

# **Lafayette County**

## **EMERGENCY OPERATIONS PLAN**

Prepared by

THE LOUIS BERGER GROUP, INC.

In Conjunction With

STATE EMERGENCY MANAGEMENT AGENCY

And

LAFAYATTE COUNTY EMERGENCY MANAGEMENT AGENCY

JANUARY 2004  
Revised: JUNE 2008

This page intentionally left blank.

## SUGGESTED DISTRIBUTION LIST

1. Lafayette County Commission .....	3
2. Mayors of Lafayette County (Lexington, Higginsville, Odessa, Waverly, Corder, Concordia, Wellington, Alma, Emma, Dover, and Mayview).....	11
4. Lafayette County Emergency Management Director.....	1
5. Lafayette County Sheriff .....	1
6. Lafayette County Director of Public Works .....	1
(Road and Bridge Foreman)	
7. County Clerk .....	1
8. County Auditor .....	1
9. County Treasurer .....	1
10. American Red Cross Lafayette County Chapter.....	1
11. Lafayette County Health Department Administrator .....	1
12. Lafayette County Coroner.....	1
13. State Emergency Management Agency .....	1
14. Missouri Emergency Response Commission .....	1
15. Missouri State Highway Patrol, Troop A .....	1
 TOTAL .....	 26

Mayors listed above will receive an electronic copy that they may copy, print and distribute in their community as required.

This page intentionally left blank.

## RECORD OF CHANGES

[illegible]

This page intentionally left blank.

## **LEOP NIMS DOCUMENTS**

### **FOREWORD**

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

the newly employed officials as they assume their duties.

- H. Each organizational agency with an assigned task will be responsible for the development and maintenance of their respective segments of the plan (See Part IV of the Basic Plan). They will 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 Lafayette County Emergency Management Director.



This page intentionally left blank.

## PROMULGATION STATEMENT

Officials of Lafayette County, in conjunction with the State Emergency Management Agency, 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 statewide emergency services and the use of available resources to minimize the effects of a major disaster (natural or otherwise) on life and property of the citizens of Missouri. It also incorporates the principles and processes of the National Incident Management System (NIMS) and the Incident Command System (ICS).

This plan, when used properly and updated annually, can assist local government officials in responding to and recovering from the effects of natural and man-made disasters. This plan and its' provisions will become official when it has been signed and dated below by the concurring government officials.

---

Presiding Commissioner  
*Lafayette County*

---

Date

---

Commissioner, Northern District  
*Lafayette County*

---

Date

---

Commissioner, Southern District  
*Lafayette County*

---

Date

---

Emergency Management Agency Director  
*Lafayette County*

---

Date

The above Document has been signed and is located in the Master copy in the Emergency Mangement Directors office.

## NIMS Definitions and Acronyms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Emergency:** Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

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

**Emergency Operations Plan:** The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

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

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

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

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

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

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section

Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

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

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

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

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

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

**Multi-jurisdictional Incident:** An incident requiring action from multiple agencies that each have



jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

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

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

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

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

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

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

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

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

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

**Planning Meeting:** A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning.

For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section:** Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the TAP. 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, nongovernmental 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 addresses the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet the basic human needs.

Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to

lessen the effects or consequences of an incident: increased security operations: continuing investigations into nature and source of the threat: ongoing public health and agricultural surveillance and testing processing: immunizations, isolations, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

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

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

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

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

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

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

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

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

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

This page intentionally left blank.



## **GLOSSARY OF TERMS AND ACRONYMS**

Biological Agents: Living organisms or materials derived from them that cause disease; harm humans, animals, or plants; or deteriorate materials.

CBRNE - Chemical, Biological, Radiological, Nuclear or Explosive

Chemical Agent: A chemical substance intended to kill, seriously injure, or incapacitate people through physiological effects.

CHEMTREC - Chemical Transportation Emergency Center

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

Cyber Terrorism: “Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation’s critical infrastructures ... in order to intimidate or coerce a government or civilian population ...in furtherance of political or social objectives.”

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

EAS - Emergency Alert System: A communication and warning system set by the federal government in order for emergency messages to be broadcast via radio and TV stations.

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

EOP - Emergency Operations Plan

EPI - Emergency Public Information

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

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

FRP - Federal Response Plan

Functional Area: A major grouping of functions and tasks that agencies perform to carry out awareness, prevention, preparedness, response, and recovery activities.

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

Hazardous Substance: Any substance or mixture of substances that presents a danger to public health, public safety, or the environment.

HAZMAT - Hazardous Material

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

LEPC - Local Emergency Planning Committee

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments, regional or interstate government entity, or agency or instrumentality of a local jurisdiction. This term also applies to an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation. It also applies to a rural community, unincorporated town or village, or other public entity. (As defined in Section 2 (10) of the Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135, et seq. (2002).)

MFDA - Missouri Funeral Directors Association

MULES - Missouri Uniform Law Enforcement System

NAWAS - National Warning System

NERRTC - National Emergency Response and Rescue Training Center

PIO - Public Information Officer

Radiation (Nuclear): High-energy particles or gamma rays emitted by an atom undergoing radioactive decay. Emitted particles can be charged alpha or beta particles, or neutral neutrons.

Safeguarding Vital Records: Measures by government that protect vital records the government must have to continue functioning during emergency conditions and to protect the rights and interests of citizens during and after the emergency.

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

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

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

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

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

WMD - Weapons of Mass Destruction

This page intentionally left blank.

## TABLE OF CONTENTS

	<u>Page</u>
SUGGESTED DISTRIBUTION LIST .....	iii
RECORD OF CHANGES .....	v
FOREWORD .....	vi
PROMULGATION STATEMENT .....	ix
GLOSSARY OF TERMS, ACRONYMS AND DEFINITIONS .....	xi
TABLE OF CONTENTS .....	xv
 BASIC PLAN .....	 BP-1
APPENDIX 1 - Lafayette County Emergency (Disaster) Organizational Charts .....	BP-13
APPENDIX 2 - Assignment of Responsibilities .....	BP-15
Attachment A - Functions and Responsibilities Charts .....	BP-16
Attachment B - Tasks Assignments by Function .....	BP-17
APPENDIX 3 - Emergency (Disaster) Classification and Control Procedures .....	BP-26
APPENDIX 4 - Procedures for Requesting State and Federal Assistance .....	BP-32
Attachment A - Contact Numbers .....	BP-34
APPENDIX 5 - Emergency Government Proclamation of a State of Emergency in Lafayette County, Missouri .....	 BP-36
APPENDIX 6 - Hazard Analysis .....	BP-37
Attachment A - Earthquake Response .....	BP-39
Attachment B - Projected Earthquake Intensities .....	BP-41
 ANNEX A - DIRECTION AND CONTROL .....	 A-1
APPENDIX 1 - Direction and Control Organizational Chart .....	A-9
APPENDIX 2 - Primary Emergency Call-up List .....	A-10
APPENDIX 3 - Message Form .....	A-12
APPENDIX 4 - Communications Log .....	A-13
APPENDIX 5 - Significant Events Log .....	A-14
 ANNEX B - COMMUNICATIONS AND WARNING .....	 B-1
APPENDIX 1 - Communications Diagram .....	B-9
APPENDIX 2 - Warning Diagram .....	B10
APPENDIX 3 - Communications Frequencies/Capabilities by Department .....	B-11
APPENDIX 4 - Emergency Alert System (EAS) Activation .....	B-12
Attachment A - Sample Weather Warning Guidelines .....	B-13
Attachment B - Sample Severe Weather Warning Guidelines .....	B-14
APPENDIX 5 - Weather Spotter Guidelines and Checklist .....	B-15

ANNEX C - EMERGENCY PUBLIC INFORMATION .....	C-1
APPENDIX 1 - Emergency Public Information (EPI) Organizational Chart.....	C-9
APPENDIX 2 - Format and Procedures for News Releases .....	C-10
APPENDIX 3 - Log of Disaster-Related Occurrences .....	C-13
APPENDIX 4 - News Media.....	C-14
APPENDIX 5 - Prepared News Releases and Related Emergency Instructions/ Information .....	C-16
Attachment A - Sample Radio Message.....	C-17
Attachment B - Summary Statement for Media .....	C-18
Attachment C - Sample Radio/TV Message.....	C-19
Attachment D - Summary Statement for Media .....	C-20
ANNEX D - DAMAGE ASSESSMENT .....	D-1
APPENDIX 1 - Damage Assessment Organizational Chart .....	D-8
APPENDIX 2 - SEMA Disaster Assessment Forms .....	D-9
APPENDIX 3 - Sample Damage Code Signs.....	D-13
ANNEX E - LAW ENFORCEMENT.....	E-1
APPENDIX 1 - Law Enforcement Organizational Chart .....	E-8
APPENDIX 2 - Personnel/Equipment Inventory .....	E-9
APPENDIX 3 - Evacuation of Prisoners.....	E-10
ANNEX F - FIRE AND RESCUE .....	F-1
APPENDIX 1 - Fire and Rescue Organizational Chart.....	F-8
APPENDIX 2 - Map of Lafayette County Fire Departments and Districts .....	F-9
APPENDIX 3 - Mutual Firefighting Assistance/Aid Agreements .....	F-10
ANNEX G - RESOURCE AND SUPPLY.....	G-1
APPENDIX 1 - Resource and Supply Organizational Chart.....	G-7
APPENDIX 2 - Resource Lists.....	G-8
APPENDIX 3 - Donated Goods .....	G-9
ANNEX H - HAZARDOUS MATERIALS RESPONSE.....	H-1
NOTE: Maintained separately as a Stand Alone Plan by the LEPC	
ANNEX I - PUBLIC WORKS .....	I-1
APPENDIX 1 - Public Works Organizational Chart.....	I-8
APPENDIX 2 - Utility Companies Serving Lafayette County.....	I-9
Attachment A - Utility Companies Serving Lafayette County (map) .....	I-10
APPENDIX 3 - Resource List .....	I-11
APPENDIX 4 - Lafayette County Sewer Districts .....	I-12
APPENDIX 5 - Lafayette County Water Districts .....	I-13

ANNEX J - EVACUATION .....	J-1
APPENDIX 1 - Evacuation Organizational Chart.....	J-8
APPENDIX 2 - Facilities Requiring Special Consideration if Evacuated .....	J-9
APPENDIX 3 - Staging Areas for Evacuation .....	J-12
Attachment A - Lafayette County School Districts .....	J-13
APPENDIX 4 - Evacuation Routes in Lafayette County .....	J-14
APPENDIX 5 - Record of Evacuation Notification (Form).....	J-15
APPENDIX 6 - Hazardous Materials Incident Evacuation .....	J-16
APPENDIX 7 - Flood Evacuation.....	J-18
Attachment A - Lafayette County Flood Plain Map Information .....	J-21
APPENDIX 8 - Dam Failure Information .....	J-22
 ANNEX K - IN-PLACE SHELTER .....	 K-1
APPENDIX 1 - In Place Shelter Organizational Chart .....	K-4
APPENDIX 2 - All Hazard In-Place Shelter Guidance.....	K-5
 ANNEX L - RECEPTION AND CARE .....	 L-1
APPENDIX 1 - Reception and Care Organizational Chart .....	L-9
APPENDIX 2 - Reception and Care Facilities .....	L-10
APPENDIX 3 - Shelter Registration Form.....	L-11
APPENDIX 4 - Red Cross SOG for Reception and Care .....	L-12
 ANNEX M - HEALTH AND MEDICAL.....	 M-1
APPENDIX 1 - Health and Medical Organizational Chart .....	M-8
APPENDIX 2 - Area Health and Medical Services .....	M-9
APPENDIX 3 - Lafayette County Mortuary Service.....	M-10
APPENDIX 4 - Emergency Mortuary SOG .....	M-15
APPENDIX 5 - Call up Lists.....	M-18
APPENDIX 6 - Local Public Health Emergency Plan Executive Summary.....	M-19
 ANNEX N - TERRORISM .....	 N-1
APPENDIX 1 - Homeland Security Response Teams (map).....	N-15
APPENDIX 2 - Homeland Security Advisory System.....	N-16
APPENDIX 3 - Homeland Security Response Team and Forward Regional Response Teams.....	 N-17
Attachment A - HSRT and FRRT Team Structure.....	N-18
 ANNEX O- Catastrophic Event.....	 O-1
APPENDIX 1 – ICS Organization.....	O-10
APPENDIX 2 – Tier Response Map.....	O-11
APPENDIX 3 - Tier Response Actions.....	O-12
APPENDIX 4 – Points of Distribution (POD).....	O-14
APPENDIX 5 – Local Staging Areas.....	O-16
APPENDIX 6 – Command Structure.....	O-17
APPENDIX 7 - Incident Radio Communication Plan.....	O-18
APPENDIX 8- Resource Assessment.....	O-19

APPENDIX 9- Resource Request Form.....	O-20
APPENDIX 10- Emergency Rest Area Sites.....	O-23
ANNEX P- Agro Terrorism/ Animal Emergency.....	P-1
APPENDIX 1- Emergency Response Checklist	
APPENDIX 2- Missouri FMD Procedures	
APPENDIX 3- Emergency Contact List	
APPENDIX 4- Quarantine Procedures	
APPENDIX 5- Reference/Statutory Authority	
APPENDIX 6- Equipment List	



This page intentionally left blank.

