEPT OF OPERATIONS**

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

- A. The Public Information Officer (PIO) will be located in the EOC or at a location to be designated when this plan is implemented. This location will serve as the official point of contact for the media during an emergency. (PREPAREDNESS, RESPONSE, and RECOVERY)
- B. Release of official public information will be coordinated with and approved by the Mayor and the incident commander (when incident command operations are in effect), and released to the public in a timely manner. (MITIGATION, PREPAREDNESS, RESPONSE, and RECOVERY)
- C. Only information released by the Mayor or the chief PIO will be considered official. The media will be so informed. (MITIGATION, PREPAREDNESS, RESPONSE, and RECOVERY)
- D. Information for release will be prepared and released to the media in accordance with the format described in Appendix 2 to this annex. (PREPAREDNESS, RESPONSE, and RECOVERY)
- E. Response organizations are responsible for coordinating with the PIO and for clearing press releases with the Mayor before releasing information to the media for the public. (PREPAREDNESS, RESPONSE, and RECOVERY)

- F. 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. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- G. Dissemination of public information will utilize all available media: television, radio, and newspaper. See Appendix 3 to this annex for a sample statement of understanding for emergency public information. (MITIGATION, PREPAREDNESS, RESPONSE, and RECOVERY)
- H. Activation of the Emergency Alert System (EAS), if necessary, will be in accordance with the State EAS Operational Plan. The Mayor will designate those personnel with authority to activate the EAS and issue releases. Procedures will be coordinated with the appropriate radio and television officials. (MITIGATION PREPAREDNESS, RESPONSE, and RECOVERY)
- I. Public information personnel in the field will coordinate with the chief PIO through frequent contacts with the EOC staff. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- J. Periodic briefings as necessary for media personnel will be conducted by the PIO. (PREPAREDNESS, RESPONSE, and RECOVERY)
- K. A rumor control section will be established to answer inquiries from the public and to monitor media broadcasts to insure the public is receiving accurate information. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- L. A major task of public information operations will be responding to inquiries. The PIO must establish procedures to inform families on the status of relatives who are injured or missing, emergency services available, damaged and/or restricted areas due to a disaster event, etc. (MITIGATION, PREPAREDNESS, RESPONSE, and RECOVERY)
- M. When an emergency occurs or threatens to occur requiring the dissemination of emergency public information, the PIO will release this information as soon as possible. (PREPAREDNESS and/or RESPONSE)
- N. Should the emergency involve more than the City of Washington, the PIO will coordinate public information activities with the PIO(s) of the other jurisdiction(s) involved. (PREPAREDNESS, RESPONSE, and RECOVERY)
- O. If the emergency/disaster warrants activation of a state and/or federal response, the local PIO will coordinate public information activities with the state and/or federal PIOs. (PREPAREDNESS, RESPONSE, and RECOVERY)

- P. The PIO will coordinate with state, federal, and private sector agencies to obtain technical information (health risks, weather, etc.) when preparing releases.
(PREPAREDNESS, RESPONSE, and RECOVERY)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The functional diagram for emergency public information is located in Appendix 1 to this annex.
- B. The Chief PIO for The City of Washington will be the City Administrator. In his/her absence the Emergency Management will be the back-up PIO.
- C. During a hazardous materials situation, the Incident Commander will appoint an on-scene PIO for media relations. If the EOC is activated, the on-scene PIO will coordinate activities with the chief PIO in the EOC should they be two different individuals.
- D. The PIO is responsible for the following:
1. Prepare and release public information and assist in the dissemination of warning.
 2. Develop emergency public information (EPI) materials for visually- and hearing-impaired persons, as well as for any non-English speaking groups.
 3. Prepare instructions for people who must evacuate from a high-risk area.
 4. These EPI instructions will address the following for each threat:
 - a. Definition of the population at risk
 - b. Evacuation routes
 - c. Suggested types and quantities of food, water, clothing, medical items, etc. evacuees should take with them
 - d. Locations of reception areas, shelters, feeding facilities, and medical clinics in the host (reception) area
 - e. Safe travel routes for returning to residences
 - f. Centrally-located staging areas/pick-up points for evacuees needing transportation, etc.
 5. Coordinate with the Franklin County Health Department PIO on the development of public information regarding health risks, first-aid, etc.
 6. Establish a rumor control section.

- C. The Franklin County Public Health PIO will assist the chief PIO in the development of materials, which describe the health risks, associated with each hazard, the appropriate self-help or first-aid actions, and other survival measures.
- D. The Police Chief will coordinate communications for emergency public information, including rumor control and EAS monitoring.
- E. Each operating department/organization will furnish a PIO when necessary and available. These department/organization PIOs will provide information to the mayor and the city administrator when needed and will assist in the release of public information.

V. DIRECTION AND CONTROL:

- A. Release of public information will be under the control of the Public Information Officer.
- B. The Public Information Officer is a member of the EOC staff.

VI. CONTINUITY OF GOVERNMENT:

The line of succession for The City of Washington's Chief PIO will be the City Administrator, or in his absence the EMD or to be determined by the Mayor.

VII. ADMINISTRATION AND LOGISTICS

A chronological file of all news releases during the disaster will be maintained in the EOC, as well as a log of these releases (see Appendix 6 to this annex).

APPENDICES

1. Appendix 1. Emergency Public Information Functional Diagram
2. Appendix 2. Format and Procedures for News Releases
3. Appendix 3. Statement of Understanding for Emergency Public Information Operations
4. Appendix 4. Media Points of Contact

Attachment A – Contact Numbers and Addresses

5. Appendix 5. News Release Log
6. Appendix 6. Sample News Releases

Attachment A – Flood Evacuation Ordered

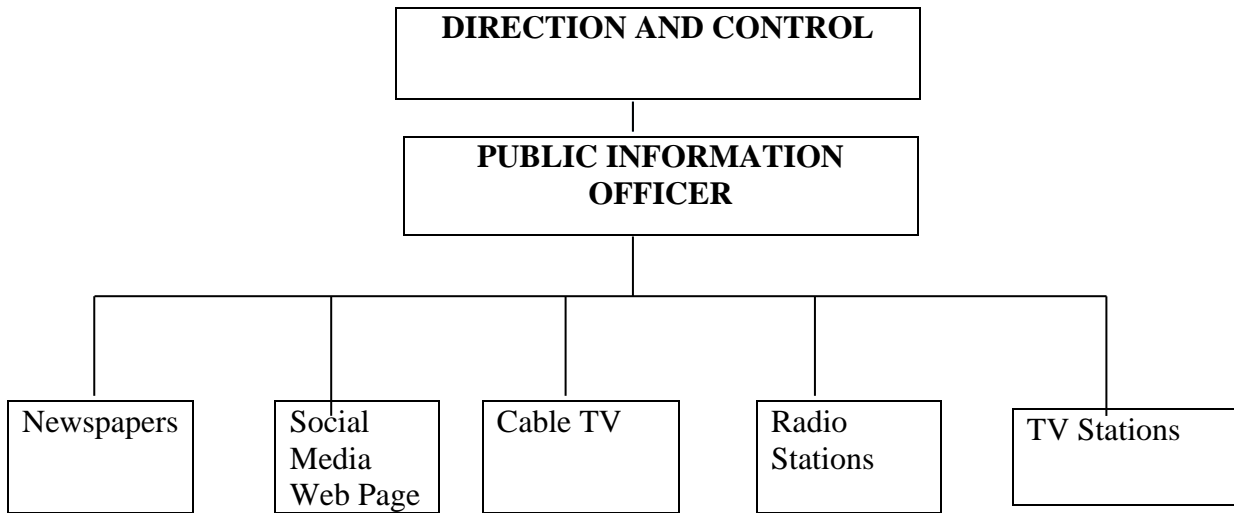
Attachment B – Hazardous Materials Incident

Attachment C – No Information Available

Attachment D – Update on Earthquake

Appendix 1 To ANNEX C

**EMERGENCY PUBLIC INFORMATION
FUNCTIONAL DIAGRAM**



Appendix 2 to Annex C

FORMAT AND PROCEDURES FOR NEWS RELEASES

A. Format:

1. Name, address, and telephone number of the 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.
6. How and to whom the news release was issued.

B. Release Procedures:

1. Verify the authenticity of the information contained in the release.
2. Verify that a duplicate release has not already been made.
3. Prepare the release in the format listed above.
4. Determine if the information contained in the release is in the public interest and will not create unwarranted or unnecessary fear, anguish, or other adverse reactions among the public. However, news releases will not be withheld simply to avoid political or public official embarrassment should the situation so warrant.
5. News releases will be distributed fairly and impartially to the news media.
6. Copies of all news releases will be filed chronologically.
7. Copies of all news releases will be furnished to the rumor control section.

Appendix 3 To Annex C

STATEMENT OF UNDERSTANDING FOR EMERGENCY PUBLIC INFORMATION OPERATIONS

- A. This statement of understanding is entered into between (Radio-TV stations and/or Newspapers), hereinafter referred to as the media, and (the City of Washington), hereinafter referred to as (the City of Washington) to provide emergency information to the citizens of (the City of Washington) whenever a threat to life and property exists from natural or man-made causes.
- B. When, in the opinion of the Mayor of (the City of Washington), a threat to life and property exists or threatens (the city), the Emergency Operations Center (EOC) of (the City of Washington) 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.
- C. The EOC of will:
1. Provide the media with a description of the threat and the actions that the emergency staff of (the City of Washington) 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 damage to property.
 4. Issue bulletins on any significant change in the threat as those changes occur.
 5. Advise the media that the danger of the threat has passed and that no further EOC operations are necessary.
- D. 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 EOC of (the City of Washington) 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 reduction of property damage, for the duration of the threat.
 2. Accept and maintain in place any equipment provided for communications and report to (the City of Washington) any damage to or outages of such equipment.
 3. Test any equipment provided by (the City of Washington) by brief two-way transmissions on the *(last Friday of each month at 11:00 a.m. local time).

NB: THIS STATEMENT OF UNDERSTANDING BETWEEN THE (City of Washington) 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 (the City of Washington).

For the Media

For the City of Washington

*Entered as an example only, testing should be established by mutual agreement and entered in the statement of understanding at this point.

Appendix 4 To Annex C

MEDIA POINTS OF CONTACT

THE CITY OF WASHINGTON

<u>Radio Stations:</u>	EAS Radio Stations
1. KTUI - AM, Sullivan	1560 MHz
2. KTUI - FM, Sullivan	102.1 MHz
3. KLPW - AM, Union	1220 KHz
4. KLPW - FM, Union	92.7 MHz
5. KSLQ - FM, Marthasville	104.5 MHz
6. KMOX - AM, St. Louis	1120 KHz, LP-1, Input #1
7. WIL - FM, St. Louis	92.3 MHz, LP-1, Input #2
8. KTRS - AM, St. Louis	550 KHz, LP-2, Input #3
9. National Weather Service, St. Charles	162.55 NWS, Input #4 (Weather Only)

<u>Over the Air Television Stations:</u>	
1. KDNL-DT, St. Louis	Channel 30.1
2. KETC-HD, St. Louis	Channel 9.1
3. KMOV-DT, St. Louis	Channel 4.1
4. DKPLR, St. Louis	Channel 11.1
5. KSDK-DT, St. Louis	Channel 5.1
6. KTVI-DT, St. Louis	Channel 2.1
7. KNLC-D, St. Louis	Channel 24.1

Cable Television Companies:

Charter/Spectrum (Cable TV)

Newspapers:

1. Missourian
2. St. Louis Post Dispatch

Attachment A To Appendix 4 to Annex C

NEWS MEDIA CONTACT NUMBERS AND ADDRESSES

A. Newspapers

Missourian
6321 Bluff Road
P.O. Box 336
Washington, MO 63090

Washington [636] 239-7701
FAX [636] 239-0915
888-239-7701

St. Louis Post Dispatch
900 N. 10th Street
St. Louis, MO 63101

[314] 340-8000
FAX [314] 340-3050

B. Local Radio Stations

KLPW-AM 1220/FM 92.7
6501 Highway BB
P.O. Box 623
Washington, MO 63090

[636] 583-5155

FAX [636] 583-1644

KSLQ-FM 104.5
1000 Mid Rivers Mall Dr
St Peters, MO 63376
314-477-8835

[636] 239-6800

FAX [636] 239-9735

KTUI-AM 1560/FM 102.1
900 Elmont Road
Sullivan, MO 63080

[573] 468-5101
FAX [573] 468-5884

C. Television Stations

KDNL-TV - Channel 30.1
1215 Cole Street
St. Louis, MO 63106

[314] 436-3030
[314] 259-5763

KETC - TV - Channel 9.1 3655 Olive St. St. Louis, MO 63108	FAX	[314] 512-9000 [414] 512-9005
KMOX-TV - Channel 4.1 1 Memorial Drive St. Louis, MO 63102 (Unlisted)	FAX News	[314] 621-4444 [314] 621-4775 [314] 444-6333 1-800-444-6333
(For news stories)	FAX:	[314] 444-1856
KNLC - TV - Channel 24.1 P.O. Box 924 St. Louis, MO 63188		833-367-6388
KSDK - TV - Channel 5.1 1000 Market Street St. Louis, MO	FAX	[314] 421-5055 [314] 444-5164
KTVI-TV/KPLR - Channel 2.1/11.1 5915 Berthold St. Louis, MO 63110	FAX News	[314] 213-2222 [314] 213-7419 [314] 213-7831
KOMU - TV - Channel 8 5550 Hwy 63 South Columbia, MO 65201		[573] 882-8888
KRCG - TV - Channel 13 10188 Old Hwy 54 North P.O. Box 659 New Bloomfield, MO 65063	FAX	[573] 896-5144 [573] 896-5193

D. Local Cable Television

Charter/Spectrum Communications (Cable TV)
Phone (833)-267-6094

Appendix 5 To ANNEX C

NEWS RELEASE LOG

[illegible]

Appendix 6 to Annex C

SAMPLE NEWS RELEASES

Attachment A To Appendix 6 to Annex C

SAMPLE RADIO/TV MESSAGE

FLOOD EVACUATION ORDERED

This is _____. The flooding situation continues in parts of the city of Washington 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 arrangements 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).

Attachment B To Appendix 6 to Annex C

SUMMARY STATEMENT FOR MEDIA

HAZARDOUS MATERIALS 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 residents were allowed to return to their homes.

There were no injuries reported -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 were _____.

Attachment C To Appendix 6 to Annex C

SAMPLE MEDIA MESSAGE

Joint

NO INFORMATION AVAILABLE

This is _____ at the _____. An earthquake of undetermined magnitude has just been felt in the Washington City 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.

Attachment D To Appendix 6 to Annex C

SAMPLE MEDIA MESSAGE

UPDATE ON (EARTHQUAKE)

This is _____ at the _____. The magnitude of the earthquake, which struck the Washington City area at (time) today, has been determined to be _____ on the Richter scale. 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.).

Aftershocks 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

DAMAGE ASSESSMENT

ESF 3

I. PURPOSE:

To provide the City of Washington with the procedures to perform damage assessment at the local level and to describe the types of assistance available after a disaster has occurred.

II. SITUATION AND ASSUMPTIONS

A. Situation:

1. Chapter 44, RSMo provides for the establishment of the Structural Assessment and Visual Evaluation (SAVE) Volunteer Program to be activated in the event of a catastrophic earthquake or other natural disaster. This program allows the services of architects, professional engineers and building inspectors to assist local officials in the inspection of buildings. Inspection forms used by the SAVE Coalition are contained in Appendix 3 to this annex. Requests for these services are made through (SEMA) the State Emergency Management Agency.
2. There may be other disaster situations where the volunteers mentioned above would not be needed, but there is still a need for the City of Washington to conduct damage assessments in order to determine the magnitude and impact of the incident on individuals, businesses, and the public infrastructure within the City of Washington. These initial assessments will normally be conducted by the City personnel.
3. To assist the City of Washington in conducting these assessments and to provide a standard method of reporting that information (SEMA) has developed several Damage Assessment Forms (see Appendix 2 to this annex). Instructions for completing these forms are also included in this appendix.

B. Assumptions:

1. Following a natural disaster, several damage assessments may be conducted. The City of Washington will conduct an assessment to determine the impact of the incident on them. This will be used to assign city resources and assess the need for additional help. The state, if requested, will conduct an assessment to determine the need for state resources and/or federal assistance. If warranted, the state will request a joint federal/state/local assessment to determine if the incident is of such a magnitude to warrant federal assistance.

2. The documentation obtained by the City of Washington during its initial damage assessment and forwarded to (SEMA) will be used to determine if additional aid is needed. It is important that the city conducts this damage assessment and provide the information to (SEMA) as soon as possible.
3. A properly completed damage assessment will provide information necessary for city officials to utilize limited resources in the most effective manner possible and to decide further courses of action.

III. CONCEPT OF OPERATIONS

NOTE: The time frames for performing these actions are listed in parentheses.

- A. Once a disaster has occurred, the local Emergency Management Director and/or the Mayor will notify the State Emergency Management Agency (SEMA) of the situation by the fastest means possible. In the event of a catastrophic earthquake or natural disaster, this will provide the need for the Structural Assessment and Visual Evaluation (SAVE) program to be implemented. (RESPONSE).
- B. The City of Washington will activate their EOC and respond to the disaster according to this emergency operations plan. Accurate emergency logs and expenditure records must be kept from the start of the disaster. This will help document potentially eligible costs in the event that a presidential disaster declaration is received. (PREPAREDNESS, RESPONSE, and RECOVERY)
- C. Meanwhile, the City of Washington EOC will dispatch damage survey teams composed of architects, engineers, insurance agents, etc. to perform an initial damage assessment. Reports of damages may be coming into the EOC through first responders in the field, private citizens, etc. Use the information collected to complete the Damage Estimate forms (included in Appendix 2 to this annex), and forward them to SEMA. (RESPONSE and RECOVERY)
- D. If the necessary response is beyond the capability of the City of Washington, the Mayor or his/her designated successor may request assistance from the Governor through the State Emergency Management Agency (SEMA). SEMA will conduct a joint damage assessment with city officials to determine the extent of the incident and the need for state assistance. If recovery from the incident is beyond the capability of the City of Washington and state government, SEMA will initiate the request for a federal damage assessment from FEMA. *NOTE: Federal assistance is supplemental to state assistance, which is supplemental to city capabilities.* (EMERGENCY RESPONSE)
- E. In anticipation of making a request to the President for federal assistance, SEMA, in cooperation with the Federal Emergency Management Agency (FEMA), will conduct a preliminary damage assessment with one of two different teams. One team assesses the effects of damage to individuals, residences, and small businesses (Individual Damage Assessment) and is comprised of, but not limited to, SEMA, FEMA, Red Cross, and Small Business Administration (SBA). The other team will assess damages to the public

infrastructure (Public Assistance Assessment) and is usually comprised of, but not limited to, FEMA and SEMA personnel. Individuals from the Mo. Dept. of Transportation, Mo. Dept. of Natural Resources, and the U.S. Army Corps of Engineers may also be used depending on the situation. Appropriate city officials will accompany each team and participate in the surveys. (RESPONSE)

- F. If the situation is determined to be beyond the capability of the City of Washington and state government, the Governor may request from the President either an "Emergency" or "Major Disaster" declaration for assistance. The Governor's request for federal assistance is sent through FEMA, Region VII, Kansas City, to their national office in Washington, D.C., and hence to the President for consideration. (RESPONSE)
- G. If FEMA determines that the impact of the incident is not beyond the combined capabilities of the City of Washington and state government, a presidential disaster declaration will not be received. (RESPONSE and RECOVERY)
- H. If the President grants federal assistance, the President will declare either an emergency or major disaster and implement the applicable disaster assistance programs as provided for under the provisions of Public Law 93-288, as amended. (RECOVERY)
- I. If a presidential disaster declaration is received, the state and federal governments will disseminate the disaster assistance information to the public through the news media. (RECOVERY)
- J. SEMA and FEMA may, with the assistance of the City of Washington, establish Disaster Recovery Centers (DRCs) 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 city, county, state, and federal emergency management organizations will jointly determine the locations, dates, and times of operation for the DRCs, which would most benefit the disaster victims. (RECOVERY)

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 Function for the City of Washington will be the responsibility of the city Emergency Management Director.
- C. The Emergency Management Director is responsible for the following:
 - 1. Assign and manage city damage survey teams.
 - 2. Gather and display (in the EOC) damage assessment information, as well as brief EOC staff on this information.

3. Compile situation reports and forward this information to SEMA with the approval of the Mayor and other elected officials; also, complete the Damage Estimate forms and forward it to SEMA. (NOTE: Only those forms in Appendix 2 with the SEMA logo need to be forwarded to SEMA.)
 4. Accompany state and federal damage assessment teams, when possible.
- 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 City Assessor will provide records on private property values for residences in the City of Washington.
 - F. The City of Washington Public Works Director will provide value estimates on damages to city maintained roads and bridges.
 - G. The City of Washington Public Works Director will provide damage estimates on their electric, water, and sewer systems.
 - H. Other public and private utilities serving the City of Washington will provide estimates of their damages to the Emergency Management Director/EOC.
 - I. The Red Cross will support this function by providing trained damage survey teams for the Red Cross.

V. DIRECTION AND CONTROL:

The Emergency Management Director is an important member of the EOCs Direction and Control Staff and will coordinate damage assessment activities from the EOC.

VI. CONTINUITY OF GOVERNMENT:

The line of succession for the Damage Assessment Function will be from the City Emergency Management Director through his/her office staff.

VII. ADMINISTRATION & LOGISTICS:

- A. The Police Chief will provide communications for this function.
- B. The Public Works Director and/or The Finance Director will provide transportation for damage assessment survey teams.
- C. The Emergency Management Director is responsible for providing the necessary damage report forms to the survey teams working at the disaster scene.

APPENDICES

1. Appendix 1. Damage Assessment Functional Diagram

2. Appendix 2. Damage Estimate Forms

Attachment A – Emergency Operation Center Commercial Property Damage Report

Attachment B – Initial Public Property Damage Survey

Attachment C – Initial Residential Damage Survey

Attachment D – State of Missouri Local Situation Report (SITREP) Completion Instructions.

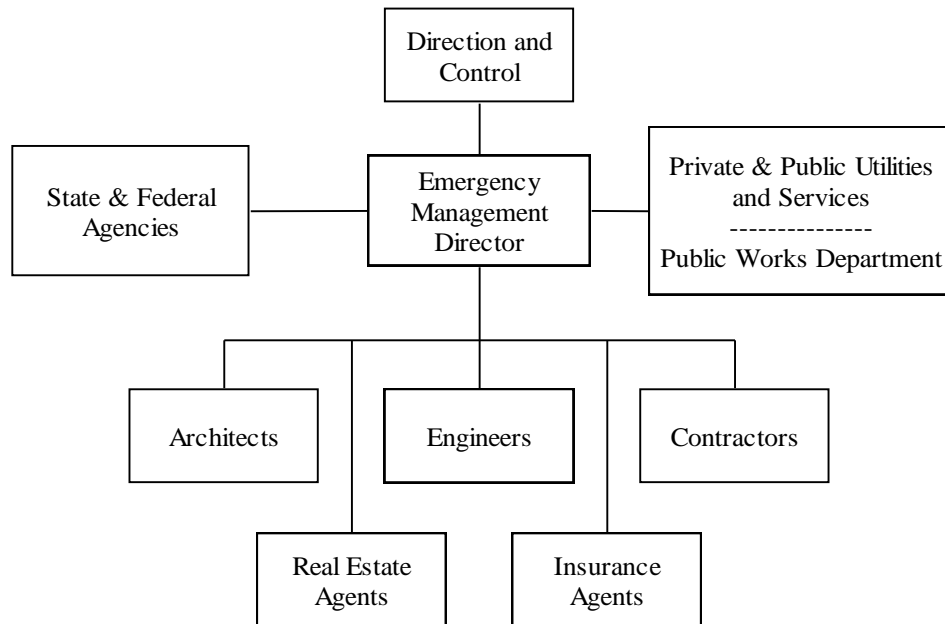
Attachment E - Initial Supplemental State of Missouri Local Situation Report Form

Attachment F – State Emergency Management Agency Disaster Assessment Agency, Disaster Assessment Summary Completion Instructions

Attachment G – Initial Supplemental Disaster Assessment Summary Form

Appendix 1 To Annex D

DAMAGE ASSESSMENT FUNCTIONAL DIAGRAM



*Damage reports could come into the EOC from various county and/or city departments such as police, public works, fire, etc. Also, other response agencies and private sources could contribute to the overall damage assessment.

Appendix 2 To Annex D

DAMAGE ESTIMATE FORMS

Attachment A To Appendix 2 To Annex D

EMERGENCY OPERATION CENTER

COMMERCIAL PROPERTY DAMAGE REPORT

1. Jurisdiction(s) Affected_____ Date:_____
2. Disaster: Type_____ Date_____ Time_____
3. Report by: Name_____ Title_____
- Work Phone_____ Home 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 (Commercial Only)

Dwelling Type	Destroyed	Major Damage	Minor Damage	Property Inaccessible	Property Insured
Manufacturing					
Retail					
Other					

Attachment B To Appendix 2 to Annex D

**INITIAL PUBLIC PROPERTY
DAMAGE SURVEY**

1. City of Washington Date: _____ Time: _____
2. Disaster: Type: _____ Date: _____
3. Reported by: Name _____ Title: _____
- Work Phone: _____ Cell Phone: _____

Type of Facility/or Work Categories	Estimate	# Of Sites	Description of Damages/or work needed to mitigate problem
Debris Removal	\$		
Protective Measures	\$		
Roads & Bridges Damaged	\$		
Buildings	\$		
Utilities	\$		
Parks & Recreational Facilities	\$		
Equipment	\$		
Miscellaneous	\$		

Total estimated loss to public facilities \$ _____

Attachment C To Appendix 2 to Annex D

INITIAL RESIDENTIAL PROPERTY DAMAGE SURVEY

1. City of Washington: Date: _____ Time: _____

2. Disaster: Type: _____ Date: _____

3. Reported 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 (Residential Only)

Dwelling Type	Destroyed	Major Damage	Minor Damage	Property Inaccessible	Property Insured
Single Family					
Multi-Family					
Mobile Home					

6. Estimated losses to residential property above: \$_____

Attachment D To Appendix 2 To Annex D

STATE OF MISSOURI **LOCAL SITUATION REPORT (SITREP)** Completion Instructions

SUMMARY:

The Local Situation Report form (also referred to as the Local Sit Rep) is a form developed by SEMA to help local jurisdiction provide a narrative format about disaster events or anticipated events. This form is intended to provide SEMA and other state agencies with an explanation of a disaster event that goes beyond the numeric data that is collected on other damage assessment forms. Think of this form as the "story" behind the damage assessment data. All jurisdictions are encouraged to use this form anytime they have had an emergency or disaster event or can anticipate an event occurring.

The goal of this form is to get a comprehensive picture of how the event has affected the government, the infrastructure, businesses and the citizenry. This is the first form filled out for disaster reporting to SEMA and is to be sent in to SEMA as a stand-alone report or as the narrative form that accompanies the Disaster Summary form (data).

FORM SECTIONS:

The first step is to identify if this report is the initial report sent to the state or if it is a supplemental report. This is important information for state staff to know if this is the first report or just an update of an ongoing situation. Mark the appropriate block!

At the top of the form is an area for the individual filling out the form to put in valuable information about date, time, location, phone number, and who is the point of contact (Reported By).

The remainder of the form asks for information to be written in a narrative format. Details about how the event (or coming event) is impacting the community need to be written legibly. SEMA is looking for how the disaster has affected the citizens of the community and the infrastructure. Information concerning special needs groups, the elderly and the inability of government to provide critical services should be included.

Briefly describe what actions have been taken by the jurisdiction to respond to or prepare for the event and what still needs to be accomplished.

Finally, SEMA needs to know if you anticipate needing resources from outside the community to help the jurisdiction respond/recover from the event. Be very specific as to your needs and requests.

NOTES: The SEMA logo at the top of the form is there to remind you to send this into SEMA. Fax, email or phone this information into SEMA as often as you feel necessary. Add additional pages if it is necessary to provide a good picture of what is occurring in your jurisdiction!

Attachment E to Appendix 2 to Annex D

Local Jurisdiction Situational Awareness Report

Date: _____

Time: _____



Contact Information: (Provide as much information as possible.)

County:		Jurisdiction:	
Name:	Title:	Phone:	
Email:	Fax #:	Cell:	

Local Emergency Operations Center Status:

LEOC Activated:	YES	NO	Hours of Operation:
Contact Name:			Title:
Telephone:	FAX:		Cell:
LEOC Physical Location:			

Situation Summary: (Summarize the impact the disaster event had on the listed topics.)

Summary of Event: (Include date & time of actual event.)	
Fatalities:	Injuries:
Shelter Status: (Number of open shelters, location of shelters, people in shelters, etc.)	
Primary Home/Business Damage:	
Power Outages:	
Medical/Fire/LE Issues:	
Utility (Electric, Water, Sewage) Issues:	
Road/Bridge Issues:	

Local Actions: (What actions have you taken?)

Summary of Actions Taken:

This is a situational awareness document ONLY. To request resources from the state, you MUST complete and submit a separate "Resource Request Form". Submit a "Local Jurisdiction Damage Assessment Summary" as detailed information becomes available.

SEMA FAX #: (573) 634-7966

Attachment F To Appendix 2 To Annex D

STATE EMERGENCY MANAGEMENT AGENCY **DISASTER ASSESSMENT SUMMARY** **COMPLETION INSTRUCTIONS**

SUMMARY:

- A. 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.
- B. 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.

Remember: The SEMA Logo on the top of the form means to send it to SEMA upon completion.



Attachment G to Appendix 2 to Annex D

[] Initial
[] Supplemental

DISASTER ASSESSMENT SUMMARY

1. Jurisdiction(s) Affected_____ Date: _____
2. Disaster: Type_____ Date_____ Time_____
3. Report by: Name_____ Title_____
- Work Phone_____ Home 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	\$		
1. Protective Measures	\$		
• Roads & Bridges	\$		
• Water Control	\$		
• Buildings Equipment	\$		
• Utilities	\$		
• Parks and Recreations	\$		
Total Estimate	\$		

SEMA FAX Number – (573) 634-7966

State of Missouri Damage Assessment Forms

SEMA has Flood Damage for individual properties at:

<https://sema.dps.mo.gov/programs/floodplain/documents/mo-flood-damage-assessment.pdf>

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ANNEX E
LAW ENFORCEMENT

ESF 13

I. PURPOSE

This annex discusses the law enforcement operations in the event a disaster or emergency has occurred in the City of Washington.

II. SITUATION AND ASSUMPTIONS

A. Situation:

1. The City of Washington Police Department provides law enforcement to the city. This department is dispatched through the City of Washington E-911 dispatch center.
2. The Missouri State Water Patrol and the U.S. Coast Guard provide law enforcement on the Missouri River.
3. The Missouri State Highway Patrol Troop C, facility is located in Weldon Spring.
4. Outside law enforcement resources (county, state, federal and other local agencies) are available to support law enforcement operations in the City of Washington and will respond when needed. (See Appendix 2 to this annex for contact numbers.) Ordinance authorizes the police department to participate in the statewide law enforcement mutual aid agreement.
5. The City of Union maintains holdover personnel 24 hours or less. Procedures for evacuating the holdover have been developed and are maintained at this facility. A back-up generator and fuel supply is available for the holdover.
6. Members of the City of Washington Police Department are trained in weather spotting, hazardous materials awareness, terrorism awareness, CPR, and first-aid.
7. Equipment lists for the City of Washington Police Department are maintained at the Police Station office.

B. Assumptions:

1. During a disaster, local law enforcement personnel will respond as directed in this plan.

2. Situations will arise that will tax or exceed local law enforcement capabilities.
3. If additional law enforcement personnel, equipment, or special expertise is needed, outside resources will respond when called upon to do so.

III. CONCEPT OF OPERATIONS

NOTE: The time frames for performing these actions are listed in parentheses.

- A. The law enforcement activities described in this annex are an extension of normal day-to-day activities and deal only with those situations that could completely exhaust all available resources. (PREPAREDNESS, RESPONSE, and RECOVERY)
- B. The Police Chief will coordinate law enforcement operations from the EOC. The Police Chief will also keep the EOCs Direction and Control Staff advised of all law enforcement response efforts. (PREPAREDNESS, RESPONSE and RECOVERY)
- C. The law enforcement section will provide security and protection in an emergency or major disaster situation, which threatens life and/or property. (PREPAREDNESS, RESPONSE, and RECOVERY)
- D. The City of Washington will be the city's primary law enforcement agency; while outside agencies will be used for traffic and crowd control. (PREPAREDNESS, EMERGENCY RESPONSE, and RECOVERY)
- E. According to the Franklin County LEPC, law enforcement personnel will be trained to the Awareness Level for hazardous materials situations. (See Annex H) (PREPAREDNESS)
- F. In the event that the disaster is believed to be terrorist-related, care must be taken to preserve the crime scene, while at the same time allowing rescue operations to be performed. (PREPAREDNESS, RESPONSE and RECOVERY) (See Appendix 3 to this annex for additional information.)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. A functional diagram for law enforcement is located in Appendix 1 to this annex.
- B. The Chief of Police for the City of Washington is responsible for the following:
 1. Overall integration and management of law enforcement activities within the city, including any outside resources responding to the disaster.
 2. Develop and maintain agreements of understanding with neighboring law enforcement agencies.

3. Train law enforcement personnel in their emergency management assignments.
4. Establish procedures to protect essential law enforcement records.
5. Support clean up and recovery operations.
6. Maintain personnel call-up lists and develop procedures for notification.
7. Protect prisoners in custody and relocate and house them when necessary.
8. Provide security as needed for critical facilities, including the EOC, shelters and feeding facilities, as well as vehicle security in parking areas.
9. Provide traffic control.
10. Protect damaged/affected property as needed by providing security and limiting access into these areas (i.e., issue security passes).
11. If an evacuation is ordered, assist with this operation.

V. DIRECTION AND CONTROL

- A. In an emergency whose magnitude has been "classified" (see Appendix 3 to the Basic Plan), overall control will emanate from the EOCs Direction and Control Staff. The Police Chief will be responsible for all law enforcement activities related to the emergency.
- B. The Police Chief will operate from the EOC.
- C. Initial control at the disaster/emergency site will be established by the first public safety officer on the scene. This officer (until relieved by a senior officer) will maintain contact with and provide information to the E-911 dispatch center.
- D. If outside law enforcement resources are needed, they will remain under the direct control of the sponsor, but will be assigned by the EOC to respond as necessary.

VI. CONTINUITY OF GOVERNMENT:

The City of Washington Chief of Police= line of succession is through the Day or Night Watch Commanders.

VII. ADMINISTRATION AND LOGISTICS

- A. The Director of Public Works and/or the Director of Finance will provide logistical support (food, water, emergency power, fuel, lighting, etc.) for law enforcement personnel at the disaster/emergency site.
- B. Communications for this function will be provided by the Police Chief.

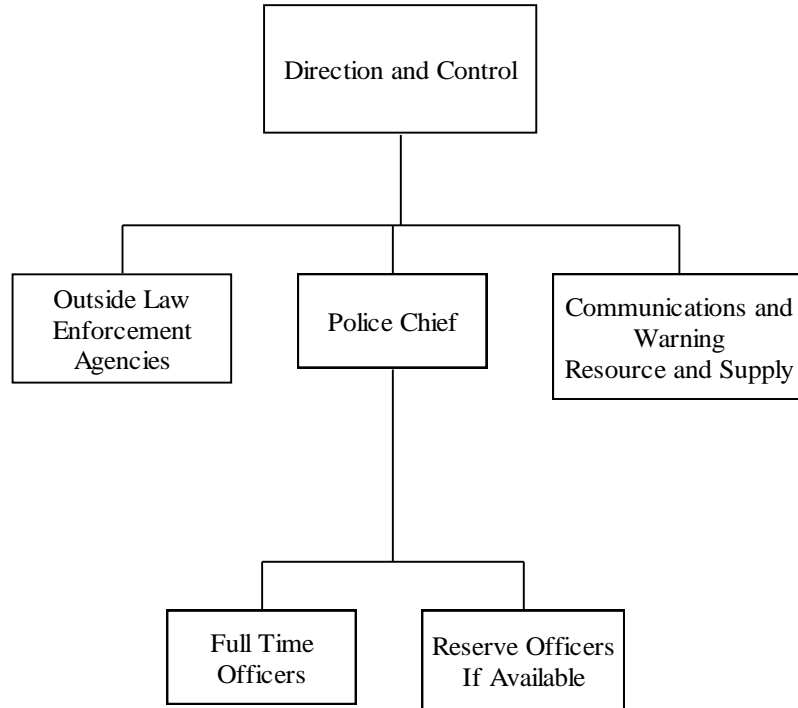
APPENDICES

- 1. Appendix 1. The City of Washington, Law Enforcement Functional Diagram
- 2. Appendix 2. Law Enforcement Agencies

Appendix 1 To Annex E

THE CITY OF WASHINGTON

LAW ENFORCEMENT FUNCTIONAL DIAGRAM



Appendix 2 to Annex E

LAW ENFORCEMENT AGENCIES

Local Agencies (Missouri)

The City of Washington Police Department..... (636) 390-1050

Surrounding Agencies

Franklin County Sheriff's Department..... (636) 583-2560

State Agencies (Missouri)

Missouri State Highway Patrol, Troop C, Weldon Spring..... (636) 300-2800

General Headquarters..... (573)-751-3313
1510 East Elm Street. Fax- (978)-367-8234
P.O. Box 568
Jefferson City, MO 65102-0568

Missouri State Water Patrol, Headquarters, Jefferson City..... (636) 300-2800
Contact through MSHP Troop C

Federal Agencies

FBI – Saint Louis Office (314) 589-2500
FBI – St. Charles Office. (636) 928-9927

ANNEX F

FIRE AND RESCUE

ESF 4

I. PURPOSE:

The purpose of this annex is to organize the City of Washington firefighting and search and rescue resources, as well as to establish procedures that will enable these resources to meet the demands of a disaster situation.

II. SITUATION AND ASSUMPTIONS

A. Situation:

1. The City of Washington Fire Department operates five (5) stations. (These locations are provided in Attachment C of Appendix 2).
2. The fire departments are alerted through the city E-911 system. (see Annex B, Appendix 2, Attachment B).
3. The fire departments subscribe to the statewide mutual aid agreement. The City of Washington is located in Region C.
4. Search and rescue for the City will be provided by the fire department with support from Missouri Task Force 1 and the State of Missouri's Incident Support Team (IST).

B. Assumptions:

1. Existing fire and rescue personnel and equipment should be adequate to deal with most emergency situations through current mutual aid agreements. This includes both trained personnel and specialized equipment.
2. State, federal, and private organizations will respond when needed.

III. CONCEPT OF OPERATIONS

- A. The primary task of the fire service is the same as its day-to-day mission, which is the protection of people and property in the City of Washington from the threat of fire.
- B. The Fire Chief or designee will control operations from the EOC. He/she will coordinate the response efforts of all fire and rescue organizations involved (including federal urban

search and rescue crews) and will keep the Direction and Control Staff advised of its operations.

- C. Fire and rescue personnel and equipment will be deployed to the location of greatest need as determined by the Direction and Control Staff (which includes the Fire Chief).
- D. The fire departments will utilize the National Fire Academy or U.S. Fire Administration as their management structure. (Reference IMS information, Appendix 4).
- E. The fire service will provide support as requested by other agencies or jurisdictions as long as it does not affect the City of Washington's fire protection capability.
- F. Mutual aid agreements will be utilized when necessary.
- G. According to the City of Washington, fire service personnel will be trained to meet National, State, and local Insurance Standards for firefighters. This includes firefighting, basic emergency medical services, technical rescue, and hazardous materials training standards among others. Company Training is on the first Wednesday of the month and Section Training is on the third Wednesday of the month.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The City of Washington's Fire and Rescue functional diagram is located in Appendix 1 of this Annex.
- B. The Fire Chief for the City of Washington is responsible for the following:
 - 1. Preparation of mutual aid agreements with surrounding fire and rescue services.
 - 2. Training fire and rescue personnel, including volunteers, on the tasks they will be required to perform in an emergency.
 - 3. Support cleanup and recovery operations.
 - 4. Maintain personnel call-up lists and develop the means to implement these lists (see Appendix 5 to this Annex).
 - 5. Assist in the dissemination of warning to the public.
 - 6. Search and rescue of injured and/or missing individuals.
 - 7. Assist in providing first aid to disaster victims and workers.
- C. Neighboring fire services will provide support when needed and available, as identified in mutual aid agreements.

- D. Other agencies and organizations, which may provide search and rescue services include the Missouri State Water Patrol and Highway Patrol, other law enforcement agencies, and public works organizations.

V. DIRECTION AND CONTROL

- A. The chief of the City of Washington fire department will be responsible for controlling fire operations within the City of Washington.
- B. Operations will be controlled by the senior fire officer at the scene and/or from the EOC being used.
- C. Routine operations will be handled by normal SOGs.
- D. 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 EOC to respond as necessary.

VI. CONTINUITY OF GOVERNMENT

The line of succession for the Fire and Rescue Function will be determined by the onscreen coordinator according to that department's standard operating guidelines.

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.
- B. Logistics:
 - 1. Fire and rescue services must provide necessary logistical support for food, emergency power, fuel, etc., for response personnel during emergency operations. If the EOC has been activated, however, the Resources and Supply Section (Annex G) will be available to assist with supply matters.
 - 2. Stockpiles of essential materials, supplies, and resource lists must be checked and updated at least twice a year.
 - 3. In a classified emergency, normal procurement procedures can be waived in accordance with local statutes and ordinances.

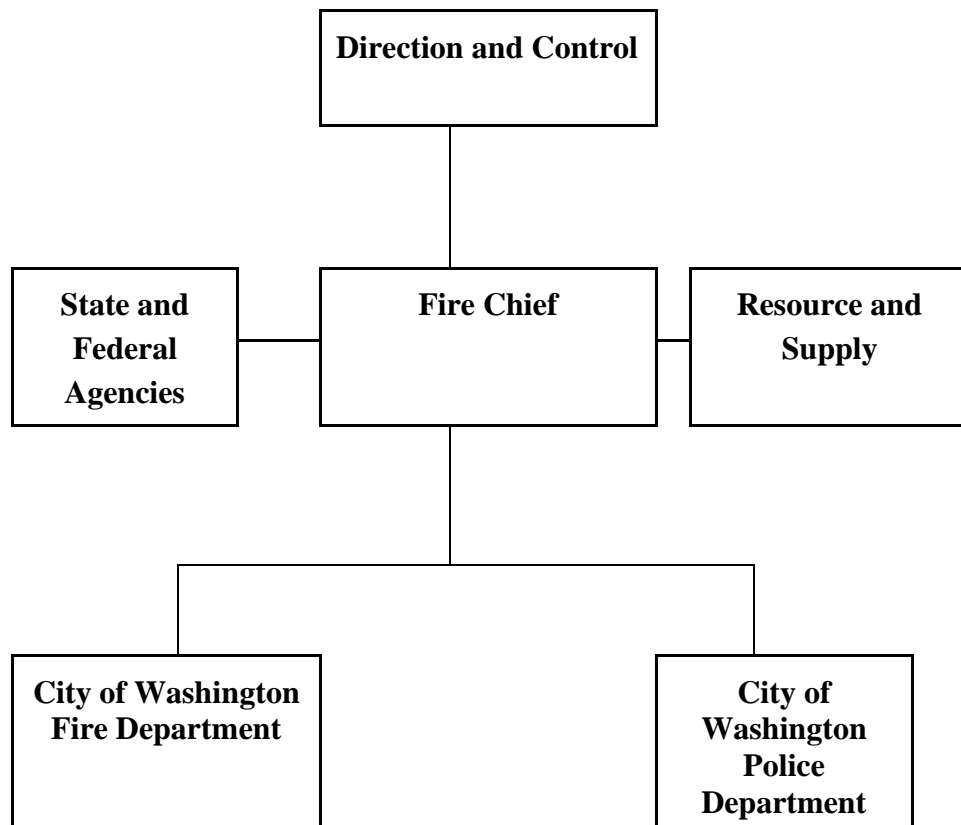
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APPENDICES

1. Appendix 1. The City of Washington, Fire and Rescue Functional Diagram
2. Appendix 2. Fire and Rescue Resources
 - Attachment A – Franklin County Fire Protection District
 - Attachment B - Washington Fire Department Apparatus List
 - Attachment C - City of Washington Fire Station Locations
3. Appendix 3. Fire Department Response Guidelines
4. Appendix 4. Incident Management System
5. Appendix 5. Fire Departments/Fire Protection Districts Call-up Lists

Appendix 1 to Annex F

THE CITY OF WASHINGTON
FIRE AND RESCUE FUNCTIONAL DIAGRAM



Appendix 2 to Annex F

CITY OF WASHINGTON **FIRE AND RESCUE RESOURCES**

1. County Ambulance Dist. & Services
2. Missouri Department of Conservation
3. U.S. Forest Services
4. Civil Air Patrol
5. Missouri Urban Search and Rescue Task Force
6. St. Louis Strike Team Five (Heavy Rescue)
7. Statewide Mutual Aid – Available through- Central County Disp: Fire service, Rescue, EMS
8. Region C Incident Support Team

Attachment A To Appendix 2 to Annex F

FRANKLIN COUNTY FIRE PROTECTION DISTRICTS

1. Union Fire Department/Protection District
2. St. Clair Fire Department/Protection District
3. Beaufort-Leslie Fire Department
4. Boles Fire Protection District
5. New Haven-Berger Fire Protection District
6. Sullivan Fire Department/Protection District
7. Washington Fire Department
8. Pacific Fire Department/Protection District
9. Gerald-Rosebud Fire Protection District

Attachment B To Appendix 2 to Annex F

CITY OF WASHINGTON FIRE DEPARTMENT APPARATUS LIST

STATION #2		STATION #3		STATION #4		STATION #5		TRAINING CENTER	
Unit #	APPARATUS	Unit#	APPARATUS	Unit #	APPARATUS	Unit #	APPARATUS	Unit #	APPARATUS
8110	Pumper	8133	Pumper	8143	Pumper	8154	Pumper	190	HSRT Command Post
8123	Tanker	8138	Brush Truck	8148	Kubota*	8159	Utility	8193	Rescue Pumper
8129	Utility			8149	Air/Cascade	8153	Tanker	196	HSRT Hazmat Resp.
8122	Ladder								
8126	Rescue								
8179	Boat								
8179I	Inflatable Boat								

STATION # 6

Unit #	Apparatus
8163	Pumper/Tanker

*Kubota Unit #8148 - Is a 2004 Kubota mule. It's used as a brush unit and for special operations. Unit 8148 has a 80 - gallon water tank with a Briggs and Stratton pump. It carries a medical kit, 100 feet of forestry hose and 100 feet of garden hose along with a leaf blower, chain saw and other brush firefighting equipment. It is maintained by Section Four of the City of Washington, Missouri, Volunteer Fire Company.

Fire Chief CAR Unit #8100 - Is a 2018 Chevrolet Tahoe and is assigned to the Fire Chief. It serves as a command and communications unit for the Chief. It contains a variety of reference manuals, hazardous chemicals information, farm chemicals handbook, NFPA and NIOSH guides as well as American railroad references. Communications equipment includes two (2) 128-channel radios, two portable radios, and a cell phone. This vehicle is assigned and maintained by the City of Washington Fire Chief.

Training Center / Station

8193 Rescue Pumper

190 Franklin County HSRT – Command Post

196 Franklin County HSRT – HazMat Response

Attachment C To Appendix 2 to Annex F

THE CITY OF WASHINGTON FIRE STATION LOCATIONS

STATION # 1: Headquarters and Administration:
200 East Fourteenth Street
Washington, MO. 63090
(636) 390-1020
(636) 390-1026 - fax

STATION # 3 1651 West Fifth Street
Washington, MO. 63090
(636) 390-1023
(636) 390-1027 - fax

STATION # 4 1201 East Eighth Street
Washington, MO. 63090
(636) 390-1024
(636) 390-1029

STATION # 5 (Krakow Station)
6509 Highway YY
Washington, MO. 63090
(636) 390-1025
(636) 390- 8672 - fax

STATION #6 (Campbellton Station)
7952 Highway KK
Washington, MO 63090

TRAINING CTR 6340 Maurice Unnerstall Drive
Washington, MO 63090
(636) 390-1028
(636) 390-2317 - fax

Appendix 3 to Annex F

FIRE DEPARTMENT RESPONSE GUIDELINES

RESPONSES AND EQUIPMENT:

1. STRUCTURE FIRE – First Alarm - a building, shed, etc., other than a building used for a business or any multiple dwelling, such as an apartment house, etc.
2. COMMERCIAL STRUCTURE – First Alarm - any business building, or multiple dwelling such as an apartment complex.
3. SMOKE IN RESIDENCE – First Alarm - handled in the same manner as a structure fire.
4. ELECTRICAL FIRE IN BUILDING – First Alarm - handle in the same manner as a structure fire.
5. FLUE FIRE - two (2) Pumper Companies and one (1) Rescue – First Alarm - handled in the same manner as a structure fire.
6. FURNACE MALFUNCTION – First Alarm - handled in the same manner as a structure fire.
7. GAS ODOR IN RESIDENCE – First Alarm - handled as a structure fire if the odor is within the confines of a building.
8. GAS ODOR OUTSIDE BUILDING OR RESIDENCE – Still Alarm - one (1) Pumper Company.
9. AUTOMATIC ALARM – First Alarm - automatic fire alarm line trouble, contact business and/or owner/manager.
10. ELECTRIC POWER LINES DOWN – Still Alarm - one (1) Pumper Company.
11. ELECTRIC POLE FIRE – Still Alarm - one (1) Pumper Company.
12. NATURAL COVER FIRE – Still or First Alarm - one (1) Pumper Company.
13. PERSONS TRAPPED IN ELEVATOR – Still Alarm - Ladder Company or Rescue.
14. RESIDENTIAL LOCKOUT - not handled by City of Washington Fire Department except under special conditions, (contact duty officer).
15. VEHICLE LEAKING GAS – Still Alarm - one (1) Pumper Company (fuel spill - no fire).
16. UNAUTHORIZED BURN – Still Alarm - one (1) Pumper Company - trash, dumpster, leaves, dump, etc.
17. VEHICLE ON FIRE – Still Alarm - one (1) Pumper Company.

18. WASHDOWN - NON-HAZARDOUS MATERIAL – Still Alarm - one (1) Pumper Company.
19. ASSIST POLICE DEPARTMENT – Special assignment - whatever equipment required.
20. AIRPLANE CRASH - (2) Pumpers, (1) Rescue, Chief Officer
21. BOMB THREAT - one (1) Pumper Company and Chief Officer.
22. FIRE VEHICLE INVOLVED IN ACCIDENT - Police Department and Chief.
23. MUTUAL AID – incident driven.
24. NOTIFICATION OF FIRE MARSHAL – Deputy Chief or Building Inspector - at request of officer on scene.
25. AUTO EXTRICATION INSIDE CITY – (1) Rescue, (1) Pumper and Chief.
26. DROWNING/WATER ACCIDENT - (1) Boat, (1) Pumper, (1) Rescue and Chief.
27. HELICOPTER LANDING – (1) Pumper, (1) Rescue and Special Assignment.
28. ASSIST AMBULANCE, EMS or MEDICAL EMERGENCY – Still Alarm - one (1) Pumper.
29. ASSIST CITIZEN – Special Assignment.
30. UNUSUAL REQUEST, QUESTION or UNCERTAINTY - contact Assistant Chief.
31. INJURY ACCIDENT ASSISTANCE – Still Alarm - one (1) Pumper, (1) Rescue.
32. TRASH DUMP FIRE – Still Alarm - one (1) Pumper.
33. ACCIDENT WITH TANKER - one (1) Pumper, (1) Rescue Chief.

Appendix 4 to Annex F

INCIDENT MANAGEMENT SYSTEM

The City of Washington fire department uses the **Incident Command System (ICS)** 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: Pumper 8110 on the scene investigating, establishing 4th. Street command.

Radio transmissions from the scene will be 4th. Street command, to E-911 dispatch. It is important to use the command name in the event of multiple incidents at the same time.

Appendix 5 to Annex F

FIRE DEPARTMENT CALL-UP LISTS

Call-up lists are on file at the following locations:

1. City of Washington E-911 dispatch.
2. City of Washington Fire Department.
3. City of Washington Information and Resources Book in the EOC.
4. CodeRed – Alerts and messages to cell phones. Text capability to all members' cell phones.
5. Active911 is used as a continual backup upon dispatch of alarms and also as a paging tool.

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ANNEX G
RESOURCE AND SUPPLY

ESF 7

I. PURPOSE:

This annex is designed to give the City of Washington the ability to maintain a continuous resource inventory and to allocate these resources in a prompt and orderly manner during an emergency situation.

II. SITUATION AND ASSUMPTIONS

A. Situation:

1. As this annex is designed to provide for the management of resources in the City of Washington, a priority should be given to those resources which could be used to combat the hazards identified in the Basic Plan, Hazard Analysis.
2. A list of certain resources maintained by the City of Washington is provided in Appendix 2 to this annex. The appendix also indicates which city department maintains lists of other special resources within the purview of that department
3. Emergency purchasing procedures for the City of Washington are listed in Appendix 4 of this annex.
4. City and County, resources must be used first before outside assistance is requested from the State and/or Federal Government. Procedures for requesting state and federal assistance are located in Appendix 4 to the Basic Plan.
5. Resources are available from the surrounding communities (i.e., mutual aid agreements).

B. Assumptions:

1. During a disaster, individuals or businesses with private resources will be asked to cooperate with city officials.
2. Funds to provide payment for the use of private resources will be available either from the city, county, or, if the disaster is severe enough, from the state and federal government.
3. During a disaster, normal supply requisition procedures may be suspended.

III. CONCEPT OF OPERATIONS:

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

- A. The first resources to be identified will be those that are under the control of or are readily available to the city government. It is the responsibility of the city, county, to mobilize these resources, as necessary, to relieve suffering and to protect lives and property.
- B. All local resources must be committed (including mutual aid agreements) before assistance is requested from the state and/or federal government.
- C. The Public Works and Finance Director must anticipate resource needs for all types of potential hazards and provide the coordination necessary for the proper allocation of these resources.
- D. Normal supply requisition procedures will be followed to purchase supplies. These procedures will be bypassed with the approval of the Mayor and in accordance with local ordinances and state statutes.
- E. Field operation facilities (i.e., staging areas, mobilization centers, etc.) will be established as necessary to receive, assemble and distribute resources and supplies. Staging areas will be identified and established as necessary (See Appendix 3 to Annex J of this plan).
- F. Following a large scale disaster, the outpouring of donations can overwhelm the ability of city and county organizations to respond effectively. City and county government officials in conjunction with voluntary organizations must establish procedures to coordinate and control donated goods and offers of volunteer assistance.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization:

A diagram of the Resource and Supply function is shown in Appendix 1.

B. Assignment of Responsibilities:

- 1. Primary responsibilities for Resource and Supply for the City of Washington are shared between the City Public Works Director and the Director of Finance. These responsibilities are further delineated as:
 - a. Public Works: Allocation of equipment, supplies, and resources.
 - b. Finance Director: Procurement of resources.

2. The Resource and Supply Function includes the following:
 - a. Manage/coordinate the procurement, storage and equitable distribution of the following supply areas:
 - 1) Food Sustenance Supplies (water, clothing, sanitary supplies, bedding, etc.)
 - 2) Fuel and Energy
 - 3) Transportation
 - 4) Construction equipment and supplies
 - 5) Manpower
 - 6) Shelter Supplies
 - 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.
 - g. Identify staging areas to store and/or distribute resources and supplies (see Appendix 3 to Annex J). Coordinate these locations with the PIO as necessary.
 - h. Maintain records of services rendered, resources utilized, unused resources, cost of resources, etc., for the emergency.
 - i. The Public Works Director and Finance Officer 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.

IV. DIRECTION AND CONTROL

All Resource and Supply operations will be controlled from the EOC to insure official concurrence for actions taken.

- A. Subordinates of the Resource and Supply staff may operate from daily offices, but all decisions will come from the EOC.

