

**ROLLA, MISSOURI
EMERGENCY OPERATIONS PLAN**



Prepared by:

City of Rolla Emergency Management

February 2024

DISTRIBUTION LIST

Copies of the City of Rolla EOP will be distributed by electronic copy. Persons or organizations wanting printed copies of the EOP will be responsible for printing it themselves.

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City of Rolla Fire & Rescue

Law Enforcement

City of Rolla Police Department

Ambulance Districts/Services

Phelps Health Ambulance District

Hospitals

Phelps Health Hospital

Cities

City of Rolla: Mayor, City Clerk, Public Works

Other Agencies and Organizations

American Red Cross Chapter

State Emergency Management Agency Region I Coordinator

Missouri State Highway Patrol Troop I

Meramec Local Emergency Planning District

PROMULGATION STATEMENT

CITY OF ROLLA

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

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

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

Mayor
City of Rolla

Date

Director
City of Rolla Emergency Management

Date

FOREWORD

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

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

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

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

The City of Rolla EOP is a multi-hazard, functional plan, broken into the following components:

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

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

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

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

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

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

GLOSSARY OF TERMS AND ACRONYMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Initial Response: Resources initially committed to an incident.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

specified manner.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ACRONYMS

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

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

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CITY OF ROLLA EMERGENCY OPERATIONS PLAN

BASIC PLAN

INTRODUCTION

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

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

I. PURPOSE

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

II. SCOPE

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

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

B. Planning Assumptions

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

C. Access and Functional Needs

1. Local governments will develop emergency management plans that incorporate the needs of the whole community including provisions for the needs of children; persons with medical, access and/or functional needs; and, pets and/or service animals.
2. Disasters pose a challenge for the whole community but potentially more for people with access and functional needs. Examples of people with access and functional needs include, but are not limited to: individuals with disabilities, people from diverse communities, older adults, children, and women in late stages of pregnancy. These groups may be lacking in resources such as food, shelter, and transportation.
3. Approximately 20 percent of Missouri's population has a disability. Preparedness, response, recovery, and mitigation efforts will be consistent with federal policy and guidelines. Emergency efforts will enable people with disabilities and other access and functional needs to evacuate, use emergency transportation, stay in shelters, and participate in all emergency disaster related programs.
4. Plans must take into account the needs of at-risk population who are not in contact with traditional emergency service providers. This

population may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response, and recovery. These include, but are not limited to, individuals who are:

- Homeless/Migrant Population
- Transportation disadvantaged
- Out of hearing range of community alert sirens
- Without radio or television to know they need to take action
- Visiting or temporarily residing in an impacted region
- Not familiar with available emergency response and recovery resources
- Limited in their understanding of English
- Geographically or culturally isolated

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

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

- Communication and Public Information: Emergency notifications systems must be accessible for the whole community to ensure effective communication for people, who are deaf/hard of hearing, blind/low vision, low literacy, and/or have limited English proficiency.
 - Evacuation and Transportation: Evacuation plans must incorporate disability and older adult transportation providers for the purpose of identifying the movement of people with mobility limitations and those with transportation disadvantages.
5. After a disaster, it is normal to have reactions from stress. Typically, those reactions are mild to moderate in the emergency and early post-impact phases of a disaster. This is because survivors recognize that there is a grave danger. Some individuals will require psychological first aid but most will utilize their existing coping skills. Although some stress reactions may seem extreme and can cause distress, they generally do not become chronic problems. Most people recover fully from the stress reactions. Those who cannot make a full recovery alone will need additional assistance. Disaster related behavioral health and psychological first aid must be provided to those who need it.
 6. It is assumed persons will take responsibility for themselves in the event of an emergency to the extent they are able, just as individuals

who need personal and/or medical assistance do in non-emergency situations.

IV. CONCEPT OF OPERATIONS

A. General

1. It is the responsibility of local government to provide for a comprehensive emergency management program that meets the essential needs of those who either have been or might be affected by an emergency or major disaster. When the emergency exceeds the local government's capability to respond, assistance will be requested from the State government. If additional assistance is needed beyond State capabilities, the State will coordinate requests to the proper Federal agencies.
2. The chief elected official has overall responsibility for emergency management activities within the boundaries of the jurisdiction. The Mayor of the City of Rolla is responsible for those activities. The Mayor can delegate their authority but never their responsibility.
3. At no time will the Phelps County Commission supersede the authority of the elected officials of the municipalities unless: (1) requested to do so by those elected officials, (2) the municipality's governmental body is incapacitated or ceases to exist, or (3) empowered to do so by the Governor under the authority of Chapter 44, RSMo.
4. This plan is based on the concept that the emergency functions assigned to the various groups, organizations, and individuals involved in this plan will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be employed as much as possible in both normal and emergency functions.
5. Those day-to-day functions that do not contribute directly to emergency operations may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.
6. This plan, or portions thereof, will be implemented according to the emergency activation levels and control guidelines set forth in Appendix 3 to this Basic Plan.
7. Discrimination on the grounds of race, color, religion, nationality, sex, age, physical impairment, or economic status will not be allowed in the execution of emergency management functions. This policy applies to all levels of government and the private sector.

B. Phases of Emergency Management

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

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

C. Activation Levels of Emergency Management

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

D. Declaration of a Local Emergency

Whenever the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to require significant expenditures and a coordinated response in order to prevent or alleviate damage, loss, hardship, or suffering, the Chief Elected Official will declare an emergency. A local

emergency may be declared by the Mayor of the City of Rolla. The City of Rolla Emergency Management Director will advise SEMA immediately following the declaration of a local emergency. Appendix 4 of the Basic Plan contains a sample copy of the Emergency Government Proclamation and/or Resolution of a State of Emergency.

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

E. WebEOC

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

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

V. ROLES AND RESPONSIBILITIES

A. Emergency Support Functions

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

- ESF #1 - Transportation
- ESF #2 - Communications
- ESF #3 - Public Works and Engineering
- ESF #4 - Firefighting
- ESF #5 - Information and Planning
- ESF #6 - Mass Care, Emergency Assistance, Temporary Housing, and Human Services

- ESF #7 -Logistics
- ESF #8 - Public Health and Medical
- ESF #9 - Search and Rescue
- ESF #10 - Oil and Hazardous Materials
- ESF #11 - Agriculture and Natural Resources
- ESF #12 -Energy
- ESF #13 - Public Safety and Security
- ESF #15 - External Affairs

Each ESF is composed of primary and support agencies. The City of Rolla identifies primary departments on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. Additional discussion on the responsibilities of the primary departments and/or support agencies can be found in the ESF annexes.

B. Responsibilities

1. Specific groups, departments/agencies, and individuals will be assigned primary and/or support responsibilities to prepare for and to perform each of the emergency support functions listed previously. Those having a primary responsibility have been designated the ESF Coordinator for that ESF. In some cases, the ESF will be assigned to a city official or agency. Assignments for the City of Rolla are identified in charts in Appendix 1 to this Basic Plan. These charts are general in nature and should not be considered all inclusive.
2. The roles and responsibilities to be performed by each ESF are explained in detail in each Annex. Appendix 2 to this Basic Plan contains a list of roles and responsibilities by ESF common to county and city organizations.
3. It will be the responsibility of those agencies and individuals having primary and/or support responsibilities to develop and maintain Standard Operating Guidelines (SOGs) and checklists which detail how their assigned responsibilities will be performed to implement the plan.
4. Departments/Agencies tasked with emergency responsibilities must address the needs of the whole community. The needs of the access and functional needs population and others who are at-risk should be specially addressed (for example, providing transportation, medical, and other emergency support to include but not limited to: individuals with disabilities, people from diverse communities, older adults, children, women in late stages of pregnancy, and the non-English speaking population). See ESF #6 for further information.

VI. DIRECTION AND CONTROL

- A. The Mayor of the City of Rolla (or their designated representative) are responsible for all emergency management activities in their jurisdiction to include implementing this plan and directing emergency response within their respective jurisdictions.
- B. The Emergency Management Director will:
 - 1. Brief appropriate officials and new employees on their roles in emergency management.
 - 2. Coordinate all emergency management activities.
 - 3. Make decisions on routine day-to-day matters pertaining to emergency management.
 - 4. Maintain this emergency operations plan.
 - 5. Advise elected officials on courses of action available for major decisions.
 - 6. Act as liaison with other local, state, and federal emergency management agencies.
 - 7. Insure the proper functioning of the EOC and coordinate EOC operations (see ESF #5 for further responsibilities pertaining to the EOC).
 - 8. Instigate tests and exercises to familiarize EOC staff and response personnel with emergency management operations.
 - 9. Other duties as outlined in the local ordinances, court orders, and agreements.
- C. Direction and control will originate from the EOC.
- D. The EOC will be staffed according to the level of emergency (see Appendix 3 to this Basic Plan).

VII. CONTINUITY OF GOVERNMENT

Continuity of Government (COG) is essential to provide services under the threat or after the occurrence of any disaster or emergency, and reduces or mitigates disruptions to government operations. COG achieves a timely and orderly recovery

from an emergency to restore full government services to the residents of the City of Rolla. COG consists of the following elements and should be included in a Continuity of Operations Plan (COOP) for all levels of government.

A. Lines of Succession

1. The line of succession for the Mayor of each incorporated subdivision is to the Mayor Pro-Tern to be followed by members of the City Council as they decide. Each community may vary somewhat such as the City of Rolla whose line of succession is: Mayor, City Administrator, Police Chief, and Fire Chief.
2. The line of succession for the City of Rolla Emergency Management Agency is from the Emergency Management Director to the Fire Chief and then determined by the Mayor. This line of succession would also be similar to other individual jurisdictions that have an emergency management organization.
3. The individual or agency responsible for each ESF must establish a line of succession and insure that departmental personnel and the Emergency Management Director are informed of this line of succession.
4. Unless otherwise specified, it is understood that the line of authority is the same as the identified line of succession for each key position. The authority to make decisions is automatically delegated to the next successor as identified in the line of succession. Each key position shall pre-delegate authorities for making policy determinations and decisions. See each department/agency Continuity of Operations plan for further information.
5. In the event circumstances resulting from a disaster prevent a political entity from performing effective operations, the next higher political subdivision may assume authority until that political entity is able to adequately resume operations.

B. Emergency Operations Center

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

Operations Center, or EOC.

1. Phelps County and its incorporated subdivisions are separate entities and may control operations from separate EOCs. If the incorporated subdivisions do not have an emergency management organization, the county will assume that role upon request.
2. In the event of a widespread emergency situation, the City of Rolla will direct and control operations from the City of Rolla Police Department hereafter designated as the primary emergency operations center (EOC). Communications is available at this location as well as a backup generator. Space will be provided in the EOC for the chief executive and principal advisors, the ESF Coordinators, and other supporting agency representatives and organizations. Space for briefing the media will be available but separate from actual operations rooms. Additional operational details can be found in the City of Rolla Emergency Management EOC Manual.
3. The alternate EOC for the City of Rolla will be the Phelps County Sherriff Department where communications and meeting space is also available. The alternate facility will become the jurisdiction's official site for emergency operations should the primary EOC become inoperable.
4. On-scene direction and control can also be established if necessary. The City of Rolla Office of Emergency Management can provide a mobile communication trailer that is radio equipped for communications. The Police Department can also provide a patrol car equipped with radio communications. The patrol car could be placed at any location in the county giving a good communications base for conducting emergency operations.
5. Municipal Emergency Operations Centers:
 - a. City of Rolla - The primary EOC is the City of Rolla Police Department. The alternate EOC is the Phelps County Sherriff Department. Radio communications is available through the police department and the city has a portable generator available.

C. Preservation of Vital Records

1. Vital records for the City of Rolla are either written or stored on computerized disc. Storage vaults are available in the various county offices in the courthouse. Back-up tapes of the computerized records are stored in a vault in the County Clerk's office. Essential records for the municipalities within Phelps County are available at each city hall

and/or city department.

2. In order to provide normal government operations after a disaster, all vital records of both a public and private nature recorded by County and City officials must be protected and preserved. These would include legal documents, property deeds, tax records, etc. The following guidelines will apply:
 - a. Certain records and documents are vital to the continuance of government following a major disruption of normal activities due to a disaster. These records and documents are to be identified by officials responsible for their day-to-day maintenance.
 - b. Resources from local government will be allocated to provide for one or more of the following options: (1) duplication of all such records or (2) timely movement to secure or safe areas outside the danger area, and/or the development of secure and safe storage areas elsewhere in the jurisdiction.
3. Each emergency support service (i.e., Law Enforcement, Fire, Public Works) must establish guidelines to protect records deemed essential for continuing government functions and the conduct of emergency operations.
4. Further information on preservation of records can be obtained by contacting the Secretary of State's Office in Jefferson City.

VIII. ADMINISTRATION AND LOGISTICS

- A. Whenever possible, procurement of necessary resources will be accomplished using normal, day-to-day channels.
- B. During unusual situations when such constraints would result in the loss of life and property, normal requisition guidelines can be circumvented. This will be done under the authorities and by the guidelines set forth in the local ordinances.
- C. Accurate records of all actions taken in an emergency are essential for determining mitigation activities and training needs, as well as for settling possible litigation. Each department head, including the individual responsible for an emergency function, must keep detailed, accurate records of all actions taken during an emergency.
- D. Agreements and understandings with other local jurisdictions, higher levels of government, and other agencies will be utilized to supplement local resources should an emergency situation exhaust the capabilities of the City of Rolla. Requests for such assistance will be made in accordance with negotiated

mutual aid agreements and understandings. All such agreements should be formalized in writing whenever possible.

- E. Disaster assistance from the state or federal government will be utilized in accordance with their provisions and statutes. Requests for such assistance will be made in accordance with the guidelines set forth in Appendix 4 to this Basic Plan.
- F. Logistics matters have been addressed in ESF #7 Logistics. The ESF #7 Coordinator will identify critical resources available in the City of Rolla. This list will be expanded to include critical resources and those available from neighboring jurisdictions, military installations, and the state and federal government. Guidelines for the inventory, storage, and maintenance of resources, including donations and services of the private sector, will be as specified in the appropriate annexes or SOGs.
- G. Discrimination on the grounds of race, color, religion, nationality, sex, age, physical impairment, or economic status will not be allowed in the execution of emergency management functions. This policy applies to all levels of government and the private sector.

IX. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Review

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

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

B. Training and Exercises

All training related to emergency management is coordinated and scheduled through the City of Rolla Emergency Management. The City of Rolla Emergency Management offers training to all inter-agencies (County, City and others) on preparedness, response, recovery, mitigation, hazardous materials, debris management, terrorism, and other issues. The training offered is conducted through the SEMA training section, American Red

Cross, the Local Emergency Planning Committees, Fire Departments, and any other organization offering training. The City of Rolla Emergency Management provides the notice of training being offered to local response agencies.

The City of Rolla will implement a training and exercise program, consistent with NIMS, for incident management organizations and personnel. Elements of the program include involvement with private-sector and non-governmental organizations, as well as, standard courses on incident command and management, incident management structure, and operational coordination processes and systems.

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

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

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

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

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

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

Following actual events the same procedure will be used and will be led by the City of Rolla Emergency Management.

Appendix 1 to the Basic Plan

EMERGENCY SUPPORT FUNCTIONS & RESPONSIBILITY CHART
ROLLA, MISSOURI

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

Appendix 2 to the Basic Plan

ESF ROLES AND RESPONSIBILITIES

Emergency Support Function (ESF)	Roles and Responsibilities <i>(not all inclusive)</i>
ESF-1 Transportation	<ul style="list-style-type: none"> • Transportation modes management and control • Transportation safety • Stabilization and reestablishment of transportation infrastructure • Movement restrictions • Damage and impact assessment
ESF-2 Communications	<ul style="list-style-type: none"> • Coordination with telecommunications and information technology industries • Coordination of the reestablishment and provision of critical communications infrastructure • Protection, reestablishment, and sustainment of national cyber and information technology resources • Facilitation of the stabilization of systems and applications from cyber events
ESF-3 Public Works & Engineering	<ul style="list-style-type: none"> • Infrastructure protection and emergency repair • Critical infrastructure reestablishment • Engineering services and construction management • Emergency contracting support for lifesaving and life-sustaining services
ESF-4 Firefighting	<ul style="list-style-type: none"> • Coordinates the support for the detection and suppression of fires • Support to wildland, rural, and urban firefighting
ESF-5 Information and Planning	<ul style="list-style-type: none"> • Incident Action Planning • Information collection, analysis, and dissemination
ESF-6 Mass Care	<ul style="list-style-type: none"> • Mass care • Emergency assistance • Temporary housing • Human services
ESF-7 Logistics	<ul style="list-style-type: none"> • Comprehensive, incident logistics planning, management, and sustainment capability • Resource support
ESF-8 Public Health and Medical Services	<ul style="list-style-type: none"> • Public health • Medical surge support including patient movement • Behavioral health services • Mass fatality management

<p style="text-align: center;">ESF-9 Search and Rescue</p>	<ul style="list-style-type: none"> • Structural collapse (urban) search and rescue • Water search and rescue • Land search and rescue
<p style="text-align: center;">ESF-10 Oil and Hazardous Materials Response</p>	<ul style="list-style-type: none"> • Environmental assessment of the nature and extent of oil and hazardous materials contamination • Environmental decontamination and cleanup, including buildings/structures and management of contaminated waste
<p style="text-align: center;">ESF-11 Agriculture and Natural Resources</p>	<ul style="list-style-type: none"> • Nutrition assistance • Animal and agricultural health issue response • Food safety and security • Natural and cultural resources and historic properties protection
<p style="text-align: center;">ESF-12 Energy</p>	<ul style="list-style-type: none"> • Energy infrastructure assessment, repair, and restoration • Energy industry utilities coordination • Energy forecast
<p style="text-align: center;">ESF-13 Public Safety and Security</p>	<ul style="list-style-type: none"> • Facility and resource security • Security planning and technical resource assistance • Public safety and security support • Support to access, traffic, and crowd control
<p style="text-align: center;">ESF-15 Public Information</p>	<ul style="list-style-type: none"> • Coordinate the release of accurate, coordinated, timely, and accessible public information to affected audiences • Work closely with state and local officials to ensure outreach to the whole community • Media and community relations

Appendix 3 to the Basic Plan

EMERGENCY ACTIVATION LEVELS AND CONTROL PROCEDURES

I. PURPOSE

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

II. ACTIVATION LEVELS

- A. **Normal Operations/Steady State (Level 4):** Routine monitoring of jurisdictional situation (no event or incident anticipated). The EOC is not staffed.
- B. **Enhanced Steady-State (Level 3):** A situation or threat has developed and requires monitoring and coordination between jurisdictions and agencies resulting in a partially staffed center. The EOC is staffed with a few personnel focused on situational awareness.
- C. **Partial (Level 2):** A response where a situation or threat has developed requiring coordination beyond the normal workday and that may require 24/7 monitoring. The EOC is partially staffed to include limited or partial liaison support based on the needs of the incident.
- D. **Full (Level 1):** An incident of such magnitude that it requires or may require extensive response and recovery efforts and very significant resources or a situation/threat has developed, requiring 24/7 coordination, monitoring, and support. The EOC has staffed all general positions including applicable liaison positions and operations are being conducted on a 24-hour basis.

III. RESPONSE PROCEDURES

- A. The dispatcher, upon notification of an emergency, shall notify the officer on duty to respond. (The term dispatcher when used in these procedures applies to the 911 Dispatcher for Phelps County.)
- B. On-scene command and control of the affected area will be established by the first ranking officer of the responding agency at the scene of the incident.
- C. The on-scene commanding officer will maintain radio contact with the dispatcher to advise of the situation and to alert additional response agencies as necessary.

Month Year

- D. The Emergency Management Director will advise the chief elected official of the jurisdiction(s) affected of the emergency situation and they will determine at this time whether or not to activate the EOC and assemble its staff.
- E. Should it be decided to activate the EOC, each member of the EOC Direction and Control staff will be contacted by the dispatcher and advised to report to the EOC. The dispatcher will be assisted by the on-duty personnel at the department and/or the Emergency Management Director to make the notifications if necessary.
- F. After the EOC Direction and Control staff has assembled, it will be determined what personnel will be required to control operations. This determination will be made by the chief elected official and the Emergency Management Director.

IV. NOTIFICATION PROCEDURES

- A. The Emergency Management Director will make the decision to activate EOC notification procedures. It will be the responsibility of the dispatcher on duty to notify key government officials and emergency response organizations/departments. The primary methods of communications will be through radio and/or telephone.
- B. The dispatcher will have available at the communications center the necessary call-up/notification lists which include names and telephone numbers of individuals and organizations to contact. It is the responsibility of the dispatcher along with each organization/department to see that these lists are kept current.
- C. In some cases it will be the responsibility of the first organization member contacted to notify and/or recall the necessary personnel within that organization to respond to the incident. Therefore, each organization must maintain current internal personnel notification/recall rosters and a means to implement them.
- D. Depending upon the type of emergency, the dispatcher will notify/warn special locations such as schools, nursing homes, etc. A list of names and telephone numbers to contact is available with the dispatcher. On-duty personnel and/or the Emergency Management Director will assist with this notification.
- E. It is the responsibility of the dispatcher to keep a log of all messages received and sent.
- F. Operational procedures/checklists will be established and utilized in so far as possible.

- G. Situations requiring notification that are not covered by these checklists will be handled on a case-by-case basis by the Emergency Management Director and his/her staff.

Appendix 4 to the Basic Plan

**EMERGENCY GOVERNMENT PROCLAMATION AND/OR RESOLUTION OF A
STATE OF EMERGENCY IN ROLLA, MISSOURI**

WHEREAS, Rolla, Missouri, has encountered _____
conditions, and a threat exists to the lives and property of the people of Rolla, Missouri, and:

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

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

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

All public offices and employees of Rolla, 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 both state and local.

All citizens are called upon and directed to comply with necessary emergency measures, to
cooperate with public officials and the Rolla, 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.

Mayor, City of Rolla, Missouri

Emergency Support Function (ESF) #1 Transportation

Primary Agency/ESF Coordinator

City of Rolla Public Works Department

Support Agencies:

City of Rolla Police Department

I. **PURPOSE**

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

II. **SCOPE**

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

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

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

III. **SITUATION AND PLANNING ASSUMPTIONS**

A. **Situation**

1. The Phelps County Hazard Mitigation Plan identifies many hazards with potential to cause damage to transportation systems and infrastructure.
2. Transportation modes addressed in ESF #1 include: ground, air, rail, and waterways.
3. The following transportation systems are located in the City of Rolla:
 - a. Airports:
 - b. Interstate Highways:
 - c. US Highways:
 - d. State Highways:
 - e. County Roadways:
 - f. City Streets:

g. Railroads:

B. Planning Assumptions

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

IV. CONCEPT OF OPERATIONS

A. General

1. ESF #1 Transportation is organized consistent with the requirements of the National Incident Management System (NIMS) and uses the Incident Command System (ICS) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of ESF #1 operations for Phelps County, and the City of Rolla.
2. The City of Rolla Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision making including all activities associated with ESF #1.
3. Because of its critical nature, the assessment of damage, and if necessary, the restoration and protection of transportation infrastructure needed to move people and resources will be a priority during emergency operations.
4. Close coordination will be maintained with the Missouri Department of Transportation (MoDOT). MoDOT may provide a liaison and provide information on road closures, alternate routes, infrastructure damage, debris removal, as well as, designate and maintain emergency transportation corridors.
5. Traffic management and coordination on non-state and non-federal highways

resides with the county government, in coordination with the respective municipality. This includes establishing traffic control measures, barricade placements, coordination of road closures, and establishing alternate (detour) routes for local roadways.

6. All requests for temporary flight, maritime, and rail restrictions will be coordinated through ESF #1. ESF #1 will coordinate temporary restrictions through the most appropriate support agency.

B. Actions by Operational Timeframe

1. Preparedness

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

2. Response

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

3. Recovery

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

requested.

4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

City of Rolla Public Works Department

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

B. Support Agencies

City of Rolla Police Department

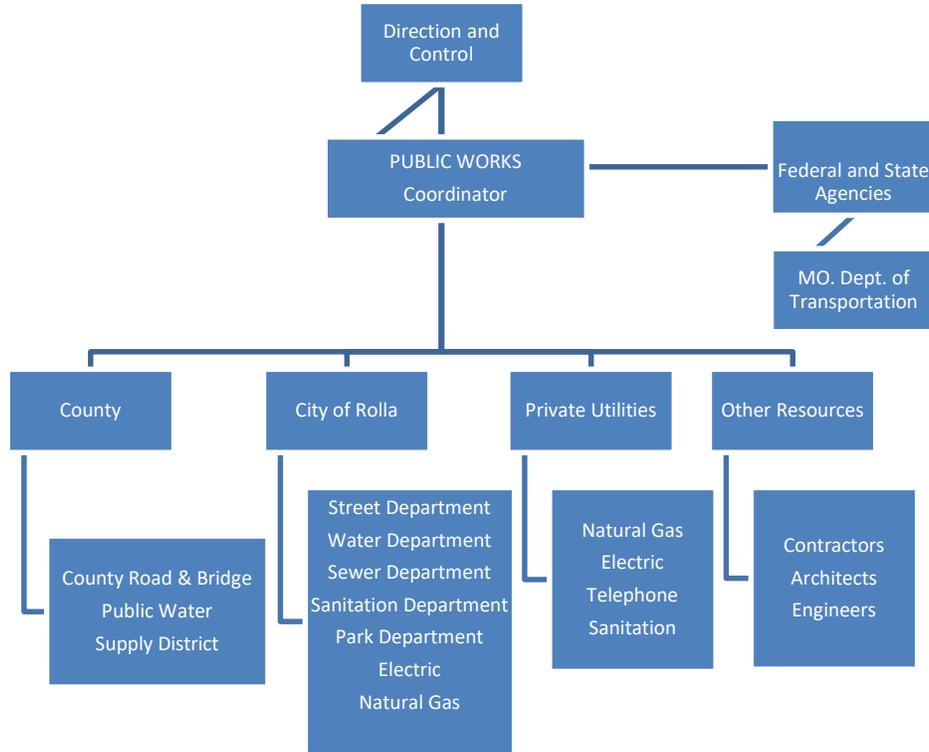
Assist with the restoration of traffic movement and control associated with the road system.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #1 Transportation:

1. Director, City of Rolla Public Works Department
2. Asst. Director, City of Rolla Public Works Dept.

Appendix 1 to Annex I



PUBLIC WORKS RESOURCES

A. Rolla Public Works Services

Rolla Municipal Utilities (water & electricity).....	364-1572
Sewer.....	364-8659
Streets.....	364-8659
Parks & Recreation	364-4278
Sanitation.....	364-6693

B. Phelps County Road and Bridge Department

1. Districts - The County Road and Bridge Department is divided into two districts: First District and Second District. These Districts are responsible for maintaining the roads and bridges in the unincorporated areas of Phelps County.