**LAFAYETTE COUNTY**  
**EMERGENCY OPERATIONS**  
**BASIC PLAN**

**I. PURPOSE**

This plan will establish policies and procedures that may allow political subdivisions of Lafayette County and the cities therein to save lives, minimize injuries, protect property, preserve functioning civil government, and maintain and recovery from natural, technological, and war-related disasters. It will establish the guidelines for conducting efficient, effective, coordinated emergency operations involving the use of all resources belonging to Lafayette County or available to it.

This plan will outline suggested actions to be taken by local government officials and cooperating private or volunteer organizations to: 1) prevent avoidable disasters and reduce the vulnerability of Lafayette County residents to any disaster that may strike; 2) establish capabilities for protecting citizens from the affects of disasters; 3) respond effectively to the actual occurrence of disasters; and 4) provide for recovery in the aftermath of any emergency involving extensive damage within the county.

It is not the intent of this plan to attempt to deal with those events that happen on a daily basis, which do not cause widespread problems and are handled routinely by the city and/or county agencies. It will, however, attempt to deal with those occurrences such as floods, tornadoes, earthquakes, etc., which create needs and cause suffering that the victims cannot alleviate without assistance, and that requires an extraordinary commitment of government resources.

**II. SITUATION AND ASSUMPTIONS**

**A. Situation**

1. Lafayette County is a rural county located in west central Missouri. The northern boundary is the Missouri River, and is bordered to the east by Saline County and to the south by Johnson County and to the west by Jackson County.

Its borders encompass 629.4 square miles.

2. Based on the 2000 Census, Lafayette County has a population of 32,960 which is a 6% increase since the 1990 census was conducted.

Lexington, the county seat, is now the third largest town with a population of 4,453. Other cities and their population are Napoleon (208), Wellington (784), Higginsville (4,682), Odessa (4,818), Corder (427), Concordia (2,360), Dover

(108), Aullville (86), Waverley (806), Alma (399), Bates City (245), Mayview (294) and parts of Emma and Oak Grove. Of a total population of 32,960, only about 39% reside in unincorporated areas of the county.

3. Lafayette County is vulnerable to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. The identified natural hazards include flash flooding, tornadoes, wildfires, earthquake and severe winter storms. Other technological disasters include dam failure, hazardous, hazardous materials incidents, power failure, transportation incidents, and urban fire. There is also the threat of a terrorist act which could come in many different forms, including nuclear attack.
4. Lafayette County has 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.
5. Mutual aid agreements, both written and verbal, exist between many of the emergency service agencies, the subdivisions in the county and surrounding areas.
6. Several emergency conditions could necessitate evacuation within the county, such as hazardous materials incidents, flooding, pipeline ruptures, etc.
7. This All-Hazard Disaster Plan is being developed and maintained as required by local executive order, pursuant to Missouri State Law, Chapter 44, RSMo, and Federal Emergency Management Agency (FEMA) guidance.

B. Assumptions

1. Some of the situations as previously stated may occur after implementation of warning and other preparedness measures, but others may occur with little or no warning.
2. Officials of Lafayette County are aware of the possible occurrence of an emergency or major disaster and are also aware of their responsibilities in the execution of this plan and will fulfill these responsibilities as needed.
3. The proper implementation of this plan will reduce or prevent the loss of lives and damage to property in Lafayette County.
4. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with every occurrence. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements, or state and federal sources.
5. This all-hazard disaster plan addresses the needs of the unincorporated areas of

Lafayette County, as well as the needs of the residents of the municipalities within the county. The intent of this plan is to foster cooperation in disaster response and recovery operations within the county.

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

#### **A. General**

1. It is the responsibility of local government to provide for a comprehensive emergency management program that meets the emergency needs of those who either have been or might be affected by an emergency or major disaster. When the emergency 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 proper federal agencies.
2. The chief elected official is ultimately responsible for emergency management activities within the boundaries of the jurisdiction. The Lafayette County Commission is responsible for those activities in the unincorporated areas of the county and in those incorporated communities that do not have a local emergency management organization (see Title XI, Division 10, Chapter 11, of the Missouri Code of Regulations). The chief elected official of each municipality (i.e., Mayor) has a similar responsibility within their corporate boundaries. These officials can delegate their authority, but never their responsibility. Throughout this plan, the term Presiding Commissioner and County Executive is interchangeable.
3. At no time may the County Legislature supersede the authority of the elected officials of any of the incorporated subdivisions unless: (1) requested to do so by those elected officials, (2) the local subdivisions' governmental body is incapacitated or ceases to exist, or (3) empowered to do so by the governor under the authority of Chapter 44, RSMo. Although they participate in this plan, the subdivisions within the county should develop their own local plans.
4. The County of Lafayette, or any towns, villages, or fire districts may, within their respective areas, adopt and carry out their own emergency management plans, and that none of these entities are placed in a position of superiority or subordination to the other in this respect.
5. This plan is based on the concept that the emergency functions assigned to the various groups, organizations, and individuals involved in this plan will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be employed as much as possible in both normal and emergency functions.
6. Those day-to-day functions that do not contribute directly to the emergency

operations may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.

7. This plan or portions thereof will be implemented according to the emergency classification and control procedures set forth in Appendix 3 to this Basic Plan. The procedures discussed under this appendix will describe what happens when an emergency/disaster occurs, activation of the EOC, response procedures that will take place, and notification of departments/individuals.
8. By County Code, Lafayette County created an emergency management organization responsible for the preparation and implementation of emergency functions for Lafayette County in accordance with Chapter 44, RSMo, and the State of Missouri Emergency Operations Plan.

#### B. Operational Time Frames

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

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

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

#### A. Organization

1. Most of the departments within local governments have emergency functions in addition to their normal, day-to-day duties which parallel or complement normal

functions. The emergency management organization in Lafayette County will be set up along the following functional lines:

- a. Direction and Control
  - b. Communications and Warning
  - c. Emergency Public Information
  - d. Damage Assessment
  - e. Law Enforcement
  - f. Fire and Rescue
  - g. Resource and Supply
  - h. Hazardous Materials
  - i. Public Works
  - j. Evacuation
  - k. In-Place Shelter (Attack)
  - l. Reception and Care
  - m. Health and Medical
  - n. Terrorism Response
2. Lafayette County and each incorporated subdivision should provide a capability in each of these functional areas. In some cases an agency handles a particular operation for both on day-to-day basis (i.e., Red Cross, Family Services, County Health Center, etc.)
  3. The organizational chart for Lafayette County is located in Appendix 1 to the Basic Plan.

**B. Assignment of 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 functions listed above. In some cases a function will be assigned to a county official or agency, while others to city agencies or a combination thereof. Assignments for Lafayette County are identified on a chart in Appendix 2.

2. The specific tasks to be performed in each function are found in detail in each functional annex. Appendix 2 to the Basic Plan contains a basic list of task assignments by function common for a county organization.
3. It will be the responsibility of those agencies and individuals having a primary/secondary assignment to develop and maintain current standard operating guidelines (SOGs) and checklists which detail how their assigned tasks will be performed to support implementing this plan.
4. Government at all levels and private sector organizations involved in community service activities have responsibilities for maintaining awareness of and being prepared to provide for the needs of persons with disabilities or other special problems. Throughout this EOP, the requirements of special needs groups will be addressed (i.e., providing medical, transportation, and other related support during emergency situations for the handicapped, elderly, etc.).

## **V. DIRECTION AND CONTROL**

### **A. General**

1. The Presiding Commissioner/County Executive of Lafayette County (or his/her designated representative) is responsible for emergency management activities as outlined in this plan and directing emergency response within the confines of the jurisdiction.
2. The County Emergency Management Director is responsible for the following:
  - a. Coordination of all emergency management activities.
  - b. Decisions on routine day-to-day matters pertaining to emergency management.
  - c. Advising on courses of action available for major decisions.
  - d. Ensuring proper functioning of the EOC during emergency operations.
  - e. Acting as liaison with other local, state and federal emergency management agencies.
  - f. Coordinate EOC operations.
  - g. Other duties as outlined in the local ordinances, court orders, and agreements.

B. Emergency Operations Center (EOC)

1. Lafayette County is subject to many hazards that would require decentralized control and coordination of units in the field.
2. Lafayette County will control its emergency operations from the Dryer Annex located at 1106 Main Street, Lexington, Missouri.

The alternate location for the EOC will be the Lafayette County Law Enforcement Center, Lexington, Missouri.

3. Other communities will operate independent of each other and operate their own EOCs unless they relegate their authority to another jurisdiction or higher form of government.
4. The EOCs will be manned generally according to the level of emergency or Appendix 3 to this Basic Plan.

**VI. CONTINUITY OF GOVERNMENT**

Effective comprehensive emergency management operations depend upon two important factors to ensure continuity in government from the highest to the lowest level: 1) lines of succession for officials, agency/department heads, and authorized personnel; and 2) preservation of records.

A. Lines of Succession

In the event that an official or agency charged with participating in emergency operations is unable to perform, lines of succession will be established to ensure continuous emergency services are provided.

1. The line of succession for Lafayette County is from the County Commission down through the County Clerk as follows:
  - a. Presiding Commissioner
  - b. Northern Commissioner
  - c. Southern Commissioner
  - d. County Clerk
2. The lines of succession for the mayors of the incorporated jurisdictions are to their mayor pro-tem to be followed by members of their city council as local plans dictate.



3. The line of succession for the Lafayette County Emergency Management Director is through the Deputy Emergency Management Director. This would also apply to other individual jurisdictions having an emergency management organization.
4. The line of succession for each department head is according to the standard operating procedures established by each department (See annexes and SOGs).
5. In the event circumstances resulting from a disaster prevent a political entity from performing effective operations, Lafayette County may assume authority until that political entity is able to adequately resume operations.

**B. Preservation of Records**

1. Vital records for Lafayette County are stored in several vaults throughout the courthouse(s). There are also provisions for computer storage of records in the assessment offices, while other needs for record storage are accomplished by using adjacent or nearby buildings.
2. In order to provide normal government operations after a disaster, all vital records of both a public and private nature recorded by such county and city officials as the clerk, tax collector, tax assessor, etc., 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 such as a major disaster. These records and documents are to be identified by officials responsible for their day-to-day maintenance.
  - b. Resources from local government will be allocated to provide for one or more of the following options: 1) duplication of all such records, 2) timely movement to secure or safe areas outside the danger area, and/or development of secure and safe storage areas in Lafayette County.
3. Each emergency support service (i.e., law enforcement, fire, public works, etc.) must establish procedures to protect records deemed essential for continuing government functions and the conduct of emergency operations.

**VII. ADMINISTRATION AND LOGISTICS**

**A. Administration**

1. Emergency authority (See Part IX, Authorities and References).

2. Reports and records as required will be submitted to the proper authorities in accordance with the instructions in the individual annexes.
3. Agreements and understandings with other local jurisdictions, higher levels of government and other agencies can be utilized to supplement local resources should an emergency situation exhaust the capabilities of Lafayette County. Requests for such assistance will be made in accordance with negotiated mutual aid agreements and understandings. All such agreements should be formalized in writing whenever possible.
4. Discrimination on the grounds of race, color, religion, nationality, sex, age, handicap, or economic status will not be allowed in the execution of emergency management functions. This policy applies to all levels of local government.
5. Disaster assistance from the state or federal government will be utilized in accordance with their provisions and statutes. Requests for such assistance can only be made by the chief elected official of the jurisdiction (i.e., Presiding Commissioner/County Executive, Mayor) or their designated successor and must be submitted to the Governor of Missouri.
6. Review and written concurrence of this plan and its annexes will be accomplished as follows: Each agency/department of government and private sector organizations assigned emergency responsibilities will review this plan. They will report their concurrence to the Lafayette County Emergency Management Director. The County Commissioners will sign the promulgation document for all departments and organizations.

B. Logistics

1. Whenever possible, procurement of necessary resources will be accomplished using normal day-to-day channels.
2. During unusual situations when such constraints would result in the loss of life and property, normal requisition procedures can be circumvented. This will be done under the authorities and by the procedures set forth in the local ordinances.
3. Establish policy for obtaining and using facilities, materials, services, and other resources required to support emergency operations.
4. Set up procedures for receiving and managing the donations and services of individual citizens, private sector organizations, and others not included in the formal response structure.
5. Identify, as appropriate, special or critical resources required for radiological and chemical analysis, environmental assessment, biological sampling, etc.

6. Develop procedures for inventory, storage, maintenance, and replacement of administrative and logistical support items during emergency conditions.
7. Identify the availability and accessibility of resources from neighboring jurisdictions, military installations, the state and the federal government.

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

- A. The Lafayette County EOP was developed through the efforts of Lafayette County with assistance provided by the State Emergency Management Agency. During the development, various agencies, organizations, and county and city governments were interviewed to discuss their roles, responsibilities, and capabilities in an emergency. This plan is a result of their input.
- B. The Lafayette County EOP is a all-hazard, functional plan, broken into three components: 1) a basic plan that serves as an overview of the jurisdiction's approach to emergency management, 2) annexes that address specific activities critical to emergency response and recovery, and 3) appendices which support each annex and contain technical information, details, and methods for use in emergency operations.
- C. The Basic Plan is to be used primarily by the County Commission and public policy officials of a jurisdiction but all individuals/agencies involved in the EOP should be familiar with it. The annexes are to be used by the operational managers and the appendices are for disaster response personnel.
- D. The contents of this plan must be understood by those who will implement it or it will not be effective. Thus, the Lafayette County Emergency Management Director will brief the appropriate officials as they assume their duties.
- E. Each organization/agency with an assigned task will be responsible for the development and maintenance of their respective segments of the plan (See Part IV, Organization and Assignment of Responsibilities). 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.
- F. The County Emergency Management Director will initiate an annual review of the plan by all officials and agencies. He or she will ensure that necessary changes and revisions to the plan are prepared, coordinated, published, and distributed. This director will provide a copy of the plan revisions to all organizations/agencies assigned responsibility for implementation of the plan.
- G. 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.