- B. Should the EOC be forced to relocate, all Resource and Supply personnel will move also.

VI. CONTINUITY OF GOVERNMENT

- A. The joint line of succession for the Resource and Supply Function:
 - 1. (Allocation of resources and supplies)
 - a. City Public Works Director
 - b. City Water Division Director
 - c. City Street Division Director
 - 2. (Procurement of resources and supplies)
 - a. City Finance Director
 - b. Purchasing Agent
 - c. Chief Accountant
- B. Vital Documents:
 - 1. Records of purchases will be duplicated, when possible.
 - 2. Transfer of these documents will occur by direction of the EOC

VII. ADMINISTRATION AND LOGISTICS

- A. Each city department is responsible for securing its own supplies through normal procurement channels. The Resource and Supply Section will assist whenever possible.
- B. All purchases must be kept in accordance with local ordinances and purchasing policy. Any deviation from normal procedures must have approval of the Mayor.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE:

- A. After initial compilation of the resource lists, they will be updated and maintained by the City of Washington Emergency Management Director.
- B. All updates and revisions of this annex will be completed by the Public Works and Finance Directors as instigated by the Emergency Management Director.

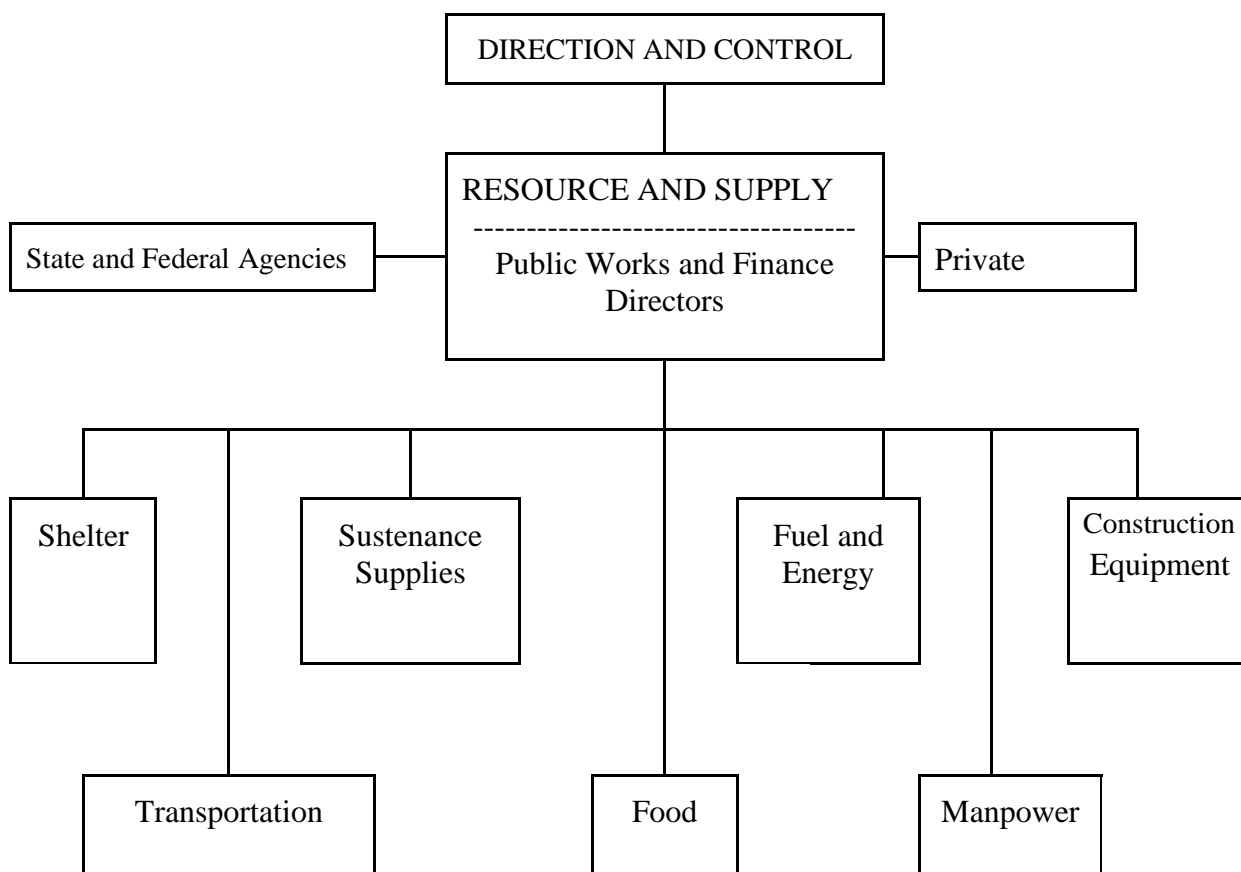
APPENDICES:

1. Appendix 1. The City of Washington Resource and Supply Functional Diagram
2. Appendix 2. The City of Washington Resource Lists
3. Appendix 3. The City of Washington Points of Arrival (POAs) and Mobilization Centers
4. Appendix 4. The City of Washington Resources & Supply Procurement Procedures, For Emergency Situations.

Appendix 1 to Annex G

THE CITY OF WASHINGTON

RESOURCE AND SUPPLY FUNCTIONAL DIAGRAM



Various departments within city government such as public works, law enforcement, etc., can support the Resource and Supply function with equipment, manpower, fuel, etc. Mutual Aid Agreements with surrounding jurisdictions can provide additional resources. Outside resources from the private sector, business and industry, etc., can also provide support.

Appendix 2 to Annex G

RESOURCE LISTS

Refer to CAD Rolodex for most current contacts

TRANSPORTATION:

Franklin County Transportation Council
619B Independence Drive
Union, MO 63084
636.583.1125

First Student
560 E. Independence Drive
Union
[636] 583-4075

Mid-American Coaches
Hwy 47 South
P.O. Box 1609
Washington, MO 63090
[636] 239-4700

New Haven School District
100 Park Drive
New Haven, MO 63068
[573] 237-3231

St. Clair R-13 School District
905 Bardot
St. Clair
[636] 629-3500 (Office phone)

Sullivan C-2 School District
138 Taylor Street
Sullivan, MO 63080
[573] 468-5173

Oats, Inc.
419 E. Main
Union, MO 63084
[636] 583-1630
[636] 583-4538

Area Manager - Oats & FCTC
St. Louis Office
2572 Lemay Ferry Road
St. Louis, MO 63125
[314] 894-1701
[314] 894-9850

Vehicles:

Resource: ATV's

Franklin County HSRT (Housed at New Haven FPD)

Franklin County Sherriff's Dept.

Resource: ATV's & Personal Watercraft

Contact: Jim Trenary
1310 MO Highway 47
Union, MO 63084
[636] 239-5575

Resource: Bus

Contact: Mid-American Coaches
Hwy 47 South (P.O. Box 335)
Washington
[636] 239-4700
[314] 608-8353

FOOD:

The American Red Cross
10195 Corporate Square Dr.
St. Louis, MO 63132
(314) 516-2100
(314) 306-2031

The Salvation Army, Sandra Crider (Loving Hearts Outreach)	1902 West Main Street Washington, MO. 63090 (636) 390-8300
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SANDBAGS:

U.S. Army Corps of Engineers
St. Louis District

Duty Phone: (314) 331-8569

Cell Phone: None.

Fax: (314) 331-8615

The Civil Air Patrol is available to help fill sandbags.

SAND:

Hermann Sand & Gravel, Inc.

P.O. Box 261

Hermann, MO 65041

[573] 486-3322

The stock piled sand will be at Tri-County Trucking and Excavating, Inc. located
on Hwy 100 West behind veterinary clinic.

(Concrete SAND)

Contact: Washington Sand Company
2 Kingsland Drive
Washington, MO 63090

Bus: [636] 239-6638

FAX: [636] 239-1672

Sand

Contact: Meramec Aggregates or Havin Material Service
445 W. Gravois
St. Clair, MO 63077
[636] 629-1770 or 629-0515

WATER PUMPS:

Four to Six water pumps in stock: 1-1/2” to 2”, 100 - 150 gallons per minute pumps.

Contact: Lowe’s Home Center – Store #1648
 2023 Washington Crossing
 Washington, MO 63090
 [636] 390-2355

Hours: 6:00 a.m. to 10:00 p.m. (Mon. – Sat.)
 8:00 a.m. to 8:00 p.m. (Sun.)

Resource: 210 GPM Portable Water Pump

Contact: 962-6600 (Dispatcher)

This information per: Rockhill Fire Department
 9628 Manchester
 St. Louis, MO 63119

Resource: 2400 GPH Mop-Up-Pump

Contact: 962-6600 (Dispatcher)

This information per: Rockhill Fire Department
 9628 Manchester
 St. Louis, MO 63119

Contact: Franklin County Highway Department
 P.O. Box 311 (Courthouse Square)
 Union, MO 63084
 [636] 583-2444

Shop Location: Old County Farm Road
Shop Hours: 7:30 a.m. - 4:00 p.m.

GENERATORS:

Note: City of New Haven has 3 big generators RJ-45 on trailers.

Portable Electric Generator

Contact: Franklin County Highway Department
400 East Locust, Room 003A
Union, MO 63084
[636] 583-2444 (shop - 7:30 a.m. to 4:00 p.m.)

Shop location: 1360 Riverview Drive

Resource: Portable Generators

Sizes range from 800 watts to 5,000 watts

Contact: Jim Trenary
1310 MO Highway 47
Union, MO 63084
[636] 239-5575

Resource: Portable Generators
2200 watt, 3500 watt, and 5000 watt power ranges

Fuel: gasoline

Contact: Lowe's Home Center – Store #1648
2023 Washington Crossing
Washington
[636] 390-2355

PETROLEUM:

Gasoline and #2 Diesel Fuel
Fischer Oil 636.239.3555
Unnerstall Oil 636.239.2345

BOOM TRUCKS:

Two (2) Boom Trucks are available from:

Roscoe L. Mayer Contracting (636) 239-7161
241 Mayer Drive
Washington, MO. 63090

HIGH LIFTS:

Loaders for clearing material

The City of Washington Public Works Department has a Hi-loader.

MODOT Equipment: Front End Loaders. Also the rental equipment listed below there will be a charge for the below resources.

5-1/2' wide with bucket, 6' tall, 10-1/2' long with bucket
Needs trailer (6,000 lbs.) or flatbed truck (1 ton minimum) to haul loaders

Fuel: Diesel

DOZERS:

Three (3) **Dozers** are available from:

Unnerstall Contracting & Equipment (636) 257-3003
2803 West Osage
Pacific, MO. 63069

ROAD GRADERS:

MODOT Equipment: Motor Graders

BACKHOES:

Backhoes

The City of Washington Public Works Department.

TRACKHOES:

One (1) Trackhoe is available from:

Unnerstall Contracting & Equipment (636) 257-3003
2803 West Osage
Pacific, MO. 63069

FORK LIFTS:

The City of Washington Public Works Department owns Two (2)
Two Ton capacity Forklifts.

LIGHT PLANTS:

Light Plants are available from:

Unnerstall Contracting & Equipment (636) 257-3003
2803 West Osage
Pacific, MO. 63069

CRANES:

There will be a charge for this resource.

Cranes & Derricks: Skyview Construction & Engineering
101 Skyview Lane
Labadie, MO. 63055
(636) 742-3543

Add Truss Co.
100 Roelker Road
Wright City, MO. 63390
(636) 745-3494

Gullet Rich & Sons, Inc.
Pacific, MO. 63069
(636) 271-2327

DUMP TRUCKS:

The City of Washington Public Works has four (4) Dump Trucks. The below dump trucks are to be called up on if needed.

Cost: There will be a charge for the below trucking resources.

Contacts:

Dixon's Trucking
404 Michelle Drive
Washington, MO 63090
(636) 239-2157

Hasenjaeger Delvin Hauling
1535 Highway D
Marthasville, MO. 63357
(636) 433-2311

LOW BOYS:

The City of Washington Public Works Department owns Three (3)

HARDWARE AND LUMBER:

Shoring Material:

Contacts: John Hall Lumber
2456 Hwy A
Washington
[636] 239-6300

Contacts: Washington Lumber
620 Market
Washington
239-4703

COMPRESSORS:

PORTABLE TOILETS:

Contact : Septic Services, Inc.
7059 Highway 47
Union, MO. 63084
(636) 583-5564

ADDITIONAL RESOURCE LISTS CAN BE FOUND IN THE FOLLOWING ANNEXES:

Annex B,	Appendix 2--Communications and Warning Capabilities
Annex C,	Appendix 4--Media Points of Contact
Annex E,	Appendix 4--Law Enforcement Agencies
Annex F,	Appendix 3--Fire and Rescue Resources
Annex I,	Appendix 2--Utilities Serving
Annex L,	Appendix 3--Potential Reception and Care Facilities Appendix 4--Reception & Care Resource List
Annex M,	Appendix 2--Health and Medical Capabilities
Annex N,	Appendix --Terrorism

Appendix 3 To Annex G

POINTS OF ARRIVAL (POAs) AND MOBILIZATION CENTERS

Points of Arrival (POAs) for resources coming into the city can include:

Any highway or railroad as it enters The City of Washington.

U.S. Highway 47

U.S. Highway 100

Union Pacific Railroad

Washington Team Track Rail Loading/Offloading facility (Using Union Pacific rail)
2010 West Main Street
Washington, MO 63090

Mobilization Centers for dispersing resources could be:

Schools, churches, community/civic centers, shopping centers, etc. which have a large enough parking area for setting up temporary buildings and storage of other resources which could be housed outdoors, as well as potential housing for manpower resources, if necessary.

Potential Point of Distribution (POD):

JC Penney's Parking Lot – Highway 100
Knights of Columbus parking lot
Elk's parking lot

Appendix 4 to Annex G

RESOURCES & SUPPLY PROCUREMENT PROCEDURES FOR EMERGENCY SITUATIONS

Emergency Purchases:

Not with standing any other provisions of this division, a department director may make or authorize others to make emergency procurement of supplies, services, or construction items when there exists a threat to public health, welfare or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in a record of such emergency procurement which shall be made and shall set forth the contractor's name, the amount and type of contract, a listing of the item(s) procured under the contract, and the identification number of the contract file. A copy of the record shall be given within five days of the purchase to the City of Washington Administrator and purchasing division.

An emergency exists as defined below:

An emergency exists when a breakdown in machinery and/or a threatened termination of essential services, including maintenance and repair of essential office equipment, or a dangerous condition develops, or when supplies are needed for immediate use in work which may vitally affect the safety, health, or welfare of the public.

Small sum purchases:

Any City of Washington employee making a purchase involving immediate cash expenditure of fifty dollars (\$50.00) or less shall be reimbursed by the city upon submission of a sales ticket for the purchase.

Cooperative purchasing:

The City of Washington desires to participate in the cooperative procurement program with the State of Missouri, the Housing Authority and any other interested governmental bodies. The purchasing agent shall be the designated city representative for the administration of the cooperative procurement program.

Local preference:

In making purchases or in letting contracts for the performance of any job or service, the purchasing agent shall give preference to all firms, corporations or individuals which maintain offices or places of business within the corporate limits of the City of Washington, when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.

ANNEX H
HAZARDOUS MATERIALS RESPONSE

ESF 10

I. INTRODUCTION:

A. Emergency Response Notification Summary:

1. When a hazardous substance spill occurs, notification of the City of Washington's E-911 Dispatch Center Dispatcher may come from several sources:
 - a. Citizens
 - b. Fixed Facilities
 - c. City agency such as the street department
 - d. City response agency
2. The City of Washington's E-911 Dispatch Center Dispatcher receiving this first report should give priority to alert the City of Washington's Fire Department and Police Department. The dispatcher must then try to obtain as much information as possible from the first source or the first responder (Appendix 5).
 - a. Identification of caller and how contact may be maintained.
 - b. What happened? Where and When?
 - c. Injuries?
 - d. Chemical name or identity (placard).
 - e. Estimated quantity.
 - f. Type and condition of containers.
 - g. Shipping information.
 - h. First estimate of incident level.
 - i. Safe route of entry into the site for emergency response personnel.
3. The dispatcher then alerts the Emergency Management Director and EMS, passing on above information to all responding units.

4. 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. The City of Washington is continually at risk for a hazardous materials incident. Although the number of fixed sites using hazardous materials locally is small, the City of Washington 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, railways and waterways in the City of Washington.
2. This annex is developed to help city officials and first responders prepare for and deal with hazardous materials incidents.
3. The plans and procedures compiled here recognize the City of Washington 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. Hazardous Materials Response is written as Annex H to the City of Washington's All-Hazard Emergency Operations Plan under the guidelines of Title III of the Superfund Amendments and Reorganization Act (SARA Title III).
- B. This plan establishes the policies and guidelines under which the City of Washington will operate in the event of a hazardous materials incident.
- C. This plan defines the roles, responsibilities and relationships of the city and private organizations in response to a hazardous materials incident.
- D. This plan provides assurance of appropriate response to protect the population, property and the environment of the City of Washington, in the event of a hazardous materials incident involving transportation, use, and storage or processing of hazardous materials.

III. **SITUATION AND ASSUMPTIONS**

A. Situation:

1. The City of Washington is located in the Eastern part of Missouri and parallels the right bank of the Missouri River near river mile 67.5. The City of Washington lies in the North Central part of Franklin County.

2. The major highways crossing the city are; U.S Highway 47 and U.S. Highway 100. See (Appendix 3).
3. There is one (1) railroad running through the City of Washington. The Union Pacific Railroad, the Emergency Phone numbers are as follows:
 - a. 1-888-877-7267 (all emergencies)
 - b. 1-800-848-8715 (crossing gates, etc.)
 - c. 1-888-870-8777 (non-emergency)
4. There are (3) pipeline through the City of Washington. The pipeline is operated by Conoco/Phillips. The Emergency Phone number is 1-(800) 231-2551, or the following:
 - a. Conoco Main Office:
P.O. Box 1267
Ponco City, OK 74602-1267
St. Charles Office: [636] 946-9648
 - b. MoGas/Spire
 - c. Explorer
5. There is one (1) navigable river in the city: the Missouri River.
6. There is one (1) airport, (Washington Regional Airport 2 mi.).
7. There are a number of facilities in the City of Washington that use or store hazardous substances (HS) (See Appendix 4).
8. Resources in the City of Washington for response to a major HAZMAT incident are limited. Response to a serious incident (Level II or Level III) will, in most cases, require outside resources: Mutual aid assistance, from the county, state and federal governments, and the private sector as well.

B. Assumptions:

1. The greatest threat of a serious hazardous materials incident in the City of Washington is posed by transportation related accidents. Such incidents are more likely to affect segments of the general population in the city of Washington.
2. There are a small number of fixed site facilities reporting 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.

3. 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.

IV. CONCEPT OF OPERATIONS

A. General:

1. The City of Washington does not have the resources to neutralize the effects of a serious hazardous substance release and must turn to outside government and private agencies for assistance. The city has the capability to provide logistical support for these outside agencies and to coordinate off-site protective actions.
2. The City of Washington has the capability to make a first response to a hazardous materials release with local response agencies with personnel who are trained at the awareness or operations level. This response will be defensive and is to assess the severity of the incident, classify the emergency as shown below and start the notification chain and/or the response chain.

B. Levels of Response:

1. LEVEL I: PROBABLE EMERGENCY CONDITION

No evacuation other than from the immediate scenes. This level of incident does not pose a chemical exposure hazard to first responders in fire service using dermal and respiratory gear. Examples of Level I 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.

2. LEVEL II: LIMITED EMERGENCY CONDITION

An incident involving 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. Examples of this level may be releases of significant quantities of volatile organics at fixed facilities or cargo tank releases in transportation.

3. LEVEL III FULL EMERGENCY CONDITION

An incident/accident involving severe potential exposure for the responders or the general public. Mitigation may require a large-scale evacuation and the expertise or resources of private industry and county, state and federal governments.

V. ORGANIZATION, RESPONSIBILITIES AND ASSIGNMENT OF TASKS

A. Organization and Responsibilities

1. Local Government:

The Mayor has overall responsibility for hazardous materials preparedness in the City of Washington through the appointment of a City Emergency Management Director.

2. Local Emergency Planning Committee (LEPC):

The Local Emergency Planning Committee was formed in accordance with the Missouri Emergency Planning and Community Right-to-Know Act of 1987. The LEPC is responsible for developing and maintaining the County Hazardous Materials Annex.

3. Emergency Services

The appropriate emergency services respond to a HAZMAT incident as directed by the City Hazardous Materials Annex. Each agency has the responsibility to develop and maintain Standard Operating Guidelines for their task assignments from this annex and the City All-Hazard Emergency Operating Plan.

4. Emergency Management Director

The City Emergency Management Director is the emergency management contact for the LEPC.

B. Task Assignments for Response and Government Agencies

1. Local Emergency Planning Committee (LEPC):

- a. The LEPC holds scheduled meetings to establish short- and long-range plans regarding the County Hazardous Emergency Preparedness Program.
- b. Compiles the annual Hazardous Materials Inventory for the City of Washington based on Tier II reporting.
- c. Develops and maintains this hazardous materials response annex that provides for timely, effective response by the public and private sector.
- d. Outlines methods and schedules training and exercises on hazardous materials in coordination with the City of Washington officials, schools and available private participants.
- e. Serves as the point of contact for Community Right-to-Know activities.

- f. Keep the public notified of all LEPC activities and distribution requirements of the emergency response plan.
 - g. Designate an information officer to receive and process information requests on emergency response plans.
- 3. City Elected Officials:

Appoint a City Emergency Management Director to manage hazardous materials systems, and to report all chemical incidents to the LEPC and other agencies as required by state and federal laws.

 - a. 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.
 - b. Advise responsible city officials to insure that the best measures will be taken to protect the general public, property and the environment.
 - c. Maintain an accurate and responsive data bank for all vital information arising from a chemical release incident in/or affecting the City of Washington.
- 4. The City of Washington Prosecuting 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. Initiate legal action against responsible parties for the release of chemical hazards that violate city, county, state and/or federal regulations.
- 5. Incident Management: The City of Washington Fire Chief or the highest-ranking department personnel on the scene.
 - a. Takes charge as incident commander on-site and implement the Incident Management System (IMS). Directs response operations including:
 - 1) Establish site security areas and hazard exclusion zones within the hazardous sector.
 - 2) Determine the nature of the hazardous material.
 - 3) Based on estimates of likely harm activates the response chain shown in Section B Response Functions.
 - 4) Issue initial order to evacuate if necessary.

- 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 (SOGs).
- 6. Fire and Rescue:
 - a. Provides fire and rescue services consistent with training (minimum Awareness Level) and available protective gear.
 - b. Contains the release from a safe distance to keep it from spreading and prevent exposures. Containment efforts must be driven by level of training. Do not exceed training level.
 - c. Provides site support for federally, state or privately dispatched HAZMAT teams (consistent with available protective gear) in the WARM and COLD ZONES.
- 7. Law Enforcement:

Provides field operations support to the Incident Command Post consistent with training (minimum Awareness Level).

 - 1) Provides traffic control for the area affected by the incident.
 - 2) Implements the order for evacuation.
 - 3) Maintains security for vital facilities.
- 8. Emergency Medical Services:
 - a. Provides medical support to the Incident Command Post consistent with the training (Minimum Awareness Level).
 - b. Triage, treat and transports victims to medical facilities.
 - c. Provides medical surveillance of response personnel in the exclusion perimeters.
- 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 are 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 LEPC 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 LEPC.
10. Emergency Management Director:
- Provides emergency management support to the Incident Command Post consistent with training (minimum Awareness Level).
11. Health Department
- a. Provides health services support to the Incident Command Post consistent with training (minimum Awareness Level).
 - b. Will help provide staff nurses at emergency shelters which have had additional Red Cross training in In-sheltering.
12. State and Federal Support
- Planning, training and on-site assistance are available through state and federal agencies. These are:
- 1) Missouri Emergency Response Commission (MERC)
 - 2) Missouri Division of Fire Safety
 - 3) State Emergency Management Agency (SEMA)
 - 4) Missouri Department of Natural Resources (MDNR)
 - 5) Federal Emergency Management Agency (FEMA)
 - 6) U.S. Environmental Protection Agency (EPA)
 - 7) National Response Center (NRC)
 - 8) Missouri Department of Transportation (MODOT)

13. 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.
- 2) Notify the City of Washington E-911 Dispatch Center of a HAZMAT incident. Provide the dispatcher with all the appropriate information (see Section A-1 of this Annex). Also, provide safe route of entry into the site for emergency response personnel.
- 3) Provide technical support as requested in the development of off-site risk assessments and contingency planning.
- 4) Provide technical support to the Incident Commander at the Command Post during an incident.
- 5) Provide personnel, technical expertise and equipment support; and participate in chemical hazard exercises and other training activities.
- 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, and personnel.

c. Highway carriers, Railway and Waterway:

- 1) Notify the City of Washington E-911 Dispatch 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 materials 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.
- 7) Provide a list of major hazardous materials commodities shipped and periodically update that list.

VI. RELATIONSHIP TO OTHER PLANS:

- A. The City of Washington's Emergency Operations Plan is the underlying document for the protection of health, safety and property of the public in the City of Washington 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. The City of Washington government and emergency response agencies has entered into mutual aid agreements within the county 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 city capability under paragraph d.
- F. The Federal Response Plan (FRP) 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

Initial Notification of Response Organizations:

- A. When a hazardous substance spill occurs, notification of the City of Washington E-911 Dispatch Center may come from a variety of sources.
 - 1. The City of Washington's E-911 Dispatch Center 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.
 - 2. The dispatcher then alerts the Emergency Management Director.
- 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 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 Franklin County Local Emergency Planning Committee.

- C. **PUBLIC WARNINGS:** Will be issued in accordance with the procedure set forth in Annex C of the City of Washington Emergency Operating Plan (EOP).
1. **EVACUATION:** Evacuation can be effective if accomplished prior to the arrival of the toxic cloud. (See Annex J of the 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 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 (IMS):**

Responders to a hazardous materials emergency in the City of Washington will operate using the Incident Management System (IMS). To affect the fastest response, the following fire departments will assist in the event of an incident.

1. The City of Washington Fire Department has Five (5) Fire Stations. For a list of Fire Stations and their Phone Numbers and addresses (See Attachment C to Appendix 2 of Annex F). For a list of Area Fire Protections Districts (See Attachment A to Appendix 2 of Annex F).
2. In the event of a hazardous materials incident, the ranking fire person of the city will be the Incident Commander. In that person absence, command will be assumed by the highest ranking department officer present. Incident Commanders must be qualified at IMS level.
3. When an emergency incident is beyond the City of Washington's response control, the Incident Commander may immediately request appropriate assistance from mutual aid resources and activate the 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. The command structure linking the ICP and the EOC is the Incident Management System (IMS). The Incident Commander will

maintain control of the scene and coordinate all actions related to the incident and assigns specific responsibilities to the ICP and the EOC.

2. Incident Command Post. The purpose of the ICP is to provide, on-site, a unified command of all participating agencies to ensure coordinated operations, simplification of communications, performance of logistical tasks, and to assist the Incident Commander with the overall management of incident activities.
3. Emergency Operating Center. The EOC, which is isolated by distance from the immediate pressures of ongoing mitigation at the scene, is the focal point for coordination of resource requirement in support of both on-site and off-site activities.
 - a. Typically On-Site support: Coordination of city resources with HAZMAT teams in transit to the emergency. Transmittal and follow-up of requests for mutual aid or public works assistance. Manning resource boards to track incoming resources and optimizing use of available communications.
 - b. Typically Off-Site support: Coordination of evacuations, sheltering, public health and social services.
4. The EOC is a single point for collection, evaluation, display and dissemination of information to develop current status, to aid in decision making, to track costs and to provide documentation for investigative follow-up. The EOC is located in the City of Washington Police Department. The Mayor of the City of Washington or their designee is in charge of EOC operations under the direction of the Incident Commander.
5. For overall Direction and Control Procedures, see Annex A of the City of Washington's Emergency Operations Plan.

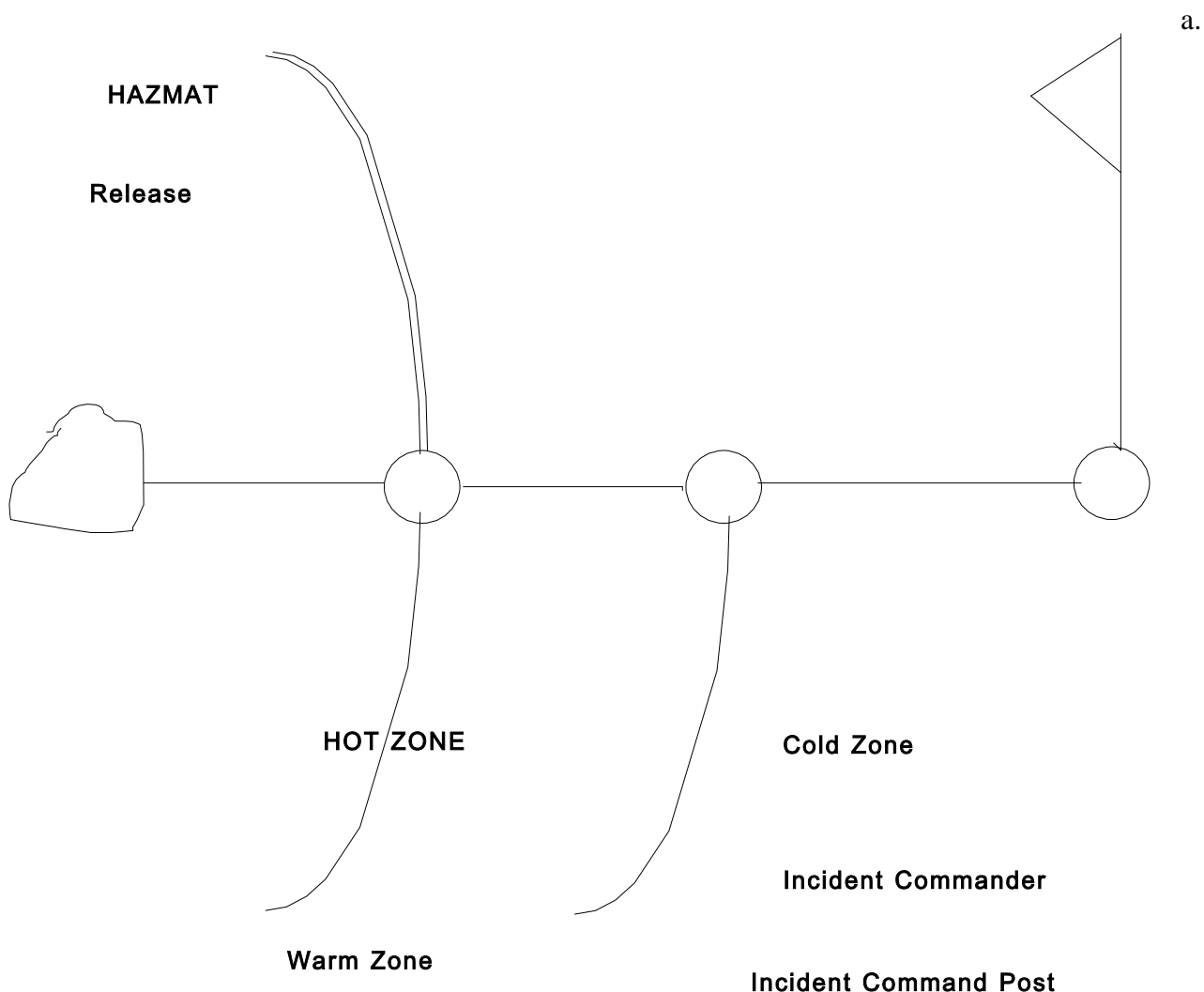
C. Communications Among Responders:

During emergency operations, all departments will use their existing equipment and procedures to communicate with their field operations (Annex B, of the City of Washington 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 Exclusion Zones
 - c. Personnel Protective Equipment

2. **MEDICAL SURVEILLANCE:** An EMT (or paramedic) from the Emergency Medical Service 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:



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. **WARM ZONE:** Surrounds the hot zone and is also a restricted area. The level of personal protection required is less stringent than that of the hot

zone. The decontamination unit (if needed) is located here, as is the Safety Officer and immediate support and security personnel.

- c. COLD ZONE: The unrestricted area beyond the outer perimeter of the warm zone, the command post. The HAZMAT response team and support agencies are located here.
 - d. Exclusion zones must be set up for any HAZMAT incident. Level I incident this can be accomplished, at minimum, with a HOT ZONE and an informal command post. The NAERG 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.
 - e. Level II and Level III incidents require establishment of the three tiered exclusion zones (HOT, WARM and COLD). The size of each perimeter must be determined by the nature of the material involved, atmospheric conditions and magnitude of the incident.
4. Personal Protective Equipment (PPE):
- a. Personal Protective Equipment available to the City of Washington's first responders are; structural fire fighters 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.
 - b. Members of outside HAZMAT teams dispatched to enter exclusion zones of an incident occurring in the City of Washington 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.
 - 1) Level A Protection: Will be worn when the highest level of respiratory, skin, eye and mucous membrane protection is needed.
 - 2) 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.

E. Fire and Rescue:

- 1. When the City of Washington E-911 Dispatch Center has notified the City of Washington fire department 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 shall:
 - a. Determine the level of the incident and initiate response activities commensurate with the severity of the incident. Resolution of a
 - 1) Level II or III incident in the City of Washington will require outside assistance by federal, state, county or private agencies. The rules for notifications are summarized as follows:
 - 2) **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 the city's response capabilities.
 - 3) **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 City of Washington Fire Department is in charge and will precede using IMS. The Incident Commander directs facility personnel to remove any chemicals that may increase or catalyze the fire, causes 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 course of action together with agency support from the state.
 - 4) **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 disbursement of Superfund Monies.

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

RESPONSE LEVEL I POTENTIAL EMERGENCY CONDITION	An incident or threat of a release, which can be controlled by first responders and does not require evacuation of 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 or property.
RESPONSE: Active-----The City of Washington's Fire Department, Police Department Standby---EMS, Partial EOC, City Coordinator Notify-----If required: MDNR (by spiller) If required shipper or CHEMTREC (transportation), NRC (fixed site)	
RESPONSE LEVEL II LIMITED EMERGENCY SITUATION	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-----City of Washington's, Fire and Police Departments, EMS, EOC, City Coordinator Standby---Mutual Aid, Public Works, City Sanitarian, Social Services Notify-----MDNR (by spiller) Shipper or CHEMTREC (transportation), NRC (fixed site)	
RESPONSE LEVEL III FULL EMERGENCY CONDITION	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	

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

Because personal protective equipment available to the City of Washington's first responders is limited, operations in the HOT ZONE and WARM 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 technicians.

A typical HAZMAT team is comprised of:

Entry Team	2 members	HOT ZONE
Safety Backup Team	2 members	DECON
Safety Officer	1 member	DECON
HAZMAT Officer	1 member	DECON
Decontamination Team	2 members	DECON
Equipment Removal Team	2 members	DECON

F. Law Enforcement:

1. Law enforcement (Awareness Level recommended) is handled by the City of Washington 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 Mayor of the City of Washington. 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 will direct the evacuation effort.
 - a. Isolate affected area and permit entry only to appropriate response personnel.
 - 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.

G. Emergency Medical Services (minimum awareness level):

1. (Awareness Level recommended) 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 procedures.
2. Provides a liaison between medical personnel and the Incident Commander. Notify area hospitals of what chemicals are involved and what decontamination and exposure situations will be necessary for proper handling and care of victims.
3. Provides medical assistance to Incident Commander on signs and symptoms of chemicals involved. Monitor decontamination (from COLD ZONE) to ensure victims are properly decontaminated, before accepting victims.

H. On-going Incident Assessment:

1. During the active period of a continuing major release, resources dispatched by MDNR are responsible to monitor on-site quantity, concentration and movement of spilled material. Based on their recommendations, the Incident Commander must 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 structures and soil, must rely on input from specialized resources dispatched by state and federal agencies.

I. Warning and Emergency Public Notification:

Procedures to warn the public of any highly probable and immediate danger are found in Annex B of the City of Washington Emergency Operations Plan.

J. Public Information:

Procedures to provide the public with accurate information of the progress of a HAZMAT incident are found in Annex C of the City of Washington Emergency Operations Plan.

K. 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 of the City of Washington EOP.

- 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 the City of Washington 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 of the City of Washington Emergency Operations Plan. Annex J 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. The City of Washington public works officials must provide quick identification of a threat to the drinking water supply and notification to the public. City 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 Emergency Management Agency. 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 the Missouri Division of Family Services).
- 2. Annex L of the City of Washington Emergency Operations Plan covers the procedures for Human Services in general terms.

M. Health Services (Awareness Level Training Recommended):

The City of Washington's Sanitarian will respond to an incident at the request of the Incident Commander or, if activated, the EOC staff.

- 1. To assist in assessment of an evolving hazard and to initiate contact with the appropriate State and Federal Agencies.
- 2. To test or provide for testing of water, air, soil or food as applicable.
- 3. Provides local representation with state and federal agencies dealing with containment of hazardous materials.
- 4. To advise the City of Washington's public works and other agencies to implement procedures for containment of hazardous materials as directed by the Missouri Department of Natural Resources.
- 5. To advise on appropriate cleanup.
- 6. To work with the city public works and other agencies to implement procedures for disposal of hazardous materials as directed by Missouri Department of Natural Resources.

N. Public Works (Awareness Level Training Recommended):

- 1. In the event of a hazardous materials incident, the City of Washington Public Works Departments 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. Emergency utility service to critical facilities.
 - e. Barricade installation.
 - f. Evacuation assistance.
- 2. Annex I of the City of Washington Emergency Operations Plan covers procedures for the deployment of Public Works.
- O. Resource Management:
- 1. Mitigation of problems caused by a HAZMAT incident may require resources found in the public and private sectors.
 - 2. Annex G of the City of Washington Emergency Operations Plan covers procedures for Resource Management.

IX. CONTAINMENT AND RESTORATION

- A. Responsibilities:
- 1. The responsibility for selecting and implementing the appropriate countermeasures is to the assigned Incident Commander in coordination with the EOC and appropriate technical resources.
 - 2. The spiller is responsible by law for the costs of all cleanup and countermeasures. The Incident Commander, together with state and federal resources, is 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 unwilling or unable to respond correctly.
 - 3. The Incident Commander is responsible for monitoring the response activity to ensure that appropriate containment and control techniques are being initiated. Containment methods may include:
 - a. Retention Dikes
 - b. Berms and drains

- c. Trenches
 - d. Booms
 - e. Barriers in soil
 - f. Stream diversion
 - g. Patching and plugging of containers and vessels
 - h. Portable catch basins
 - i. Over-packed drums or other forms of containerization
 - j. Reorientation of the container
4. The Incident Commander, in conjunction with the EOC, will secure private contractors for displacement techniques. These may include:
- a. Hydraulic and mechanical dredging
 - b. Excavating
 - c. Skimming
 - d. Pumping
 - e. Dispersion/dilution
 - f. 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:
 - a. Incineration

- b. Wet air oxidation
 - c. Solidification
 - d. Encapsulation
 - e. Solution mining (soil washing or soil flushing)
 - f. Neutralization/detoxification
 - g. 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.

X. DOCUMENTATION AND INVESTIGATIVE FOLLOW-UP

A. Level I HAZMAT Incident:

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

B. Level II and III HAZMAT Incidents:

- 1. The City of Washington Emergency Management Director 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 conclusions.
- 2. To assist the City of Washington Emergency Management Director, the Incident Commander is responsible for documenting the communications between the Incident Command Post, the E-911 Dispatch Center and all response agencies summoned. This documentation must contain location, material and quantity released, owner or operator, source of spill, health or physical hazards generated, and response activities.
- 3. For incidents in a fixed facility, the owner or operator is required to submit a follow-up report similar to the above to the City of Washington Emergency Management Director and the appropriate state and federal agencies.

4. The City of Washington Prosecuting Attorney is responsible for preparing an investigative report in order to facilitate cost recovery.

XI. TRAINING AND EXERCISING

A. Training:

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 operations 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 the City of Washington (E-911 Dispatch Center) of the release. First responders at the awareness level shall have sufficient training or had sufficient experience 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. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. First responders at 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 the department shall so certify:

- a. Knowledge of the basic hazard and risk assessment techniques.
- b. Know how to select and use proper protective equipment provided to the first responder and 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 decontamination procedures.
- f. An understanding of the relevant standard operating procedures.

3. INCIDENT COMMANDER: ICS SYSTEM

Incident commanders, 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 the department shall so certify:

- a. Know and be able to implement the department Incident Management System.
- b. Know and be able to implement the City of Washington's Operations Plan and the department Standard Operating Guidelines (SOG).
- c. Know and understand the hazards and the risks associated with responders working in chemical protective clothing.
- d. Know of the State Emergency Response Plan and of the Federal Regional Response Team.
- e. Know and understand the importance of decontamination procedures.

4. Training/Refresher Training:

- a. 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.

- b. 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.
 - c. The proposed training schedule is given in Appendix 9.
 - B. Exercising:
 - 1. The City of Washington in conjunction with the Franklin County LEPC is responsible for designing, scheduling and evaluating all exercises and drills.
 - 2. 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 critiques.
 - 3. The proposed exercise schedule for the City of Washington is given in Appendix 8.

XII. ANNEX MAINTENANCE

A. Updating the plan:

Recommended changes to this annex will be made by the Franklin County LEPC and submitted to the City Council for approval.

B. Record of Revisions:

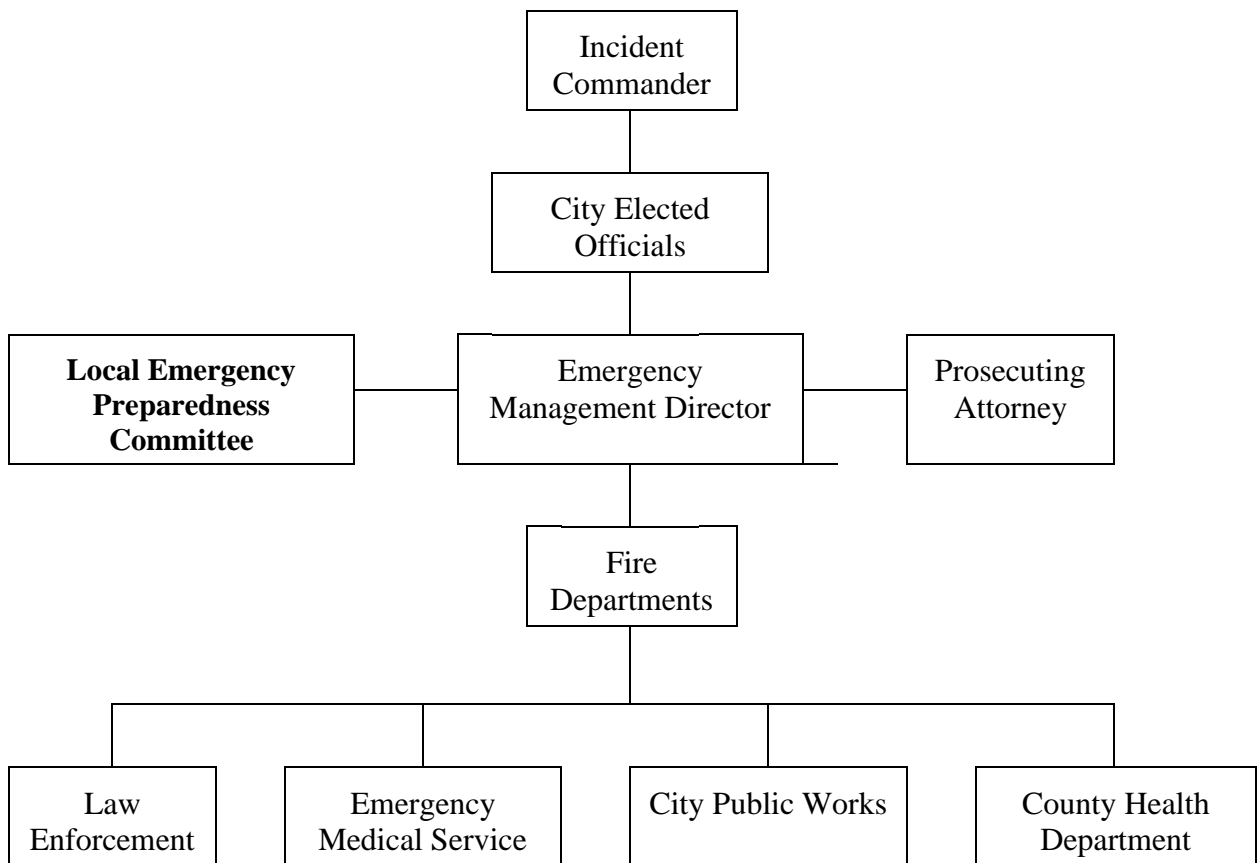
All revisions will be dated and recorded and provided to all holders on record. Revised pages will show date of change.

APPENDICES:

1. Appendix 1: Hazardous Materials Response Organization Chart
2. Appendix 2: Response Agencies for Hazardous Materials Incidents
Attachment A - Missouri Railroad Emergency Contact Numbers
3. Appendix 3: Transportation Routes in Franklin County
Attachment A - Highway Transportation Survey
4. Appendix 4: Fixed Facilities with Hazardous Substances
Attachment A – Facility Emergency Coordinators
Attachment B – Fixed Facilities with Hazardous Substances, Three Tiered Approach
Attachment C - Fixed Facility Maps
5. Appendix 5: Chemical Emergency Notification Report
6. Appendix 6: Checklist of Actions by Operating Time Frames
7. Appendix 7: Radiological Incidents
8. Appendix 8: Proposed Exercise Schedule
9. Appendix 9: Proposed Training Schedule

Appendix 1 To Annex H

HAZARDOUS MATERIALS RESPONSE ORGANIZATION CHART



APPENDIX 2 To ANNEX H

RESPONSE AGENCIES FOR HAZARDOUS MATERIALS INCIDENTS

<u>State Assistance</u>	<u>Phone number</u>
Governor's Office	(573) 751-3222
Missouri National Guard	(573) 751-9500
Missouri Emergency Response Commission	(800) 634-6946
Division of Environmental Quality	(573) 634-2436
Missouri Department of Health	(573) 751-6102
Clean Water Commission	(816) 229-3105
Air Conservation Commission	(816) 233-1321
State Emergency Management Agency	(573) 751-2748
Hazardous Waste Management Commission	(573) 796-4779
 <u>Federal Assistance</u>	
Federal Emergency Management Agency	(202) 646-2400 (24 hr.)
Agency for Toxic Substances and Disease Registry	(404) 452-4100 (24 hr.)
National Response Center	(800) 424-8802 (24 hr.)
Bomb Disposal and Explosive Team	(573) 368-3814 (24 hr.)
Nuclear Regulatory Commission	(301) 951-0550 (24 hr.)
U.S. Department of Energy, Radiological Assistance	(202) 586-8100 (24 hr.)
U.S. Department of Treasury	
Bureau of Alcohol, Tobacco and Firearms	(816) 426-7188 (24 hr.)
 <u>Other Emergency Assistance</u>	
CHEMTREC	(800) 424-9300 (24 hr.)
CHLOREP	(800) 424-9300 (24 hr.)
NACA	(800) 424-9300 (24 hr.)
Association of American Railroads	
Bureau of Explosives	(202) 639-2222 (24 hr.)

Attachment A To Appendix 2 To Annex H

MISSOURI RAILROAD EMERGENCY CONTACT NUMBERS

Arkansas & Missouri	501-751-8069
Bi-State Development Agency	314-982-1400 Ext. 2881
Burlington Northern Santa Fe	800-832-5452
Chillicothe-Brunswick Rail Maintenance Authority	660-359-3096 (8am - 5pm) then recording
Columbia Terminal.....	573-875-2555
Gateway Western.....	800-232-4997
Iowa & Missouri Rail Link.....	406-523-1511
Kansas City Southern	800-892-6295
Kansas City Terminal	913-551-2187 913-551-2188
Manufacturers Railway	314-773-1602
Missouri and Northern Arkansas	800-228-3580
Norfolk & Western	217-425-0630
Smoky Hill Railway and Historical Society	816-506-2162 (Cell phone in locomotive)
Southeast Kansas	316-251-3600
St. Louis Iron Mountain & Southern Railway.....	573-243-1688 (Cell phone in locomotive)
Terminal Railroad Association of St. Louis	618-451-8478
Union Pacific	888-877-7267 800-892-1283

Appendix 3 To Annex H

TRANSPORTATION ROUTES IN FRANKLIN COUNTY

<u>Route</u>	<u>Route Milepost Type</u>	<u>Intersection</u>
2 nd Street	RD	West Orleans St.
Airport	RD	
Burlington Northern	RR	Sullivan thru Pacific
Bluff Road	RD	100 West Link Ind. Dr.
Hermann - New Haven Pipeline	PL	
Hi-Line Industrial Park	RD	47, Clearview
I44	RD 258-256	
I44	RD 256-253	100E
I44	RD 253-251	100E, 100W
I44	RD 247	US 50
I44 @ Gray Summit	RD 253	100E
I44 Rest Area	RD 236	
I44 Sullivan	RD	
Industrial Park Drive	RD	
Missouri Pipeline	PL	
Phillips Pipeline	PL	
Phillips Pipeline	PL	
Shell Pipeline	PL	
South Link Drive	RD	
South Main, St. Clair	RD	
State Hwy 100	RD	
State Hwy 100	RD	I44 to T/V M, V, T,
State Hwy 100	RD	State Hwy MM
State Hwy 100	RD	T/V-S Point T/V
State Hwy 100	RD	S Point & 47
State Hwy 100	RD	47 to A
State Hwy 100	RD	A to Pottery Rd
State Hwy 100	RD	Pottery Rd to 5 th
State Hwy 100	RD	Fifth to Bluff Rd
State Hwy 185	RD	Meramec State Park Entrance
State Hwy 185	RD AC-50	
State Hwy 47	RD	100-Hi-Line
State Hwy A	RD YY-100	
State Hwy TT	RD	Moselle Road
Strauser Rd	RD	
*Union Pacific	RR	New Haven thru Pacific via Washington
Westlink Industrial Drive	RD	Bluff Road

* Also used by St. Louis Southwestern

Attachment A To Appendix 3 To Annex H

HIGHWAY TRANSPORTATION SURVEY

A statistical survey of hazardous materials traffic on Interstate 44 and highways 30, 47, 50, 100, and 185 is on file in the Franklin County Emergency Operations Center. The survey is available for review upon request.

Appendix 4 To Annex H

FIXED FACILITIES WITH HAZARDOUS SUBSTANCES

<u>Name</u>	<u>Address</u>	<u>City</u>
Jamegy, Inc.	1703 West Main St.	Washington
Canam Steel	2000 West Main St.	Washington
WEG Transformers	One Pauwels Drive	Washington
WEG Transformers	6349 Avantha Drive	Washington
Citgo (Bluff Rd. Station)	Hwy 100 & Bluff Rd.	Washington
Citgo (Jefferson Street Station)	1403 S. Jefferson	Washington
Clemco Industries	1 Cable Car	Washington
Ed's Drilling & Blasting	2809 Hwy A, Suite B	Washington
Electro-Core, Inc.	2207 Hwy A	Washington
Fas-Trip Washington #2	904 E. 5th.	Washington
Fas-Trip 100 #4	5860 Hwy 100	Washington
Fischer Oil Co	906 W. Front St.	Washington
Fischer's Amoco	307 West 5th	Washington
Frick's Meat	805 S. Locust	Washington
Parker Hannifin Plant 1	711 Industrial Ave	Washington
Krakow Store	5430 State Road A	Washington
Krawitz Service Station	105 E. 5th	Washington
Kuhlmann's / Washington	1980 Washington Crossing	Washington
M & R Plating	303 Westlink Industrial	Washington
MFA Plant Foods	110 West Link Drive	Washington
MPC #78	1000 E. 5th St.	Washington
Magnet	#7 Chambers	Washington
Mid-American Coaches	Hwy 47 South	Washington
Mobil	1804 E. 5th St.	Washington

Name	Address	City
Orica, USA	2814 Hwy A	Washington
Shure Mfg. Co	1901 West Main	Washington
Southwestern Bell Telephone	404 N. Oak	Washington
Parker Hannifin Plant #2	1699 West Main	Washington
Parker Hannifin Plant #3	215 Lange	Washington
Mercy Hospital	200 Madison	Washington
RTI/Howmet Aerospace	1701 West Main St.	Washington
Unnerstall Oil Co.	4330 State Road A	Washington
W.R. Productions	24 Town & Country Drive	Washington
Washington Pool	215 High Street	Washington
Washington Public Works	#4 Chambers	Washington
West End Station	1400 West Fifth	Washington
Z-Mart	500 E. 5th St.	Washington

Attachment A To Appendix 4 To Annex H

FACILITY EMERGENCY COORDINATORS

Facility Emergency Coordinators

Refer to Washington Emergency Dispatch

**Computer Aided Dispatch for Contact Names and
Numbers**

Attachment B To Appendix 4 To Annex H

FIXED FACILITIES WITH HAZARDOUS SUBSTANCES

THREE TIERED APPROACH

Facility	Chemical	Amount	Contact
----------	----------	--------	---------

- A. The following information provides the three-tiered approach to hazardous material planning. The three steps are:
1. Hazard Identification
 2. Vulnerability Analysis
 3. Risk Assessment
- B. Based on this information, the City of Washington can identify the necessary resources and personnel to deal with such an incident.

Attachment C To Appendix 4

FIXED FACILITY MAPS

This attachment is under revision. Most current information is on file in the EOC.

Appendix 5 To Annex H

CHEMICAL EMERGENCY NOTIFICATION REPORT

Date: _____ Time: _____ Received by: _____

1. Caller Name _____ Representing _____

2. Call-back Nos. _____ Emergency Contact _____

3. Material (s) Released _____ EHS [] yes [] no

4. Amount Released _____ lbs/gals Potential release _____

5. Date of Release _____ Time _____ Duration _____ hr. _____ min.

6. Release medium: Air _____ Water _____ Soil _____ Sewer _____ Drains _____

7. Location: _____

Facility: (name) _____

(Address) _____

8. Health Risks _____

9. Precautions (Public Safety Concerns) _____

10. Incident Description: Fire _____ Gas Vapor _____ Spill _____ Explosion _____ Other _____

11. Type of Container: Truck _____ R.R. Car _____ Drum _____ Other _____

12. 4-Digit I.D. No. _____ Placard/Label info. _____

13. Weather Conditions _____ Wind Direction _____ Temp. _____ F

14. Agencies notified:

Washington Fire Department _____ yes _____ no _____ time

City Emergency Director..... _____ yes _____ no _____ time

Missouri Department of Natural Resources
(573) 634-2436..... _____ yes _____ no _____ time

National Response Center (800) 424-8802 _____ yes _____ no _____ time

CHEMTREC (800) 424-8802 _____ yes _____ no _____ time

Other _____ yes _____ no _____ time

15. Remarks, etc. (Injuries)

Appendix 6 To Annex H

CHECKLIST OF ACTIONS BY OPERATING TIME FRAMES

MITIGATION

1. Develop after-action reports to include:
 - a. Actions taken;
 - b. Personnel costs and materials expended;
 - c. Assistance received from and given to other agencies; and,
 - d. Problem areas to address corrective measures.
2. Review plans and procedures with key personnel and make revisions and changes.
3. Develop safety programs that include disaster situations for presentation to the public.
4. Develop training programs for local fire departments and emergency medical services.
5. Identify facilities such as hospitals, nursing homes and adult congregate living facilities (ACLFs) that could create special problems before or during an evacuation.
6. Participate in tests, exercises and drills.
7. Establish liaison with private area resources that could be useful in the event of a HAZMAT incident.
8. Develop SOGs to meet anticipated needs.
9. Review and update the annex and SOGs at least annually. Call-up lists should be reviewed twice a year.
10. 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.

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. Notify DNR at (800) 334-6946.
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.

Appendix 7 To Annex H

RADIOLOGICAL INCIDENTS

I. PURPOSE:

This document provides for the organized effort necessary to minimize the effects of radiation on people, resources and the environment through detection and implementation of preventive and remedial measures.