First District	426-3864
Second District.....	1-800- 295-5196

2. Equipment - Each Road and Bridge district has a maintenance shed. All public works equipment is kept at these two locations. An equipment inventory is kept on file with each district as well as with the County Clerk's Office.
3. Communications - Most all the public works vehicles are radio equipped. A radio base station is located at each maintenance shed.
4. Personnel - Call-up procedures will be as discussed in Appendix 3 to the Basic Plan and Appendix 2 to Annex A.

C. Public Water Supply Districts (PWSD)

Phelps County Rural Water Supply District No. 1	435-6720
Phelps County Rural Water Supply District No. 2	364-8790
Phelps County Rural Water Supply District No. 4	364-1660

D. St. James Public Works Services

Municipal Utilities	265-7011
Water/Sewer Office, 200 N. Bourbeuse	265-7013
Sewage Treatment Plant, W. Springfield.....	265-3865
Streets E. Springfield	261-8978
Sanitation.....	263-9568
Parks & Recreation, W. Springfield	265-6939

E. Newburg Public Works Services - 2nd & Main.....762-2315

Water/Sewer
Streets

F. Doolittle Public Works Services - 380 Eisenhower.....762-2601

Water/Sewer

Streets

G. Edgar Spring Public Works Services - 555 Broadway435-6334
Water/Sewer
Streets

H. Electric

1. City of Rolla Municipal Utilities 364-1572
2. Ameren UE Customer Service.....800-552-7583
3. Intercounty Electric.....573-674-2211
4. Show-MePowerCorp.....888-859-2615
5. Gascoage Electric.....759-7146

I. Telephone

1. Verizon..... 1-877-428-9481
2. **Sprint..... 341-0420**
3. Southwestern Bell..... 364-4617
4. McLeod USA..... 1-205-406-1111
5. AT & T.....1-866-620-6900
6. Fidelity Communications.....426-5000
7. Century Tel1-855-284-1591

J. Sanitation Services (Trash Hauling)

1. City of Rolla Sanitation 364-6693
2. Lane Sanitation 759-2626
3. City of St. James Sanitation, E. Springfield..... 265-1144
4. Waste Corporation of America- Rolla762-2149
5. County Trash Service - Rolla.....341-2190

Appendix 3 to Annex I

SOG FOR EMERGENCY REPAIRS

- A. The public works organization 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 roads and bridges that are impeding rescue crews and equipment (lifesaving).
 - 2. Restore services to critical and essential facilities (EOC, nursing homes, hospital, temporary shelters, etc.).
 - 3. Repair roads 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.**

Emergency Support Function (ESF) #2 Communications

Primary Agency/ESF Coordinator

Rolla Central Communications

Support Agencies:

Rolla City Emergency Management Agency
Phelps County Sheriff's Office
Rolla City Police Department
Rolla City Fire Department

Non-Governmental Organizations:

Rolla Regional Amateur Radio Society
Missouri S & T Amateur Radio Club

I. PURPOSE

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

II. SCOPE

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The Rolla Central Communications Center provides the primary communications and warning capabilities for Phelps County and the city of Rolla.

2. The Rolla Central Communications Center handles dispatching for:
 - a. Phelps Health Ambulance
 - b. Phelps County Sheriff's Department
 - c. Rolla City Police Departments:
 - d. Rolla City Fire & Rescue
 - e. Missouri S & T
3. The City of Rolla receives its initial warning information from the Missouri State Highway Patrol, Troop I Headquarters and the National Weather Service. The Rolla Central Communications Center disseminates this warning information throughout the county and cities.
4. The City of Rolla has outdoor warning sirens available. These sirens are activated by the Central Communications Center. Trained weather spotters are available through the fire department personnel to monitor severe weather situations.
5. Warning in Phelps County and the City of Rolla will be supplemented with mobile public address systems, sirens on vehicles and/or door-to-door by the Sheriff's Department, municipal police, and local fire departments/districts. Radio and television stations will also broadcast warnings.
6. The primary Emergency Alert System (EAS) station for the City Of Rolla is KZNN-FM, 105.3, in Rolla. It is accessed at the Central Communications Center.
7. Additional communications can be utilized through the amateur radio services.

Planning Assumptions

1. Any of the hazards with the potential to affect the City of Rolla could cause an emergency or disaster that will require communications capabilities well beyond the normal capacities of equipment and personnel.
2. First responders rely on having adequate communications capabilities during emergency operations. Interoperability (the ability of different response agencies to communicate by using compatible equipment and procedures) is critical to conducting effective emergency response activities.
3. Some form of communications capability will remain partially intact and if none are available, resources from other jurisdictions and the state and federal government may be used to augment and help restore local communications capabilities.

4. ESF #2 coordinates actions to provide the required temporary communications to support incident management and facilitate restoration of the communications infrastructure.

IV. CONCEPT OF OPERATIONS

A. General

1. The City Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF#2.
2. Communications in the field will normally be established by radio. Each department or agency having a radio system will designate personnel to operate their system and maintain communications with the EOC. The Rolla Central Communications Center will work to ensure field operations can maintain communications links with both each other and the EOC.
3. The Rolla Central Communications Center is the point of contact for receipt of all warnings and notifications of actual or impending emergencies or disaster. The dispatcher(s) on duty will notify other key personnel, chiefs, and department heads as required by the type of report and standard operating guidelines (SOG).
4. Dispatching capabilities in the County/City exist with the Rolla Central Communications Center. The Rolla Central Communications Center provides 24-hour dispatching capability for EMS, fire, and law enforcement, as well as, other County/City Departments and Agencies.
5. Phelps County has amateur radio capabilities to augment emergency communications. The City of Rolla also has landline and cellular telephone capabilities, as well as, the Internet that may be used to augment communication capabilities in emergencies.
6. The Rolla Central Communications Center is heavily dependent of the commercial telephone network. Technical failure or damage to telecommunications equipment could hamper communications or the ability to communicate with emergency personnel and the public throughout the locality. Mutual aid repeaters in contiguous jurisdictions may not be available or may not be able to provide sufficient coverage or channel loading to compensate for technical failure or damage to telecommunications resources in the locality during an emergency.
7. The telephone companies will ensure that communications essential to emergency services are maintained. During a major disaster, additional telephone lines may be utilized in the Phelps County Emergency Operations Center (EOC) to coordinate emergency operations.

8. Amateur radio operators and other non-governmental volunteer groups used to assist with emergency radio communications support will be under the authority of the Phelps County Emergency Management Agency. The amateur radio and other non-governmental volunteer operators will be required to be NIMS compliant and actively participate in regular training and exercises established by the County/City Emergency Management Director.

B. Actions by Operational Timeframe

1. Preparedness

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

2. Response

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

3. Recovery

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

4. Mitigation

- a. When practical, protect equipment against lightning strikes and electromagnetic pulse (EMP) effects.

- b. Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.

V. **ROLES AND RESPONSIBILITIES**

A. **Primary Agency/ESF Coordinator** Rolla Central Communications Center

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

B. **Support Agencies**

1. County/City Emergency Management Agency

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

2. County Sheriffs Office, Police Department

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

3. County/City Fire Departments/Districts

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

C. **Non-Governmental Organizations**

Amateur Radio Emergency Services (ARES)

Amateur Radio Relay League (ARRL)

Missouri Radio Amateur Civil Emergency Services (RACES)

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

VI. **CONTINUITY OF GOVERNMENT**

Line of Succession for ESF #2 Communications:

- 1. Police Chief
- 2. Communications Chief
- 3. Chain of command in Police Department

Suggested Appendices

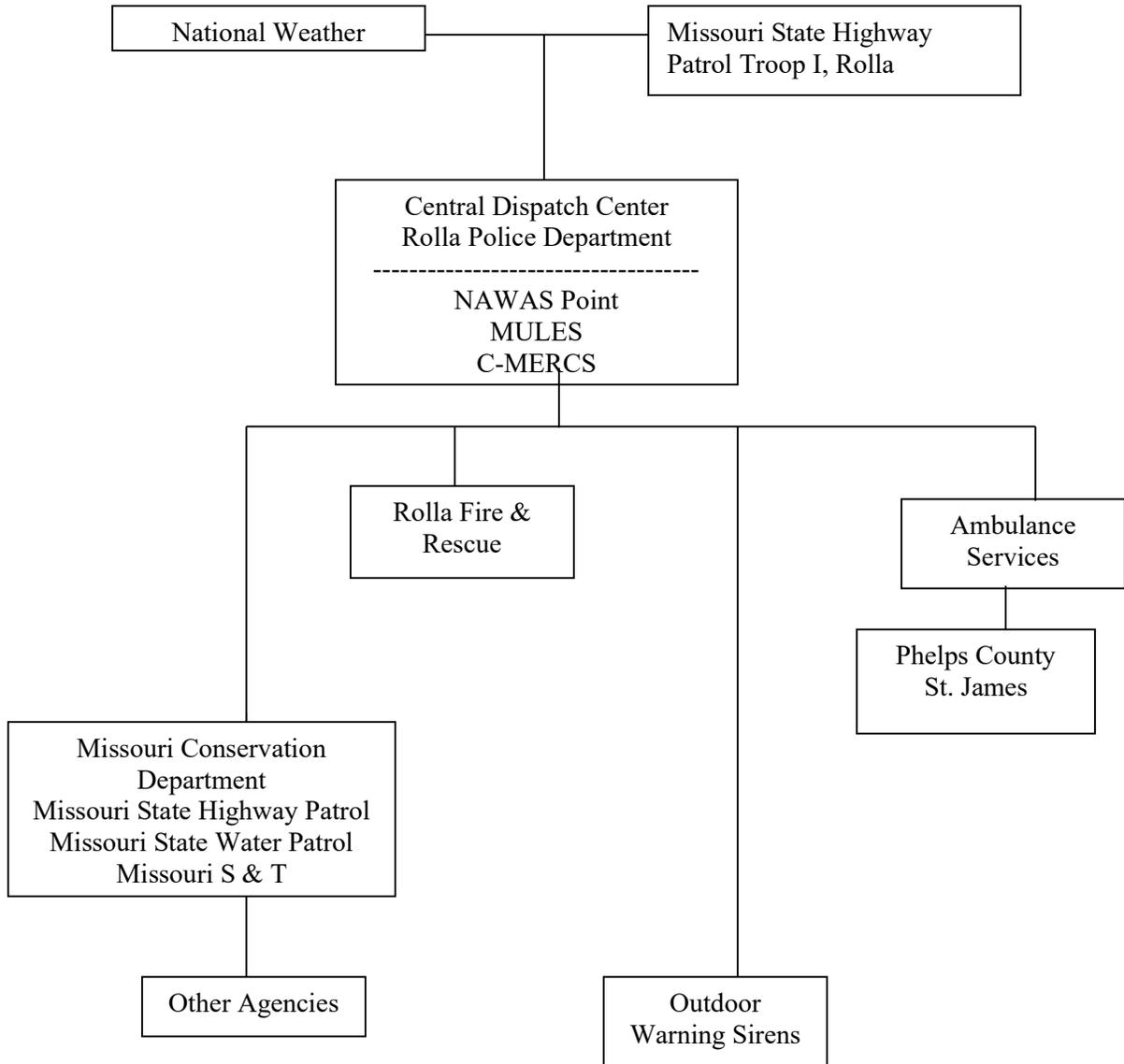
Appendix 1- Region I Communications Plan

Appendix 2- Amateur Radio Capabilities

Appendix 3- Warning and Notification Systems

Appendix 1 to Annex B

COMMUNICATIONS AND WARNING DIAGRAM



COMMUNICATIONS AND WARNING CAPABILITIES

A. **Communications Frequencies** - All emergency services have the capability to monitor the following channels. Individual departments maintain updated lists of area wide frequencies. The Central Dispatch Center maintains these radio frequencies.

1.	Statewide Sheriff.....	155.730
2.	City of Rolla Fire & Rescue Department.....	154.415
3.	Police Mutual Aid.....	155.475
4.	Fire Mutual Aid	154.280
5.	Point to Point.....	155.370
6.	Ambulance	155.175
7.	Rolla Police Department	155.250

B. **Outdoor Warning Sirens**

Rolla has ten sirens that are activated through the Central Dispatch Center.

C. **Missouri Uniform Law Enforcement System (MULES)**

MULES is a law enforcement computer data network used by the Missouri Highway Patrol primarily for law enforcement operations. It is also used to disseminate other emergency information such as weather conditions, flood stages, road condition, etc. A MULES terminal is located in the Rolla Central Communications Center.

D. **Civilian-Military Emergency Radio Communication System (C-MERCS)**

The Rolla Central Communications Center with the help of Troop I has the capability to communicate with the EOC's of the U.S. Army at Fort Leonard Wood, SEMA, and the counties of Laclede, Pulaski and Texas through C-MERCS, which is a special low band emergency radio system. The base station operates on frequency: 45.16.

E. **National Warning System (NAWAS)**

NAWAS provides the framework for the Missouri Warning System. The NAWAS connects the National Warning Center (located in the North American Air Defense Command Combat Center, Colorado Springs, Colorado) with approximately 2,000 warning points across the United States. The system is used for receiving national attack warnings and for communications to other warning points in the state for natural and

man-made disasters.

The Missouri State Warning Point is Troop F Headquarters of the Missouri State Highway Patrol (MSHP) in Jefferson City. The Alternate State Warning Point is the State Emergency Operations Center (SEOC) at SEMA. A NAWAS terminal is located at MSHP Troop I in Rolla.

F. Emergency Alert System (EAS)

1. Rolla is in a Emergency Alert System Operational Area. Radio stations that provide coverage for this area are as follows:
 - a. KZNN-FM, 105.3 / KTTR-FM, 99.7, Rolla (local primary source - LP-1)
 - b. KDAA-FM, 103.1/ KXMO-FM, 95.3/KTTR-AM, 1490 AM Rolla (local primary source - LP-2)

The stations(s) will interrupt local programming for the following:

- a. National Emergency Alert
 - b. Tornado warnings and severe thunderstorm warnings
 - c. Flash flood warnings
 - d. Hazardous material event warnings at the request of the local EOC
 - e. Other events at the discretion of the EOC and radio station management
2. Activation of EAS

Standard operating procedures for activating EAS in the City of Rolla will be maintained by the Emergency Management Director. These procedures will be coordinated with the local radio station that has EAS responsibility.

G. HAM Radio Operators - HAM radio operators are available in the city to assist with communications and warning operations as necessary. A roster of radio operators is available from the Central Dispatch Center.

H. Weather Spotters - Weather spotters are available to monitor severe weather situations. Participating in this program are law enforcement agencies and fire services. Training is provided through the National Weather Service

I. NOAA Weather Radio

NOAA Weather Radio (NWR) is a service of the National Weather Service (NWS). It provides continuous broadcasts of the latest weather information direct from NWS offices. Information available includes local and regional weather forecasts and conditions, hourly temperatures, climatological data, river reports and most important, severe weather watches and warnings. The broadcasts are tailored to weather information

needs of the people within the service range of the transmitting station. Special radios are needed to receive the broadcast, which are on the VHF Public Service Band. Rolla should monitor NOAA weather radio stations: 162.525 Mhz (Bourbon) or 162.500 Mhz (Crocker). These stations are controlled by the Springfield Weather Office which is responsible for the forecasts for Phelps County.

J. Facilities Requiring Special Warning

Depending on the nature, location and severity of the emergency, warning will be issued to special facilities by the appropriate departments (i.e., the County Sheriffs Office in the unincorporated areas of the county and the municipal police chiefs within their respective jurisdictions). During "routine" emergencies, the special facilities receive warning through local radio stations. See Appendix 2 to Annex J for a complete listing, including: nursing homes, day care centers and other special facilities.

Appendix 3 to Annex B

MANAGEMENT NOTIFICATION GUIDELINES

I. PURPOSE

To ensure that information concerning disasters within the City will be relayed to the Mayor and other appropriate officials in accordance with the notification procedure outlined herein.

II. ORGANIZATION

Refer to Annex B.

III. MISSION

Department heads, or their alternates, and other personnel notified in accordance with the procedures outlined within this plan will alert essential personnel in their respective departments on an "Emergency Standby" condition. All emergency personnel will insure their availability for deployment to respective emergency work areas pending notification of condition "Emergency Deployment".

IV. CONCEPT OF OPERATIONS

A. Emergency Standby

1. General planning or preparatory activities may be occurring during this "Emergency Standby" condition, but unless specifically designated by the Mayor or an individual Department Head, city operations will be carried out as usual.

2. Departments listed within this document should arrange to provide staff to the Emergency Management Agency on a 24-hour basis upon notification of "Emergency Deployment" with one departmental representative who can make emergency operational decisions.

3. It is anticipated that communications for coordinating emergency resources will be handled primarily by Rolla Central Communications Center personnel. Department heads are encouraged to periodically counsel all their employees whom they are to communicate during an emergency. Particular attention should be given to the roles and responsibilities of

involved personnel.

4. Unless specifically requested by the Emergency Management Agency, Department Heads will not be mandated to be in the Communications Center. However, their personal presence is highly encouraged.
5. If the Department Head feels that his/her presence is necessary at another site for an emergency basis, he may select a designate to represent his department at EOC in his absence. The designate will have equal decision-making authority.
6. Departments listed herein will be informed of various emergency status phases, but need not report to emergency functions or work areas. These departmental resources will be called upon or directed as needed.

V. EXECUTION

L. Based on the available information, the Mayor or his designee may declare the following emergency conditions are in effect and the following related emergency actions will be taken:

M. A. Emergency Deployment

1. The Mayor or his designee will instruct the Emergency Management Director to notify the appropriate personnel of a condition requiring "Emergency Deployment."
2. Under "Emergency Deployment" condition, the Mayor may limit the departments placed under this procedure as the situation may warrant. In this case, the EMD will notify only those personnel as directed by the Mayor.
3. Department Heads, their alternates or other personnel indicated will instruct their personnel to man emergency work areas and positions. Department heads might have to instruct their subordinates to man emergency work areas without the benefit of the "Emergency Standby" condition. The EMD will be very explicit in specifying which conditions prevail.

VI. TASK

A. Emergency Action and Alert Recall

1. Emergency actions will be dictated as damage assessment and loss of life estimates develop within the guidelines of departmental emergency procedures as contained in this plan.
2. When warranted, the Mayor will instruct the EMD to inform all or part of the personnel listed herein that the emergency has lessened and that they can revert to

an "Emergency Standby" status or resume normal operations.

3. At any stage of emergency, a Rolla Central Communications Supervisor or Communications Chief should be advised of the transfer of operational responsibility from one person to another by the person relinquishing control.

A. Every effort should be made to avoid the occurrence of duplicate or contradictory instructions.

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

Primary Agency/ESF Coordinator

City of Rolla Public Works Department

Support Agencies:

City of Rolla Emergency Management Agency
Phelps County Health Department
City of Rolla Building Inspection
City of Rolla Police Department

I. PURPOSE

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

II. SCOPE

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. **Situation**

1. The Phelps County Public Works Department maintains the roads and bridges in the unincorporated areas of the county. Resources include: personnel, heavy equipment, and materials.
2. The City of Rolla Public Works Department maintains the municipal streets and bridges in their city limits. Resources include: personnel, heavy equipment, and materials.
3. Equipment inventories for the county and city public works departments are

maintained by each department.

4. The Missouri Structural Assessment and Visual Evaluation (SAVE) Coalition is a group of volunteer engineers, architects, building inspectors, and other trained professionals that assists SEMA with building damage inspections. After a disaster, SAVE volunteers are trained to move quickly to determine the safety of buildings.

B. Planning Assumptions

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

IV. CONCEPT OF OPERATIONS

A. General

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

assistance on railroads and airstrips, etc. (as requested), critical for emergency vehicle passage, as well as, the inspection of bridges to insure they may continue to be used and have not suffered severe damage as a result of a particular event. Assistance to road crews is provided through this mission.

5. Debris removal refers to the process that may involve waste collection, separation, hauling, landfill disposal, incinerations, and recycling. Debris must be removed and properly managed and includes vegetative debris (e.g., trees, limbs, shrubs), municipal solid waste (e.g., common household garbage, and personal belongings), construction and demolition debris (in some instances, entire residential structures and all their contents), vehicles (e.g., cars, trucks, and boats), food waste, white goods (e.g., refrigerators, freezers, air conditioners), and household hazardous waste (e.g., cleaning agents, pesticides, pool chemicals).
6. The departments identified as primary and support for ESF #3 will inspect city buildings for structural, electrical, gas, plumbing, and mechanical damage following a disaster situation. They will ensure that any repairs or rebuilding that occurs following the incident will comply with the city building codes, zoning, land-use regulations, and comprehensive plan.
7. To minimize threats to public health and the environment, the City of Rolla Public Works Department will serve as liaison with the Missouri Department of Natural Resources/Environmental Quality and City Attorney to secure the necessary emergency environmental waivers and legal clearances that would be needed to manage and dispose of emergency debris and materials from demolition activities.
8. The Phelps County Health Department may assist with assessments related to health hazards that may be caused by the disrupted disposal of sanitary wastes.
9. The ESF #3 Coordinator will be responsible for deploying damage assessment teams, consolidating damage data, and compiling reports. Information will be coordinated with the City of Rolla Emergency Management Agency.
10. An initial damage assessment report will be completed by the City of Rolla Emergency Management Agency and submitted to SEMA within 72 hours of the event, outlining the severity of the problems and the determination of need for further assistance. A Federal/State supported preliminary damage assessment precedes delivery of a Presidential Disaster Declaration.

B. Actions by Operational Timeframe

1. Preparedness

- a. Maintain this ESF Annex, as well as, supporting guidelines and operating procedures.
- b. Review all portions of the EOP to ensure proper coordination of public works and engineering activities.

- c. Ensure public works and engineering personnel receive appropriate emergency operations training.
- d. Establish contact with private resources that could provide support during an emergency.
- e. Participate in emergency training and exercises.

2. Response

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

3. Recovery

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

4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF #9 Coordinator City of Rolla Public Works Department

- a. Provide a representative to the EOC to coordinate ESF #3 activities.
- b. Work with the other members of the EOC team to set priorities and assign resources.
- c. Deploy public works and engineering resources to assist first responders as required by the event.
- d. Assess the structural integrity of critical infrastructure.

- e. Repair roads, streets, public buildings, and infrastructure as required.
- f. Ensure appropriate protective measures can be implemented to protect critical infrastructure.
- g. Work with local contractors to establish and implement procedures to stabilize and demolish publicly owned buildings.
- h. Coordinate debris management operations.

B. Support Agencies

1. City of Rolla Emergency Management Agency

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

2. Phelps County Health Department

- a. In association with DNR, work with the ESF #3 Coordinator to ensure air quality near debris disposal operations is properly monitored.
- b. Work with the Environmental Protection Agency to augment local air quality monitoring resources.
- c. In association with DNR, provide site inspection of displaced or potentially damaged on-site waste water treatment systems.
- d. Work with effected establishments to assure safe storage of potentially hazardous food products or appropriate disposal of contaminated food products.

3. City of Rolla Building Inspection

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

4. City of Rolla Police Department

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

VI. CONTINUITY OF GOVERNMENT

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

- 1. Director, City of Rolla Public Works Department
- 2. ASST. Public Works Director

Suggested Appendices

Appendix 2- City of Rolla Public Works Resources

Appendix 2 to Annex I

**PUBLIC WORKS
RESOURCES**

A. Rolla Public Works Services

Rolla Municipal Utilities (water & electricity)	364-1572
Sewer.....	364-8659
Streets.....	364-8659
Parks & Recreation.....	364-4278
Sanitation.....	364-6693

B. Phelps County Road and Bridge Department

1. Districts - The County Road and Bridge Department is divided into two districts: First District and Second District. These Districts are responsible for maintaining the roads and bridges in the unincorporated areas of Phelps County.

First District	426-3864
Second District.....	800-295-5196

2. Equipment - Each Road and Bridge district has a maintenance shed. All public works equipment is kept at these two locations. An equipment inventory is kept on file with each district as well as with the County Clerk's Office.
3. Communications - Most all the public works vehicles are radio equipped. A radio base station is located at each maintenance shed.
4. Personnel - Call-up procedures will be as discussed in Appendix 3 to the Basic Plan and Appendix 2 to Annex A.