- H. This plan or any portions thereof will be activated by the order of the chief elected official present, or by the procedures set forth in this plan.
- I. This plan will become effective upon the date it is approved and signed by the chief elected officials of Lafayette County.

**IX. AUTHORITIES AND REFERENCES**

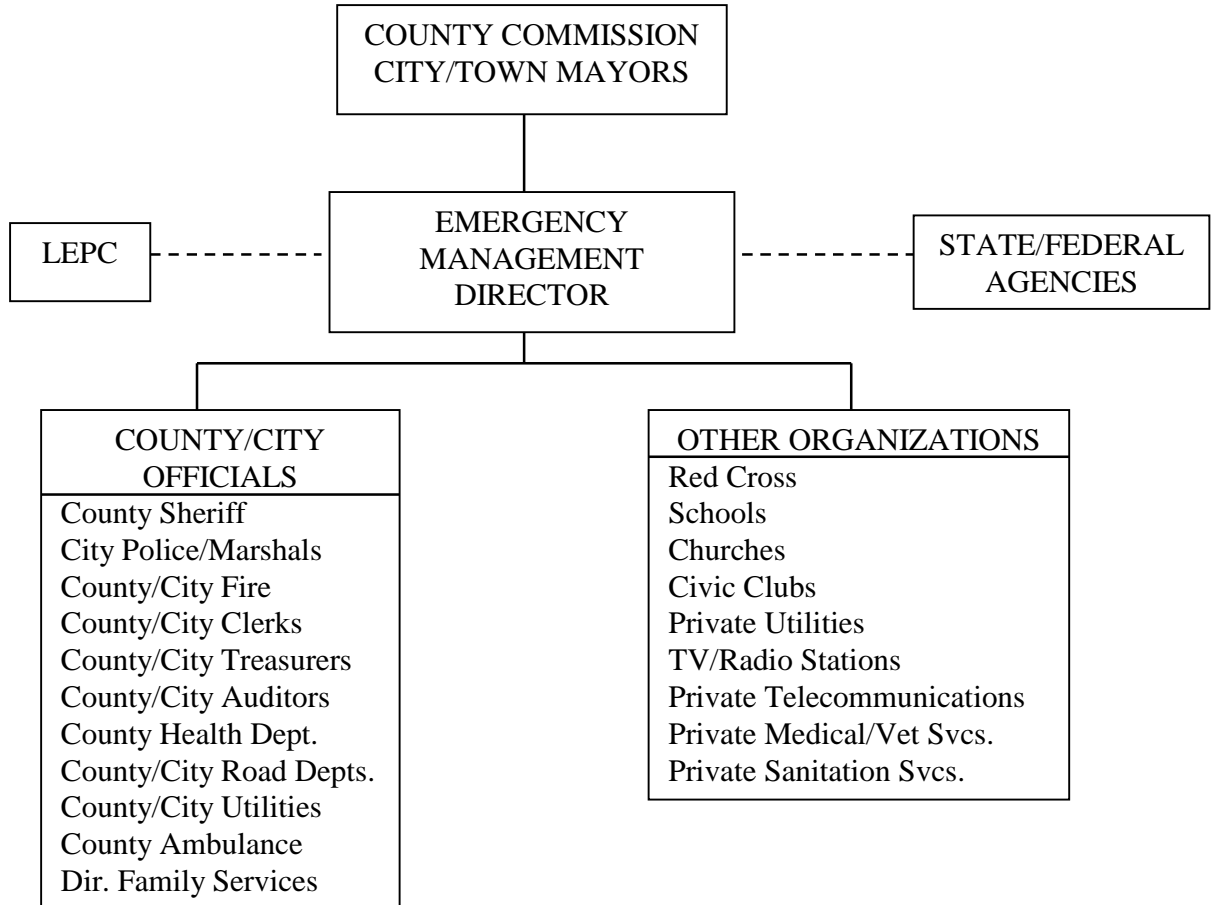
- A. Federal Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
- B. Federal Public Law 99-499, SARA Title III
- C. Federal Civil Preparedness Guides (CPGs) 1-8 and 1-8A, as amended
- D. Revised Statutes of Missouri, Chapter 55, as amended
- E. Revised Statutes of Missouri, 49.070
- F. Missouri Code of Regulations, Title II, Division 10, Chapter II
- G. State of Missouri Emergency Operations Plan, as amended
- H. Opinion Attorney General No. 73 Antoine, 8-1-68 The Missouri Civil Defense Act (Chapter 44, RSMo)
- I. Lafayette County Code establishing the Lafayette County Civil Defense Program, October, 1983.
- J. Homeland Security Presidential Decision (HSPD)-5, dtd February 28, 2003.
- K. Presidential Decision Directive (PDD)-39, dtd June 21, 1995.

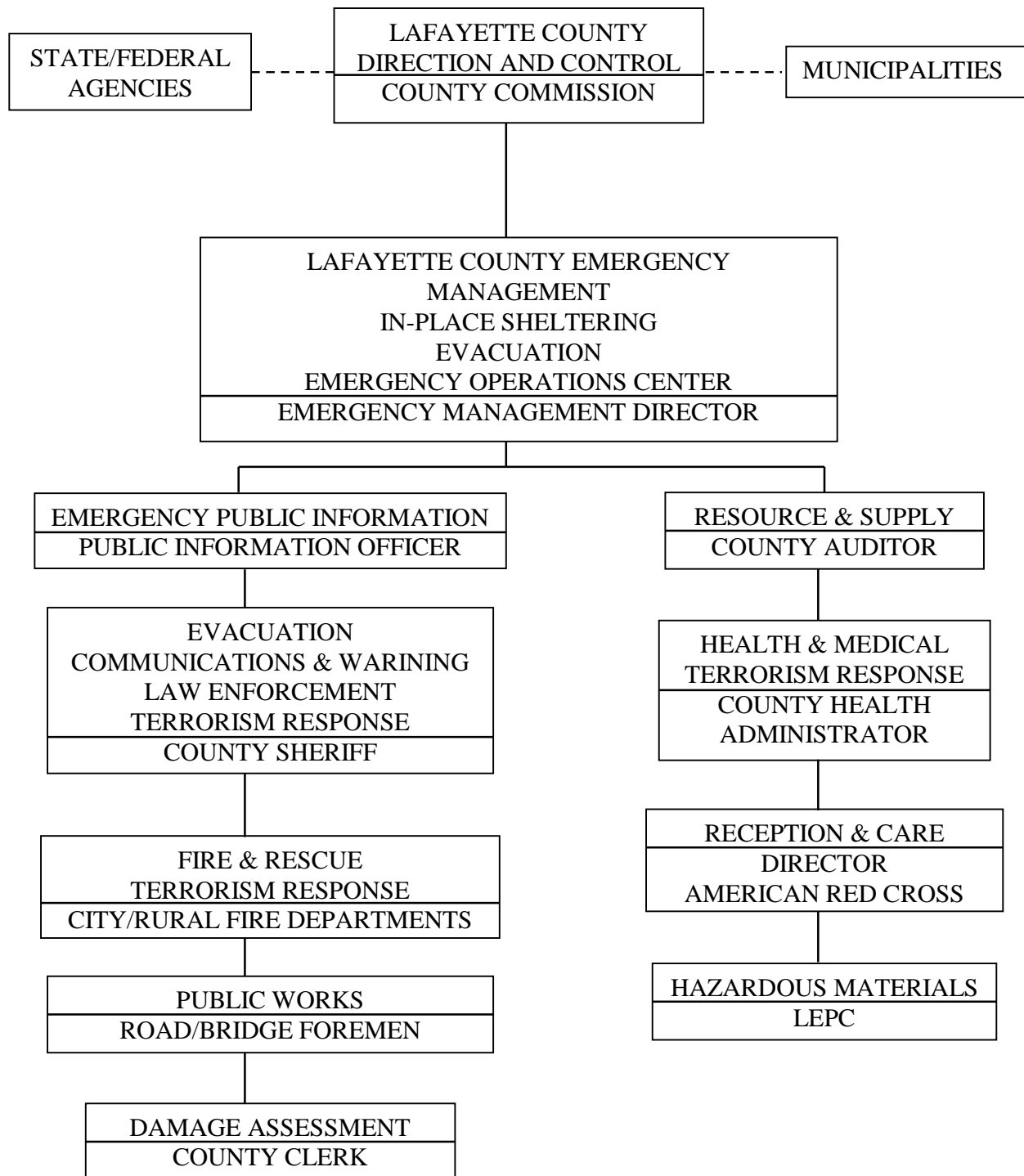
## **APPENDICES**

1. Lafayette County Emergency (Disaster) Organizational Charts
2. Assignment of Responsibilities  
  
Attachment A - Functions and Responsibilities Charts  
Attachment B - Task Assignments by Function
3. Emergency (Disaster) Classification and Control Procedures
4. Procedures for Requesting State and Federal Assistance  
  
Attachment A - Contact Numbers
5. Emergency Government Proclamation of a State of Emergency in Lafayette County, Missouri
6. Hazard Analysis  
  
Attachment A - Earthquake Response  
Attachment B - Projected Earthquake Intensities

Appendix 1 to the Basic Plan

**LAFAYETTE COUNTY EMERGENCY (DISASTER) ORGANIZATIONAL CHARTS**





## Appendix 2 to the Basic Plan

### **ASSIGNMENT OF RESPONSIBILITIES**

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

1. These charts will assign specific agencies and/or individuals the responsibility to prepare for and to perform each of the thirteen (13) identified emergency management functions (See Part IV of this Basic Plan) and also whether it is a primary or supporting role.
2. These charts are general in nature and should not be considered all inclusive.

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

1. Following the P & S Charts there is a basic list of tasks to be assigned to each function.
2. These are only general lists that will be expanded in the various annexes.



Attachment A  
Appendix 2 to the Basic Plan

**FUNCTIONS AND RESPONSIBILITIES CHART**

FUNCTIONAL ANNEX		A	B	C	D	E	F	G	H	I	J	K	L	M	N
P = Primary Responsibility	FUNCTIONAL CONTROL UNIT ON & CONTROL	D	C	E	D	L	F	R	H	P	E	I	R	H	T
S = Support Responsibility		I	O	M	A	A	I	E	A	U	V	N	E	E	E
* = Shared Responsibility		R	M	R	M	W	R	S	Z	B	A	P	C	A	R
		E	M	E	A	E	E	O	A	L	C	L	E	L	R
		C	U	G	G	N	&	U	R	I	C	A	PT	TH	OR
		T	N	E	E	F	R	R	D	C	U	C	ION	&	I
		I	C	N	A	O	R	C	O	W	ATI	ES	ON	M	S
		O	A	Y	S	R	SC	E	U	OR	ON	SH	N	ED	SM
		N	T	P	SE	CE	UE	S	S	K		HE	&	IC	
		&	IO	UB	SS	ME		UP	MA			LT	CA	AL	
		C	ONS	BL	SM	NT		PLY	TER			ER			
		ON	&	IC	MENT				IALS						
		T	WAR	INFO.											
		R	N												
		O	I												
		L	NG												
Department/Individual															
County Commission	P		S					S		P	S	S			
Emergency Management Director	S							S			P	S			
Sheriff	S	P	S		P	S		S		S*		S			P*
County Road & Bridge Superintendent	S	S		S		S		S	P*	S*		S			
Local Fire Chief	S	S				P		S				S			P*
Public Information Officer	S	S	P					S		S	S	S			
LEPC/Incident Commander	S		S					P			S				
Hospital Administrators	S		S					S				S	P*		
County Ambulance District Admin.	S	S	S					S				S	P*		
County Coroner	S		S										P*		
County Health Department Admin.	S		S							S		S	P*		P*
County Environmental Sanitarian	S									S		S			
County Clerk	S			P											
County Auditor	S						P								
Red Cross												P			

County Assessor				S											
-----------------	--	--	--	---	--	--	--	--	--	--	--	--	--	--	--

Attachment B to Appendix 2 of the Basic Plan

**TASKS ASSIGNMENTS BY FUNCTION**

A. Direction and Control--County Commission, Mayors, City Administrator

1. Policy decisions relating to Emergency Management
2. Planning for Emergency Management
3. Hazard Mitigation activities
4. Control of operations during disasters
5. Coordinate and direct relief and recovery operations
6. Coordinating all Emergency Management activities
7. Testing and Exercising
8. Maintenance of current capabilities
9. Emergency Public Information

B. Communications and Warning--County Sheriff, Police, County Communications Officer

1. Monitoring all emergency situations to ensure proper response
2. Developing and maintaining Communications plans and procedures
3. Training of personnel (full-time and supplementary)
4. Supporting all other emergency functions
5. Develop Warning plans and procedures for all identified hazards (See Basic Plan, II, A-3)
6. Training Sky-warn spotters
7. Develop dissemination procedures with communications
8. Maintain and expand warning and alert devices (sirens, tone-activated receivers, etc.)
9. Participate in Drills, Tests and Exercises
10. Update and change plans as necessary