II. SITUATION AND ASSUMPTIONS

A. Situation:

There are several types of situations that have the potential to cause a radiological incident.

1. **Fixed Facilities:** There are no facilities that store radiological materials and dispose of radiological wastes in the City of Washington. A list of Fixed Facilities, which contain hazardous materials, is on file at the City Fire Department.
2. **Transportation Routes:** US 47, US 100, Missouri River and Union Pacific Railroad.
3. **Nuclear Detonation:** Nuclear weapons are maintained by the United States and a number of foreign powers. The possibility of one or more of these weapons being detonated accidentally or deliberately by terrorists or a full-scale strike against the U.S. should be considered. Even if nuclear detonations are distant from an area, a protection system would be necessary to detect and assess the radiation hazard. Nuclear attack planning has been completed for every county in Missouri.
4. **Nuclear Power Plant:** The City of Washington falls within the 50-mile radius of the Callaway Nuclear Power Plant. If a nuclear incident would occur, (Release of Radiation) the City of Washington could be impacted depending of the wind direction and wind speed.

B. Assumptions:

1. In the event of a peacetime radiological incident, assistance will be available from the state and federal governments and from the nuclear industry to detect radiation, monitor it, and predict its spread.

2. First responder organizations, particularly fire and law enforcement, will be part of the local radiological emergency support program and will accept appropriate training for such response.
3. Based on previous history, the chance of a radiological incident is not a significant threat to people or the environment.

III. CONCEPT OF OPERATIONS:

In an emergency involving radioactive materials, the following elements must be considered.

A. Reporting Requirements:

Radioactive materials are closely regulated by federal laws for reporting, handling and transporting these kinds of materials.

1. Fixed facilities are required to report their radioactive materials under SARA Title III (CERCLA) to the Missouri Emergency Response Commission (MERC), the Local Emergency Planning Committee (MERC), and the local fire department.
2. Highway and railway shipments of radioactive materials are also required to report the material to be shipped, when it will be shipped, and the shipment route to either the State Emergency Management Agency (SEMA) or the Department of Natural Resources (DNR).

B. Response Capability

1. State:
 - a. Notification of an Incident - Point of Contact
 - 1) Department of Health, Division of Environmental Health and Epidemiology - Primary contact for radiological incidents.
 - 2) Department of Natural Resources - Primary notification point for a hazardous materials incident, 24-hour number: (573) 634-2436.
 - 3) State Emergency Management Agency - 24-hour Duty Officer: (573) 751-2748.
 - b. Response Teams - Trained radiological response teams are available from the state to respond to an incident.
 - c. Additional State Agency Assistance
 - 1) Missouri State Highway Patrol
 - 2) Missouri Department of Transportation
 - 3) Missouri State Water Patrol (MSWP)

2. Local:

- a. Fire departments and law enforcement agencies - Fire and law enforcement personnel receive, as a minimum, the awareness level training for hazardous materials as required under SARA Title III.
- b. Health and Medical Services: For non routine incidents, the E-911 Dispatch Center will contact the mayor, Emergency Management Director, Fire Department, ambulance service, the County Health Department and the Medical Examiner. The mayor will determine if the EOC should be activated.
- c. Emergency Management: SEMA can provide a list of individuals who have received radiological training through SEMA.

C. Monitoring Equipment:

Radiological monitoring equipment for local organizations is provided, calibrated and maintained by the State Emergency Management Agency. The following types of equipment are available.

1. Self-support Kits:

- a. A self-support kit is used by emergency response personnel to respond to a peacetime radiological incident. Radiological monitor training is required to operate these kits.
 - b. Each kit contains one CDV-715 high-range survey instrument, one CDV-700 low-range survey instrument, one CDV-750 dosimeter charger, and two CDV-742 high-range personal pocket dosimeters, one CDV-730 low-range personal pocket dosimeter. Guidance manuals are included in each kit.
2. Information on how many self-support kits are available and where they are located is available from SEMA.

D. Accident Assessment:

1. First on-the-scene responders should follow the appropriate Action Guides for radioactive and other hazardous materials in the NAERG, North American Emergency Response Guidebook. These Action Guides conservatively assume minimal specialized training by first responders; hence, response actions beyond those indicated in this Guide would depend on the particular accident contingencies and the expertise of the responders.
2. Since specialists with the expertise to assess the degree of the radiological hazards in an accident will seldom be at the scene of the accident in the initial response

phase, provision should be made for rapid and reliable communication linkages between emergency first responders and radiological authorities, not at the scene.

3. Trained state and local radiological response teams should be established. Provisions should be made for rapid notification and deployment capabilities of these teams on a 24-hour basis. Procedures for response by adequately trained teams from appropriate jurisdictions (i.e., state, local) should have responsibility for the following functions:
 - a. Assess need for first aid and lifesaving efforts, as appropriate.
 - b. Determine if radioactive materials and other non-radioactive hazardous materials, such as flammables and corrosives, are involved and, if so, which are separate hazards or which might interact with radioactive materials or their packaging;
 - c. Develop procedures for controlling access to and egress from the accident scene;
 - d. Develop and adopt safety measures for response team members to prevent injury from environmental factors not related to radioactive or other hazardous materials, such as avoiding electric shock, falls, and fire;
 - e. Develop methods for obtaining all possible information regarding the type of packaging; the information from marking, labeling and placarding; the type, quantity and chemical form of the radioactive materials involved; and the observable indicators of release of radioactive materials from packaging;
 - f. Obtain information on the accident including location, condition of radioactive materials packages, fire potential, weather conditions, and any other relevant information;
 - g. Determine capability of commonly available radiological survey instruments to measure specific radio-nuclides identified on shipping papers or labels;
 - h. Measure radiation levels, as appropriate, if capability exists (see f and g above);
 - i. Perform preliminary dose projections, if needed, based on observation, measurements, and actual or potential radioactive releases; and
 - j. Develop criteria for determining need and methods for taking environmental samples.

E. Protective Actions for the Public:

The three options for protecting the population are access control, evacuation and shelter. Local officials will implement one or more options, depending on the best available estimate of the disaster situation.

1. Controlling access to the area should be included as a method here. It is the most likely action to be taken until experts from the Department of Health and Department of Natural Resources arrive.
2. Evacuation will be considered based on the condition of the area to be evacuated, the condition at the selected destination, and any risk of exposure while en route. Evacuation operations are discussed in Annex J.
3. Sheltering in place will depend on the relative protection from potential disaster agents provided by the available residential, commercial and recreational structures in the city of Washington. People will be advised to stay indoors and reduce the airflow into the structure. In-place shelter is discussed in Annex K.

F. Decontamination:

For decontamination procedures for personnel, facilities, equipment and the environment, contact the State Department of Health.

G. Cleanup:

1. The responsibility for selecting and implementing the appropriate countermeasures is assigned to the Incident Commander in coordination with appropriate technical resources.
2. The spiller is responsible, according to state and federal law, for the costs of all cleanup and countermeasures. The Incident Commander, in conjunction with requested state and federal resources (DNR and EPA), is responsible for determining these measures and monitoring the cleanup and disposal of contaminated materials.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

The chain of command at the accident scene should be stated explicitly. There should be one person or agency with overall authority and responsibility for radiological assessment and control. It is the Incident Commander who is responsible for directing operations at a hazardous materials incident.

V. DIRECTION AND CONTROL:

Incident Command will be used for on-scene management of a response to a hazardous materials (radiological) incident, as discussed in this annex or the LEPC plan.

VI. TRAINING:

A. SEMA offers the following radiological training:

1. Radiological Monitor (RM) training gives an overview of ionizing radiation, the biological effects of radiation exposure, an overview of radiological hazards, and enables you to properly select and use radiological instruments. This training also enables participants to take self-protective actions. This is an 8- to 12-hour course. Home Study 3 (HS 3) is a prerequisite.
2. Refresher Radiological Monitor training offers an overview of the RM course and can be obtained through SEMA. This is a 2- to 4-hour course.
3. Radiological Response Team (RRT) course provides a review of the RM course. It also provides an understanding of the roles and responsibilities and the framework of a radiological response team's function in the state and local radiological protection system (RPS). It enables participants to make proper decisions in a nuclear threat emergency and to implement protective actions. This is a 32-hour course. The RM course is a prerequisite.
4. A refresher RRT course is available through SEMA and is an 8-hour course.
5. Radiological Officer (RO) training qualifies selected individuals to serve as local radiological officers (ROs) who are responsible for developing, managing, evaluating and exercising their local radiological protection system. This is a 24-hour course. The RRT course is a prerequisite.

B. Department of Health provides radiological training to hospitals and ambulance services.

The Hospital Radiation Accident (HRA) course provides participants with a basic understanding of radiation and its biological effects and provides basic procedures for managing medical emergencies due to radiation accidents.

C. SEMA and the Division of Fire Safety will assist with arranging for hazardous materials awareness level courses for all first responders.

D. Home study courses for radiological incidents are available from the Federal Emergency Management Agency (FEMA) by contacting SEMA.

1. HS 3 - Radiological Emergency Management.

2. IS 301 - Radiological Emergency Response: An Independent Study.

VII. ADMINISTRATION AND LOGISTICS:

Provision should be made for record keeping and documentation of key data obtained or developed related to accident assessment.

VIII. AUTHORITIES AND REFERENCES

- A. Public Law 99-499, Superfund Amendments and Reauthorization Act (SARA), Title III, 1986.
- B. U.S. Department of Transportation Emergency Response Guidebook.
- C. Memorandum of Understanding Concerning Radiological Emergency Response (Department of Natural Resources, Department of Health, and SEMA).
- D. Nuclear Regulatory Commission.
- E. 40 CFR, Part 302, Designation, Reportable Quantities, and Notification Issues for Hazardous Materials.
- E. 44 CFR, Part 10, Environmental Considerations.
- G. Chapter 292, Health and Safety of Employees, Missouri Emergency Response Commission, Revised Statutes of Missouri, 1993.
- H. Public Law 101-615, Hazardous Materials Emergency Planning, Revised 1995.
- I. Public Law 85-256, Price-Anderson Act, provides for a system of compensating the public for harm caused by a nuclear power plant accident.
- J. Missouri Nuclear Accident Plan, Cooper Nuclear Power Plant, SEMA.

ATTACHMENTS

Contacts for Radiological Assistance to First Responders at Transportation Incidents [Notes compiled from the Conference of Radiation Control Program Directors (CRCPD), June 14, 1996.]

Appendix 8 To Annex H

PROPOSED EXERCISE SCHEDULE

--EXAMPLE--

<u>Exercise</u>	<u>Type</u>	<u>Schedule</u>
HAZMAT	Full-scale	
HAZMAT	Tabletop	
HAZMAT	Functional	

Appendix 9 To Annex H

PROPOSED TRAINING SCHEDULE

--EXAMPLE--

<u>Type</u>	<u>Schedule</u>
Awareness	Ongoing
Operational	Ongoing
IC	Ongoing
Plan Review	Ongoing

ANNEX I

PUBLIC WORKS

ESF 3

I. PURPOSE:

This annex will organize the public works resources of the City of Washington to enable them to repair and restore essential public facilities and services (including private utilities), remove debris, inspect damaged structures, as well as perform numerous other tasks essential to an effective emergency response.

II. SITUATION AND ASSUMPTIONS

A. Situation:

1. Public works services in the City of Washington are provided through the city's Water Department, Wastewater and Street Department. Commercial Sanitation is provided by the following companies: Waste Management Company, Midwest Waste Company, Solid Waste Solutions, and CWI of Missouri. The local Electric Company is Ameren Union Electric. The local Telephone Company is (ATT) American Telephone and Telegraph. Additional information is listed in the Appendices to this Annex.
2. The residents of the City of Washington are served by several different utility companies municipal and private. See Appendix 6 to this Annex for a list of these companies.
3. 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 Terrorism.
4. "Public Works," for the purposes of this plan, refers to electric, natural gas, water, streets/, bridges, sewer, sanitation and telephone service.

B. Assumptions:

1. When a major disaster occurs, the local public works department(s) may not have adequate resources to deal with all potential problems immediately, and will need to assign tasks on a priority basis.
2. Private resources are available in the city to assist in public works activities. Should all city resources become committed, outside resources are available.

3. State and federal assistance will respond when called upon, but their ability to respond may be limited.
4. Private utilities will cooperate with the Public Works Director and the EOC.

III. CONCEPT OF OPERATIONS

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

- A. City public works services and private utilities will assist with a variety of public works activities to include: debris removal, damage assessment, structural evaluations, emergency repairs to essential public works facilities, the stabilizing or demolishing of structures to reduce hazards, and the provision of water for human health needs and firefighting.
- B. The Public Works Director will coordinate all public works activities from the EOC and maintain contact with the on-scene incident commander (See Appendix 3 to the Basic Plan, Emergency Classification and Control Procedures).
- C. Following any disaster, the public works section will be a major participant in the damage assessment activities described in Annex D.
- D. Public works personnel and equipment will be used for heavy rescue operations (such as removing debris). They will coordinate their efforts with the fire and rescue operations.
- E. City personnel can assist the city of Washington's building inspectors to provide essential demolition, cleanup or other related services and determine whether buildings affected by the disaster have not sustained serious damage and may be occupied, must be vacated temporarily, or should be demolished.
- F. Architects, professional engineers, construction contractors, equipment dealers and other owners and operators of construction equipment should be contacted for the possible use of their services and equipment. Service contracts are identified in appendices to this Annex. See Appendix 3 to Annex G for additional resource lists.
- G. Critical public works systems (i.e., water, electric, gas, telephone, etc.) could be potential targets for terrorists. These facilities must have plans and procedures in place to monitor, protect, and maintain essential operations in order to protect life and property as well as bring about a prompt recovery. See Annex N.
- H. In order to begin the recovery process while preserving evidence following a terrorism incident, debris at the disaster site may have to be transported to and analyzed at another location. Response and recovery operations may be complicated and delayed if the debris is contaminated.

- I. In the event of a hazardous materials incident, county and city public works departments will assist the Incident Commander or the EOC staff as needed (i.e., provide barricades, construct dikes, etc.). It is recommended that public works personnel receive, at a minimum, awareness level hazardous materials training. See Annex H, Hazardous Materials Response, for additional information.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization:

A diagram of the public works function is shown in Appendix 1 to this Annex.

B. Responsibilities:

1. The Public Works Director has the primary responsibility to coordinate public works operations in the city.
2. The Public Works Coordinator has the following specific tasks:
 - a. Develop/maintain standard operations guidelines (SOGs) that address public works responsibilities and needs.
 - b. Maintain resource list of equipment, personnel, etc. (see Appendices to this Annex).
 - c. Establish agreements of understanding with area architects, engineers, construction contractors, equipment dealers and other private resources that can support public works operations.
 - d. Provide training for public works personnel (i.e., hazardous materials, first aid, etc.).
 - e. Provide for debris removal from public rights-of way only.
 - f. Establish a potable water supply for use in an emergency. Coordinate with water utilities.
 - g. Provide for emergency road and bridge repairs, close roads, establish detours, and construct barricades.
 - h. Provide sanitation services or coordinate with private contractors that provide this service.
 - i. Take steps to protect the water supply and sewage system if threatened (i.e., hazardous materials incident, terrorism, etc). Actions may include constructing dikes to contain runoff from hazardous materials and

increasing security measures (erecting fencing and installing video surveillance equipment) at critical public works facilities.

- j. Assist with search and heavy rescue operations as required under the direction of the Fire Department.
 - k. Conduct damage assessments for roads, bridges, buildings, and any other structures as necessary. Report information to the Emergency Management Director.
 - l. Coordinate restoration of utility services, especially for critical and essential facilities.
 - m. Participate in cleanup and recovery operations.
 - n. Inspect, designate, and demolish hazardous structures.
 - o. Drain flooded areas where necessary.
 - p. Following an earthquake, determine the safety of: emergency operations facilities (EOC), public shelters, and evacuation routes (including airstrips/airports).
3. The following departments will support public works activities:
- a. Parks and Recreation Department
 - 1) Debris clearance from public rights-of-way only
 - 2) Street closures and barricade placement
 - 3) Damage assessment
 - b. Planning & Code Enforcement
 - 1) Inspect damaged structures
 - 2) Damage assessment
 - 3) Coordinate with sanitation services
4. The private utility companies (see Appendix 6 to this Annex) 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 city governments. Specific tasks include:
- a. Coordinate response activities with the Public Works Director (EOC Direction and Control staff) regarding restoration of services.
 - b. Restore services.
 - c. Support Resource and Supply with equipment, manpower, etc.

V. DIRECTION AND CONTROL:

- A. All public works activities will be coordinated and assigned from the EOC.
- B. The Public Works Director will locate to the EOC and operate from there. Public works personnel in the field (including utility companies) will keep the EOC informed of their activities.
- C. Outside resources (such as contractors) will be under the direct control of their own supervisors, but will be deployed by the EOC and assigned tasks by the site commanders.

VI. CONTINUITY OF GOVERNMENT

Line of Succession - Public Works.

- A. Public Works Department:
 - 1. Director of Public Works.
 - 2. City Administrator
 - 3. City Water Director
- B. Emergency operations for the City of Washington will be conducted from the EOC. If the EOC becomes inoperable or unusable, an alternate EOC would be utilized (see Annex A, Direction and Control).

VII. ADMINISTRATION AND LOGISTICS

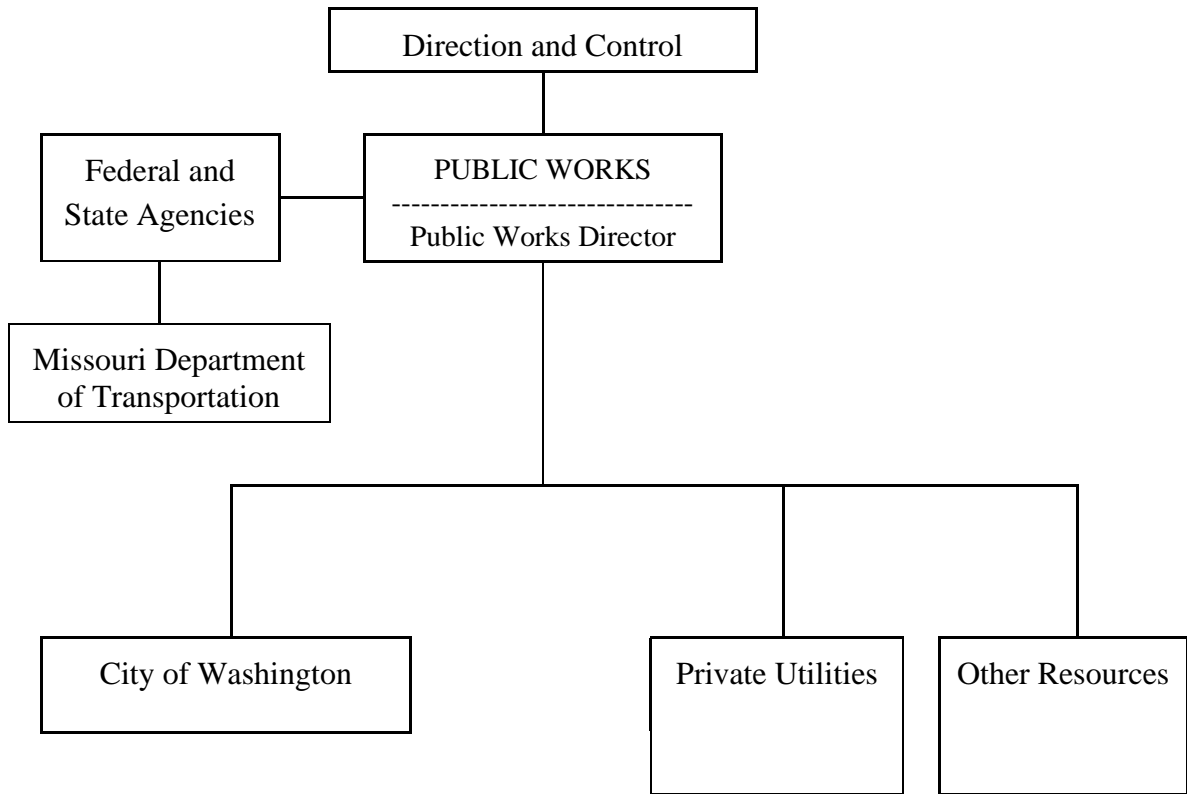
- A. Overall administration of public works emergency response will be by normal day-to-day procedures. Any deviation from normal procedures must have approval of the chief elected official (i.e., hiring outside contractors, emergency supply purchases, etc.). City purchasing procedures will be followed as appropriate. Emergency purchasing procedures are identified in Appendix 3 to Annex G (Resource and Supply).
- B. Public works services will provide limited logistical support for emergency power, fuel, etc., for response personnel during emergency operations. The Resource and Supply Section (Annex G) will assist with supply matters.

APPENDICES

1. Appendix 1. Public Works Functional Diagram
2. Appendix 2. Public Works Department Resources
Attachment A – Street and Sanitation Departments Equipment Lists
Attachment B - Water and Waste Water Departments Equipment Lists
3. Appendix 3. Parks and Recreation Department Resources
Attachment A – Parks and Recreation Department Equipment Lists
4. Appendix 4. Planning & Code Enforcement Resources
5. Appendix 5. Utility Companies Serving the City of Washington
6. Appendix 6. SOG for Emergency Repairs

Appendix 1 To Annex I

PUBLIC WORKS FUNCTIONAL DIAGRAM



City Public Works
Street
Water
Wastewater/Sewer
Engineering
Airport
Parking
Parks and Recreation
Planning & Code
Enforcement

Natural Gas
Electric
Telephone
Sanitation
Public Water
Supply Districts

Contractors
Architects
Engineers

Appendix 2 To Annex I

PUBLIC WORKS DEPARTMENT RESOURCES

The Public Works Department is responsible for providing certain Public Works services within the City limits of Washington. The Public Works Departments maintain internal call-up lists of their personnel. The following is a call up list for Public Works Departments:

Director of Public Works
The City of Washington Engineer
(636) 390-1015.

Responsible for Engineering design, surveying, construction inspection, project management, geographic information system, maintenance of maps and plans, development plan review, utility coordination, and traffic studies.

Street Division
The City of Washington Street
Superintendent, (636) 390-1030

Water Department
The City of Washington Public Works
Director, (636) 390 1031

Wastewater Utility Division
The City of Washington Public Works
Director, (636) 390-1030.

Airport
The City of Washington Regional Airport
Director, (636) 433-5454.

Parking
The City of Washington Police Department provides parking enforcement in the downtown area, (636) 390-1055 or (636) 390-1050.

NOTE: There is no central location for Public Works equipment. Each Department keeps their own equipment located at their facilities. The majority of the equipment is located at: The Public Works Department Building, 4 Chambers Drive. A detailed equipment inventory is kept on file at each department, and City Hall. (See Attachment A, to Appendix 3 this Annex)

Attachment A To Appendix 2 To Annex I

STREET AND SANITATION DEPARTMENTS EQUIPMENT LISTS

Refer to Public Works Assets list for current inventory

Attachment B To Appendix 2 To Annex I

WATER AND WASTE WATER DEPARTMENTS EQUIPMENT LISTS

Refer to Public Works Assets list for current inventory

Appendix 3 To Annex I

PARKS AND RECREATION DEPARTMENT RESOURCES

The Parks and Recreation Department is responsible for maintaining parks and recreation facilities/services for the City of Washington.

Identify Park Facilities/Services:

- A. The City of Washington has fifteen (15) Park Facilities, which are listed below:
1. Bernie E. Hillermann Park, located at Grand Avenue and South Lakeshore Drive.(95.6 acres)
 2. Lakeview Park, located at Grand Avenue, (41 acres)
 3. Lafayette Plaza Park, located at Second and Lafayette Streets, (0.10 acres)
 4. Krog Memorial Park, located at Hwy 47 and East Fifth Streets, (2.4 acres)
 5. Riverview Park, located at Riverview Drive and Terry Lane, (7 acres)
 6. Optimist Park, located at East 9th Street and Southbend Drive, (6 acres)
 7. James W. Rennick Riverfront Park, located at Elbert Drive and Lafayette Street, (3 acres)
 8. McLaughlin Park, located at Fulton and East Fifth Streets, (3 acres)
 9. Busch Creek Disc Golf at Burger Park, located at Hwy 100 East and International Avenue, (30.47 acres)
 10. Washington City Park, located at Second and High Streets, (13.9 acres)
 11. Miller-Post Nature Reserve
 12. East and West Rotary Riverfront Trails
 13. Eckelkamp Park
 14. Railroad Heritage Park
 15. South Point Bark Park
 16. Phoenix Park
 17. Lion's Lake
 18. Angel of Hope Memorial Garden

For a listing of Park Department Equipment (See Attachment A, to Appendix 3 for this Annex)

Attachment A To Appendix 3 To Annex I

PARKS DEPARTMENT EQUIPMENT LISTS

Refer to Parks Assets list for current inventory

The City of Washington's Fuel is stored at the following locations:

	Public Works Building 4 Chamber Drive	10,000gal 10,000gal	Unleaded On-Road Diesel
	Washington Airport 3 miles North of Washington off of State Hwy 47	6,000gal 6,000gal	Aviation Fuel Jet-A Fuel

2. Communications - All public works vehicles are radio equipped. The 911 Center provides after hours paging services for the following city departments:

Street Department/Water Department/Wastewater Department/and Residential Sanitation Department.

3. Each Public Works Department maintains their own internal call-up lists of personnel.

Appendix 4 To Annex I

PLANNING & CODE ENFORCEMENT RESOURCES

PLANNING & CODE ENFORCEMENT (BUILDING REGULATION)

1. Animal Rescue – City of Washington Police Department Animal Control Officer.
2. Planning – City of Washington Planner, (includes Floodplain) information on file in City Hall.
3. Debris Removal – City of Washington Public Works Department.

Appendix 5 To Annex I

THE CITY OF WASHINGTON PUBLIC WORKS DEPARTMENTS

A. Municipal Public Works:

The City of Washington has its own Water, Wastewater, Sewer, Street, and Residential Sanitation Departments, (636) 390-1030.

PRIVATE UTILITY COMPANIES SERVING THE CITY OF WASHINGTON

B. Electric

The Local Electric Company for the City of Washington is, Ameren Electric, Emergency number 1(800)681-7911 or 1(800)552-7583.

C. Natural Gas:

The local Natural Gas Company for the City of Washington is Spire Energy, 1(800) 887-4173.

D. Telephone:

The local Telephone Company is ATT, Emergency number, 1(800)288-2020

The local long distance carriers include: AT&T, Emergency number (800)555-8111 or (800)526-2000.

MCI, Emergency number (800) 368-6911

Sprint Emergency number (800) 531-4646

E. Commercial Sanitation (Trash Hauling):

The City of Washington contracts residential waste pickup and recycling pickup with:
Waste Connections
(636) 321-2100

wasteconnections@wasteconnections.com

(Note: Commercial Sanitation is picked up by the Following private sanitation services.):

Republic Service
636.947.5959

Waste Management
1(800) 989-2783

Solid Waste Solutions
(636) 629 2400

Waste Connections
636.321.2100

CWI of Missouri
1(800) 844-3151

Appendix 6 To Annex I

SOG FOR EMERGENCY REPAIRS

- A. The public works organization in each community will have its own specialized priorities for emergency repairs. Part B below consists of general guidelines for such repairs following a disaster.
- B. Guidelines:
 - 1. Clear debris and make repairs to streets and bridges that are impending rescue crews and equipment (lifesaving).
 - 2. Restore services to critical and essential facilities (EOC, nursing homes, hospital, temporary shelters, etc.).
 - 3. Repair streets and bridges which have isolated people.
 - 4. Restore services to schools and businesses.
 - 5. Make any necessary repairs to expedite recovery.
- C. THESE ARE JUST GENERAL GUIDELINES. EACH DISASTER WILL HAVE A DIFFERENT SET OF CIRCUMSTANCES SO EACH PROBLEM MUST BE CONSIDERED ON A CASE-BY-CASE BASIS AND PRIORITIES ESTABLISHED AT THAT TIME.

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ANNEX J

EVACUATION

ESF 13

I. PURPOSE:

This annex will outline evacuation operations for the City of Washington, which would be applicable to small, localized situations, as well as a large-scale evacuation.

II SITUATION AND ASSUMPTIONS

A. Situation:

1. The City of Washington is vulnerable to flooding, dam failure, and hazardous materials incidents, all of which could require and evacuation. (Flood plain maps for the city are kept on file at the City Hall.)
2. The City of Washington has identified facilities, which store, use, or produce hazardous materials. This listing is kept on file with the local fire department.
3. The hospital, nursing homes, schools, and other facilities will require special planning considerations if an evacuation is ordered. (See Appendix 2 to this Annex for a listing of special facilities.)

B. Assumptions:

1. In almost every emergency situation requiring an evacuation, a number of people will evacuate on their own volition.
2. Most of the persons in the affected area will receive and follow the evacuation instructions. However, a certain portion of the population will not get the information, will not understand it, or purposely not follow directions.
3. Panic by evacuees will not be a problem as long as adequate information is furnished by the city.
4. Evacuation will be primarily by family groups using privately-owned vehicles, while persons without automobiles will be provided transportation.
5. Short and long term planning should be accomplished in order to provide for identification of safe, secure, and reliable evacuation routes that could possibly be utilized.

6. 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

NOTE: The time frames for performing these actions are listed in parentheses.

- A. The ultimate responsibility for ordering an evacuation, except for hazardous materials incidents, rests with the City of Washington; hence, it should only be implemented by the Mayor or his /her designated successor. (PREPAREDNESS and RESPONSE)
- B. The duration of the evacuation will be determined by the Mayor based on technical information furnished by federal, state, and local agencies. (PREPAREDNESS and RESPONSE)
- C. Certain day-to-day city activities will be curtailed during evacuation operations. The degree to which this is necessary will depend upon the amount of city resources, which have been committed to the emergency. (PREPAREDNESS, RESPONSE, and RECOVERY)
- D. Transportation will be provided for patients/residents of institutions requiring special care or attention (i.e., hospital, nursing homes, schools, etc.). Appendix 2 to this Annex lists these facilities in the City of Washington. Also, transportation will be provided for other residents with mobility impairments and who do not reside in the above facilities. (PREPAREDNESS and RESPONSE)
- E. During the evacuation, staging areas and pickup points will be identified to provide transportation for those persons without any means of transportation (see Appendix 3 to this Annex). (PREPAREDNESS and RESPONSE)
- F. If necessary, relocate personnel, supplies, and equipment to a reception area. Make provisions for transporting essential personnel to and from the risk area. (PREPAREDNESS, RESPONSE, and RECOVERY)
- G. Rest areas should be established along the movement routes if necessary so that evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities. (PREPAREDNESS and RESPONSE)
- H. Private organizations such as service stations, fuel distributors, and bus companies will facilitate evacuation operations. (PREPAREDNESS and RESPONSE)
- I. Reentry into the evacuated area will begin after the area has been declared safe by City, County, state, and/or federal officials. (RECOVERY)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The diagram for the evacuation function is located in Appendix 1 of this Annex.
- B. The Mayor of the City of Washington is ultimately responsible for ordering an evacuation.
- C. The Evacuation Function for the City of Washington will be the joint responsibility of the Police Chief and the Fire Chief.
- D. Evacuation operations will be controlled from the EOC when it has been activated, or on-scene in a limited evacuation. The Evacuation function includes:
 - 1. Designating primary and alternate evacuation routes and indicating these routes on a map.
 - 2. Estimating traffic capacities for the evacuation routes and the amount of time for completing the evacuation.
 - 3. Estimating the number of people requiring transportation from the evacuation area and identifying the means to transport them.
 - 4. Identifying potential problem areas along the evacuation routes (i.e., narrow bridges, weight restrictions, etc.)
- E. The Public Information Officer will coordinate with the City Police and Fire Chief and release evacuation information to the public.
- F. The Resource and Supply Section will be responsible for obtaining transportation to be used in the evacuation.
- G. The Public Works Director will be responsible for assisting in the traffic movement by constructing barricades and removing debris from the roadways.
- H. The Police Chief will be responsible for providing security in the evacuated area, as well as for vehicle security in the reception area (if this is within the City of Washington).
- I. The Police and Fire Chiefs and the Emergency Management Director will coordinate the opening and closing of shelters.

V. DIRECTION AND CONTROL

- A. All evacuation operations will be coordinated through the EOC when activated.
- B. Should the order be given to evacuate the entire City of Washington, evacuation operations will be controlled from a nearby, safe locations.

VI. CONTINUITY OF GOVERNMENT

A. Lines of succession:

1. The lines of succession for the Evacuation Function for the City of Washington will be as follows:
 - a. Police Department
 - 1) Police Chief
 - 2) Police Captain
 - 2) Police Lieutenants/Day or Night Watch Commanders
 - b. Fire Department
 - 1) Fire Chief
 - 2) Assistant Fire Chief
 - 3) Deputy Fire Chiefs

VII. ADMINISTRATION AND LOGISTICS:

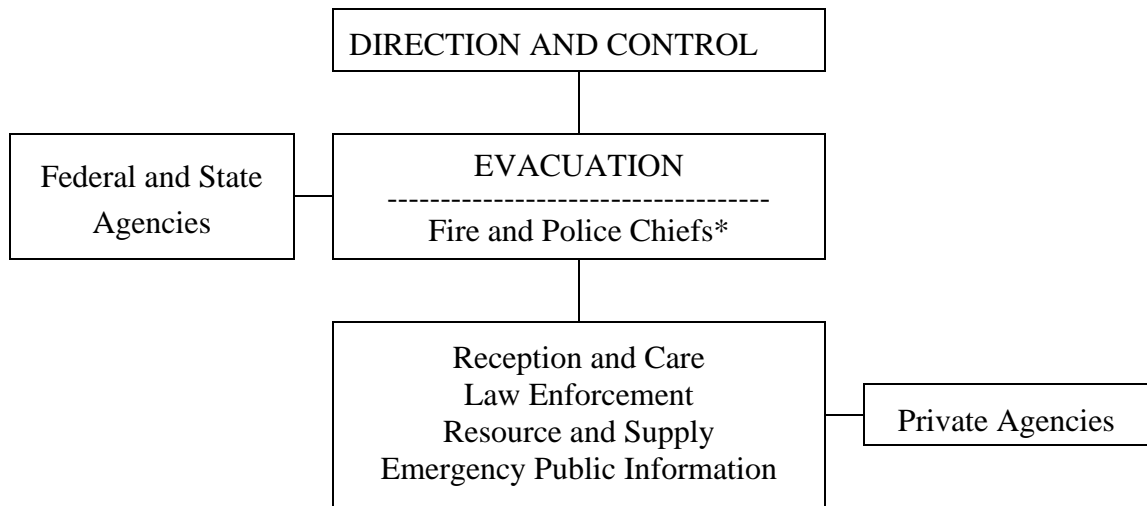
- A. The City of Washington is responsible for the procurement of its own essential supplies needed for evacuation operations, through normal procurement channels. The Finance Director will provide support (see Annex G for further information including emergency purchasing procedures).
- B. All city-owned transportation will be utilized to evacuate people and relocate essential resources. Formal arrangements for outside resources should be made (i.e., church buses, school buses).

APPENDICES

1. Appendix 1. Evacuation Functional Diagram
2. Appendix 2. Special Facilities
3. Appendix 3. Staging Areas
4. Appendix 4. Hazardous Materials Incident Evacuation
4. Appendix 5. Flood Evacuation
6. Appendix 6. Record of Evacuation

Appendix 1 To Annex J

EVACUATION FUNCTIONAL DIAGRAM



* joint responsibility

Support from private agencies such as the Red Cross, churches, public schools, etc., will enhance evacuation operations (i.e., assisting with sheltering, providing transportation, etc.).

Appendix 2 To Annex J

FACILITIES REQUIRING SPECIAL CONSIDERATION IF EVACUATED

HOSPITALS: (1)

Mercy Hospital-Washington	Main Phone line	(636) 239-8000
200 Madison Avenue	Emergency line	(636) 239-8011

NURSING HOMES/RESIDENTIAL CARE FACILITIES: (4)

	<u>Tele. No.</u>	<u>Beds</u>
Cedarcrest Manor (Currently Closed) 324 W. 5 th St. Washington, MO 63090 Paula Hanson, Administrator	[636] 239-7848	184
Grandview Health Care 201 Grand Ave Washington, MO 63090 Dana Bailey, Administrator	[636] 239-9190 FAX [636] 239-5168	102
Southpointe Assisted Living 2525 E. 5 th St. Washington, MO 63090	[636] 239-0670	21 rooms
The Arbors at Southpointe 2517 E. 5 th St. Washington, MO 63090	[636] 239-2331	14 rooms
Victorian Place Assisted Living 2800 Rabbit Trail Dr.	(636)-390-9500	
Arbors at Victorian Place 2701 Rabbit Trail Dr.	(636)-266.4210	
Homestead at Hickory View 1481 Marbach Dr.	(636)-266-4038	
Oak Pointe of Washington 650 High St.	(636)-221-5837	
Aspen Valley Senior Homes 1888 East Ninth Street	(636) 283-0820	

Bristol Manor
100 West Twelfth Street

(636) 390-0050

DaVita Dialysis
1112 Washington Square

(636)-390-8233

SCHOOLS: (9)

CITY OF WASHINGTON PUBLIC SCHOOL DISTRICT:

Superintendent Dr. Jennifer Kephart

220 Locust St. [636] 239-2727

P.O. Box 357 FAX: [636]-239-3315

Washington, MO 63090

	<u>Enrollment</u>
Senior High School [636] 239-4717	1,392

Principal:

600 Blue Jay Drive

Washington, MO 63090

Middle School [636] 239-4783	643
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Co-Principals:

401 E. 14th

Washington, MO 63090

Campbellton Elementary School [636] 239-3969	152
----------------------------------------------	-----

Principal:

3693 Hwy 185

New Haven, MO 63068

Clearview Elementary School [636] 583-2288	360
--------------------------------------------	-----

Principal:

1581 Clearview Road

Union, MO 63084

Labadie Elementary School [636] 742-2175	164
------------------------------------------	-----

Principal:

2749 Highway T

Labadie, MO 63055

South Point Elementary School [636] 239-7801	452
----------------------------------------------	-----

Principal:

2300 Southbend Drive

Washington, MO 63090

Marthasville Elementary School

800 East Main

Marthasville, MO

Augusta Elementary School

5541 Locust St.

Augusta, MO

Washington West Elementary School Principal: 1570 W. 5 th St. Washington, MO 63090	[636] 390-9150	<u>Enrollment</u> 311
-----------------------------------------------------------------------------------------------------------	----------------	--------------------------

Four Rivers Area Vocational Technical School Director: 1978 Image Drive Washington, MO 63090	[636] 239-7777	550
----------------------------------------------------------------------------------------------------------	----------------	-----

CITY OF WASHINGTON PRIVATE SCHOOLS: (5)

Immanuel Lutheran Church & Christian Day School 214 W. 5 th St. Washington, MO 63090	[636] 239-1636	<u>Enrollment</u> 184
----------------------------------------------------------------------------------------------------------	----------------	--------------------------

Our Lady of Lourdes School 950 Madison Washington, MO 63090	[636] 239-5292	306
-------------------------------------------------------------------	----------------	-----

St. Francis Borgia Grade School 225 Cedar Street Washington, MO 63090	[636] 239-2590	436
-----------------------------------------------------------------------------	----------------	-----

St. Francis Borgia Regional High School 1000 Borgia Drive Washington, MO 63090	[636] 239-7871	592
-----------------------------------------------------------------------------------------	----------------	-----

St. Gertrude School 6520 State Road YY Washington, MO 63090	[636] 239-7871	315 including preschool
-------------------------------------------------------------------	----------------	-------------------------

Individuals with Disabilities Facilities: (2)
(These are all day programs)

Empac, Inc. 1600 West Main Washington, MO 63090	[636] 239-2744	<u>Enrollment</u> 62
Harmony House 416 Market Washington, MO 63090 Crider Center of Franklin County (No students, adults only with mental health issues, Day time hours 8:00 a.m. to 4:00 p.m.)	[636] 239-2778	

MASS SHELTERS: (0)

Appendix 3 to Annex J

STAGING AREAS

- A. Staging areas are locations, which may be used in the event an evacuation has been ordered which would require evacuees to relocate to a safe area, possibly outside the City of Washington. Those evacuees who do not have transportation would go to these staging areas where transportation will be provided to move them to a designated safe area.
- B. Also, these staging areas can be used as pick-up and drop-off points for resources and supplies into the City of Washington.
- C. Senior Center
- D. The Washington Senior High School is centrally located at 600 Blue Jay Drive and is easily accessible, as a collection point for the City of Washington residents. This site would be available to the City, but there is no prior agreement between the facility and the City of Washington, at this time.

Appendix 4 To Annex J

HAZARDOUS MATERIALS INCIDENT EVACUATION

I. PURPOSE:

To provide for the orderly and coordinated evacuation of those people who are exposed to hazardous materials accidents and those people who may be endangered by fixed site hazardous materials accidents.

II. SITUATION AND ASSUMPTIONS

A. Situation:

The City of Washington is exposed daily to hazardous materials, which are transported across its highways, the Union Pacific Railroad, the Missouri River and also from the storage of the materials in more permanent containers. See Basic Plan for additional information.

B. Assumptions:

1. One out of ten motor vehicles is engaged in the transport of hazardous materials.
2. Hazardous materials incidents may occur without any other emergencies being involved, such as a structural failure in a container or a leaking valve.
3. Such incidents could pose a significant threat to the health and safety of response personnel, as well as others in the immediate area.

III. 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. Alert other departments. Other city governmental units, such as fire, water, sewer, and street departments should be informed of the situation. Also, notify the MO Department of Natural Resources, Environmental Protection Agency (EPA), as required, and CHEMTREC, if necessary.
3. Dispatch a hazardous materials unit as assistance requested.

- B. If evacuation is required and an order is made to evacuate:
1. Designate the area to be evacuated. 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. Activate an emergency shelter plan, if necessary. Many evacuees will stay with friends or neighbors for short periods of time; if duration is longer, the residents within the City of Washington would relocate and make ready areas for long-term occupancy.
 4. Notify affected persons. All persons within the affected area of the City of Washington must be contacted. This is best accomplished on a door-to-door basis, loud speakers, or city government-manned telephones, depending on the situation. Records should be kept of location of visits, times and dates, and results of attempted visits. (See Appendix 6 to this Annex.)
 5. Return of affected persons. Once the area is declared safe, a public information program should so 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 City of Washington would warn of other related hazards, so persons would be alert to changes in their environment.

Appendix 5 To Annex J

FLOOD EVACUATION

I. PURPOSE:

To provide for the orderly and coordinated evacuation of people from those areas, which are vulnerable to flash flooding, slow-developing flooding, and levee failure.

II. SITUATION AND ASSUMPTIONS

A. Situation:

1. The City of Washington is vulnerable to a wide range of atmospheric conditions that produce weather which is variable and subject to rapid change.
2. The City of Washington parallels the right bank of the Missouri River near river mile 67.5.

B. Assumptions:

1. The City of Washington is 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. The City of Washington will 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:

1. 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.

- a. 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 of the City of Washington should be alert and prepared for the possibility of a flood emergency, which may require immediate action.

- b. 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 of the City of Washington should move to safe ground immediately.

B. Notify Public:

It is the joint responsibility of the National Weather Service and/or the City to issue a warning via radio, television, 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 City of Washington flood hazard maps for street description and to 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.
- C. Establish shelter/relief services for victims. It must be decided 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 Red Cross, Salvation Army and other relief agencies.
- D. Notify 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, loud speakers on patrol cars, or city government-manned telephones. A method to record location of visits, times, dates, and results of attempted visits should be devised. (See Appendix 6 to this Annex.)
- E. Return of flood victims to the City of Washington. Once the flood waters recede, a public information program should so 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 the city, such as debris removal. Also, the City would warn of other related hazards so persons would be alert to changes in their environment.

RECORD OF EVACUATION

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ANNEX K

SHELTER IN-PLACE

ESF 6

I. PURPOSE:

The purpose of this annex is to enhance the ability of the City of Washington to protect their 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. In-place shelter will be used in a situation requiring protection for residents of the City of Washington, from the effects of a hazardous materials incident, earthquake, or a tornado when evacuation is not an appropriate action.
2. In some disaster situations, such as earthquakes and tornadoes, the City of Washington has a very limited role in providing protection to its residents. In cases such as these, proper warning and immediate sheltering instructions are essential.
3. Potential shelters have been identified in Annex L for public use in an emergency/disaster situation.

B. Assumptions:

1. Most homes have at least a one-week supply of food available.
2. Shelters will have an adequate amount of food available.
3. Persons will arrive at shelters with their pets, animals, or other items.

III. CONCEPT OF OPERATIONS

NOTE: The time frames for performing these activities are listed in parentheses.

- A. Distribution of in-place shelter information to all residents of the City of Washington should be done prior to an emergency or disaster. (See Appendix 2 to this Annex.) (MITIGATION)

- B. When possible, the In-Place Shelter Function will operate from the EOC. The decision to evacuate or shelter in-place will be made by the Mayor or his/her designated successor. (If residents of the City of Washington are advised to evacuate from their homes, etc., they will need to seek shelter. Annex L discusses reception and care operations, while Annex J details evacuation operations.) (PREPAREDNESS and RESPONSE)
- C. If applicable to the situation, 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. (PREPAREDNESS and RESPONSE)
- 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 of the City of Washington will be encouraged to have a radio or television available to receive this information while in protective shelter. (PREPAREDNESS and RESPONSE)
- E. Should in-place shelter be required for an extended period of time, arrangements will be made to deliver residents of the City of Washington any essential medications, foods, etc., which they may need. (RESPONSE and RECOVERY)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The in-place shelter functional diagram is located in Appendix 1 to this Annex.
- B. The Mayor, or his/her designated successor will make the decision to shelter in-place. However, in hazardous materials situations, the Incident Commander will make this decision.
- C. The City of Washington Emergency Management Director will coordinate In-Place Shelter Activities.
- D. The EMD and the PIO are responsible for ensuring the residents of the City of Washington receive timely and accurate in-place shelter information.

V. DIRECTION AND CONTROL

- A. All in-place shelter operations will be controlled from the EOC, when possible.
- B. If lines of communication between the EOC and the City of Washington shelters are not functioning, the shelter managers have control of their shelter until this contact can be reestablished.

VI. CONTINUITY OF GOVERNMENT:

The line of succession for the In-Place Shelter Function is through the City of Washington Emergency Management Director (see Section VI of the Basic Plan).

VII. ADMINISTRATION AND LOGISTICS:

The status of the City of Washington shelters should be updated regularly by Emergency Management Director.

APPENDICES

1. All-Hazard In-Place Shelter Guidance

Appendix 1 To Annex K

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 situation 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. Pets and animals also need to be considered.

TORNADO

If a tornado WARNING is issued and time does not permit residents to travel to public shelters, the best protection during a tornado is to quickly go to the lowest level in the building. 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.

EARTHQUAKE

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 B 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 HEAVY PIECE OF FURNITURE. STAY AWAY FROM GLASS AND WINDOWS.

IF YOU ARE OUTSIDE, GET AWAY 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 airflow into these buildings 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 AND THICK TAPE.

SEAL GAPS AROUND AIR CONDITIONING UNITS, BATHROOM AND KITCHEN EXHAUST FANS, STOVE AND GRILL VENTS, AND DRYER VENTS WITH TAPE AND PLASTIC SHEETING.

CLOSE ALL FIRE PLACE DAMPERS.

CLOSE AS MANY INTERNAL DOORS AS POSSIBLE.

IF AUTHORITIES WARN OF EXPLOSION, CLOSE ALL DRAPERIES, CURTAINS, AND SHADES; STAY AWAY FROM WINDOWS.

BUILDING SUPERINTENDENTS SHOULD SET ALL VENTILATION SYSTEMS AT 100% RECIRCULATING 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 Disaster Preparedness" (H-34 September 2002), published by the Federal Emergency Management Agency. For information on hazardous incidents caused by Terrorism. (See Annex N Terrorism).

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ANNEX L

RECEPTION AND CARE

ESF 6

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.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Localized temporary evacuation within the City of Washington 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, etc.
2. Facilities are available in Franklin County and its municipalities to temporarily shelter and feed those persons evacuated or displaced by an emergency or disaster. (See Appendix 2 to this Annex).
- a. Outside assistance is available from both private and governmental sources.

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.

III. CONCEPT OF OPERATIONS

A. General

1. Local government has the responsibility for providing reception and care services.
2. Reception and Care operations will be directed and controlled by the Franklin County Humane Society. 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 other County and/or City departments/agencies 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, handlers for pets/service animals, etc.
4. The role of local government will be to:
 - a. Monitor Reception and Care operations and provide coordination.
 - b. Assist in locating and opening shelters.
 - c. Assist in locating animal shelters – preferably in close proximity to mass care shelters.
 - d. Identify shelters and resources that will support access and functional needs support services.
 - e. Resource assistance.
5. The Emergency Management Director will assist the Reception and Care Coordinator in:
 - a. Emergency mass feeding operations.
 - b. Assigning and managing 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 Reception and Care SOGs that establish registration procedures, develop necessary registration forms, etc.
- c. Identify facilities appropriate for mass feeding.
- d. Identify populations in need of access and functional needs support services and begin preparedness activities that address their needs.
- 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, eating utensils, 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.).

2. Preparedness

- a. Analyze pending emergency and alert appropriate Reception and Care personnel and/or groups and organizations.
- b. Establish contact with shelter owners/operators to determine the availability of identified shelters.

- c. 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.
- g. Identify facilities within commuting distance of the hazardous area for essential workers and their families if appropriate.
- 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 Direction and Control and the PIO for release to the news media.
- c. Register evacuees, assign shelters, and maintain listing of shelter population.
- d. Urge residents to share homes with evacuees (if applicable).
- e. Conduct feeding operations (this could be just assisting private agencies).
- f. Provide for rescue, care, shelter and essential needs of household pets/service animals owned by disaster victims. Provide these services prior to, during and following a disaster.

- g. Monitor sheltering operations to ensure an even distribution of victims to all shelters.
- h. Provide an information service for victims needing additional services (i.e., locating and reuniting them with their families/relatives).
- i. Compile records for use in Damage Assessment and recovery (i.e., statements of charges for supplies, damage to shelter, problems encountered with victims, etc.).
- j. Maintain contact and coordination with the EOC.

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.
- 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 1 to this annex.

B. Assignment of Responsibilities

- 1. Overall responsibility for reception and care operations rests with local government. The Franklin County Humane Society has been assigned joint responsibility for Reception and Care operations in the City of Washington.
- 2. The Reception and Care coordinator is responsible for seeing that

necessary plans and procedures are developed 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 Resource and Supply section.
4. Medical care and public health measures in the shelters will be provided by the Health and Medical section.
5. Communications will be provided by the Franklin County Sheriff's Department and the various police departments in the county.
6. Clerical support for compiling data will be provided by the City of Washington Emergency Management Office.
7. MOVOAD, the Humane Society of Missouri and the Missouri Veterinary Medical Association will assist with providing for animal needs outlined in this Annex.
 - a. The MO Humane Society will coordinate rescue, care and shelter for household pets and service animals owned by disaster victims.
 - b. The MO Veterinary Medical Association will assist with communication and coordination of private sector veterinarians.

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 primary 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 at that time.
- C. All requests for outside assistance will be made by the 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.

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

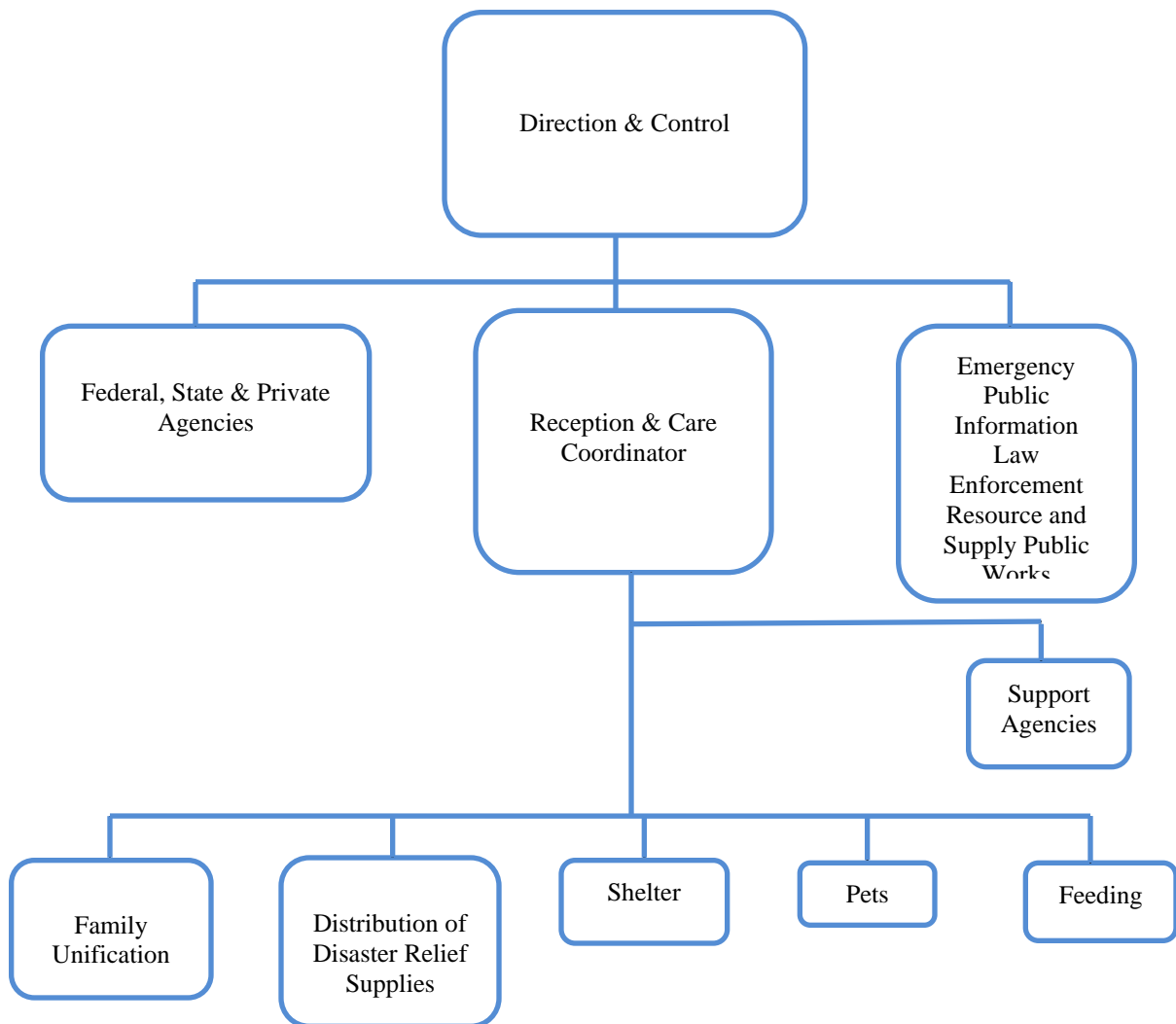
- A. Completed annually by the Reception and Care Coordinators in cooperation with the City of Washington Emergency Management Director.

Appendices

1. Reception and Care Organizational Chart
2. Reception and Care Facilities & Resources
3. Sample Shelter Registration Form
4. Pets in Disaster Standard Operating Guide

Appendix 5 to Annex L

RECEPTION AND CARE ORGANIZATIONAL CHART



Reception and care operations will depend largely upon the cooperation of shelter owners and various church, civic, and volunteer organizations

Appendix 6 to Annex L

RECEPTION AND CARE FACILITIES & 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 the City of Washington.

FACILITIES:

1. Immanuel Lutheran School
2. Living Bread Church
3. St. Francis Borgia Grade and High Schools
4. Veterans of Foreign Wars
5. Washington Elementary & Middle Schools
6. Peace Lutheran Church

RESOURCES:

American Red Cross		816-931-8400
http://www.redcross.org	FAX	816-531-7306

Salvation Army		816-471-4337
http://www.salvationarmy.usa.org	Pager	816-840-2404

Missouri Voluntary Organizations Active in Disasters (MOVOAD)
SEMA Statewide Volunteer Coordinator.....573-526-9132

ADD MORE FOR YOUR JURISDICTION – AS APPLICABLE i.e.