C. Public Water Supply Districts (PWSD)

Phelps County Rural Water Supply District No. 1	435-6720
Phelps County Rural Water Supply District No. 2	364-8790
Phelps County Rural Water Supply District No. 4	

.....364-1660

D. St. James Public Works Services

Municipal Utilities 265-

7011 Water/Sewer Office, 200 N. Bourbeuse

.....265-7013

Sewage Treatment Plant, W. Springfield.....

265-3865

Streets, E. Springfield.....

261-8978

Sanitation.....26

3-9568

Parks & Recreation, W. Springfield

265-6939

E. Newburg Public Works Services - 2"d & Main.....

762-2315

Water/Sewer

r Streets

F. Doolittle Public Works Services - 380 Eisenhower.....

762-2601 Water/Sewer

Streets

G. Edgar Spring Public Works Services - 555 Broadway

.....435-6334 Water/Sewer

Streets

H. Electric

1. City of Rolla Municipal Utilities..... 364-1572

2. Ameren UE Customer Service800-

552-7583

3. Intercounty Electric.....573-674-2211/

368-3010

4. Show-Me PowerCorp.....417-

859-2615

5. Gasco Sage Electric

.....759-7146

I. Telephone

1. Verizon..... 1-877-428-9481

2. **Sprint..... 341-0420**

- 3. Southwestern Bell 364-4617
- 4. McLeodUSA..... 1-205-406-1111
- 5. AT & T..... 1-866-620-6900
- 6. Fidelity Communications..... 426-5000
- 7. CenturyTel..... 1-855-284-1591

I. Sanitation Services (Trash Hauling)

- 1. City of Rolla Sanitation364-6693
- 2. Lane Sanitation 759-2626
- 3. City of St. James Sanitation, E. Springfield.....263-9568/265-1144
- 4. Waste Corporation of America - Rolla762-2149
- 5. County Trash Service - Rolla..... 341-2190

Emergency Support Function (ESF) #4 Firefighting

Primary Agency/ESF Coordinator

City of Rolla Fire Department

Support Agencies:

City of Rolla Public Works
Phelps County Sheriff's Office
City of Rolla Police Department
Mo S&T Police Department
Phelps Health
Missouri State Highway Patrol
American Red Cross
Task Force 1
USAR- Columbia

I. PURPOSE

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

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

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

II. SCOPE

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

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The City of Rolla is served by the following fire departments/districts. For a complete list of these departments and their resources can be found in WEBEOC. They are all dispatched through the Central Communications 9-1-1 Center.
 - a. City of Rolla Fire & Recue
 - b. Rolla Rural Fire Protection District
 - c. St. James Fire Protection District
 - d. Doolittle Fire Protection District
 - e. Vichy Fire Protection District
 - f. Edgar Springs Fire Protection District
2. These fire services maintain mutual aid agreements between one another, as well as, with surrounding services outside the County. They concur with the Statewide Fire Mutual Aid System.
3. Fire services provide search and rescue operations in Phelps County, with support from the local law enforcement agencies, the Missouri State Highway Patrol, and the Missouri National Guard (see ESF #9 Search and Rescue).
4. In addition to fire suppression, the fire services are trained in hazardous materials response (see ESF #10 Oil and Hazardous Materials Response), provide weather spotting, and assist the ambulance service as first responders.

B. Planning Assumptions

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

IV. CONCEPT OF OPERATIONS

A. General

1. Close coordination will be maintained with state and federal officials to determine potential emergency support needs and the most expeditious means of acquiring that support. The National Incident Management Systems (NIMS) and the Unified Command System will be used to manage the incident and to ensure coordination and communication among all levels of the government.
2. The City of Rolla is at risk from several hazards with the potential to create a need to activate ESF #4. Activation of ESF #4 may result from or occur coincidentally with another emergency event. For more information on potential hazards, see the Region I Hazard Mitigation Plan.
3. The City of Rolla Fire & Rescue Department has equipment and personnel available to support emergency firefighting operations. The City of Rolla Fire & Rescue Department maintains both equipment and personnel resource lists that may be accessed from the Emergency Operations Center (EOC). Additionally, surrounding cities and counties have fire departments with equipment and resources available to support emergency firefighting operations in City of Rolla.
4. The City of Rolla Fire & Rescue Department trains their personnel in the Incident Command System (ICS) and the National Incident Management System (NIMS) to help ensure coordination during emergency situations.
5. Tactical firefighting operations will be controlled by the Incident Commander(s) at the scene(s) using the ICS structure. The Incident Commander(s) will assess the need for additional resources and request that the EOC deploy assets to support field operations.
6. Outside firefighting resources will be controlled by the procedures outlined in mutual aid agreements. These agencies will remain under the direct control of the sponsoring agency, but will be assigned by the Incident Commander and/or the EOC to respond as necessary.
7. The County/City Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #4.

B. Actions by Operational Timeframe

1. Preparedness

- a. Maintain this ESF Annex as well as supporting operating procedures and guidelines.
- b. Ensure fire personnel receive appropriate emergency operations

- training.
- c. Ensure fire mutual aid agreements with surrounding jurisdictions are current.
- d. Develop and maintain mutual aid agreements with private area resources that could be useful for fire prevention or suppression.
- e. Develop and maintain standard operating guides, policies, and checklists to support emergency firefighting operations.
- f. Ensure emergency call-up and resource lists are current.
- g. Ensure the availability of necessary equipment to support firefighting activities.
- h. Participate in emergency training and exercises.

2. Response

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

3. Recovery

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

4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

City of Rolla Fire & Rescue Department

- 1. Reports to the EOC upon being notified.
- 2. Establishes communication links with support agencies and regional ESF #4 coordinators.
- 3. Obtains an initial fire situation and damage assessment through

established intelligence procedures.

4. Determines the appropriate management response to meet the request for assistance.
5. Obtains and distributes, through appropriate channels, incident contact information to emergency responders mobilized through ESF #4.
6. Analyzes each request before committing people and other resources.
7. Ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned.
8. Ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or interagency Incident Management Team.
9. Ensures that an all-hazard incident-specific briefing and training are accomplished prior to task implementation.
10. Obtains, maintains, and provides incident situation and damage assessment information through established procedures.
11. Coordinates incident resource needs and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
12. Maintains a complete log of actions taken, resource orders, records, and reports.
13. ESF #4 continuously acquires and assesses information on the incident and continues to identify the nature and extent of problems and establishes appropriate response missions.
14. Provides subject-matter experts/expertise regarding structural/urban/suburban fire and fire-related activities.
15. Assist in the dissemination of warning to the public (provide weather spotting, mobile public address systems, social media and storm sirens).

B. Support Agencies

1. Phelps County Sheriff's Office, City of Rolla Police Department,
Missouri State Highway Patrol

Assist with traffic control and security at the fire scene(s).
2. County/City Public Works Department
 - a. Provide resources and personnel to support emergency firefighting operations.
 - b. Work to ensure the availability of adequate water pressure to support firefighting activities.

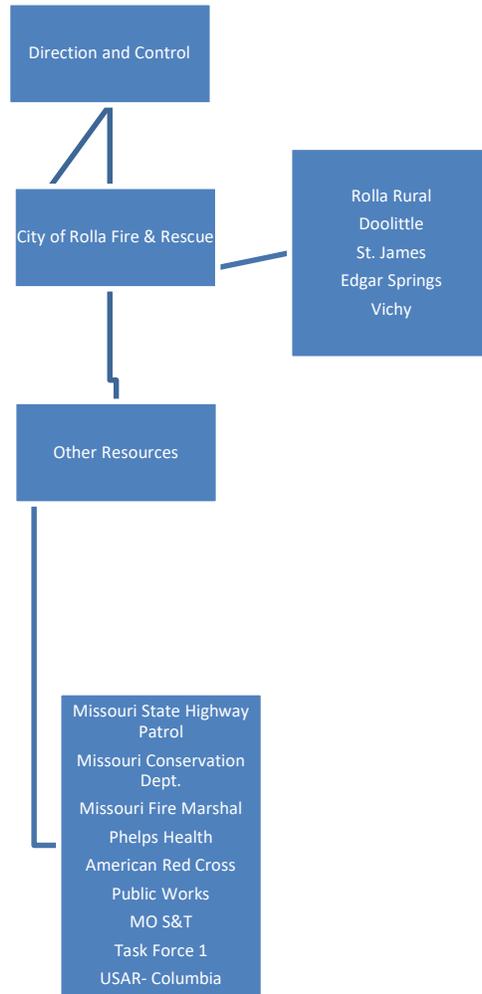
VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #4 Firefighting:

1. Fire Chief, City of Rolla Fire & Rescue Fire Department
2. Assistant Fire Chief
3. Captain

Appendix 1

FIRE AND RESCUE DIAGRAM



Appendix 2
Aircraft down SOG

I. SITUATION

Rolla, Missouri, is located next to the Rolla Downtown Airport and approximately 11 miles south of the Rolla National Airport at Vichy in Maries County. There are several small privately owned airfields located near Rolla.

II. ASSUMPTION

Rolla may be the location of a downed aircraft incident at anytime.

III. EXECUTION

The City of Rolla Fire & Rescue Department will coordinate emergency operations utilizing available city resources to save lives, protect property, and restore order in the event of a downed aircraft incident.

IV. TASKS

On receipt of a report of a downed aircraft the:

A. Rolla Central Communications Center

1. Dispatch personnel and equipment from the Police Department to secure the area and initiate human rescue operations.
2. Dispatch Fire Department personnel and equipment to suppress fire, determine if hazardous materials are involved, and assist with human rescue operations.
3. Contact the Public Works Department to furnish personnel, equipment, and other resources that may be required. Public Works personnel will assist the Police Department with traffic control and human rescue operations.
4. Notify Phelps Health to dispatch ambulances and to place their disaster plans into operations.
5. Contact the following:
 - a. Police Chief
 - b. Fire Chief
 - c. Police Major
 - d. Coroner (if fatality is found)
 - e. City Administrator
 - f. Mayor
 - g. Airport Manager
6. Private contractors will be alerted to a stand-by basis.
7. Notify the Federal Aviation Administration:
 - a. Location and time of crash
 - b. Type of aircraft
 - c. Any identification markings

- d. Military or civilian aircraft
- e. Whereabouts and condition of crew and passengers
- f. Name and number of persons to contact for further information

B. The Police Department

1. Proceed to the crash site, establish security, provide traffic control, and ascertain where barricades or other traffic control equipment is needed.
2. Request the Mobile Command Post, if needed, and direct all supporting forces deployed.
3. Initiate rescue operations.
4. Provide security at the area where injured are taken.
5. Provide the Public Information Officer, who will be responsible for all major news releases, necessary information.
6. In coordination with the Fire and Public Works Departments, carry out any required evacuation.
7. Assist medical personnel with the injured and fatalities.
8. Alert and/or recall off-duty personnel.
9. Provide access and egress routes for rescue and emergency personnel.

C. Fire Department

1. Proceed to the crash site with personnel and equipment needed to suppress fires and contain any hazardous materials involved.
2. Assist Police Department with human rescue operations.
3. Coordinate evacuation, if needed.
4. Assist medical personnel with injured and fatalities.
5. Alert and/or recall off-duty personnel.
6. Provide flood lighting, flares, rope, and related equipment as needed.

D. Public Works Department

1. Provide personnel to assist with traffic control.
2. Provide personnel to assist with human rescue operations.
3. Provide barricades and other traffic control equipment as needed.
4. Clear debris from streets, etc. to keep routes clear for emergency personnel and equipment.
5. Assist Police and Fire Departments with evacuation.
6. Alert and/or recall off-duty personnel.

E. Park Department

1. Provide personnel and equipment to support the Public Works Department with clearing of debris, opening emergency routes, etc.
2. Assist Police Department with traffic control.
3. Alert and/or recall off-duty personnel.
4. Support the Police and Fire Departments with evacuation and human rescue.

F. Administration and Logistics

1. Normal administration and supply channels will be utilized by city departments.
2. Every effort will be made to use government resources before any supplies or resources are requested that involve a financial obligation on the part of the city.
3. Creation of a financial obligation by a department must be approved by the City Manager or his designated representative.

G. Purchasing Department

The Purchasing Agent shall be prepared to expedite emergency purchases.

H. Personnel Department

The Personnel Director shall be prepared to provide additional manpower when required.

I. American Red Cross

The American Red Cross through the American Red Cross has responsibility for providing emergency services for all types of disasters.

1. Food for victims.
2. Temporary shelter.
3. Clothing for victims.

Emergency Support Function (ESF) #5 Information and Planning

Primary Agency/ESF Coordinator

City of Rolla Emergency Management Agency

Support Agencies:

County/City Departments as relevant

I. PURPOSE

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

II. SCOPE

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

During the post-incident response phase, ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination. This includes:

- Alert and notification
- Deployment and staffing of emergency response teams
- Incident action planning
- Coordination of operations
- Logistics and material
- Direction and control
- Information management
- Facilitation of requests for assistance
- Resource acquisition and management (to include allocation and tracking)
- Worker safety and health
- Facilities management
- Financial management
- Other support as required

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. Many hazards in the City of Rolla have the potential for causing disasters requiring support from the County/City and/or centralized coordination.
2. Missouri Revised Statutes, Chapter 44, Section 44.080 requires all political subdivisions of the state to establish a local emergency management organization for disaster planning. Each local organization for emergency management shall be responsible for the performance of emergency management functions within the territorial limits of its political subdivision and may conduct these functions outside of the territorial limits as may be required pursuant to the provisions of this law.
3. Rolla City Ordinance # 2378 establishes Rolla City Emergency Management as the disaster agency responsible for emergency management in the City of Rolla. Rolla City Emergency Management coordinates a variety of countywide mitigation, preparedness, response, and recovery initiatives.
4. Requests for assistance from State and/or Federal government are coordinated through the City of Rolla Emergency Management Agency. The City of Rolla EMA coordinates all requests for assistance, either initiated by the county or by local jurisdictions through the County, made to other jurisdictions, the state and/or federal government as well as, requests from other jurisdictions, the state, and/or federal government for assistance from the City of Rolla during disasters.
5. The City of Rolla Emergency Operations Center (EOC) serves as the central location for countywide interagency coordination and decision-making during disasters. The primary role of the EOC is to bring together relevant disaster information in one central location, organize and present that information in a useful way to the organization's decision-makers, and facilitate the coordination of resources required to meet the needs generated by disaster.
6. The City of Rolla is responsible for maintaining the primary and alternate EOC for the City of Rolla. Both facilities are equipped to communicate with operational units in the field as well as other local, state, and federal operations centers. The systems and methods for both redundant and interoperable emergency communications consist primarily of wireless voice (radio), voice and data wire line and wireless telecommunications, Internet (voice/data), and WebEOC. Refer to the Basic Plan, Section VII, Continuity of Operations, for additional City of Rolla EOC information.

B. Planning Assumptions

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

IV. CONCEPT OF OPERATIONS

A. General

1. The City of Rolla Emergency Management maintains a state of readiness at all times. This state of readiness includes the ability to:
 - a. Monitor developing situations
 - b. Coordinate and share information with key stakeholders
 - c. Coordinate requests for assistance
 - d. Facilitate the process of declaring a state of local disaster emergency
 - e. Activate and support the County/City EOC
 - f. Facilitate access to state and federal resources to support local response and recovery operations
2. The City of Rolla Emergency Management will activate and support the County/City EOC when needed and serves as the Coordinating Agency for ESF #5 Information and Planning.
3. When activated, the EOC, staffed by ESF #5 and other ESFs, monitors potential or developing incidents and support the efforts of field operations. In the event of a no-notice event, the City of Rolla Emergency Management Director or designee may order an activation of the EOC depending on the size of the incident.
4. The EOC, staffed by ESF #5 and other ESFs as required, coordinates operations and situational reporting to the EOC.
5. The mission of ESF #5 is to support and coordinate the activities required to meet the needs generated by disasters affecting City of Rolla. When the ESF5 activates in the Rolla Emergency Operations Center (EOC), it will orchestrate the countywide coordination required to fulfill the mission of ESF5.

5.

6. ESF #5 is responsible for coordinating the Planning Section in the EOC. The Planning Section collects, evaluates, processes, and disseminates information for use in the EOC. Specific responsibilities include:
 - a. Collect, evaluate, process, display, and disseminate incident status information to help ensure a common operating picture is maintained throughout the EOC and shared with appropriate external entities;
 - b. Track the progress and evaluate the effectiveness of current strategies;
 - c. Ensure disaster assessment information is collected and organized in a timely manner;
 - d. Coordinate the development and maintenance of the EOC Incident Action Plan (IAP);
 - e. Arrange for and conduct EOC planning meetings and briefings; and,
 - f. Collect, organize, and provide accurate records of status boards, reports, plans, assessments, charts, maps, logs, and other information related to EOC Operations (paper, electronic, or otherwise).
7. ESF #5 ensures that there is trained and experienced staff to fill appropriate positions in the EOC when activated or established.
8. ESF #5 supports the activation and deployment of emergency response teams.
9. County/City departments and agencies with relevant parts, will participate in the incident action planning process coordinated by the Planning Section.
10. The City of Rolla EOC utilizes WebEOC to facilitate the exchange of real-time emergency management information between response organizations in the city, county, regional, and state level.

B. Actions by Operational Timeframe

1. Preparedness

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

2. Response

- a. Activate the EOC and notify City agencies as needed.
- b. Request mutual aid as needed.

- c. Request assistance from SEMA, if dictated by the situation.
- d. Coordinate the activities of all responding agencies.
- e. Conduct other specific response actions as dictated by the situation.

3. Recovery

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

4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

The City of Rolla Emergency Management Agency

1. Coordinates overall staffing of emergency management activities at multi-agency coordination centers, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the above facilities, and the key personnel required.
2. Coordinates emergency response plans at the local level of City government.
3. Facilitates information flow in the pre-incident phase and coordinates inter-governmental planning, training, and exercising in order to prepare assets for deployment.
4. Has the responsibility to insure an appropriate local emergency management capability.
5. Conducts operational planning and coordinating with other local agencies.
6. Activates and convenes emergency assets and capabilities to prevent and respond to incidents that may require a coordinated response.
7. Coordinates with the State Emergency Management Agency (SEMA).
8. Coordinates Federal preparedness, response, recovery, and mitigation planning activities including current incident action and future operations planning.
9. Coordinates reconnaissance operations and activation and deployment of assessment personnel or teams needed for incident management.
10. ESF #3 Public Works and Engineering provides personnel, equipment, and facilities as required to support City emergency management operations. Resources provided include equipment, supplies, and skilled workers to perform construction and maintenance tasks at City facilities.

11. Provides direction to ESF representatives operating through the EOC for the procurement, staging, deployment, and stand-down of personnel, equipment, and material.
12. Provides a central point of contact and liaison for state and federal agencies, volunteer organizations, and local resources to obtain processed information for incident management.
13. Provide for the exchange of information between government emergency management agencies and private corporations and business groups.
14. Identify potential sources of relief and recovery materials and supplies available through the private sector.

B. Support Agencies

City Departments as relevant

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

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #5 Information and Planning:

1. Director, City of Rolla Emergency Management Agency

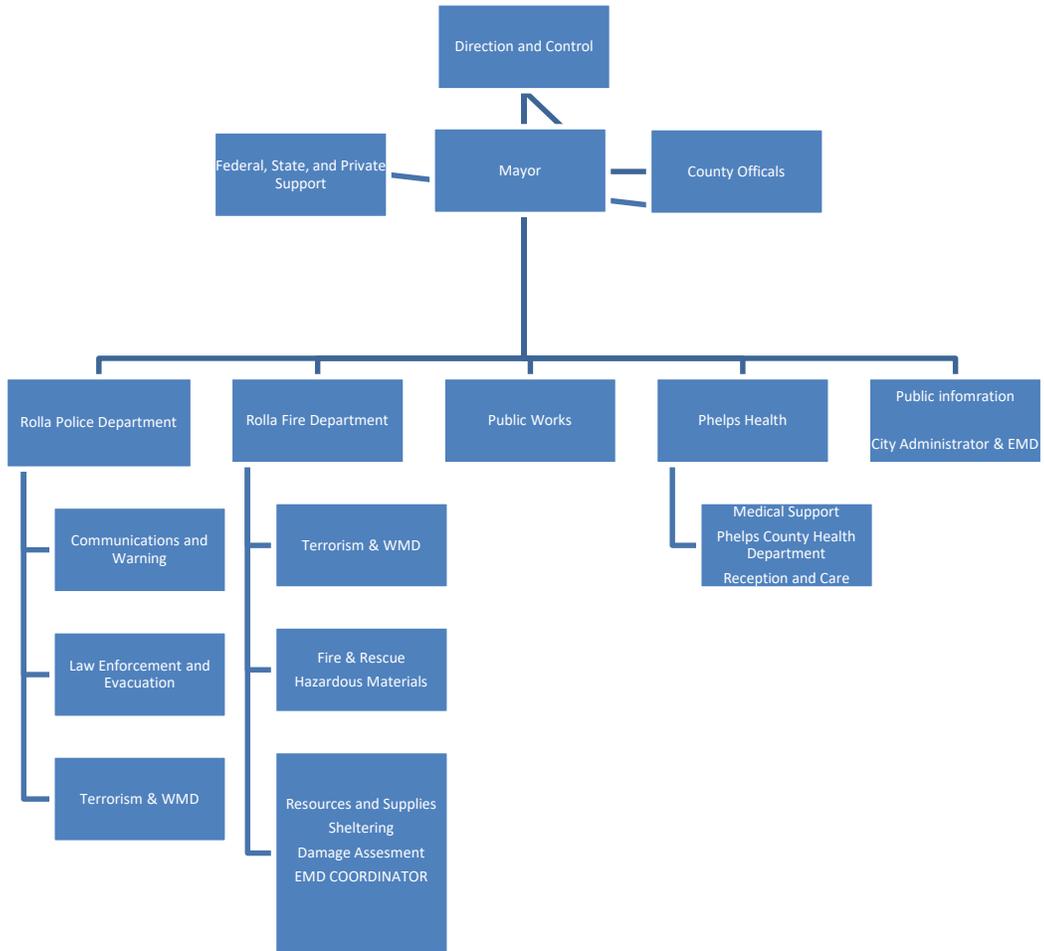
Suggested Appendices

Appendix 1 - EOC Organization

Appendix 2 - EOC Activation Checklist

Appendix 3 - EOC Position Checklists

Appendix 1 to Annex A



Appendix 2 to Annex A

EOC STAFFING ROSTER AND CALL-UP LIST CITY OF ROLLA

The key individuals and agencies that will direct/coordinate operations from the Rolla EOC are identified here. Names and telephone numbers are not published because they change frequently and therefore will be outdated quickly. Contact information will be maintained by the Rolla Emergency Management Director, Phelps County Sheriff's Department, and the Central Dispatch Center.

Not all city departments/services and organizations are listed here. Additional contact lists can be found in other annexes to this plan (i.e., utility companies, medical services, fire departments, etc.). As noted in Appendix 3 to the Basic Plan, the chief elected official will make the decision as to whether or not the EOC should be activated and which personnel should be called in to staff the EOC.

Rolla EOC Staff

Mayor*
City Council members
Emergency Management Director*
Police Chief*
Fire Chief*
Public Works Director*
City Clerk
City Utilities Director
Parks Superintendent
Community Development Director
Phelps Health Ambulance District
Phelps Health Medical Center*
County Coroner
County Family Support/Children's Division, Director*
County Health Department, Director*
Phelps County Red Cross Chapter, Director*

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

Appendix 3 to Annex A

MESSAGE HANDLING GUIDELINES

- A. All reports/messages coming into the EOC will be acknowledged by recording them on the message form (see Attachment A to this Appendix). This procedure applies to anyone receiving a message by radio, telephone, etc.
- B. Each message will be entered into the communications/message log (see Attachment B to this Appendix). The log will show date and time the message was received along with the individual/department sending it.
- C. After the message has been logged, it will be given to the Emergency Management Director for routing to the appropriate function coordinator(s). A copy of each message that contains damage information will also be given to the damage assessment coordinator for collection, analysis and display of information in the EOC.
- D. If the information contained in the message is vitally important, it will be entered into a significant events log. This log will be used to record key disaster related information (i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, radiation dose, etc.). See Attachment C to this Appendix for a copy of the log.
- E. The message receiver is responsible for checking the accuracy of the message. (If the message is found to be inaccurate, the Emergency Management Director will be notified 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.

Attachment A Appendix 3 to Annex A
MESSAGE FORM ICS FORM 213

MESSAGE FORM

DATE

TIME

INCOMING
OUTGOING

TO: _____
FROM: _____

MESSAGE:

ROUTED TO: _____
INFORMATION COPY TO: _____

RECEIVED
SENT
BY _____

Attachment B Appendix 3 to Annex A

COMMUNICATIONS LOG

DATE:

TO	FROM J /OUT	SUBJECT	TIME

Appendix 4 to Annex A

EOC STANDARD OPERATING GUIDELINES

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

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

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

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

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

Appendix 5

DAMAGE ASSESSMENT

I. PURPOSE

This appendix establishes procedures on conducting damage assessments following a disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Included in Appendix 2 to this annex are disaster assessment forms developed by SEMA. These forms are intended to provide local jurisdictions with a standard method of reporting initial damage estimates to SEMA. The information will be used to assess the situation throughout the affected area. Instructions for completing these forms are also included in this appendix.
2. Chapter 44, RSMo provides for the establishment of the Structural Assessment and Visual Evaluation (SAVE) program which is an emergency volunteer program administered by SEMA in the event of a natural disaster (i.e., earthquake). This program allows architects, engineers, contractors, etc. to volunteer the use of their services and equipment to assist local officials with demolition, cleanup, and post-disaster safety inspections.