C. Emergency Public Information (EPI)--County Commission, Public Information Officers

1. Pre-designate an information office which will be the point of contact for the media during disaster situations
2. Develop provisions with the various departments to coordinate the release of information to the public
3. Develop information authentication procedures
4. Develop procedures to clear information with the chief executive before release to the public
5. Develop procedures to utilize all news media for the release of information
6. Develop EPI's for all hazards identified in the Basic Plan under Situations and Assumptions, A-3
7. Develop Rumor Control procedures and plans
8. Conduct annual program to acquaint news media with emergency plans
9. Participate in Tests, Drills and Exercises
10. Revise and update plans as necessary

D. Damage Assessment--County Clerk/Assessor

1. Develop plans and procedures consistent with those of the State and Federal Government
2. Recruit and train personnel
3. During disaster operations, provide intelligence expertise to Direction and Control
4. During recovery supplement Federal and State officials, by assisting in damage estimation reports
5. Assist in Mitigation activities by identifying potential problem areas
6. Participate in Drills, Tests and Exercises
7. Change and update plans as necessary

E. Law Enforcement--County Sheriff, Police

1. Maintain Law and Order
2. Site Security and Access Control
3. Traffic Control
4. Crowd Control
5. Communications and Warning Support
6. RADEF Support
7. Fire and Medical Support
8. Develop liaison and coordination with other law enforcement groups
9. Develop and maintain plans and procedures as necessary
10. Participate in Drills, Tests and Exercises
11. Update and change plans as required
12. Develop training courses for auxiliaries and reserves

F. Fire Service--City/Rural Fire Departments

1. Control Fires
2. Conduct fire prevention inspections
3. Search and Rescue
4. Support traffic control, Health and Medical, Warning and Communications
5. Hazardous materials incidents
6. First Responder Medical Care
7. RADEF Support including decontamination
8. Develop plans when required or conditions change
9. Update plans when required or conditions change

10. Participate in Drills, tests, and exercises
11. Develop and conduct training courses in self-help fire prevention techniques

G. Resource and Supply--County Auditor/Purchasing Agent

1. Maintain and update resource lists of supplies and personnel for use in disaster situations
2. With the assistance of other department heads identify potential resources requirements
3. Develop plans and procedures to ensure that adequate resources are available during or after a disaster to include the relocation of such resources following an evacuation
4. Identify resource shortfalls and methods by which they can be alleviated
5. Develop emergency shelter stocking plans
6. Participate in Drills, Tests and Exercises
7. Update plans as required or as local conditions change

H. Hazardous Materials--LEPC Committee City/County Emergency Management Director

1. Maintain an accurate and responsive data bank for all vital information arising from a chemical release incident in or affecting Lafayette County.
2. Identify personnel and equipment needs
3. Recruit and train personnel
4. Serves as the point of contact for Community Right-to-know
5. Develop procedures for the relocation of excess RADEF instruments following a "crisis" evacuation
6. Support Damage Assessment activities
7. Develop with state officials a hazardous materials accident capability
8. Work with area hospitals to ensure procedures are available (1) to handle contaminated patients and (2) decontaminate and isolate such patients
9. Participate in Tests, Drills and Exercises
10. Change plans and procedures as required

I. Public Works--County Road and Bridge Foreman/Municipal Public Works

1. Debris Removal
2. Garbage Disposal
3. Road and Bridge repairs
4. Emergency utility service to critical facilities
5. Restoration of normal utility service
6. Flood control and emergency snow removal
7. Damage Assessment
8. Support, Traffic Control, Resource and Supply, RADEF, and Health and Medical
9. Participate in Tests, Drills and Exercises,
10. Update and change plans as required

J. Evacuation--Sheriff/City and County Fire Departments, County Emergency Management Director

1. Develop plans for evacuation from one part of the county to another
2. Identify potential evacuation routes
3. Identify facilities or individuals with special "evacuation" needs (hospitals, nursing homes, invalids, etc.)
4. Identify "critical" facilities which must be kept in operation
5. Develop procedures for a continuous and orderly flow of traffic (breakdowns, rest areas, fuel supplies, etc.)
6. Participate in Tests, Drills and Exercises
7. Update and change plans as required
8. Develop and maintain EPI materials for the public

K. In-Place Shelters--County Emergency Management Director

1. Develop and maintain lists of identified fallout shelters

2. Assist in development of RADEF plans to include distribution of kits from bulk storage
3. Identify fallout shelters with inherent blast protection for use by key workers
4. Assist in the development of a Crisis shelter stocking plan
5. Develop procedures for marking unmarked shelters in a crisis period
6. Assist state planners in allocation of people to fallout shelter
7. Develop EPI's and keep them current
8. Assist in developing plans for movement to shelters
9. Participate in Drills, Tests and Exercises
10. Update and change plans as required

L. Reception and Care--American Red Cross/Division of Family Services/Civic Groups

1. Identify facilities that are suitable for temporary lodging and feeding facilities. Contact the owners/managers to ensure availability
2. Develop procedures for the management of reception and care activities (feeding, registration, lodging, etc.)
3. Designate certain facilities for lodging and institutionalized groups
4. Develop and have available registration forms that contain pertinent data
5. Assist in the planning to make food and water available
6. Develop procedures to assist evacuees with medical problems
7. Participate in Tests, Exercises and Drills
8. Update and change plans as required

M. Health and Medical--County Health Department

1. Develop procedures that provide for public health sanitation services during an "emergency"
2. Coordinate disaster plans of local hospitals with this plan to include evacuation and care for those who cannot be evacuated



3. Develop similar plans and procedures for nursing homes in the area
4. Develop plans for mass inoculation against disease
5. Make provisions for expanded mortuary services
6. Develop procedures to augment regular medical staff with other trained persons in the community
7. Ensure that area hospitals have developed procedures to handle patients contaminated by radiological material
8. Develop plans to provide medical care at reception centers should people be evacuated into the area
9. Participate in Tests, Exercises and Drills
10. Revise and update plans as required

N. Terrorism Response--County Sheriff, City/Rural Fire Departments, County Health Department

1. Law Enforcement:
  - a. Manage the incident scene. Set-up IMS to manage/coordinate with other departments and agencies.
  - b. Respond to requests for support/assistance from other departments; local, state, and federal.
  - c. Provide security, maintain order, prevent unauthorized entry, control and re-route traffic and maintain open access/egress for authorized vehicles into the terrorist incident scene.
  - d. Assist in evacuation/in place protection notification of the affected area as requested by the EOC or the on scene incident commander.
  - e. Develop and maintain SOGs of duties, roles and responsibilities for any terrorism incidents involving CBRNE.
  - f. Ensure Scene Security and evidence preservation pending arrival of the FBI, and assist the FBI and other investigative authorities in determining responsibility.
  - g. Establish access control into and out of crime.
  - h. Provide security for Command Post and EOC.

- i. Manage crowd control when necessary.
2. Fire Department:
- a. Respond to all reports of terrorist incidents to determine the nature and scope of the incident.
  - b. Provide a representative to the EOC and coordinate with law enforcement and other agencies for support and resource requirements.
  - c. Establish site security areas and hazard exclusion zones in accordance with established procedures and guidelines.
  - d. Determine the nature of the incident.
  - e. Provide information on hazardous material/evaluation and environmental damage assessment.
  - f. Develop and maintain internal guidelines to identify specific roles and responsibilities of fire service personnel in each of the major terrorism incidents CBRNE.
  - g. Keep the EOC informed.
3. Health Department:
- a. Provide personnel safety information to the EOC.
  - b. Provide an environmental analysis, with help from the Missouri Department of Health and Senior Services and the Center for Disease Control. Coordinate with the County Health Director on all health issues. The County Health Director is responsible to determine the health risk, and recommend epidemiological and toxicological solutions to deal with public health issues involved in a terrorist incident. (See Annex M)
  - c. Monitor response personnel and general public exposure to chemical, biological, and radiological agents.
  - d. Monitor and track potential victims.
  - e. Provide information regarding exposure and treatment to potential victims and workers.
  - f. The County Health and Medical Director or a designated representative will assist the

PIO on Health and Medical issues and in broadcasts concerning public and individual health issues.

- g. Keep the EOC informed.

## **EMERGENCY (DISASTER) CLASSIFICATION AND CONTROL PROCEDURE**

### **I. PURPOSE**

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

### **II. EMERGENCY CLASSIFICATIONS**

- A. Category I Emergency is an occurrence that can be handled routinely by one or more departments within the county/city. It has the potential to require resources in excess of those available to the responding agency (ies) through mutual aid agreements, etc., to bring the situation under control.
- B. Category II Emergency is an occurrence that requires a major response and the significant commitment of resources from several governmental agencies, but will still be within the capabilities of local resources to control. (Example: localized flooding, isolated tornado damage, major hazardous materials incidents).
- C. Category III Emergency is an occurrence that requires an extensive response and commitment of resources from all departments/agencies and could necessitate requesting outside assistance from state and federal agencies. (Example: earthquake, major tornado damage over large areas with extensive casualties, extensive flooding or any incident requiring an evacuation of a significant sized area).

### **III. RESPONSE PROCEDURES**

#### **DISASTER CATEGORIES**

Category I: Normal response to an emergency

Criteria: Should not exceed any of the following – if it does, go to the next higher category

- 1a. County Budget Realignment: not required
- 1b. Emergency Fund Expenditure: none
- 2. Number of Victims: 0 – 10 persons
- 3. Number of Deaths: 0 – 5 persons
- 4. County Paid Employees (non-first responders) Responding: 0 – 2 persons

5. National Guard: Not required
6. Special State & Federal Assistance: Not required
7. Emergency Operations Center Activation: not required
8. Notification of Non-First Responders: partial (see special information about the specific hazard)
9. City/County Non-First Responders Resources: the equivalent of one major piece of equipment (e.g., dump truck, tractor)
10. County Mutual Aid Pact Activation: Not required
11. Evacuation: Not required and 100% sure it will not be required later
12. Number Disaster Workers: 1 – 49 persons
13. Damage Assessment: American Red Cross/County Clerk

Activators: Supervisor Level

1. County Emergency Management Agency Officer
2. Office of County Commission
3. County Department Supervisor or Higher Ranking Person
4. Highest Ranking Sheriff's Dispatcher on Duty
5. Highest Ranking Fire District Person on Scene or Higher Ranking Person
6. Highest Ranking Ambulance Person on Scene or Higher Ranking Person
7. Incident Commander

Hazard Examples

1. Wrecks
2. House Fire
3. Minor Hazardous Materials Incident
4. Minor Winter Storm

5. Severe Weather Watch or Warning

Category II: Non-major disaster

Criteria: Should not exceed any of the following – if it does, go to next higher category:

- 1a. County Budget Realignment: not required
- 1b. Emergency Fund Expenditure: \$1,000
2. Number of Victims: 11 – 29 persons
3. Number of Deaths: 6 – 10 persons
4. County Paid Employees (non-first responders) Responding: 3 – 10 persons
5. National Guard: not required
6. Special State & Federal Assistance: not required
7. Emergency Operations Center Activation: partial (see special information about the specific hazard)
8. Notification of Non-First Responders: partial (see special information about the specific hazard)
9. County Non-First Responder Resources: the equivalent of 2 – 3 major pieces of equipment
10. County Mutual Aid Pact Activation: required
11. Evacuation: yes, or not 100% sure it will not be required
12. Number Disaster Workers: 50-100 persons
13. Damage Assessment: American Red Cross and Director of Assessment

Activators: Policy maker level (sheriff's office dispatchers should log when the verbal declaration was made and by whom)

1. Emergency Management Director
2. Office of County Commissioner
3. County Department Head

4. Incident Commander

Hazard Examples

1. Major Hazardous Materials Incident
2. Minor Flood
3. Sever Weather
4. Small Tornado
5. Major Winter Storm

Category III: major disaster

Criteria:

- 1a. County Budget Realignment: required
- 1b. Emergency Fund Expenditure: more than \$1,000
2. Number of Victims: 30 or more persons
3. Number of Deaths: 11 or more persons
4. County Paid Employees (non-first responders) Responding: 11 or more persons
5. National Guard: required
6. Special State & Federal Assistance: required
7. Emergency Operations Center Activation: Full (see special information about the specific hazard)
8. Notification of Non-First Responders: Full (see special information about the specific hazard)
9. County Non-First Responder Resources: The equivalent of 4 or more major pieces of equipment
10. County Medical Aid Pact Activation: Required
11. Evacuation: Required
12. Number Disaster Workers: 101 or more persons

13. Damage Assessment: American Red Cross and Director of Assessment

Activators: Chief Executive Officer level

1. County Presiding Commissioner/Executive (who must sign a disaster declaration)

Hazard Examples

1. Earthquake
2. Major Flood
3. Large Tornado

SPECIAL INFORMATION ABOUT SPECIFIC HAZARDS

The actions described below would normally be accomplished by sheriff's office dispatchers.

Category I:

House Fire: If the incident commander indicates that the house was inhabited and victims lost food or clothing or if they will not be able to spend the night in the house, notify the American Red Cross.