Humane Society of Missouri	http://www.hsm.org
Missouri Veterinary Medical Association	http://www.mvma.us
American Veterinary Medical Association	http://www.avma.org
University of Missouri Extension	http://outreach.missouri.edu

Appendix 7 to Annex L

**SAMPLE
SHELTER REGISTRATION FORM**

FAMILY NAME _____					
HOME ADDRESS _____					
FIRST NAMES	AGE	SEX	OCCUPATION	OTHER SKILLS	ACCESS AND FUNCTIONAL NEEDS
1. Head of family					
2.Others					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
ASSIGNED SHELTER _____					

Appendix 8 to Annex L

PETS IN DISASTER STANDARD OPERATING GUIDE OF THE HUMANE SOCIETY OF MISSOURI

1. Coordinate shelter facilities using available facilities, confinement areas or develop temporary shelter areas in cooperation with local jurisdictions based on Humane Society of Missouri (HSM) standard operating guideline.
2. Coordinate the animal medical service needed for animal shelter and confinement areas based on HSM's standard operating guideline.
3. Coordinate disposition of unclaimed animals and shelter overflow based on HSM standard operating guideline.
4. Coordinate efforts to rescue and capture animals including relocation before the disaster.
5. Coordinate with local agencies to establish a system to register identification data in an effort to reunite animals with their owners based on HSM's standard operating guideline.
6. Track animal rescue and capture activities based on HSM's tracking system and information provided by local jurisdictions.
7. Track activities of animal shelter and confinement facilities based on HSM's tracking system and information provided by local jurisdictions.
8. Coordinate volunteer services for animal rescue, shelter and health care based on HSM's standard operating guideline.
9. Coordinate storage and distribution of animal food, water and medical supplies with the EOC.
10. Coordinate the consolidation or closing of animal shelters or confinement areas, personnel and supplies as the need diminishes.
11. Coordinate with Donations/Volunteer Management to provide water, food, shelter and other physical needs to animals; and store and distribute animal food and medical supplies to the requesting jurisdiction.

ANNEX M

HEALTH AND MEDICAL

ESF 8

I. PURPOSE:

This annex was developed to establish an organization and procedures to provide needed health and medical services following a disaster of any type. Note: For additional information on Health and Medical, please refer to the New County Health and Medical Plan.

II. SITUATION AND ASSUMPTIONS

A. Situation:

1. There is One (1) hospital in the City of Washington- Mercy. The hospital has developed an emergency plan, in accordance with state and federal regulations, which is exercised regularly.
2. Public Health for the City of Washington is the responsibility of the Franklin County Health Department, Director, located in Union, MO. The Department serves the public health needs of all residents of Franklin County, including the residents of the City of Washington.

3. Ambulance service for City of Washington is provided by:

Washington Area Ambulance District
Chris Clifton, Chief
515 Washington Ave.
Washington, MO 63090
[636] 239-6354
FAX: [636] 239-1406
3 Life support vehicles & crews

Washington Ambulance District Equipment Capabilities

1-Mass casualty trailer-response unit
1-First response support vehicle
1-special events EMS cart

4. The City Fire Department responds to all E-911 calls within the City of Washington's limits. The department is staffed with a limited number of trained EMTs and is equipped with defibrillator equipment.

5. Mental health services can be obtained from area hospitals or local counseling services.

B. Assumptions:

1. A major disaster will create medical problems beyond the normal day-to-day capabilities of the medical system. It could include major communicable disease outbreaks such as influenza.
2. Outside assistance is available and will respond when needed.

III. **CONCEPT OF OPERATIONS**

NOTE: The time frames for performing these actions are listed in parentheses.

A. General:

1. The Franklin County Health Department Director will conduct operations from the EOC. (PREPAREDNESS, RESPONSE, and RECOVERY)
2. Each health and medical service maintains its own internal personnel call-up lists. (MITIGATION)
3. The local fire departments can provide decontamination services (through the use of a qualified haz-mat team) for victims of hazardous materials incidents. Decontamination should be performed at the scene before the victim or victims are transported to the hospital. (RESPONSE)
4. Should St. Johns Mercy Hospital or Health Center become overburdened or rendered inoperable, hospitals in the surrounding areas will be utilized. (PREPAREDNESS and RESPONSE)
5. Requests for outside medical assistance need not go through the EOC, unless it is to the state or federal government. However, all requests should be reported to the EOC immediately after they are made. (PREPAREDNESS, RESPONSE, and RECOVERY)
6. Emergency medical care centers will be established when necessary for essential workers and disaster victims in an evacuated area. (PREPAREDNESS, RESPONSE, and RECOVERY)
7. The patient population in the nursing homes will be evacuated should an evacuation be required. (See Appendix 2 to Annex J for a list of these facilities.) Those patients, which, cannot be evacuated, will continue to receive care in their facility with a minimal staff remaining. (PREPAREDNESS and RESPONSE)

8. Crisis augmentation of health and medical personnel will be performed when needed. (PREPAREDNESS, RESPONSE, and RECOVERY)
9. Patients injured in the disaster will be provided first aid and tracked from the disaster site on. (RESPONSE and RECOVERY)

B. Actions to be Taken by Operating Time Frames

1. Mitigation:
 - a. For hazardous materials situations, see the City of Washington's hazardous materials plan.
 - b. Develop and conduct programs on public health practices.
 - c. If requested, assist with hospital emergency plans and participate in regular disaster drills.
 - d. Emergency Mortuary Plans are coordinated with the Missouri Funeral Directors Association, and the Franklin County Medical Examiner/Investigator, and the Emergency Management Director.
 - e. For a list of local veterinarians to care for the displaced animals in disasters (See Appendix 2 of this Annex). The only pets allowed within the Public Shelters, will be service animals only, i.e. guide-dogs, etc. Victims may attempt to bring their household pets in the Public Shelter with them. This will not be allowed.
 - f. Locate and contact storage places of public health supplies and report findings to the Emergency Management Director.
 - g. Participate in the exercises of the City of Washington's Emergency Operations Plan.
 - h. Maintain a current internal personnel notification/recall roster for each health/medical organization.
 - i. Identify facilities that could be expanded into emergency treatment centers.
 - j. Call list is activated automatically for Level II or above.
2. Preparedness:
 - a. Analyze pending situations for potential health problems and report findings to the Franklin County Health Department Director.

- b. Alert Franklin County health department personnel, begin locating supplies and equipment, and check for availability.
 - c. Keep Emergency Management Director informed on changing status.
 - d. Assist other healthcare facilities as needed in reducing patient population in the hospitals, nursing homes, etc., if evacuation becomes necessary.
3. Response:
- a. Respond on a priority basis established by the EOC. Activate all necessary personnel.
 - b. Triage where needed.
 - c. Initiate public health measures in reception centers, public shelters, and at the disaster site.
 - d. Activate Emergency Mortuary Plan, if needed.
 - e. Set up emergency clinics, if needed.
 - f. Provide public information to the City of Washington Public Information Officer (PIO) for dissemination to the public.
 - g. Report to the EOC regularly on the medical situation.
 - h. Assist as needed in the emergency distribution of food and water in setting up emergency sanitation facilities (Environmental health specialist).
 - i. Maintain operational level until the medical situation has lessened.
 - j. Assist in estimating the total population exposed to the disaster.
4. Recovery:
- a. Continue to survey the community for public health problems.
 - b. Provide list of injured and deceased to the EOC.
 - c. Assist the patient care, if necessary.
 - d. Perform tasks as needed until situation is returned to normal.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The health and medical functional diagram is located in Appendix 1 to this Annex.
- B. The Health and Medical Function for the City of Washington will be the responsibility of the Franklin County Health Department. The Health Department Director is responsible for the following:
 - 1. Obtain the necessary protective respiratory devices, clothing, equipment, and antidotes for personnel responding to a hazardous materials incident.
 - 2. Assist in maintaining radiation dose records and ensure that dose records are read at appropriate intervals when personnel are responding to a radiological incident.
 - 3. Assist in the establishment of decontamination procedures for victims, response personnel, and equipment.
 - 4. Protect health and medical records, when possible.
 - 5. Negotiate, coordinate, and prepare mutual aid agreements.
 - 6. Support cleanup and recovery operations, as necessary.
 - 7. Train personnel in emergency operations procedures.
 - 8. Provide health and medical services in shelters, including the distribution of antidotes, vaccines, etc.
 - 9. Identify existing medical facilities that could be expanded into emergency treatment centers for disaster victims.
 - 10. Identify sources of supply to augment expanded medical needs.
 - 11. Maintain and update recall rosters for all health and medical services.
 - 12. Coordinate health and medical activities with state and federal teams, if deployed.
 - 13. Develop a triage coding system for disaster victims.
- C. The ambulance service will be responsible for first responder medical care, as well as patient transport.
- D. Mercy Hospital-Washington and other area hospitals will provide patient care.
- E. The Franklin County Health Department is responsible for public health, including the inoculation of individuals to prevent the threat of disease, water purification, and insect control.

- F. The Franklin County Medical Examiner/Investigator will be responsible for the expansion of mortuary services in a mass casualty incident.
- G. The Missouri Department of Mental Health and Pathways Community Behavioral Health/Family Mental Health Center can provide crisis counseling for emergency workers and disaster victims.
- H. Local veterinary clinics may assist with health and medical services, assisting with front-line triage if necessary. (See Appendix 2 this Annex).

V. DIRECTION AND CONTROL

- A. First Responders, EMT and/or hospitals will have someone available to assist in the EOC.
- B. The EOC will not interfere with the internal operations of the health and medical services but will monitor dispatches and provide support as needed.
- C. Decisions to evacuate the nursing homes will be made by the institution's staff and will be coordinated from the EOC.

VI. CONTINUITY OF GOVERNMENT

- A. Lines of Succession - Franklin County Health Department
 - 1. Franklin County Health Department Director
 - 2. Nursing Supervisor
 - 3. Environmental Supervisor
- B. See Basic Plan for additional information

VII. ADMINISTRATION AND LOGISTICS

- A. Statistics of various types will be very important during a disaster. Basic demographic information will need to be collected including ages, sex, and ethnicity. Some of those, which should be kept and reported to the EOC, include:
 - 1. Deaths
 - 2. Injuries
 - 3. Inoculations given

4. Blood supply
 5. Incidence of disease
 6. Hospital census
- B. Records of hours worked and supplies used must be reported to the EOC for use in determining the total cost of the disaster.
- C. Supply requisitions will be made through normal channels as much as possible but will be made through the EOC when necessary.

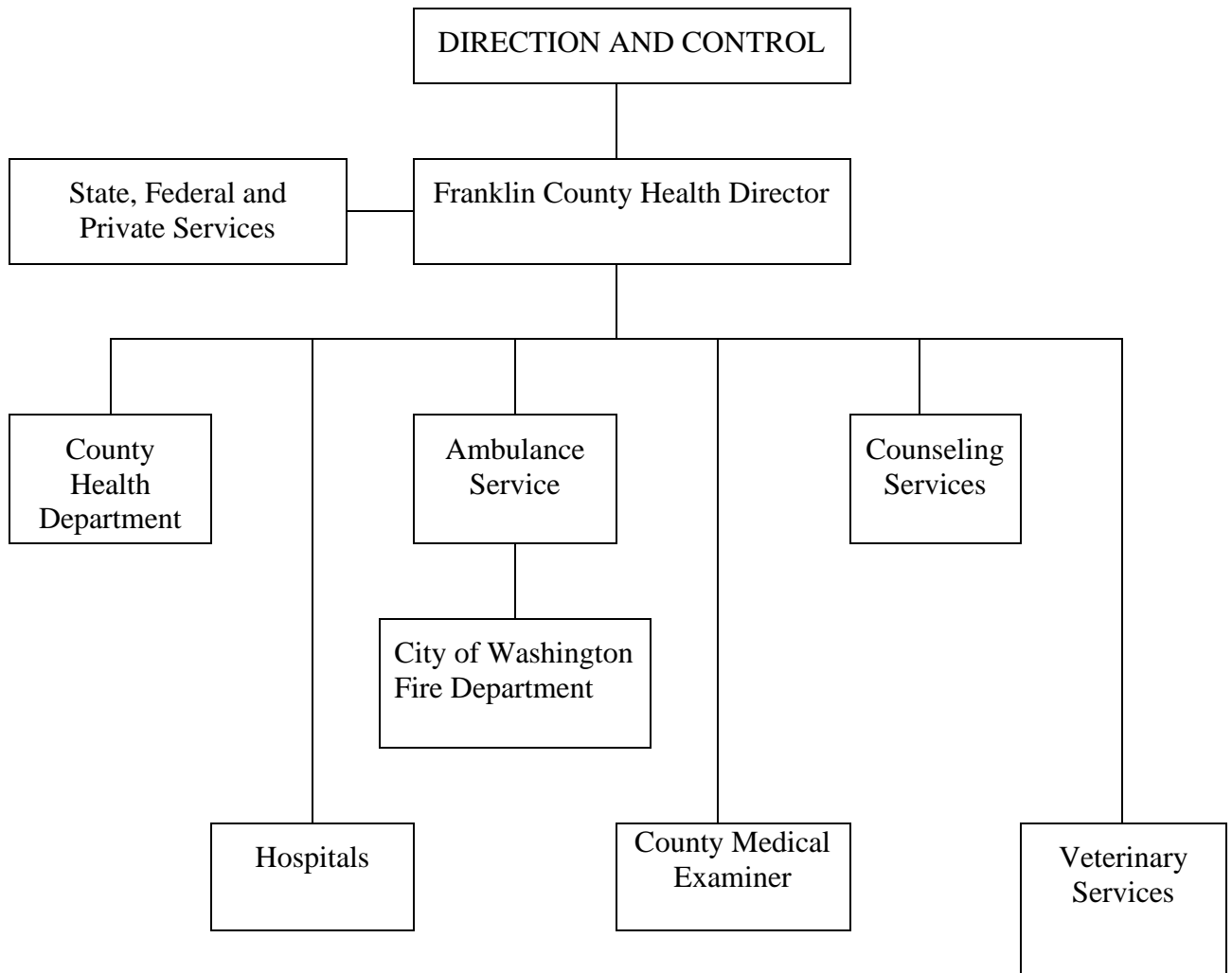
This plan should be reviewed annually and updated as necessary.

APPENDICES

1. Appendix 1. Health and Medical Functional Diagram
2. Appendix 2. Health and Medical Capabilities
3. Appendix 3. Public Health Responsibilities for Local Emergencies
4. Appendix 4. Franklin County Mortuary Plan
5. Appendix 5. Local Public Health Emergency Plan Executive Summary

Appendix 1 to Annex M

HEALTH AND MEDICAL FUNCTIONAL DIAGRAM



Appendix 2 To Annex M

HEALTH AND MEDICAL CAPABILITIES

Hospital:

Mercy Hospital- Washington [636] 239-8000
200 Madison FAX [636] 569-6730
Washington, MO 63090
Level III Trauma Center

Area Hospitals:

Hermann Area Hospital [573] 486-2191
Hermann, MO 65041
(No State Trauma Center designation) # 3974
(46 beds)

Sullivan Missouri Baptist Hospital [573] 468-4186
FAX [573] 468-1130

751 Sappington Bridge
Sullivan, MO 63080
(81) beds, 3 licensed ambulances
(NO State Trauma designation)

Clinics:

OUT-PATIENT CENTER

Washington Surgery Center (636)-239-9122
16 Chamber Drive
Washington, MO 63090

Ambulance Services:

Washington Ambulance District	[636] 239-6354
515 Washington	FAX [636] 239-1406
Washington, MO 63090	3 Life support vehicles & crews
	1-Mass casualty trailer-response unit
	1-First response support vehicle
	1-special events EMS cart
	5-nextel phones

Public Health:

Franklin County Health Services	[636] 583-7300
414 East Main Street	FAX: [636] 583-7305
Union, MO 63084	[636] 583-0574 (P)

(636)-583-7309
Hours: M-F 8:00 am to 4:30 pm

Counseling/Mental Health Services:

COUNSELING OF SURVIVORS:

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

County Medical Examiner/Investigator:

MORGUE SITE:

1. A list of possible morgue sites will be maintained for use in the event of a disaster.
2. Once a morgue site has been selected the medical examiner investigators and the MFDA Disaster Response Team coordinator will organize its operations and assign personnel to some or all the following jobs:

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

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

Mortuary Services:

Nieburg-Vitt, Miller Funeral Home [636] 239-6707
1206 Jefferson St.
Washington, MO 63090

Oltmann Funeral Home (636)-239-9600
508 East 14th St.
Washington, MO

Veterinarians:

Animal Hospital of Washington (636) 239-2745
211 West 5th Street
Washington, MO 63090

Franklin County Animal Medical Center (636)-390-9280
921 West 14th Street
Washington, MO 63090

Washington Veterinary Clinic (636) 239-5445
5585 Highway 100
Washington, MO 63090

Animal Care Clinic of Washington
1750 East 5th Street
Washington, MO 63090

(636) 239-7370

Dorothy Brinker, DVM
7431 Highway 100
Washington, MO 63090

(636)-239-3927

Kansteiner John R DVM
8069 Highway 100
Washington, MO 63090

(636) 239-5006

Krakow Veterinary Clinic
3033 Highway A, #101
Washington, MO 63090

(636)-390-8387

Appendix 3 To Annex M

PUBLIC HEALTH RESPONSIBILITIES **FOR LOCAL EMERGENCIES**

- A. The Franklin County Health Department Director, and the Franklin County Medical Examiner/Investigator, also the City of Washington Emergency Management Director. The Health Department Director has primary responsibility for any emergency that occurs in Franklin County, coordinating activities between the various disciplines that are needed for mitigation.
- B. The Nursing Supervisor shall direct all necessary public health activities. These include assigning staff to assist with health care if shelters need to be opened. Public health nurses will assist in locating pharmacies, which can provide medications that clients need but may have left at home. They will provide first aid as needed, and work with the American Red Cross and Division of Family Services to provide a safe shelter for citizens.
- C. Immunizations shall be provided for the community as needed. The hospital emergency rooms could be asked to assist if the community experiences a large outbreak of a magnitude the local health department staff cannot handle without assistance. Vaccine will be provided, if possible, from the Missouri Department of Health and the Franklin County Health Department. The appropriate paper work will be filled out for acceptability.
- D. The Environmental Health Specialist shall inspect food service operations that need to be set up to serve the population for displaced citizens. Code and Enforcement from the City of Washington will be asked to assist as needed.
- E. The Environmental Health Specialist shall work all truck wrecks that involve food. He/She shall also be involved with hazardous waste disasters and/or spills.
- F. The Nursing Supervisor will assist the Director in identifying nurses to help Red Cross, should other nurses be needed to assist in processing displaced persons.
- G. Data collection of citizens will be done with the use of standardized forms to track the number of citizens involved, the number and type of injuries, and outcomes, i.e., hospitalizations, treatments, number of deaths, etc.
- H. Communicate with the Missouri Department of Health on the severity of the incident, the need to request additional assistance from MoDOH and/or CDC.
- I. Call for further assistance, if needed, from other local public health departments in Missouri. Establish mutual aid agreements for public health emergencies.
- J. Record keeping of the disaster and public health activities shall occur, to be submitted to the Director of the Health Department for cost analysis.
- K. Call-up list of personnel shall be updated yearly.

Appendix 4 to Annex M

COUNTY MORTUARY PLAN

I. CONCEPT OF OPERATIONS:

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

II. COMMUNICATION PROCEDURES:

- A. Upon the event of a disaster of any nature which has caused multiple deaths, the following persons should be notified immediately, preferably in the order shown below but not limited to this order of priority:
 - 1. Franklin County Medical Examiner
 - 2. Franklin County Emergency Management Director
 - 3. Franklin County Health Department Director
- B. One of the above persons will immediately contact:

Executive Director of the Missouri Funeral Directors Association, (573)-635-1661.
- C. The Disaster Coordinator will notify the Missouri State Funeral Directors Association and will, from time to time, as conditions permit, issue briefings to the MFDA office with regard to additional supplies and progress with the mission.

III. AUTHORIZATION FOR ADMISSION OF DISASTER WORKERS INTO DISASTER SITE:

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

IV. RECOVERY OPERATIONS GUIDELINES:

- A. None of the dead shall be moved or touched by workers until the Medical Examiner has given approval.
- B. The Medical Examiner and MFDA Disaster Response Team Coordinator will coordinate operations.
- C. The Medical Examiner and Mortuary Disaster Response Team Coordinator will make a survey and assessment of the situation. They will note the approximate number of dead, equipment and personnel needed.
- D. Once workers have reported to the scene, a briefing will be held, assignments will be given, and workers will be divided into teams if necessary.
- E. Photos or a sketch will be made of the disaster site, and if desired, the scene will be divided into sections with the recovery teams assigned to particular sections.
- F. Suitable stakes or markings will be placed at the location of each body, and numbers will be assigned to each body.
- G. Bodies will be tagged and records kept noting the location in which the body was found. (This tag numbering system will be developed by the Franklin County Medical Examiner/Investigator.)
- H. Personal effects of the dead will be tagged and data recorded noting location found.
- I. When necessary, bodies will be placed in a body pouch and a tag with corresponding numbers will be placed on the pouch.
- J. Valuables such as wallets, attached jewelry, etc., will not be removed at the disaster site. These will remain on the body.
- K. Bodies will be removed from the immediate disaster site via litter or stretcher into the evacuation area.
- L. The major support group for this recovery task will be members of the MFDA Disaster Response Team.

V. BODY EVACUATION OPERATIONAL GUIDELINES:

- A. The Medical Examiner/Investigator and the MFDA Disaster Response Team Coordinator will coordinate evacuation operations.
- B. The Medical Examiner/Investigator and Mortuary Disaster Response Team Coordinator will make a survey and assessment of the situation. They will note the approximate number of dead, type of terrain, necessary personnel, and equipment needed.

- C. Before operations begin, a briefing will be held, assignments given, and teams formed if desired.
- D. Bodies will be covered when transported.
- E. All vehicles used for transport will be covered, except when not possible.
- F. Vehicles should travel the same route from disaster site to morgue site. This route will be established in coordination with local traffic control agencies.
- G. Vehicles should travel at a moderate pace and in convoy style.
- H. Records will be kept noting vehicle ID and body tag number, as well as driver ID.
- I. Evacuation teams will take care not to overload the morgue site with incoming bodies.
- J. The major support group for this task will be the MFDA Disaster Response Team.

VI. MORGUE SITE:

- A. A list of possible morgue sites will be maintained for use in the event of a disaster.
- B. Once a morgue site has been selected, the Medical Examiner/Investigator and the MFDA Disaster Response Team Coordinator will organize its operations and assign personnel to some or all of the following job titles:

(Uniformed Guards, information clerks, counselors, interviewers, telephone communicators, admissions clerk, general supervisor, ID personnel, orderlies, personal effects custodian, embalming supervisor, embalmers, secretaries, inventory clerk, distribution clerk, etc.)
- C. The morgue site will be used for storage, identification, sanitation, and preservation if desired, as well as serve as the distribution point for release of the dead to their next of kin or agent.
- E. Refrigeration units will be utilized as necessary.
- F. Bodies admitted to the morgue will be logged and necessary information gathered and recorded about each body.
- G. Personal effects will be recorded and placed in a secure area.
- H. Should embalming be necessary, the Coroner will rely on the MFDA Disaster Response Team to organize the operations, equipment, supplies, and personnel needed.

- I. An area will be designated for the press.
- J. Counselors, such as members of the clergy, will be present in waiting areas to assist persons visiting the morgue.

VII. IDENTIFICATION OF THE DEAD:

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

VIII. NOTIFICATION OF NEXT OF KIN:

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

IX. COUNSELING OF SURVIVORS:

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

X. DISTRIBUTION OF THE DEAD:

- A. Once the body has been positively identified, the next of kin will be contacted with this confirmation. At this point the Medical Examiner or MFDA Disaster Response Team personnel will coordinate the release of the body to the next of kin or their agent. All efforts will be made to cooperate with the receiving agent or family. However, the nature and scope of the disaster may require policies that may appear unfair or delayed. These policies may be necessary for the smooth flow of operations at the morgue site. All policies will be made or approved by the Medical Examiner/Investigator before being implemented.
- B. In situations where there are UNIDENTIFIED dead, the Medical Examiner/Investigator will make the decision about their disposition. Mass burial may be necessary, and location of burial sites will be determined at the time. It is suggested, however, that cremation not be utilized as later identification and exhumation may be practical and necessary. Records will be kept of burial locations, and body tag number will be interred with the body to make later efforts of identification easier.

XI. TERMINATION PROCEDURES:

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

XII. MORTUARY RESOURCES:

Resource lists pertaining to mortuary services will be compiled by the medical examiner investigators. This information will be furnished to the Franklin County Emergency Management director who will incorporate it into the county resource file.

A. Missouri Disaster Mortuary Operational Response Team (DMORT)

Resources requested through Missouri State Emergency Management Agency (SEMA)
(573)-751-2748

Appendix 5 To Annex M

LOCAL PUBLIC HEALTH EMERGENCY PLAN **EXECUTIVE SUMMARY**

- A. The Local Public Health Emergency Plan (LPHEP) outlines the actions to be taken by the Local Public Health Agency (LPHA), in conjunction with local government officials and cooperating private and volunteer organizations. A local public health emergency can best be described as an event, which threatens the safety and well being of a number of people in an area, i.e. bio-terrorism incident, anthrax, smallpox, pandemic influenza, etc. To work towards a safer environment the plan has been developed to:
1. Reduce the vulnerability of citizens to any disasters that creates a local public health emergency.
 2. Establish capabilities for protecting citizens from the effects of a local public health emergency.
 3. Respond effectively to the actual occurrence of disasters, and;
 4. Provide for recovery in the aftermath of any local public health emergency.
- B. The Franklin County LPHEP is a multi-hazard, functional plan that has three components:
1. A Basic Plan that serves as an overview of the LPHAs approach to a local public health emergency.
 2. Annexes that address specific activities critical to emergency response and recovery.
 3. Appendices which support each annex and contain technical information, details and methods for use in emergency operations.
- C. In the Basic Plan you will find the Primary & support Responsibilities for the local health department as well as a Hazard Analysis for quick references. Some of the Annexes & Appendices not normally found in an Emergency Plan are: Homeland Security Advisory System, DHSS Activities Corresponding to the Homeland Security Threat Levels, Personnel Specialized in Bio-terrorism Training, Mass Patient Care, Mass Fatality Management, Nuclear & Chemical Incident, Food & Water Borne Outbreaks and a major enclosure concerning the Smallpox Response Plan.

The importance of understanding the contents of the plan cannot be underestimated. All individuals who may have any involvement with the plan must be briefed and understand their roles in its implementation. Staff members of the LHPA will be responsible for maintenance, training, updating and developing exercises to improve the plan.

The entire LPHEP can be found in the LPHA or with the County Emergency Management Director.

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ANNEX N
TERRORISM

ESF 13

I. PURPOSE

The purpose of this annex is to establish a unified approach for emergency response agencies in the county to respond to and recover from a threat or act of terrorism. Also, establish a terrorism response system that prescribes responsibilities and actions required to respond to and recover from a terrorist event.

II. SITUATION AND ASSUMPTIONS

A. Situation

- 1. The county has assets that could be targets for terrorist activities. These include, but are not limited to:**
 - a. Federal, state, county and municipal government facilities and structures
 - b. Chemical Facilities
 - c. Medical facilities
 - d. Religious facilities
 - e. Businesses and manufacturing centers
 - f. Airports, railroads, highways and navigable rivers
 - g. Pipelines; power plants; public utilities; landmarks; and large public gatherings
 - h. Agriculture
- 2. Terrorism takes many forms: bombings, arson, infrastructure attacks (on water, electric, gas, or telecommunications systems), mass shootings, cyberspace failure or disruption, transportation attacks (hijacking, bombing, sabotage etc.), and common law torts.**
 - a. Weapons of Mass Destruction (WMD). Any weapon designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon designed to release radiation or radioactivity at a level dangerous to human life (18 USC 2332a).

- b. **Chemical Agent.** A chemical substance intended to kill, seriously injure, or incapacitate people through physiological effects. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (including munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. A chemical agent attack might release a chemical warfare agent (such as a nerve or blister agent) or an industrial chemical that may have serious consequences. Whether an infectious agent or a hazardous chemical causes an outbreak may not be obvious early in an investigation; however, most chemical attacks are localized, and their effects become evident within a few minutes. Different chemical agents can be persistent or non-persistent. Persistent agents remain in the affected area for hours, days, or weeks. Non-persistent agents may have high evaporation rates, be lighter than air, or disperse rapidly; therefore the ability to cause casualties is significantly reduced over a relatively short period of time (although they may persist longer in small unventilated areas).
- c. **Biological Agents.** Living organisms or materials derived from them that cause disease; harm humans, animals, or plants; or deteriorate materials. Recognition of a biological hazard can occur by: identifying it as a credible threat; discovering bio-terrorism evidence (devices, agents, clandestine labs); diagnosing a disease caused by an agent identified as a possible bio-terrorism agent; or gathering and interpreting public health surveillance data. People exposed to a pathogen such as anthrax or smallpox may not know they have been exposed, and those infected or subsequently infected may not feel sick for some time. Infectious diseases typically progress with a delay between exposure and onset of illness -the incubation period. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, direct patient care providers and the public health community are likely to first detect a biological attack on civilians (See annex M and/or the LPHA ERP). Terrorists also could use biological agents to affect agricultural commodities (agri-terrorism). These agents include wheat rust or viruses that could devastate the local or even national economy.
- d. **Radiological/Nuclear.** High-energy particles or gamma rays emitted by an atom undergoing radioactive decay. Emitted particles can be charged alpha or beta particles, or neutral neutrons, or gamma rays. The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. Also, involvement of radioactive materials in an explosion may or may not be obvious; depending on what explosive device was used. The presence of a radiation hazard is difficult to ascertain unless the responders have the proper detection equipment and the training to use it. Most of the many detection devices available are designed to detect specific types and levels of radiation -they are not appropriate for measuring or ruling out the presence of all possible radiological hazards. Terrorists may use the following delivery methods:
 - 1) An improvised nuclear device (IED) is any explosive device designed to cause a nuclear yield. Either uranium or plutonium isotopes can fuel these devices,

- depending on the trigger. While “weapons-grade” material increases the efficiency a device, materials of less than weapons grade can still be used.
- 2) A radiological dispersal device (RDD) is any explosive device that spreads radioactive material when detonated. A RDD includes an improvised explosive device that could be used by placing it in close proximity to radioactive material. A RDD also includes devices identified as “dirty bombs”.
 - 3) A simple RDD spreads radiological material non-explosively (for example, medical isotopes or waste).
- e. Explosives. Conventional explosive devices or improvised bombs used to cause massive local destruction or to disperse chemical, biological, or radiological agents. Improvised explosive devices are categorized as explosive or incendiary -using high or low filler explosive materials to explode and/or cause fires. Bombs and firebombs are inexpensive and easily constructed. They are not technologically sophisticated. Of all weapons, these are the easiest to obtain and use. The components are readily available, as are detailed instructions for constructing these devices. They are the likeliest terrorist weapons.
 - f. Cyber Terrorism. “Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation’s critical infrastructures ... in order to intimidate or coerce a government or civilian population ... in furtherance of political or social objectives.”
- 3. There exist resources statewide that are capable of response to incidents resulting from terrorist activity. These resources include, but are not limited to, hazardous materials response teams with enhanced capabilities for response to incidents involving nuclear or radiological materials, and biological and chemical agents.**

Such resources are mobilized and deployed by the Division of Fire Safety through Statewide Fire Mutual Aid at the request of the affected local jurisdiction in support of response and recovery operations.

Requests for Fire Mutual Aid assistance should be directed to the Regional or Statewide Mutual Aid Coordinator.

B. Assumptions

1. The county recognizes the responsibility for public health and safety, and the need of a plan to set forth guidelines to deal with terrorism, and the need to exercise the procedures, policies, and guidelines set forth in this Annex.
2. Proper implementation of this Annex can reduce the effects a Terrorist attack and limit related exposure to the public.
3. No single agency at the Local, State, or Federal level possesses the authority and/or the expertise to act unilaterally on the many difficult issues that may arise in response to a threat or act of terrorism, particularly if WMD is involved.
4. Should a terrorist incident be identified, the county could be acting alone pending mobilization and deployment of other local, State and Federal assets.

5. An act of terrorism involving WMD in the county could immediately overwhelm the local response capabilities.
6. Counter terrorism efforts including intelligence gathering and appropriate response training may reduce some incident potential, but incidents can occur with little or no warning.
7. If appropriate personal protective equipment (PPE) is not readily available, entry into the contaminated area (hot zone) may be delayed until the arrival of trained and equipped emergency response personnel. Responders must also be aware of secondary devices targeting first responders.

III. CONCEPT OF OPERATIONS

A. Primary Objectives in Response to a Terrorist Act:

1. Protect the lives and safety of the citizens and first responders.
2. Isolate, contain, and/or limit the spread of any cyber-attack, nuclear, biological, chemical, incendiary, or explosive device.
3. Identify the type of agent or devices used.
4. Identify and establish control zones for suspected agent used.
5. Identify appropriate decontamination procedure and/or treatment.
6. Ensure that responders have appropriate equipment and personal protective equipment (PPE).
7. Notify emergency personnel, including medical facilities of the danger and anticipated casualties.
8. Notify appropriate state and Federal agencies.
9. Provide accurate and timely public information.
10. Preserve as much evidence as possible to aid investigations.
11. Protect critical infrastructure.

B. Operational Time Frames

1. Mitigation
 - a. Develop a method for processing information.
 - b. Analyze potential threats, targets, and potential hazards for the jurisdiction. Disseminate on a need to know basis when appropriate.

- c. Identify facilities, agencies, personnel, and resources necessary to support a terrorist incident response.
- d. Whenever possible, training exercises conducted by local jurisdictions should include terrorism (WMD) and the utilization of mutual aid resources.
- e. Review and become familiar with the SEOP.

2. Preparedness: The county will take the appropriate security measures. See Appendix 1 of this Annex for the National Terrorism Advisory System threat guidelines.

- a. Develop and review Plans and SOG's for response to a terrorist incident. Open and prepare the EOC for possible full activation.
- b. Advise key personnel of the potential risk.
- c. Make recommendation as to a possible course of action.
- d. Maintain increased readiness status until the situation escalates or the decision to discontinue operations is given. Train personnel and maintain inventory of equipment and supplies.

3. Response

- a. Any individual who receives notification of a terrorist incident or who is responsible for making notifications must assure that every effort is made to contact primary and support personnel as identified in the Basic Plan and to immediately notify SEMA.
- b. Once a terrorism incident is suspected, local law enforcement will report and request assistance from the state using existing operating guidelines and/or procedures.
- c. Each Emergency Response agency shall send a representative to the EOC and may be required to provide a representative to the on-scene Unified Command.
- d. Local government departments will provide assistance to the EOC as dictated by the current situation.
- e. Designated local jurisdiction Public Information Officer (PIO) will coordinate all public information releases. (See Annex C)

4. Recovery

- a. Determine the extent of damages, prepare a damage assessment report and request assistance.

- b. Test, check, and exercise equipment to identify its serviceability.
- c. Restore essential public services to critical facilities.
- d. Inventory and replace supplies as necessary.
- e. Restore all public service to the general population.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

A response organization for a terrorism incident will be under the Direction and Control of the Presiding Commissioner. The coordinated response will be conducted from the EOC. The primary responders for terrorism are normally local law enforcement, fire, and County Health and Medical personnel. All other departments are considered to be support. Each jurisdiction should prepare an SOG and functional check list for response to a terrorism incident as defined in the Basic Plan (P&S Chart). In addition, an up-to-date list of emergency response personnel will be maintained and available. The following provides a breakdown by functional areas:

B. Assignment of Responsibilities

1. EOC Function: (See Basic Plan and appropriate Annex's for additional Information.)
 - a. The Federal Government is responsible to determine the Nations threat level. See Appendix 1 to this Annex for the National Terrorism Advisory System alert levels. However, it is up to the local jurisdiction to determine their appropriate threat level based upon their current situation.
 - b. If notification of a terrorist incident is received, the Emergency Management Director/Coordinator will immediately contact the chief elected official and primary and support agencies as identified in the Primary & Support Responsibility Charts.
 - c. If notification of an incident is received by other than the Emergency Management Office, the individual receiving the notification will contact the Emergency Management Office and/or the chief elected official immediately.
 - d. The Emergency Management Office is responsible to contact the SEMA Duty Officer and inform them of their current situation and threat. Other local departments will follow their respective SOG's for notifications.
 - e. Activate the EOC at either the primary or alternate location. The EOC serves as the clearinghouse for local jurisdictions to collect, discuss, and

disseminate information in regard to a particular event occurring within their jurisdiction. The EOC is responsible to maintain contact with appropriate state and federal agencies throughout the incident period.

- f. Review the EOP and determine if pre-designated staging areas, mobilization and reception centers are far enough away from the actual scene so that safety is guaranteed.
- g. If necessary, a Joint Operations Center (JOC) will be established by the Lead Federal Agency (LFA) and will be under the operational control of the Federal On Scene Commander (OSC). The JOC is the focal point and is responsible for coordinating requests from the State. The On Scene Commander may request that a representative from the impacted jurisdiction be assigned to the JOC.

2. Emergency Management:

- a. Direction and Control will originate from the EOC.
- b. Ensure the alternate EOCs are ready in the event that the primary EOC is not available.
- c. The EOC will be staffed in accordance with the Basic Plan.
- d. Coordinate with SEMA and other Federal, State or Local Agency's EOCs as necessary.
- e. Prepare and distribute Situations Reports (SITREPS).
- f. Coordinate response and recovery operations.
- g. Identify and coordinate resource requirements.

3. Local Law Enforcement:

- a. Manage the incident scene. Set-up Incident Management System (IMS) to manage/coordinate with other departments and agencies using the Unified Command System.
- b. Respond to requests for support/assistance from other departments; local, state, and federal.
- c. Provide security, maintain order, prevent unauthorized entry, control and re-route traffic and maintain open access/egress for authorized vehicles into the terrorist incident scene.
- d. Assist in evacuation/in place protection notification of the affected area as requested by the EOC or the on scene incident commander.

- e. Develop and maintain Standard Operating Guides (SOGs) of duties, roles and responsibilities for any terrorism incidents involving Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE).
 - f. Ensure Scene Security and evidence preservation pending arrival of the FBI, and assist the FBI and other investigative authorities in determining responsibility.
 - g. Establish access control into and out of crime scene.
 - h. Provide security for Command Post and EOC.
 - i. Manage crowd control when necessary.
4. Fire Department
- a. Respond to all reports of terrorist incidents to determine the nature and scope of the incident.
 - b. Provide a representative to the EOC and coordinate with county law enforcement and other agencies for support and resource requirements.
 - c. Establish site security areas and hazard exclusion zones in accordance with established procedures and guidelines.
 - d. Determine the nature of the incident.
 - e. Provide information on hazardous material/evaluation and environmental damage assessment.
 - f. Develop and maintain internal guidelines to identify specific roles and responsibilities of fire service personnel in each of the major terrorism incidents involving CBRNE.
 - g. Keep the EOC informed.
5. Health Department
- a. Provide personnel safety information to the EOC.
 - b. Provide an environmental analysis, with help from the Missouri Department of Health and Senior Services and the Centers for Disease Control and Prevention. Coordinate with the County Health Director on all health issues. The County Health Director is responsible to determine the health risk, and recommend epidemiological and toxicological solutions to deal with public health issues involved in a terrorist incident. (See Annex M).
 - c. Monitor response personnel and general public exposure to chemical, biological, and radiological agents.

- d. Monitor and track potential victims.
- e. Provide information regarding exposure and treatment to potential victims and workers.
- f. The County Health and Medical Director or a designated representative will assist the PIO on Health and Medical issues and in broadcasts concerning public and individual health issues.
- g. Keep the EOC informed.

6. Public Works

- a. Respond to emergency requests from the EOC by providing resources, i.e. trucks, earth moving equipment and other needed assets/materials along with operators to reduce hazards, minimizing secondary damage.
- b. Provide barricades to assist in evacuation and/or scene security.
- c. Assist in providing temporary storage of equipment and materials until appropriate locations can be located.
- d. Coordinate with the EOC and the on scene commander to insure the area is safe to enter. Do not enter any area if it has not cleared and declared safe for reentry.

7. Emergency Medical Services

The Chief of Emergency Medical Service (EMS) is primarily responsible for directing the medical response and on scene operation within the impacted area. The EMS is responsible for identifying and anticipating resource requirements and allocates resources accordingly. EMS coordinates mutual aid in conjunction with the County Health Officer.

8. Public Information Office (PIO)

For information on this topic, see Annex C of this plan.

C. All departments, agencies, and individuals support the Direction and Control function as follows:

- 1. Initial response operations are the responsibility of the local jurisdiction. The FBI is the Lead Federal Agency for all terrorist attacks and will establish a JOC for Direction and Control is one if needed. The MSHP has primary responsibility for coordinating the state level response.

2. Local public information operations will be coordinated from the EOC. Note: FEMA/FBI may establish a Joint Information Center (JIC).
3. Response and Recovery operations are the responsibility of the local jurisdiction. When making a formal request to SEMA for assistance, the local jurisdiction must have exhausted its capabilities and resources.

V. CONTINUITY OF GOVERNMENT

Line of Succession for Terrorism

- A. The line of succession for the Presiding Commissioner is through the District Commissioners, in order of their seniority.
- B. All local departments listed above are required to maintain a line of succession of at least three persons. See Basic Plan or appropriate annex for names and/or positions.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. To implement Annex N, an incident must be designated a suspected or actual terrorist threat or incident by the Chief elected official.
2. Procedure for dealing with expenses incurred and liability for actions and injuries outlined in local ordinance, 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 sessions.

B. Logistic

1. On Hand stockpiles of Critical Essential materials and supplies should be inventoried and updated annually to ensure its operational readiness or serviceability.
2. Emergency purchasing authority may be authorized by the chief elected official if a terrorist incident has occurred.
3. The cleanup, removal and disposal of contaminated materials will be handled with the same care that was used during the incident. The MO Department of Natural Resources and the US Environmental Protection Agency may provide assistance in removal, disposal oversight, technical considerations and funding.

Appendices

Appendix 1 – National Terrorism Advisory System

Appendix 1 to Annex N

NATIONAL TERRORISM ADVISORY SYSTEM

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS Alerts

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

Imminent Threat Alert

Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert

Warns of a credible terrorist threat against the United States.

Bulletin

Describes current developments or general trends regarding threats of terrorism.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

Sunset Provision

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a **sunset** provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

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Annex O

Catastrophic Event (Earthquake)

I. PURPOSE

The purpose of this annex is to provide operational concepts unique to catastrophic event planning and response, and assign responsibilities to the City of Washington to meet needs of local jurisdictions following a catastrophic event. It serves as a supplement to the City of Washington Emergency Operations Plan (EOP) and is intended to expand the response and recovery organization for a catastrophic event and most likely an earthquake. Many of the operational concepts could be easily adapted to a large scale man-made or natural hazard.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A catastrophic incident, as defined by the NRP, is any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic incident could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic incidents are Incidents of National Significance. These factors drive the urgency for coordinated national planning to ensure accelerated Federal/national assistance.
2. A major earthquake centered in the New Madrid seismic zone is one of the most catastrophic natural hazards facing the State of Missouri. Based on current information, earthquake experts have identified 47 Missouri Counties and the City of St. Louis as those jurisdictions most likely to be impacted by a Richter magnitude 7.6 or greater earthquake on the Modified Mercalli Scale. Additional information on Missouri's earthquake threat is provided in the City of Washington Hazard Analysis and the State of Missouri Hazard Analysis.
3. The earthquake-planning scenario used to develop this annex is based on the Federal Emergency Management Agency (FEMA) Hazards United States (HAZUS) model-MH Earthquake Event Report, Southeast MO and was used to develop the loss estimation (damage estimates). The primary purpose of HAZUS is to provide a methodology and software application to develop loss estimations. Although no loss estimation will prove completely accurate, it can provide potential damage patterns and conclusions which provide guidelines for emergency response planning.

B. Assumptions

1. The City of Washington has the primary responsibility to prepare for and respond to incidents and disasters. As such, the City of Washington must be prepared to manage initial emergency response and recovery activities for at least the first 96 hours through internal capabilities and/or mutual aid agreements, regardless of the size and scope of the incident. State and federal government will make every effort to provide additional life safety support as quickly as possible; however, state and federal resources may not be available in the early stages of an emergency.
2. Damage to transportation (roads, bridges, rail, air, etc.), communication (phone, cell, emergency 911, public warning sirens, etc.), utility distribution systems (electric, gas, and water, etc.), pipelines, chemical and fuel storage and other infrastructure systems will isolate communities creating virtual islands within the disaster areas. Damaged transportation routes may not be functional for many weeks or months. For at least 96 hours after an earthquake, the City of Washington must be prepared to meet their own emergency needs.
3. A number of people will self-evacuate the damaged area, if possible, while many others will stay for a variety of reasons including protecting property or caring for farm/companion animals. Evacuation, if necessary, shall be conducted in accordance with Annex J, Evacuation, of the City of Washington EOP.
4. Shelters identified for use during other natural disasters may not be available in the impacted area. Temporary sheltering in campers and tents may be determined to be the safest option until buildings and residences are inspected. Prudent and safe actions must be taken into consideration when determining whether to remain in their residence or utilize temporary shelters. Sheltering may take place outside the impacted area.
5. The Governor may suspend some governmental operations in the affected tier and response tier of the state (as required) to direct maximum utilization of available resources in the initial response.
6. The City of Washington 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) (Enter jurisdiction here) will activate their plans and take appropriate actions for a catastrophic event (earthquake) response to include assessment of bridges and roads, communication infrastructure, building damage, immediate assessment of injuries and medical system status. Initial injury and damage assessments will be forwarded to the State Emergency Operations Center.

2. Tiered Response: In order to implement a coordinated response, the state may be divided into three tiers: Affected Tier, Initial Response Tier, and Support Tier. These tiers were established to facilitate the planning process based on a New Madrid earthquake event, but can be applied to any catastrophic event. Tier assignment may change depending upon the event. Refer to Appendix 2 for response tier map.

- a) The Affected Tier consists of jurisdictions that have been identified as the most likely to be impacted by a catastrophic event. For a New Madrid earthquake with a magnitude 6.5 or greater, regions C and E have been identified as the affected tier.
- b) The Initial Response Tier consists of jurisdictions that have been identified as potential sources of immediate response assets into impacted areas. For a New Madrid earthquake with a magnitude 6.5 or greater, regions B, F, I and G have been identified as the initial response tier.
- c) The Support Tier consists of jurisdictions that have been identified as potential sources of support and replenishment of assets (i.e. sheltering, medical surge, and staging areas.) For a New Madrid earthquake with a magnitude 6.5 or greater, regions H, A and D have been identified as the support tier.

3. Direction and Control:

- a) State Unified Command
 - 1) The Missouri State Emergency Operations Center (SEOC) serves as the State's Unified Command.
 - 2) This is the state level command where direction and control will be exercised for the statewide response.

b) State Area 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) The City of Washington must be prepared to manage initial emergency response and recovery activities for at least the first 96 hours through internal capabilities and/or mutual aid agreements.
- 3) The City of Washington will report initial damage assessments, casualty figures and condition of critical infrastructure to the State Unified Command at the State Emergency Operations Center.
- 4) The City of Washington will coordinate with the State Unified Command/SEOC until otherwise directed.

4. Damage Assessment

- a) Damage assessment of the City of Washington will be conducted as outlined in Annex D, Damage Assessment, of the City of Washington emergency operations plan.
- b) The City of Washington will report damage assessment information to the State Emergency Operations Center as soon as possible. Information should be passed using any available means (web based, faxed, phone, radio, etc.).
- c) One of the first priorities of damage assessment for the City of Washington 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 & Warning, of the City of Washington 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 the City of Washington 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) The City of Washington must identify available transportation resources for the movement of personnel and/or equipment.
- b) Identify vehicles that can be used for transportation of special needs population.
- c) These resources are listed in Annex G, Resource and Supply, to the City of Washington 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) The City of Washington will coordinate all of their evacuation operations through the Evacuation Management Team located at the SEOC.

9. Mass Care and Special Needs Population

- a) Refer to Annex L, Reception and Care, of the City of Washington emergency operations plan.
- b) Note: This section of the local plan should address the specific needs of the local jurisdictions associated with mass care, shelters, special needs population, and pets.

B. Phases of Emergency Management

Refer to the general responsibilities in Appendix 2, Attachment B of the City of Washington Basic Plan for agency-specific actions.

1. Mitigation (Prevention)

It is recognized that you cannot prevent a catastrophic event from happening; however, there are measures that can be taken to lessen their effect. Such measures could include:

- a. Adopt seismic resistant design standards, some of which are currently being followed (i.e. bridges built since 1990).
- b. Comply with floodplain management guidelines.
- c. Adopt seismic non-structural design standards such as FEMA guides: “Avoiding Earthquake Damage: A Checklist for Homeowners”; “FEMA 74-Reducing the Risks of Non-Structural Earthquake Damage: A Practical Guide”; “FEMA 232-Homebuilders’ Guide to Earthquake-Resistant Design and Construction”, etc.

2. Preparedness

The preparedness phase occurs prior to and in anticipation of a catastrophic event (earthquake). This phase focuses on promotion of increased public awareness of the potential emergency, preparation of necessary materials and equipment or response to the emergency, and training for emergency response personnel. Typical functions of the preparedness phase include conducting public information programs, maintaining emergency resources inventory lists and conducting exercise and training programs.

- a. Provide training and information to mitigate the effects of a catastrophic event (earthquake).
- b. Train and equip response personnel.
- c. Identify local staging areas and fuel sources.
- d. Identify transportation resources and facilities, to include injured and special needs populations.
- e. Identify large, adequately equipped shelter facilities and transportation resources.
- f. Identify adequate locations that could serve as Points of Distribution (PODS).
- g. Promote personal preparedness i.e. Community Emergency Response Team (CERT).

3. Response

The response phase occurs from the onset of a catastrophic event (earthquake) and lasts until lifeline systems are at least partially restored. During this phase, functions that are critical to saving lives, to protecting people, and meeting basic human needs are performed.

In the event of an earthquake with a 6.5 magnitude or greater all departments/agencies identified in this plan will activate their plans. For other catastrophic events this plan will be activated as determined by the senior elected official.

See Appendix 3 to this 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 (earthquake) and can last for years. During the recovery phase, the federal government provides disaster relief upon Presidential Declaration. Functions during this phase include federal relief under P.L. 93.288, as amended, for public and individual assistance, establishment of Disaster Recovery Centers, establishment of temporary housing facilities, and federal disaster loans and grants. Long-term recovery includes restoration of affected areas to their normal or to a substantially improved state.

- a. Establish liaisons and hold at a minimum, annual meetings of state and local agencies, non-governmental organizations, and volunteer groups that would play significant roles in returning communities to livable conditions.
- b. Focus should key on returning social services, schools, environmental issues and public utilities to normal as quickly as possible.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The organization for a catastrophic event (earthquake) will be based on the City of Washington 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.

1. In accordance with RSMo, Chapter 44, the chief elected official of the City of Washington is ultimately responsible for the coordination of response to a catastrophic event (earthquake).
2. Responsibilities include but are not limited to:
 - a. Activate the EOC. (Once activated, the EOC is the coordinating point for all local response and recovery activities.)
 - b. Serve as the collection point for damage assessment information.
 - c. Coordinate the provision of services, equipment, and supplies to support expedient operations associated with an earthquake disaster; for the approval and acquisition of equipment and supplies not available through normal purchasing channels and ordering time frames following an earthquake.
 - d. Identify sites for Points of Distribution (PODS).
 - e. Identify sites for Emergency Rest Area Stops.

V. DIRECTION AND CONTROL

Direction and control will be consistent with guidance found in 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 City of Washington Local Emergency Operations Plan (LEOP).

VII. ADMINISTRATION AND LOGISTICS

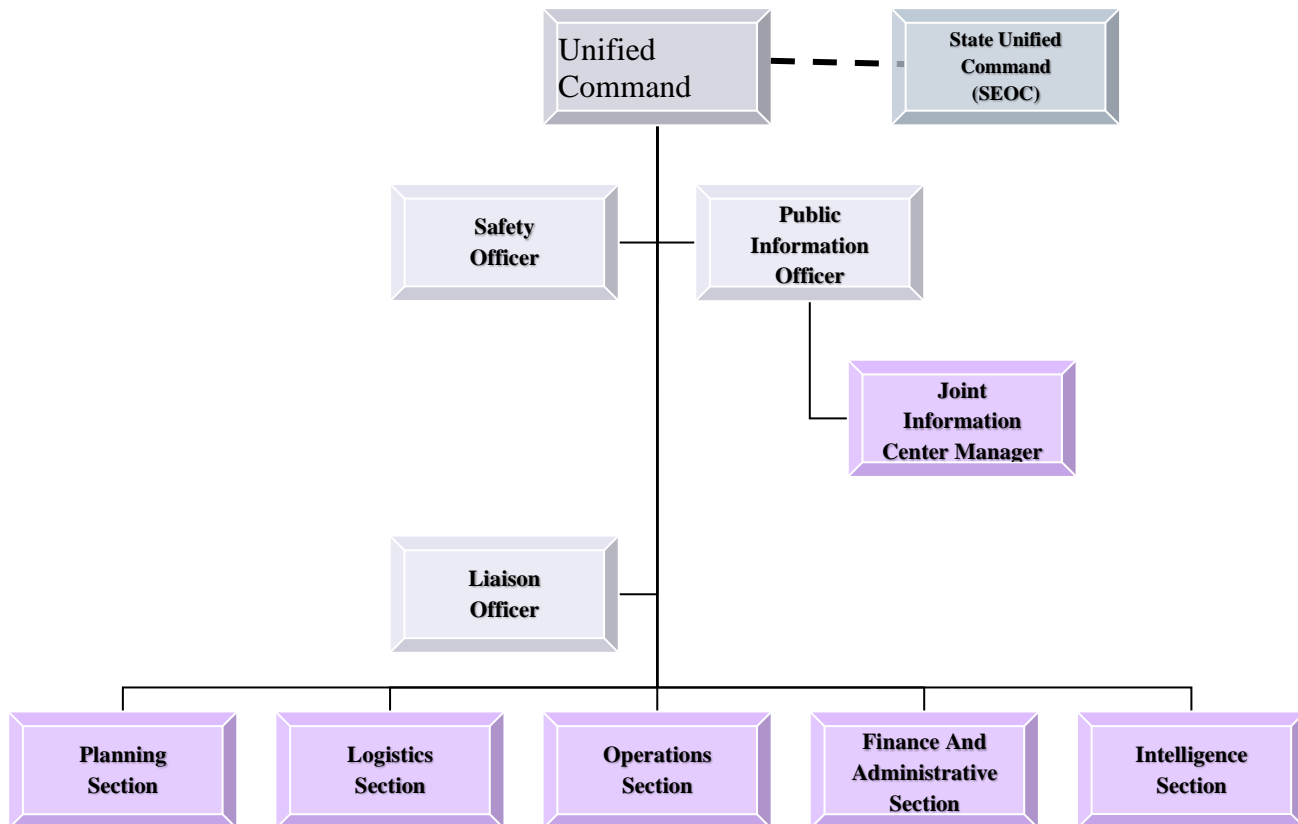
Administration and Logistics will be consistent with guidance found in the City of Washington Local Emergency Operations Plan (LEOP).