B. Assumptions

1. Following a major disaster, federal and state personnel will be available to assist in the final damage estimation.
2. A properly completed damage assessment will initiate legislation that can mitigate or lessen the effects of future disasters (i.e., building codes may result after an earthquake has occurred).

III. CONCEPT OF OPERATIONS

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

A. The damage assessment process begins when the local jurisdiction (chief elected official or Emergency Management Director) notifies SEMA of the developing situation followed shortly thereafter by the initial situation report containing preliminary estimates of damage. (RESPONSE)

B. During and immediately after the event, local officials are responsible for conducting

a damage assessment of the affected area in an attempt to determine the magnitude, overall impact, dollar loss, and local actions. The affected jurisdiction will compile a situation report (a copy of the situation report form is included in Appendix 2 to this annex). (RESPONSE and RECOVERY)

- C. The initial situation report (and any that follow) should be used by the chief elected officials in determining whether local resources can cope with the incident or if outside assistance will be necessary (RESPONSE and RECOVERY).
- D. All situation reports should be forwarded to SEMA to keep them apprised of the situation. Since the purpose of the situation report is to continually upgrade disaster status information, it should contain specific data and answer the following basic questions: (RESPONSE)
 - 1. Location and nature of damage
 - 2. Listing of damage by category on the State initial disaster estimate form (see Appendix 2 to this Annex).
 - 3. Socio-economic impact
 - 4. Response actions taken by local government
 - 5. State/Federal assistance needed
- E. If additional estimates are required, the chief elected officials will direct further damage assessment by organizing damage assessment teams to survey the area. (RESPONSE)
- F. Survey teams will consist of local government employees and designated private sector personnel when necessary (i.e., insurance agents, engineers, contractors, Red Cross, etc.). SEMA may also accompany these teams on the initial damage assessment. (RESPONSE)
- G. If an effective response is beyond the capability of the jurisdiction, state aid may be required. State assistance can be requested from the Governor through SEMA. If the situation is severe enough, the Governor may then proclaim a State of Emergency and the provisions of the SEOP will be implemented. The proclamation would authorize and require state agencies to perform specific emergency functions. These functions will be coordinated by SEMA through the SEOC. (RESPONSE)
- H. If the situation is beyond both local and state government capability, the Governor may request federal assistance by requesting a Presidential declaration of an “emergency” or a “major disaster.” A Presidential Declaration authorizes federal assistance under Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by Public Law 100-707. The declaration triggers other federal disaster relief programs which are coordinated by the Federal Emergency Management Agency (FEMA). (RESPONSE)

- I. In anticipation of making a request to the President for federal assistance, SEMA in cooperation with FEMA, will conduct a joint on-site preliminary damage assessment. Joint state/federal assessment teams will visit affected areas after they have reviewed the initial damage assessment reports provided by the local jurisdiction(s). (RECOVERY)
- J. There will be two types of damage reports completed. One will be of damage to private property (i.e., damage to individuals, residences and small businesses) and the other will be for damage to public facilities (infrastructure such as roads, bridges, etc.). (RECOVERY)
- K. When federal/state damage survey teams are working in the City of Rolla, appropriate city officials will accompany each team and participate in the survey. (RECOVERY)
- L. If the President denies federal assistance, the cost of recovery would be assumed by local and state government. (RECOVERY)
- M. SEMA will provide guidance to local officials applying for federal assistance. (RECOVERY)
- N. Disaster assistance may be obtained from the federal government and volunteer agencies without a presidential major disaster declaration or emergency declaration. For example, military installations located near the disaster area may provide immediate lifesaving assistance, and other federal agencies may be able to provide assistance under their own statutory authorities. (RECOVERY)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

A diagram of the damage assessment function is shown in Appendix 1 to this annex.

B. Responsibilities

- 1. Overall coordination and operational control of the Damage Assessment activities for the City of Rolla will be the responsibility of the Emergency Management Director. The Damage Assessment Coordinator is responsible for the following:
 - a. Collect damage assessment information and brief elected officials.
 - b. Prepare damage assessment reports consistent with state and federal guidelines.
 - c. Identify and establish liaison with private individuals who can provide

assistance in damage assessment (i.e., Red Cross, Insurance agents, engineers, etc.).

- d. Accompany state and federal damage assessment teams to inspect damage sites.
2. The city engineering department in conjunction with the Phelps County Assessor's office will assess damage to public and private property (i.e., homes, businesses, etc.). Maintain a file of maps, pre-disaster photos, tax assessments, etc.
3. The Rolla Public Works department will assess damage to roads, bridges, culverts, sewers, water systems, electric service, parks, etc.
4. The American Red Cross is trained in damage assessment techniques and can support this function (assess damage to homes, identify victims need for shelter, feeding, etc.).
5. Public and private utility companies serving the area will provide damage information concerning respective operations/facilities and the restoration of services.
6. Each operating department (i.e., fire, law enforcement, medical services, etc.) will assess the on-site situation (i.e., structures affected, number of injured or killed, evacuated, etc.).
7. The Emergency Management Director will notify SEMA of the developing situation, provide situation reports containing damage estimates, and accompany damage assessment teams to inspect damages as necessary.

V. DIRECTION AND CONTROL

- A. The Damage Assessment Coordinator is a member of the EOC Direction and Control staff. The Coordinator will control damage assessment operations from the EOC.
- B. All damage reports that come into the EOC will go through the Damage Assessment section for analysis and plotting. Damage information will be displayed in the EOC for all to view.

VI. CONTINUITY OF GOVERNMENT

- A. Line of Succession - Damage Assessment Coordinator
 1. City of Rolla
 - a. Emergency Management Director
 - b. Mayor

- B. The Damage Assessment Coordinator will operate from the designated EOC.

VII. ADMINISTRATION AND LOGISTICS

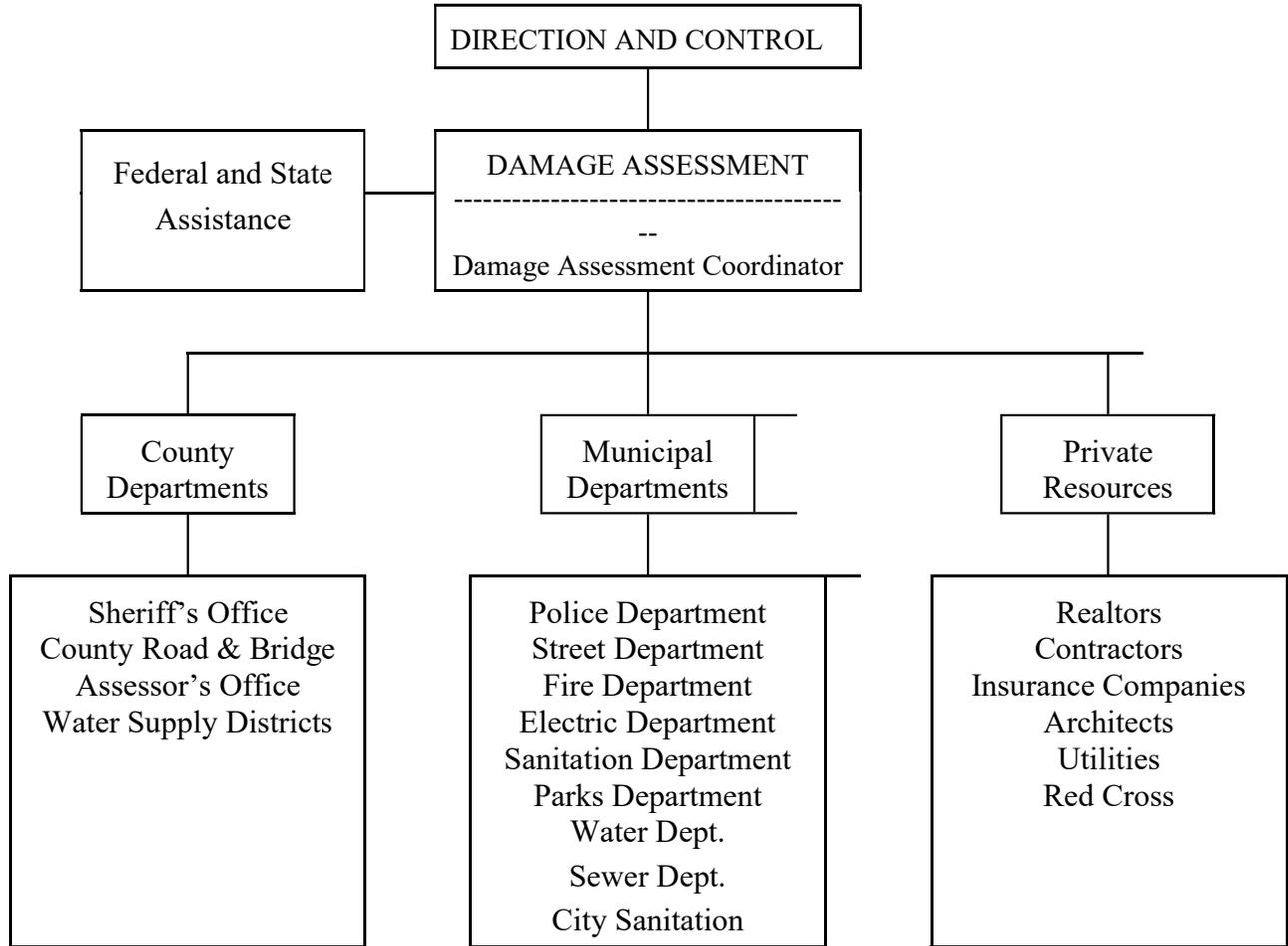
- A. The initial disaster estimate form for reporting damage to SEMA is provided in Appendix 2 to this Annex.
- B. Actions taken and disaster related expenses incurred must be documented by all departments. Records must be kept on overtime, invoices for material, equipment usage, temporary/permanent repairs, etc.
- C. Damage assessment information will be provided to the State Emergency Management Agency for necessary release to the Federal agencies.

APPENDICES

- 1. Damage Assessment Diagram
- 2. Disaster Assessment Summary Form (and completion instructions)
- 3. Local Situation Report (and completion instructions)

Appendix 1 to Annex D

DAMAGE ASSESSMENT DIAGRAM



Damage reports could come into an EOC from various county and/or city departments such as law enforcement, public works, fire, etc. Other response agencies and private sources could also contribute to the overall damage assessment.



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 _____
- b. Injuries _____
- c. Hospitalized _____
- d. Missing _____
- e. Evacuated _____
- f. Sheltered _____

5. Property Damage:

a. Residence

	# Destroyed	#Major	#Minor	#Inaccessible	# Insured
<i>Single Family</i>					
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
Debris Removal	\$		
Protective Measures	\$		
Roads & Bridges	\$		
Water Control	\$		
Buildings Equipment	\$		
Utilities	\$		
Parks and Recreations	\$		
Total Estimate	\$		

SEMA fax number: (573) 634-7966

Disaster Assessment Summary

Completion Instructions

SUMMARY:

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

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

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

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

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

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

5. Property Damage:

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

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



Initial

Supplemental

State of Missouri Local Situation Report

Date: _____ Time: _____ County: _____

Reported by: _____

Phone Number: (_____) _____

Has a county/city declared an emergency or disaster? Yes No

Describe in as much detail as possible what has happened or what you anticipate. Include impact on individuals, businesses and infrastructure.

When did it happen or when is it anticipated?

What actions have been taken?

What actions still need to be taken?

What resources outside of the jurisdiction may be needed? (Be specific)

SEMA Fax Number: (573) 634-7966

State of Missouri Local Situation Report (SIT REP)

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 into 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!

Appendix 6

EVACUATION

I. PURPOSE

This appendix sets forth guidelines and procedures for evacuation operations in the City of Rolla. These guidelines are applicable to small, localized situations as well as for a full-scale, city-wide evacuation should the situation warrant.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Potential disaster situations that could cause evacuation in Rolla are discussed in detail in appendices to this annex: flooding, and hazardous materials incidents. Other potential situations could cause the displacement of people such as a major power failure, severe winter storm, fire, etc.
2. There are several major transportation routes in the Rolla area that will be used in an evacuation of the general population. Major highways include I-44, U.S. 63, MO 72 (see Appendix 4 to the Annex)
3. Special facilities such as the hospital, nursing homes, schools, day care centers, county jail, etc., will require special planning consideration in this annex. (see Appendix 2 to this Annex)

B. Assumptions

1. In almost every emergency situation requiring evacuation, a number of people will evacuate on their own decision.
2. It can be anticipated that the majority of persons will receive and follow the evacuation instructions. However, a certain portion of the population will not get the information, 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 government.

III. CONCEPT OF OPERATIONS

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

- A. The ultimate responsibility for ordering an evacuation rest with local government; therefore, it should only be implemented by, or with the approval of, the chief elected official (or a designated successor) of the city. (RESPONSE)
- B. In some situations when time is important, the chief law enforcement or fire official at the scene can initiate an evacuation. (An example here is a hazardous materials incident.) (RESPONSE)
- C. Evacuations will be the responsibility of the City of Rolla. Phelps County will provide assistance upon request. (RESPONSE)
- D. Evacuation will be primarily by family groups using privately owned vehicles. Transportation will be provided for those persons without automobiles. (PREPAREDNESS or RESPONSE)
- E. During an evacuation, close coordination will be maintained with all the emergency support functions (i.e., Reception and Care–shelter, Law Enforcement–site security, Resource and Supply–transportation, etc.). (RESPONSE)
- F. The duration of the evacuation will be determined by the chief elected official of the affected jurisdiction based on technical information furnished by the EOC Direction and Control Staff and various supporting agencies. (RESPONSE)
- G. Institutions requiring special care or attention such as the hospital, nursing homes, etc., must be identified and special provisions made for them during an evacuation (Appendix 2 lists these facilities): (PREPAREDNESS or RESPONSE)
 - 1. Patients/residents will either be released to their immediate family where possible or relocated to other facilities.
 - 2. Staff personnel/nurses may be required to accompany the patients to their destination along with necessary medication, special equipment, etc.
 - 3. Transportation will be provided to those facilities which have none.
 - 4. Some facilities may remain operational with reduced staffs to care for those who cannot evacuate and/or to provide services to essential workers in the area.
- H. Special facilities such as schools, county jail, juvenile center, and day care centers will require special planning consideration also. Evacuation operations will be handled by the staff of each facility according to established procedures. Outside assistance will provide support as necessary (i.e., transportation). (PREPAREDNESS and RESPONSE)
- I. Staging areas and pickup points will be identified to provide transportation for

individuals without private automobiles or other means of transportation (see Appendix 3 to this Annex). A limited number of people in Rolla do not have a vehicle available and will need transportation. (PREPAREDNESS or RESPONSE)

- J. Reentry into the evacuated area will begin after the area has been declared safe by local, state, and/or federal officials. This includes advising evacuees on what to do to re-enter the evacuated area (i.e., return routes to use, boil water instructions, procedures for turning on gas, etc.). Coordinate with the Public Information Officer for release of information. (RESPONSE and RECOVERY)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

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

B. Responsibilities

1. The chief elected official is responsible for ordering an evacuation.
2. Coordination and control of evacuation operations in the City of Rolla will be the responsibility of the Police Chief. The Evacuation Coordinator will advise their chief elected official on all evacuation activities. Specific tasks include:
 - a. Identify the known risk areas to be evacuated and the rationale for their evacuation (see appendices to this annex).
 - b. Identify population groups or facilities requiring special assistance in an evacuation and the methods to evacuate them (such as the hospital, nursing homes, senior citizens, persons who are visually or mobility impaired or medically dependent, etc.).
 - c. Identify and make agreements with private organizations that can facilitate evacuations (i.e., service stations, garages, bus companies, etc.). Coordinate with Resource and Supply.
 - d. Develop contingency plans that provide for potential impediments to evacuation (physical barrier, time constraints, lack of transportation resources, etc.). Consider road conditions, bridge restrictions (size, weight), etc., of the designated evacuation route(s).
3. The Law Enforcement Coordinator will support evacuation operations. Specific tasks include:
 - a. Traffic control.
 - b. Site security in the evacuated area.

- c. Patrol evacuation routes (i.e., assist stranded motorists)
- 4. The Fire and Rescue Coordinator will support evacuation operations as follows:
 - a. Advise officials regarding hazardous materials incidents.
 - b. Initiate and/or assist with evacuation of the risk area.
- 5. The Phelps County Sheriff will be responsible for the evacuation of prisoners from the County Jail.
- 6. The Reception and Care Coordinator will provide for those evacuees who need shelter, feeding, etc. (see ESF-6).
- 7. The Resource and Supply is responsible for the coordination of public transportation resources for use in an evacuation. Transportation will be furnished by the local school districts (see ESF-7).
- 8. The Emergency Public Information Officer is responsible for the dissemination of information and instructions to the public regarding evacuation procedures (see ESF-15).

V. DIRECTION AND CONTROL

- A. All evacuation operations will be coordinated through the EOC when activated.
- B. Should the order come to evacuate the entire city, operations will be controlled from a nearby safe location.

VI. CONTINUITY OF GOVERNMENT

- A. Line of succession - Evacuation Coordinator
 - 1. City of Rolla
 - a. Police Chief
 - b. Line of succession according to the Basic Plan.
- B. Lines of succession for the agencies supporting evacuation operations will be according to the standard operating guidelines established by each.

VII. ADMINISTRATION AND LOGISTICS

- A. Each jurisdiction is responsible for the procurement of its own essential supplies needed for evacuation operations, through emergency procurement channels. The Resource and Supply Coordinator will provide support.

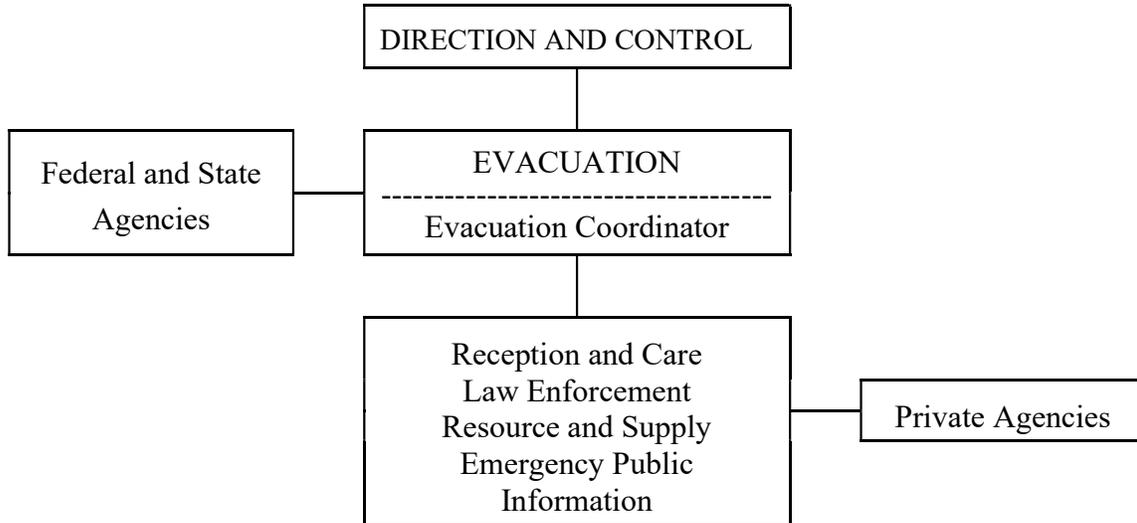
- B. Requisition of privately-owned property will be in accordance with the provisions of Chapter 44, RSMo.
- C. All city-owned transportation will be utilized to evacuate people and relocate essential resources to the reception area. Formal arrangements for outside resources should be made. Transportation resources available for evacuation include:
 - 1. City government resources (i.e., public works vehicles)
 - 2. School buses
 - 3. Church buses
 - 4. Trucking firms
 - 5. Recreation/shuttle buses (i.e., OATS)

APPENDICES

- 1. Evacuation Diagram
- 2. Facilities Requiring Special Consideration If Evacuated
- 3. Staging Areas for Evacuation
- 4. Transportation/Evacuation Routes in Rolla
- 5. Record of Evacuation (form)
- 6. Hazardous Materials Evacuation
- 7. Flood Evacuation

Appendix 1 to Annex J

EVACUATION DIAGRAM



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

A. Hospital

		<u>Beds</u>
Phelps Health 1000 W. 10 th St., Rolla	458-8899	242

B. Nursing Homes/Residential Care Facilities

1. Rolla Health & Rehab 1200 McCutchen Drive, Rolla	364-2311	116
2. Parkside 2100 Parkside Avenue, Rolla	466-4230	28
3. The Arbors of Parkside 1700 E. 10 th Street, Rolla	364-2602	22
4. Phelps Health 1000 W. 10 th Street, Rolla 242	458-8899	
5. Presbyterian Manor at Rolla 1200 Homelife Plaza, Rolla	458-5483	67
6. Cedar Pointe 1800 White Columns Road, Rolla	364-7766	102
7. Rosewood Residential Care 13450 CR 7040, Rolla	341-8000 9	
8. Silverstone Place 2735 Eagleson Dr, Rolla	426-6200 110	
9. Oak Pointe 1000 E. Lions Club Dr., Rolla	375-9032	65

C. Schools & Universities

		<u>Students</u>
1.	Rolla 31, 708 N. Main St., Rolla	4110
	Rolla Sr. High, 900 Bulldog Run	1016
	Rolla Technical Inst., 1304 E. 10 th St.	–
	Rolla Technical Ctr., 500 Forum Dr.	–
	Rolla Jr. High, 1360 Soest Road	720
	Rolla Middle, 1111 Soest Road	899
	Col. John B. Wyman Elem., 402 Lanning Ln.	509
	Mark Twain Elem., 681 Salem Ave.	482
	Harry S. Truman Elem., 1001 E. 18 th St.	484
2.	University of Missouri-Rolla, Parker Hall (Admin.)	341-4111
3.	B.W. Robinson School, 300 Lanning Lane	368-2393
4.	St. Patrick’s School, 19 St. Patrick Lane	364-1162

D. Day Care Centers/Group Homes

(Homes with a capacity of 10 or less are not listed)

1.	All God’s Children, 400 N. Olive Street, Rolla	368-3158
2.	Kiddie Korner, 302 N. Olive, Rolla	364-6595
5.	First Presbyterian Preschool, 919 E. 10 th St, Rolla	364-3852
6.	First United Methodist Church, 803 Main St, Rolla	364-3980
7.	Greentree Learning Center, 800 Greentree Rd, Rolla	364-5744
8.	Stepping Stones Day Care, 814 Hwy O, Rolla	364-1790
9.	McCormack, Tiffany, 1412 Heller St, Rolla	308-1992
10.	Miss Jeannie’s Child Care, 601 E. 5 th St, Rolla	364-0788
11.	Rolla Head Start Center, 1811 E. 10 th St, Rolla	364-8252
12.	Salem Avenue Baptist, 1501 E. Hwy. 72, Rolla	364-4442
13.	Gear City Kids, 305 A E. 1 st St, Rolla	426-4494

E. Other Special Facilities

1. Phelps County Jail, Rolla - The Phelps County Sheriff’s Department will be responsible for implementing and controlling any evacuation of this facility.
2. Regional Center For Developmentally Disabled
105 Fairgrounds Road, Rolla 368-2200
3. Gingerbread House
1401 Truman Ave, Rolla 364-4398
4. Choices for People

	1815 Forum Drive	364-7444
5.	Rolla Towers 1440 Forum Drive	364-6460
6.	Thomas Jefferson Hall 202 W. 18 th Street	341-4218
7.	Rolla Sheltered Workshop 3900 Hy-Point Industrial Park	364-2883
8.	Rolla Apartments 1101 McCutchen Dr	364-6820

Appendix 3 to Annex J

STAGING AREAS FOR EVACUATION

The nature and location of the emergency situation will determine what facilities and/or locations will be used. These facilities may be used for the following purposes:

1. pickup point for people who need transportation
2. receive, assemble and distribute equipment and supplies for immediate use
3. mobilization center to preposition resources for further deployment

The public schools (see Appendix 2 to this Annex) as well as churches, community buildings and large parking lots will provide more than an adequate number of staging areas throughout the City of Rolla. The following facilities represent centrally located, easily accessible, collection points for city residents. Which sites to be used would be determined by the situation and prior agreement between the facility/school district and local government. Additional facilities may need to be selected depending upon the area affected.

- A. Rolla
Rolla Sr. High, 900 Bulldog Run
Rolla Technical Inst., 1304 E. 10th St.
Rolla Technical Ctr., 500 Forum Dr.
Rolla Jr. High, 1360 Soest Road
Rolla Middle, 1111 Soest Road
Col. John B. Wyman Elem., 402 Lanning Ln.
Mark Twain Elem., 681 Salem Ave.
Harry S. Truman Elem., 1001 E. 18th St.

Appendix 4 to Annex J

TRANSPORTATION/EVACUATION ROUTES IN ROLLA

Highways

I-44, U.S. 63, MO 72

Rail Lines

Burlington Northern Santa Fe

Pipelines

- Koch Pipe Line
- Mo. Gas Company
- Mo. Public Service

HAZARDOUS MATERIALS EVACUATION

I. PURPOSE

Provide for the orderly and coordinated evacuation of those people in the City of Rolla whose health and/or lives are endangered as a result of accidental exposure to hazardous materials. Such exposure could result from either a mishap involving transport or the accidental release of such materials from a fixed facility.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City of Rolla is exposed daily to hazardous materials being transported across its highways, rail lines and pipelines that transverse the city. See Appendix 4 to this Annex for a map identifying transportation routes.

a. Highways:	I-44, U.S. 63, MO 72
b. Rail Lines:	Burlington Northern Santa Fe
c. Pipelines:	Koch Pipe Line, Missouri Gas Company, Missouri Public Service

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.