Minor Hazardous Materials Incident: If the incident involves radiological materials, notify the EMD who will notify the RADEF Officer and who will cause the radiological check-list sheet to be accomplished. The RADEF Officer will contact the County RADEF Team.

Severe Weather Watch or Warning: Broadcast the watch or warning on the sheriff's primary, fire dispatch, ambulance dispatch, and highway department frequencies. If it is a tornado warning, local EMA personnel will cause appropriate sirens to be activated in accordance with their jurisdictions warning system. Notify the EMD who will notify an amateur radio operator to man the EOC and who will activate appropriate spotter networks. EMD will specify when the EOC will be activated.

National Security Alert: Broadcast the alert and sound sirens as with a severe weather watch or warning. Notify the EMD who will cause the actions on the appropriate check-list to be accomplished and who will notify the RADEF Officer.

Subsidence, Civil Intervention, Law Enforcement Support: Notify EMD.

All Hazards: At the request of the incident commander, contact the American Red Cross and request refreshment support of the disaster workers.



Category II:

All Hazards: Notify the EMD who will determine if the EOC needs to be activated, who will contact others who need to be present at the EOC, and who will contact the Office of the County Commission. Notify the appropriate ambulance district, the appropriate fire district, the sheriff's office, the American Red Cross, and an amateur radio operator and request they immediately send a manned unit to the incident commander's location to establish a command post (the incident commander has the authority to modify this list of responding units to fit the particular hazard). If time is of the essence, the EMA Coordinator will direct dispatchers at the EOC to notify those who need to be present.

Category III:

All Hazard: Same as Category II.

## Appendix 4 to the Basic Plan

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

Assistance from other agencies, such as the Department of Conservation, Department of Natural Resources, U.S. Army Corps of Engineers, etc. can be requested directly by calling the appropriate agency (see Attachment A to this appendix). State assistance may also be requested through SEMA.

#### **A. SEMA Notification**

1. SEMA has a 24-hour Duty Officer to request assistance in a disaster or emergency situation: (573) 751-2748.
  - a. During working hours, your call will be answered by EOC personnel on duty.
  - b. After working hours, leave your name and a call-back number. Your call will be returned by the duty officer.
2. If the telephone lines are down, the Duty Officer may still be contacted. The Missouri State Highway Patrol can relay the information to Troop F in Jefferson City by radio. During working hours, the Missouri Uniform Law Enforcement System (MULES) can also be used to transmit messages to the MULES terminal in the State Emergency Operations Center.

### **NATIONAL GUARD ASSISTANCE**

#### **B. General Facts**

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

#### **C. Procedures**

1. Analyze the situation to determine:
  - a. If threat to life or property still exists.
  - b. To ensure all local resources are committed.

2. Make the request directly to the Governor through SEMA by the quickest means possible. If the telephone or radio is used, a hard copy should follow.
3. Await reply.

Attachment A  
Appendix 4 to the Basic Plan

**CONTACT NUMBERS**

U.S. ARMY CORPS OF ENGINEERS

Chief of Emergency Management Division  
Kansas City District  
Office: (816)426-6135  
Home: (913)478-3527  
FAX: (816)426-6138  
24 Hour Number: (816)426-6320

NATIONAL WEATHER SERVICE

Chief Meteorologist: (816)987-6125 or (816)987-5147

NATIONAL RESPONSE CENTER

For hazardous chemical and oil spills  
1(800)424-8802

U.S. ENVIRONMENTAL PROTECTION AGENCY

(816)374-3778

U.S. COAST GUARD

Commander, Second Coast Guard District  
1222 Spruce Street  
St. Louis, Missouri 63103-2832  
(314)539-3706 or 3707  
FTS 262-3706 or 3707

CHEMTREC

1(800)424-9300

MISSOURI DEPARTMENT OF NATURAL RESOURCES

Environmental Response Office (24 hour)  
(573) 634-2436

MISSOURI DEPARTMENT OF TRANSPORTATION, District 4

District Engineer  
5117 East 31<sup>st</sup> Street  
Kansas City, Missouri 64128  
(816)922-6426

OTHER ASSISTANCE

AMERICAN RED CROSS

Emergency Services Director  
Greater Kansas City Chapter (Zone 7)  
Work (816)931-8400 Ext. 212  
FAX (816)531-7306

MISSOURI PILOTS ASSOCIATION (MPA)

President  
Work (417)334-3241  
Home (417)538-4115

Secretary  
(816)356-4669

EMA Coordinator  
(417)338-2225

Appendix 5 to the Basic Plan

**EMERGENCY GOVERNMENT PROCLAMATION OF STATE OF EMERGENCY IN  
LAFAYETTE COUNTY, MISSOURI**

WHEREAS, Lafayette County, Missouri, has encountered \_\_\_\_\_ conditions, and a threat exists to the lives and property of the people of Lafayette County, Missouri and;

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

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

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

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

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and the Lafayette County, Missouri, Emergency Management Agency forces in executing emergnecy 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 \_\_\_\_\_, 19\_\_\_\_A.D.

\_\_\_\_\_  
Presiding Commissioner

\_\_\_\_\_  
County Clerk

## Appendix 6 to the Basic Plan

### HAZARD ANALYSIS

This appendix is designed to provide an overview of the hazards that could affect Lafayette County. In general, hazards can be placed into two (2) categories: natural and technological/man-made hazards.

#### NATURAL HAZARDS

<u>Tornado</u>	Since Missouri lies in the heart of the nation's "tornado alley"; its residents are particularly vulnerable to tornadoes. Seventy percent (70%) of Missouri's tornadoes occur during the months of March, April, May and June, but a tornado can occur at any time of the year.
<u>Winter Storms</u>	<p>Although excessive snowfalls with prolonged severe cold or storms producing blizzard conditions are rare in Missouri, they do occur.</p> <p>A large winter storm accompanied by severe cold could cause numerous secondary hazards such as power failures, fuel shortages, and transportation incidents.</p>
<u>Floods</u>	Lafayette County participates in the National Flood Insurance Program. The county entered this program in September, 1988. Flood plain maps of the unincorporated areas of the county have been developed and are kept on file with the Lafayette County Department of Planning and Zoning. The date of the current map is September 4, 1988.
<u>Earthquake</u>	Although earthquakes in the Midwest occur less frequently than on the west coast, the threat of an earthquake affecting Missouri is high. For more information, see Attachment A to this appendix.
<u>Other</u>	Additional natural hazards that could affect Lafayette County include: wildfires, drought, sleet and hail, high winds, excessive rain and lightning.

#### TECHNOLOGICAL/MAN-MADE HAZARDS

<u>Hazardous Materials Incidents</u>	Lafayette County is prone to hazardous materials incidents from both fixed facilities and transportation accidents (highway, waterway, and railway) including pipeline ruptures. (For additional information, see Annex H).
<u>Dam Failure</u>	Lafayette County could be vulnerable to the effects of a levee or dam failure. Most of the dams identified in the county are small and pose no major threat. Dams located outside of Lafayette County could also have an impact here.

Power Failures

The loss or interruption of power can cause significant problems for the businesses and residents of Lafayette County. Power failure can result from another disaster (i.e., tornado, winter storm) or it can occur on its own.

Transportation  
Incidents

Lafayette County is vulnerable to incidents involving highway, water, or rail travel. Accidents involving vehicles carrying large numbers of people (i.e., buses, boats, planes, etc.) can cause an emergency/disaster situation for the jurisdiction affected.

Urban Fire

Fire is the primary cause of accidental death in the United States, surpassing floods, automobile accidents and other disasters. Twenty (20) times more deaths are caused by fire than by floods, hurricanes, tornadoes and earthquakes combined. Fires may be accidental or intentional and have the potential to cause major conflagrations, leading to secondary hazards, such as a hazardous materials incident.

Terrorism

Lafayette County, like any other area in the country, is vulnerable to a terrorist attack. An attack of this nature can come in many different forms — bombings, tampering with the local public works/utilities infrastructure, etc.



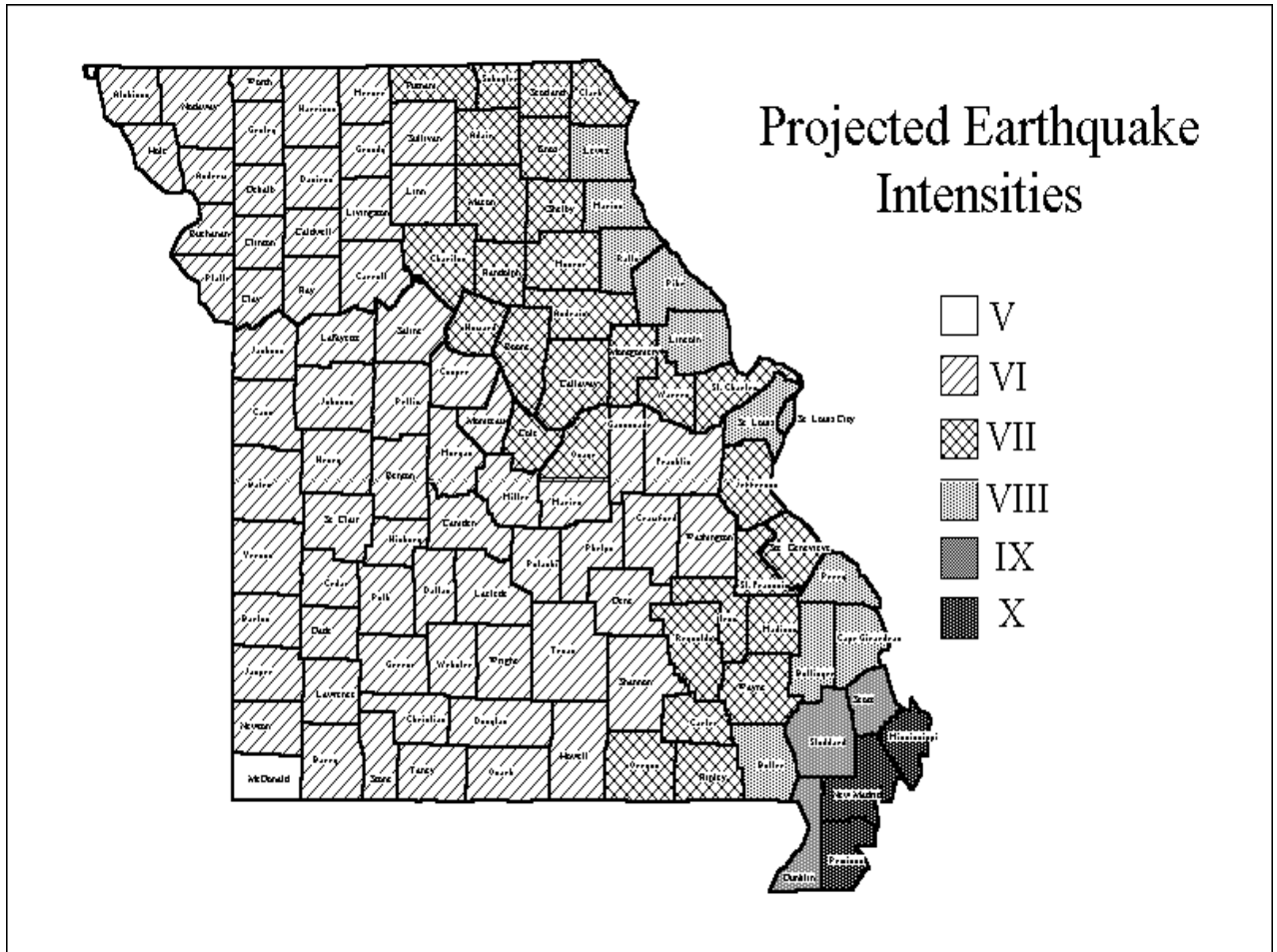
## **EARTHQUAKE RESPONSE**

- A. The New Madrid Seismic Zone is centered in southeast Missouri and northeast Arkansas, but extends into parts of Illinois, Indiana, Kentucky, Mississippi and Tennessee. The region is considered to pose the greatest danger in the United States and has the highest seismicity level of any area east of the Rocky Mountains. Due to the geology of the area, damages could be spread over a large area of the central United States.
- B. Addendum 1 to this attachment illustrates the projected Modified Mercalli intensities for Missouri should a 7.6 magnitude earthquake occur anywhere along the New Madrid Seismic Zone. Lafayette County can expect to feel the effects of a VI intensity on the Modified Mercalli scale. (See Addendum 1 for a list of these effects.)
- C. Earthquakes are more likely to hinder emergency operations than most other disasters or emergencies (i.e., difficulties coordinating services and acquiring resources could be much more critical).
- D. A moderate to major earthquake along the New Madrid Seismic Zone could cause injuries and casualties, as well as serious damage to highways, bridges, communications, and utilities.
- E. A seismic event could trigger numerous secondary hazards, such as fires, landslides, flooding, explosions, dam failures, and hazardous materials incidents.
- F. An earthquake along the New Madrid Seismic Zone could quickly overwhelm a jurisdiction's ability to adequately respond to the situation.
  - 1. Access to and from the damaged area may be severely restricted for hours at least, if not days.
  - 2. Communications and life-support systems may be severely hampered or destroyed.
  - 3. Seismic-caused ground motions and its resulting damages may vary within a geographical region. There could be heavy damage in one area and only slight damage in another area.
  - 4. Initial reports of the earthquake may not reflect the true nature of the problem.
  - 5. A catastrophic earthquake would result in an immediate declaration of a "State of Emergency" by the Governor, followed later by a Presidential Disaster Declaration. This would allow state and federal emergency operations to begin.