APPENDICES

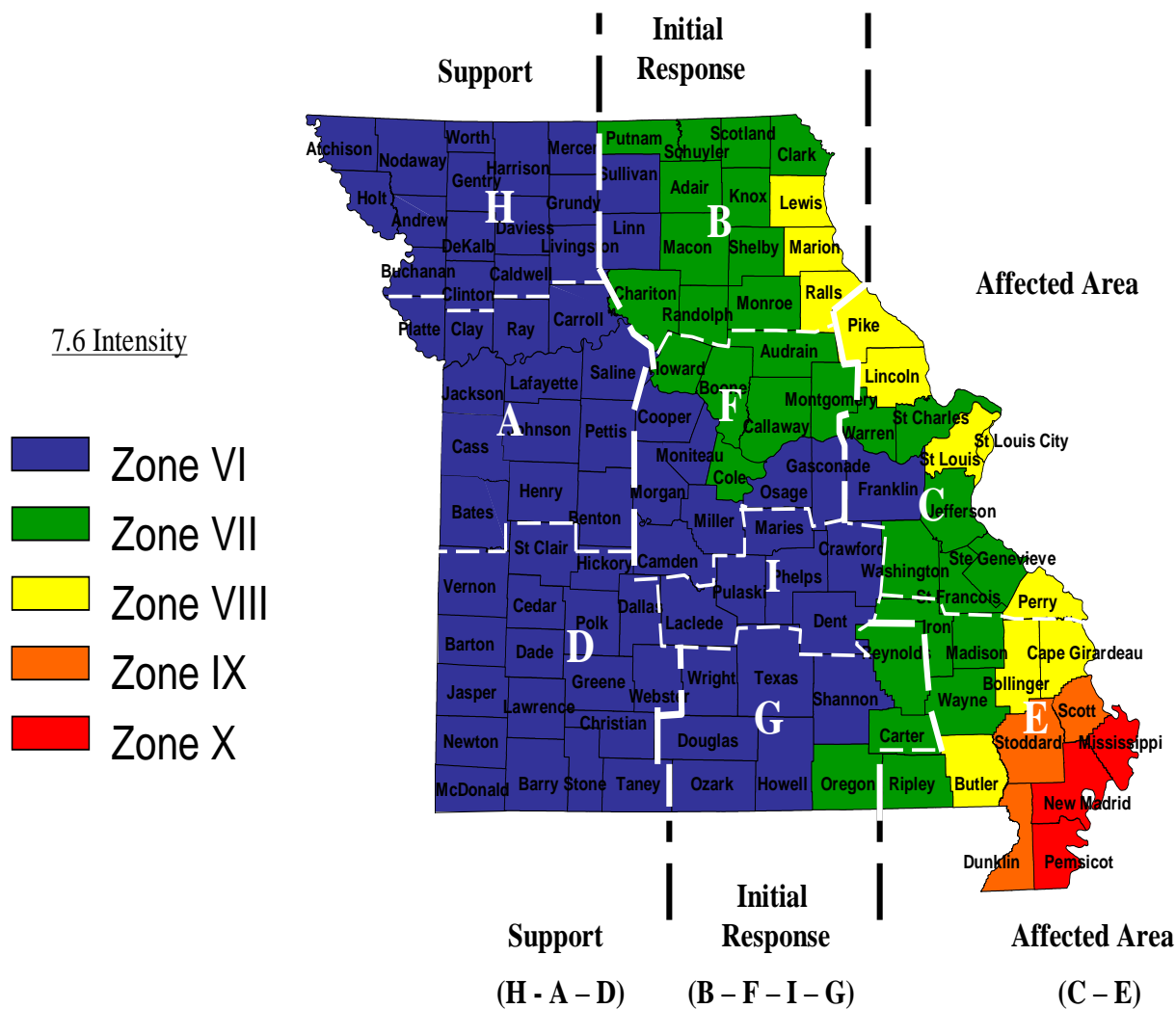
1. ICS Organization
2. Tier Response Map
3. Tier Response Actions
4. Points of Distribution (PODs)
5. Staging Areas
6. Command Structure – Organization Assignment List (Optional use)
7. Communications Plan (Optional use)
8. Resource Assessment
9. Local Resource Request Form
10. Emergency Rest Area Sites

Appendix I to Annex O

ICS Organization



Response Tiers



Appendix 3 to Annex O

Tier Response Actions

Actions following a catastrophic event (earthquake) are as follows:

I. Affected Tier

- a. Immediate assessment should be conducted to ascertain injuries and medical system status (i.e. functioning hospitals, clinics, ambulances)
- b. Initial injury and damage assessments will be forwarded to the State Emergency Operations Center.
- c. A coordinated response will be achieved by mobilizing resources through the local emergency operations center.
- d. Points of Distribution Sites (PODS) will be identified by local jurisdictions for the distribution of commodities to the affected population.
- e. See Appendix 5 to this annex for local staging area designations.
- f. A Local Unified Command EOC will be established. See *Appendix 6* to this Annex for organizational structure.
- g. State Area Coordination Centers will be established for Regions C and E. When the Area Coordination Centers become functional the local emergency operations organizations will coordinate response with their respective region's state area command.
- h. Any locally coordinated evacuation will be conducted in coordination with the state's Evacuation Management Team.
- i. The priority of movement is for responders into the affected area and movement of victims with life threatening conditions out of the affected area.
- j. The Local Unified Command will designate a Local Net Control Station (LNCS) to coordinate radio traffic and frequency allocation. This will be coordinated with the Regional Net Control Station (RNCS), located at a State Area Coordination Center. See Appendix 7 to this Annex for a sample communications plan form.

II. Initial Response Tier

- a. Immediate assessment should be conducted to ascertain available resources that could be deployed to affected regions. This information should be forwarded to the SEOC using the form shown in Appendix 8 to this Annex.
- b. Assessments should be done to determine medical surge capacity to support critical patient evacuation from the affected tier.
- c. A coordinated response will be achieved by mobilizing resources through the state emergency operations center.
- d. All activated response elements must report to assigned staging areas upon mobilization. All response to affected areas will be deployed from designated staging areas.
- e. Discipline specific staging areas will be established for initial response tier resources. See Appendix 5 to this Annex.

- f. Responders should report equipped for operation and be self-sufficient for up to 96 hours. Initial responders should be prepared for a deployment period of 14 to 28 days.
- g. The concept of operations for a voluntary evacuation of the affected tier is to move the affected population through the initial response tier to the support tier of the state.
- h. To facilitate evacuation, local jurisdictions will identify, establish, and support emergency rest area sites in coordination with the state's Evacuation Management Team. Emergency rest area sites will be designed to distribute information, emergency medical treatment, fuel, food and water to the evacuating population as they pass through to the support tier of the state. See Appendix 10 to this Annex.
- i. Response from the Initial Response Tier will be coordinated through the State Unified Command.
- j. State Area Coordination Centers will be established for Regions C and E. Responding resources from the Initial Response Tier will be assigned to a State Area Coordination Center.
- k. The State Area Coordination Centers will assign missions to their respective responding resources.
- l. The priority of movement is for responders into the affected tier and movement of victims with life threatening conditions out of the affected tier.

III. Support Tier

- a. Immediate assessment should be conducted to ascertain resources that could be used to support mass care of the evacuated population from the affected tier. This information should be forwarded to the State Emergency Operations Center using the form shown in Appendix 8 of this Annex.
- b. Assessments should be done to determine medical surge capacity to support critical patient evacuation from the affected tier.
- c. Assessments should be conducted to prepare for mass care of the evacuated population and special needs population.
- d. Mass care and support of deployed resources are the primary function for the support tier.
- e. Response enhancement and replenishment will be drawn from the support tier.
- f. Support Tier jurisdictions will activate sites to support mass care of the evacuated population.
- g. Any Response from the Support Tier to the Affected Tier will be coordinated through the State Unified Command.
- h. State Area Coordination Centers will be established for Regions C and E. Responding resources from the Support Tier will be assigned to a State Area Coordination Center.
- i. The State Area Coordination Centers will assign missions to their respective responding resources.
- j. Any evacuation will be conducted in coordination with the state's Evacuation Management Team.

Appendix 4 to Annex O

*Points of Distribution
(POD)*

- **The critical planning factor for ordering commodities is “distribution” capability, not people without power.**
- **Distribution planning must be a priority with local governments for the commodities mission to be successful.**
- **All levels of government must understand the distribution point concept.**
- A distribution point (DP) with one supply lane can serve 1,660 cars or 5000 people in one day, (Type III Distribution Point).
- A Type II Distribution Point has two lanes
- A Type I Distribution Point has four lanes

Appendix 5 to Annex O
Local Staging Areas

Law Enforcement Staging Areas:

Alternate Law Enforcement Staging Areas:

Fire Staging Areas:

Alternate Fire Staging Areas:

EMS Staging Areas:

Alternate EMS Staging Areas:

Public Works Staging Areas:

Alternate Public Works Staging Areas:

Other Staging Areas as needed:

- **Volunteers**
- **Health and Medical**

Appendix 6 to Annex O
Command Structure

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs		Chief	
		Deputy	
Deputy		Staging Area	
Safety Officer		Branch	
Public Info. Officer		Branch Director	
Liaison Officer		Deputy	
4. Agency/Organization Representatives:		Division/Group	
Agency/Organization	Name	Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Branch	
		Branch Director	
		Deputy	
5. Planning Section:		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
6. Logistics Section:		Division/Group	
Chief		Division/Group	
Deputy		Air Operations Branch	
Support Branch		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		8. Finance/Administration Section:	
Ground Support Unit		Chief	
Service Branch		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
9. Prepared by: Name: _____		Position/Title: _____ Signature: _____	
ICS 203	IAP Page _____	Date/Time: _____	

Appendix 7 to Annex O
Communications Plan

Incident Radio Communications Plan (ICS 205)

1. Incident Name:				2. Date/Time Prepared: Date: _____ Time: _____				3. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		
4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
5. Special Instructions: 										
6. Prepared by (Communications Unit Leader): Name: _____ Signature: _____										
ICS 205			IAP Page _____			Date/Time: _____				

Appendix 8 to Annex O

Resource Assessment

1. Incident Name:		2. Operational Period (Date / Time) From: To:		OPERATIONAL PLANNING WORKSHEET ICS 215-OS	
3. Division / Group Or Location	4. Work Assignments	5. Resource / Equipment		9. "X" here if 204a Needed	
		Resource		6. Notes/ Remarks	7. Reporting Location
		Req.			8. Requested Arrival Time
		Have			
		Need			
		Req.			
		Have			
		Need			
		Req.			
		Have			
		Need			
		Req.			
		Have			
		Need			
		Req.			
		Have			
		Need			
		Req.			
		Have			
		Need			
10. Total Resources Required:					13. Prepared By: (RUL)
11. Total Resources on Hand:					
12. Total Resources Needed:					Date: Time:
OPERATIONAL PLANNING WORKSHEET		June 2001		ICS 215-OS	

Appendix 9 to Annex O
Resource Request Form

LOCAL GOVERNMENT RESOURCE REQUEST

Priority:	Black-Flash	Red-High	Yellow-Medium	Green-Low
*Status:	Red-Action Required	Orange-Enroute	Yellow-On- Scene	
	Green-Released	Blue-Closed	Approval Pending	
Request is made for (Circle One)				
	Donation	Acquisition	Donation or Acquisition	
<p>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.</p>				
Approved By: (Approving Authority)	Printed Name	Title	Signature	
*Request Number:				
Supplemental Number:				
WHO IS MAKING THE REQUEST?				
Requesting Organization:				
*Requestor's Contact Info:	Name:		Pager:	
	Title:		Frequency:	
	Phone:		Talk Group:	
	Office Cell:		Call Sign:	
	Personal Cell:		Other:	
	Fax:			
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 Select Clear		Site Type Select Clear	
Street Address		Apt or Lot No.	
City		State	Zip
County	Select Clear		
Intersection - Street 1		Intersection - Street 2	
Country	Select Clear		Geographic Area Select
United States		(Region, District, Campus, etc).	
Additional Location Information			

GEO LOCATION & MAPPING

Geo Locate: by Lat & Long by Map				by Address by Intersection		Clear Latitude/Longitude Information
Show on Map? Yes No		Geo Located By		Latitude	Longitude	
Contact on scene: (Name, Phone, etc.)	Name:			Pager:		
	Title:			Frequency:		
	Phone:			Talk Group:		
	Office Cell:			Call Sign:		
	Personal Cell:			Other:		
	Fax:					

SPECIAL INSTRUCTIONS (E.G. SAFETY MESSAGE, INGRESS/EGRESS ROUTES, ETC.)	
Special Instructions:	

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Appendix 10 Emergency Rest Area Sites

City of Washington

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Concepts of Planning and Response to a Missouri Catastrophic Event (Earthquake) (Missouri State Emergency Operations Plan Annex Y)

The purpose of this outline is to provide operational concepts unique to catastrophic event planning and response, to meet the needs of local governments following a catastrophic event. It is intended to rapidly expand the response organization for a catastrophic event (most likely an earthquake) regardless of type i.e.: Natural Hazard or manmade.

The earthquake-planning scenario used to develop the annex was based on the Federal Emergency Management Agency (FEMA) December 2005 Hazards United States (HAZUS) model-MH Earthquake Event Report, Magnitude 7.6 based in Southeast MO and was used to develop the loss estimation. 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 the conceivable damage conclusions will provide guidelines for emergency response planning.

General Assumptions used to develop the plan were:

7. The Governor will declare a State of Emergency and request a Presidential Disaster Declaration.
8. The State of Missouri will immediately request support from the Federal Emergency Management Agency (FEMA).
9. FEMA will activate the National Response Plan.
10. The State Emergency Management Agency will activate the Emergency Management Assistance Compact (EMAC) and established mutual aid agreements will be honored to the extent possible.
11. The Governor will suspend operations in the affected and response tiers of the state as required allowing maximum utilization of resources in the initial response with the exception of those essential services identified in COOP/COG plans.
12. Damage to transportation, communication, power distribution systems, 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, affected local governments and individuals will attempt to meet their own emergency needs.
13. Local governments have the primary responsibility to prepare for and respond to incidents and disasters. As such, local jurisdictions must be

prepared to manage initial emergency 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.

14. Shelters identified for use during other natural disasters may not be available in the affected area. Temporary sheltering in campers and tents may be determined to be the safest option until buildings and residences are inspected. Prudent and safe actions must be taken into consideration whether remaining in their residence or utilizing temporary shelters. Sheltering may take place outside the affected area.
15. 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. If evacuation is directed by local governments, state agencies will attempt to facilitate movement through the activation of the evacuation management team.

There were 13 appendixes developed to address unique concepts in a catastrophic event. Synopses of those appendixes are as follows:

Direction and Control (ESF #5 – Emergency Management)

The State of Missouri as normally organized will not be able to respond in the affected area and therefore will establish additional levels of command to ensure an adequate and organized response. In addition to the State Unified Command that will be formed at the State Emergency Operations Center (SEOC), two State Area Commands (SAC) will be established for the Affected Areas (Regions C and E). There is a possibility that if damage assessment shows necessity, a third SAC could be established north of the Missouri River for Region C.

In order to coordinate response resources and assets, the state will be divided into three tiers (regions). The affected tier (Regions C and E), The Initial Response Tier (Regions B, F, I, G), and the Support Tier (Regions H, A, D).

Expansion of Direction and Control will mobilize and de-mobilize following the six (6) phases to this operation and may occur simultaneously.

Alert / Assessment –

In order to enhance response operations, a number of “automatic triggers” have been identified.

1. At a verified 4.5 magnitude event or greater earthquake, all state departments and agencies will be placed in an alert status and begin verification as well as

telephone alerts of personnel who staff the Unified Command or either Area Commands

2. At a verified 5.0 magnitude or greater earthquake, all state departments and agencies will be placed in an alert status and begin verification as well as conduct telephone alerts of personnel who staff the Unified Command or either Area Commands and identify (4WD) transportation assets to support movement of personnel to the affected area and move personnel to Department reception locations for safety instructions and movement guidance from MODOT & SEMA.
3. At a verified 6.5 magnitude or greater earthquake, all state departments and agencies will be placed in an alert status and begin verification as well as conduct telephone alerts of personnel who staff the Unified Command or either Area Commands and identify (4WD) transportation assets to support movement of personnel to the affected area and move personnel to Department reception locations for safety instructions and movement guidance from MODOT & SEMA as well as will be prepared to move to staging areas or airports and wait for helicopter or small aircraft transport to their respective locations.

Mobilization

1. Initial response will come from the Initial Response Tier (Regions B, F, I, G) of the state.
2. It is the intent for resources in the support tier (Regions H, A, D) to remain in place unless otherwise directed by the plan to support replenishment of initial responding resources as the incident progresses.
3. Response and resources in the Affected Area (Regions C, E) will be applied to the immediate needs of the incident until the point at which they can return to near normal operations and begin response locally.
4. Mobilization of the State resources requires coordination with the State Unified Command to ensure safe routes and coordinated modes of transportation are available prior to departing to the affected area. It also requires that each department organize and account for personnel and resources in a reception area outside of the affected area prior to movement. In cases of staff mobilizing to support Area Commands departments may be directed to report to a reception area in Cole County or other locations announced at the onset of the disaster and then move to their area of responsibility as a team. Specifically if routes are not passable this would be required to coordinate movement by air (helicopter) to the command locations.

Staging

1. Staging areas have been established in the Initial Response and Affected tiers of the state for response and recovery resources. All State staging areas will be on state owned or leased property to ensure state control of those areas as well as to avoid conflict with local resources required to support local plans and efforts.

2. Staging areas are delineated into two categories, responder and victim and should not be co-located or combined at the same site; however they will be located in same cities or counties.
3. Departments are responsible for providing reasonable accommodations (food and lodging) for responders deployed for a minimum of 14 to 28 days. OA will assist with contracts for local hotels, food service, property rental / lease and other services.
4. Local jurisdictions are responsible for identifying Points of Distribution (PODS); in the event that they are unable to occupy or staff those sites, the State will work with local jurisdictions and volunteer organizations to staff and begin the distribution process.

Response

At the onset of a catastrophic incident it will be necessary to rapidly expand the size and scope of State level operations focused on response. It will also be paramount that these operations are synchronized through the State Unified Command. The size and location of the subordinate area commands are predetermined in this plan but will (or may) be expanded or collapsed based on actual damage rather than assumptions or predictions used in this plan. Initially resources may be required to be “air lifted” into the affected area; therefore air bridging to available airfields may become the primary mode of transport to the affected area. If and when response by ground on ingress routes is available they will be utilized. The number one priority at the onset of a verified 4.5 magnitude or greater is that State government must take steps to assess and organize a response capable of moving by ground but also able to change plans to movement by air.

Recovery

Recovery processes may be interrupted by subsequent aftershocks. In the event of aftershocks, the concept of operation will reset to assessment. The potential for response personnel to become victims exists and therefore additional resources may be required to respond to the subsequent damage. The aftershocks have the potential to impact new areas within the New Madrid Seismic Zone.

Due to these subsequent aftershocks, response and recovery activities may occur simultaneously. Recovery efforts will be resource intensive and will last longer than any recovery historically known to the emergency management community. Local and State agencies will coordinate the return of citizens to the affected area when infrastructure has been safely restored which could take months and possibly multiple years.

De-Mobilization

Resources with unassigned missions in state staging areas will remain under the control of the state area command until release has been coordinated with the State Unified Command. Resources may be assigned from one state area command to another state area command depending on the duration of their deployment.

When resources are no longer required in the statewide effort they will be released under the ICS demobilization process following the authority and process under which they were mobilized i.e.: State Fire Mutual Aid system, Law Enforcement Mutual Aid etc.

Communications (ESF #2- Communications)

The Missouri State Highway Patrol is the lead state agency for providing emergency communications from the affected area. Supporting agencies for this function are:

- a. Missouri Department of Conservation
- b. Missouri Department of Corrections
- c. Missouri Department of Transportation
- d. Missouri Department of Natural Resources
- e. Missouri Department of Public Safety
- f. Missouri Division of Fire Safety
- g. Missouri State Water Patrol
- h. Missouri National Guard
- i. Civil Air Patrol
- j. Radio Amateur Civil Emergency Services
- k. Amateur Radio Emergency Service
- l. Missouri Voluntary Organizations Active in Disaster
- m. United States Army Military Affiliate Radio System

An Area Command will be established for Regions C and E. The Missouri State Highway Patrol will provide personnel to staff the communications unit leader positions in each of these command structures.

A Regional Net Control Station (RNCS) will coordinate and support communication functions for their respective area commands, and a Local Net Control Station (LNCS) within their area of operation. Responder State Staging Areas will be established for incoming assets by discipline. Staging Area Managers will be assigned to each of these areas. Responding Units should have the address and initial contact frequency of their staging area prior to deployment.

Responding units will report by radio to the communications unit established by the Staging Area Manager. The initial report should contain:

- a. The unit identifier
- b. The unit discipline
- c. The unit capability (heavy equipment, search and rescue, medical team, etc. etc.)
- d. Communications capability

When the unit is assigned a mission, they will be given instructions to contact a LNCS or incident command upon arrival into the area of operation.

Law Enforcement (ESF #13 – Public Safety and Security)

Immediate operational response to a disaster situation is the responsibility of the local law enforcement in whose area the disaster occurs. However, due to the widespread regional nature of the event, local law enforcement capabilities will be severely limited.

State law enforcement support to local law enforcement after a large earthquake will require providing hundreds of law enforcement personnel from unaffected areas to the impacted area. An Area Command in Region E and in Region C will be activated for law enforcement response personnel. The Missouri State Highway Patrol will provide personnel to staff the Law Enforcement Operations Branch Chief, PIO, and Communications Unit Leader positions.

The Missouri State Highway Patrol will be supported in the task of providing emergency police services by the following agencies:

- a. Missouri State Water Patrol
- b. Division of Liquor Control
- c. Division of Fire Safety
- d. Missouri National Guard
- e. Department of Conservation
- f. Department of Corrections
- g. Division of State Parks

Transportation (ESF #1 – Transportation)

Transportation into an impacted area will be challenging as a result of anticipated damage to roads and bridges due to an earthquake. Transporting heavy equipment and other resources will require unique transportation solutions. Many impacted areas will initially only be accessible by air. MoDOT has developed a comprehensive plan for an earthquake event. Upon declaration of an earthquake emergency by the governor and subsequent establishment and staffing of the State EOC and the MoDOT EOC, MoDOT's Chief Engineer will immediately mobilize all district forces and available field bridge inspection personnel for the purpose of assessing the condition of the highways and bridges on the State highway system. These reports will be forwarded to the SEOC for analysis and development of situational awareness.

Air Traffic will follow restrictions designated by the FAA. Upon verification of an earthquake event, SEMA will coordinate the request for Temporary Flight Restrictions (TFR) from the FAA to apply to air space from the 91st longitude east to the Mississippi River below 3500 ft AGL in accordance with Emergency Security Control of Air Space (ESCAT) Procedures. The TFR will help facilitate additional aerial damage assessment and aerial delivery of life-saving materials that will be conducted by MSHP, MDC, MoNG,

MoDOT and CAP teams. Air Evacuation units (air ambulances) are considered response aircraft and will follow ESCAT procedures as outlined.

Railroad owners of any rail line are solely responsible for damage assessment and repair of all commercial rail lines in the state. There are approximately 4,400 miles of main track, 2,500 miles of yard track and about 7,000 public and private crossings in Missouri. At the present time 19 different railroads operate in the state of Missouri.

Ports and Waterways are the primary responsibility of the Missouri State Water Patrol and they will be responsible for monitoring the safety and security of ports and waterways along the Missouri and Mississippi rivers. It can be expected that this operation will take place in conjunction with the United States Coast Guard detachment based in St. Louis. Existing ferries operating in all affected areas will be utilized for transporting people and equipment to recovery projects and families separated by bridge closings.

Mass Care (ESF #6 – Mass Care, Housing, and Human Services)

The Missouri Department of Social Services (MDSS) is the agency with primary responsibility for mass care during a catastrophic event.

The two strategies for sheltering following a large earthquake are sheltering the population in the Affected Areas and sheltering the population evacuated from the Affected Areas.

In the Affected Areas: In the aftermath of a catastrophic event, there are several options for providing sheltering:

- The American Red Cross will operate designated shelters in the affected area if the shelters have not been damaged or destroyed. Normal locations are schools, universities (dormitories, gymnasiums), churches, and other buildings where the Red Cross has a written use agreement. If shelters are damaged by the event, building inspectors will have to inspect each shelter building before use, thereby denying immediate use of the shelter location.
- Loose groupings of individual shelters or group tents erected in the affected area but loosely organized into family or congregate areas. These temporary shelters provide minimum shelter but the affected population must rely on other locations for food, water, first aid, and information.

Outside the Affected Areas (evacuation):

- Red Cross will operate shelters outside of the affected area where the affected population can move to or be moved to in the event homes and infrastructure is destroyed. The intent is to employ resources located in the Support Tier of the state to accomplish this mission.

In all probability people will have to be sheltered in the Affected Area for the first 3 to 4 days until help could arrive. The following factors should be considered:

1. Seasonal weather conditions.
2. Those unable to return to their homes.

3. Type of evacuation order (mandatory or voluntary).
4. Injury or special needs population.
5. Sheltering capacity.
6. Keeping families together.

Animals and Pets

Issues regarding animals and pets will be managed to the extent possible in accordance with the American Red Cross policy and existing law. Animal owners have primary responsibility for the survival and well being of their animals. Owners should have an emergency response plan and readily accessible kits with provisions for their animal(s). Owners should take animals to designated veterinary hospitals, kennels, boarding facilities or alternative private animal care housing.

Service animals are specially trained animals used by a person with a disability to help with daily living and are allowed by law to accompany their owners anywhere.

The Missouri Department of Agriculture develops Standard Operating Guidelines (SOGs) for, but not limited to, beef cattle, dairy cattle, poultry, swine, equine, sheep, and small ruminants. These SOGs include natural disasters.

Owners of exotic animals are responsible for the containment, evacuation and care of their exotic animals.

The United States Department of Agriculture will dispatch Veterinary Medical Assistance Teams (VMAT) to the state. VMATs provide treatment and aid to animals used in search and rescue efforts and animals hurt or endangered by catastrophic events such as earthquakes. They supplement the relief efforts already underway by local veterinarians and emergency aid providers.

Special Needs Population

DHSS is responsible for supporting local jurisdictions providing adequate services to the general population with special needs.

The special needs population includes individuals with physical, mental, sensory, cognitive, cultural, ethnic, socio-economic (including homeless), age, citizenship status, or any other circumstance creating barriers to understanding or the ability to act/react as requested of the general population during all phases of emergency management.

Department of Health and Senior Services (DHSS), Department of Social Services (DSS), and the Department of Mental Health (DMH) will coordinate operations to address the special needs population during an emergency including state and federal support to local subdivisions.

Health and Medical (ESF #8 – Public Health and Medical Services)

The Department of Health and Senior Services will make preparations to deal with large numbers of people in need of medical care with affected area hospitals unable to function normally. Executing response operations will depend on requirements imposed by the situation.

DHSS will coordinate movement of Health Resources and Services Administration (HRSA) funded support trailers and also coordinate the movement of MO 1-DMAT equipment and staff to the area.

DHSS will coordinate establishment of the Modular Emergency Medical System (MEMS) and select a location as close as possible to the affected area. DHSS Emergency Medical Services Unit will identify ambulance services that have MOUs in place with transportation companies to move patients to available facilities when requirements for patient care exceed area resources.

DHSS is responsible for the Licensed Emergency and Disaster Registry (LEAD-R). DHSS will review communications plans and availability of two way radios and satellite phones held by DHSS.

DHSS will coordinate with the Department of Mental Health to provide surge capacity crisis counseling to include emergency workers and plan to integrate volunteers from unaffected states and consider altered standards of care.

Logistics and Resource Management (ESF #7 – Resource Support)

Resource Management before, during and after this catastrophic disaster will involve seven primary tasks on a scale significantly greater than what is required for a normal disaster:

- Establishing Resource Management systems for identifying, describing, inventorying, requesting, controlling and documenting, delivering and tracking resources, and developing predetermined resource support packages and preexisting state resource contracts that will help cover anticipated shortfalls until full federal resources begin arriving.
- Activating the Resource Management Team members to work as an extended element of the SEOC Logistics Section to help perform the full Logistics Management function.
- Activating the Resource Management systems, predetermined resource support packages and preexisting resource support contracts.
- Dispatching resources during and subsequent to the initiation of the disaster.
- Coordinating at all levels to ensure the right resources reach the right destination at the right time.
- Coordinating with Donations Management to help make the most effective and efficient use of state provided resources.
- Deactivating or recalling resources during or after disaster.

Initial priority of support will be for:

- The operations of first responders such as fire suppression, law enforcement, ambulance, air ambulance, triage and life essential medical, and search and rescue.
- The re-establishment and functioning of essential local government services.
- The establishment of temporary staging areas in predetermined locations to provide initial operations and logistics support. Additional temporary staging areas may be established as the situation unfolds, circumstances allow, and resources become available.
- The establishment and provision of life-essential, critical supplies such as water, food and medicines, and other mass care requirements such as sheltering, sanitation, (heating and/or cooling/ice as necessary and possible).
- The establishment and provision of essential transportation assets to move to shelter or evacuate outside the disaster area to shelter those special needs populations, medical populations, lost children and/or populations otherwise without their own transportation.

State Staging Areas have been identified and will serve as temporary facilities at which commodities, equipment and personnel are received and pre-positioned for deployment. The State will stage supplies in accordance with known requirements. Responders outside the damage zone will deliver needed supplies by ground, air or water, as necessary.

Points of Distribution Sites (PODS) are temporary local facilities at which commodities are distributed directly to disaster victims. It is incumbent upon local jurisdictions to identify potential POD sites. PODS are operated by the local jurisdiction, however, it is recognized that local jurisdiction resources may be overwhelmed and operations will need to be augmented by the state.

Hazardous Materials (ESF # 10 – Oil and Hazardous Materials Response)

Immediately following a large earthquake, the Department of Natural Resources will head the Hazmat Operations Branch in the Area Commands that will be established for Region C and Region E. Immediate resource support for hazardous materials response will be provided by Missouri's 29 HSRT teams, through coordination with the Fire Marshal's Office and the Department of Natural Resources' private contractors. At the direction of the SEOC close coordination will be maintained between local, state and federal officials to establish priorities for hazardous materials response support.

Due to the potential of hazardous materials release, the Department of Natural Resources will deploy their Environmental Emergency Response Teams to the affected areas to assess the hazardous materials situation and provide technical assistance as soon as possible. In order to prioritize response efforts, an assessment will include the nature, amount, and locations of real or potential releases of hazardous materials, pathways to human and environment exposure, probable direction and time of travel of the materials, potential impact on human health, welfare, safety, and the environment.

Emergency Public Information (ESF #15 – External Affairs)

In the event of a 6.5 magnitude or greater earthquake impacting Missouri, all State Departments/agencies will automatically have their Communication Directors/Public Information Officers or duly appointed alternates report to the Joint Information Center at SEMA. The JIC Coordinator will establish work assignments and schedules.

The Governor's Office shall provide policy guidance for dissemination of all emergency public information and will designate the official State Spokesperson to brief the news media. The Department of Public Safety's Public Information Officer (PIO) will coordinate with the Governor's Office on the initial release of all EPI during the crisis. The SEMA PIO will contact State Agency Public Information Officers before the Joint Information Center (JIC) is officially activated.

Dissemination of public information occurs via all media outlets: Internet, radio, television, newspapers, wire services, and emergency broadcast with coverage access.

Public Works (ESF #3 – Public Works and Engineering)

The Department of Natural Resources will coordinate with water and sewage treatment facilities in all matters concerning water supply and sewage treatment and disposal. The Department of Natural Resources Laboratory will conduct testing of drinking water and sewage treatment facilities.

Essential public infrastructure that would be needed (in order of priority) after a catastrophic event would include:

1. Life Safety
2. Access (ingress/egress)
3. Assessment of Mass Care Facilities
4. Energy Restoration
5. Drinking Water
6. Emergency Sanitation / waste water treatment
7. Debris removal
8. Pipeline Repair
9. Long-term restoration of water/waste water treatment
10. Long-term restoration of communications

Upon the request of the local jurisdiction, the Missouri Structural Assessment and Visual Evaluation (SAVE) Coalition will be activated by SEMA in accordance with RSMo Chapter 44.023 to conduct Post-Disaster damage assessments. SAVE Coalition inspectors' scope of responsibility is limited to the assessment of buildings and vertical structures. The evaluation of highways, roads and bridges, utilities, dams and other such

structures will be conducted by MoDOT, local public works departments, utility owners, Department of Natural Resources, and the Army Corps of Engineers.

Working with local jurisdictions, SAVE volunteers will perform inspections and file follow-up reports:

- 1st Priority – Hospitals and emergency operations centers (police, fire stations, etc.)
- 2nd Priority – Other health care facilities
- 3rd Priority – Shelters for displaced persons
- 4th Priority – Commercial and industrial structures and multi-family residential structures over 3 stories
- 5th Priority – Single family residential structures and multi-family residential structures 3 stories or less

Evacuation (ESF #13 – Public Safety and Security)

This procedure establishes a consistent operational methodology for the State of Missouri and all political subdivisions therein to plan for and implement regional, multi-jurisdictional evacuations, regardless of the geographic area in which they occur. The availability of consistent state-wide procedures facilitates an adequate understanding on the part of all organizations and levels of government regarding their responsibilities during a regional evacuation, and establishes uniform operational techniques through which those responsibilities can be fulfilled. This procedure is adopted as an operational element of the Missouri Emergency Operations Plan, developed in accord with Code of State Regulations 11 CSR 10-11.010 and Chapter 44, Revised Statute of Missouri.

An Evacuation Management Team (EMT) within the Operations Section of the State EOC shall be established consisting of the following members:

- Department of Public Safety
- Public Information Officer
- State Emergency Management Agency
- Department of Natural Resources
- Missouri Department of Transportation
- Voluntary Organizations Active in Disaster
- Department of Social Services
- Department of Health and Senior Services
- Missouri State Highway Patrol

The Missouri Information and Analysis Center (MIAC) will coordinate with Damage Assessment Teams to determine what transportation infrastructure has been damaged and what evacuation routes are available.

EMT will recommend to State Unified Command whether ground evacuation is safely feasible. EMT will coordinate with local jurisdictions in setting up emergency rest areas along evacuation routes providing fuel, food, water, first aid, and sheltering information.

The staff of the State and County emergency operations centers will monitor hazardous situations as they develop. Regular conference calls will be held between the EMT, potentially affected county emergency operations centers and appropriate state and federal agencies as to the degree of threat to Missouri and the potential for escalation. In addition, the EMT will coordinate with the local emergency management agencies as to whether the hazard will require coordination and implementation of protective actions including evacuations across multiple jurisdictions. If so, EMT and potentially affected county emergency operations centers will begin implementation of the regional evacuation process.

Under circumstances involving evacuations of multiple regions, the Evacuation Management Team (EMT) may recommend to the Governor that a State directed evacuation is necessary. At the Governor's direction, language will be included in the Governor's Executive Order identifying mandatory evacuations and directing a coordinated, regional response from the State Emergency Operations Center among all State and local response agencies. State direction of the evacuation may also occur when some or all of the following conditions are present:

- In support of regional evacuations, response operations including sheltering, traffic management, and emergency public information may be required in areas not threatened by the hazard;
- Multiple jurisdictions will utilize a limited number of regional evacuation routes necessitating central coordination and direction;
- The threat of aftershocks will necessitate evacuation of large numbers of people, requiring the coordination of emergency operations among two or more counties;
- The Governor has issued an Executive Order declaring a State of Emergency; and
- The Missouri Emergency Operations Plan has been duly activated.

(Note: this list is not exclusive; rather it is intended to provide guidance as to when State-directed evacuations may be necessary.)

The EMT and county emergency operations centers will monitor the progress of the regional evacuation and exchange information on an established time schedule to promote effective coordination by all involved jurisdictions. Through this procedure, the EMT and county emergency operations centers will coordinate the efficient deployment of resources when needed, utilization of available evacuee shelter capacity, and effectively address modifications to evacuation routes, if necessary.

Immediately upon the decision to implement a regional evacuation, all affected counties will communicate information to the EMT at regular intervals. Examples of such information regarding evacuations could include:

- The characteristics of the hazard and associated events
- The designated evacuation area, initiation times and resource mobilization status
- The progress of resource deployment
- The current status of regional evacuation routes

- The status of available public shelter and hotel/motel space by location
- Assessment of the need to terminate the evacuation prior to full completion
- Estimated time of evacuation completion

A regional evacuation will generate impacts outside areas immediately at risk and may necessitate the use of local resources in non-threatened counties to support the response. The Evacuation Management Team (EMT) will determine whether activation of response operations in designated host regions outside the immediate area of impact is necessary. If so, the EMT, in conjunction with the Governor's Executive Order, will direct the assistance of any or all local governments within Missouri, and request as needed adjacent state and county emergency management agencies, to support the regional evacuation as follows:

- The EMT will designate, through a state mission, host regions to implement protective actions in support of evacuations in risk counties. All county emergency operations centers within designated host regions will activate and prepare to initiate host response plans.
- The EMT will coordinate traffic management issues with State and local law enforcement from all counties within host and risk regions.

Damage Assessment / Incident Analysis (ESF #5 – Emergency Management)

Automatic response of all state agencies will occur at a verified m6.5 or greater seismic event. An immediate assessment of critical infrastructure is needed for response resources (roads, bridges, area command sites, staging area sites, communications systems, etc.)

The reports should contain, at the minimum, the following information:

- Location and nature of damage
- List of damages by category (roads, bridges, structures, communication facilities, etc.)
- Injuries, and fatalities
- Response capabilities of local jurisdictions

Once state area commands are established, the command will facilitate the collection of raw assessment data and forward that data to the SEOC for refinement and analysis.

Raw damage information is gathered and reported to the SEOC, where the Missouri National Guard (J2) Intelligence refines the data into information useful for effective management decisions.

E-Team is the preferred platform for damage assessment reporting. If E-Team is not available, the following platforms in order are: E-Mail, fax, or radio. The refined data

will then be passed on to the State Unified Command staff and the State Area Commands to facilitate the creation of an Incident Action Plan (IAP).

Search and Rescue (ESF #9 – Search and Rescue)

No single organization has sufficient Search and Rescue resources to provide adequate Search and Rescue services. Therefore, Search and Rescue authorities will use all available resources, including federal, state, local, private, and volunteer organizations.

Search and Rescue missions are prioritized according to the potential loss of human lives, critical facilities, equipment, or supplies.

An area command will be established in Regions C and E for search and rescue operations.

It is estimated for Region E that 100, 4 member, search teams with all terrain mobility will be required to conduct operations. It is assumed that local response capabilities will have searched approximately 1/3 of their geographic area within 12 hours following an earthquake event.

Upon verification of 6.5 magnitude or greater event, the Division of Fire Safety will activate its' Fire Mutual Aid system. The Search and Rescue Operations Branch Chief position will be manned initially by either an Incident Management Team (IMT), or other qualified personnel from the fire mutual aid system.

Responding personnel will be sent to a Region C or Region E staging area. It will be incumbent upon responding personnel to report to the staging area manager upon arrival. The staging area manager will report to search and rescue branch operations assets on scene, and mission capability status.

Due to the limited availability of technical rescue teams, and the probable widespread nature of the event, search and rescue will be divided into search missions and rescue missions.

Ground search teams will be comprised of four (4) personnel each. Optimal composition of these teams will be members having skills in basic first aid, operation of communications gear, map orientation, GPS operation, and navigation. Organizations that would be well served to man these teams are Community Emergency Response Teams (CERT), Civil Air Patrol (CAP), active military forces, and Volunteer Organizations Active in a Disaster (VOAD). The main mission for these teams will be structure searches and identification of rescue and evacuation missions.

Technical Rescue teams will be utilized for structure collapses and identified rescue operations.

The Civil Air Patrol will provide aerial assets to assist in search missions and identify possible rescue operations.

As damage assessment reports become available, search and rescue missions will be assigned as warranted.

Other Identified Items

In addition to Missouri's response actions, automatic requests for Federal Assets have been identified:

The initial request to FEMA Region VII will include

Rapid Needs Assessment Team (RNA Team) with simultaneous ERT-A deployment to SEMA

USDOT – Air Operations (helicopter)

Disaster Mortuary Operational Response Team (DMORT) (2)

Disaster Medical Assistance Team (DMAT) (4)

Veterinary Medical Assistance Team (VMAT) (2)

Urban Search and Rescue Team (USAR) (6)

National Disaster Medical System (NDMS)

National Communication System (NCS) Support

GIS and Satellite support from United States Geological Service (USGS)

Department of Defense (DOD) support for medical and Search Teams

Summary of State Agencies Roles and Responsibilities outlined in Annex Y (Catastrophic Event)

1. SEMA is the coordinating agency for catastrophic event operations for an earthquake. SEMA responsibilities include but are not limited to:
 - a. Verification of the seismic event.
 - b. Activate the SEOC. (Once activated, the SEOC is the coordinating point for all state response and recovery activities.)
 - c. Prepare pre-scripted Executive Orders, Disaster Declaration Requests, and EMAC Requests.
 - d. Serve as the collection point for damage assessment information.
 - e. Address firewall issues between SEOC and agency EOCs.
 - f. Activate Missouri Task Force 1 (MO-TF1).
 - g. Coordinate with FEMA to activate additional US & R teams.
 - h. Activate the Emergency Management Assistant Compact (EMAC) to request mutual aid.

- i. Develop and maintain Communications Asset Database for state agencies.
 - j. Develop and maintain the Satellite Telephone Directory.
 - k. Draft pre-scripted Executive Order that provides statewide law enforcement authority, as required.
 - l. Coordinate the request for Temporary Flight Restrictions (TFR) from the FAA.
 - m. Coordinate the provision of services, equipment, and supplies to support expedient operations associated with an earthquake disaster; for the approval and acquisition of equipment and supplies not available through normal purchasing channels and ordering time frames following an earthquake.
 - n. Activate MO VOAD Partners.
 - o. Provide Planning Section to each state area command
 - p. Provide staffing for evacuation management team
2. All state departments/agencies will provide support for a catastrophic event. The following state departments/agencies will provide support.

Agency responsibilities include:

- a. Missouri National Guard
 - Execute Cracked Earth Plan.
 - Personnel report immediately to Armories/Airfields.
 - Provide assets for the Joint Rapid Needs Assessment Flights.
 - Provide aerial support to assess the primary transportation routes and key airfields.
 - Support SEMA and the MIAC with damage assessment information.
 - Support MoDOT with repairing and opening major ingress/ egress routes and key airfields.
 - Establish geographic area commands in regions B, C, E, F, G, and I and provide liaison to MSHP Troop HQ, County and City Emergency Management Directors.
 - Establish a fixed wing and helibase hub in conjunction with MSHP, Department of Conservation, CAP, and FEMA Region VII.
 - Establish an airport as a forward fixed wing and helibase hub.
 - Provide security for ingress/egress routes in support of MSHP.
 - Provide light search and rescue teams in support of Fire Service/Local responders.
 - Provide Law Enforcement augmentation in support of MSHP and Local Authorities.
 - Provide air transport to move MO-TF1 to pre-identified locations.
 - Provide staffing for evacuation management team
- b. Missouri State Highway Patrol
 - Primary agency for state law enforcement.
 - Conduct assessment flight for the Governor and the Adjutant General.

- Conduct aerial assessment of pre-designated routes for bridge reconnaissance.
 - Support local authorities with law enforcement functions.
 - Provide Communication Unit to state area command.
 - Provide PIO for each state area command Provide staffing for evacuation management team
 - Coordinate the request for Temporary Flight Restrictions (TFR) with SEMA & FAA.
- c. Department of Conservation
- Activate seismic flight operations plan (Cracked Earth)
 - Law Enforcement Support
 - Supply Heavy Equipment Assets
 - Communications Network Support
 - Fire Suppression Support
 - Provide Logistics Section Chief to each state area command
 - Provide Supply Unit Leader to each state area command
 - Provide Ground Support Unit Leader to each state area command
- d. Department of Corrections
- Transportation Support
 - Mass Feeding Support
- e. Department of Natural Resources
- Law Enforcement Support
 - Hazmat Response Support
 - Department of Natural Resources' Park Rangers will exercise a law enforcement role.
 - Dam Inspectors will coordinate with MoDOT for possible impact of collapsed dams near the primary routes to the damage zone.
 - Will coordinate with water and sewage treatment facilities in all matters concerning water supply and sewage treatment and disposal
 - Communications Director will staff the JIC at the SEOC.
 - The Department of Natural Resources will test public drinking water and coordinate sample collection and transportation to the DNR ESP Lab, DHSS lab and/or private lab
 - Provide HazMat branch chief for each state area command
 - Division of State Parks will coordinate state parks use for evacuee / responder use with SEOC
- f. Department of Transportation (MoDOT)
- Maintain the department's Comprehensive Incident Response Plan for an earthquake event.
 - Conduct aerial and ground assessments of roads and bridges.
 - Begin advanced preparations to ready personnel and equipment.
 - Identification and repair of primary ingress/egress routes.
 - Support law enforcement with traffic control.
 - Deploy Post Incident Bridge Inspection Teams (PIBIT).

- Responsible for diverting all ground traffic from the west to routes north and south around the damage zone and across the Mississippi River.
 - Assist with movement of trailers and other large medical support equipment if resources are available. If MoDOT resources are not available, MoDOT will coordinate with USDOT to obtain contract resources.
 - Provide transportation branch chief to each state area command
 - Provide staffing for evacuation management team
 - Assist with movement of trailers and other large medical support equipment if resources are available. If MoDOT resources are not available, MoDOT will coordinate with USDOT to obtain contract resources.
- g. Missouri State Water Patrol
- Provide law enforcement support.
 - Monitoring the safety and security of ports and waterways along the Missouri and Mississippi Rivers.
 - Route clearance teams with MoDOT and the MSHP
 - Coordinate Dive Team operations
- h. Civil Air Patrol
- Provide airborne radio relay
 - Conduct aerial assessment of pre-designated routes.
 - Assist with temporary flight restricted airspace coordination.
 - Provide ground personnel to assist in search and rescue operations.
- i. Missouri Division of Fire Safety
- Coordinate Fire Statewide Mutual Aid assistance.
 - Coordinate with special strike teams (HSRT).
 - The Division of Fire Safety Investigators will exercise a law enforcement support role.
 - Provide Search and Rescue branch chief to each state area command.
 - Activate Incident Management Teams (IMT)
 - Provide staffing for evacuation management team
- j. Office of Administration
- Address firewall issues between the SEOC and agency EOCs.
 - Assist with staging area site selection and setup contracts with local hotels (if required).
 - Provide IT staff to support each planning section of the state area commands.
 - Provide Facilities Unit Leader to each state area command
 - Provide Credentialing Unit Leader to each state area command
 - Provide Food Unit Leader to each state area command
- k. State University Campus Police Departments
- Provide law enforcement augmentation
- l. Department of Social Services
- Primary responsibility for mass care during a catastrophic event.

- Communications Director will staff the JIC at the SEOC.
 - Provide Mass Care Unit Leader to each state area command.
 - Provide staffing for evacuation management team
- m. Department of Health and Senior Services
- Make preparations to deal with large numbers of people in need of medical care with affected area hospitals unable to function normally.
 - Coordinate movement of HRSA funded support trailers to the area.
 - Coordinate movement of MO 1-DMAT equipment and staff to the area.
 - Coordinate establishment of the Modular Emergency Medical System and select a location as close as possible to the affected area.
 - Prepare the request for the Federal Medical Station.
 - Identify ambulance services and transportation companies with MOUs in place to move patients.
 - Identify long-term care and other non-traditional facilities that might be suitable to house ill patients.
 - Prepare to activate the Licensed Emergency and Disaster Registry (LEAD-R).
 - Review communications plans and availability of two-way radios and satellite phones held by DHSS.
 - Review and revise, as necessary, the draft executive order recognizing licenses of out-of-state health care providers and liability issues.
 - Establish a statewide database to provide for screening of health care volunteers.
 - Coordinate with Mental Health to provide surge capacity crisis counseling to include emergency workers.
 - Plan to integrate volunteers from unaffected states and consider altered standards of care.
 - Communications Director will staff the JIC at the SEOC.
 - Provide EMS branch chief for each state area command.
 - Provide Human Services Branch to each state area command.
 - Provide staffing for evacuation management team
- n. Department of Mental Health
- Mental Health facilities in the projected affected area should review ways of enhancing self sufficiency.
 - Provide surge capacity crisis counseling to include emergency workers.
 - Communications Director will staff the JIC at the SEOC.
 - Provide staffing for evacuation management team
- o. Department of Public Safety
- Director of Communications, for the Department of Public Safety will serve as the JIC staffing originator.

- Director of Communications will be the liaison between the Governor's Office and SEMA/JIC.
 - Coordinate Homeland Security and MIAC activities
 - MIAC provide intelligence analysis and damage assessment reporting
 - Provide staffing for evacuation management team
- p. Department of Economic Development
- Communications Director will staff the JIC at the SEOC.
- q. Department of Insurance
- Communications Director will staff the JIC at the SEOC.
- r. Department of Agriculture
- Communications Director will staff the JIC at the SEOC.
- s. Department of Labor and Industrial Relations
- Communications Director will staff the JIC at the SEOC.
- t. Department of Revenue
- Communications Director will staff the JIC at the SEOC.
- u. Missouri Capitol Police
- Provide Law Enforcement Augmentation
- v. Missouri Alcohol and Tobacco Control
- Provide Law Enforcement Augmentation
- w. Missouri Emergency Response Commission
- Activate and coordinate HSRT deployment
- x. Missouri Department of Higher Education
- Coordinate facility use for response/recovery efforts
- y. Missouri Department of Elementary and Secondary Education
- Coordinate facility use for response/recovery efforts
- z. Missouri Funeral Directors Association
- Conduct Mortuary Services

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Emergency Support Function (ESF) #1 Transportation

Primary Department(s):

- Washington Public Works
- Washington Police Department
- Washington Airport

Support Department(s):

- Washington Parks Department
- Franklin County Emergency Management Agency
- Franklin County Highway Department
- Franklin County Sheriff's Department
- Franklin County Building Department
- Franklin County Department of Planning and Zoning
- Franklin County Clerk

Supporting Agency(s):

- Missouri State Emergency Management Agency (SEMA)
- Missouri Department of Transportation (MoDOT)
- Missouri National Guard
- Others as necessary

I. PURPOSE

ESF #1 provides support to the Emergency Management Agency, Washington Public Works and other County governmental entities in the management of transportation systems and infrastructure during domestic threats or in response to incidents. ESF #1 also participates in prevention, preparedness, response, recovery and mitigation activities.

II. SCOPE

ESF #1 embodies considerable intermodal expertise and public and private sector transportation stakeholder relationships. Washington Public Works with the assistance of ESF #1 support agencies, provides transportation assistance in domestic incident management, including the following activities:

- Monitor and report status of and damage to the transportation system and infrastructure as a result of the incident.
- Identify temporary alternative transportation solutions that can be implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed.
- Perform activities conducted under the direct authority of the EOC.
- Coordinate the restoration and recovery of the transportation systems and infrastructure.

- Coordinate and support prevention, preparedness, response, recovery, and mitigation activities among transportation stakeholders.
- Identifying critical routes and bridges for primary response activities.
- Coordinating traffic flow detour patterns and detours and provide that information to the media and first response agencies.

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

In addition to the above initial activities, ESF #1 provides longer-term coordination of the restoration and recovery of the affected transportation systems and infrastructure if required.

III. CONCEPT OF OPERATIONS

General

Transportation related incidents and requirements are handled in accordance with the National Incident Management System (NIMS).

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise

ESF #1 provides City and County government with a single point to obtain key transportation-related information, planning, and emergency management, including prevention, preparedness, response, recovery, and mitigation capabilities at the local levels. The ESF #1 structure integrates Highway Department and support agency capabilities and resources into the Franklin County Basic Emergency Operations Plan (BEOP).

IV. ACTIVATION

The EOC issues operation orders and mission assignments to activate ESF #1 based on the scope and magnitude of the threat or incident.

The appropriate emergency services notifies the Washington Emergency Management Agency, which serves as the focal point for the City's emergency response and the formal point of contact for ESF #1 activation. The EOC in turn activates ESF #1 primary staff as required.

V. ORGANIZATION

The Director of Washington Public Works leads the ESF #1 response. Once activated, ESF #1 functions are coordinated by him/her. He/she then alerts and requests supporting agencies and organizations to provide a representative to the EOC or other appropriate sites to provide liaison support as may be necessary. Subject-matter experts from ESF #1 organizations and agencies are consulted as needed. ESF #1 field response activities are performed according to internal policies and procedures.

VI. ACTIONS

a. Initial Actions

Immediately upon notification of a threat or an imminent or actual incident, the following actions will be taken, as required:

- Initiate reporting to the Emergency Operations Center.
- Activate the necessary components of the response plan as well as the necessary personnel for the ESF.
- Inform and invite participation by ESF #1 support agencies.

Monitor and report status of and damage to transportation systems and infrastructure as a result of the incident. Information is compiled from a variety of sources, including ESF #1 support agencies, ESF #1 cadre at various locations, and key transportation associations and transportation providers. Reports include specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the impact.

Identify temporary alternative transportation solutions implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed. Primary responsibility for arranging for alternate transportation services lies with the system owner or operator and local government. However, during major incidents, or when Federal coordination or funding support is required, ESF #1 identifies alternate transportation services implemented by others.

Within the limits of the scope of this annex, the EOC coordinates with appropriate State and local entities in decisions regarding issues such as movement restrictions, critical facilities closures, and evacuations.

In addition to the above activities, during major evacuations, ESF #1 provides support to the Unified Command to assist in coordination of large-scale highway evacuations, especially when involving more than one State.

Perform activities conducted under the direct authority of the EOC.

This includes a variety of statutory activities, including management of the airspace; maritime, surface transportation, railroad, and pipeline regulatory activities; funding; issuing transportation regulatory waivers and exemptions (e.g., hours of service, hazardous materials regulations, etc.); and other emergency support.

b. Continuing Actions

In addition to sustaining the initial actions, ESF #1 provides long-term coordination of the restoration and recovery of the affected transportation systems and infrastructure.

Coordinate the restoration and recovery of the transportation infrastructure. Primary responsibility for coordinating the restoration and recovery of the local

transportation infrastructure rests with the ESF #1 primary and support agencies to facilitate recovery. Prioritization of restoration efforts is based on response needs as identified within the Unified Command.

Coordinate and support prevention, preparedness, and mitigation activities among transportation stakeholders. This is a continuous activity that is conducted within the authorities and resource limitations of ESF #1 agencies. Activities include supporting local planning efforts as they relate to transportation, including evacuation planning, contingency plans, etc. as well as working to address persons with special needs in the planning process.

Identifying critical routes and bridges for primary response activities. Keeping in mind the safety and well-being of the community, and with the input of first response personnel, it will be necessary for the Highway Department to facilitate the prioritization of the opening of County roadways. In the event there are no looming safety and well-being issues to consider, prior lists of roadways will be used to make those determinations.

Coordinating traffic flow detour patterns and detours and provide that information to the media. In the wake of a disaster or emergency, it may become necessary to establish detours and re-route traffic. When that becomes necessary, it will be incumbent on the Highway Department to insure that the media and interested first response agencies receive that information.

VII. PRIMARY RESPONSIBILITIES

Because there are two City Departments sharing Primary responsibility for ESF #1, each will manage that portion which deals specifically with their expertise. Each will provide trained personnel to staff ESF #1 positions at the EOC, or any other temporary facility in the impacted region appropriate to the ESF #1 mission.

ESF #1 coordinates and implements, as required, emergency-related response and recovery functions as assigned by the incident management team. This includes management of the airspace within and surrounding the disaster-impacted area, emergency roadway funding for Franklin County owned roadways, hazardous material movement, and damage assessment, including safety- and security-related actions.

The Washington Police Department **monitors and oversees the operations involving airspace within and surrounding the disaster-impacted area, along with air-related transportation issues during emergencies.** Under certain conditions, the Franklin County Sheriff's Office **may delegate use of specified airspace for law enforcement and response (e.g., search and rescue) missions,** but retains control of the airspace at all times. The Police Department may also implement air traffic and airspace management measures such as temporary flight restrictions in conjunction with these missions. Coordination of these activities can be initiated through ESF #1 as appropriate.

City Public Works coordinated with primary and support agencies, County, State and local transportation departments, and industry partners. With input from the EOC, they assess

and report the damage to the transportation infrastructure and analyze the impact of the incident on transportation operations. The Highway Department also assists in restoring the transportation infrastructure.

City Public Works can provide technical assistance to local governmental entities in determining the most viable transportation networks to, from, and within the incident area and on availability of accessible transportation.