III. EVACUATION RESPONSE PROCEDURE

A. If no evacuation is required:

1. Secure the area. Since law enforcement personnel are able to respond quickly, they would cordon off the affected area.
2. Determine the level of hazardous materials response required to handle the

situation. Notify appropriate response agencies.

3. Alert other departments/agencies. Other local governmental units such as fire, water, sewer, and street departments should be informed of the situation. Also, notify Missouri's Department of Natural Resources (DNR), 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. (ESF-6, Reception and Care.)
4. Notify affected persons. All persons within the affected area must be contacted. This is best accomplished on a door-to-door basis, use of loud speakers, 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. (See Appendix 5 to this Annex.)
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. Also, local government should warn the citizens of other related hazards so as to alert them to changes in their environment.

FLOOD EVACUATION

I. PURPOSE

Provide for the orderly and coordinated evacuation of people from those areas which are vulnerable to slow developing flooding and flash flooding.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City of Rolla is composed of several water systems. (see Basic Plan, Appendix 5 for additional information).

B. Assumptions

1. Floods are generally caused by rainstorms lasting several days and moving northeastward across the area and occur frequently from March to July.
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 (NFIP) is in effect in Rolla and several of the communities. Flood maps are also available for these jurisdictions with the exception of Doolittle and Edgar Springs (their maps have been rescinded). The maps delineate the flood areas and thus show where evacuation would be likely should unfavorable weather conditions persist.

B. Due to the quantity and size of flood maps available for Rolla, they are not reproduced in this plan. Copies are available through the Public Works Director at City Hall.

IV. INITIAL EVACUATION RESPONSE

A. Receive warning

The National Weather Service, through a monitoring and warning system, is able to give advanced notice of gradual flooding hours and even days before it results in serious loss of life and property.

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 which may require immediate action.
2. The National Weather Service also may issue a Flash Flood Warning which means flash flooding is occurring or is imminent in a specified area. Residents should move to safe ground immediately.

B. Notify public

It is the joint responsibility of the National Weather Service and/or the local government entity to issue a warning via radio, television, 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.

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, but 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 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, loudspeakers on patrol cars, or government-manned telephones. A method to record location of visits, times, dates, and results of attempted visits should be devised. (See Appendix 5 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 alerted to changes in their environment.

Appendix 7

IN-PLACE PROTECTIVE SHELTER

I. PURPOSE

The purpose of this appendix is to enhance the ability of the City of Rolla to protect 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. This annex also lends guidance on providing residents with public shelter near their homes, if time allows for movement.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In the event of a natural or technological disaster, in-place protective shelter will provide essential shelter to the public in an area near their residence. In-place shelter will be used to protect residents from a tornado, earthquake, or hazardous materials incident when evacuation is not an appropriate action.
2. In some disaster situations such as a tornado, local government has a very limited role in providing protection to its residents. In cases such as this, proper warning and immediate sheltering instructions are essential.

B. Assumptions

1. City officials will determine the best option for ensuring the safety of the public and will take action to implement that strategy.
2. Officials will advise the public on what protective actions to take.

III. CONCEPT OF OPERATIONS

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

- A. The two options for protecting the population are evacuation and shelter. City and

officials will implement one or the other or possibly both options, depending on the best available estimate of the disaster situation. (PREPAREDNESS)

1. Evacuation will be considered based on the conditions at the selected destination and any risk of exposure to the disaster agent while in route. Evacuation operations are discussed under Annex J.
 2. Sheltering in place will depend on the relative protection from potential disaster agents provided by the available residential, commercial, and recreational structures in the community. See Appendix 1 to this Annex for additional information.
- B. If people are displaced (evacuated) from their homes by the disaster situation, temporary housing and mass care must be provided. (PREPAREDNESS, RESPONSE, and RECOVERY)
- C. City officials will develop and maintain the capability to provide protective shelter for the population in any situation for which such action is appropriate. (PREPAREDNESS)
- D. Special facility populations must be identified. In-place shelter may be the only available option for these facilities (see Appendix 2 to Annex J for listing of special facilities). (PREPAREDNESS or RESPONSE)
- E. Shelter facilities suitable to protect people from the assumed risk conditions should be pre-identified (i.e., tornado shelter, fallout shelter, etc.). (PREPAREDNESS)
- F. Emergency public information materials should be developed and distributed to the public to educate them on what to expect and prepare for. Public information must also be available to the news media for broadcast (i.e., Emergency Alert System). See Appendix 2 to this Annex as well as ESF-15 for further information. (PREPAREDNESS)

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Emergency Management Director has the primary responsibility for In-Place Protective Shelter. Specific tasks include:
1. Identify shelter and warning procedures in the event of a tornado (see ESF-6 for shelter, ESF-5 for warning).
 2. Develop a system and procedures for evaluating the evacuation and in-place shelter options in the event of a large-scale hazardous materials spill or release. In a hazardous materials situation, the Incident Commander will identify the need to shelter in-place (or evacuate) and advise the In-Place Shelter Coordinator.

3. Develop and maintain an in-place protective shelter system to protect the residents from the effects of a nuclear weapon detonation (see Appendix 1 to this Annex).
- B. The Communications and Warning Coordinator will assist with warning the public.
 - C. The Mass Care Coordinator will assist with shelter and feeding operations if appropriate.
 - D. The Incident Commander will assist/advise the Emergency Management Director concerning hazardous materials incidents.
 - E. The Public Information Officer will assist with notification of the public through the news media.

V. DIRECTION AND CONTROL

- A. A disaster or potential disaster that generates a requirement for protecting people from a harmful environment will activate the EOC. The In-Place Shelter Coordinator is a member of the EOC staff.
- B. Situation analysis, planning, policy making, coordination, and ultimate direction and control for in-place protective shelter will be carried out from the EOC if activated.

VI. CONTINUITY OF GOVERNMENT

The line of succession for the In-place Shelter Coordinator will be through their respective Emergency Management Director (see section VI of the Basic Plan).

VII. ADMINISTRATION AND LOGISTICS

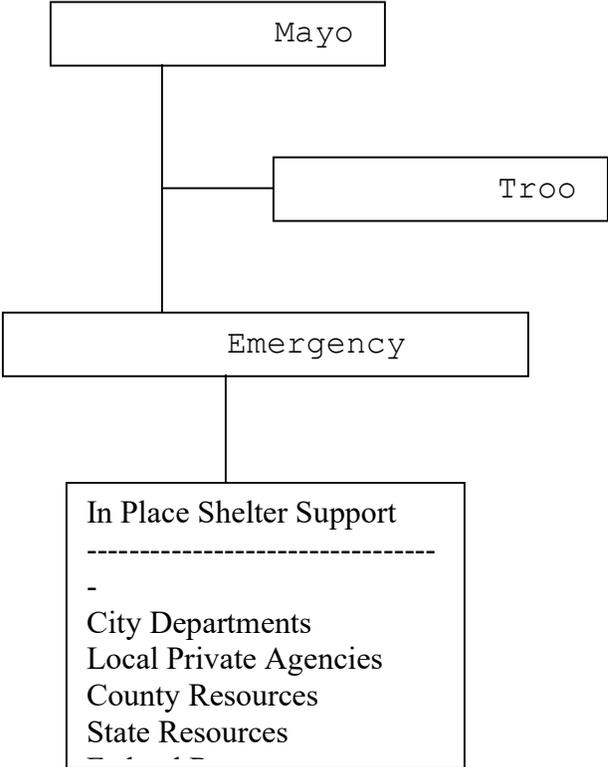
Procurement of necessary supplies will be accomplished through normal acquisition channels and coordinated with the Resource and Supply Coordinator (see ESF-7) when necessary.

APPENDICES

1. City of Rolla In-Place Shelter Organizational Chart
2. All Hazard In-Place Shelter Guidance

Appendix 1 to Annex K

CITY OF ROLLA IN-PLACE SHLETER ORGANIZATIONAL CHART



Appendix 2 to Annex K

ALL-HAZARD IN-PLACE SHELTER GUIDANCE
(Excludes nuclear attack)

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 ESF-5.

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.

HAZARDOUS MATERIALS INCIDENT

If evacuation cannot be accomplished prior to the formation/arrival of a toxic cloud, advising residents to stay indoors and reduce the air flow into these 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 FIREPLACE 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.

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

Primary Agency/ESF Coordinator

City of Rolla Emergency Management Agency

Support Agencies:

City of Rolla Police Department
Phelps County Health Department
City of Rolla Fire & Rescue Department
City of Rolla Public Works Department
Phelps Health

Non-Governmental Organizations:

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

I. PURPOSE

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

II. SCOPE

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

- Mass Care
- Emergency Assistance

- Temporary Housing
- Human Services

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

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

B. Planning Assumptions

1. Most people displaced by a disaster will stay with family or friends, rather than seek public shelter. Even though the majority of people will initially stay with friends or relatives, as the duration of displacement continues, more people will seek assistance with long-term sheltering needs.
2. Numerous hazards have the potential to require an evacuation. The actual situation will determine the scope and the number of evacuees who will utilize a shelter.
3. The City of Rolla Emergency Management Director will determine if a shelter is to be opened and will also select the shelter site(s) in coordination with the American Red Cross and the agency that is the provider of the site.
4. All government/volunteer/private sector resources will be utilized as necessary.
5. As needed, sheltering, feeding, and emergency first aid activities will begin immediately after the incident. Staging of facilities may occur before the incident if/when a significant event is anticipated.
6. Information about persons identified on shelter lists, casualty lists, hospital admission, etc., will be made available to family members to the extent allowable under confidentiality regulations.
7. Efforts will be made to coordinate among agencies providing information to minimize the number of inquiry points for families.

IV. CONCEPT OF OPERATIONS

A. General

1. The mass care, emergency assistance, housing and human services operations will be coordinated from the City of Rolla Emergency Operations Center (EOC), or from the City of Rolla Emergency Management Agency where Emergency Management will work closely with the American Red Cross (ARC) to manage mass care, emergency assistance, housing and human services operations, and provide overall coordination of the activities associated with ESF #6. Depending on the event, the ARC may also activate a Disaster Operations Center (DOC) at another location. In this case, close coordination will be maintained between the two sites.
2. Close coordination will be maintained among the many volunteer agencies providing human services assistance to avoid duplication of some services and a lack of others. Depending on the scope of the event, the City of Rolla Emergency Management Department may form a COAD (Community Organizations Active in Disaster) to ensure the coordinated, timely, and equitable provision of human services programs.
3. The number of people in need and the type of services required will vary greatly depending on the hazard and its severity. The population affected could range from very few in an isolated event (e.g., localized flooding) to large numbers if the incident impacts a densely populated area (e.g., a major power outage affecting the entire area).
4. The type and duration of operations required will depend on the specifics of the event. For example, long-term mass care operations may be needed after a catastrophic disaster causing widespread damage to local housing resources; however, a major power failure may only require limited shelter stays with minimal permanent housing issues.
5. ESF #6 will be organized into four primary functions:
 - a. Mass Care- Mass Care involves the coordination of non-medical mass care services to include:
 - sheltering of survivors
 - organizing feeding operations
 - providing emergency first aid at designated sites
 - collecting and providing information on survivors to family members
 - assisting with the bulk distribution of emergency relief items
 - b. Emergency Assistance - This assistance will ensure that immediate needs beyond the scope of the traditional "mass care" services provided at the local level are addressed. These services include:
 - Support to evacuations and re-locations (including individual/family transportation, registration and tracking of evacuees)
 - Reunification of families
 - Provision of aid and services to functional needs populations

- Evacuation/re-location
 - Sheltering
 - Other emergency services for:
 - 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
- c. Housing (Sheltering) - Housing (Sheltering) involves the provision of assistance for short-and long-term housing needs of survivors. Housing options include:
- Rental assistance
 - Repair
 - Loan assistance
 - Replacement
 - Factory-built housing
 - Semi-permanent and permanent construction
 - Referrals
 - Identification and provision of accessible housing
 - Access to other sources of housing assistance.
- d. Human Services (Disaster Survivor Services) - Human Services includes the implementation of disaster assistance programs to help disaster survivors recover their non-housing losses. These programs include programs to:
- Replace destroyed personal property
 - Help to obtain:
 - o Disaster loans
 - o Food stamps
 - o Crisis counseling
 - o Disaster unemployment
 - o Disaster legal services
 - o Support and services for special needs populations
 - o Other Federal and State benefits.
6. Support to Unaffiliated Volunteers and Unsolicited Donations - The procedures, processes, and activities for assistance to support spontaneous volunteers and unsolicited donations are the responsibilities of the City of Rolla Emergency Management Agency. Support to volunteer and donations management may include the following:
- a. A database system to manage and record offers of donated goods and services.
 - b. Warehouse support for housing unsolicited donated goods.
 - c. Coordination of unsolicited private and international donations.

7. Voluntary Agency Coordination - ESF #6 works in concert with local volunteers, faith-based organizations, and the private sector to facilitate an inclusive, multiagency, community-wide, and coordinated response and recovery effort. ESF #6 works with local officials, private non-profit organizations, the State, and others to establish a long-term recovery strategy to address the unmet needs of individuals and families, including those with special needs. ESF #6 may also coordinate with international relief organizations to support the efforts of local voluntary agencies and faith-based organizations.

B. Actions by Operational Timeframe

1. Preparedness

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

2. Response

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

3. Recovery

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

4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

City of Rolla Emergency Management Agency

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

B. Support Agencies

1. American Red Cross

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

2. Phelps Health

Assist with transportation for emergency medical care.
Provide consultation and guidance for health issues that arise.

3. City of Rolla Fire & Rescue Department

Assist with shelter safety inspections.

3. City of Rolla Police Department

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

4. City of Rolla Public Works Department

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

5. Phelps County Health Department

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

6. School Districts, Churches

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

7. Salvation Army

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

8. Ministerial Alliance

Support ESF #6 activities by providing crisis counseling services.

9. Local Animal Shelter/Humane Society

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

10. United Way 211

Collect and disseminate the following information:

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

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #6 Mass Care:

1. Director, City of Rolla Emergency Management Agency

Suggested Appendices

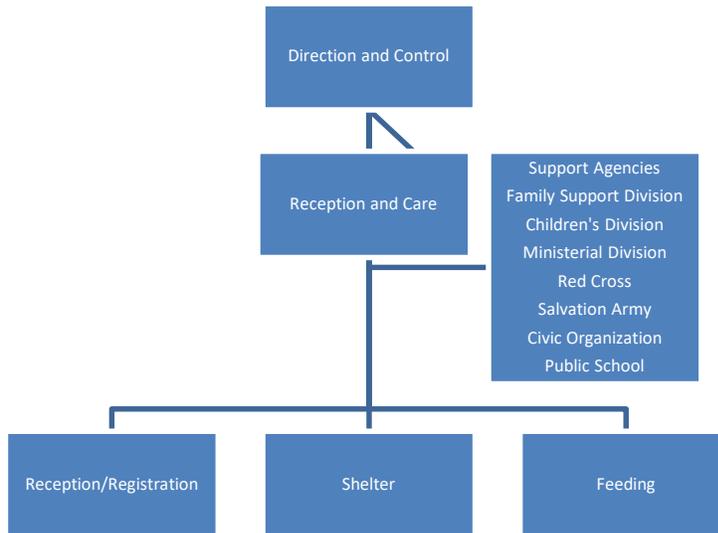
Appendix 1 - Shelter Locations

Appendix 2 - Special Needs Populations

Appendix 3 - Special Needs Resources

Appendix 4 - City of Rolla Donations and Volunteer Management Plan

Appendix 1 to Annex L



Reception and Care operations will depend largely upon the cooperation of shelter owners and various religious, civic, and volunteer organizations.

Appendix 2 to Annex L

RECEPTION AND CARE RESOURCES

- A. Phelps-Pulaski County Chapter - American Red Cross
200 N. Main, Rolla..... 364-3947

- B. Phelps County Family Support/Children's Division
1111 Kingshighway, Suite A, Rolla368-2440

- C. Central Missouri Area Agencies on Aging
1121 Business Loop 70 E., Suite 2A, Columbia.....443-5823
Rolla 364-8238

- D. The Salvation Army
900 Jefferson Street, Jefferson City 635-1975

- E. Missouri Voluntary Organizations Active in Disasters (MOVOAD)
SEMA Statewide Volunteer Coordinator, Jefferson City..... 526-9132
Interim chair 471-414-5154
919-219-1307

- E. Churches/Ministerial Alliances
 - 1.
 - 2.
 - 3.

- F. Civic Organizations
 - 1.
 - 2.
 - 3.

Appendix 3 to Annex L

RECEPTION AND CARE FACILITIES

The following facilities are suitable as potential lodging and mass feeding sites if reception and care operations are implemented in the City of Rolla due to a natural disaster situation (flooding, tornado, etc.). Special shelter facility requirements will include:

1. Shelter agreements must be negotiated with shelter owners for use of the facility. The Phelps-Pulaski County Red Cross (ARC) can assist local governments with shelter and feeding activities. The local ARC office in Rolla maintains a list of suitable public shelters, as well as, letter of agreement with the shelter owners (see Appendix 2 to this Annex for the ARC contactpoint).
2. Identify facilities that are handicapped accessible (denoted below by an asterisk "*").
3. Pets will not be allowed in the shelter facility (only service animals). See Annex M, Appendix 2 for a list of veterinary clinics to use for sheltering animals.

<u>Facility/Address</u>	<u>Seats</u>	<u>Burners</u>
Rolla Towers 1440 Forum Drive	450	99
Thomas Jefferson Hall 200 W. 18th St.	175	30
Phelps Health 613 W. 10th St.	100	20
Mark Twain Elem. School 681 Salem Ave.	100	10
Presbyterian Church 919 E. 10th St.	100	8
Harry S. Truman School 100110th St.	100	12
Sirloin Stockade 1401 Martin Springs Dr.	192	20

SHELTER REGISTRATION FORM

Total with family:

FAMILY NAME _____

HOME ADDRESS _____

TELEPHONE NO. _____

FIRST NAMES	AGE	SEX	OCCUPATION	OTHER SKILLS	DISABILITIES
1. Head of family or single person					
2. Others					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

SHELTER ASSIGNMENT: _

SHELTER ADDRESS: _

Emergency Support Function (ESF) #7 Logistics

Primary Agency/ESF Coordinator

City of Rolla Emergency Management Agency

Support Agencies:

City of Rolla Purchasing/Finance Department
City of Rolla Attorney
Phelps County Sheriff's Office
City of Rolla Police Department

I. PURPOSE

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

II. SCOPE

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

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

B. Planning Assumptions

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

IV. CONCEPT OF OPERATIONS

A. General

1. Each City department has the responsibility for managing its resources under their control. During large scale emergencies and disasters, ESF#7 may activate, and allow for a centralized approach in obtaining, tracking, storing, and deploying resources. This function will be administered from the EOC.
2. ESF #7 will identify sites and facilities that will be used to receive, process, and coordinate movement of resources, equipment, supplies, and other properties that will be sent to the disaster area. The necessary equipment, staff to track, package, load, and transport, communications, and security support to these facilities and sites will be provided by the County, City, State, Federal governments, volunteer organizations, and/or private security as required. This process must be closely coordinated with State and Federal emergency management officials, other local governments in the region, and the media.
3. The City of Rolla Emergency Management Agency will be responsible for securing and providing the necessary resource material and expertise in their respective areas, through public as well as private means, to efficiently and effectively perform duties in the event of an emergency. Resource lists will be developed and maintained that detail the kind, type, location, contact

arrangements, and acquisition procedures of the resources identified. Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance.

4. WebEOC is the online software tool for information sharing and resource request tracking during emergencies, disasters, significant events, and daily operations. The Phelps County Emergency Management Director will use the boards in WebEOC to report information to SEMA and request resources.
5. ESF#7 will assist departments in the procurement of the necessary resources, to include the contracting of specialized services and the hiring of additional personnel, to effectively respond to and recover, and maintenance of all expenditures relating to the emergency/disaster. This function will make arrangements to purchase needed resources if it is determined the County/City does not have the resources to supply a requirement in the field. The payment of debts and other encumbrances generated as a result of the emergency is handled by this group as well.
6. Potential sites for local and regional Points of Distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts. Priorities will be set regarding the allocation and use of available resources.

B. Actions by Operational Timeframe

1. Preparedness

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

2. Response

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

3. Recovery

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

4. Mitigation

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

V. **ROLES AND RESPONSIBILITIES**

A. **Primary Agency/ESF #7 Coordinator**

City of Rolla Emergency Management Agency

1. Locate, procure, and issue resources to other agencies to support the emergency response or to promote public safety.
2. Utilize the Resource Request form in Web EOC to request resources through SEMA.
3. Work with ESF #5 to pre-identify Points of Distribution sites and develop capabilities and procedures to open, staff, and demobilize, as needed.
4. Identify Staging areas and assign qualified personnel as Staging Area managers, as needed.
5. Coordinate with ESF #5 on maintaining an inventory of County/City-owned and private essential resources.
6. When normal purchasing and contracting rules are suspended, the County/City Purchasing Authority must advise all employees of rules that are in effect for emergency purchasing and contracting.
7. Coordinate and determine the availability and provision of consumable supplies.
8. Develop procedures and SOPs for the purchasing commodities and services, leasing of buildings, and warehouses.
9. Develop procedures for the temporary loan and return of private, county, city, and state equipment.
10. Develop methods and procedures for responding to and complying with request for supplies.
11. Develop procedures for reimbursing private vendors for services rendered.
12. Develop list of private vendors and suppliers and their available resources.
13. Consider establishing pre-planned contracts as necessary to ensure prompt support from vendors during emergencies.
14. Train personnel on purchasing procedures for acquiring supplies, resources, and equipment.

B. **Support Agencies**

1. General Responsibilities - All City Departments
 - a. All departments will maintain a current resource directory.
 - b. Develop and maintain mutual aid agreements with local jurisdictions, private,

and non-profit organizations for resource support.

- c. All departments will coordinate additional resource needs with the ESF #7 Coordinator.

2. City Purchasing/Finance Department

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

3. Police Department

Provide security for Points of Distribution and Staging Areas.

4. City Attorney

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

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #7 Logistics:

1. Director, City of Rolla Emergency Management Agency

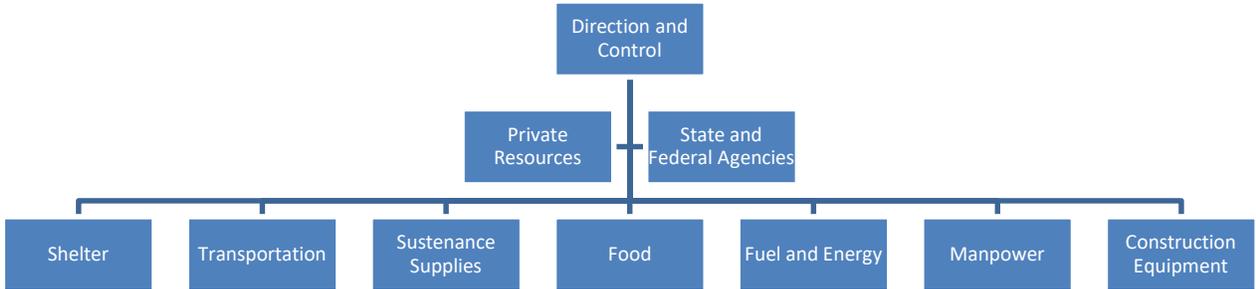
Suggested Appendices

Appendix 1- City of Rolla Logistics Plan

Appendix 2- City of Rolla Resources

Appendix 3 to Annex G

RESOURCE AND SUPPLY 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

Resource lists will be added to the Rolla LEOP as they become available. Resource lists not included in this LEOP will be kept on file with the Resource and Supply Coordinator.

A. Food

1. American Red Cross
2. Salvation Army
3. Churches
4. Grocery Stores

B. Fuel & Energy

1. Propane Companies
2. Power and Light companies
3. Heating Oil Suppliers

C. Transportation

1. School Districts
2. Churches
3. City owned vehicles
4. County owned vehicles
5. Private Mass Transit

D. Construction Equipment & Supplies

1. Construction Companies
2. Lumber Companies
3. Hardware Stores
4. Excavation Companies
5. Backhoe Services
6. Concrete Companies

E. Manpower

1. Department of Social Services
2. Church groups/civic organizations
3. Industry/business
4. School System (employees, Voe-Tech students, etc.)
5. Volunteer organizations

F. Manpower, Sustenance Supplies, Shelter, Etc.

A resource inventory of the personnel, equipment, and services available for emergency operations in Rolla are also identified under the following functional annexes:

1. Communications and Warning Capabilities - Appendix 2, Annex B
2. News Media Contacts - Appendix 4, Annex C
3. Law Enforcement Resources - Appendix 2, Annex E
4. Fire Department Resources - Appendix 2, Annex F
5. Public Works Resources -Appendix 2, Annex I
6. Reception and Care Facilities - Appendix 3, Annex L
7. Reception and Care Resources - Appendix 2, Annex L
8. Health and Medical Services - Appendix 2, Annex M

**RESOURCES & SUPPLY PROCUREMENT GUIDELINES
FOR EMERGENCY SITUATIONS, CITY OF ROLLA**

A. DRAFT VERSION

December 9, 2019

Emergency Procurement Procedures

Notwithstanding any other provision of the City's purchasing policies and procedures, the Emergency Management Director may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to public health, welfare or safety and an emergency condition has been declared by appropriate authority and accepted by the City Council; provided that such procurements shall be made in compliance with pertinent statutes governing City contracts and purchases. The City Council will approve the Emergency Management Director's request or requests and notify the City Finance Director in a timely manner and the City Finance Director, in cases of emergency, will perform the necessary reviews on a timely basis commensurate with the needs of the emergency situation including but not limited to direction and authorization from the Circuit Court. The Emergency Management Director will provide the Council and the Finance Director, as soon as is practical, a written determination of the basis of the emergency procurements and the basis for selecting that particular contractor which shall be included in the contract file. As soon as practical, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a list of the item(s) procured under the contract, and the identification number of the contract file.