6. Local jurisdictions may have to operate independently with no outside assistance for the first 72 hours after the earthquake, before state and federal assistance arrives.

Attachment B  
Appendix 6 to the Basic Plan

**PROJECTED EARTHQUAKE INTENSITIES**



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

Lafayette County is located in an area rated as having a potential for Intensity Level VI.

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

This page intentionally left blank.

## **ANNEX A**

### **DIRECTION AND CONTROL**

#### **I. PURPOSE**

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.

This annex will develop a capability for the chief executive and key local officials of Lafayette County to direct and control response and recovery operations from a centralized facility in the event of an emergency.

#### **II. SITUATIONS AND ASSUMPTIONS**

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

1. Lafayette County is subject to many hazards (See Basic Plan, Situation and Assumptions) that would require the use of a centralized emergency operations center (EOC) to facilitate policymaking, coordination, and control of operating forces in a large scale emergency situation.
2. Lafayette County will control its emergency operations from the EOC located in Dryer Annex, 1106 Main St., Lexington, Missouri. The Alternate EOC is located in the Lafayette County Law Enforcement Center, Lexington, Missouri.
3. Lafayette County and its incorporated subdivisions are separate entities and will control operations from EOCs within their respective jurisdictions. If the incorporated subdivisions do not have an emergency management organization, the county will assume that role upon request.
4. The Lafayette County Sheriff's Department is manned 24 hours a day and has the communications equipment to communicate with county, city and state departments and agencies. This includes contact with the Missouri State Highway Patrol (Troop A in Lee's Summit), area Fire and Police Departments, and local government agencies. It will be used as the primary POC until the EOC is established and fully operational.

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

1. The EOC and Direction and Control procedures described in this annex will be

adequate for all disaster conditions that could arise for Lafayette County.

2. When an emergency/disaster occurs or threatens to occur, the EOC will be activated in a timely manner. Local officials will respond as directed in this annex and Appendix 3, Basic Plan.
3. Should a total evacuation become necessary, operations can be successfully controlled from nearby safe locations.
4. Close coordination can be maintained between the EOC/disaster scene to identify special considerations, secondary threats, and available resources.

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

#### **A. General**

1. The EOC and emergency response personnel will be activated according to the procedures outlined in Appendix 3 to the Basic Plan.
2. In most cases, the composition of the necessary EOC staff will be determined after all personnel have been called in and are present.
3. Space will be provided in the EOC for the chief executive and principal advisors, damage assessment, radiological protection, and public information. Space for briefing the media will be available near the EOC in Lexington.
4. The majority of local agencies will operate from the EOC with the exception of those with numerous records and files. They will send a representative to the EOC when called upon to do so, or at least they will maintain constant contact with the EOC.
5. Each emergency support service will designate a representative to report to the EOC during an emergency to advise decision makers and coordinate its own service's response effort with other responding organizations and agencies.
6. The Emergency Management Director must maintain the capability to activate the EOC, to recall EOC personnel on short notice and to maintain a continuous 24-hour a day manning of emergency response jobs (EOC staff, emergency support services, dispatchers, shelter teams, etc.). This will include setting up work shifts (i.e., 8 hours, 12 hours, etc.).
7. Those organizations and agencies providing emergency response personnel must include in their standard operating guidelines (SOGs) the specific emergency authorities that may be assumed by a designated successor during the emergency

situation. The circumstances under which this authority would become effective and when it would be terminated should also be identified.

8. Although the elected government officials and department heads will control operations, the Emergency Management Director will manage the EOC.
9. The decision to discontinue operations will be made by the chief executive.
10. A log will be kept in the EOC to record significant events and key information related to the disaster during an emergency situation (See Appendix 4 to this annex for a copy of the form).

B. Actions to be Taken by Operating Time Frames

1. Mitigation

- a. Analyze potential disasters (see Situation and Assumptions, Basic Plan) and expand EOC capabilities to meet all situations.
- b. Identify facilities, agencies, personnel and resources necessary to support EOC operations.
- c. Develop procedures for upgrading the EOC.
- d. Train Direction and Control staff in EOC procedures (Tests and Exercises).
- e. Develop a public information program to exercise citizen awareness of the EOC facility and its purpose. Conduct tours and give briefings as necessary.
- f. Develop plans to relocate EOC operations should it become necessary.
- g. Prepare displays and acquire other equipment necessary for EOC operations.
- h. Develop a media and rumor control program.
- i. Stock administrative supplies and equipment.
- j. Develop a method for message handling.
- k. Develop EOC security procedures.
- l. Conduct exercises and critiques of EOC procedures with all EOC staff.

- m. Develop information packets to be distributed to Direction and Control staff when the EOC is activated. These packets should contain, but not limited to the following:
    - 1) EOC Standard Operating Guidelines (SOGs)
    - 2) EOC layout/floor plan
    - 3) Message handling procedures to include receiving, transmitting, preparing and logging
2. Preparedness
- a. Alert appropriate staff depending upon the potential situation, activity, required.
  - b. Take action as necessary (issue warnings and disseminate public information, etc.).
  - c. Test communications.
  - d. Inventory equipment and supplies and alleviate shortages.
  - e. Establish contact with higher levels of government and neighboring jurisdictions.
  - f. Initiate EOC security procedures.
  - g. Alert participating organizations outside of government.
  - h. Conduct initial staff briefing and establish work and briefing schedule.
  - i. Maintain alert status until situation changes or the decision to discontinue operations is given.
3. Response
- a. Coordinate actions as required by the situation.
  - b. Begin Damage Assessment operations to establish situation reports.
  - c. Conduct a regular situation briefing to include reports from operating departments/agencies.
  - d. Report situation to higher levels of government.
  - e. Maintain a record of all actions taken to include messages received or sent.



- f. Continue this level of activity until recovery begins.
  - g. Ensure that a record of all expenses incurred because of the disaster is maintained for each function.
  - h. In the event of a terrorist incident, law enforcement operations and disaster response operations will take place in the EOC and in the Federal Joint Operations Center (JOC). See Annex N (Terrorism Response) for additional guidance.
- 4. Recovery
  - a. Tabulate damage to include displaced persons and request outside assistance if necessary.
  - b. Assimilate expenditure data and cost figures for payment.
  - c. Repair equipment and replenish supplies.
  - d. Begin deactivation of EOC as conditions permit.
  - e. Conduct critiques and initiate actions to improve capabilities.
  - f. Prepare and submit an after-action report to the State Emergency Management Agency.

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

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

The Direction and Control (EOC) function will be organized as shown by the chart in Appendix 1 to this annex.

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

- 1. The responsibility for overall direction and control of operations rests with the elected officials of the jurisdiction and department heads.
- 2. The primary responsibility for activating the County's response personnel and directing emergency response operation in Lafayette County rests with the Presiding Commissioner. In his absence the Northern Commissioner followed by the Southern Commissioner will make the decision. In their absence, the County Clerk, followed by the EMD will assume this role.
- 3. The primary responsibility for activating response personnel and directing

emergency response operations in each municipality rests with the chief elected officials. In their absence the designated successor will assume this role. (See Basic Plan, Section VI)

2. The Emergency Management Director is responsible for serving as the key advisor to the chief elected official. He is also responsible for the internal operation of the EOC.
3. Security for the EOC will be the responsibility of the law enforcement agency in each jurisdiction.
4. Supplies for the EOC will be the responsibility of the Emergency Management Director with support from the Resource and Supply section as necessary.

## **V. DIRECTION AND CONTROL**

- A. Although the Emergency Management Director manages operations within the EOC during emergencies, his authority does not exceed that of the department heads. In addition to his task as chief advisor to the elected officials and the department heads, he will be responsible for the following:
  1. Providing housekeeping service
  2. Insuring proper message handling
  3. Providing clerical and administrative services to include record keeping.
- B. The on-scene commander will direct and control operations at the disaster site. He will maintain contact with the EOC and keep them informed of the situation.
- C. Those emergency support services that do not operate from the EOC will designate and establish a work/control center to manage organizational resources and response personnel. During emergency situations they will maintain contact with the EOC through their designated representative.
- D. Emergency response personnel provided by the various organizations and agencies to support emergency operations will remain under the direction and control of the sponsoring organization, but will be assigned by the EOC to respond to a specific disaster location.
- E. State and/or federal officials will support disaster operations as appropriate. A request for state/federal assistance can only be made by the chief elected official or his authorized successor. Space for them to operate will be provided in the EOC.

## **VI. CONTINUITY OF GOVERNMENT**

- A. The elected officials and departments have established lines of succession and these are located in each appropriate annex. (See also Basic Plan, Section VI.)
- B. The line of succession for the Lafayette County EMD is the Deputy EMD.
- C. If the primary EOCs are not able to function, on the municipal or county level, alternate EOCs will be established (mobile vans or an adjacent municipality's facility). The EMD will be responsible for managing the alternate EOC. He must provide for the relocation of staff members to the alternate EOC and transferring D&C authority from the primary EOC.
- D. Should it become necessary to evacuate the entire county, the EOC will be moved to the nearest safe location.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. A central point for coordinating the operational, logistical and administrative support needs of response personnel at the disaster site, public shelters, EOC and agency work/control/dispatch centers will be established by the EMD at the EOC.
- B. Provisions for collecting, analyzing, reporting and disseminating information to, from and between response personnel, state and federal officials and the public will be developed.
- C. Provide for logistical and administrative support to response personnel deployed to the disaster site(s).
- D. Establish a procedure for acknowledging and authenticating reports.
- E. All requests for assistance, all general messages, and all reports will be handled using the procedures and forms found in Appendix 3 to this annex. The use of reports will vary according to the type of emergency involved.
- F. A record of all persons entering and departing from the EOC will be maintained by security personnel at the entrance. All personnel will be issued a pass to be worn while in the EOC and to be returned when departing.
- G. Media personnel will be provided telephones within an area adjacent to the EOC. Scheduled news conferences will be held at regular intervals. Media personnel will not be permitted to enter the EOC.
- H. Damage assessment information will be displayed in the EOC. This may include maps to plot information and/or status boards to post data or both.

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

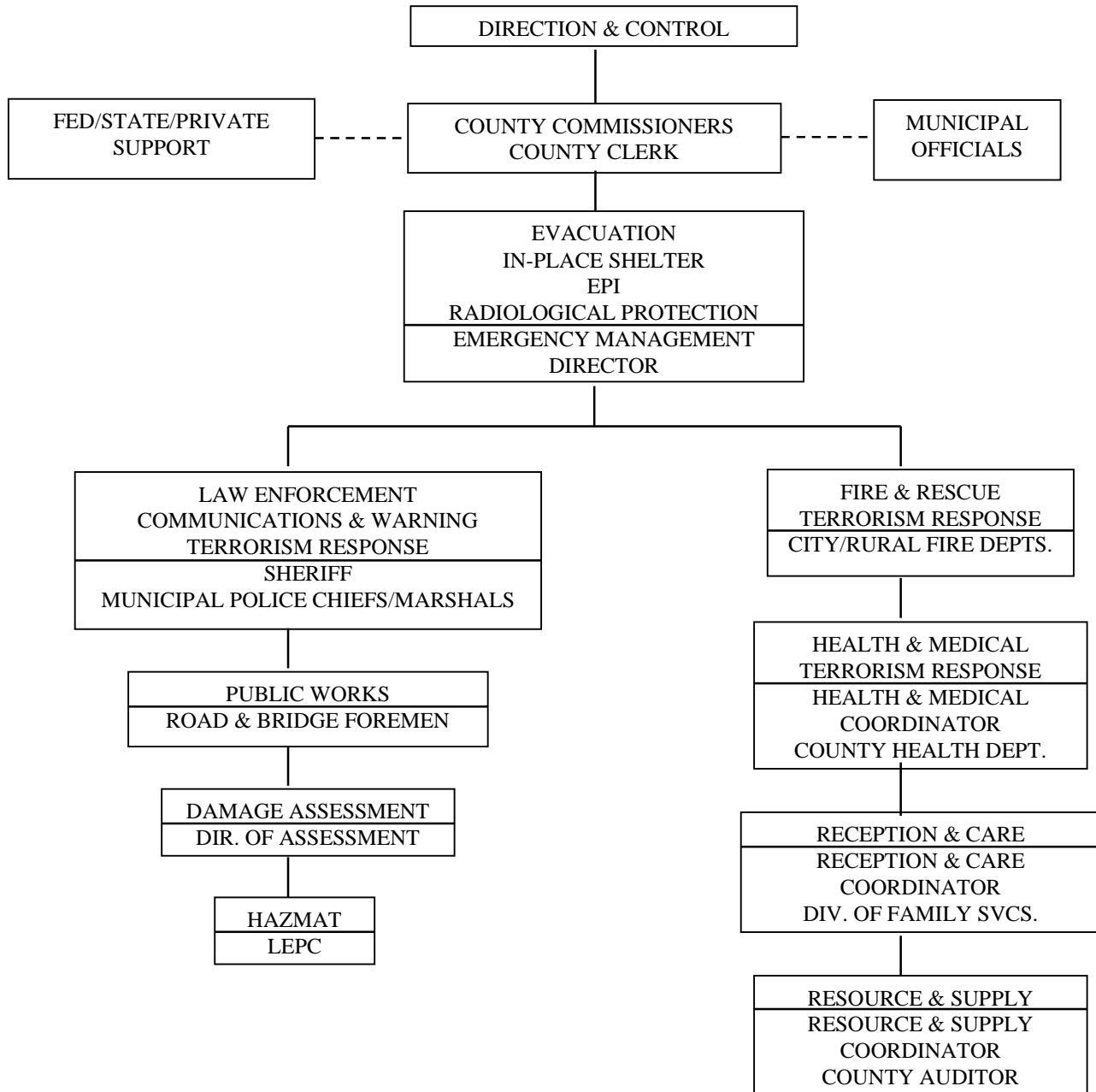
This annex will be maintained and updated regularly by the Emergency Management Director.