Primary Department	Function (See above for details)
Public Works	<p>Initial Actions:</p> <ul style="list-style-type: none"> ➤ Monitor and report status of and damage to transportation systems and infrastructure as a result of the incident. ➤ Identify temporary alternative transportation solutions implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed. ➤ Activities conducted under the direct authority of the EOC <p>Continuing Actions:</p> <ul style="list-style-type: none"> ➤ Coordinate the restoration and recovery of the transportation infrastructure. ➤ Coordinate and support prevention, preparedness, and mitigation activities among transportation stakeholders. ➤ Identifying critical routes and bridges for primary response activities. ➤ Coordinating traffic flow detour patterns and detours and provide that information to the media
Washington Police Dept	<p>Initial Actions:</p> <ul style="list-style-type: none"> ➤ Monitor and report status of and damage to transportation systems and infrastructure as a result of the incident. ➤ Monitor and oversees the operations involving airspace within and surrounding the disaster-impacted area, along with air-related transportation issues during emergencies. <p>Continuing Actions:</p> <ul style="list-style-type: none"> ➤ Assist the Highway Department with the restoration of traffic movement and control associated with present arterial road system.

Support Departments	Function
Building Department	Provide specialized emergency equipment and personnel.
Department of Planning and Zoning	With zoning information, assist the Highway Department in determining methods or locations for safely disposing of roadway and structural debris
City Clerk's Office	Department of City not assigned to a specific Primary role are assigned as having a Support role to each ESF. That support function can be in the form of personnel staffing or resource provision.

Support to other ESFs	Function
ESF 2, Communications	Obtain information to provide transportation conditions to determine routes and methods to use to get mobile communication assets into the area.
ESF 7, Logistics management and Resource Support	Provide fuel, land and limited manpower to other departments in City and County Wide Emergencies.
ESF 8, Public Health and Medical Services	Provide use of storage facilities and raw land for mass triage, temporary shelter or morgue use.
ESF 15, External affairs	Provide air traffic and emergency aviation information to the flying community

Emergency Support Function (ESF) #2 Communications

Primary Department(s):

- Washington Communications 911
- Washington Police Department
- Washington IT (NOC Technology)

Support Department(s):

- Franklin County Emergency Management
- Franklin County Sheriff's Dept.
- Franklin County 911
- Franklin County IT
- Franklin County Department of Planning and Zoning
- Franklin County Clerk

Supporting Agency(s):

- Missouri State Emergency Management Agency (SEMA)
- Amateur Radio Emergency Services (Franklin County ARES)
- Amateur Radio Relay League (ARRL)
- Missouri Radio Amateur Civil Emergency Services (RACES)
- Civil Air Patrol
- Missouri National Guard
- Public Safety Dispatch Centers
- Others as necessary

I. PURPOSE

ESF #2 coordinates:

- Actions to be taken to assure the arrangement of required communications and telecommunications (computer and telephone systems, etc) are operable during a disaster situation
- The activation of warning systems where applicable and the restoration of essential communicating systems.

II. SCOPE

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

III. CONCEPT OF OPERATIONS

Communications incidents and requirements are handled in accordance with the National Incident Management System (NIMS).

ESF #2 will be activated to provide support for tactical communications or as requested by the EOC for infrastructure restoration. When activated, ESF #2 provides communications support to the impacted area, as well as internally to the EOC and associated local response teams. ESF #2 support is scalable to meet the specific needs of each incident response, and response resources are drawn from a matrix of personnel and equipment available from the ESF #2 support agencies.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

The EOC issues operation orders and mission assignments to activate ESF #2 based on the scope and magnitude of the threat or incident.

The appropriate emergency service notifies the Washington Emergency Management Agency, which serves as the focal point for the emergency response and the formal point of contact for ESF #2 activation. The EOC in turn activates ESF #2 primary and support staff as required.

V. ACTIONS

b. Initial Actions

The Communications Unit Leader:

- Will assign ESF #2 representatives to the EOC, providing for 24-hour coverage if required.
- Requests staff from the ESF #2 primary and support agencies as required.
- Provides communications-related damage and outage information to the EOC ESF #2 representative and the Communications Branch Director.
- Requests activation of the Emergency Broadcast System when commercial communications outages are expected.
- Identifies operational communications assets available for use within the incident area.
- Identifies communications assets that may be employed to support the incident area.
- Obtains information in coordination with ESF #1 – Transportation to provide air traffic information and transportation conditions to determine routes and methods to use to get mobile communications assets into the area.

c. Continuing actions

- Survey the status of the communications infrastructure, determine residual capabilities, and assess the extent of damage within the incident area.
- Coordinate with other ESFs involved with incident recovery, to ascertain their communications assets, capabilities, and requirements.
- Conduct communications status evaluations using damage information obtained from other branches and sections.
- Provide ESF #2 representatives to support damage assessments.
- Maintains a record of all communications support provided

VII. PRIMARY RESPONSIBILITIES

ESF #2 has the following responsibilities:

- Coordinate efforts with the telecommunications and information technology industries.
- Support response efforts by development of an incident-based interoperable communications plan. (ICS Form 205)
- Coordinate the restoration and repair of the first response and County government telecommunications infrastructure.
- Oversight of communications within the local incident management and response structures.
- Designate a team lead for a component responsible for tactical communications functions.
- Designates personnel to support tactical communications functions.
- Provides personnel to support overall ESF #2 operations.
- Coordinates with the support agencies to develop appropriate documentation, policies, and procedures pertinent to tactical communications functions.
- Provides communications support to local first responders.
- Coordinates the restoration of public safety communications systems and first responder networks.
- Provides communications and IT support to the EOC.
- Assess anticipated and actual damage in the incident area.
- Alert and notification information will be supported by ESF # 5 – Emergency Management as an addendum to situational awareness.

Primary Department	Function (See above for details)
Washington Police Dept. and Washington Communications 911 and Washington IT (NOC)	Initial actions: <ul style="list-style-type: none"> ➤ Will assign ESF #2 representatives to the EOC, providing for 24-hour coverage if required. ➤ Requests staff from the ESF #2 primary and support agencies as required. ➤ Provides communications-related damage and outage information to the EOC ESF #2 representative.

	<ul style="list-style-type: none"> ➤ Requests activation of the Emergency Broadcast System when commercial communications outages are expected. ➤ Identifies operational communications assets available for use within the incident area. ➤ Identifies communications assets that may be employed to support the incident area. ➤ Obtains information in coordination with ESF #1 – Transportation to provide air traffic information and transportation conditions to determine routes and methods to use to get mobile communications assets into the area. <p>Continuing actions:</p> <ul style="list-style-type: none"> ➤ Provide ESF #2 representatives to support damage assessments. ➤ Maintains a record of all communications support provided. ➤ Survey the status of the communications infrastructure, determine residual capabilities, and assess the extent of damage within the incident area. ➤ Coordinate with other ESFs involved with incident recovery, to ascertain their communications assets, capabilities, and requirements. ➤ Conduct communications status evaluations using damage information obtained from other branches and sections.
Support Departments	Function
Franklin County EMA	<ul style="list-style-type: none"> ➤ Support with overload and requested functions ➤ Assist with requests to SEMA
Franklin County 911	Support with communications overload and with other requested support functions
Department of Planning and Zoning	With zoning information assist the Franklin County Sheriff's Office and Franklin County 911 in determining methods or locations for safely implementing temporary communications solutions
County Clerk's Office	Department of Franklin County Government not assigned to a specific Primary role are assigned as having a Support role to each ESF. That support function can be in the form of personnel staffing or resource provision.

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

Primary Department(s):

- Washington Public Works Director
- Washington Engineering Department
- Washington Building Department
- Washington Water and Wastewater Departments

Support Department(s):

- Franklin County Building Department
- Franklin County Highway Department
- Franklin County Assessor's Office
- Franklin County Department of Planning and Zoning
- Franklin County Clerk

Supporting Agency(s):

- Ameren UE
- Spire Energy
- Franklin County Public Water Districts
- Missouri State Emergency Management Agency (SEMA)
- Others as necessary

I. PURPOSE

ESF #3 coordinates and organizes the capabilities and resources of City of Washington Government to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to prepare for, respond to, and/or recover from a disaster or an incident requiring a coordinated county response.

II. SCOPE

ESF #3 is structured to provide building and engineering-related support for the changing requirements of domestic incident management to include preparedness, response, and recovery actions. Activities within the scope of this function include conducting pre-incident and post-incident assessments of infrastructure; providing technical assistance to include engineering expertise, construction management, and contracting and real estate services; providing emergency repair of damaged public infrastructure and critical facilities.

III. CONCEPT OF OPERATIONS

General

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

- The Washington Public Works and Washington Building Department are the primary agencies for providing ESF #3 technical assistance, engineering, and construction management resources and support during response activities.
- The Public Assistance Program provides supplemental Federal disaster grant assistance for debris removal and disposal; emergency protective measures; and the repair, replacement, or restoration of disaster-damaged public facilities and the facilities of certain qualified private nonprofit organizations.
- Close coordination is maintained with Federal, State, tribal, and local officials to determine potential needs for support and to track the status of response and recovery activities.
- Priorities are determined jointly among State and/or local officials. Federal ESF #3 support is integrated into the overall Federal, State, local, nongovernmental organization (NGO), and private-sector efforts.

IV. ACTIVATION

The appropriate emergency service notifies the Washington Emergency Management Agency, which serves as the focal point for the City's emergency response and the formal point of contact for ESF #3 activation. The EOC in turn activates ESF #3 primary staff as required.

When activated, ESF #3 personnel deploy to the EOC or to duty locations as determined by the EOC Building Department representatives. The EOC issues operation orders and mission assignments to activate ESF #3 based on the scope and magnitude of the threat or incident.

V. ACTIONS

Upon activation of ESF #3, the Emergency Operations Center notifies the Director of the Department of Public Works for the appropriate ESF #3 personnel support.

Activities within the ESF #3 functions include but are not limited to the following:

1. **Coordinate and provide damage assessment personnel:** This includes participating in pre-incident activities, such as the positioning of assessment teams and contractors, and deploying advance support elements. In addition, in the aftermath of an emergency, ESF #3 will serve as the County's Damage Assessment Coordinator.
2. **Provide technical information on structural safety concerns before and during debris removal** to other County Departments needing to remove debris in the wake of a disaster.

3. **Assess asbestos contamination in County facilities following disaster related incidents**
4. **Coordinate State Certified Volunteer Structural Inspectors:** Coordinate the activities of volunteers, certified and registered by SEMA, educated in structural engineering and architectural disciplines that could rapidly assess the safety of damaged structures.
5. **Maintain and update a building inspection procedure to include the most current standards for structural integrity of damaged buildings.**
6. **Identify and prioritize structures requiring immediate post-disaster inspections.** (Ex. critical communications towers, levees, hazardous material storage sites, county-owned facilities, etc., located in areas identified as high-risk.)
7. **Coordinate the damage assessment “Appeals Process” for damaged structures:** Maintain and update an "appeals" process for residents whose property, during inspection proceedings, has been condemned or deemed uninhabitable.
8. **Maintain and update systems to expedite the review of building/repair permit applications.**
9. **Maintain and update a marking system that indicates life safety designations for damaged structures.** The system must include audit capabilities, registration procedures, etc.
10. **Coordinate the abatement of dangerous buildings and structures.** Provide assistance in the monitoring and stabilization of damaged structures and the demolition of structures designated as immediate hazards to public health and safety (for chemical, biological, radiological and nuclear weapons of mass destruction incidents, demolition is coordinated with ESF #10 - Oil and Hazardous Materials Response).
11. **Provide structural specialist expertise to support inspection of mass care facilities and urban search and rescue operations.**
12. **Coordinate the activities of the public utilities and provide the utility companies with any special guidance from Franklin County pertaining to priorities of restoration of essential and secondary services.**
13. **Coordinate emergency repairs to all County-owned facilities:** This includes damaged infrastructure and critical public facilities (temporary power, emergency water, sanitation systems, etc.). Support the restoration of critical navigation, flood control, and other water infrastructure systems, including drinking water distribution and wastewater collection systems. ESF #3 will seek technical assistance to ensure that accessibility standards are addressed during infrastructure restoration activities.
14. **Activate and oversee the Debris Management Contract in accordance with contract specifications:** The management of contaminated debris (e.g., chemical, biological, radiological, or nuclear contamination) will be a joint effort with ESF #10. The scope of actions related to contaminated debris may include waste sampling, classification, packaging, transportation, treatment, demolition, and disposal of contaminated debris and soil. For purposes of ESF #3, contaminated debris is intended to mean debris (e.g., general construction debris/rubble) that is being addressed within the debris zone and to support the overall objectives of ESF #3, such as clearing roads and public property.

ESF #3 may also be responsible for managing, monitoring, and/or providing technical advice in the demolition and subsequent removal and disposal of buildings and structures contaminated with chemical, biological, radiological, and nuclear (CBRN) elements. ESF #3 will work in consultation with ESF # 10 – Oil and Hazardous Materials Response and ESF #14 – Long-Term Community Recovery to identify long-term environmental restoration issues. The scope of actions may include air monitoring and sampling, waste sampling, classification, packaging, transportation, treatment (onsite and offsite), demolition, and disposal (onsite and offsite). Except where necessary to address structural stability or other imminent threats, such demolition actions are taken after incident decision-makers have had an opportunity to evaluate options for site cleanup and have selected demolition as the desired cleanup approach. (ESF #10 leads the identification, analysis, selection, and implementation of cleanup actions for incidents where assistance is requested for hazardous materials environmental cleanup [except for certain facilities and materials owned, operated, or regulated by other Federal departments and agencies.] Decontamination of buildings or infrastructure would be led by ESF #10.)

15. Provide technical assistance to include engineering expertise, construction management, contracting and inspection of private/commercial structures.

16. Implementation and management of the DHS/FEMA Public Assistance Program and other recovery programs between and among Federal, State, and local officials, to include efforts to permanently repair, replace, or relocate damaged or destroyed public facilities and infrastructure. Recovery activities are coordinated with ESF #14 – Long-Term Community Recovery.

VI. PRIMARY RESPONSIBILITIES

Major tasks of the Public Works/Engineering ESF within Franklin County include rapid damage assessment, eventual detailed damage assessment, and code enforcement of county owned facilities as well as commercial, industrial and residential properties impacted by the incident.

The Franklin County Building and Highway Department, with coordination from the support departments, is responsible for managing, monitoring, and/or providing technical advice in the clearance, removal, and disposal of debris from public property and the re-establishment of ground and water routes into impacted areas. The scope of actions related to debris may include waste sampling, classification, packaging, transportation, treatment, demolition, and disposal. For purposes of ESF #3, the term “debris” includes general construction debris that may contain inherent building material contaminants, such as asbestos and paint. Debris may include livestock or poultry carcasses and/or plant materials. When ESF #3 is activated for a debris mission, ESF #3 may also: collect, segregate, and transport to an appropriate staging or disposal site hazardous materials that are incidental to building demolition debris, such as household hazardous waste and oil and gas from small motorized equipment; remove and dispose of Freon from appliances; and remove, recycle, and dispose of electronic goods. (The removal of hazardous material

containers that may have become intermingled with construction debris, such as drums, tanks, and cylinders containing oil and hazardous materials, is managed under ESF #10.)

ESF #3 is responsible for preparing statements of work, providing estimates of cost and completion dates for mission assignments, tracking mission execution, determining resource requirements, setting priorities, disseminating information, and providing public information and external communications support.

Primary Department	Function (See above for details)
Washington Director of Public Works and Building Department	<p>Initial Actions:</p> <ul style="list-style-type: none"> ➤ Coordinate and provide damage assessment personnel. ➤ Provide technical information on structural and environmental safety concerns before and during debris removal. ➤ Assess asbestos contamination in County facilities following disaster related structural damage. ➤ Coordinate State Certified Volunteer Structural Inspectors. ➤ Identify and prioritize structures requiring immediate post-disaster inspections. ➤ Provide structural specialist expertise to support inspection of mass care facilities and urban search and rescue operations. ➤ Coordinate the activities of the public utilities and provide the utility companies with any special guidance from St. Louis County pertaining to priorities of restoration of essential and secondary services. <p>Continuing Actions:</p> <ul style="list-style-type: none"> ➤ Maintain and update a building inspection procedure to include the most current standards for structural integrity of damaged buildings. ➤ Coordinate the damage assessment “Appeals Process” for damaged structures. ➤ Coordinate emergency repairs to all County-owned facilities. ➤ Activate and oversee the Debris Management Contract in accordance with contract specifications. ➤ Implementation and Management of the DHS / FEMA Public Assistance Program and other recovery programs between and among Federal, State, and local officials, to include efforts to permanently repair, replace, or relocate damaged or destroyed public facilities and infrastructure.

	<ul style="list-style-type: none"> ➤ Coordinate the abatement of dangerous buildings and structures. ➤ Maintain and update systems to expedite the review of building/repair permit applications. ➤ Maintain and update a marking system that indicates life safety designations for damaged structures. ➤ Provide technical assistance to include engineering expertise, construction management, contracting and inspection of private/commercial structures.
Support Departments	Function
Street Department	<ul style="list-style-type: none"> ➤ Provide specialized emergency equipment and response teams. ➤ With zoning information provided by the Department of Planning and Zoning, determine methods or locations for safely disposing of debris; roadway and structural.
Assessor's Office	<ul style="list-style-type: none"> ➤ Provide personnel for rapid damage assessment ➤ Provide estimated property values with help from collector ➤ Provide property owner information to incident staff.
Department of Planning and Zoning	<ul style="list-style-type: none"> ➤ With zoning information, assist the Streets/Highway Department in determining methods or locations for safely disposing of roadway and structural debris
City Clerk's Office and Washington Public Library Personnel	<ul style="list-style-type: none"> ➤ Washington City Government personnel not assigned to a specific Primary role are assigned as having a Support role to each ESF. That support function can be in the form of personnel staffing or resource provision.

Support to other ESFs	Function
#5	<ul style="list-style-type: none"> ➤ Provide personnel, equipment, and facilities as required to support County emergency management operations. Resources provided include facility acquisition for alternate EOCs, and equipment, supplies and skilled workers to perform construction and maintenance tasks at County facilities.
#6	<ul style="list-style-type: none"> ➤ Maintain public buildings and expropriated private structures that have been determined necessary to house County residents in order to alleviate suffering during and after an emergency situation.
#9	<ul style="list-style-type: none"> ➤ Assist in rescue operations by providing technical information regarding structural safety concerns.

#10	<ul style="list-style-type: none"> ➤ For chemical, biological and nuclear/radiological weapons of mass destruction incidents, coordinates with ESF #10 – Oil and Hazardous Materials Response for monitoring and stabilizing damaged structures and the demolition of structures designated as immediate hazards to public health and safety. ➤ Coordinates with ESF #3 – Public Works and Engineering; ESF #14 – Long-Term Community Recovery, to identify long-term environmental restoration issues. ➤ Coordinates with ESF #3 and ESF #11 on the removal of debris affecting natural and cultural resources and historic properties (NCH) resources.
#11	<ul style="list-style-type: none"> ➤ Coordinates with ESF #3 and ESF #10 on the removal of debris affecting natural and cultural resources and historic properties (NCH) resources.
#12	<ul style="list-style-type: none"> ➤ Coordinate the activities of the public utilities and provide the utility companies with any special guidance from St. Louis County pertaining to priorities of restoration of essential and secondary services.
#14	<ul style="list-style-type: none"> ➤ Coordinates with ESF #3 – Public Works and Engineering; ESF #10 - Oil and Hazardous Materials Response, to identify long-term environmental restoration issues.

Emergency Support Function (ESF) #4 Firefighting

ESF Coordinator:

- Washington Emergency Management Agency

Primary Departments:

- Washington Fire Department

Supporting Agency(s):

- Franklin County Emergency Management Agency
- Surrounding Fire Protection Districts
- Franklin County Homeland Security Response Team
- United States Coast Guard

I. PURPOSE

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

The functions of the Franklin County Homeland Security Response Team, Hazardous Materials Function, fall under the auspices of the fire service and are more clearly defined in **ESF #10 – Oil and Hazardous Materials Response**.

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

II. SCOPE

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

III. CONCEPT OF OPERATIONS

General

Priority is given to the following areas in the order listed:

- Life safety (firefighters and the public)
- Protecting property and the environment

ESF #4 uses established firefighting and support organizations, processes, and National Incident Management System (NIMS) procedures as outlined in the *National Interagency Mobilization Guide*. Responsibility for situation assessment and determination of resource needs lies primarily with the local Incident Commander.

Intrastate resources would be requested under local or statewide mutual aid and assistance agreements. Interstate resources, including National Guard firefighting resources from other States, would be requested through the Emergency Management Assistance Compact (EMAC), other compacts, or State-to-State mutual aid and assistance agreements. Shortages of critical resources are adjudicated at the lowest jurisdictional level.

Actual firefighting operations are managed under the ICS element of the NIMS Command and Management component. Situation and damage assessment information is transmitted through established channels and directly between the response support structures according to NIMS procedures.

The ESF #4 coordinator operates at the behest of the fire representative of the Unified Command.

While operational, ESF #4 provides subject-matter expertise as needed to Incident Command and other relevant ESFs. Supporting agencies have representatives available on a 24-hour basis while ESF #4 is operational.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

The Unified Command structure issues operation orders and mission assignments to activate ESF #4 based on the scope and magnitude of the threat or incident.

The appropriate emergency service notifies the Washington Emergency Management Agency, which serves as the focal point for the County's emergency response and the formal point of contact for an ESF #4 activation. The Emergency Operations Center (EOC) in turn activates ESF #4 primary staff as required and will, if needed, request a fire agency presence in the EOC.

V. ORGANIZATION

In a multi-jurisdictional incident, ESF #4 will be coordinated at the EOC with the assistance of the Franklin County Emergency Management Agency in a unified effort in accordance with the Incident Command System (ICS) protocols.

VI. ACTIONS

a. Initial Actions

- The ESF #4 coordinator or fire agency representative:
- **Reports to the EOC upon being notified.**
- **Establishes communication links with support agencies and regional ESF #4 coordinators**
- **Obtains an initial fire situation and damage assessment through established intelligence procedures**
- **Determines the appropriate management response to meet the request for assistance**

- **Obtains and distributes, through appropriate channels, incident contact information to emergency responders mobilized through ESF #4.**
- **Analyzes each request before committing people and other resources**
- **Ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned**
- **Ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or interagency Incident Management Team.**
- **Ensures that an all-hazard incident-specific briefing and training are accomplished prior to task implementation.** This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

b. Continuing Actions

- The ESF #4 coordinator or fire agency representative:
- **Obtains, maintains, and provides incident situation and damage assessment information through established procedures.**
 - **Coordinates incident resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.**
 - **Maintains a complete log of actions taken, resource orders, records, and reports.**
 - **ESF #4 continuously acquires and assesses information on the incident and continues to identify the nature and extent of problems and establishes appropriate response missions.**
 - **Provides subject-matter experts/expertise regarding structural/urban/suburban fire and fire-related activities.**

VII. PRIMARY RESPONSIBILITIES

ESF #4 manages and coordinates firefighting activities. This function is accomplished by mobilizing firefighting resources in support of firefighting agencies.

Firefighting support is primarily a response function. Efforts should be made to ensure that firefighting resources are managed and utilized appropriately so they can be available for life saving, incident stabilization, and property protection assignments.

Primary Department	Function (See above for details)
Washington Fire Department	<p>Initial Actions:</p> <ul style="list-style-type: none"> ➤ Reports to the EOC upon being notified. ➤ Establishes communication links with support agencies and regional ESF #4 coordinators ➤ Obtains an initial fire situation and damage assessment through established intelligence procedures ➤ Determines the appropriate management response to meet the request for assistance ➤ Obtains and distributes, through appropriate channels, incident contact information to emergency responders mobilized through ESF #4. ➤ Analyzes each request before committing people and other resources ➤ Ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned ➤ Ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or interagency Incident Management Team. ➤ Ensures that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. <p>Continuing Actions:</p> <ul style="list-style-type: none"> ➤ Obtains, maintains, and provides incident situation and damage assessment information through established procedures. ➤ Coordinates incident resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues. ➤ Maintains a complete log of actions taken, resource orders, records, and reports. ➤ ESF #4 continuously acquires and assesses information on the incident and continues to identify the nature and extent of problems and establishes appropriate response missions. ➤ Provides subject-matter experts/expertise regarding structural/urban/suburban fire and fire-related activities.

Support to other ESFs	Function
#9	The search and rescue functions of ESF #9 – Search and Rescue also fall under the auspices of the local fire agencies

	and are accomplished with their support. The specific duties of that function as it relates to ESF #4 can be found in ESF #9.
#10	The functions of the Franklin County Homeland Security Response Team, Hazardous Materials function, fall under the auspices of the fire service and are more clearly defined in ESF #10 – Oil and Hazardous Materials Response.

Emergency Support Function (ESF) #5 Emergency Management

ESF Coordinator:

- Washington Emergency Management Agency

Primary Departments:

- Washington Emergency Management Agency

Supporting Departments:

- Washington City Clerk's Office
- Washington Public Library
- Washington Finance Department
- Washington IT Department (NOC)
- Washington Public Works
- Franklin County Clerk's Office
- Franklin County Auditor's Office
- Franklin County Treasurer's Office
- Franklin County IT Department
- Franklin County Assessor's Office
- Franklin County Collector
- Franklin County Highway Department
- Franklin County Building Department
- Franklin County Planning and Zoning
- Franklin County Health Department

Supporting Agency(s):

- Franklin County Emergency Management Agency
- Missouri State Emergency Management Agency (SEMA)

I. PURPOSE

ESF #5 is responsible for supporting overall activities of local government for domestic incident management. ESF #5 provides the core management and administrative functions in support of the emergency operations.

ESF #5 helps maintain situational awareness of the threat or incident. It coordinates and represents the local interest in the local-State operational partnership and ensures that local and individual applicants receive timely, equitable, and comprehensive assistance as provided for in Federal statutes and directives.

II. SCOPE

ESF #5 serves as the coordination ESF for all City of Washington government departments across the spectrum of domestic incident management from hazard mitigation and preparedness to response and recovery. ESF #5 will identify resources for alert, activation, and subsequent deployment for quick and effective response.

During the post-incident response phase, ESF #5 is responsible for the support and planning functions. ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations involving incidents requiring local coordination. This includes:

- Alert and notification (ESF #2)
- Incident action planning
- Coordination of operations
- Logistics management (ESF #7)
- Direction and control
- Information collection, analysis, and management
- Facilitation of requests for Federal assistance
- Resource acquisition and management (ESF #7)
- Worker safety and health
- Facilities management (ESF #7)
- Financial management (City Finance Department)
- Other support as required.

III. CONCEPT OF OPERATIONS

General

ESF #5 ensures that there is trained and experienced staff to fill appropriate positions in the Emergency Operations Center (EOC) when activated or established.

The EOC, staffed by ESF #5 and other ESFs when activated, monitors potential or developing incidents and supports the efforts of field operations. In the event of a no-notice event, the director of the Emergency Management Agency or their designee may order an activation of the EOC depending on the size of the incident.

ESF #5 supports the activation and deployment of emergency response teams.

The EOC, staffed by ESF #5 and other ESFs as required, coordinates operations and situational reporting to the EOC.

Departments and agencies with relevant parts, participate in the incident action planning process coordinated by the Planning Section.

Planning Section staff provides, manages, and organizes geospatial data through the Washington Engineering Department and Washington IT Department (NOC).

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

Organizational Structure

ESF #5 is organized in accordance with the National Incident Management System (NIMS) and supports the general staff functions contained therein.

IV. ACTIONS

When ESF #5 is activated, the Washington Emergency Management Agency and the other City offices deploy representatives to the EOC as needed.

ESF #5 initiates actions to staff multi-agency coordination centers.

When an incident occurs or has the potential to occur, various Franklin County Departments and their support agencies and organizations, activate and increase the operational tempo of the EOC. This includes alert, notification, and situation reporting to other appropriate partners.

Unified Command staff makes initial contact with the affected populations and identify capabilities and shortfalls as a means of determining initial response requirements for needed support. The Emergency Management Agency coordinates the resourcing and delivery of required resources.

The ICS Planning Section:

- Develops and issues the appropriate operational orders
- Issues initial activation mission assignments or reimbursable agreements
- Establishes reporting and communications protocols with the activated agencies
- Working with other staff sections;
- Develops the initial Incident Action Plan at the Joint Field Office (JFO) based on objectives established by the Unified Coordination Group
- Coordinates with other staff sections to implement the plan

V. ACTIVITIES

ESF #5 ensures the establishment of required field facilities. These facilities include the Joint Information Center.

The Emergency Management Agency is responsible for notifying the departments and agencies, as well as local emergency management organizations, of potential threats to enable the elevation of operational response postures or the pre-positioning of assets.

VI. RESPONSIBILITIES

ESF #5:

- Coordinates overall staffing of emergency management activities at multi-agency coordination centers, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the above facilities, and the key personnel required.
- Coordinates emergency response plans at the local level of City government
- Facilitates information flow in the pre-incident phase and coordinates inter-governmental planning, training, and exercising in order to prepare assets for deployment.
- Has the responsibility to insure an appropriate local emergency management capability.

- Conducts operational planning, coordinating with other local agencies.
- Activates and convenes emergency assets and capabilities to prevent and respond to incidents that may require a coordinated response
- Coordinates with the Franklin County Emergency Management Agency and the State Emergency Management Agency (SEMA)
- Coordinates Federal preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning
- Coordinates the use of remote sensing and reconnaissance operations, activation and deployment of assessment personnel or teams, and geospatial and geographic information system support needed for incident management.
- ESF #3 – Public Works and Engineering provides personnel, equipment and facilities as required to support County emergency management operations. Resources provided include facility acquisition for alternate EOCs and equipment, supplies and skilled workers to perform construction and maintenance tasks at County facilities.
- Provides direction to ESF representatives operating through the EOC for the procurement, staging, deployment and stand-down of personnel, equipment and material.
- Provides a central point of contact and liaison for state and federal agencies, volunteer organizations and local resources to obtain processed information for incident management.
- In conjunction with the **Franklin County Assessor's Office**, provide information regarding the value of commercial and residential property.
- Provide for the exchange of information between government emergency management agencies and private corporations and business groups.
- Identify potential sources of relief and recovery materials and supplies available through the private sector.

Support Agencies

Support agencies' responsibilities and capabilities are outlined in the ESF Annexes.

Support agencies provide expert personnel to the multi-agency coordination centers, as requested, to assist with the delivery of resources and provide reports to the respective Planning Section. All agencies, as appropriate, identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of each agency. Support capabilities of other organizations may be used as required and available.

All departments and agencies should maintain comprehensive and current plans and procedures identifying how they will execute the support functions for which they are responsible.

All City components/directorates will maintain emergency support plans and provide support, as required.

	<ul style="list-style-type: none"> ➤ Provide for the exchange of information between government emergency management agencies and private corporations and business groups. ➤ Identify potential sources of relief and recovery materials and supplies available through the private sector. ➤ In conjunction with the Franklin County Assessor's Office, provide information regarding the value of commercial and residential property
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Supporting Department	Function (See above for details)
Washington City Clerk's/Finance Office	Initial Actions: <ul style="list-style-type: none"> ➤ Reports to the EOC or other designated location upon being notified. ➤ Obtain scope of the emergency. Continuing Actions: <ul style="list-style-type: none"> ➤ Obtains, maintains, and provides incident situation information as to burn rate, hours worked, and overall cost of the incident. ➤ Works with the Finance/Admin section chief to plan the next operational period ➤ Works to provide spending limits for Incident Support Team.
Franklin County Assessor's/Collectors Office	<ul style="list-style-type: none"> ➤ Provide personnel for rapid damage assessment ➤ Provide estimated property values with help from collector. ➤ Provide property owner information to the incident staff.
Washington Engineering Department and IT	<ul style="list-style-type: none"> ➤ Provide technical support for electronic systems ➤ Provide GIS support through electronic maps as well as printed maps
Franklin County Highway/Building/Planning and Zoning Departments	<ul style="list-style-type: none"> ➤ Provide Staff for rapid damage assessment ➤ Provide facility support and locations for misc Emergency Management Operations

Support to other ESFs	Function
#9	The search and rescue functions of ESF #9 – Search and Rescue also fall under the auspices of the local fire agencies and are accomplished with their support. The specific duties of that function as it relates to ESF #4 can be found in ESF #9.
#10	The functions of the Franklin County Homeland Security Response Team, Hazardous Materials function, fall under the auspices of the fire service and are more clearly defined in ESF #10 – Oil and Hazardous Materials Response.

**Emergency Support Function (ESF) #6
Mass Care, Companion Animal Sheltering, and Emergency Assistance**

ESF Coordinator:

- Washington Emergency Management Agency

Primary Department(s):

- American Red Cross
- Franklin County Department of Health
- Franklin County Department of Family Services

Support Department(s):

- Washington Police Department
- Franklin County Emergency Management Agency
- Franklin County Homeless Task Force
- Franklin County Sheriff's Office
- Local Fire Protection Districts and Fire Departments

Supporting Agency(s):

- Salvation Army
- United Way
- Humane Society of Missouri
- Heartland Independent Living Center
- Crider Health
- COAD (Community Organizations Active in Disasters)
- VOAD (Volunteer Organizations Active in Disaster)
- Others as deemed necessary

I. PURPOSE

Emergency Support Function (ESF) #6 coordinates the delivery of mass care, companion animal sheltering and emergency assistance to residents of Franklin County during and after an emergency.

II. SCOPE

When directed by the Director of the Washington Emergency Management Agency through the authority vested by the City of Washington, ESF #6 services and programs are implemented to assist individuals and households impacted by potential or actual disaster incidents. ESF #6 in Franklin County is organized into three primary functions:

- Mass Care
- Companion Animal Sheltering
- Emergency Assistance

Mass Care: Includes:

- Sheltering
- Feeding operations
- Emergency first aid
- Bulk distribution of emergency items
- Collecting and providing information on victims to family members

Help to obtain:

- o Disaster loans
- o Crisis counseling
- o Support and services for functional needs populations
- o Other Federal and State benefits

Emergency Assistance: Includes assistance required by:

- Individuals
- Families
- Communities

This assistance will ensure that immediate needs beyond the scope of the traditional “mass care” services provided at the local level are addressed. These services include:

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

ESF #14 – Long-Term Community Recovery coordinates with ESF #6 and ESF #8 – Public Health and Medical Services, to identify long-term recovery needs of functional needs populations and incorporate these into recovery strategies.

III. SITUATION AND ASSUMPTIONS

The type of mass care, companion animal sheltering, and disaster emergency services will vary depending on the situation. The population affected could range from very few in an isolated event to large numbers for an incident impacting a densely populated area.

Situations

- The responsibilities assigned to the ARC as the primary agency for ESF #6 at no time will supersede those responsibilities assigned to the ARC by its congressional charter.
- In compliance with the Pets Evacuation and Transportation Act of 2006, the rescue, care, and sheltering of companion animals (household pets) will be provided. It is the intent of the City of Washington Emergency Management Agency and the Franklin County Emergency Management Agency to work with the Humane Society of Missouri and other rescue organizations that may include but are not limited to Red Rover, Noah's Wish, or the American Society for the Prevention of Cruelty to Animals (ASPCA) as required. These animal organizations are specially trained for the rescue, handling, sheltering, and care of companion animals in disaster situations. Their training and recordkeeping also enhances the safety, security, and reunification of animals while separated from their human companions.
- Pet owners have the primary responsibility to care for their pets prior to, during, and after disasters. Individuals and families are encouraged to consider and plan for their animals needs prior to a disaster.
- Service animals, for health and safety of other animals and humans, are the only animals permitted inside emergency mass care shelters. Companion animals must be sheltered in a manner that keeps them isolated from the human component.
- When at all possible, animal sheltering operations will take place in the same vicinity as mass care shelters to allow for pet owners to assist in their pets care while being sheltered. In addition to relieving the workload on volunteers, it has been shown to be mentally and emotionally beneficial for both the human and animal in a disaster situation.
- Disaster victims will be forced from their homes, depending on such factors as the time of occurrence, area demographics, building construction, and existing weather conditions. There is the potential of mass casualties and fatalities, which may result in specialized populations (i.e. elderly, disabled, or children) without support.

Assumptions

- Disasters and evacuations may cause family members to become separated and unable to locate one another, which can result in minors who are unaccompanied and who may require assistance for reunification with their family.
- Individuals and families can become deprived of their normal means of obtaining food, ware, clothing, shelter, and basic medical needs.

- Local and regional resources will be available to meet the most immediate temporary housing and human services needs. However, there are scenarios that have the potential to exceed local capabilities and/or exhaust local resources, in which case the state and federal government will provide assistance.
- During large scale disasters, pet ownership may affect the behavior of a segment of the population at risk. These actions may deter them from seeking help for themselves in fear of having to leave their pets behinds.
- Some pet owners may not be able to protect and care for their animals during an emergency which can result in unscheduled drop-offs at animal care facilities. Other pet owners may opt to abandon their animals which can result in the need for animal rescue for the health and well-being of the animal and general public.
- Some evacuees will seek shelter at the homes of family or friends or lodging facilities and will not have mass care or animal sheltering needs.

IV. CONCEPT OF OPERATIONS

ESF #6 assistance is managed and coordinated at the lowest possible organizational level. Only requests that cannot be filled or issues that cannot be resolved at the local levels are elevated to the State Emergency Management Agency (SEMA) for resolution. Initial response activities will focus on immediate needs of victims. Recovery efforts are initiated concurrently with response activities.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

V. ACTIVATION

When activated, ESF #6:

- Coordinates and resolves local-level ESF #6 issues.
- Contacts and activates local-level ESF #6 support agencies, as required.
- Provides consolidated reports on mass care, emergency assistance, housing, and human services activities to the Planning Section for inclusion in the situation report.
- Distributes ESF #6 information to ESF #6 support agencies, as appropriate.

VI. PRIMARY RESPONSIBILITIES

Field-Level Support – ESF #6 Branch

Once established, the ESF #6 Branch:

- Provides consolidated reports on mass care, companion animal sheltering, and emergency assistance, activities to the Planning Section for inclusion in field Incident Action Plans and situation reports.
- Distributes ESF #6 information to ESF #6 support agencies, as appropriate.
- Reports on current mass care services and activities using data provided by the American Red Cross.
- Anticipates and identifies future requirements in coordination with ESF #6 agencies.
- Facilitates the process by which COADs providing mass care services in affected areas request resource support for mass care.
- Coordinates with local COADs to de-populate shelters as required and, when possible, plan for the return of evacuees, including evacuees with functional needs, to their pre-disaster locations.
- Staff from the ESF #6 primary and support agencies remain activated through the initial phase of recovery activities to ensure all response issues are addressed and to support the transition of related issues and responsibilities from mass care.

VII. FUNCTIONAL AREAS

A. Mass Care

Franklin County government in coordination with the American Red Cross and voluntary organizations will provide shelter, feeding, bulk distribution, emergency first aid, and disaster welfare information.

Sheltering

Emergency shelter includes the use of designated shelter sites in existing structures within the affected area(s), as well as additional sites designated by City of Washington government, Franklin County government and American Red Cross. Shelter sites shall be selected to maximize accessibility for individuals with disabilities, whenever possible. Sheltering is the functional responsibility of the Department of Health in coordination with the American Red Cross and/or the Salvation Army and Heartland Independent Living Center

Feeding

Feeding includes a combination of fixed sites, mobile feeding units, and bulk distribution sites. Feeding is the functional responsibility of the Department of Health in coordination with the American Red Cross and other voluntary organizations.

Bulk Distribution

Bulk distribution includes distribution of emergency relief items to meet urgent needs through sites established within the affected area(s). See Attachment 1. These sites are used to distribute food, water, or other commodities in coordination with State, and Federal governmental entities and voluntary agencies and other private-sector organizations. Bulk distribution is the functional responsibility of the Franklin County Emergency Management Agency in coordination with Planning and Zoning, Highway Department, the Salvation Army, the American Red Cross, and the United Way/211.

Emergency First Aid

Emergency first aid includes provision of basic first aid at mass care facilities and designated sites and referral to appropriate medical personnel and facilities. Emergency first aid is the functional responsibility of the Department of Health in coordination with the American Red Cross and area medical facilities.

Disaster Welfare Information

Includes services related to the provision of information about individuals residing within the affected area to immediate family members outside the affected area. It may also include services related to the reunification of family members within the affected area.

Human service needs:

- Uninsured or under-insured disaster-related needs of individuals or families who are unable to obtain adequate assistance from other local, State, and Federal government programs or from voluntary agencies.
- Providing immediate, short-term crisis counseling services. This assistance helps relieve grieving, stress, or mental health problems caused or aggravated by a disaster or its aftermath. Assistance provided is short term.
- ESF #6 provides case management services, including financial assistance, through government agencies or qualified non-profits to eligible individuals.
- Supports local, State, and Federal assistance, as appropriate.

Disaster welfare information is the functional responsibility of the Division of Family Services in coordination with the American Red Cross and Crider Health.

B. Emergency Assistance

Emergency assistance includes mass evacuation, facilitated reunification, general specialized medical and non-conventional sheltering, support to unaffiliated volunteers and unsolicited donations, and voluntary agency coordination.

Mass Evacuation

ESF #6 mass evacuation activities and requirements are identified and addressed in the Mass Evacuation Incident Annex to the National Response Framework (NRF). Mass Evacuation is the functional responsibility of the Washington Police Department and the Franklin County Sheriff's Office and is outlined more explicitly in [Annex J](#).

Facilitated Reunification

When an evacuation process is required, it will be necessary to track information on individuals and families in an effort to assist with the reunification of separated family members. Tracking, locating, registering, and reuniting evacuees and survivors are activities performed at local, State, and Federal levels. Facilitated reunification at the local level is the functional responsibility of the Division of Family Services in coordination with the American Red Cross.

Household Pets and Service Animals

ESF #6 ensures coordination of mass care services to provide for the safety and well-being of household pets and service animals during evacuations and sheltering. ESF #8 –Public Health and Medical Services will ensure support to ESF #6 through an integrated response. ESF #8 assists ESF #6 in establishing shelters by identifying and coordinating pet control areas. Franklin County recognizes the varying and special requirements of individuals that require and utilize service animals and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed and that the individuals and service animals remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services and in

accordance with the requirements of the Americans with Disabilities Act (ADA). Household Pets and Service Animals is the functional responsibility of the Department of Health in coordination with the Humane Society of Missouri and the American Red Cross.

General, Specialized, Medical, and Non-conventional Shelters

ESF #6 will provide resources and technical assistance in support of local governments and COADs when conventional and non-conventional congregate care systems and shelter-in-place activities are in need of additional resources. Congregate care facilities are accessible to individuals with disabilities, whenever possible. Non-conventional sheltering may include:

- Hotels, motels, and other single-room facilities.
- Temporary facilities such as tents, pre-fab module facilities and trains.
- Specialized shelters and medical support shelters.

ESF #3 – Public Works and Building Department supports ESF #6 by maintaining public buildings and expropriated private structures that have been determined necessary to house County residents in order to alleviate suffering during and after an emergency situation.

National Shelter System

The National Shelter System (NSS) is a web-based comprehensive database that provides information for shelters posted to the NSS during response to disasters and emergencies. Reports from the NSS will detail the location and capacities of shelters (evacuation, general, ADA compliant, pet friendly, medical, etc.) open, on stand-by, or closed. The information in the NSS is submitted by the local, State, and COAD entities operating these shelters.

Coordinating the use of General, Specialized, Medical, and Non-conventional Shelters is the functional responsibility of the Department of Health, in coordination with the American Red Cross.

Support to Unaffiliated Volunteers and Unsolicited Donations

The procedures, processes, and activities for assistance to support spontaneous volunteers and unsolicited donations are the responsibilities of the Franklin County Emergency Management Agency Volunteer Coordinator in coordination with the Franklin County COAD. Support to volunteer and donations management may include the following:

- A database system to manage and record offers of donated goods and services.
- Warehouse support for housing unsolicited donated goods.
- Coordination of unsolicited private and international donations.

Voluntary Agency Coordination

ESF #6 works in coordination with local COADs, faith-based organizations, and the private sector to facilitate an inclusive, multiagency, community-wide, and coordinated response and recovery effort. ESF #6 works with local officials, private non-profit organizations, the State, and others to establish a long-term recovery strategy to address the unmet needs of individuals and families, including those with functional needs. ESF #6 may also coordinate with COADs and international relief organizations to support the efforts of local voluntary agencies and faith-based organizations.

ESF #6 coordinates among non-traditional and newly formed voluntary agencies, existing social service agencies, and other government agencies with formal coalitions such as COAD and Long-Term Recovery Committees. Non-traditional voluntary agencies include disaster response or recovery

service providers that have not been involved with the planning and coordination efforts prior to a particular event. New voluntary agencies include groups that form in response to a particular event. Voluntary Agency Coordination is the functional responsibility of the Franklin County Emergency Management Agency Volunteer Coordinator in coordination with the Franklin County COAD.

Primary Department	Function (See above for details)
American Red Cross	<ul style="list-style-type: none"> ➤ Feeding ➤ Emergency first aid ➤ Household Pets and Service Animals ➤ General, Specialized, Medical, and Non-conventional Shelters ➤ Disaster Welfare Information
Department of Health	<ul style="list-style-type: none"> ➤ Feeding ➤ Emergency first aid ➤ Household Pets and Service Animals ➤ General, Specialized, Medical, and Non-conventional Shelters
Emergency Management Agency	<ul style="list-style-type: none"> ➤ Support unaffiliated volunteers and unsolicited donations ➤ Voluntary Agency Coordination ➤ Bulk Distribution
Division of Family Services	<ul style="list-style-type: none"> ➤ Disaster Welfare Information ➤ Facilitated reunification ➤
Washington PD and Franklin County Sheriff's Office	<ul style="list-style-type: none"> ➤ Mass Evacuation ➤ Shelter Security

Support Department	Function (See above for details)
Humane Society of Missouri	<ul style="list-style-type: none"> ➤ Household Pets and Service Animals
Heartland Independent Living Center	<ul style="list-style-type: none"> ➤ General, Specialized, Medical, and Non-conventional Shelters ➤ Household Pets and Service Animals
Crider Health	<ul style="list-style-type: none"> ➤ General, Specialized, Medical, and Non-conventional Shelters
Franklin County government departments	Department of Franklin County Government not assigned to a specific Primary role are assigned as having a Support role to each ESF. That support function can be in the form of personnel staffing or resource provision.
Support ESF's	Function
#3	ESF #3 supports ESF #6 by maintaining public buildings and expropriated private structures that have been determined

	necessary to house County residents in order to alleviate suffering during and after an emergency situation.
#8	ESF #8 supports ESF #6 by providing expertise and guidance on the public health issues of the medical needs populations and coordinates medical support to mass care facilities.
#14	Coordinates with ESF #6 and ESF #8 – Public Health and Medical Services, to identify long-term recovery needs of functional needs populations and incorporate these into recovery strategies.

Support to other ESFs	Function
#11	ESF #6, along with ESF #8, ESF #9, and ESF #14 support ESF #11 to ensure an integrated response that provides for the safety and well-being of household pets and service animals as well as dealing with at-large animals.

Attachments:

1. Annex J, Evacuation
2. Mass Care Commodities “Point of Distribution” (POD) Plan

ANNEX J
ESF - 6
EVACUATION

Appendices

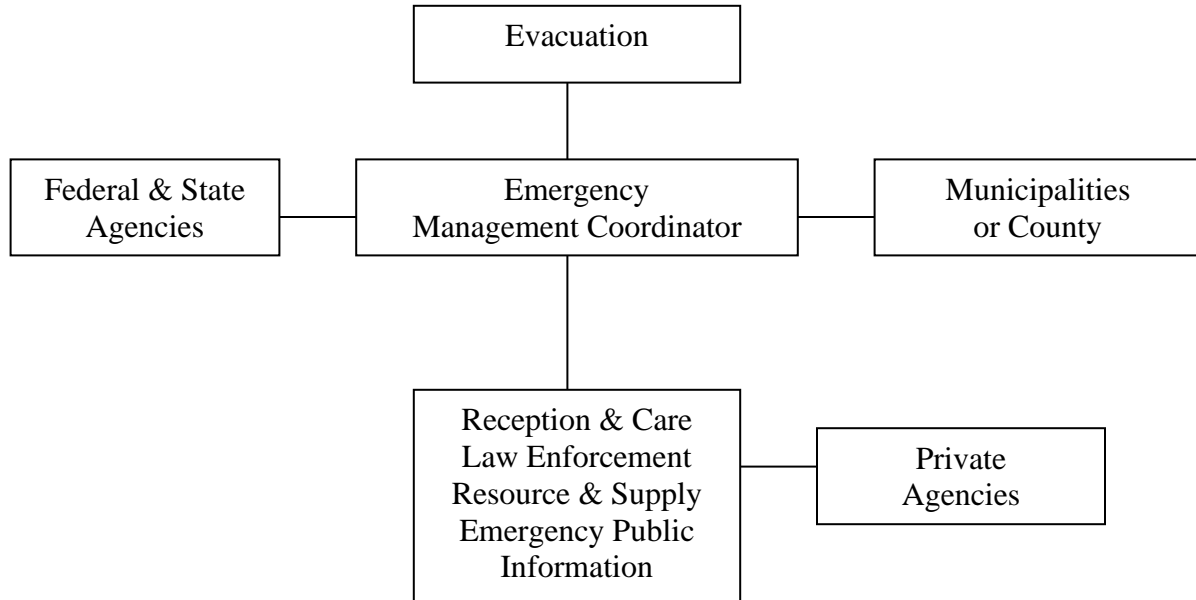
1. Evacuation Organizational Chart (Appendix 1)
2. Facilities Requiring Special Consideration if Evacuated (Appendix 2)
3. Staging Areas for Evacuation (Appendix 3)
Attachment A -- Franklin County School Districts Map
4. Hazardous Materials Evacuation (Appendix 4)
Attachment A -- Emergency Procedures for Local Authorities
Radiological Accidents and Incidents
5. Flood Evacuation (Appendix 5)
6. Dam Failure (Appendix 6)
Attachment A -- Franklin County Dam Inventory
Attachment B -- Dam Locations (map)
7. Pipeline Maps (Appendix 7)
8. Evacuation Routes Map (Appendix 8)
9. Record of Evacuation Form (Appendix 9)
10. Boles Township Evacuation (Appendix 10)
11. Earthquake Response (Appendix 11)
Attachment A - Projected Earthquake Intensities Map
12. Transportation Resources (Appendix 12)
13. Disable Questionnaire (Appendix 13)

Reference

Jail Operations Manual

Appendix 1 to Annex J

EVACUATION ORGANIZATIONAL CHART



Support from private agencies such as Red Cross, churches, public schools, etc., will enhance evacuation operations (i.e., assisting with sheltering, providing transportation, etc.).

Appendix 2 to Annex J

FACILITIES REQUIRING SPECIAL CONSIDERATION IF EVACUATED

These facilities include nursing homes/residential care facilities, public and private schools, handicapped facilities, and homeless shelters. For names and phone numbers see Resource Book in EOC or Dispatch.

Appendix 3 to Annex J

STAGING AREAS FOR EVACUATION

The locations selected for staging areas are sites that are suitable for collection points for:

1. People who need transportation
2. Assembling equipment and supplies

The following facilities represent centrally located, easily accessible collection points for county and city residents. Which sites to be used would be determined by the situation and prior agreement between the school districts and local government.

Available at EOC

Attachment A to Appendix 3 to Annex J
FRANKLIN COUNTY SCHOOL DISTRICTS

Map on file in Franklin County EOC.

Appendix 4 to Annex J
HAZARDOUS MATERIALS EVACUATION

I. PURPOSE

Provide for the orderly and coordinated evacuation of those people in The City of Washington whose health and/or lives are endangered as a result of accidental exposure to hazardous materials (HAZMAT). Such exposure could result from either a mishap involving the transport of HAZMAT, the accidental release of such materials from a fixed facility, or terrorist activity.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Washington and Franklin County are exposed daily to hazardous materials being transported across its highways, pipelines that transverse the county, and also from the storage of these materials in containment areas.

B. Assumptions

1. One of every ten motor vehicles is engaged in the transport of hazardous materials.
2. Hazardous materials incidents may occur without any other emergencies being involved, such as an accidental release resulting from the structural failure of a container or a leaking valve.
3. Such incidents could pose a significant threat to the health and safety of response personnel, as well as others in the immediate area.
4. The Local Emergency Planning Committee (LEPC) recognizes the responsibility regarding public health and safety, as well as the implementation and exercise of the hazardous materials emergency response guidelines contained throughout this plan.

III. EVACUATION RESPONSE GUIDELINES

A. If no evacuation is required:

1. Secure the area.
2. Dispatch emergency response team (i.e., fire department) within the jurisdiction of the affected location.
3. Alert other departments/agencies. Other local government units such as fire, water, sewer, and street departments should be informed of the situation. Also, notify Missouri's Department of Natural Resources (DNR), the State Emergency Management Agency as required, and CHEMTREC, if necessary.

B. If evacuation is required and an order is made to evacuate:

1. Designate the area to be evacuated. This information should be as clear and concise as possible in order to aid those who are assisting in the evacuation, as well as for those being evacuated.
2. Establish perimeter security. The purpose is to limit, or prohibit, entry into the affected area.
3. Activate an emergency shelter plan, if necessary. Many evacuees will stay with friends or neighbors for short periods of time. If duration is longer, the affected community should be relocated, and it would become necessary to prepare evacuation facilities/centers for long-term occupancy.
4. Notify affected persons. All persons within affected area must be contacted. This is best accomplished on a door-to-door basis, use of loudspeakers, or by government-manned telephones, depending upon the situation. Records should be kept of location of homes/buildings visited, times and dates, and results of

attempted visits, and personal information of those who refuse to evacuate. (See Appendix 9 to this Annex). If it is appropriate, the EAS may be used.

5. Return of affected persons. Once the area is declared safe, a public information program should so inform evacuees when to return, what to expect upon return (i.e., how to turn utilities back on, etc.), and how to request additional information and assistance. Also, local government should warn the citizens of other related hazards so as to alert them to changes in their environment.

Attachment A to Appendix 4 to Annex J

DEPARTMENT OF PUBLIC SAFETY OFFICE OF ADJUTANT GENERAL

State Emergency Management Agency
P.O. Box 116
Jefferson City, MO 65102

SEMA Circular
No. 30.1

December 1989

EMERGENCY GUIDELINES FOR LOCAL AUTHORITIES RADIOLOGICAL ACCIDENTS AND INCIDENTS

For names and phone numbers see Resource Book in Dispatch or EOC.

This circular will serve as a guide and checklist for local authorities in handling a peacetime emergency until qualified radiation safety specialists arrive at the accident scene. Distribution shall be to all emergency response organization dispatchers and civil preparedness organizations.

EMERGENCY PROCEDURES

When an incident involving radioactive material occurs, the following emergency actions and precautions should be taken:

1. Take any steps necessary to protect human life. Safeguard property insofar as possible.
2. Locate shipping documents from driver (or drivers compartments) and determine cargo contents, i.e., isotope, activity, transport index. This same information may be derived from individual package labels, if packages have been ejected from the cargo container.
3. As soon as possible, call the Director, State Emergency Management Agency, Office of the Adjutant General, Jefferson City. If after hours, call the SEMA Duty Officer. Be prepared to give as much of the following information as possible.
 - a) Name, location and phone number of person making report.
 - b) Name of possessor of radioactive material in question, (e.g. licensee, consignee, consignor).
 - c) Description of incident:
 - 1) Nature of incident
 - 2) Time of incident
 - 3) Location of incident
 - 4) Accessibility of incident site
 - 5) Extent of injuries to personnel
 - 6) Have injured and/or exposed persons been given treatment?
 - 7) Possible hazard to public
 - d) Other agencies already notified
4. Keep the public as far from the scene of the incident as reasonably possible. Prevent souvenir hunting and handling of debris. In the case of a NUCLEAR WEAPONS incident, keep the public at least 2,000 feet away.
5. Isolate for further examination those persons who may have had contact with the radioactive material. Obtain names and addresses of those involved.