NOTE TO THE PROCUREMENT POLICY: It is assumed and anticipated that the City's procurement and payment system, when fully implemented, will allow the Emergency Management Director, the Council, the Finance Director, and the Circuit Court to perform their functions electronically and virtually instantaneously.

Emergency Support Function (ESF) #8 Public Health and Medical Services

Primary Agency/ESF Coordinator

Phelps County Health Department

Support Agencies:

City of Rolla Emergency Management Agency
City of Rolla Police Department
City of Rolla Fire Department/District
Phelps Health
Phelps County Coroner/Medical Examiner
Ministerial Alliance
American Red Cross
The Salvation Army
Other Volunteer and Community Organizations

I. **PURPOSE**

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

II. **SCOPE**

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

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

III. **SITUATION AND PLANNING ASSUMPTIONS**

A. **Situation**

1. The Phelps County Health Department serves the public health needs of the residents of the county.
2. The City of Rolla has Phelps Health Hospital located within its boundaries. This hospital has developed an emergency plan in accordance with State and Federal regulations and exercised regularly. Phelps Health maintains a lighted helicopter landing pad, which is used by the air ambulance services.

3. Emergency Medical Service is provided by the Phelps Health Ambulance Service. The ambulance service maintains mutual aid agreements with all surrounding ambulance services.
4. The Phelps County Coroner/Medical Examiner manages mass fatality incidents.

B. Planning Assumptions

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

IV. CONCEPT OF OPERATIONS

A. General

1. This ESF applies to all government, private sector, and volunteer agencies with assigned emergency responsibilities as described in Part V of this ESF. An important objective of this document is to facilitate coordination and effective working relationships between these agencies and organizations.
2. The Phelps County Health Department has developed a Public Health Emergency Response plan detailing the Health Department's response to public health and medical emergencies.
3. The Public Health Emergency Response Plan describes local response to biological incidents (such as mass prophylaxis dispensing operations) as well as the requesting and use of the Strategic National Stockpile (SNS). The actions described in ESF #8 are designed to integrate with and support the actions described in the Phelps County Public Health Emergency Response Plan.

4. Additionally, other agencies involved in public health and medical services activities (e.g., Emergency Medical Services, County Coroner/Medical Examiner, Hospitals) have existing emergency plans and procedures. ESF #8 is not designed to take the place of these plans, rather it is designed to complement and support existing plans and procedures.
5. State and Federal public health and medical resources will be requested by the EOC through the procedures described in ESF #5.

B. Actions by Operational Timeframe

1. Preparedness

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

2. Response

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

3. Recovery

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

4. Mitigation

Perform ongoing disease surveillance and tracking activities.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF #8 Coordinator

Phelps County Health Department

1. Provide a representative to the EOC to coordinate ESF #8 activities.
2. Work with the other members of the EOC team to set priorities and assign resources.
3. Coordinate with the field to assess resource requirements.
4. Request outside assistance and activate mutual aid agreements.
5. Issue health and medical advisories to the public on such matters as emergency water supplies, waste disposal, vectors, immunizations, disinfecting, and other public health issues dictated by the event.
6. Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.
7. Maintain a patient/casualty tracking system.
8. Establish preventive health services including the control of communicable diseases.
9. Organize the distribution of appropriate vaccines, drugs, and antidotes.
10. Conduct inspections of food, water, and medication supplies.
11. Ensure appropriate health and medical services situational information is available to the EOC.
12. Investigate sanitation conditions and coordinate immunization programs.
13. In the event the potable water supply is contaminated, coordinate with water supply vendors and assist with the development of a distribution system.
14. Work with neighboring community health and medical organizations, as well as with State and Federal officials, to augment local health and medical resources.
15. Ensure the protection of emergency response staff by taking actions to obtain necessary protective respiratory devices and clothing, detection and decontamination equipment, and antidotes for personnel assigned to perform tasks during response operations.
16. Screen and coordinate with incoming groups such as Disaster Medical Assistance Teams (DMAT) and medical volunteers and ensure positive identification and proof of licensure is made for all medical volunteers.
17. Work closely with EMS agencies, hospitals, behavioral health providers and if necessary, the County Coroner/Medical Examiner to accomplish all related public health and medical activities.

B. Support Agencies

1. Emergency Medical Services
 - a. Respond to the disaster scene with emergency medical personnel and equipment.
 - b. Upon arrival at the scene, assume an appropriate role in the Incident Command System (ICS).
 - c. If necessary, establish a medical command post at the disaster site(s) to

- coordinate health and medical response team efforts.
- d. Provide triage, medical care, and transport for the injured.
- e. As requested, deploy personnel to the EOC to assist the Public Health and Medical Services Coordinator.
- f. Establish and maintain field communications and coordination with other responding emergency teams (police, public works, etc.) and radio or telephone communications with hospitals.
- g. Assist with the evacuation of patients from affected hospitals.
- h. Assist with the evacuation of nursing patients who require emergent care.

2. Phelps County Coroner/Medical Examiner

- a. Manage the disposition and tracking of the deceased.
- b. Work closely with the City of Rolla EOC to identify and use all available resources to support mortuary operations.
- c. Provide situational information and resource needs to the City of Rolla EOC.
- d. Assist with identification, transportation, and disposition of the deceased.

3. City of Rolla Police Department

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

4. City of Rolla Fire & Rescue Department

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

5. City of Rolla Emergency Management Agency

Support ESF #8 activities as required by the event.

6. Hospitals

- a. Implement hospital disaster plans and procedures.
- b. Advise the ESF #8 Public Health and Medical Services Coordinator in the EOC of conditions at the hospital and number and type of available beds.
- c. Establish and maintain field and inter-hospital medical

communication.

- d. Report patient/casualty tracking information to the primary agency/ESF # 8 Coordinator as requested.

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

7. Ministerial Alliance

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

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

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

VI. CONTINUITY OF GOVERNMENT

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

1. Director, Phelps County Health Department
2. Public Health Emergency Preparedness
3. Coordinator, Phelps County Health Department
4. Deputy Director, Phelps County Health Department

Suggested Appendices

Appendix 2 - County/Regional Mass Fatality Plan

Emergency Support Function (ESF) #9 Search and Rescue

Primary Agency/ESF Coordinator

City of Rolla Fire Department

Support Agencies:

City of Rolla Public Works Services
Phelps Health
City of Rolla Police Department
Private Sector

I. PURPOSE

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

II. SCOPE

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. Search and rescue for the City of Rolla will be provided by the fire services with support from local and state law enforcement agencies, and other agencies/organizations.
2. Phelps County is served by the following fire departments/districts. They are all dispatched through the Rolla Central Communications Center.
 - a. City of Rolla Fire & Rescue
 - b. St. James Fire Protection District
 - c. Doolittle Fire Protection District
 - d. Rolla Rural Fire Protection District
 - e. Vichy Fire Protection District

f. Edgar Springs Fire Protection District

2. These fire services maintain mutual aid agreements between one another, as well as with surrounding services outside the County. They concur with the Statewide Fire Mutual Aid System.

B. Planning Assumptions

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

IV. CONCEPT OF OPERATIONS

A. General

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

are maintained by the Department of Homeland Security, Federal Emergency Management Agency (FEMA). USAR teams may be deployed to assist local jurisdictions with complex search and rescue operations. Missouri has one of these task forces - Missouri Task Force 1 (MO-TF1) based in Columbia, Missouri.

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

B. Actions by Operational Timeframe

1. Preparedness

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

2. Response

- a. Respond as required on a priority basis.
- b. Activate mutual aid if needed.
- c. Coordinate activities with other responding agencies.

- d. Coordinate outside search and rescue resources.
- e. Alert or activate off-duty and auxiliary personnel as required by the emergency.
- f. Conduct other specific response actions as dictated by the situation.

3. Recovery

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

4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF #9 Coordinator City of Rolla Fire Department

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

B. Support Agencies

1. County/City Public Works Department

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

2. Emergency Medical Services

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

3. City of Rolla Police Department

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

4. Private Sector

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

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #9 Search and Rescue:

1. Fire Chief, City of Rolla Fire Department

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

Primary Agency/ESF Coordinator

City of Rolla Fire & Rescue Department

Support Agencies:

City of Rolla Emergency Management Agency
Phelps County Health Department
City of Rolla Public Works Department
Phelps County Sheriff's Office
City of Rolla Police Department

I. PURPOSE

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

II. SCOPE

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. **Situation**

1. Hazardous materials and hazardous wastes are a concern for the City of Rolla because a sudden accidental or intentional release of such materials can be dangerous to human health and safety, damage property, and affect the quality of the environment. Occurrences of such releases can include: highways, rail lines, pipelines, navigable waterways, business/industry fixed facilities, and agricultural operations.

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

B. Planning Assumptions

1. All responding agencies will be trained in accordance with OSHA regulations which describe minimum levels of emergency responder skills, knowledge, and functional levels to meet health and safety requirements for response to a hazardous materials incident. Training is available through a variety of sources.
2. Facilities subject to EPCRA will submit chemical inventory lists and emergency plans in a timely manner to the local fire departments/districts, MRPC, and MERC.
3. Emergency response personnel maintain ongoing communication with the facilities subject to EPCRA in their communities using, manufacturing, and storing hazardous materials. Emergency response personnel and the facilities will work to ensure continuing coordination during and after the incident.
4. When needed, evidence collection will be handled by appropriate law enforcement officials, such as the FBI in a CBRNE incident.
5. In major incidents, state and federal resources will be available to assist jurisdictions in augmenting local and regional capabilities, but their availability may not be immediate.

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

IV. CONCEPT OF OPERATIONS

A. General

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

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

B. Actions by Operational Timeframe

1. Preparedness

- a. Continually evaluate the capabilities required to accomplish the ESF #10 mission, identify any gaps, and leverage resources to address them.

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

2. Response

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

- concerned, so that they may take preventative actions.
- n. If the release impacts water or sewer systems, ensure the public is warned and provided appropriate instructions.
 - o. Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations.
 - p. If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies.
 - q. If additional response resources are required request them: mutual aid, hazmat contractor.
 - r. Continuously document actions taken, resources committed, and expenses incurred.
 - s. Provide updated information on the incident to the public through media releases.

3. Recovery

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

4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator City of Rolla Fire & Rescue Department

- 1. Develop and maintain the Hazardous Materials Emergency Response Plan.
- 2. Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property.
- 3. Conduct training for personnel in hazardous materials response and mitigation.

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

B. Support Agencies

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

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

4. City of Rolla Police Department

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

VI. CONTINUITY OF GOVERNMENT

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

1. Fire Chief, City of Rolla Fire & Rescue Department

Suggested Appendices

Appendix 1 - County LEPC Hazardous Material Plan

Appendix 2 - City of Rolla Evacuation Plan

SUPPORT AGENCIES FOR HAZARDOUS MATERIALS INCIDENTS

<u>STATE ASSISTANCE</u>	<u>PHONE NUMBER</u>
Governor's Office	573-751-3222
Missouri National Guard.....	573-638-9500
Missouri Emergency Response Commission.....	573-526-9100/800-634-6946
Division of Environmental Quality (DNR).....	800-361-4827/573-751-0763
State Department of Health.....	573-751-5152
Clean Water Commission	800-361-4827/ 573-751-3443
Air Conservation Commission.....	800-361-4827/573-751-3443/816-233-1321
Hazardous Waste Management Commission	573-796-4779
State Emergency Management Agency (SEMA)	(24-hr.) 573-751-2748
Phelps County EMD.....	573-426-3841
City of Rolla EMD.....	573-364-3989

FEDERAL ASSISTANCE

Federal Emergency Management	202-646-2500/(24-hr.) 202-646-2400
Agency for Toxic Substances and Disease Registry.....	(24-hr.) 404-452-4100
National Response Center.....	(24-hr.) 800-424-8802
Bomb Disposal and Explosive Ordnance Team	
U.S. Army, Fort Leonard Wood	(24-hr.) 573-368-3814
Nuclear Regulatory Commission	(24-hr.) 301-951-0550
U.S. Department of Energy.....	301-353-5555
Radiological Assistance	(24-hr.) 202-586-8100
U.S. Department of the Treasury	
Bureau of Alcohol, Tobacco, and Firearms	816-426-7188
U.S. Environmental Protection Agency (EPA).....	913-236-3778
U.S. Department of Transportation.....	202-426-1830
Federal Aviation Administration (FAA) St. Louis	314-425-7131
National Weather Service (St. Louis).....	800-392-8788

OTHER EMERGENCY ASSISTANCE

CHEMTREC.....	(24-hr.) 800-424-9300
CHEMNET	(24-hr.) 800-424-9300
CHLOREP	(24-hr.) 800-424-9300
NACA	(24-hr.) 800-424-9300
Association of American Railroads Bureau of Explosives.....	(24-hr.) 202-639-2222
Kansas University Medical Center - Poison Control.....	800-332-6633

EMERGENCY RESPONSE CONTRACTORS

Environmental Specialists, Inc. 816-523-5081
3001 East 83rd Street
Kansas City, MO 64132
24 Hour Emergency Number 816-932-1277

Emergency Support Function (ESF) #11 Agriculture and Natural Resources

Primary Agency/ESF Coordinator

City of Rolla Emergency Management Agency

Support Agencies:

City of Rolla Fire and Rescue
Phelps County Health Department
City of Rolla Public Works Department
Phelps County Sheriff's Office
City of Rolla Police Department
City of Rolla Parks and Recreation Department

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation:

1. There are approximately 4.5 million head of cattle, 3.75 million head of swine, 17 million turkeys, 292 million broiler chickens, a very large egg and brooder business and numerous other domestic and wild animals within Missouri. Missouri also raises approximately 560.8 million bushels of corn, 22.9 million bushels of wheat, 290.5 million bushels of soybeans, 15.5 million CWT of rice and several other grains key to the economic strength of the state. The City of Rolla has 2,600 acres of undeveloped land with an additional 430 acres of parkland. Through established local ordinances the large animal population of the City of Rolla would be minimal to none. Small animals such as rabbits, chickens, ducks and geese would be limited to a small number and the potential impact of the spread of disease through animals with the City of Rolla would be minimal. As with most cities throughout Missouri, there would be a considerable number of dogs and cats. The City of Rolla does not produce any agricultural products beyond the possibility of hay. In recent years, several serious FAD/AD incidents or outbreaks have occurred outside of the United States. The importation of animals and animal products from foreign countries, the ease of travel throughout the world, the ongoing threat of agro-terrorism, indicates our vulnerability to an FAD/AD. The introduction of an FAD/AD would present the

county, state and nation with a time sensitive, critical situation that affects not only animal health but also a potentially debilitating economic situation. Protecting the agriculture and food distribution industry in Missouri requires cooperation, participation and partnership.

2. Any large disaster or emergency may cause substantial suffering to the human and animal populations. With the advent of larger animal production facilities, an ever-increasing pet population and the increased vulnerability to intentional introduction of animal diseases, a coordinated local animal response plan is imperative.
3. The Missouri Department of Agriculture (MDA) is tasked with dealing with infectious animal and plant disease and has the authority to work with local officials and responders to make all necessary rules for suppression and prevention of infectious and contagious diseases among animals and mitigating the spread of plant disease in the state, per RSMO 267. Depending on the size and nature of the event, the SEOC may be activated to coordinate other state agency and county resources needed to respond, contain and eradicate the disease. Annex W of the SEOP addresses interagency cooperation and responsibilities at the state level in the event local resources are overwhelmed. This guidance is intended to aid in the structure of county level involvement in infectious animal disease response.
4. Not all animal disease introductions require emergency response functions. Many disease introductions are routinely handled by private practice veterinarians and/or State Animal Health Officials (SAHO). Response measures are greatly influenced by the infectivity of the disease, its characteristics of transmission and the actions necessary to contain it. Response functions may be initiated in the event of an introduction of a highly infectious animal disease, foreign animal disease, emerging animal disease, or any other animal disease that meets one or more of the following criteria:

a. It is included in the MDA List of Reportable Communicable Diseases:

- Foot and mouth disease
- Swine vesicular disease
- Peste des petits ruminants
- Lumpy skin disease
- Bluetongue
- African horse sickness
- Classical swine fever
- Newcastle disease
- Vesicular stomatitis
- Rinderpest
- Contagious bovine pleuropneumonia
- Rift Valley fever
- Sheep pox and goat pox
- African swine fever
- Highly pathogenic avian influenza

Full list of MDA Reportable Communicable Diseases at:

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

- b. It falls outside of the domain of the state's routine prevention and response activities and capabilities;
- c. It is highly contagious, and therefore creates a significant risk of rapid transmission across a large geographical area, including non-contiguous area;
- d. It creates the potential to cause widespread personal hardship within the agricultural community and/or is detrimental to the state or national economy.
- e. It is a poultry-related disease and therefore is addressed at the state level by a separate plan. The plan is titled "Emergency Poultry Disease (EPD) Management and Initial State Response and Containment Plan". This plan was last updated December 2020 and updated every 3 years.

B. Assumptions:

City of Rolla EOP

ESF 11-2

February 2024

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

III. CONCEPT OF OPERATIONS

A. MITIGATION/PREVENTION

1. Any zoological or wildlife parks, marine animal aquariums, laboratory animal research facilities, animal shelters, university veterinary medical and animal science centers, livestock markets and large livestock operations, will be encouraged to develop emergency procedures and evacuation plans for the animals in their care and custody. Any written plans should be provided to the County Emergency Manager for comment and review.
2. All information disseminated will be from the Public Information Office of MDA, Missouri State Emergency Management Agency (SEMA) or the United States Department of Agriculture (USDA). No local press releases should be made due to the extreme sensitivity of this information.
3. All county EMD's should develop and coordinate plans to house and care for animals and poultry in transit through their county for the duration of a stop movement order.

B. PREPAREDNESS

1. MDA will establish an organizational structure, chain of command and outline of duties and responsibilities, required for any FAD/AD response.
2. Veterinary services and animal emergency care considerations are incorporated into the county EOP's as related to agriculture livestock issues.
3. First responders and officials that would likely be involved in the response to a FAD/AD response are trained in the Incident Command System (ICS)/NIMS.
4. Local veterinarians, state and federal emergency personnel are identified in the EOP and contact information is maintained.
5. FAD/AD scenarios are included in the jurisdictions multi-year exercise cycle.
6. Agro-terrorism is included in the jurisdictions hazard analysis.

C. RESPONSE

1. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health emergency management. Local jurisdictions must take initial steps to contain the incident and notify SEMA, MDA and/or the AVIC of any suspected FAD/AD or act of agro-terrorism that may pose a substantial threat to the State of Missouri. MDA has available and will supply reportable symptoms cards to county EMD's on request.
2. Request state and federal assistance through SEMA, if local resources are overwhelmed as with any other emergency.

D. RECOVERY

1. The SAHO will lift quarantines and stop movement orders that were put in place during the FAD/AD outbreak when appropriate epidemiologic data is present.
2. MDA will augment veterinary medical services to expedite rapid recovery by contacting the

IV. ROLES AND RESPONSIBILITIES

- A. The state, and each county within Missouri, has a comprehensive EOP, which provides the framework for the jurisdiction's operational response to natural and man-made disasters. This would include any response to a suspected FAD/AD outbreak. SAHO and USDA, in close coordination with the SEMA and the County Emergency Manager (EMD) will direct an emergency response to FAD/AD in Missouri. The EMD will coordinate with support agencies to meet emergency responsibilities. The EMD (with the approval of the County Commission) may designate a willing individual to serve as a County Animal Emergency Coordinator (CAEC). This should be a licensed veterinary medicine practitioner or other animal health professional.
- B. County and local governments will utilize their available resources in any emergency response effort. Additional State assistance may be requested through SEMA. Emergency management response strategies will be based on the location(s) of the animal population where the disease or disaster is located.
- C. When an initial suspected case of an FAD/AD is observed, it shall be immediately reported to the MDA and/or the AVIC. This will trigger an FAD/AD investigation by a Foreign Animal Disease Diagnostician (FADD). The FADD will determine the need for a quarantine order based upon the suspected case. Based on sample analysis, the National Veterinary Services Laboratory (NVSL) or Federal Animal Disease Diagnostic Laboratory (FADDL) will notify the State Veterinarian and AVIC of the diagnosis. If necessary, the SAHO will request state EOC activation through proper channels.
- D. Responsibilities
 1. The City of Rolla Emergency Manager (in coordination with the CAEC, if appointed) will:
 - a. Periodically review and update this plan.
 - b. Determine which county and local agencies/departments/organizations have responsibilities in an animal emergency for support functions of MDA/USDA
 - c. Maintain current listing of emergency contacts and resources necessary for an FAD/AD response or other animal emergencies (see Appendix 3). A complete list of emergency contacts and resources can be found in the Resource Annex.
 - b. Act as advisor to local veterinarians, regulatory veterinarians, humane organizations, farm service agency, and others on emergency preparedness issues for the county.
 - c. Produce and maintain maps with the locations of large livestock operations or other special animal facilities identified to include, volume, contact information and GIS coordinates.
 - d. Oversee the activities of the CAEC. (Duties of an animal coordinator may include; assisting veterinarians and agriculture officials in making appropriate and timely reports of possible FAD/AD cases; ensuring that the county's veterinarians and other animal health professionals receive communications from the SAHO in a timely manner; consulting with emergency response officials on animal issues during a disaster or emergency operation).
 - e. Coordinate with the State agricultural and state environmental officials to determine the best methods for disposal of dead animals.

- f. Develop a network of organizations and individuals who would have responsibilities in an FAD/AD and maintain their current contact information. (Examples would include; Animal Disaster Response Teams [MDA], Local Accredited Veterinarians, Missouri Veterinary Medical Association, Local Health Department, Police/Sheriff's Department, Fire Department, Cooperative Extension Service and USDA County Emergency Board).

2. District Veterinarians and Animal Disaster Response Teams will:

- a. Missouri Department of Agriculture has district veterinarians (See Appendix 2, Page 2). District Veterinarians are responsible for administering state and cooperative state-federal animal health programs, acting as a designated official of the state veterinarian when conducting investigation or initiating quarantine or providing veterinary resources to the local level and assist and guide euthanasia operations.
- b. Technical assistance resource - Due to the complexity of infectious animal diseases, response functions will vary greatly depending on the disease in question. Veterinary support will be vital in response functions and needs to be integrated into the incident command system. The situation will dictate where the State District Veterinarian will be most valuable, in some instances; it may be on scene and others it may be in the EOC. The SAHO will determine this.
- c. State Veterinarian liaison and coordination - The State District Veterinarian plays an important role in an incident; they represent a direct conduit to the State Veterinarians office and act as a designee. They should be looked to as a resource to provide information and vital feedback to the EOC.

3. Law Enforcement will:

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

4. Public Works/Municipal and County Engineers:

- a. Coordinate perimeter development - Assist with perimeter establishments through coordination of signage and barricades.
 - b. Animal carcass disposal assistance -Provide a list of equipment that could be used for carcass disposal.
 - c. Provide technical assistance as needed
5. Fire:
- a. Coordination of decontamination stations: decontamination of vehicles, property and personnel.
 - In an infectious animal disease disaster, assistance from fire may be requested to help with decontamination station coordination and vehicle, property, and personal decontamination.
 - The State Veterinarian's office will directly, or through the State Emergency Operations Center, provides decontamination protocols appropriate for the confirmed or suspected disease.
 - Aiding in possible rescue situations - In the event of a rescue situation, teams will be expected to fulfill their normal roles with decontamination occurring after their emergency role is completed.
6. Local Department of Transportation and Department of Natural Resources Personnel:
- a. Coordinate resources and serve as liaisons to the SEOC and coordinate local resources available to respond to an incident.
 - b. Perimeter rerouting & logistic support.
 - c. Support disposal site selection and disposal resources.
7. Health Department/s and Human Services:
- Depending on the disease characteristics, if the disease causes illness in humans, public health will be involved in impact assessments on local citizens and suggestions of protective actions.
- a. Coordinate and provide mental health services for livestock producers, their families, response staff and those affected by the outbreak. Public health officials should have a plan in place to coordinate providing mental health services to producers, families, and others affected by the disease outbreak.
 - b. Assist with community outreach and education - Public health officials should have a system in place, or be incorporated into existing Emergency Public Information plans, for dissemination of information to the community regarding the human health risks associated with the particular disease. Only the Missouri Department of Health and Senior Services (DHSS) will release statements regarding human health.
 - c. DHSS liaison and coordination
8. Chief Elected Official:
- a. Declare a state of emergency and activate the EOC, if warranted.

- b. Appoint or activate the PIO. The PIO will refer all inquiries to the MDA PIO for response to Animal Disease issues and to DHSS for human public health issues.

V. ADMINISTRATION AND LOGISTICS

A. ADMINISTRATION

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

B. LOGISTICS

If supplies, materials and equipment are required, records will be maintained (Reference: Logistics Annex).