### **APPENDICES**

1. Direction and Control Organizational Chart
2. Primary Emergency Call-up List
3. Message Form
4. Communications Log
5. Significant Events Log

Appendix 1 to Annex A

**DIRECTION AND CONTROL ORGANIZATIONAL CHART**  
Lafayette County



Appendix 2 to Annex A

**PRIMARY EMERGENCY CALL-UP LIST**

Lafayette County – D & C Staff

<u>Title/Name</u>	<u>Location</u>	<u>Telephone #</u>
Presiding Commissioner Jim Strodtman	Lafayette Co. Ct. House 1001 Main Lexington, MO 64067	259-4315 934-8351 (H)
Northern Commissioner Gil Rector	Lafayette Co. Ct. House 1001 Main Lexington, MO 64067	259-4315 259-3832 (H)
Southern Commissioner Harland Mieser	Lafayette Co. Ct. House 1001 Main Lexington, MO 64067	259-4315 463-7780 (H)
Emergency Management Robert E. Florence	Dryer Annex 1106 Main Lexington, MO 64067	259-6551 259-3622 (H) 641-4200 (M)
Lafayette Co Sheriff Kerrick Alumbaugh	Lafayette Co SO 10 South 11 <sup>th</sup> Lexington, MO 64067	259-7761/3622 259-7724 (H)
County Clerk Linda Niendick	Lafayette Co. Ct. House 1001 Main Lexington, MO 64067	259-4315 934-2670 (H)
County Treasurer Dale Ensor	Lafayette Co. Ct. House 1001 Main Lexington, MO 64067	259-3711 259-3582 (H)
County Auditor Cherie Mason	Lafayette Co. Ct. House 1001 Main Lexington, MO 64067	259-6168 259-3949 (H)
County Health Dept. Jill Thompson	547 South 13 Hwy. Lexington, MO 64067	259-4371 776-5369 (H)
County Coroner Dr. Bill LaHue	1026 Main Lexington, MO 64067	259-2216 259-2747 (H)

Public Works	Lafayette Co. Ct. House	661-2594
Richard Limback	1001 Main	674-2492 (H)
(Rd & Bridge Foreman)	Lexington, MO 64067	
Public Information	Odessan	230-5311
Bud Jones (PIO)	204 West Mason	633-5311 (H)
	Odessa, MO 64076	
Communications Officer	RR 1	871-2703
Mark Kerr	Napoleon, MO	690-6240
American Red Cross	Dryer Annex	259-3604
Sharon Strickler	1106 Main	240-2461 (H)
Lafayette Co. Chapter	Lexington, MO 64067	

FOR ADDITIONAL NUMBERS, CONSULT LAFAYETTE CO. EMPLOYEE TELEPHONE DIRECTORY.

Missouri State Highway Patrol (Trp A, Lee's Summit).....816-524-1407

State Emergency Management Agency (SEMA)

8-5 Mon – Fri.....573-526-9500

Non-Work Hours (SEMA Duty Officer).....573-751-2748

## Appendix 3 to Annex A

## MESSAGE FORM

MESSAGE FORM	
DATE:	TIME:
TO:	FROM:
ROUTED TO:	MESSAGE:
ELECTED OFFICIALS _____	
EMERG. PREPAREDNESS _____	
LAW ENFORCEMENT _____	
FIRE _____	
PUBLIC WORKS _____	
HEALTH _____	
_____	
_____	
_____	
_____	_____
SIGNED	TITLE



## COMMUNICATIONS LOG

JAN 2004

## Appendix 5 to Annex A

## SIGNIFICANT EVENTS LOG

[illegible]

## **ANNEX B**

### **COMMUNICATIONS AND WARNING**

#### **I. PURPOSE**

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

Although communications and warning systems designed to meet day-to-day needs of government are already in existence in Lafayette County, it is necessary to plan for the effective use of these resources in the event of a disaster. This annex is developed to provide information and guidance concerning available, or potentially available, communications and warning capabilities of Lafayette County and how they can be augmented.

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

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

1. Lafayette County could find itself subjected to many hazards (See Basic Plan, Situation and Assumptions) and would require activating emergency communications and warning operations.
2. Lafayette County receives its initial warning information from the Missouri State Highway Patrol, Troop A Headquarters in Lee's Summit, where the NAWAS point is located. This warning in turn is dispersed throughout the county.
3. The communications and warning capabilities for Lafayette County is shared by the Lafayette County Sheriff's Department and the various other municipalities in the county.
4. The Lafayette County Sheriff's Department is staffed on a 24-hour basis by dispatch personnel. It dispatches law enforcement, fire and rescue and ambulance services in Lafayette Co. via an Enhanced 911 system. In addition to their own personnel, they dispatch for other emergency response services by radio and/or telephone depending on how the call is received and where the responding agency is. (See Appendix 1 to this annex).
5. Severe weather warnings are received by the Lafayette County Sheriff's Office from Troop A Headquarters in Lee's Summit.

Warning in the remaining areas of Lafayette County will be supplemented with mobile public address operations by the Sheriff and municipal police. Radio and television stations will also broadcast warnings.

6. This system is adequate to deal with most emergency situations in Lafayette County, but in a severe emergency, augmentation may be required.

B. Assumptions

1. It is assumed that the existing communications and warning system in Lafayette County will survive and remain functional regardless of which type of disaster strikes the area.
2. This annex, upon its completion, will aid timely emergency responses during disasters by insuring coordination of all communication and warning systems.
3. If the situation is such that local systems are overtaxed, the state will be able to augment local resources during the response and recovery phases.
4. Regardless of how well developed a warning system is, some citizens will ignore, not hear, or not understand warnings of impending disasters broadcast over radio or television, or sounded by local siren systems. Mobile public address and even door-to-door operations may be required in some disaster situations.
5. In most cases, the communications center (dispatching personnel) in conjunction with the public safety officer on the scene, will make the initial determination that a "classified" emergency has occurred or is developing (See Appendix 3 to the Basic Plan, Emergency Classification, Control and Alerting Procedures).

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

A. General

1. Ultimate responsibility for developing and maintaining an emergency operations communications and warning capability lies with local government.
2. The communications and warning operations will be initiated by the Lafayette County Sheriff's Department. They will establish shifts to provide a 24-hour a day staffing of their communication facilities during emergencies.
3. During classified emergencies, curtailment of routine action will be necessary. The degree of this curtailment will be determined by the chief communications officer and will depend upon the severity of the situation.

4. During emergency operations, all departments will maintain their existing equipment and procedures for communicating with their field operations. They will keep the EOC informed of their operations at all times and will maintain communications liaison with the EOC.
5. Communications between the state and local EOC will be primarily through land line telephone links.
6. Telephone services, HAM radio operators, and other amateur communication networks in the area will be utilized to expand communication capabilities during disaster situations.
7. Although most warning alerts come from outside sources (i.e., State, National Weather Service, etc.), Lafayette County will develop and maintain the capability to identify potential problems and ensure a timely warning on its own.
8. When an emergency situation occurs, all available systems will be utilized to alert and warn the private residences, schools, nursing homes, hospitals, etc. Methods of warning include: television, radio, and outdoor warning sirens.
9. Tests and educational programs will be conducted regularly to ensure the public understands the various warnings.

B. Actions to be Taken by Operating Time Frames

1. Mitigation
  - a. Revise and update this annex and its appendices at least yearly.
  - b. Formulate long-range plans for improvements and follow through with them.
  - c. Conduct training for all personnel (full-time, part-time and supplementary) in:
    - 1) Weather spotting
    - 2) Message flow when the EOC is activated
    - 3) Emergency classification
    - 4) Damage assessment
    - 5) Warning systems activation procedures
    - 6) Other subjects as required to support other functions
  - d. Participate in a regular schedule of tests and exercises.
  - e. Inspect and maintain all equipment on a regular basis.

- f. Identify private sector resources (i.e. telephone companies) that can augment local capabilities to include repair and supply.
- g. Analyze equipment locations with regard to possible destruction from hazards.
- h. Coordinate communications and warning capabilities with neighboring jurisdictions.
- i. Ensure that a repair capability exists under emergency conditions
- j. Develop procedures to provide coverage should any equipment become disabled.
- k. Work with PIO to distribute information to the media and public for educational purposes.
- l. Develop procedures to warn and/or communicate information to special needs groups (hearing impaired persons, persons with visual impairments, non-English speaking groups, etc.).
- m. Develop SOGs for all Communications and Warning activities.
- n. See Annex J, Appendix 2 for listing of special facilities (schools, hospitals, clinics, rest homes) that may need to be called and warned.

## 2. Preparedness

- a. Initiate personnel call-up as necessary, depending upon the potential of the situation.
- b. Activate appropriate warning systems.
- c. Run equipment readiness checks to include emergency power.
- d. Activate alternate systems and procedures if necessary.
- e. Provide adequate communication support to the EOC staff.
- f. Check communication links with state and federal agencies.

## 3. Response

- a. Activate warning system if not already done

- b. Activate all necessary personnel to meet communications needs.
  - c. Provide communication for agencies in the field.
  - d. Determine the emergency classification if necessary.
  - e. Maintain and provide information to decision makers.
  - f. Report on communications and warning systems status to the EOC staff.
  - g. Make necessary repairs or switch to alternate systems as breakdowns occur.
- 4. Recovery
  - a. Continue response level operations until orders to discontinue operations are received.
  - b. Provide communication support to damage assessment.
  - c. Make repairs and inventory equipment and supplies. Report status to the EOC staff.

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

- A. The organizational chart for the communications and warning function, in Lafayette County is provided in Appendix 1 to this annex.
- B. Assignment of Responsibilities
  - 1. Overall coordination and control of communications and warning in Lafayette County is the responsibility of the Sheriff's Department. The Sheriff's Department will coordinate all communication activities for Lafayette County. This coordination is necessary because the NAWAS (National Warning System) warning originates here for the county from Troop A, Lee's Summit.
  - 2. Those areas of the county that do not have sufficient communications and warning capabilities will be provided for by the Sheriff's Department.
  - 3. The Sheriff's Department is responsible for keeping the EOC informed of their operations at all times with regard to communications and warning activities.

## **V. DIRECTION AND CONTROL**

- A. For incidents that have reached an emergency classification (See Appendix 3 to the Basic Plan), overall direction and control will be from the designated EOC within the affected area or subdivision
- B. Specific department heads may be designated to maintain operational control of their own communications systems, but will coordinate with the EOC during emergency operations. All departments must become familiar with the procedures outlined in this annex.
- C. When a classified emergency occurs, normal procedures can be altered as necessary to ensure adequate direction and control.
- D. Outside communications and warning resources used to support emergency operations will remain under the direct control of the sponsoring organization, but will be assigned by the EOC to respond as necessary.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Lines of succession to each department head and other key personnel positions shall be according to the procedures and normal lines of succession established in the respective departments SOGs attached to this annex. The line of succession for the Sheriff's Department is as follows:
  - 1. Sheriff
  - 2. Chief Deputy
- B. In the event the primary communications and warning facilities become inoperable, SOGs should be developed to provide for backup equipment or an alternate facility.
- C. All records vital to the continued functioning of the communications and warning section should be duplicated and maintained at another location. If this is not possible, plans should be developed to move documents to an alternate site.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. Maintain mutual aid agreements and agreements of understanding regarding communications and warning operations.
  - 2. Notification/recall lists for all departments to include each individual in the chain of command will be updated regularly and provided to the Sheriff's Dispatcher.



This list should include telephone numbers and radio frequencies of neighboring jurisdictions and state agencies. A communication system to implement call-down rosters for personnel assigned to the EOC, etc., must also be maintained.

3. It is the responsibility of each agency to ensure that their personnel are adequately trained and familiar with communications and warning procedures as outlines in this Plan and the agency's own SOG.
4. Record keeping and accounting procedures will be according to appropriate county/city regulations, ordinances, etc.

B. Logistics

1. Facilities and equipment – a complete list of all communications facilities and equipment is maintained by each agency identified in Appendix 3 to this annex.
  - a. SOGs for the security and protection of communication equipment will be developed for protection from:
    - 1) Lightning
    - 2) Wind
  - b. Protection from overload (telephone)
    - 1) Line-load control
    - 2) Priority of service restoration
2. Requisition and Supply (See Resource and Supply, Annex G)

**VIII. ANNEX DEVELOPMENT AND MAINTENANCE**

The Emergency Management Director and the Communication Officer will be responsible for the maintenance and improvement of this annex. It will be reviewed, updated, and modified as necessary, but not less than annually.