6.
 - a) If possible, move victims away from areas of potential radiation exposure or contamination before initiating advanced life-support measures. However, LIFE-SAVING FIRST AID SHOULD NOT BE DENIED because of actual or suspected contamination.
 - b) If serious injury demanding more than first aid measures has occurred, the patient should be transported at once to the nearest hospital emergency room for medical attention. NOTE: If the local hospital does not have personnel trained in handling radiologically-contaminated patients ask SEMA for support.
 - c) Be sure to advise ambulance personnel and the hospital of the radiological nature of the incident, including the amount and isotope involved, if possible.
 - d) Medical first aid is directed primarily at restoration of breathing, control of hemorrhage, splinting for fractures, prevention of shock, and control of pain. These are carried out for an exposed person in the same basic fashion as for non-exposed individuals.
 - e) Radiological first aid consists of cleansing the skin of obvious dirt ¹ (possibly contamination) and, if feasible, carefully remove the outer garments and shoes of the patient ² and wrapping him mummy fashion in a blanket, sheet, canvas, or large coat. By this measure, any remaining radioactive contamination is contained and, if the wrapping is carefully done, the victim can be moved readily with little likelihood of spreading contamination.
7. If incidents involve fire, fight fires from upwind whenever possible. Treat them as fires involving toxic chemicals. Keep out of smoke, fumes, or dust resulting from the incident. Segregate clothing and tools used at the fire until they can be surveyed for radioactive contamination before being returned to normal use. Do not handle suspected material until it has been monitored and released by qualified technical experts.
8. In the event of a vehicle accident involving radioactive material, detour all traffic around the accident scene. If this is not possible, move the vehicle or vehicles involved the shortest distance necessary to clear the right-of-way. If radioactive material is spilled, prevent the passage of vehicles and people through the area until it has been surveyed. If the right-of-way must be cleared before the Nuclear Emergency Team arrives, wash spillage to shoulders of the right-of-way with a minimum dispersal of wash water. If a large amount of material is spilled (such as yellowcake), build a coffer-dam to hold runoff.

FOOTNOTE: ¹ If possible, save washings and wipes; treat them as radioactive waste.

² Outer garments and shoes must be saved for survey.

Appendix 5 to Annex J

FLOOD EVACUATION

I. PURPOSE

Provide for the orderly and coordinated evacuation of people from those areas of Franklin County that are vulnerable to slow developing flooding and flash flooding.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Washington is vulnerable to a wide range of atmospheric conditions that produce weather that is variable and subject to rapid change.
2. Flooding has historically posed problems for many parts of Franklin County and several of its communities.
3. Washington is vulnerable to lowland flooding resulting from periods of high intensity rains.
4. Washington is also vulnerable to flooding resulting from dam failure or an uncontrolled release of water from the many dams located throughout the county.

B. Assumptions

1. Floods are generally caused by rainstorms lasting several days and moving northeastward across the area.
2. Floods may occur as two distinct types of flooding or may occur singly or in combination. The types are commonly referred to as backwater and headwater flooding.
3. Local authorities will 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. NATIONAL FLOOD INSURANCE PROGRAM

- A. The National Flood Insurance Program is in effect in Washington and Franklin County.
- B. The unincorporated areas of Franklin County and several of the communities have flood maps available. These detailed maps delineate the flood areas and thus show where evacuation would be likely should unfavorable weather conditions persist.
- C. Due to quantity and size of flood maps available, they are not reproduced in this plan. Copies of the county flood maps are available in the City Engineering Department and online and the county planning and zoning department.

IV. INITIAL EVACUATION RESPONSE

A. Receive warning

The National Weather Service, through a monitoring and warning system, is able to give advance notice of gradual flooding hours and even days before it results in serious loss of life and property.

1. 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 that may require immediate action.

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, etc. The primary means of such notification will be by the Weather Service, since most government facilities are not staffed 24 hours per day. Early warning, if possible, would enable those in flood hazard

areas to move or safeguard their property, thus simplifying evacuation should it become necessary.

V. EVACUATION

- A. Designate the flood hazard area to be evacuated. Use the flood hazard maps for street description and to determine areas to be evacuated.
- B. Establish a perimeter security. The purpose is to limit access to looters and sightseers and to allow egress by victims.
- C. Establish shelter areas/relief services for victims. It must be decided 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 Ministerial Alliance, Red Cross, etc.
- D. Notify 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, loud speakers on patrol cars, or government-manned telephones. A method to record location of visits, times, dates, and results of attempted visits should be devised (see Appendix 9 to this annex).
- E. Return of flood victims. Once the flood waters recede, a public information program should so 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 alert to changes in their environment.

Appendix 6 to Annex J

DAM FAILURE

I. DEFINITION

Dam Failure - downstream flooding due to the partial or complete collapse of any impoundment.

II. SITUATION

- A. A large number of earthen dams exist in Franklin County, many being susceptible to breaching and overtopping.
- B. Dam failure is associated with intense rainfall and prolonged flood conditions. However, dam breaks may also occur during dry periods as a result of progressive erosion of an embankment caused by seepage leaks. Dam failure may also be caused by earthquake.
- C. The greatest threat from dam breaks is to areas immediately downstream. The seriously affected population would be located in the potential downstream inundation area as identified by the Corps of Engineers or state agencies.

III. 1980 DAM INVENTORY

- A. The 1980 Inventory of Non-Federal Dams in Missouri was compiled by the Missouri Department of Natural Resources, Division of Geology and Land Survey under a contract with the U.S. Army Corps of Engineers, St. Louis District.
- B. The term "dam," is defined as an artificial barrier which impounds or diverts water and:
 - 1. Is more than 6 feet high and stores 50 acre-feet or more, or,
 - 2. Is 25 feet or more high and stores more than 15 acre-feet.Excluded are:
 - 1. Levees used to prevent water from reaching certain areas.
 - 2. Sewage lagoon levees
- C. The 1980 dam inventory identified 125 dams in Franklin County. These dams are listed in Attachment A to this appendix. A map showing their locations is provided in Attachment B.

Attachment A to Appendix 6 to Annex J
FRANKLIN COUNTY DAM INVENTORY
Available in EOC

Attachment B to Appendix 6 to Annex J

DAM LOCATIONS

Map of Dam Locations on file in EOC.

Appendix 7 to Annex J

Pipeline Maps on file in EOC for:

1. Missouri Natural Gas Pipeline
2. Conoco/Phillips Pipeline
3. Conoco Pipeline
4. Enbridge Energy Pipeline
5. Explorer Pipeline
6. Marathon Pipeline

Appendix 8 to Annex J

**EVACUATION ROUTES IN FRANKLIN COUNTY
(All Hazards)**

Map on file in EOC.

RECORD OF EVACUATION

Area _____ Time Started/Ended _____/_____

[illegible]

Appendix 10 to Annex J

EARTHQUAKE RESPONSE

The New Madrid Seismic Zone is centered in southeast Missouri and northeast Arkansas, but extends into parts of Illinois, Indiana, Kentucky, Mississippi and Tennessee. The region is considered to pose the greatest danger and have the highest seismicity level of any area east of the Rocky Mountains. Due to the geology of the area, damage could be spread over a large area of the central United States.

Attachment A to this Appendix illustrates the projected Modified Mercalli intensities for Missouri should a 7.6 magnitude earthquake occur anywhere along the New Madrid Seismic Zone. Franklin County can expect to feel the effects of a VI intensity on the Modified Mercalli scale. See Attachment A to this Appendix for a list of these effects for Franklin County.

A major earthquake could cause massive casualties and injuries, as well as severe damage to private and public property. (Most casualties and injuries are due to falling objects and debris, not from the actual movement of the ground.) Railroads, highways, bridges, telecommunications, and utilities could also be severely damaged. An earthquake could trigger secondary events such as explosions, fires, landslides, flooding, liquefaction, and hazardous materials releases. Natural gas and petroleum pipelines could rupture, causing fires and explosions. Dam failures are also likely to follow a major or catastrophic earthquake. Large scale evacuations and sheltering needs may also overwhelm jurisdictions adjacent to the more seriously impacted areas.

A major earthquake would overwhelm a local jurisdiction's ability to adequately respond to the situation.

Earthquakes are more likely to hinder emergency operations than most other disasters or emergencies (i.e., difficulties coordinating services and acquiring resources could be much more critical). This would be especially true if a winter event would occur.

Access to and from the damaged area may be severely restricted for hours at least, if not days. Communications and life-support systems may be severely hampered or destroyed.

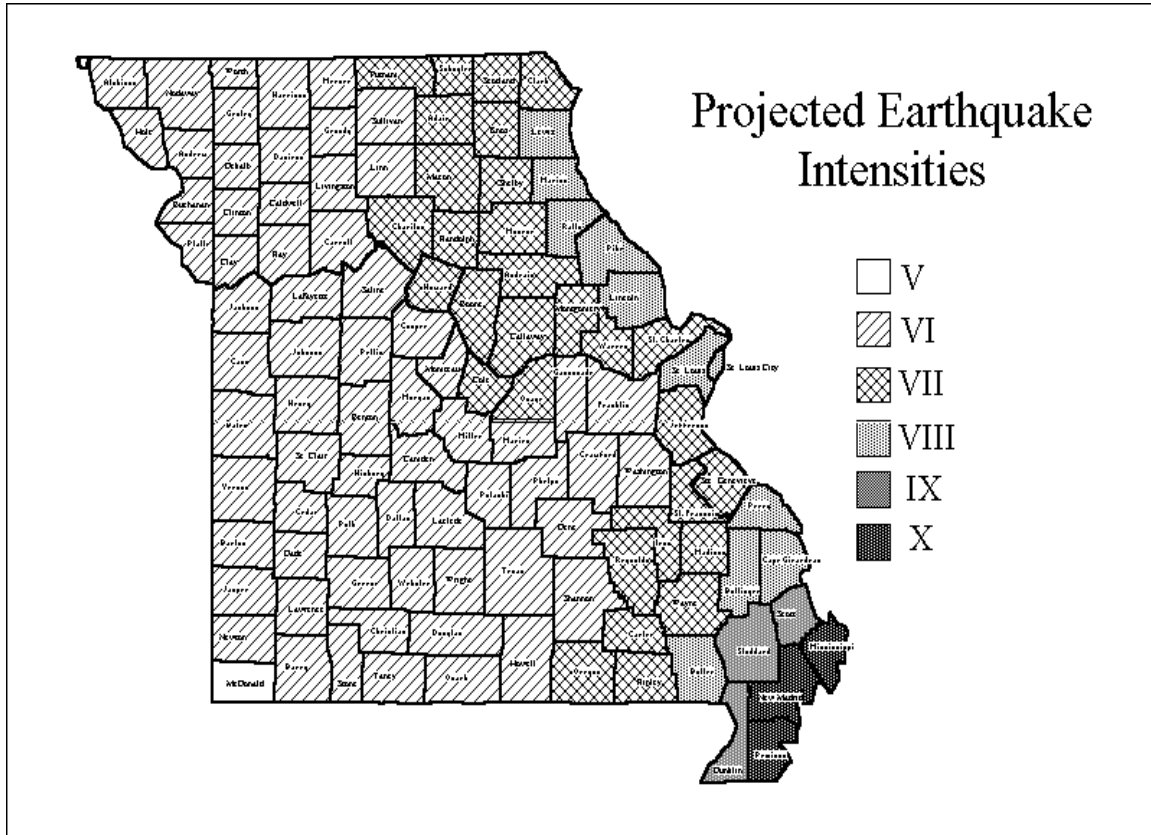
Seismic-caused ground motion and its resulting damage may vary within a geographical region. There could be heavy damage in one area and only slight damage in another area. Initial reports of the earthquake may not reflect the true nature of the problem.

A catastrophic earthquake would result in an immediate declaration of a "State of Emergency" by the Governor, followed later by a Presidential Disaster Declaration. This would allow state and federal emergency operations to begin.

Local jurisdictions may have to "go it alone" for the first 72 hours after an earthquake, before state and federal assistance arrives.

Attachment A to Appendix 10 to Annex J

PROJECTED EARTHQUAKE INTENSITIES



This map shows the highest projected Modified Mercalli intensities by county from a potential magnitude 7.6 earthquake whose epicenter could be anywhere along the length of the New Madrid seismic zone.

Earthquake effects - Intensity VI: Everyone feels movement. Poorly built buildings are damaged slightly. Considerable quantities of dishes and glassware, and some windows are broken. People have trouble walking. Pictures fall off walls. Objects fall from shelves. Plaster in walls might crack. Some furniture is overturned. Small bells in churches, chapels, and schools ring.

Appendix 11 to Annex J

TRANSPORTATION RESOURCES

For names and phone numbers see Franklin County Information and Resource Book in the EOC.

Appendix 12 to Annex J

Franklin County Local Emergency Planning Committee Person with Disabilities Questionnaire

Name _____
Street Address _____
Mailing Address _____
City _____ State _____ Zip _____
Phone Number _____

Location of home (This needs to be a handwritten sketch which precisely shows the location relative to nearby federal, state, and/or county highways.)

ENS Number _____
(This is your "fire number" if one has been assigned. Be sure that the ENS organization knows that you are disabled. Their telephone number is [573] 484-9800.)
On what side of the street on which you live is your home?
North _____ South _____ East _____ West _____
Cross Street (This is the nearest street that crosses the street on which you live.)

How far from the cross street is your home?

Age _____ Medical Problems _____

Current Medications _____
Any Limitations or Restrictions _____
Doctor's Name _____
Doctor's Phone Number _____
Next of Kin (name) _____
Relationship _____
Address _____
Phone Number _____

The purpose of this registry is to identify disabled persons who are living independently, but who would require assistance in case of an evacuation due to a disaster (e.g., a hazardous material incident). The information in this questionnaire will not be released to the public. However, it may be released to appropriate emergency service organizations (e.g., emergency management agencies, fire departments, ambulance districts, law enforcement agencies).

This information needs to be kept current in order to be effective. It will be your responsibility to notify us of changes in the above information at the Franklin County Local Emergency Planning Committee, #1 Bruns Lane, Union, MO 63084 [636] 583-1679.

This service is not intended to replace your plans for your own welfare. In case of a disaster, you should activate whatever plans you have in place. Do not wait to be evacuated by us if an evacuation has been announced. Franklin County and/or any emergency service that may use the information in this questionnaire does not accept liability for your welfare.

Keep a copy of completed questionnaire for your records and send the original copy to the Franklin County Local Emergency Planning Committee, #1 Bruns Lane, Union, MO 63084.

Your Signature

Date

Emergency Support Function (ESF) #7 Logistics Management and Resource Support

Primary Department:

- Washington Emergency Management Agency
- Franklin County Emergency Management Agency

Supporting Departments:

- Washington Public Works
- Washington Engineering Department
- Washington City Clerk's Office
- Washington Finance Department
- Franklin County Emergency Management Agency
- Franklin County Clerk's Office
- Franklin County Auditor's Office
- Franklin County Treasurer's Office
- Franklin County Planning and Zoning

I. PURPOSE

ESF #7 provides a comprehensive disaster logistics planning, management, and sustainment capability that organizes the resources of local logistics partners, key public and private stakeholders, and nongovernmental organizations (NGOs) to meet the needs of disaster victims and responders.

II. SCOPE

ESF #7 provides centralized management for the role of the Logistics Section and management of resource support requirements in support of City of Washington government. ESF #7 scope includes:

- Setting forth the framework to jointly manage a supply chain that provides a collaborative response for incidents requiring an integrated response capability.
- Establishing a link between Logistics Management and Resource Support capabilities.
- Establishing a framework for the integration of internal and external logistics partners through increased collaboration in the planning, sourcing, acquisition, and utilization of resources.
- Accelerating communication among all service support elements in order to minimize recovery efforts in the impacted area and re-establish local self-sufficiency as rapidly as possible.
- Logistics Management and Resource Support consists of:
 - Emergency relief supplies
 - Facility space
 - Office equipment
 - Office supplies

- Telecommunications
- Contracting services
- Transportation services
- Personnel required to support immediate response activities
- Support for requirements not specifically identified in other ESFs

During response operations, acquisition of resources will be supported by preexisting memorandums of understanding (MOUs), memorandums of agreement (MOAs), interagency agreements, or through the execution of mission assignments.

III. CONCEPT OF OPERATIONS

General

The Washington Emergency Management logistics adaptation of a supply chain management approach to managing the local processes focuses the efforts of all partners and stakeholders of the end-to-end supply chain processes, beginning with planning of customer-driven requirements for materiel and services, delivery to disaster victims as requested by the incident management team and ending with replenishment of agency inventories.

The Emergency Operations Center (EOC) will provide staff to support the ESF #7 mission and the Logistics Section in the necessary functions and Staging Areas for: management and accountability of supplies and equipment; resource ordering; delivery of equipment, supplies, and services; resource tracking; facility location and operations; transportation coordination; and management and support of information technology systems services and other administrative services.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

The EOC issues operation orders and mission assignments to activate ESF #7 based on the scope and magnitude of the threat or incident.

The appropriate emergency service or City Administration notifies the Washington Emergency Management Agency, which serves as the focal point for the City's emergency response and the formal point of contact for ESF #7 activation. The EOC in turn activates ESF #7 primary and support staff as required.

V. ORGANIZATION

ESF #7:

- Develops and coordinates local requirements and capabilities with emergency managers/planners.

- Provides safeguards and accountability for City of Washington property and equipment assigned to the area of responsibility.
- Implements a single-point ordering process.
- Participates in the development of after-action reports to correct deficiencies or publicize best practices.
- Support agencies provide representatives at the EOC on a 24-hour basis for the duration of the emergency response period, if required.

VI. ACTION

a. Initial Actions

Logistics Management

Under the supply chain management process, response actions are divided into three phases that encompass six steps:

- **Preparedness Phase**
 - Identify logistics requirements
 - Identify logistics resources
 - Balance logistics resources with logistics requirements
 - Establish and communicate logistics policies, procedures, and plans
- **Response Phase**
 - Provide logistics response to incident
 - Initial surge
 - Ongoing sustainment
- **Recovery Phase**
 - Provide logistics recovery after incident

Resource Support

Upon notification of a potential or actual incident:

- The Emergency Management Agency provides support to response agencies engaged in the response as resource requirements are identified.
- ESF #7 makes available technical advisors (e.g., procurement, storage, transportation, and engineering advisory services specialists) in connection with damage surveys, appraisals, and building demolitions or repairs. These individuals are not to be misconstrued for the persons doing the actual tasks but rather only to provide them with technical information.

VII. PRIMARY RESPONSIBILITIES

Logistics Management

Logistics Management functions include:

- Material management that includes determining requirements, sourcing, ordering and replenishment, storage, and issuing of supplies and equipment. This includes network, computer, and communications equipment required to support field operations.
- Transportation management that includes equipment and procedures for moving material from storage facilities and vendors to incident victims, particularly with emphasis on the surge and sustainment portions of response. Transportation management also includes providing services to requests from other ESFs.
- ESF #8 – Public Health and Medical Services works in concert with ESF #7 to coordinate with partners as required to arrange for the procurement and transportation of medical and durable medical equipment supplies.
- Facilities management that includes the location, selection, and acquisition of storage and distribution facilities. Logistics is responsible for establishing and operating facilities as well as managing related services to shelter and support incident responders in and other field-related operations.
- Personal property management and policy and procedures guidance for maintaining accountability of material and identification and reutilization of property acquired to support a response operation.
- Management of Electronic Data Interchange to provide end-to-end visibility of response resources.
- Planning and coordination with internal and external customers and other supply chain partners in the private sectors.
- Providing for the comprehensive review of best practices and available solutions for improving the delivery of goods and services to the customer.

Resource Support

Logistics Management is responsible for coordinating the following:

- On a case-by-case basis, locating, procuring, and issuing resources for use in emergency operations necessary to support the emergency response or to promote public safety.
- Coordinating with ESF #1 – Transportation the use of fuel, land and limited manpower to other departments in County-wide emergencies.
- Locating and coordinating the use of available space for incident management activities.
- Coordinating and determining the availability and provision of consumable non-edible supplies.
- Procuring required stocks from vendors or suppliers when items are not available.
- Coordinating the procurement of communications equipment and services.

Primary Department	Function (See above for details)
Washington Emergency Management Agency	Initial Actions: <ul style="list-style-type: none"> ➤ Preparedness Phase ➤ Response Phase ➤ Recovery Phase

	<p>➤ The Emergency Management Agency provides support to response agencies engaged in the response as resource requirements are identified.</p> <p>Continuing Actions:</p> <p>➤ Makes available technical advisors in connection with damage surveys, appraisals, and building demolitions or repairs.</p>
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Supporting Department	Function
City Clerk's Office City Finance Office Public Works and City Engineering	<p>Initial Actions:</p> <p>➤ Preparedness Phase</p> <p>➤ Response Phase</p> <p>➤ Recovery Phase</p> <p>Continuing Actions:</p> <p>Makes available technical advisors in connection with purchasing and financial aspects, as well as inventory and controls.</p>

Emergency Support Function (ESF) #8 Public Health and Medical Services

Primary Departments:

- City Physician and Board of Health
- Franklin County Health Department
- Washington Area Ambulance District
- Mercy Hospital-Washington

Supporting Departments:

- Washington Emergency Management Agency
- Franklin County Emergency Management Agency

Supporting Agency(s):

- American Red Cross
- Missouri Department of Natural Resources (DNR)
- Franklin County Homeland Security Response Team, Hazardous Materials Function
- Others as deemed necessary

I. PURPOSE

ESF #8 provides the mechanism for coordinated assistance to assure local resources in response to a public health and medical disaster within the City of Washington and Franklin County and leads the local effort to provide that assistance to the affected area. The phrase “medical needs” is used throughout this annex. Public Health and Medical Services include responding to medical needs associated with mental health, behavioral health, and substance abuse considerations of incident victims and response workers.

Services also cover the medical needs of members of the “at risk” or “special needs” population described in the Pandemic and All-Hazards Preparedness Act and in the *National Response Framework (NRF)* Glossary, respectively. It includes a population whose members may have medical and other functional needs before, during, and after an incident.

II. SCOPE

ESF #8 provides assistance to local governments in the following core functional areas:

- Assessment of public health.
- Health surveillance
- Health/medical/veterinary equipment and supplies
- Safety and security of drugs, biologics, and medical devices
- Blood and blood products
- Food safety and security
- All-hazard public health and technical assistance, and support.
- Behavioral health care
- Public health and medical information
- Vector control
- Public Health Aspects of Potable Water/Wastewater and solid waste disposal
- Mass fatality management, victim identification, and decontaminating remains
- Veterinary medical support

The Franklin County Health Department leads local public health response to public health emergencies and incidents covered by the *NRF*. The response addresses medical needs and other functional needs of those in need of medical care, including assistance or support in maintaining independence, communicating, using transportation, and/or requiring supervision.

The Director of the Franklin County Health Department shall assume operational control of local emergency public health assets, as necessary, in the event of a public health emergency. The Director of the Franklin County Health Department coordinates ESF #8 preparedness, response, and recovery actions.

ESF #8 support agencies are responsible for maintaining administrative control over their respective response resources after receiving coordinating instructions from the Director of the Franklin County Health Department. All Franklin County Departments, organizations and agencies (including those involved in other ESFs) participating in response operations report public health and medical requirements to the appropriate ESF #8 representative.

The Joint Information Center (JIC) will be established to coordinate incident-related public information, and is authorized to release general medical and public health response information to the public. When possible, a recognized spokesperson from the public health and medical community delivers relevant community messages. After consultation with the Health Department, the lead Public Affairs Officer from other JICs may also release general medical and public health response information.

In the event of a zoonotic disease outbreak and in coordination with ESF #11 – Agriculture and Natural Resources, public information may be released after consultation with the Health Department. In the event of oil, chemical, biological, or radiological environmental contamination incident, ESF #8 coordinates with ESF #10 – Oil and Hazardous Materials Response on the release of public health information.

As the lead agency for ESF #8, the Health Department determines the appropriateness of all requests for release of public health and medical information and is responsible for consulting with and organizing public health and medical subject-matter experts, as needed.

III. CONCEPT OF OPERATIONS

General

A Federal response will utilize locally available health and medical resources to the extent possible to meet the needs identified by State and local authorities, implying that ESF #8 is expected from local resources. Coordinating health and medical resources needed to respond to public health needs prior to, during and following a disaster is the overall responsibility of the Franklin County Health Department. National assets will be used to meet additional requirements that exceed local and State capacities or require replacement. Health and is generally categorized into 3 major functions of:

- Prevention
- Limited Mental health services
- Environmental health (in conjunction with MO DNR)

Upon realization of the need for an ESF #8 activation, Franklin County Health Department personnel needed to represent ESF #8 functions will either respond to the Emergency Operations Center or, if more efficient, effective and feasible, will staff their positions at an appropriate off-site location.

Franklin County Health Department notifies and requests all supporting departments and agencies to participate in coordination activities. Franklin County Health Department ESF #8 staff provides liaison support to regional and State ESF #8 offices. ESF #8 staff will conduct a risk analysis, evaluate, and determine the capability required to meet the mission objective and provide required public health support to local public health officials.

In the early stages of an incident, it may not be possible to fully assess the situation and verify the level of assistance required. In such circumstances, Franklin County Health Department may provide assistance under its own statutory authorities. In these cases, every reasonable attempt is made to verify the need before providing assistance.

During the response period, Franklin County Health Department has primary responsibility for the analysis of public health and determining the appropriate level of response capability based on the requirement contained in the action request form as well as developing updates and assessments of public health status.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

The Emergency Operations Center (EOC) issues operation orders and mission assignments to activate ESF #8 based on the scope and magnitude of the threat or incident.

The appropriate emergency service or City Administration notifies the Washington Emergency Management Agency, which serves as the focal point for the County's emergency response and the formal point of contact for an ESF #8 activation. The Emergency Operations Center (EOC) in turn activates ESF #8 primary staff as required and will, if needed, request a fire agency presence in the EOC.

V. ORGANIZATION

The Director of the Franklin County Department of Health leads the ESF #8 response. Once activated, ESF #8 functions are coordinated by the Franklin County Department of Health. During the initial activation, Franklin County Department of Health coordinates audio and video conference calls with the ESF #8 supporting departments and agencies, and public health and medical representatives from regional, State and local officials, to discuss the situation and determine the appropriate initial response actions.

The Franklin County Department of Health alerts and requests supporting agencies and organizations to provide a representative to the EOC or other appropriate sites to provide liaison support as may be necessary. Public health and medical subject-matter experts (including partners representing all appropriate populations, such as pediatric populations,

populations with disabilities, the aging, and those with temporary or chronic medical conditions) from Franklin County Department of Health and ESF #8 organizations are consulted as needed.

Franklin County Department of Health coordinates ESF #8 field response activities according to internal policies and procedures.

VI. ACTIONS

a. Initial Actions

Assessment of Public Health/Medical Needs

The assessment of public health and medical needs, priorities and medical facility infrastructure status are primarily a local function. The Franklin County Department of Health mobilizes and deploys ESF #8 personnel to support local agencies and organizations to assess public health and medical needs, including the needs of at-risk population groups, such as language assistance services for limited English-proficient individuals.

Health Surveillance

The Franklin County Department of Health, in coordination with supporting departments and agencies:

- Carries out field studies and investigations.
- Monitors injury and disease patterns and potential disease outbreaks, blood and blood product bio-vigilance
- American Red Cross will monitor blood supply levels.
- Provides technical assistance and consultations on disease and injury prevention and precautions.

Medical Care Personnel

Immediate medical response capabilities are coordinated by the Franklin County Department of Health and from ESF #8 supporting organizations. ESF #8 may engage civilian volunteers, such as Medical Reserve Corps, to assist local public health and medical personnel.

Health/Medical/Veterinary Equipment and Supplies

In addition to deploying assets from the Strategic National Stockpile (SNS), ESF #8 may request medical equipment, durable medical equipment, and supplies, including medical, diagnostic, and radiation-detecting devices, pharmaceuticals, and biologic products in support of immediate medical response operations and for restocking health care facilities in an area affected by a major disaster or emergency. When a veterinary response is required, assets may be requested from the National Veterinary Stockpile, which is managed by USDA Animal and Plant Health Inspection Service (APHIS).

Patient Evacuation

ESF #8 is responsible for the coordination of transporting seriously ill (seriously ill describes persons whose illness or injury is of such severity that there is cause for immediate concern, but there is not imminent danger to life) or injured patients, and medical needs populations from casualty collection points in the impacted area to designated reception facilities. This could include air transportation if deemed appropriate.

ESF #8 may coordinate ambulance support for evacuating seriously ill or injured patients. Support may include coordinating transportation assets and coordinating the tracking of patient movements from collection points to their final destination reception facilities.

The capacity of the National Disaster Medical System (NDMS) to provide initial and definitive care and evacuation of patients is accessed through State and FEMA authority and will supplement the initial response by local resources.

Patient Care

ESF #8 may task the Franklin County Health Department to coordinate and support:

- Pre-hospital triage and treatment
- In-patient hospital care
- Out-patient services
- Pharmacy services
- Dental care

to victims who are seriously ill, injured, or suffer from chronic illnesses who need evacuation assistance, regardless of location.

ESF #8 in coordination with ESF #1 – Transportation will provide the use of storage facilities and raw land for mass triage, temporary shelter or morgue use.

ESF #8 may assist with isolation and quarantine measures and with points of dispensing operations (mass prophylaxis and vaccination). Health care providers and support staff will ensure appropriate patient confidentiality is maintained, including Health Insurance Portability and Accountability Act (HIPAA) privacy and security standards, where applicable.

Safety and Security of Drugs, Biologics, and Medical Devices

ESF #8 may task the Franklin County Health Department components to coordinate the safety and efficacy of and advise industry on security measures for regulating human and veterinary drugs, biologics (including blood and vaccines), medical devices (including radiation-emitting and screening devices), and other HHS-regulated products.

Blood, Organs, and Blood Tissues

ESF #8 may task the Franklin County Health Department components to coordinate and request assistance from other ESF #8 partner organizations (American Red Cross, Midwest Transplant Network and others) to coordinate the safety, availability, and logistical requirements of blood, organs, and tissues. This includes the ability of the existing supply chain resources to meet the manufacturing, testing, storage, and distribution of these products.

Food Safety and Security

ESF #8, in cooperation with ESF #11 – Agriculture and Natural Resources, may task the Franklin County Health Department components and request assistance from other ESF #8 partner organizations to ensure the safety and security of foods.

Agriculture Safety and Security

ESF #8, along with ESF #11, may task the Franklin County Health Department components to coordinate along with partner agencies, the health and safety issues of food-producing animals, animal feed, and therapeutics.

All-Hazard Public Health and Medical Consultation, Technical Assistance, and Support

ESF #8 may task the Franklin County Health Department components in the coordination of assessing public health, medical, and veterinary medical effects resulting from all hazards. ESF #8 may also request assistance from other ESF #8 partner organizations. Such tasks may include:

- Assessing exposures on the general population and on high-risk population groups
- Conducting field investigations, including collection and analysis of relevant samples
- Providing advice on protective actions related to direct human and animal exposures, and on indirect exposure through contaminated food, drugs, water supply, and other media
- Providing technical assistance and consultation on medical treatment, screening, and decontamination of injured and contaminated individuals.

Local officials retain primary responsibility for victim screening and decontamination operations. ESF #8 can request the National Medical Response Teams to assist with victim decontamination through the efforts of the local fire agencies and the Franklin County Homeland Security Response Team. Radiological/Chemical/Biological hazard consultation, including decontamination, consequence management, and technical support to recovery efforts, is available through this medium.

Behavioral Health Care

ESF #8 may task the Franklin County Health Department components and request assistance from other ESF #8 partner organizations (i.e. **American Red Cross**) in coordinating the assessment of mental health and substance abuse needs, including emotional, psychological, psychological first aid, behavioral, or cognitive limitations requiring assistance or supervision; providing disaster mental health training materials for victims and workers; providing liaison with assessment, training, and program development activities undertaken by local mental health and substance abuse officials; and providing additional consultation as needed.

Public Health and Medical Information

ESF #8 provides real-time and longer-term needs for public health, disease, and injury prevention information that can be transmitted to members of the general public who are located in or near areas affected in languages and formats that are understandable to individuals with limited English proficiency and individuals with disabilities.

Vector Control

ESF #8 may task the Franklin County Health Department components and request assistance from other ESF #8 partner organizations, as appropriate, in assessing the following: the threat of vector-borne diseases; conducting field investigations, including the collection and laboratory analysis of relevant samples; providing vector control equipment and supplies; providing technical assistance and consultation on protective actions regarding vector-borne diseases; and providing technical assistance and consultation on medical treatment of victims of vector-borne diseases.

Public Health Aspects of Potable Water/Wastewater and Solid Waste Disposal

ESF #8 may task the Franklin County Health Department components to coordinate and request assistance from other ESF #8 organizations, primarily **Missouri DNR**, to assist in the following: assessing potable water, wastewater, solid waste disposal, and other environmental health issues related to public health in establishments holding, preparing, and/or serving food, drugs, or medical devices at retail and medical facilities, as well as examining and responding to public health effects from contaminated water; conducting field investigations, including collection and laboratory analysis of relevant samples; providing equipment and supplies as needed; and providing technical assistance and consultation.

Mass Fatality Management

ESF #8, when requested by local officials, Franklin County Health Department, in coordination with the Office of the Medical Examiner in coordination with its partner organizations, will:

- Assist the jurisdictional medico-legal authority and law enforcement agencies in the tracking and documenting of human remains and associated personal effects.
- Reduce the hazard presented by chemical, biologic, or radiologic contaminated human remains (when indicated and possible).
- Establish temporary morgue facilities.
- Determining the cause and manner of death.
- Collect ante-mortem data in a compassionate and culturally competent fashion from authorized individuals.
- Perform postmortem data collection and documentation
- Identify human remains using scientific means (e.g., dental, pathology, anthropology, fingerprints, and, as indicated, DNA samples)
- Prepare, process, and return human remains and personal effects to the authorized person(s) when possible.
- Provide technical assistance and consultation on fatality management and mortuary affairs. In the event that caskets are displaced, ESF #8 assists in identifying the human remains, re-casketing, and reburial in public cemeteries.
- Victim Identification/Mortuary Services focusing on forensic investigation or mass casualty management.
- ESF #8 may task the Franklin County Health Department components and request assistance from other ESF #8 partner organizations, as appropriate, to provide support to families of victims during the victim identification mortuary process.
- Coordinate and provide for morgue and appropriate burial requirements with the Missouri Funeral Directors Association.
- Provide for the investigation and determination of causes of sudden, unexpected, and/or non-natural deaths.
- Coordinate, carryout, and oversee the recovery, identification, and post-mortem examination of victims of mass fatality incidents.
- Assist in arranging for storage and appropriate disposition of deceased persons.
- Assist, as needed, in the coordination of public information on identification and confirmation of deceased disaster victims.

Veterinary Medical Support

ESF #8 will provide veterinary assistance to ESF #11. Support will include the amelioration of zoonotic disease and caring for research animals where ESF #11 does not have the requisite expertise to render appropriate assistance. ESF #8 will assist ESF #11 as required to protect the health of livestock and companion and service animals by ensuring the safety of the manufacture and distribution of foods and drugs given to animals used for human food production.

ESF #8 supports local government together with ESF #6 – Mass Care, Emergency Assistance, Disaster Housing, and Human Services; ESF #9 – Search and Rescue, and ESF #11 to ensure an integrated response to provide for the safety and well-being of household pets and service and companion animals as well as dealing with at-large animals.

ESF #8 Support to ESF #6

ESF #8 supports ESF #6 by providing expertise and guidance on the public health issues of the medical needs populations and coordinates medical support to mass care facilities.

b. Continuing Actions

ESF #8 continuously acquires and assesses information on the incident and continues to identify the nature and extent of public health and medical problems and establish appropriate monitoring and public surveillance. Sources of information may include:

- State incident management authorities.
- Officials of the responsible jurisdiction in charge of the disaster scene.
- ESF #8 support agencies and organizations.
- Various Federal officials in the incident area.
- State health, agricultural or animal health officials.
- State emergency medical services authorities.

Because of the potential complexity of the public health and medical response, conditions may require ESF #8 subject-matter experts to review public health and medical information and to advise on specific strategies to manage and respond to a specific situation in the most appropriate manner.

Activation of Public Health/Medical Response Teams

The Franklin County Health Department components are deployed directly as part of the ESF #8 response. Public health and medical personnel and Medical Reserve Corp teams provided by ESF #8 are deployed under an Incident Command mission assignment.

Coordination of Requests for Medical Transportation

In a major public health or medical emergency, local transportation assets may not be sufficient to meet the demand. Requests for medical transportation assistance are coordinated by ESF #8 in concert with ESF #6. Such assistance may include accessible transportation for medical needs populations. Arrangements for medical transportation should be made at the lowest levels possible. Normally, local transportation requirements are to be handled by local authorities.

Coordination for Obtaining, Assembling, and Delivering Medical Equipment and Supplies to the Incident Area

ESF #8 in concert with ESF #7 – Logistics Management and Resource Support will coordinate with partners as required to arrange for the procurement and transportation of medical and durable medical equipment and supplies.

Communications

ESF #8 establishes communications necessary to coordinate public health, medical, and veterinary medical assistance effectively.

Public Affairs Information Requests

Requests for information may be received from various sources, such as the media and the general public, and are referred to ESF #15 – External Affairs for action and response. ESF #8 makes available language-assistance services, such as interpreters for different languages, telecommunications devices for the deaf and accessible print media, to facilitate communication with all members of the public.

In a major public health or medical emergency, special health advisories (boil water orders, carbon monoxide prevention, etc.) may be necessary. These efforts will be coordinated through the JIC.

ESF #8 in concert with ESF #15 provides for media distribution a database of captured animals held in animal shelters.

After-Action Reports/Lessons Learned

ESF #8, on completion of the incident, prepares summary after-action and lessons learned reports. These reports identify key problems, indicate how they were solved, and make recommendations for improving response operations. ESF #8 will request input and coordinate the preparation of the after-action and lessons learned reports with all supported and supporting agencies.

Long Term Monitoring

The Franklin County Department of Health assists local officials in:

- Establishing a registry of potentially exposed individuals
- Performing dose reconstruction
- Conducting long-term monitoring for potential long-term health effects
- Coordinating all aspects of a communicable disease monitoring and control operations.
- ESF # 8 in concert with ESF #14 – Long-Term Recovery and ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services provides support for long-term recovery needs of special populations including, but not limited to:
 - Collaboration with local officials on prioritizing restoration of the public health and private medical and healthcare service delivery infrastructures to accelerate overall community recovery.
 - Technical consultation and expertise on necessary services to meet the long-term physical and behavioral health needs of affected populations, as well as encouraging short- and long-term public financing to meet these needs.

Community Outreach

The Franklin County Health Department coordinates medical support to Home Care Patients with emphasis on elderly citizens and those with special medical needs.

VII. PRIMARY RESPONSIBILITIES

Because of the varying duties of the Health Department (public health) and the hospitals in the region (individual acute and chronic care), there are two agencies sharing Primary responsibility for ESF #8. Each will manage that portion which deals specifically with their expertise. Each will provide trained personnel to staff ESF #8 positions at the EOC, or any other temporary facility in the impacted region appropriate to the ESF #8 missions. Overall responsibility for the oversight of the completion of the ESF #8 missions will rest with the Health Department.

Primary Department	Function (See above for details)
Franklin County Health Department	Initial Actions: <ul style="list-style-type: none">➤ Assessment of Public Health/Medical Needs➤ Health Surveillance➤ Medical Care Personnel➤ Health/Medical/Veterinary Equipment and Supplies➤ Patient Evacuation➤ Patient Care➤ Safety and Security of Drugs, Biologics, and Medical Devices➤ Blood, Organs, and Blood Tissues➤ Food Safety and Security➤ Agriculture Safety and Security➤ All-Hazard Public Health and Medical Consultation, Technical Assistance, and Support➤ Behavioral Health Care➤ Public Health and Medical Information➤ Vector Control➤ Public Health Aspects of Potable Water/Wastewater and Solid Waste➤ Mass Fatality Management➤ Veterinary Medical Support➤ ESF #8 Support to ESF #6 Continuing Actions: <ul style="list-style-type: none">➤ Activation of Public Health/Medical Response Teams➤ Coordination of Requests for Medical Transportation

	<ul style="list-style-type: none"> ➤ Coordination for Obtaining, Assembling, and Delivering Medical Equipment and Supplies and Incident Area ➤ Communications ➤ Public Affairs Information Requests ➤ After-Action Reports/Lessons Learned ➤ Long-Term monitoring ➤ Community Outreach ➤ situation and damage assessment information through established procedures. ➤ Coordinates incident resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues. ➤ Maintains a complete log of actions taken, resource orders, records, and reports. ➤ ESF #4 continuously acquires and assesses information on the incident and continues to identify the nature and extent of problems and establishes appropriate response missions. ➤ Provides subject-matter experts/expertise regarding structural/urban/suburban fire and fire-related activities.
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Support to other ESFs	Function
#6	ESF #8 supports ESF #6 by providing expertise and guidance on the public health issues of the medical needs populations and coordinates medical support to mass care facilities.
#6	In a major public health or medical emergency, local transportation assets may not be sufficient to meet the demand. Requests for medical transportation assistance are executed by ESF #8 in concert with ESF #6. Such assistance may include accessible transportation for medical needs populations.
#6	Assist the Red Cross and Franklin County Emergency Management in establishing shelters Franklin County Emergency Management as Primary
#7	Coordinate with partners as required to arrange for the procurement and transportation of medical and durable medical equipment and supplies.

#10	<p>ESF #8 can request the National Medical Response Teams to assist with victim decontamination through the efforts of the local fire agencies and the Franklin County HSRT.</p> <p>Local Fire Departments and Districts as Primary</p>
#10	<ul style="list-style-type: none"> ➤ Provides assistance on all matters related to the assessment of health hazards at a response and protection of response workers and the public health. ➤ Determines whether illnesses, diseases, or complaints may be attributable to exposure to a hazardous material. ➤ Establishes disease/exposure registries and conducts appropriate clinical testing. ➤ Develops, maintains, and provides information on the health effects of toxic substances.

Support ESFs	Function
#1	Provides the use of storage facilities and raw land for mass triage, temporary shelter or morgue use.
#11	<ul style="list-style-type: none"> ➤ ESF #8 along with ESF #6, ESF #9, and ESF #14 support ESF #11 to ensure an integrated response that provides for the safety and well-being of household pets and service animals as well as dealing with at-large animals. ➤ ESF #8 will provide veterinary assistance to ESF #11. Support will include the amelioration of zoonotic disease and caring for research animals where ESF #11 does not have the requisite expertise to render appropriate assistance. ➤ Protects the health of companion and service animals. ➤ Execution of routine food safety inspections and other services to ensure the safety of food products that enter commerce. ➤ Assists with ensuring the health and safety of food-producing animals, animal feed and therapeutics. ➤ Ensures an integrated response to provide for the safety and well-being of household pets and service and companion animals as well as dealing with at-large animals.
#14	Coordinates with ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services; ESF #8 – Public Health and Medical Services, to identify long-term recovery needs of special needs populations and incorporate these into recovery strategies.

#14	<p>Provides support for long-term recovery including, but not limited to:</p> <ul style="list-style-type: none"> ➤ Collaboration with local officials on prioritizing restoration of the public health and private medical and healthcare service delivery infrastructures to accelerate overall community recovery. ➤ Technical consultation and expertise on necessary services to meet the long-term physical and behavioral health needs of affected populations, as well as encouraging short- and long-term public financing to meet these needs.
#15	<p>Requests for information may be received from various sources, such as the media and the general public, and are referred for action and response.</p>

Emergency Support Function (ESF) #9 Search and Rescue (SAR)

ESF Coordinator:

- Washington Emergency Management Agency

Primary Agencies:

- Washington Fire Department
- Franklin County Emergency Management Agency
- Local Fire Protection Districts and Fire Departments
-

Supporting Department(s):

- Franklin County Homeland Security Response Team
- Metro Air Support Unit

Supporting Agency(s):

- Urban Search and Rescue (USAR) Team
- “Region C” Heavy Rescue Task Force
- Region C Incident Support Team
- Civil Air Patrol
- United States Coast Guard (USCG)
- Missouri State Highway Patrol
- National Weather Service

I. PURPOSE

ESF #9 rapidly deploys components of the local fire departments and districts to provide specialized lifesaving assistance to local authorities when activated for incidents or potential incidents requiring a coordinated local response.

The search and rescue functions of **ESF #9 – Search and Rescue** also fall under the auspices of the local fire agencies (**ESF #4 – Firefighting**) and are accomplished with their support. The specific duties of that function can be found in ESF #9.

II. SCOPE

The SAR response system is composed of the primary agencies that provide specialized SAR operations during incidents or potential incidents requiring a coordinated local response. This includes:

- Structural Collapse
- Waterborne Search and Rescue
- Inland/Wilderness Search and Rescue
- Aeronautical Search and Rescue

SAR services include:

- Performance of distress monitoring
- Communications
- Location of distressed personnel

- Coordination and execution of rescue operations including extrication or evacuation along with the provisioning of medical assistance and civilian services through the use of public and private resources to assist persons and property in potential or actual distress.
- Animal search and rescue services provided by animal control agencies and humane organizations will be integrated with human search and rescue operations as required.

Structural Collapse Urban Search and Rescue (USAR)

Primary Agency: Local Fire Departments and Fire Protection Districts

Operational Overview: Includes building/structural collapse SAR operations for natural disasters as well as other building collapse operations that primarily require USAR task force operations. The system is built around a core of task forces prepared to deploy immediately and initiate operations in support of ESF #9. These task forces are staffed primarily by local fire department and emergency services personnel who are highly trained and experienced in collapsed structure SAR operations and possess specialized expertise and equipment. The St. Louis Area “Region C” **Heavy Rescue Task Force** is a local asset that would be called upon during any operation requiring that resource.

Waterborne Search and Rescue

Primary Agency: Local Fire Departments and Fire Protection Districts

Operational Overview: Includes waterborne SAR operations for river flooding, dam/levee failure, and other disasters that primarily require air and boat force operations. Waterborne SAR response integrates **U.S. Coast Guard (USCG)** assets in support of overall SAR operations conducted in accordance with the National Search and Rescue Plan (NSP).

USCG develops, maintains, and operates rescue facilities for the promotion of safety on, under, and over waters subject to U.S. jurisdiction and has been designated as the lead agency for waterborne (i.e. maritime) SAR under the NSP. USCG personnel are highly trained and experienced in waterborne SAR operations and possess specialized expertise, facilities, and equipment for carrying out responses to maritime distress situations. Additionally, USCG staffing at Area/District/Sector Command Centers promotes effective localized interaction, coordination, and communications with local emergency managers during incidents requiring a coordinated response in which waterborne SAR resource allocation is required.

The **USCG** provides marine firefighting assistance as available, commensurate with each unit’s level of training and the adequacy of available equipment.

Inland/Wilderness Search and Rescue

Primary Agency: Local fire service agency

Operational Overview: Includes SAR operations conducted in backcountry, remote, undeveloped or rural areas that primarily require operations necessitating the use of specialized equipment to access these areas and may require responders traveling over land by alternate methods or by aircraft. These aircraft would be those of the **local law**

enforcement agencies, the **Missouri State Highway Patrol** or volunteer agencies such as the **Civil Air Patrol** or an equivalent.

The personnel needed for these operations may be supplemented by local civilian search and rescue volunteer groups and by equine search and rescue organizations.

Mapping imagery and topography can be provided by the Planning Section of the Incident Command System structure.

Aeronautical Search and Rescue

Primary Agency: Local and State law enforcement agencies with aerial observation capabilities

Operational Overview: Includes SAR operations conducted in aviation-related incidents and aeronautical search and rescue. This may require specialized SAR operations in both open and wilderness areas and in the vicinity of airports requiring the coordinated deployment of personnel and equipment. The United States Air Force (USAF) maintains a Rescue Coordination Center that coordinates a cooperative network to respond to aviation-related incidents. This network is made up of Department of Defense components, facilities, and other resources that are used in civil SAR operations to the fullest extent practicable on a non-interference basis with their primary military duties in accordance with national directives, plans, guidelines, and agreements. The aircraft needed for this purpose would be those of the **local law enforcement** agencies, the **Missouri State Highway Patrol** or volunteer agencies such as the **Civil Air Patrol** or an equivalent.

III. CONCEPT OF OPERATIONS

General

ESF #9 activation is dependent upon the nature and magnitude of the event, the suddenness of onset, and the existence of SAR resources in the area. If those resources are or may become overwhelmed and there is a need for a coordinated Federal response, these actions will occur:

- FEMA will initiate the National USAR Response System for incidents likely to result in collapsed structures. Requests of local jurisdictions will first travel through State channels.
- The USCG, once properly requested through proper channels, will initiate Federal waterborne SAR response activities for incidents likely to result in waterborne or maritime distress.
- Local fire service agencies will initiate SAR response activities for incidents likely to result in a distress situation in inland/wilderness areas.
- Local agencies with aerial response capabilities will initiate response activities for incidents that result in aeronautical distress.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

The Unified Command structure issues operation orders and mission assignments to activate ESF #9 based on the scope and magnitude of the threat or incident.

The Franklin County Commission notifies the Franklin County Emergency Management Agency, which serves as the focal point for the County's emergency response and the formal point of contact for an ESF #9 activation. The Emergency Operations Center (EOC) in turn activates ESF #9 primary staff as required and will, if needed, request a fire agency presence in the EOC.

V. ORGANIZATION

ESF #9 will follow the National USAR Response System, which consists of USAR task forces, ISTs, and technical specialists as defined in the Urban Search and Rescue Operations System Description.

VI. ACTIONS

a. Initial Actions

The ESF #9 coordinator or fire agency representative:

- Reports to the EOC upon being notified.
- Establishes communication links with support agencies and regional ESF #9 coordinators
- Will provide the fire service and other stakeholders with Situation Status (SITSTAT) and Resource Status (RESTAT) as required.

b. Continuing Actions

The ESF #9 coordinator or fire agency representative:

- Obtains, maintains, and provides incident situation and damage assessment information through established procedures.
- Coordinates incident resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
- Maintains a complete log of actions taken, resource orders, records, and reports.
- ESF #9 continuously acquires and assesses information on the incident and continues to identify the nature and extent of problems and establishes appropriate response missions.
- Provides subject-matter experts/expertise regarding structural/urban/suburban fire and fire-related activities.

VII. PRIMARY RESPONSIBILITIES

ESF #9 manages and coordinates search and rescue activities. This function is accomplished by mobilizing resources in support of search and rescue activities. Search and rescue is primarily a response function. Efforts should be made to ensure that resources are managed and utilized appropriately so they can be available for assignment.

The local fire service:

- Serves as the primary response agency for ESF #9 during structural collapse SAR operations in incidents requiring a coordinated local response. They will combine their efforts with regional and State assets which may be called in to provide assistance. ESF #3 – Public Works and Engineering assists ESF #9 in rescue operations by providing technical information regarding structural safety concerns.
- Coordinates logistical support for USAR assets during field operations.
- Provides status reports on USAR operations throughout the affected area.
- Serves as the initial primary agency for ESF #9 during waterborne or maritime SAR operations in incidents. In incidents that are prolonged and/or require additional assets, the local U.S. Coast Guard will be called upon to provide assets.
- Facilitates resolution of any conflicting demands for waterborne or maritime distress response resources and ensures coordination between the USCG and other emergency response activities, as appropriate.
- Coordinates the provisioning of additional support assets if required in response to waterborne or maritime incidents requiring a coordinated Federal response.
- Acquires and disseminates weather data, forecasts, and emergency information.

The **National Weather Service** acquires and disseminates weather data, forecasts, and emergency information and provides weather information essential for efficient SAR.

The **Franklin County HSRT** provides technical assistance in the event of fires involving hazardous materials.

ESF Coordinator	Function (See above for details)
Washington Emergency Management Agency	<p>Initial Actions:</p> <ul style="list-style-type: none"> ➤ Reports to the EOC upon being notified. ➤ Establishes communication links with support agencies and regional ESF #9 coordinators ➤ Will provide the fire service and other stakeholders with SITSTAT and RESTAT as required. <p>Continuing Actions:</p> <ul style="list-style-type: none"> ➤ Obtains, maintains, and provides incident situation and damage assessment information through established procedures. <ul style="list-style-type: none"> ➤ Maintains a complete log of actions taken, resource orders, records and reports. ➤ ESF #9 continuously acquires and assesses information on the incident and continues to identify the nature and extent of problems and establishes appropriate response missions.

Primary Agency	Function (See above for details)
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Fire Service Agencies	<ul style="list-style-type: none"> ➤ Structural Collapse Urban Search and Rescue (USAR) ➤ Waterborne Search and Rescue ➤ Inland/Wilderness Search and Rescue <p>Initial Actions:</p> <ul style="list-style-type: none"> ➤ Reports to the EOC upon being notified. ➤ Establishes communication links with support agencies and regional ESF #9 coordinators. <p>Continuing Actions:</p> <ul style="list-style-type: none"> ➤ Obtains, maintains, and provides incident situation and damage assessment information through established procedures. ➤ Coordinates incident resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues. ➤ Maintains a complete log of actions taken, resource orders, records, and reports. ➤ ESF #9 continuously acquires and assesses information on the incident and continues to identify the nature and extent of problems and establishes appropriate response missions. ➤ Provides subject-matter experts/expertise regarding structural/urban/suburban fire and fire-related activities.
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Support Department	Function (See above for details)
Metro Air Support Unit	<ul style="list-style-type: none"> ➤ Inland/Wilderness Search and Rescue ➤ Aeronautical Search and Rescue

Support Agency	Function (See above for details)
Franklin County HSRT	<ul style="list-style-type: none"> ➤ Provides technical assistance and advice in the event of fires involving hazardous materials.
U.S. Coast Guard	<ul style="list-style-type: none"> ➤ The U.S. Coast Guard provides marine firefighting assistance as available, commensurate with each unit's level of training and the adequacy of available equipment. ➤ Waterborne Search and Rescue
Missouri State Highway Patrol	Inland/Wilderness Search and Rescue Aeronautical Search and Rescue
Civil Air Patrol	<ul style="list-style-type: none"> ➤ Inland/Wilderness Search and Rescue ➤ Aeronautical Search and Rescue

National Weather Service	<ul style="list-style-type: none"> ➤ Acquires and disseminates weather data, forecasts, and emergency information. ➤ Provides weather information essential for efficient SAR.
“Region C” Heavy Rescue Task Force	Structural Collapse Urban Search and Rescue (USAR)
Urban Search and Rescue (USAR)	Structural Collapse Urban Search and Rescue (USAR)

Support to other ESFs	Function
#9	The search and rescue functions of ESF #9 – Search and Rescue also fall under the auspices of the local fire agencies and are accomplished with their support. The specific duties of that function can be found in that ESF.
#10	The functions of the Hazardous Materials Emergency Response Team (HMERT) [formerly referred to as the HAZMAT Team] fall under the auspices of the fire service and are more clearly defined in ESF #10 – Oil and Hazardous Materials Response .
#11	<p>ESF #9 along with ESF #6, ESF #8, and ESF #14 support ESF #11 to ensure an integrated response that provides for the safety and well-being of household pets and service animals as well as dealing with at-large animals.</p> <p>ESF #9 coordinates with ESF #11 on search and rescue operations for household pets.</p>

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

ESF Coordinator:

- Washington Emergency Management Agency

Primary Departments:

- Washington Fire Department
- Local Fire Protection Districts and Fire Departments
- Franklin County Homeland Security Response Team (HSRT)

Supporting Agency(s):

- Franklin County Emergency Management Agency
- Local Law Enforcement Agencies
- Missouri State Highway Patrol
- Federal law Enforcement Agencies
- Missouri Department of Natural Resources (MODNR)
- Environmental Protection Agency (EPA)

I. PURPOSE

ESF #10 provides support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials when activated.

II. SCOPE

Response to oil and hazardous materials incidents is generally carried out in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), 40 CFR Part 300. For purposes of this annex, “hazardous materials” is a general term intended to mean hazardous substances, pollutants, and contaminants as defined in the NCP. Hazardous materials include chemical, biological, and nuclear/radiological substances, whether accidentally or intentionally released.