C. PUBLIC INFORMATION

The PIO will follow procedures established in ESF- 5 of the City of Rolla EOP to:

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

VI. DIRECTION & CONTROL/CONTINUITY OF GOVERNMENT

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

APPENDICES

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

APPENDIX 1

**ANIMAL
EMERGENCY RESPONSE CHECKLIST**

Position/Organization

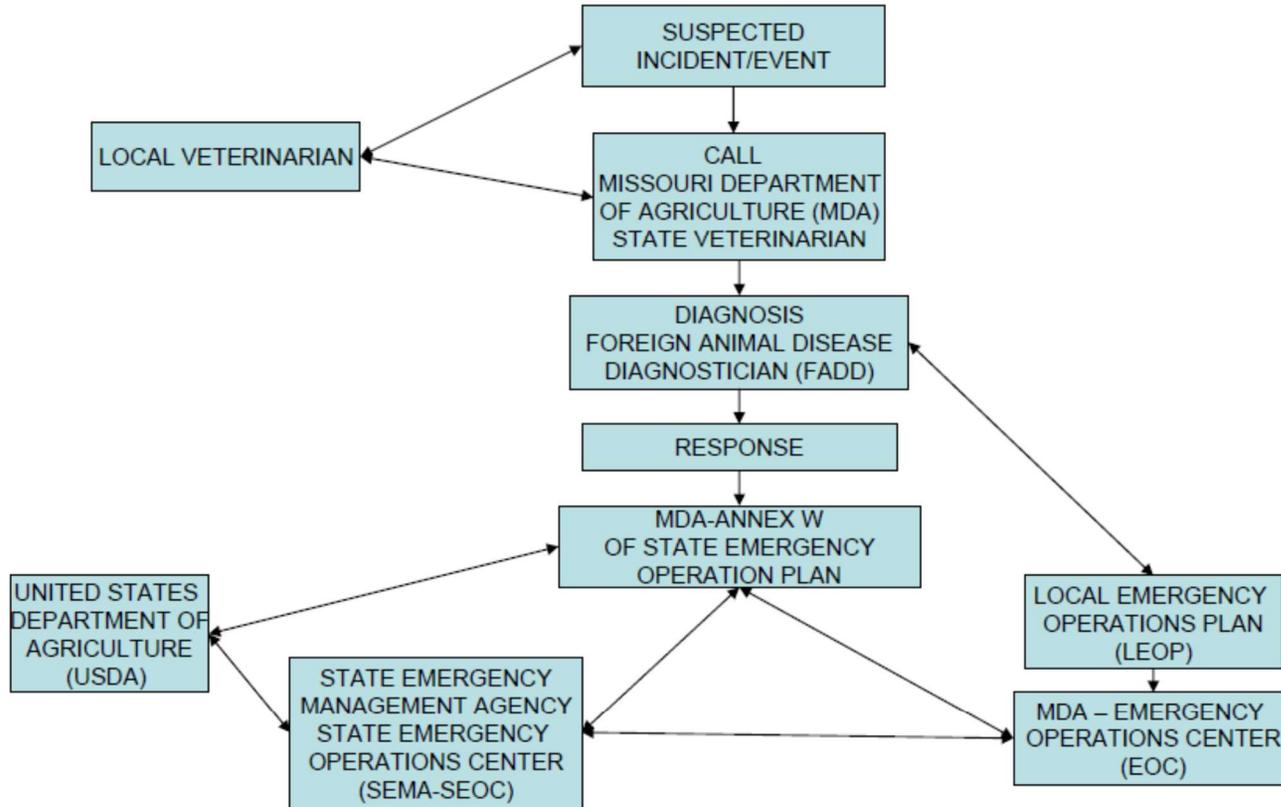
PREPAREDNESS PHASE

City of Rolla Emergency Management Director

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

ANIMAL AGRICULTURE EVENT RESPONSE PROTOCOL

This diagram depicts the expected flow of information should an animal emergency response be required. The involvement of other agencies would increase as needed.



**ANIMAL
EMERGENCY RESPONSE CHECKLIST**

Position/Organization

RESPONSE PHASE

City of Rolla Emergency Manager

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

City of Rolla Health Department

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

City of Rolla Public Works Department

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

Phelps County Sheriff's Office

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

City of Rolla Fire and Rescue

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

**ANIMAL
EMERGENCY RESPONSE CHECKLIST**

Position/Organization

RECOVERY PHASE

City of Rolla Emergency Manager

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

APPENDIX 2

MISSOURI FAD/AD PROCEDURES

The Missouri Department of Agriculture and district veterinarians have developed and will maintain the following SOGs to deal with specific area FAD/AD situations based on the local area hazard analysis and risk assessment. The MDA SOGs can be found at this MDA website: <http://mda.mo.gov/animals/health/security/>. The five SOGs available are:

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

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

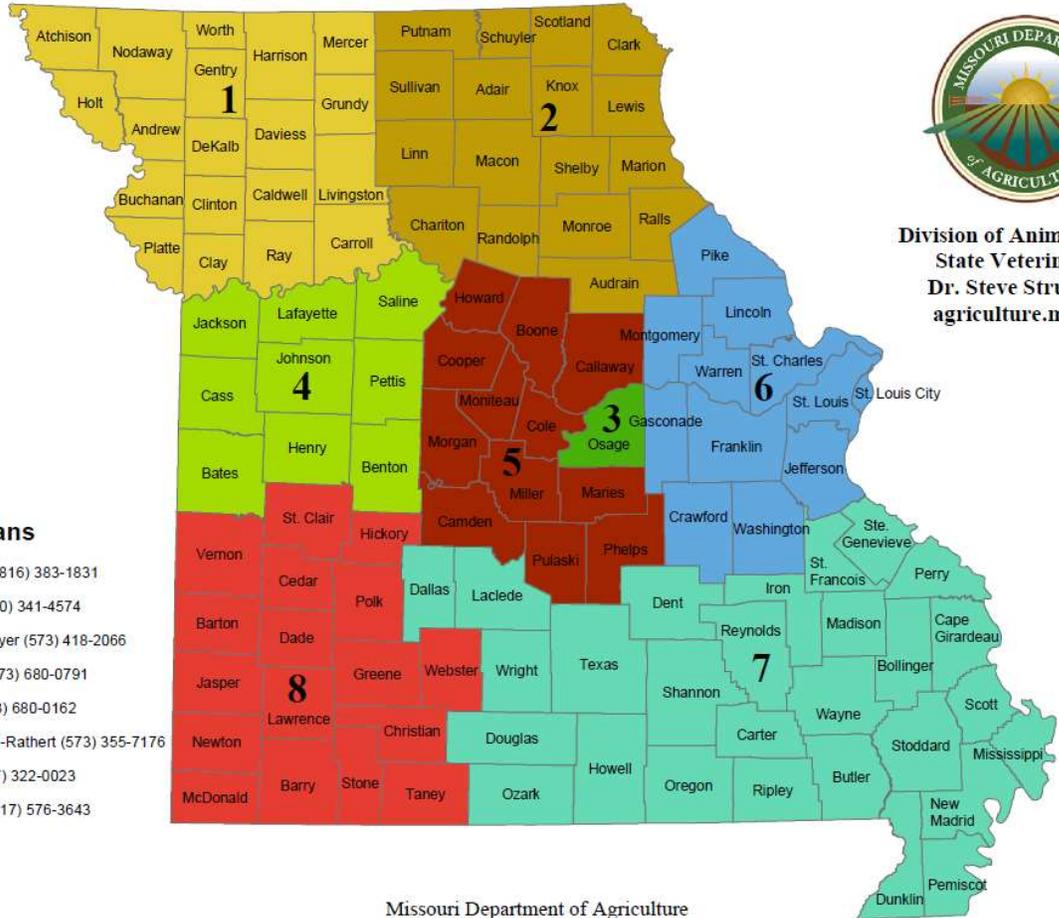
APPENDIX 3

EMERGENCY CONTACT LIST

Veterinarian Districts of Missouri



Division of Animal Health
 State Veterinarian
 Dr. Steve Strubberg
agriculture.mo.gov



District Veterinarians

- 1 Dr. John Lawrence (816) 383-1831
- 2 Dr. Tonya Collop (660) 341-4574
- 3 Dr. Sarah Reinkemeyer (573) 418-2066
- 4 Dr. Royce Wilson (573) 680-0791
- 5 Dr. Dane Henry (573) 680-0162
- 6 Dr. Charlotte Clifford-Rathert (573) 355-7176
- 7 Dr. Jeff Jenkins (417) 322-0023
- 8 Dr. Valerie Gaeke (417) 576-3643

Missouri Department of Agriculture

- Missouri Department of Agriculture:

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

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

1715 Southridge Drive
Jefferson City, MO 65109
(573) 658-9850 (Main Office)
(573) 636-3116 (AVIC)
(573) 415-7897 (USDA VS Emergency Coordinator)

- Local Veterinarians

Animal Health Center of Rolla
1854 MO-72, Rolla, MO 65401
[\(573\) 364-7100](tel:5733647100)

Rolla Animal Hospital
1011 Stoltz Dr, Rolla, MO 65401
[\(573\) 341-2221](tel:5733412221)

South Side Animal Clinic
715 W Lions Club Dr, Rolla, MO 65401
[\(573\) 426-3647](tel:5734263647)

Brown Veterinary Clinic
407 W 4th St, Rolla, MO 65401
[\(573\) 364-1919](tel:5733641919)

Rolla Animal Control
1915 Sharp Rd
573-364-6995

LOCAL VETERINARIANS

STATE EMERGENCY MANAGEMENT AGENCY

KANSAS CITY FBI OFFICE

MIDWEST RESPONSE, PO BOX 860534, SHAWNEE, KS - - 916-403-3090

LIVESTOCK MARKETS

LOCAL PRODUCERS/LARGE SCALE FACILITIES

HUMANE SOCIETY

MSHP

COUNTY SHERRIF

AREA HAZMAT TEAM

COUNTY PUBLIC HEALTH

ANIMAL CONTROL

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES

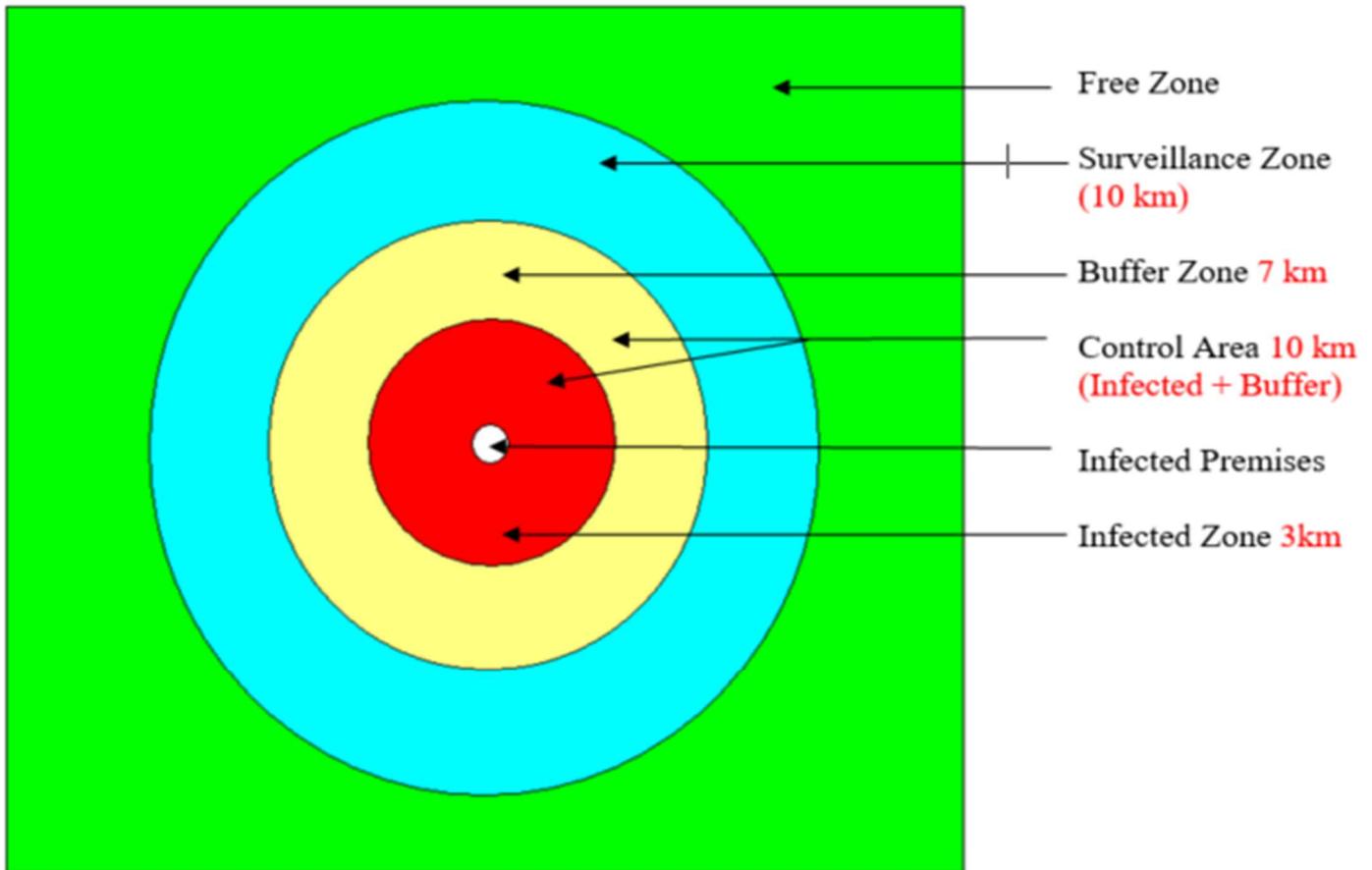
RED CROSS

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

APPENDIX 4

QUARANTINE PROTOCOLS

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



APPENDIX 5

REFERENCES/STATUTORY AUTHORITY

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

HOMELAND SECURITY PRESIDENTIAL DIRECTIVE/HSPD – 10
BIODEFENSE FOR THE 21st CENTURY

RSMO TITLE XVII, CHAPTER 261

RSMO, TITLE XVII, CHAPTER 267

RSMO, TITLE XVII, CHAPTER 269

RSMO, TITLE V, CHAPTER 44

MISSOURI STATE EMERGENCY OPERATIONS PLAN

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

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

References:

RSMO TITLE XVII

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

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

267.179 - Indemnification for cattle registering positive for tuberculosis.

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

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

267.475

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

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

267.645 - Authority to enter premises and examine livestock.

267.650

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

APPENDIX 6

RESPONSE EQUIPMENT LIST

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

Boot Brushes

Tyvex Coveralls

Tyvex Booties

Footbath pans

Footbath disinfection chemicals

Local jurisdictions may wish to add other equipment -- A list of the authorized equipment for Ag events in the FY 04 city/county grant instruction might be a good start. In addition, the MDA is acquiring and maintaining a portable response capability that would augment local jurisdiction resources.

Emergency Support Function (ESF) #12 Utilities

Primary Agency/ESF Coordinator

City of Rolla Public Works Department

Support Agencies:

City of Rolla Emergency Management Agency
Phelps County Health Department
RMU
MO S&T
Intercounty Electric
ShowMe Electric
Ameren

I. PURPOSE

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

II. SCOPE

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. **Situation**

The residents of the City of Rolla are serviced by the following utilities:

1. Electric Service: RMU/INTERCOUNTY ELECTRIC
2. Natural Gas: AMEREN
3. Water: RMU

4. Wastewater: City of Rolla Wastewater
5. Propane: MFA
Ferrellgas
Poe's Rural & City Gas Co. Inc
All Star Gas Inc-Rolla

B. Planning Assumptions

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

IV. CONCEPT OF OPERATIONS

A. General

1. The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.
2. ESF #12 provides the appropriate supplemental assistance and resources to enable restoration in a timely manner.
3. Collectively, the primary and support agencies that comprise ESF #12:
 - Serve as the focal point within the City of Rolla 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 City of Rolla energy demands.
 - Assist departments and agencies by locating fuel for transportation, communications, and emergency operations.
 - Provide guidance on the conservation and efficient use of energy to local governments and to the public.
4. The private sector will be relied upon to manage independently until it can no longer do so, or until the health, safety, and welfare of citizens are at risk. The industries will be expected to establish their own emergency plans and procedures and to implement them through their own proprietary systems.

B. Actions by Operational Timeframe

1. Preparedness

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

2. Response

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

3. Recovery

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

4. Mitigation

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

V. **ROLES AND RESPONSIBILITIES**

A. **Primary Agency/ESF Coordinator**

City of Rolla Public Works Department

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

B. **Support Agencies**

1. City of Rolla Emergency Management Agency

- a. Coordinate with ESF Coordinator on general guidance and recommendations regarding the utility response to emergency situations.
- b. Identify critical facilities to assist the utility provider in making decisions about the sequence or restoring electric service.
- c. Request assistance relating to petroleum shortages from the State EOC.

2. Phelps County Health Department

- a. Work with water utilities to ensure the provision of safe drinking water.
- b. Provide assistance and information to the public on actions to take to assure safety of potable water.
- c. Provide guidance and information to establishments to ensure the safe storage of potentially hazardous foods products that require refrigeration.

3. Utility Companies

- a. Provide an emergency point of contact and provide emergency information to the Emergency Management Director and EOC.
- b. Maintain utility restoration priorities for critical facilities.
- c. In coordination with the Emergency Management, update utility restoration priorities for critical facilities in the aftermath of an emergency situation if required.
- d. Where it appears that outages or shortages will be long-term and have a major impact on the City of Rolla, coordinate with the ESF Coordinator on action that should be taken to obtain support for missing services or identify locations so the City of Rolla can act to relocate people who cannot be provided substitute services.
- e. Coordinating with the Emergency Management Director and the EOC, respond to requests for assistance in facilitating utility repair and reconstruction activities.
- f. Ensure utility emergency plans exist and comply with state regulations.
- g. During emergency situations, respond in a timely manner to restore utility service.
- h. Coordinate information regarding utility status, number of customers affected, and areas affected to the ESF Coordinator regularly.
- i. Train and equip utility personnel to conduct emergency operations.
- j. Have utility personnel participate in periodic local emergency exercises to determine the adequacy of plans, training, equipment, and coordination procedures.
- k. Maintain adequate stocks of needed emergency supplies and identify sources of timely re-supply of such supplies during an emergency.
- l. Develop mutual aid agreements to obtain external response and recovery assistance and identify contractors that could assist in restoration of utilities for major disasters.
- m. Ensure utility maps, blueprints, engineering records, and other materials needed to conduct emergency operations are available during emergencies.
- n. Notify the Phelps County Health Department of any planned or unplanned power outages that exceed 4 hours and impact any food establishments, lodging facilities, childcare facilities, and/or schools (public and private).

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #12 Energy:

1. Director, City of Rolla Public Works Department

Emergency Support Function (ESF) #13 Public Safety and Security

Primary Agency/ESF Coordinator

Rolla City Police Department

Support Agencies:

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

I. **PURPOSE**

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

II. **SCOPE**

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

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

III. **SITUATION AND PLANNING ASSUMPTIONS**

A. **Situation**

1. The City of Rolla has a municipal police department that provides law enforcement within their city limits.
2. The State Highway Patrol Troop I located in Rolla is available to support law enforcement operations in Phelps County and the City of Rolla.
3. Outside law enforcement resources from surrounding counties and cities are available to support law enforcement operations in The City of Rolla and will

...
respond when needed.

B. Planning Assumptions

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

IV. CONCEPT OF OPERATIONS

A. General

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

and other assistance to support response operations.

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

B. Actions by Operational Timeframe

1. Preparedness

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

2. Response

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

3. Recovery

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

4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

City of Rolla Police Department

1. Provide expertise on public safety and security issues to the Incident Command, when requested.
2. Manage ESF #13 preparedness activities and conduct evaluation of operational readiness, including a roster and description of public safety and security activities.
3. Maintain close coordination during operations between the affected office(s) and other ESFs.
4. Ensure that all activities performed under the purview of ESF #13 are related to the mission of ESF #13. If any potential for conflict exists, it is the City of Rolla Police Department's responsibility to resolve these issues prior to accepting the mission assignment.
5. Facilitate resolution of any conflicting demands for public safety and security resources, expertise, and other assistance.
6. Process mission assignments, tracks resource allocation and use, and facilitates reimbursement to assisting departments and agencies via emergency management funding mechanisms and authorities, if appropriate.
7. Obtain initial situation assessment from field units and determines appropriate management response to anticipated or current requests for assistance.
8. Obtain and distribute incident contact information to supporting agency coordinators for emergency responders.
9. Assess requests before committing resources and ensure responding agencies are provided with information on known hazards, mission requirements, appropriate vaccinations, credentials, and personal protective equipment to operate in the environment to which they are assigned.
10. Establish security controls to inhibit the looting of damaged or evacuated homes or businesses.
11. Assist in windshield damage assessment operations by utilizing patrol officers equipped with mobile communications equipment.

12. Responsible for area evacuation operations.
13. Provide for surveillance and coordination of response efforts at emergency scenes.
14. Responsible for calling upon County/City law enforcement departments for assistance, when needed.
15. Provide vehicles and agency assets for the EOC if available to conduct damage assessment immediately following a disaster event.

B. Support Agencies

1. County/City Fire Departments/Districts

Provide personnel and equipment resources to support ESF #13 activities.

2. County/City Public Works Department

Provide personnel and equipment resources to support public safety and security activities

3. Mutual Aid from Surrounding Police and Sheriffs Departments

Provide specialized equipment and trained personnel to assist with public safety and security activities.

VI. CONTINUITY OF GOVERNMENT

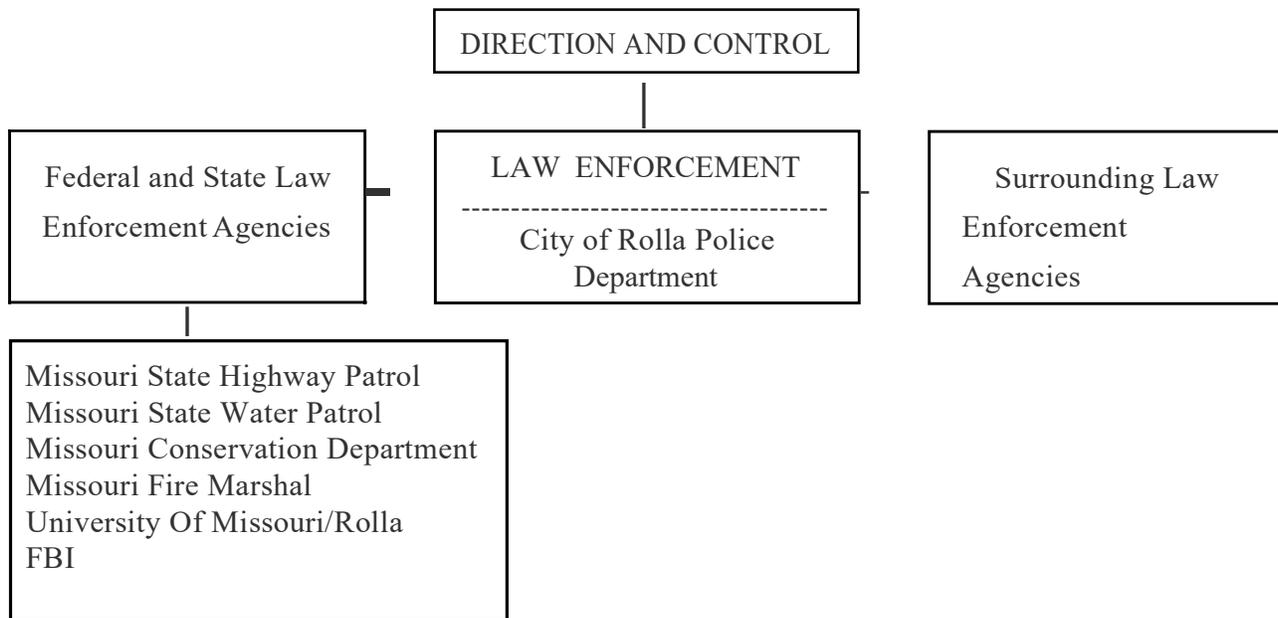
Lines of Succession for ESF #13 Public Safety and Security:

1. City of Rolla Police Chief
2. City of Rolla Police Captain
3. City of Rolla Police Lieutenant
(According to departmental SOG)

Suggested Appendices

Appendix 3 to Annex E

LAW ENFORCEMENT DIAGRAM



LAW ENFORCEMENT RESOURCES

- A. Rolla Police Department
1007 North Elm St., Rolla..... 364-1213
- B. Phelps County Sheriffs Department
301 West Second St., Rolla..... 364-1818
or 364-3860
- C. St. James Police Department
200 North Bourbeuse St., St. James.....265-7012
- D. Newburg Police Department
30 West Second St., Newburg 762-2135
- E. University of Missouri Rolla Police..... 341-4300
- F. Missouri State Highway Patrol
General Headquarters, Jefferson City..... 751-3313
Troop I, Rolla..... 368-2345
- G. Missouri Conservation Agent
Can be dispatched through Sheriffs Department..... see above numbers
- H. Missouri State Water Patrol
Headquarters, Jefferson City.....751-3333
- I. Missouri Division of Fire Safety
State Fire Marshal, Jefferson City800-877-5688
573-751-2930
- J. FBI..... Jefferson City Field Office 636-8814
.....Kansas City Office (24-hour) (816) 512-8200
- K. Surrounding Law Enforcement Agencies (County Sheriff & Municipal Police Depts): ----
 - Maries County Sheriff..... 422-3381
 - Belle Police Department 859-3535
 - Vienna Police Department 422-3549
 - Gasconade County Sheriff.....486-2424
 - Hermann Police Department..... 486-2211
 - Crawford County Sheriff.....775-2125
 - Cuba Police Department 885-7979
 - Steelville Police Department..... 775-2200
 - Dent County Sheriff..... 729-3241
 - Salem Police Department..... 729-4242

<u>Texas County Sheriff</u>	(417) 967-4165
- Licking Police Department	(573) 674-2278
- Houston Police Department	(417) 967-3348
<u>Pulaski County Sheriff</u>	774-6196
-Dixon Police Department.....	759-6610
- Richland Police Department	765-4144
- St. Robert Police Department	336-4700
-Waynesville Police Department	774-2414

ROLLA POLICE DEPARTMENT RESPONSIBILITIES

I. PURPOSE

The purpose of this appendix is to provide supplemental information to the Emergency Management Agency Master Disaster Plan, and to outline department responsibilities and procedures to be implemented in conjunction with a major disaster.