The scope of ESF #10 includes the appropriate actions to prepare for, respond to, and recover from a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents. Appropriate general actions can include, but are not limited to:

- Actions to prevent, minimize, or mitigate a release
- Efforts to detect and assess the extent of contamination (including sampling and analysis and environmental monitoring)
- Actions to stabilize the release and prevent the spread of contamination
- Analysis of options for environmental cleanup and waste disposition
- Implementation of environmental cleanup
- Storage, treatment, and disposal of oil and hazardous materials.

Examples of specific actions may include:

- Sampling a drinking water supply to determine if there has been intentional contamination
- Stabilizing the release through the use of berms, dikes, or impoundments
- Capping of contaminated soils or sludge
- Use of chemicals and other materials to contain or retard the spread of the release or mitigate its effects
- Decontaminating buildings and structures
- Using drainage controls, fences, warning signs, or other security or site-control precautions
- Removing highly contaminated soils from drainage areas
- Removing drums, barrels, tanks, or other bulk containers that contain oil or hazardous materials
- Other measures as deemed necessary.

In addition, ESF #10 may be used under appropriate authorities to respond to actual or threatened releases of materials not typically responded to under the NCP but that pose a threat to public health or welfare or to the environment. Appropriate ESF #10 response activities to such incidents include, but are not limited to:

- Household hazardous waste collection
- Monitoring of debris disposal
- Water quality monitoring and protection
- Air quality sampling and monitoring
- Protection of natural resources.

ESF #10 is applicable to all departments and agencies with responsibilities and assets to support local response to actual or potential oil or hazardous materials incidents.

Primary Agency Determination: The various Fire Departments and Fire Protection Districts within the geographic boundaries of Franklin County serve as the primary agency for ESF #10 actions. Activities out of the realm of any agency can be deferred to the Franklin County Homeland Security Response Team (HSRT) as may be determined by the senior fire official on the scene or in charge of the incident.

The functions of HSRT fall under the auspices of ESF #4 – Firefighting and are more clearly defined in ESF #10.

Support Agencies: To the extent possible, support agency representatives to ESF #10 should be those personnel also assigned to the HSRT.

Relationship to Terrorism Incident Law Enforcement and Investigation Annex (Annex T): For a terrorist incident involving oil or hazardous materials (such as a weapons of mass destruction [WMD] incident), ESF #10 provides assistance, and applicable laws and regulations. Where necessary, EPA or DHS assigns an official as the Senior Federal Law Enforcement Official in the Emergency Operations Center (EOC).

Relationship to Chemical, Biological and Nuclear/Radiological Incident Annexes: Hazardous materials addressed include certain chemical, biological and nuclear/radiological substances. The Chemical, Biological and Nuclear/Radiological Incident Annexes may

therefore be activated simultaneously with ESF #10. The Chemical, Biological and Nuclear/Radiological Incident Annexes describe additional procedures and Federal agency responsibilities for chemical, biological and radiological/nuclear incidents that are not addressed in ESF #10, and are used in conjunction with ESF #10 when applicable.

For chemical, biological and nuclear/radiological weapons of mass destruction incidents, ESF # 10 coordinates with ESF #3 – Public Works and Engineering for monitoring and stabilizing damaged structures and the demolition of structures designated as immediate hazards to public health and safety. Additionally, ESF # 10 coordinates with ESF #3 and ESF #14 – Long-Term Community Recovery to identify long-term environmental restoration issues.

Local officials retain primary responsibility for victim screening and decontamination operations. ESF #8 – Public Health and Medical Services can request the National Medical Response Teams to assist with victim decontamination through the efforts of the local fire agencies and the Franklin County HSRT. Chemical/Biological/Nuclear/Radiological hazard consultation, including decontamination, consequence management, and technical support to recovery efforts, is available through this medium.

III. CONCEPT OF OPERATIONS

General



ESF #10 coordinates the provision of support to and the overall management of the various response sites to ensure actions are taken to mitigate, clean up, and dispose of oil and hazardous materials and minimize the impact of the incidents. ESF #10 promotes close coordination with Federal, State, and local officials, as well as the private sector, to establish priorities for response support.

ESF #10 requires documentation of all response activities to support after-action requirements and justify actions taken by primary and support agencies. This includes documentation to support financial transfers between primary and support agencies that are necessary to conduct ESF #10 activities.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

The EOC issues operation orders and mission assignments to activate ESF #10 based on the scope and magnitude of the threat or incident.

The appropriate emergency service or City Administration notifies the Franklin County Emergency Management Agency, which serves as the focal point for the County's emergency response and the formal point of contact for ESF #10 activation. The EOC in turn activates ESF #10 primary and support staff as required.

V. ORGANIZATION

The Office of Emergency Management serves as the coordinating entity for ESF #10. The primary agency represents ESF #10 and provides ESF #10 representatives, as needed, to the Emergency Operations Center (EOC).

The primary agency may request support from ESF #10 partner agencies as appropriate. The primary agency provides administrative support to ESF #10 as appropriate.

Following an initial situation assessment, the primary agency determines which support agencies are required to continue to provide representatives to ESF #10 on a 24-hour basis (either by telephone or in person) during the emergency response period. ESF #10 support agencies have representatives available immediately by telephone on a 24-hour basis.

The primary agency may establish management objectives for ESF #10.

The ESF #10 representative provides coordination and liaison among ESFs and provides accurate ESF technical information to the Planning Section and the Incident Management Planning Team. The ESF #10 representative is in direct contact with the ESF #10 EOC staff as appropriate. The primary agency provides guidance and direction to its regional response elements as necessary on issues such as resource use, allocation, and mobilization.

At the EOC level, ESF #10 typically provides representatives to coordinate ESF #10 mission assignments and provide information to the EOC on ESF #10 on-scene activities.

In addition, for a chemical, biological, or nuclear/radiological WMD incident, ESF #10 may also provide, as needed, Technical Specialists to provide scientific and technical expertise and to coordinate scientific and technical issues with other responding agencies and with other ESF #10 headquarters and on-scene response elements. For incidents in which ESF #10 plays a major role, the primary agency may also provide a senior official to participate in the EOC Unified Command.

If the agency(s) providing the on-scene coordination joins or establishes an Area Command (or Unified Area Command), the ESF #10 regional lead ensures coordination between the EOC and Area Command, as needed, on matters relating to ESF #10 activities.

The Federal On-Scene Coordinator (OSC) generally joins an Incident Command Post (ICP) already established by local authorities and conducts activities from that ICP under a Unified Command.

Public communications generally are coordinated through ESF #15 – External Affairs in consultation with the EOC and the Joint Information Center (JIC). It is recognized, however, that in some cases it may be necessary for responding OSCs to communicate with the media/public on tactical operations and matters affecting public health and safety directly from the scene, particularly during the early stages of the emergency response.

VI. ACTIONS

The primary agency convenes appropriate agency representatives as soon as possible to develop a plan for providing the support required. This can be conducted via emergency conference call or by physically locating at the primary agency EOC as appropriate. At the headquarters level, ESF #10 focuses initially on the following actions:

- Ensure that the primary agency headquarters EOC is ready to support response activities.
- Establish communications with the affected local ESF #10 elements.
- Coordinate with other ESFs, as appropriate.
- As appropriate, coordinate with ESF #10 elements in non-impacted local jurisdictions to obtain personnel, equipment, and other backup support.

The Local Fire Protection Districts and Fire Departments:

- Assess the situation, including:
 - **Prevent, minimize or mitigate a release:** The nature, amount, and locations of actual or potential releases of oil and hazardous materials
 - **Detect and assess the extent of contamination (including sampling and analysis and environmental monitoring):**
 - Pathways to human and environmental exposure
 - Probable direction and time of travel of the materials (e.g., trajectory and analysis)
 - Potential impact on human health, welfare, safety, and the environment
 - **Stabilize the release and prevent the spread of contamination:**
 - Priorities for protecting human health and welfare and the environment through appropriate response actions.
 - Validating priorities and identifying the resources required to meet the needs.
 - **Analysis of options for environmental cleanup and waste disposition:** Initiating actions to locate and move resources into the incident area.
 - **Storage, treatment and disposal of oil and hazardous materials:** Types, availability, and location of response resources, technical support, decontamination, and cleanup services

The Franklin County Health Department supports ESF # 10 by:

- Provides assistance on all matters related to the assessment of health hazards at a response and protection of response workers and the public health.
- Determines whether illnesses, diseases, or complaints may be attributable to exposure to a hazardous material.
- Establishes disease/exposure registries and conducts appropriate clinical testing.
- Develops, maintains, and provides information on the health effects of toxic substances.
- ESF #8 can request the National Medical Response Teams to assist with victim decontamination through the efforts of the local fire agencies and the Franklin County Homeland Security Response Team

VII. PRIMARY RESPONSIBILITIES

Primary Department	Function (See above for details)
<p>Washington Fire Department</p> <p>Local Fire Protection Districts and Fire Departments</p> <p>Franklin County Homeland Security Response Team (HSRT- HAZMAT)</p>	<p>Initial Actions:</p> <ul style="list-style-type: none"> ➤ Prevent, minimize, or mitigate a release ➤ Detect and assess the extent of contamination (including sampling and analysis and environmental monitoring) ➤ Stabilize the release and prevent the spread of contamination ➤ Analysis of options for environmental cleanup and waste disposition ➤ Storage, treatment, and disposal of oil and hazardous materials.

Support Department	Function
Health Department	<p>Initial Actions:</p> <ul style="list-style-type: none"> ➤ Provides assistance on all matters related to the assessment of health hazards at a response and protection of response workers and the public health. ➤ Determines whether illnesses, diseases, or complaints may be attributable to exposure to a hazardous material. ➤ Establishes disease/exposure registries and conducts appropriate clinical testing. ➤ Develops, maintains, and provides information on the health effects of toxic substances. ➤ ESF #8 can request the National Medical Response Teams to assist with victim decontamination through the efforts of the local fire agencies and the Franklin County Homeland Security Response Team

Support to other ESFs	Function
#11	Coordinates with ESF #3 and ESF #11 on the removal of debris affecting NCH resources.

#14	Coordinates with ESF #3 - Public Works and Engineering; ESF #10 - Oil and Hazardous Materials Response, to identify long-term environmental restoration issues.
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Emergency Support Function (ESF) #11 Agriculture and Natural Resources

ESF Coordinator:

- Washington Emergency Management Agency

Primary Department(s):

- Franklin County Department of Health
- Franklin County Emergency Management Agency
- Washington Public Works
- Washington Engineering Department

Support Department(s):

- Franklin County Sheriff's Office
- Franklin County Planning and Zoning
- Franklin County IT Department

Supporting Agency(s):

- American Red Cross
- Department of Natural Resources
- Humane Society of Missouri
- University of Missouri Extension
- Others as deemed necessary

I. PURPOSE

ESF #11 is activated for incidents requiring a coordinated response and the availability of support for one or more of these roles/functions:

- Provide nutrition assistance
- Control and eradicate, as appropriate, any outbreak of a highly contagious or economically devastating animal/zoonotic (i.e., transmitted between animals and people) disease, or any outbreak of an economically devastating plant pest or disease
- Ensure the safety and security of the commercial food supply
- Protect natural, cultural resources and historic properties (NCH)
- Provide for the safety and well-being of household pets during an emergency response or evacuation situation.

Actions initiated under ESF #11 are coordinated and conducted cooperatively with local incident management officials and with private entities, in coordination with the Emergency Operations Center (EOC) as required.

Each supporting agency is responsible for managing its respective assets and resources after receiving direction from the primary ESF #11 agency for the incident.

II. SCOPE

ESF #11 includes five primary functions:

- Providing nutrition assistance
- Responding to animal and plant diseases and pests
- Ensuring the safety and security of the commercial food supply
- Protecting NCH resources
- Providing for the safety and well-being of household pets

Providing nutrition assistance: Includes:

- Working with agencies to determine nutrition assistance needs, obtain appropriate food supplies as made available, and arrange for delivery of the supplies. Food supplies secured and delivered under ESF #11 are suitable either for household distribution or for congregate meal service as appropriate for the incident.
- Transportation and distribution of food supplies within the affected area are arranged by the Franklin County Department of Health and voluntary organizations.
- The Franklin County Department of Health and the Franklin County Emergency Management Agency officials coordinate with and support agencies responsible for **ESF #6** – Mass Care, Companion Animal Sheltering, and Emergency Assistance that are involved in mass feeding as well as encourage the use of congregate feeding arrangements as the primary outlet for disaster food supplies.
- Priority is given to moving critical supplies of food into areas of acute need and then to areas of moderate need.
- Franklin County Emergency Management Agency officials, upon notification that commercial channels of trade have been restored, may authorize the use of the Disaster Supplemental Nutrition Assistance Program (D-SNAP), should it be made available by the State of Missouri.

Responding to animal and plant diseases and pests: Includes:

- Coordination with **ESF #8** – Public Health and Medical Services to provide veterinary assistance to ESF #11. Support will include the amelioration of zoonotic disease and caring for research animals where ESF #11 does not have the requisite expertise to render appropriate assistance.
- Implementing an integrated response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, plant pest, or plant disease.
- Animal and plant disease and pest responses are conducted in collaboration and cooperation with State authorities and private industries to ensure continued human nutrition and animal, plant, and environmental security.

When addressing animal diseases, all animal depopulation activities are conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized. Disposal methods for infected or potentially infected carcasses and plant

host material are chosen for their effectiveness in stopping pathogen spread and for their minimal impact on the environment.

- Actions taken during an animal or plant emergency are guided by and coordinated with local emergency preparedness and response officials.

Ensuring the safety and security of the commercial food supply

ESF #8 in coordination with ESF #11 includes the execution of routine food safety inspections and other services to ensure the safety of food products that enter commerce. These efforts are coordinated by Franklin County Department of Health.

This includes:

- Assisting with ensuring the health and safety of food-producing animals, animal feed and therapeutics
- The inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry
- Laboratory analysis of food samples
- Control of products suspected to be adulterated
- Plant closures
- Food-borne disease surveillance
- Field investigations

Protecting Natural, Cultural Resources, and Historic Properties (NCH): Includes:

Appropriate response actions to preserve, conserve, rehabilitate, recover, and restore NCH resources. This includes providing post-event baseline assessments of damages and providing technical assistance and resources for assessing impacts of response and recovery activities to NCH resources. These efforts are coordinated by the Franklin County Building Department, the primary agency for the NCH component of ESF #11.

Actions initiated under ESF #11 to protect, preserve, conserve, rehabilitate, recover, and restore NCH resources are guided by the existing internal policies and procedures of the agencies providing support for the incident.

The organizations providing support for each incident coordinate with appropriate ESFs and other annexes to ensure appropriate use of volunteers and to ensure appropriate measures are in place to protect the health and safety of all workers.

Each support agency is responsible for managing its respective assets and resources after receiving direction from the primary agency.

Providing for the safety and well-being of household pets

ESF #11 supports the EOC together with **ESF #6, ESF #8, ESF #9** – Search and Rescue, and **ESF #14** – Long-Term Community Recovery to ensure an integrated response that provides for the safety and well-being of household pets and service animals as well as dealing with

at-large animals. **ESF #8** in concert with ESF # 11 work to protect the health of companion and service animals. The ESF #11 effort is coordinated by Franklin County Department of Health.

Animal evacuation and sheltering should be conducted in conjunction with human evacuation and sheltering efforts. Animals should be sheltered near their owners to the extent possible. Owners should be expected to provide food, water, husbandry, and exercise for their pets during the time they are in emergency shelters. For more details, view **ESF #6**.

Businesses where animals are integral to operations (e.g., pet shops and veterinary hospitals) should be encouraged to have contingency plans in place for those animals in the event of a disaster or emergency.

III. CONCEPT OF OPERATIONS

ESF #11:

- Organizes the ESF staff and support agencies based upon the five core functional areas described above. It organizes and coordinates the capabilities and resources to facilitate the delivery of services, technical assistance, expertise, and other support for incidents requiring a coordinated response.
- Identifies, secures, and arranges for the transportation of food and/or the provision of food stamp benefits to affected areas and **ESF #6** in providing food for shelters and other mass feeding sites.
- Provides for an integrated local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, or an outbreak of a harmful or economically significant plant pest or disease deemed of Federal regulatory significance.
- Through the primary agency for NCH resources, organizes and coordinates the capabilities and resources of the Franklin County Government to facilitate the delivery of services, technical assistance, expertise, and other support for the protection, preservation, conservation, rehabilitation, recovery, and restoration of NCH resources through all phases of an incident requiring a coordinated response.
- Supports the EOC together with **ESF #6, ESF #8, ESF #9, and ESF #14** to ensure an integrated response that provides for the safety and well-being of household pets during natural disasters and other emergency events resulting in mass displacement of civilian populations.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

ESF #11 is activated upon notification of a potential or actual incident that requires a coordinated local response and support to help ensure one or more of the following:

- The availability and delivery of food products
- Food safety
- Appropriate response to an animal or plant disease or pest
- The protection of natural and cultural resources and historic properties
- The safety and well-being of household pets.

The EOC issues operation orders and mission assignments to activate ESF #11 based on the scope and magnitude of the threat or incident.

The appropriate emergency service or City Administration notifies the Washington Emergency Management Agency, which serves as the focal point for the City's emergency response and the formal point of contact for ESF #11 activation. The EOC in turn activates ESF #11 primary and support staff as required.

V. ORGANIZATION

When the assistance needed involves NCH resources protection, the Washington Building Department provides direction and coordination.

For nutrition assistance, the Franklin County Department of Health is the point of contact and coordinates response activities with other agencies.

For animal and plant disease and pest response, the Franklin County Department of Health assumes primary responsibility.

For incidents involving the well-being of household pets, the Franklin County Department of Health leads ESF #11's efforts.

For an incident involving the safety and security of the commercial food supply, the Franklin County Department of Health assumes primary responsibility.

VI. ACTIONS

When ESF #11 is activated, the response is coordinated by the Franklin County Emergency Management Agency at the EOC if necessary.

Actions to be taken by the Franklin County Department of Health include:

- Determines nutritional assistance needs.
- Obtains appropriate food supplies.
- Coordinates veterinary services in affected areas.
- Coordinates with **ESF #8** on animal/veterinary issues in disease situations and in other situations that develop during emergencies and natural disasters.
- Coordinates the response to a bio-hazardous event, the decontamination and/or destruction of animals and plants as well as associated facilities (e.g., barns, processing equipment, soil, and feeding and growing areas) may be required. Activities are conducted within agency capabilities.
- Conducts food-borne disease surveillance.
- Coordinates disposal of contaminated food products.

- Provides inspectors and laboratory services to affected areas.
- Ensures an integrated response that provides for the safety and well-being of household pets during natural disasters and other emergency events resulting in mass displacement of civilian populations.
- Provides technical support and subject-matter expertise regarding the safety and well-being of household pets.
- Conducts critical needs assessments for household pets.
- Expedites requests for resources to assist in evacuating and sheltering household pets.
- Ensures that all identified food is fit for human consumption.
- Provides information and recommendations to Unified Command for incidents involving an outbreak of a highly contagious animal/zoonotic disease or an outbreak of a harmful or economically significant plant pest or disease, either of which could require quarantine actions or impact intrastate/interstate commerce.
- Coordinates assignment of veterinary personnel to assist in delivering animal health care to injured or abandoned animals and performing veterinary preventive medicine activities, including the conducting of field investigations and the provision of technical assistance and consultation as required.
- Engages in surveillance of food safety/security-related illness, injury, and other consumer complaints.
- Coordinates with **ESF #9** on search and rescue operations for household pets.
- Coordinates with **ESF #14** to ensure continued assistance is provided for household pets during long-term community recovery.
- Plan animal shelter materials in advance of emergency events.
- Provides health education in the areas of food preparation and storage.
- After diagnosis of disease, circulates warning notice to appropriate officials in order to facilitate a timely and efficient response.

Actions to be taken by the Franklin County Emergency Management Agency include:

- Arranges transportation for food supplies.
- Determines the critical needs of the affected population in terms of numbers of people, their location, and usable food preparation facilities for congregate feeding.
- Identifies and locates geographically available food resources, transportation, equipment, storage, and distribution facilities.
- Coordinates shipment of food to staging areas within the affected area.
- Implements the Disaster Supplemental Nutrition Assistance Program (D-SNAP), should it be made available by the State of Missouri.
- Establishes logistical links with long-term congregate meal services.
- Contracts for transportation for household pets and service animals in advance of emergency events.

Actions to be taken by the Washington Building Department include:

- Coordinates NCH resources identification and vulnerability assessments.
- Facilitates development and application of protection measures and strategies for NCH facilities.
- Manages, monitors, and assists in or conducts response and recovery actions to minimize damage to NCH resources.

- Coordinates with **ESF #3** – Public Works and Engineering and **ESF #10** – Oil and Hazardous Materials Response on the removal of debris affecting NCH resources.
- Provides updated NCH facility resource lists.
- Determines the critical needs and resources available to preserve, conserve, rehabilitate, recover, and restore NCH resources in consultation with local and private entities.
- Provides scientific/technical advice, information, and assistance to help prevent or minimize injury to NCH resources.
- Provides scientific/technical advice, information, and assistance for long-term recovery, restoration, preservation, protection, conservation, stabilization, or rehabilitation of NCH resources.
- Addresses long-term community recovery activities carried out under **ESF #14** that involve NCH issues.

Actions to be taken by the Franklin County IT Department include:

- Providing up-to-date geospatial data (maps) related to impacted NCH resources.

VII. PRIMARY RESPONSIBILITIES

Primary Department	Function (See above for details)
Franklin County Department of Health	<ul style="list-style-type: none"> ➤ Determines nutritional assistance needs. ➤ Obtains appropriate food supplies. ➤ Coordinates veterinary services in affected areas. ➤ Coordinates with ESF #8 on animal/veterinary issues in disease situations and in other situations that develop during emergencies and natural disasters. ➤ Coordinates the response to a bio-hazardous event, the decontamination and/or destruction of animals and plants as well as associated facilities (e.g., barns, processing equipment, soil, and feeding and growing areas) may be required. Activities are conducted within agency capabilities. ➤ Conducts food-borne disease surveillance. ➤ Coordinates disposal of contaminated food products. ➤ Provides inspectors and laboratory services to affected areas. ➤ Ensures an integrated response that provides for the safety and well-being of household pets during natural disasters and other emergency events resulting in mass displacement of civilian populations. ➤ Provides technical support and subject-matter expertise regarding the safety and well-being of household pets. ➤ Conducts critical needs assessments for household pets. ➤ Expedites requests for resources to assist in evacuating and sheltering household pets. ➤ Ensures that all identified food is fit for human consumption. ➤ Provides information and recommendations to Unified Command for incidents involving an outbreak of a highly

	<p>contagious animal/zoonotic disease or an outbreak of a harmful or economically significant plant pest or disease, either of which could require quarantine actions or impact intrastate/interstate commerce.</p> <ul style="list-style-type: none"> ➤ Coordinates assignment of veterinary personnel to assist in delivering animal health care to injured or abandoned animals and performing veterinary preventive medicine activities, including the conducting of field investigations and the provision of technical assistance and consultation as required. ➤ Engages in surveillance of food safety/security-related illness, injury, and other consumer complaints. ➤ Coordinates with ESF #9 on search and rescue operations for household pets. ➤ Coordinates with ESF #14 to ensure continued assistance is provided for household pets during long-term community recovery. ➤ Purchases and pre-positions animal, shelter materials in advance of emergency events. ➤ Provides health education in the areas of food preparation and storage. ➤ After diagnosis of disease, circulates warning notice to appropriate officials in order to facilitate a timely and efficient response.
Washington Emergency Management Agency	<ul style="list-style-type: none"> ➤ Arranges transportation for food supplies. ➤ Determines the critical needs of the affected population in terms of numbers of people, their location, and usable food preparation facilities for congregate feeding. ➤ Identifies and locates geographically available food resources, transportation, equipment, storage, and distribution facilities. ➤ Coordinates shipment of food to staging areas within the affected area. ➤ Implements the Disaster Food Stamp Program. ➤ Establishes logistical links with long-term congregate meal services. ➤ Contracts for transportation for household pets and service animals in advance of emergency events
Washington Public Works and Engineering Department	<ul style="list-style-type: none"> ➤ Coordinates NCH resources identification and vulnerability assessments. ➤ Facilitates development and application of protection measures and strategies for NCH facilities. ➤ Manages, monitors, and assists in or conducts response and recovery actions to minimize damage to NCH resources. ➤ Coordinates with ESFs #3 – Public Works and Engineering and #10 – Oil and Hazardous Materials Response on the removal of debris affecting NCH resources. . ➤ Provides updated NCH facility resource lists.

	<ul style="list-style-type: none"> ➤ Determines the critical needs and resources available to preserve, conserve, rehabilitate, recover, and restore NCH resources in consultation with local and private entities. ➤ Provides scientific/technical advice, information, and assistance to help prevent or minimize injury to NCH resources. ➤ Provides scientific/technical advice, information, and assistance for long-term recovery, restoration, preservation, protection, conservation, stabilization, or rehabilitation of NCH resources. ➤ Addresses long-term community recovery activities carried out under ESF #14 that involve NCH issues.
Support Departments	Function
Washington Police and Franklin County Sheriff	<ul style="list-style-type: none"> ➤ Assist in control and eradication of animal/zoonotic disease
Washington Public Works and Engineering	<ul style="list-style-type: none"> ➤ Assist in the planning around Natural, Cultural, and Historic resources and sites, providing technical assistance
Washington Engineering Department	<ul style="list-style-type: none"> ➤ Provides up-to-date geospatial data (maps) related to impacted NCH resources.
Other City offices and departments	Departments of City Government not assigned to a specific Primary role are assigned as having a Support role to each ESF. That support function can be in the form of personnel staffing or resource provision.

Support ESFs	Function
#3, #10	Coordinates with ESF #3 and ESF #10 on the removal of debris affecting NCH resources.
#6, #8, #9, #14	Veterinary Medical Support ESF #6, ESF #8, ESF #9, and ESF #14 support ESF #11 to ensure an integrated response that provides for the safety and well-being of household pets and service animals as well as dealing with at-large animals.
#8	<ul style="list-style-type: none"> ➤ ESF #8 will provide veterinary assistance to ESF #11. Support will include the amelioration of zoonotic disease and caring for research animals where ESF #11 does not have the requisite expertise to render appropriate assistance. ➤ Protects the health of companion and service animals. ➤ Execution of routine food safety inspections and other services to ensure the safety of food products that enter commerce.

	<ul style="list-style-type: none"> ➤ Assists with ensuring the health and safety of food-producing animals, animal feed and therapeutics.
#9	<ul style="list-style-type: none"> ➤ Coordinates with ESF #9 on search and rescue operations for household pets.
#14	<ul style="list-style-type: none"> ➤ Coordinates with ESF #14 to ensure continued assistance and consultation for household pets during long-term community recovery. ➤ Addresses long-term community recovery activities carried out under ESF #14 that involve NCH issues.

Emergency Support Function (ESF) #12 Energy

Primary Departments:

- Washington Emergency Management Agency

Supporting Departments:

- Washington Building Department
- Washington Public Works

Supporting Agency(s):

- Franklin county Emergency Management Agency
- Ameren UE
- Spire Energy (Natural Gas)
- Missouri American Water
- Franklin County Water/Sewer Districts
- Missouri State Emergency Management Agency (SEMA)

I. PURPOSE

ESF #12 is intended to facilitate the restoration of damaged energy systems and components when activated for incidents requiring a coordinated response.

II. SCOPE

ESF #12 collects, evaluates, and shares information on energy system damage and estimations on the impact of energy system outages within affected areas. Additionally, ESF #12 provides information concerning the energy restoration process such as projected schedules, percent completion of restoration, and geographic information on the restoration. ESF #12 facilitates the restoration of energy systems through legal authorities and waivers. ESF #12 also provides technical expertise to the utilities, conducts field assessments, and assists government and private-sector stakeholders to overcome challenges in restoring the energy system.

The term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, maintaining, and controlling energy systems and system components. All energy systems are considered critical infrastructure.

ESF #12:

- Addresses significant disruptions in energy supplies for any reason, whether caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, or unusual economic events.
- Is the primary point of contact with the energy industry for information sharing and requests for assistance from private- and public-sector owners and operators.
- Maintains lists of energy-centric critical assets and infrastructures, and continuously monitors those resources to identify and mitigate vulnerabilities to energy facilities.

Restoration of normal operations at energy facilities is the responsibility of the facility owners.

III. CONCEPT OF OPERATIONS

General

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

ESF#12 provides the appropriate supplemental assistance and resources to enable restoration in a timely manner.

Collectively, the primary and support agencies that comprise ESF #12:

- Serve as the focal point within the County for receipt of information on actual or projected damage to energy supply and distribution systems and requirements for system design and operations, and on procedures for preparedness, restoration, recovery, and mitigation.
- Advise local authorities on priorities for energy restoration, assistance, and supply.
- Assist industry and local authorities with requests for emergency response actions as required to meet the County's energy demands.
- Assist departments and agencies by locating fuel for transportation, communications, and emergency operations.
- Provide guidance on the conservation and efficient use of energy to local governments and to the public.

IV. ACTIVATION

The Emergency Operations Center (EOC) issues operation orders and mission assignments to activate ESF #12 based on the scope and magnitude of the threat or incident.

The appropriate emergency service or City Administration notifies the Washington Emergency Management Agency, which serves as the focal point for the City's emergency response and the formal point of contact for an ESF #12 activation. The Emergency Operations Center (EOC) in turn activates ESF #12 primary staff as required and will, if needed, request a private entity presence in the EOC.

V. ORGANIZATION

ESF #12 is coordinated through the Emergency Operations Center (EOC). Local governments have primary responsibility for prioritizing the restoration of energy facilities and are fully and consistently integrated into ESF #12 operations.

VI. ACTIONS

Pre-incident

ESF #12 conducts energy emergency exercises with the energy industry, and local governments to prepare for energy and other emergencies.

ESF #12 works with the private sector to develop procedures and products that improve situational awareness to effectively respond to a disruption of the energy sector.

Incident

The private sector normally takes the lead in the rapid restoration of infrastructure-related services after an incident occurs. Appropriate entities of the private sector are integrated into ESF #12 planning and decision-making processes.

In coordination with local governments, Public Utilities prioritize plans and actions for the restoration of energy during response and recovery operations.

ESF #12 coordinates with other ESFs to provide timely and accurate energy information, recommends options to mitigate impacts, and coordinates repair and restoration of energy systems.

ESF #12 coordinates preliminary damage assessments in the energy sector to determine the extent of the damage to the infrastructure and the effects of the damage on the local energy system.

Post-incident

ESF #12 participates in post-incident hazard mitigation studies to reduce the adverse effects of future disasters.

ESF #12 assists in determining the validity of disaster-related expenses for which the energy industry is requesting reimbursement.

VII. PRIMARY RESPONSIBILITIES

Primary Agency: Washington Emergency Management Agency

- Identifies and assesses energy system damage.
- Collects, assesses, and provides information on energy supply and demand.
- Contributes to situation and after-action reports.
- Identifies supporting resources needed to restore energy systems.

ESF #12 in concert with ESF #3 – Public Works and Engineering coordinates the activities of the public utilities and provides the utility companies with any special guidance from Franklin County pertaining to priorities of restoration of essential and secondary services. The Building Department provides Building Code Safety assistance prior to and during the energy restoration process.

Primary Department	Function (See above for details)
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Washington Emergency Management Agency	<ul style="list-style-type: none"> ➤ Identifies and assesses energy system damage. ➤ Collects and provides information on energy supply and demand. ➤ Contributes to situation and after-action reports. ➤ Identifies supporting resources needed to restore energy systems.
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Support Department	Function (See above for details)
Washington Building Department	➤ Provide Building Code Safety assistance prior to and during the energy restoration process

Support Agency	Function
Ameren UE	Assess, repair and restore Electrical and Gas energy needs.
Spire Energy	Assess, repair and restore Natural Gas needs.
City or Mo American Water	Assess, repair and restore Public potable water systems.
Washington Water and Sewer	Assess, repair and restore Public sanitary and storm water systems.
Mo State Emergency Management SEMA	□ Assist and coordinate state resource and logistics with the Office of Emergency Management; support temporary energy needs, manpower and public assistance as applicable.

Support ESFs	Function
#3	Coordinates the activities of the public utilities and provides the utility companies with any special guidance from Franklin County pertaining to priorities of restoration of essential and secondary services.

Emergency Support Function (ESF) #13 Public Safety and Security

ESF Coordinator:

- Washington Emergency Management Agency

Primary Departments:

- Washington Police Department

Supporting Departments:

- City Clerk's Office
- Washington Building Department

Supporting Agency(s):

- Franklin County Emergency Management Agency
- Franklin County Sheriff's Department
- Missouri National Guard

I. PURPOSE

ESF #13 coordinates local public safety and security capabilities and resources to support the full range of incident management activities associated with potential or actual incidents requiring a coordinated response. ESF #13 rapidly deploys components of the local law enforcement departments to provide assistance to local authorities when activated for incidents or potential incidents requiring a coordinated local response.

This ESF does not usurp or override the policies or mutual aid and assistance agreements of any local jurisdiction, government, or agency.

II. SCOPE

ESF #13 provides a mechanism for coordinating and providing law enforcement, public safety and security as well as support to other ESFs, consisting of law enforcement, public safety, and security capabilities and resources during potential or actual incidents requiring a coordinated response.

ESF #13 capabilities support incident management requirements including, but not limited to, force and critical infrastructure protection, security planning and technical assistance, technology support, and general law enforcement assistance in both pre-incident and post-incident situations. ESF #13 is activated in situations requiring public safety and security.

Primary responsibility for public safety lies with local authorities. In most incident situations, local jurisdictions have primary authority and responsibility for law enforcement activities, utilizing the Incident Command System (ICS) on scene. In larger scale incidents, additional resources should first be obtained through the activation of mutual aid and assistance agreements with neighboring localities and/or State authorities, with incident operations managed through a Unified Command structure.

ESF #13 facilitates coordination of public safety and security among State and local agencies, as well as among other ESFs, to ensure that communication and coordination processes are consistent with stated incident management missions and objectives.

When activated, ESF #13 coordinates the implementation (to include mission assignments) and resources that are appropriate for the situation and may provide protection and security resources, planning assistance, technology support, and other technical assistance to support incident operations, consistent with local authorities and resource availability.

In the event that local police forces (including the **National Guard** operating under State control) are insufficient to adequately respond to a civil disturbance or other serious law enforcement emergency, the Governor may request, through the Attorney General, Federal military assistance under Title 10 U.S.C. Chapter 15.

Under 10 U.S.C. Chapter 15, the President may federalize and deploy all or part of any **State's National Guard**. The President may also use the military to enforce Federal law or to protect constitutional rights. Pursuant to law, the President will ultimately determine whether to use the Armed Forces to respond to a domestic law enforcement emergency. Procedures for coordinating Department of Defense (DOD) and Department of Justice (DOJ) responses to law enforcement emergencies are set forth in DOD's civil disturbance contingency plans.

III. CONCEPT OF OPERATIONS

General

ESF #13 is activated when local public safety and security capabilities and resources are needed to support incident operations. This includes threat or pre-incident as well as post-incident situations.

When ESF #13 is activated, the Washington Police Department, with assistance from supporting departments and agencies, assesses and responds to requests for public safety and security resources to include law enforcement resources and planning or technical assistance from affected agencies or other ESFs.

ESF #13 shall provide personnel to staff the Emergency Operations Center (EOC), the Incident Command Post (ICP) and the Joint Information Center (JIC).

ESF #13 manages support by coordinating local resources related to public safety and security to preserve life, protect property (including critical infrastructure), and mobilize local security resources and technologies and other assistance to support response operations.

ESF #13 coordinates with local officials to determine public safety and security support requirements and to jointly determine resource priorities.

ESF #13 maintains communication with supporting agencies to determine capabilities, assess the availability of resources, and track resources that have been deployed as a result of approved and funded mission assignments.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

The Unified Command structure issues operation orders and mission assignments to activate ESF #13 based on the scope and magnitude of the threat or incident.

The Washington Police Department or City Administration notifies the Washington Emergency Management Agency, which serves as the focal point for the City's emergency response and the formal point of contact for an ESF #13 activation. The Emergency Operations Center (EOC) in turn activates ESF #13 primary staff as required and will, if needed, request a Law Enforcement agency presence in the EOC.

V. ACTIONS

When ESF #13 is activated, the Washington Police Department deploys representatives to the EOC. Depending on the situation, an ESF #13 representative may participate in early assessment efforts.

Resolution of resource and mission conflicts involving public safety and security assets engaged in emergency operations is done in accordance with the mechanisms set forth in the *National Response Framework*.

VI. PRIMARY RESPONSIBILITIES

The Washington Police Department, serving as the ESF #13 primary department, represents the ESF #13 agencies and coordinates preparedness activities with ESF #13 supporting agencies, and:

- Provides expertise on public safety and security issues to the Incident Command, when requested.
- Manages ESF #13 preparedness activities and conducts evaluation of operational readiness, including a roster and description of public safety and security activities.
- Maintains close coordination during operations between the affected office(s), other ESFs, and the local Joint Terrorism Task Force.
- Ensures that all activities performed under the purview of ESF #13 are related to the mission of ESF #13. If any potential for conflict exists, it is the Franklin County Sheriff's Office's responsibility to resolve these issues prior to accepting the mission assignment.
- Facilitates resolution of any conflicting demands for public safety and security resources, expertise, and other assistance.

- Processes mission assignments, tracks resource allocation and use, and facilitates reimbursement to assisting departments and agencies via emergency management funding mechanisms and authorities, if appropriate.
- Obtains initial situation assessment from field units and determines appropriate management response to anticipated or current requests for assistance.
- Obtains and distributes incident contact information to supporting agency coordinators for emergency responders.
- Assesses requests before committing resources, and ensures responding agencies are provided with information on known hazards, mission requirements, appropriate vaccinations, credentials, and personal protective equipment to operate in the environment to which they are assigned.
- Establishes security controls to inhibit the looting of damaged or evacuated homes or businesses.
- Assists in rapid damage assessment operations by utilizing patrol officers equipped with mobile communications equipment.
- Responsible for area evacuation operations and is outlined more explicitly in Franklin County's Annex M.
- Provides for surveillance and coordination of response efforts at emergency scenes.
- Responsible for calling upon municipal police departments for assistance under the provisions of Mutual Aid agreements and/or Code 1000, when needed.
- Provides helicopter and precinct assets for the EOC if available to conduct Rapid Damage Assessment immediately following a disaster event.

Support Agencies

Each support agency maintains its authority and is responsible, when appropriate and according to resource availability, for providing personnel, equipment, facilities, technical assistance, and other support as required. In addition, support agencies may be requested to:

- Provide personnel to staff the EOC, Incident Command Post, JIC, as circumstances may require. Supporting agencies may be required to staff other interagency entities or facilities that may be established in the future.
- Provide periodic reports, as requested, regarding agency assets and response capabilities.
- Provide technical subject-matter expertise, data, and staff support for operations, as may be requested by the primary agency.

Primary Department	Function (See above for details)
<p>Washington Police Department</p> <p>Washington Emergency Management Agency</p>	<p>Incident Management Activities:</p> <ul style="list-style-type: none"> ➤ Pre-incident coordination ➤ Technical Assistance ➤ Specialized Public Safety and Security Assessment ➤ General Law Enforcement Assistance ➤ Badging and Credentialing ➤ Access Control ➤ Site Security ➤ Traffic and Crowd Control ➤ Force Protection ➤ Specialized Security Resources <p>Primary Responsibilities:</p> <ul style="list-style-type: none"> ➤ Provides expertise on public safety and security issues to the Incident Command, when requested. ➤ Manages ESF #13 preparedness activities and conducts evaluation of operational readiness, including a roster and description of public safety and security activities. ➤ Maintains close coordination during operations between the affected office(s), other ESFs, and the local Joint Terrorism Task Force. ➤ Ensures that all activities performed under the purview of ESF #13 are related to the mission of ESF #13. If any potential for conflict exists, it is the Franklin County Sheriff's Office's responsibility to resolve these issues prior to accepting the mission assignment. ➤ Facilitates resolution of any conflicting demands for public safety and security resources, expertise, and other assistance. ➤ Processes mission assignments, tracks resource allocation and use, and facilitates reimbursement to assisting departments and agencies via emergency management funding mechanisms and authorities, if appropriate. ➤ Obtains initial situation assessment from field units and determines appropriate management response to anticipated or current requests for assistance. ➤ Obtains and distributes incident contact information to supporting agency coordinators for emergency responders. ➤ Assesses requests before committing resources, and ensures responding agencies are provided with information on known hazards, mission requirements, appropriate vaccinations, credentials,

	<p>and personal protective equipment to operate in the environment to which they are assigned.</p> <ul style="list-style-type: none"> ➤ Establishes security controls to inhibit the looting of damaged or evacuated homes or businesses ➤ Assists in rapid damage assessment operations by utilizing patrol officers equipped with mobile communications equipment. ➤ Responsible for area evacuation operations. ➤ Provides for surveillance and coordination of response efforts at emergency scenes. ➤ Responsible for calling upon municipal police departments for assistance under the provisions of Mutual Aid agreements, and/or Code 1000, when needed. ➤ Provides helicopter and precinct assets for the EOC if available to conduct Rapid Damage Assessment immediately following a disaster event.
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Supporting Department	Function
Washington Building Department	With zoning information provided by the Department of Planning and Zoning, assist the Police Department in determining methods or locations for safely conducting Public Safety and Security Operations
City Clerk's Office	Department of City Government not assigned to a specific Primary role are assigned as having a Support role to each ESF. That support function can be in the form of personnel staffing or resource provision.

Supporting Agency	Function
Missouri National Guard	<ul style="list-style-type: none"> ➤ In the event that local police forces (including the National Guard operating under State control) are insufficient to adequately respond to a civil disturbance or other serious law enforcement emergency, the Governor may request, through the Attorney General, Federal military assistance under Title 10 U.S.C. Chapter 15. ➤ Under 10 U.S.C. Chapter 15, the President may federalize and deploy all or part of any State's National Guard. The President may also use the military to enforce Federal law or to protect constitutional rights. Pursuant to law, the President will ultimately determine whether to use the Armed Forces to respond to a domestic law enforcement emergency. Procedures for coordinating Department

	<p>of Defense (DOD) and Department of Justice (DOJ) responses to law enforcement emergencies are set forth in DOD's civil disturbance contingency plans.</p> <ul style="list-style-type: none"> ➤ Provide personnel to staff the EOC, Incident Command Post, JIC, as circumstances may require. Supporting agencies may be required to staff other interagency entities or facilities that may be established in the future. ➤ Provide periodic reports, as required, regarding agency assets and response capabilities. ➤ Provide technical subject-matter expertise, data, and staff support for operations, as may be requested by the primary agency.
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Emergency Support Function (ESF) #14 Long-Term Community Recovery

ESF Coordinator:

- Washington Emergency Management Agency

Primary Department(s):

- Washington Emergency Management Agency
- Washington Community and Economic Development Department
- Washington Planning and Zoning
- Washington Building Department

Support Department(s):

- Washington Finance Department

Supporting Agency(s):

- Franklin County Assessor
- Missouri Department of Natural Resources (MoDNR)
- American Red Cross
- Long-Term Recovery Committee
- Faith Based Organizations
- University of Missouri Extension
- Others as deemed necessary

I. PURPOSE

Emergency Support Function (ESF) #14 – Long-Term Community Recovery provides a mechanism for coordinating support to local governments, non-governmental organizations (NGOs), and the private sector to enable community recovery from the long-term consequences of extraordinary disasters. ESF #14 accomplishes this by identifying and facilitating availability and use of sources of recovery funding, and providing technical assistance (such as impact analyses) for community recovery and recovery planning support.

II. SCOPE

ESF #14 may be activated for incidents that require a response to address significant long-term impacts (e.g., impacts on housing, government operations, agriculture, businesses, employment, community infrastructure, the environment, human health, and social services) to foster sustainable recovery.

ESF #14 support will vary depending on the magnitude and type of incident.

III. CONCEPT OF OPERATIONS

Assessment

ESF #14 provides the coordination mechanisms for City Government to support the assessment of the long-term recovery needs in the impacted areas and exchange assessment information among departments and agencies that support and facilitate continuity of long-term recovery activities.

Technical Support

ESF #14 provides a coordination mechanism for City Government to:

- Work with local governments, NGOs, and private-sector organizations to support long-term recovery planning for highly impacted communities.
- Link recovery planning to sound risk reduction practices to encourage a more viable recovery.
- Strategically apply subject-matter expertise to help communities recover from disasters.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIVATION

The EOC issues operation orders and mission assignments to activate ESF #14 based on the scope and magnitude of the threat or incident.

The City Administration notifies the Washington Emergency Management Agency, which serves as the focal point for the County's emergency response and the formal point of contact for ESF #14 activation. The EOC in turn activates ESF #14 primary and support staff as required.

V. ORGANIZATION

Headquarters: The Washington Emergency Management Agency serves as the City's ESF #14 coordinator among primary and support agencies. ESF #14 provides representatives to the EOC as requested. Primary agencies are responsible for coordinating ESF #14 planning and recovery activities and strengthening the capabilities of ESF #14.

Regional and Field Operations: The ESF #14 coordinator and primary agencies meet to determine the need to activate ESF #14 elements when the incident is likely to require significant long-term community recovery assistance. Support agencies also have the right to approach the ESF #14 coordinator to request ESF #14 activation and participation. ESF #14 typically organizes within the Operations Section of the Unified Command but may support

other sections as required. Agency representation depends on the nature and severity of the incident.

VI. ACTIONS

a. Initial Actions

Pre-incident Planning and Coordination

Primary and support agencies meet regularly to ensure procedures and program/contact information are up to date, to discuss lessons identified from incidents and exercises, and to explore ways to leverage resources by creative use of special program and grant assistance.

ESF #14:

- Develops coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.
- Conducts impact evaluation of prior ESF #14 efforts and other studies as needed to improve future operations.
- Coordinates development of long-term recovery strategies and plans in coordination with other relevant departments and agencies that have independent authorities and responsibilities for addressing key issues regarding catastrophic incidents. These may include:
 - Accessible housing (incident and permanent)
 - Large displacements of individuals including those with functional needs
 - Contaminated debris management
 - Decontamination and environmental restoration
 - Restoration of public facilities and infrastructure
 - Restoration of the agricultural sector.
 - Develops plans, procedures, and guidance delineating appropriate agency participation and available resources, taking into account the differing technical needs and statutory responsibilities.

Immediately Prior to Incident (when notice is available)

ESF #14:

- Provides early identification of projects that can be quickly implemented, especially those relating to critical facilities based on existing local plans.
- Collaborates with the other ESFs regarding managing the response in a way that facilitates long-term recovery.

Post-event Planning and Operations

ESF #14:

- Gathers information from departments and agencies and local governments to assess the impacts and needs.
- Convenes interagency meetings to develop an incident-specific action plan delineating specific agency participation to support specific community recovery and mitigation activities and to avoid duplication of assistance to recipients.

- Facilitates sharing of information among agencies and ESFs and coordinates early resolution of issues and the timely delivery of assistance.
- Coordinates identification of appropriate programs to support implementation of long-term community recovery plans under current authorities and funding. This process identifies programs, waivers, funding levels, requests for additional authorities, and possible new legislation needed to address identified program gaps.
- May provide technical assistance such as impact analyses, economic revitalization, and recovery planning support.
- Coordinates with **ESF #6** – Mass Care, Emergency Assistance, Housing, and Human Services; **ESF #8** – Public Health and Medical Services, to identify long-term recovery needs of functional needs populations and incorporate these into recovery strategies.
- Coordinates with **ESF #3** - Public Works and Engineering; **ESF #10** - Oil and Hazardous Materials Response, to identify long-term environmental restoration issues.
- Coordinates with animal welfare and agricultural stakeholders and service providers in long-term community recovery efforts.
- Coordinates implementation of the recommendations for long-term community recovery with the appropriate departments and agencies if the recommendations include program waivers, supplemental funding requests, and/or legislative initiatives.
- Facilitates recovery decision-making across ESFs and increases awareness of communities' existing development and hazard mitigation plans.

VII. PRIMARY RESPONSIBILITIES

ESF Primary Department: Washington Emergency Management Agency

The ESF #14 coordinator or primary department:

- Convenes meetings pre-incident and post-incident to implement ESF #14.
- Ensures appropriate participation from primary and support agencies during the response and long-term recovery efforts.
- Coordinates drafting and publication of ESF #14 operational plans and procedures.
- Represents ESF #14 at interagency operational planning meetings.
- Identify areas of collaboration with support agencies and coordinate the integrated delivery of interagency assistance, issue resolution, and planning efforts.
- Lead planning efforts for areas of agency expertise and lead post-incident assistance efforts for areas of department/agency expertise.

The Washington Planning and Zoning and Building Department:

- Provides building technology technical assistance (zoning and the like).
- Provides assistance for housing, community redevelopment and economic recovery, public services, infrastructure, mortgage financing, and public housing repair and reconstruction.

Primary Department	Function (See above for details)
Washington Emergency Management Agency Washington Community and Economic Development	<ul style="list-style-type: none"> ➤ Convenes meetings pre-incident and post-incident to implement ESF #14. ➤ Ensures appropriate participation from primary and support agencies during the response and long-term recovery efforts. ➤ Coordinates drafting and publication of ESF #14 operational plans and procedures. ➤ Represents ESF #14 at interagency operational planning meetings. ➤ Identify areas of collaboration with support agencies and coordinate the integrated delivery of interagency assistance, issue resolution, and planning efforts. ➤ Lead planning efforts for areas of agency expertise and ➤ Lead post-incident assistance efforts for areas of department/agency expertise.
Washington Planning and Zoning and Building Department	<ul style="list-style-type: none"> ➤ Provides building technology technical assistance (zoning and the like) ➤ Provides assistance for housing, community redevelopment and economic recovery, public services, infrastructure, mortgage financing, and public housing repair and reconstruction.
Support Departments	Function
City Finance	Work with departments to track funding needs and burn rate, as related to long term recovery
Economic Development Department	Assist the team in determining proper recovery methods when dealing with buildings, historic or non historic, and returning to pre-event standards.
City Clerk's Office	Departments of Franklin County Government not assigned to a specific Primary role are assigned as having a Support role to each ESF. That support function can be in the form of personnel staffing or resource provision.

Support to other ESFs	Function
#6, #8	Coordinates with ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services; ESF #8 – Public Health and Medical Services, to identify long-term recovery needs of functional needs populations and incorporate these into recovery strategies.

#3, #10	Coordinates with ESF #3 - Public Works and Engineering; ESF #10 - Oil and Hazardous Materials Response, to identify long-term environmental restoration issues.
#8	<ul style="list-style-type: none"> ➤ Provides support for long-term recovery including, but not limited to: ➤ Collaboration with local officials on prioritizing restoration of the public health and private medical and healthcare service delivery infrastructures to accelerate overall community recovery. ➤ Technical consultation and expertise on necessary services to meet the long-term physical and behavioral health needs of affected populations, as well as encouraging short- and long-term public financing to meet these needs.
#11	<ul style="list-style-type: none"> ➤ ESF #14 along with ESF #6, ESF #8, and ESF #9 support ESF #11 to ensure an integrated response that provides for the safety and well-being of household pets and service animals as well as dealing with at-large animals. ➤ Coordinates to ensure continued assistance and consultation for household pets during long-term community recovery. ➤ Addresses long-term community recovery activities carried out under ESF #14 that involve NCH issues.

Emergency Support Function (ESF) #15 External Affairs

ESF Coordinator:

- Washington Emergency Management Agency

Supporting Departments:

- City of Washington (all departments)

Supporting Agency(s):

- Local National Weather Service (NWS)
- Others as deemed necessary

I. PURPOSE

ESF #15 ensures that sufficient assets are deployed to the field during incidents requiring a coordinated response to provide accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including the special needs population.

The procedures outlined in this annex are consistent with the *National Response Framework*, which establishes policy, and the National Incident Management System (NIMS), which addresses standardization.

II. SCOPE

ESF #15 coordinates actions to provide the required external affairs support to local incident management elements. This annex details the establishment of support positions to coordinate communications to various audiences. ESF #15 applies to all departments and agencies that may require incident communications and external affairs support or whose external affairs assets may be employed during incidents requiring a coordinated response.

ESF #15 integrates Public Affairs, Community Relations and the private sector under the coordinating auspices of External Affairs. Another component, the Joint Information Center (JIC), ensures the coordinated release of information under ESF #15.

III. CONCEPT OF OPERATIONS

ESF #15 identifies the procedures to resource the external affairs processes necessary for incidents requiring a coordinated response. External affairs resources are coordinated by the ESF #15 representatives in the JIC as directed by the Incident Command System (ICS) Public Information Officer (PIO). ESF #15 provides the resource and implementation mechanisms to ensure delivery of messages developed in coordination with interagency public affairs officials. The ESF #15 staff coordinates messages with public affairs representatives from all involved departments and agencies.

ESF #1 provides air traffic and emergency aviation information to the flying community

ESF #8 makes available language-assistance services, such as interpreters for different languages, telecommunications devices for the deaf and accessible print media, to facilitate communication with all members of the public. Requests for information may be received from various sources, such as the media and the general public, and are referred to ESF #15 for action and response.

The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

IV. ACTIONS

The EOC issues operation orders and mission assignments to activate ESF #15 based on the scope and magnitude of the threat or incident.

The City Administration notifies the Washington Emergency Management Agency, which serves as the focal point for the County's emergency response and the formal point of contact for ESF #15 activation. The EOC in turn activates ESF #15 primary and support staff as required.

V. ORGANIZATION

The Incident Commander activates and directs ESF #15 procedures. The ESF #15 coordinator alerts additional supporting departments and agencies to provide representatives to the appropriate ESF #15 location or to provide representatives who are immediately available via telecommunications (e.g., telephone, fax, conference calls) to provide support.

The JIC is activated during incidents requiring a coordinated response.

VI. ACTIVITIES

- Gathering and disseminating information on the incident.
- Providing incident-related information through the media and other sources in accessible formats and multiple languages to individuals, households, businesses, and industries directly or indirectly affected by the incident.
- Monitoring news coverage to ensure that accurate information is disseminated.
- Handling appropriate special projects such as news conferences and press operations for incident area tours by government officials and other dignitaries.
- Overseeing the key function of media relations.
- Disseminating emergency condition warnings to the general public through the activation of the Local Warning Systems.
- Formulation and approval of all media releases.

- Conducting communications planning through an Incident Action Plan with incident-specific guidance and objectives.

VII. PRIMARY RESPONSIBILITIES

Resources provided in support of ESF #15 missions include:

- **Emergency Alert System (EAS):** The Federal Communications Commission (FCC) designed the EAS as a tool to quickly send important emergency information to the public using radio, television, and cable systems. The EAS is required to deliver all EAS messages visually and aurally to be accessible to persons with hearing and vision disabilities.
- **Local National Weather Service (NWS):** Broadcasts NWS warnings, watches, forecasts, and other hazard information 24 hours a day. In addition, this type of activation also activates EAS network at the local level.

Primary Department	Function (See above for details)
Washington Emergency Management Agency	<ul style="list-style-type: none"> ➤ Gathering and disseminating information about the event. ➤ Providing incident-related information through the media and other sources in accessible formats and multiple languages to individuals, households, businesses, and industries directly or indirectly affected by the incident. ➤ Monitoring media outlets to ensure information accuracy. ➤ Handling appropriate special projects such as news conferences and press operations for incident area tours by government officials and other dignitaries. ➤ Overseeing key Media Relations functions. ➤ Disseminating emergency condition warnings to the general public through the activation of the Local Emergency Warning System. ➤ Formulation and approval of all media releases. ➤ Conducting communications planning through and Incident Action Plan with incident specific guidance.

Support Departments	Function
City Government (all departments)	Provide information as received to the JIC/JIS. Collaborate with the other media relations officials and ensure that there is one message, one motion as the messages are disseminated.

Support to other ESFs	Function
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#8	<ul style="list-style-type: none"> ➤ Provides for media distribution, a database of captured animals held in animal shelters. ➤ Makes available language-assistance services, such as interpreters for different languages, telecommunications devices for the deaf and accessible print media, to facilitate communication with all members of the public.
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