II. ORGANIZATION

Refer to Attachment 2 of this Appendix.

III. MISSION

When a disaster occurs, we must assume that one or more of the following may occur: Considerable disruption of public order; public and private services will be interfered with; communications may be partially or totally disrupted for an indefinite period of time; dissident activities may cause damage to public and private operations and interruption procedures in an attempt to delay the community from returning to normal; and an increase in criminal activity, specifically looting, burglary, and civil disorder.

IV. CONCEPT OF OPERATIONS

- A. The magnitude and type of any disaster would dictate the necessity of a determination of the scope of said disaster in order that the necessary agencies and operations can be activated.
- B. It is highly probable that the Police Department would be the first on the scene of most disasters; and, therefore, will reflect the notification of support elements.
- C. In order to preserve public order and civil authority the Police Department may be asked to assist with and be responsible for:
 - 1. The maintenance of law and order and the protection of lives and property.
 - 2. The use of police vehicles to augment the Emergency Management siren warning system.
 - 3. Controlling and limiting access to the scene of a disaster or civil disorder.
 - 4. The preliminary assessment of disaster area through use of information, charts, maps, etc.

5. Traffic control.
6. Security for vital installations and facilities.
7. The enforcement of curfew.
8. Coordination with state and national law enforcement agencies.
9. Requesting aid from area law enforcement
10. The issuance of passes to restricted areas.
11. Direction of the civilian population to areas of public assistance.
12. Mobile support operations.
13. Direction of auxiliary support units.
14. Supplying security in reception centers, lodging, and feeding facilities, and emergency shelters.

D. Alerting Conditions and Corresponding Actions

As outlined in the Police Department Special Order (Appendix 4, Annex B) an orderly, progressive alerting system has been established for the commitment of personnel and equipment. Escalation of preparedness measures will be ordered by pre designated commanders based on an evaluation of current conditions and resource needs.

V. EXECUTION

In the event of an emergency or natural disaster, operations will be conducted under the direction of the Chief of Police or his designated alternate in accordance with the Emergency Operations Procedures, Rolla Police Department Special Order and other applicable directives.

A. Police Department plans call for establishing a command and operations structure responsible to the Headquarters Command Post.

1. All decision-making personnel and support staff will report to the Chief of Police to assume responsibility for all emergency efforts.

B. Field operations will be directed from a command post located at the site of the disaster. The field commander shall be responsible for the direction of operations at the scene of the disaster and his operating headquarters will be the Command Post.

All information concerning the operations shall be transmitted to the Command Post which shall be transmitted to the control center for the entire operation and all other agencies, departments, and utilities shall work from this center.

It shall be the duty of all officers in the field to keep the Command Post continually informed of conditions, and the Communications Officer at the Command Post shall keep the Communications Center continually informed of conditions at the disaster site.

In all likelihood, the Sergeant will be one of the first of the initial emergency response personnel who arrive on the scene. By virtue of this, he will inherit the major portion of the responsibility for ensuring that the proper groundwork for an effective operation is initiated. He shall be responsible for:

1. Securing aid for the injured.
2. Providing for immediate security needs for the affected area.
3. Taking the necessary action(s) to effectively control the situation as dictated by the circumstances at the time.
4. Command of all police personnel on the scene and/or assigned to the area involving the disaster until the arrival of the Command or his designated alternate.
5. Assignment of personnel as Communications Officer for the operations. In the event it is necessary to change the communications officer, it will be the responsibility of the commander of the Command Post to notify the Telecommunicator inasmuch as they will receive orders only from the officer appointed as the communications officer.
6. Assignment of personnel as the traffic control officer for the operation.
7. Notification of those emergency support services that are required on the scene. (i.e., public utilities, associated agencies, other city government departments)

8. Deployment of response officers.

It will be the responsibility of the Commander of the Disaster Command Post to decide what action, if any, is required. Upon arrival of the commander, the field sergeant will immediately inform the commander of all action taken prior to his arrival.

All orders to personnel on the scene are to clear through the field commander so that he may retain control of the situation, except when an emergency precludes such action.

C. Notification Responsibilities

The on-scene commander is responsible for notification of:

1. Ambulance;
2. Fire Department;
3. Additional police units for communications and traffic control;
4. Sheriffs Patrol (additional security and traffic control personnel);
5. Public Works for barricades and heavy equipment;
6. Gas Service Company;
7. Water Company;
8. Electricity Company, and
9. Telephone Service Providers, through the Communications Center.

D. In addition to the other duties at the scene, the on-scene commander must:

1. Establish an on-site command post in the most expeditious manner within the following perimeters:
 - a. Site location to accommodate a telephone terminal hook-up if possible.
 - b. Provisions for a staging area for incoming equipment and personnel.
 - c. Effective radio transmission area.
 - d. In proximity to the disaster scene, but distant enough to allow for the free movement of personnel and equipment in and out of the area without interfering with the rescue operations.

2. Direct emergency response personnel to the appropriate areas where they are needed.
3. Determine the locations where stationary barricades and vehicle roadblocks will be required.
4. Maintain a written narrative log of what occurs.
5. Maintain contact with and provide information to the media liaison person on the scene.
6. Provide a location at the site of the disaster for ambulance parking.

Each agency who responds to the scene will have a contact person who will report to the Command Post upon their arrival to receive direction and details from the on-scene commander on the disaster. (This applies only to the initial response. Some agencies will have vehicles entering and leaving the area several times).

Each agency has their own individual responsibilities and plan which they will implement after their contact person has received the details of the situation from the Command Post.

The Communications Officer will:

The Communications Officer is a key link in the chain of a successful operation. It is through this officer that all information to and from the scene of the operation flows for dissemination to the appropriate authority. The purpose of the communications officer is to reduce the inevitable duplication of effort and hold to a minimum, the confusion level throughout the system. It is imperative that the communications officer be the officer on the scene who handles the flow of information to and from the initial notifications. Therefore, any officer or supervisor who deems it necessary to relay or request information from the telecommunicator or higher authority is required to channel such relay or request through this officer. He shall be responsible for:

1. Designating a vehicle for the purpose of establishing contact with the Communications Center until the arrival of the Mobile Command Post.
2. Establishing contact with the Communications Center and identifying himself as the communications officer on the scene to the Telecommunicator.
3. Locating the communications vehicle at the on-site command post. (When the Mobile Command Post is not utilized).
4. Maintain radio contact with the Communications Center and keep them advised of activities at the involved area.
5. Maintain radio contact with other police department elements on the scene and/or assigned to the disaster area.

6. Relaying all information received to the Commander or his designated alternate on the scene.
7. Transmitting information as ordered by the Commander to the Communications Center for upward dissemination.

ALL INFORMATION RELATIVE TO THE DISASTER AREA FROM AND THE COMMAND POST BY POLICE UNITS ON THE SCENE OF THE DISASTER OR ASSIGNED TO SUCH DISASTER SHALL BE ON THE PRIMARY POLICE RADIO FREQUENCY. THE DECISION TO MOVE FROM PRIMARY FREQUENCY TO MUTUAL AID FREQUENCY MAY BE MADE BY THE ON-SITE COMMANDER.

E. The Traffic Control Officer will:

The traffic control officer at the direction of the QIC bears the responsibility for the smooth uninterrupted flow of motor vehicles and pedestrian traffic into, out of, and around the involved area. He shall be responsible for:

1. Sealing off the involved area.
2. Directing incoming personnel and equipment to the appropriate location within the involved area.
3. Establishing security on vehicles and equipment.
4. Notifying the on-scene commander of actions taken.
5. The control of official and civilian traffic into, out of, and around the involved area.
6. Determining the number of personnel and type of equipment required for effective traffic control.
7. The location and type of roadblock equipment, when necessary.
8. Requesting equipment and personnel through channels and assignment of such equipment and personnel as needed for traffic control.

F. Commander

1. The Police Commander or his designated alternate will be in command of the entire police operation in the affected area.
2. It shall be the Commander who shall make the determination as to what police action is required in the involved area.
3. The Commander shall be responsible for the relay of information upward through the department chain of command to the Chief of Police and other appropriate police department authority.
4. The Commander shall station himself at the on-site Police Command Post and direct all police activities at the involved site.
5. The Commander will ensure the relay of vital information to the Commander of the Patrol Operations through the on-site Communications Officer.

G. Call-up Procedure

Each commanding officer or supervisor who is responsible for notifying subordinates under his command will, upon conclusion of his contacts, advise the Chief of Police as to the number of men responding to the scene.

1. All department personnel will be under a general call-up order.
2. All days off and leave time are automatically cancelled for the duration of emergency conditions.
3. All personnel called from off-duty will report to the patrol supervisor in command at police headquarters.
4. The call-up of commissioned and reserve officers will be by designated personnel on orders of the Chief of Police or his designated alternate.
5. Personnel will report for duty in the uniform of the day.

H. Assignment of Personnel

1. The manpower needs will be assessed by the Commander on the scene of the disaster.

The Commander or his immediate subordinate will assign personnel as needed and available for:

- a. Care of the injured.
- b. Establishing security and sealing off the area.
- c. Traffic control in and around the affected area.
- d. Implement immediate measure to control looting and acts of civil disobedience.

2. All personnel assigned to the scene of the disaster will remain at their assigned post until relieved, either by order, relief personnel, or termination of the operation. Department personnel may expect to work 12 hour shifts.

3. The Mobile Command Post when utilized shall be positioned at the site (near the affected area) that will accommodate:

- a. Telephone terminal hook-up.
- b. Staging area for incoming equipment.
- c. Radio contact to be maintained between the command post and staging area for effective dispersal of personnel and equipment as determined by need
- d. The command post shall be positioned in proximity to the disaster area, but far enough away to not hamper the free movement of personnel and equipment into the area. It shall be manned by the commander or field sergeant and sufficient personnel to facilitate the flow of information and services needed.
- e. The patrol supervisor at headquarters will assume responsibility for police operations in the communications center to assure that all police related orders and requests are handled on a priority basis.
- f. Frequency designation will be made by on-site commander.
- g. All telephone calls concerning the disaster will be routed to the. Duty

Officer/Supervisor.

- h. Personnel assigned to the Detective Division will remain available for assignment as needed.
- 1. The commander will evaluate any occurrence which may require the activation of specialized units and make final determination on the activation of such units.
- J. If activated, special units will report to the command post for assignment of their teams, personnel assigned to these units will report directly to their commanders at the staging area.
- k. In the event of an impending disaster, all district and traffic units not actively engaged in call response or other necessary activity will move slowly through their assigned areas with their sirens on high-low or alternating to alert the community of the imminent danger. This alert activity will continue until the all clear is broadcast by communications, or the disaster occurs, or the officer receives another assignment requiring immediate response. In the event that the department base communication system is damaged or for any other reason rendered inoperable, communications will be handled by mobile and handheld portable radio units.

4. Disasters occurring out of the city limits, but within the county will be handled by the Phelps County Sheriff's Department.

- a. The Rolla Police Department will provide support personnel.
 - b. The Commander will determine the number of personnel assigned to this duty. Personnel assigned will be under the command of the County Sheriff.
5. A Red Cross Flag or an official American Red Cross vehicle authorization card displayed on the windshield will identify civilians who have the right or need to be in the area (residents, etc.) and will be issued at the command post by the officer in charge. (Provided by the American Red Cross).

Emergency Support Function (ESF) #15

External Affairs

Primary Agency/ESF Coordinator

City of Rolla Emergency Management Agency

Support Agencies:

All County/City Departments

I. PURPOSE

Emergency Support Function (ESF) #15 External Affairs coordinates the release of accurate, coordinated, timely, and accessible public information to affected audiences, including governments, media, and the private sector. ESF #15 works closely with state and local officials to ensure outreach to the whole community, including the special needs population.

II. SCOPE

ESF #15 will manage information during an incident so that the most up-to-date and correct information is used to inform the public. ESF #15 will coordinate with all departments and agencies involved with the incident so that one message is used for public information to avoid any conflicts of released information. This ESF addresses the following functional components:

- Public affairs and the Joint Information Center
- Community Relations
- Legislative Affairs
- Private sector outreach

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The City of Rolla is served by various news media, either located within the County/City or in the surrounding area, which would be utilized to disseminate public information in an emergency or disaster situation. News media serving the area include:
 - a. Radio Stations:
 - b. Television Stations:
 - c. Newspaper:
2. The primary Emergency Alert System (EAS) station for the City of Rolla is

KZNN-FM, 105.3. It is accessed at Rolla Central Communications Center.

3. There are no prominent groups of non-English speaking people in the City of Rolla. Dissemination of information will be in English. If necessary, the translation of emergency public information will be coordinated with the area schools' foreign languages staff.
4. Sample news releases have been developed and are available with the City of Rolla Emergency Management Agency.

B. Planning Assumptions

1. The timely dissemination of emergency public information will reduce casualties, injuries, and prevent property and environmental damage, as well as promote the re-establishment of a healthy local economy.
2. The media serving the area will cooperate with local officials in the dissemination of information to the public.
3. Sufficient departmental representatives will be available to coordinate public information and interface with the media and other agencies. If there are not a sufficient number of trained PIOs available, the City of Rolla's emergency organization may be overwhelmed by the demand for information.
4. The dissemination of timely, well-coordinated public information will help to maintain public trust and confidence during an emergency situation.
5. A large disaster will result in state, national, and international media coverage, and in the aftermath of a disaster, media personnel may attempt to obtain information from other than "official" sources.
6. The need for timely and useful public information will continue throughout the recovery phase and the City of Rolla's ability to maintain a program to keep the community informed is a critical recovery function.

IV. CONCEPT OF OPERATIONS

A. General

1. The City of Rolla recognizes the media as a logical extension of the disaster operation and will use the local media to provide emergency instructions and potentially lifesaving information to the public. In most cases, contact with the media will be maintained using landline and cellular telephones, facsimile, and email.
2. The right of the media to inform the public in any disaster situation is recognized by the City of Rolla and with the permission of public safety officials, the media may have access to areas that are closed to the public. In general, authorized members of the media will be permitted reasonable access

to the disaster site as long as they do not interfere in any way with public safety actions, compromise the integrity of a possible crime scene, or endanger their own safety.

3. Since many emergencies strike rapidly, the public information system cannot always react swiftly enough to properly inform the public about the hazard and for this reason, it is important that citizens are made aware of potential hazards and appropriate protective measures prior to the occurrence of an emergency. The City of Rolla will make every effort to provide ongoing public education to its citizens regarding emergency preparedness activities.
4. Every effort will be made to provide emergency public information to special needs groups, such as the hearing and visually impaired and non-English speaking populations. Close coordination will be required with the government, volunteer, and community agencies described further in ESF #6 Mass Care, Emergency Assistance, Housing and Human Services.
5. In addition to providing information to the public through the media, emergency public information may also be disseminated directly to the public by establishing a citizen inquiry hotline and using the capabilities of the Internet.
6. Public information activities will initially be coordinated from the City of Rolla EOC, but in major events or those with considerable media attention, the County/City may establish a Joint Information Center (JIC) to facilitate the coordinated release of information from all responding agencies.
7. ESF #15 will address the following functions:
 - a. Public Affairs will coordinate messages from the various agencies and establish a Joint Information Center as needed. Public Affairs will gather information on the incident and provide incident related information through the media and other sources to keep the public informed. Public Affairs will monitor the news coverage to ensure the accuracy of the information being disseminated. Public Affairs will handle appropriate special projects such as news conferences and press operations for incident area tours.
 - b. Community Relations will prepare an initial action plan with incident-specific guidance and objectives, at the beginning of an actual or potential incident to address community issues. They will identify and coordinate with the community leaders and neighborhood groups to assist in the rapid dissemination of information, identify unmet needs, and establish an ongoing dialogue and information exchange.
 - c. Legislative Affairs will establish contact with the state legislative and congressional offices representing the affected areas to provide information on the incident. The locality should be prepared to arrange an incident site visit for legislators and their staffs. Legislative Affairs will

also respond to legislative and congressional inquiries.

- d. Rumor Control. In an attempt to ensure rumor control, all news releases will be approved by the Emergency Management Director, or designee. Information that is received by the PIO that appears to be questionable or false will be verified through another source, prior to being released to the public. The verification can be return telephone calls to the information source or by having another agency or department verify the authenticity of the information. If the information cannot be verified through at least one additional source, it will not be released to the general public.

B. Actions by Operational Timeframe

1. Preparedness

- a. Identify all viable methods to reach the public including but not limited to radio, television, print media flyers, posters, brochures, informational booths, and the Internet.
- b. Develop pre-scripted media releases and public advisories dealing with each hazard having the potential to affect the City of Rolla.
- c. Ensure the capability is in place to augment personnel and the telephone lines for the Citizen "Helpline".
- d. Ensure adequate space and equipment is available for a JIC at a location in close proximity to the EOC.
- e. Ensure all departments have trained staff to support the JIC.
- f. Make accommodations for 24-hour staffing.
- g. Ensure all local media outlets are pre-identified and contacts established - brief them regularly on emergency public information procedures.
- h. Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information.
- i. Develop and maintain this document as well as supporting Operating Procedures.
- J. Be prepared to meet the emergency public information needs of identified special needs populations.
- k. Participate in both local and regional emergency public information training and exercises.
- l. Work with other jurisdictions to develop consistent pre-scripted media releases and public advisories dealing with hazards potentially affecting the metropolitan area.
- m. Ensure the capability exists to communicate between jurisdictions via fax, telephone, and the Internet.

2. Response

- a. Inform the public of health and/or safety concerns and ways to reduce or eliminate the associated dangers.
- b. Provide evacuation instructions and shelter locations.
- c. In coordination with the EOC Team, release emergency information as

dictated by the situation.

- d. Ensure the Citizen "Helpline" is receiving timely, accurate information.
- e. Implement a proactive public information strategy to ensure the media's needs are being met.
- f. If the situation dictates, activate and staff the JIC.
- g. Work with other jurisdictions to ensure consistency in the information released to the public.
- h. If needed, request assistance from other regional PIOs or provide trained PIOs to other jurisdictions when requested.
- i. If the situation dictates, request activation of the Regional Joint Information Center (JIC) to assist with the release of consistent information from all involved agencies in the region.
- J. Work to develop and implement a regional public information strategy to ensure the consistency and completeness of information dissemination.
- k. Other specific response information will be dictated by the situation.

3. Recovery

- a. Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts.
- b. Distribute information on what to do when returning to your damaged home and how and where to apply for different types of disaster assistance.
- c. Continue to coordinate specific response information with other jurisdictions in the region as dictated by the situation.

4. Mitigation

- a. Develop a campaign to promote the importance of maintaining adequate insurance.
- b. Provide information and increase awareness about safe rooms and other shelter methods.
- c. Conduct all-hazard safety visits to increase home hazard prevention actions.
- d. Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and a family disaster plan.
- e. Work with other jurisdictions in the region to coordinate the dissemination of emergency preparedness information that will lessen the impact of any disaster, such as having a disaster preparedness kit and a family disaster plan.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

City of Rolla Emergency Management Agency

- 1. Provide a representative to the EOC to serve as the ESF # 15 Primary Agency.
- 2. Gather and disseminate information about the event.
- 3. Coordinate the emergency public information activities of all involved

agencies.

4. Work to ensure timely, accurate, consistent, and useful information is being disseminated through all available media outlets.
5. If needed, establish and staff a Joint Information Center (JIC).
6. Provide information to elected and appointed officials regarding the event and coordinate media access to elected officials.
7. Handle appropriate special projects such as news conference.
8. Assist in establishing a phone bank to respond to citizen inquiries.
9. Work with the EOC to coordinate official "VIP" visits to the affected area(s).

B. Support Agencies

All City Departments

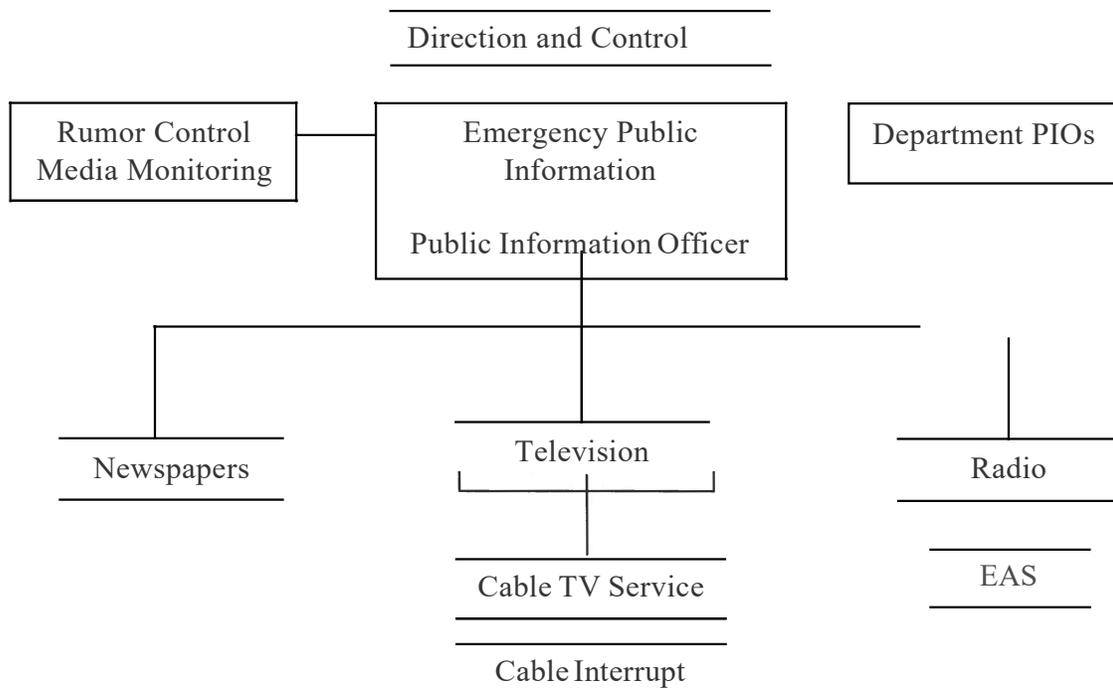
1. Provide a PIO to support Emergency Public Information activities.
2. Ensure field PIOs are coordinating with the Emergency Public Information Coordinator in the EOC or JIC.
3. Provide technical subject matter expertise when required by the situation.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #15 External Affairs:

1. Director, City of Rolla Emergency Management Agency
2. PIO

EMERGENCY PUBLIC INFORMATION DIAGRAM



Appendix 2 to Annex C

FORMAT AND PROCEDURES FOR NEWS RELEASES

A. FORMAT

1. Name, address, and phone 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 reaction 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 center.

Appendix 3 to Annex C

STATEMENT OF UNDERSTANDING FOR EMERGENCY PUBLIC INFORMATION OPERATIONS

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

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

The EOC of the City of Rolla will:

1. Provide the media with a description of the threat and the actions that the emergency staff of the City of Rolla 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 insignificant 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.

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 Rolla 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 Rolla any damage to or outages of such equipment.
3. Test any equipment provided by the City of Rolla by brief two-way transmissions on the first Wednesday of each month at 10:00 a.m. local time.

NB: THIS STATEMENT OF UNDERSTANDING BETWEEN THE CITY OF ROLLA 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 CITY OF ROLLA.

For the Media

For the city

*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

NEWS MEDIA CONTACT POINTS

A. Newspapers

Rolla Daily News364-2468
St. James Leader-Journal 256-3321

B. Radio Stations

KZNN-FM, 105.3; Rolla..... 364-2525
KTTR-AM, 1490; KTTR-FM, 99.7, Rolla364-2525
KMNR-FM, 89.7, Rolla..... 341-4272
KUMR-FM, 88.5, Rolla..... 364-4386
KDAA-FM, 97.5, Rolla 341-9211
KMOZ-AM, 1590, Rolla
KKID-FM, 92.9 Rolla.....364-4433

C. Television Stations

KRCG, Channel 13, Jefferson City.....896-5144
KOMU, Channel 8, Columbia442-1122
KOLR, Channel 10, Springfield.....417-862-1010
KYTV, Channel 3, Springfield.....417-866-2766
KMOV, Channel 4, St. Louis..... 314-621-4444

D. Cable Television Service

Fidelity Cable Vision, Rolla364-5206
Charter Communications, Washington636-239-4992

SAMPLE NEWS RELEASES

Sample Radio/TV Message - Evacuation Ordered - Flooding

(To be announced by Mayor, City Administrator, Emergency Management Director, Fire Chief, Police Chief, or other local authority.)

This is _____. The flooding situation continues in parts of _____ 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 areas to take care of your pet, _____ (give instructions) _____. Do not allow your pet to run loose. If you cannot make arrangements for your large animals, _____ (give instructions) _____.

Sample Radio Message - No Information Available - Earthquake

This is _____ at the _____. An earthquake of undetermined magnitude has just been felt in the _____ area. At this time we have no confirmed reports of injuries or damage. Police and fire units are responding to the area. We will keep you updated as reports come in.

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

Sample Media Message - Update on Earthquake

This is _____ at the _____. The magnitude of the earthquake which struck the _____ 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.

Summary Statement for Media - Hazardous Materials Incident

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 -- (number) 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 included _____.