## **APPENDICES**

1. Communications Diagram
2. Warning Diagram
3. Communications Frequencies/Capabilities by Department
4. Emergency Alert System (EAS) Activation

Attachment A - Sample Weather Warning Guidelines

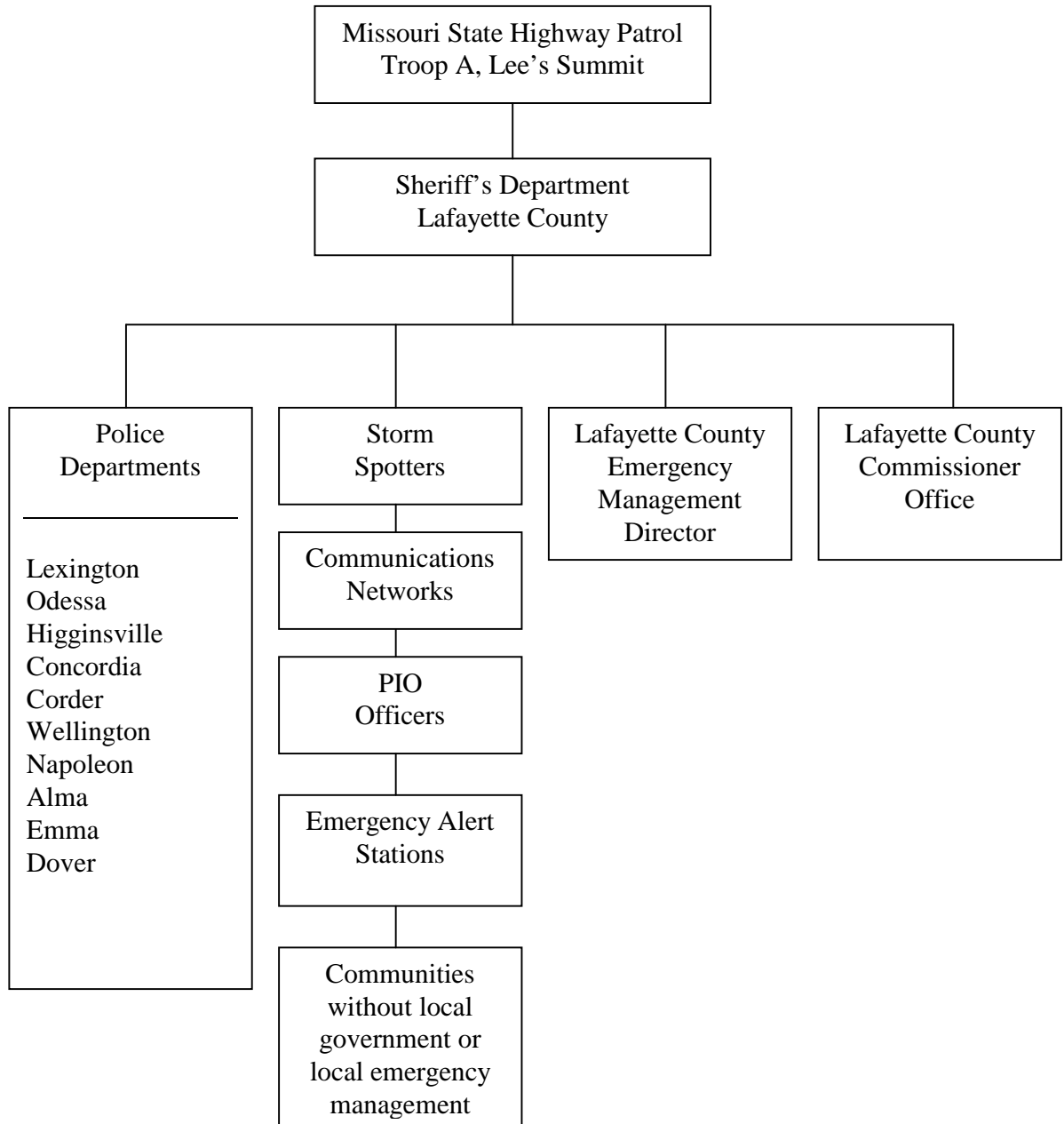
Attachment B - Sample Severe Weather Warning Guidelines

5. Weather Spotter Guidelines

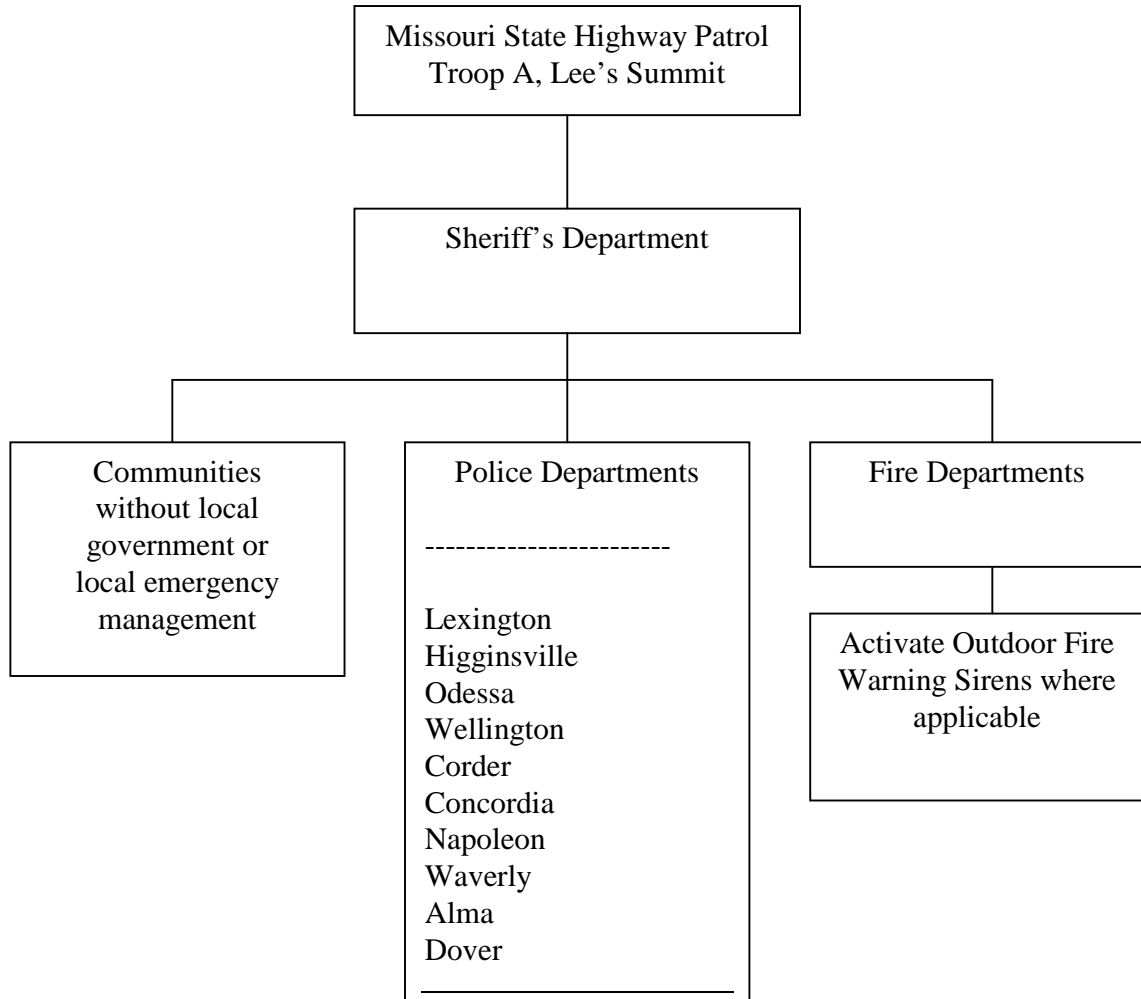
## **Suggested Appendices**

1. Warning procedures checklist
2. Alert/call-up lists
3. Phone numbers and radio frequencies of nearby jurisdictions
4. Other department SOGs and call-up lists.

**COMMUNICATIONS DIAGRAM**



**WARNING DIAGRAM**



## Appendix 3 to Annex B

### COMMUNICATIONS FREQUENCIES/CAPABILITIES BY DEPARTMENT

#### A. Lafayette County Sheriff's Department

Sheriff's Net .....	154.415
Point-to-Point .....	155.370
Statewide Mutual Aid.....	155.475
Lafayette County Private Frequency.....	155.790
.....	155.970
Statewide Fire Frequency .....	154.280

#### B. Fire Departments

<u>Agency name</u>	<u>Dispatch Phone</u>	<u>Radio Frequency</u>		
		<u>Mutual</u>	<u>Primary</u>	<u>Other</u>
Alma	674-2234	154.280	154.415	
Concordia	463-2244	154.280	154.415	
Corder	394-2662	154.280	154.415	
Higginsville	584-2104	154.280	154.415	
Lexington	259-2345	154.280	154.415	154.040
Mayview	237-4422	154.280	154.415	
Odessa	633-4567	154.280	154.415	
Sni-Valley	625-3456/625-4161	154.280	154.220	154.415
Wellington	934-2345	154.280	154.415	

To be developed: Equipment List for Communications w/in Lafayette County - (List of communications equipment available, including that in the primary, alternate, and mobile EOCs (i.e., base stations, hand-helds, mobiles, cellular phones, etc.):

Telephone lines – how many?

Base stations – how many?

Siren Locations (street address and activation method/authority) (List the warning devices available in the jurisdiction (outdoor sirens, tone-activated receivers, cable interrupt, etc.)

List other warning systems, if present in the jurisdiction:

Cable Interrupt (Cable Television Warning System)

Tone Alert Devices

Sky Warn System

Weather Spotters

## **EMERGENCY ALERT SYSTEM (EAS) ACTIVATION**

The Emergency Management Director may write a standard operation guideline for activating the Emergency Alert System, though the chief elected official retains/designates authority to execute such activation.

For large areas Emergency Alert System (EAS) activation, the CPCS-1 area primary station would be contacted. The local radio station with EAS responsibility would be contacted and activated for localized warnings.

In Lafayette County, the public would be instructed to tune their radios to KCMO (810), Kansas City, or KBEQ-FM, Kansas City, for emergency instructions. This is the EAS station serving the Lafayette County area which is most commonly listened to by local residents. In certain kinds of emergency situations, other radios stations could be used when conditions did not require that the people take immediate shelter. However, in shelters, people would not have access to TV and such use would be impractical under those conditions.

(Also see Annex C [Situation and Assumptions] for a more complete list of EAS stations in the Lafayette County area.)

Attachment A  
Appendix 4 to Annex B

**SAMPLE WEATHER WARNING GUIDELINES**  
(General)

A. Dispatch Format for Weather "Watch" or "Warning"

1. Listed below are the component parts of a dispatch format over any communications system concerning weather related information. This format should be followed exclusively by all agencies in the county.
  - a. AGENCY IDENTITY "This is the Lafayette County Sheriff's Department."
  - b. AUTHORITY FOR BROADCAST "The National Weather Service.."
  - c. SUBJECT OF DISPATCH "has issued a severe thunderstorm warning.."
  - d. AFFECTED AREA "for Lafayette County..."
  - e. TIME FRAME "from now until 8:00 p.m..."
  - f. ADDITIONAL INFORMATION "Radar indicated a strong line..",  
Citizens are advised to take shelter.."
  - g. REPEAT OF MESSAGE (Begin at b, and repeat b through f.)
2. Identity for the agency should be shortened on the repeat messages. Example: b. above could be stated "the Louisiana Police Department" on the repeat of the warning.

B. Warning Guidelines

Attachments A and B to this appendix contain the Warning Standard Operating Procedures (Guidelines) for dispatch personnel in the Louisiana Police Department and for the Lafayette County Sheriff's Office. These Guidelines are for severe weather only. Procedures for other types of occurrences are contained in the appropriate hazard specific appendix.

Attachment B  
Appendix 4 to Annex B

**SAMPLE SEVERE WEATHER WARNING GUIDELINES**  
(Lafayette County Sheriff's Office)

UPON RECEIVING A SEVERE WEATHER WATCH OR WARNING FROM TROOP A, MSHP, OR NATIONAL WEATHER SERVICE, THE DISPATCHER ON DUTY WILL:

1. Using the message format in this appendix, notify all Sheriff's Office personnel on duty. This will include notifying:  
  
Sheriff and all Deputies  
  
Each Police Department / City Marshal  
  
Lafayette County Presiding Commissioner  
  
County Emergency Management Director
2. In the absence of the Emergency Management Director or the EOC is not activated, the Sheriff's Office (dispatcher on duty) will see that all communities in Lafayette County are notified.
3. Confirm with the new media of the severe weather bulletin:
  - a. Radio Stations: Point of Contact  
  
WDAF-AM, Kansas City \_\_\_\_\_
  - b. TV Stations:  
  

WDAF	Channel 4	_____
KMBC	Channel 9	_____
KCMO	Channel 5	_____
KSHB	Channel 41	_____
KCPT	Channel 19	_____
4. If a weather watch is canceled by the weather service, it will be reported in the same manner.

A COPY OF THIS GUIDELINE AND THE MESSAGE FORMAT ARE TO BE KEPT ON FILE WITH THE RADIO DISPATCHER AT ALL TIMES.



## **WEATHER SPOTTER GUIDELINES AND CHECKLIST**

Each weather spotter shall be trained in spotting for funnel clouds and tornadoes.

Report your initial location, and those you move to.

No alcohol or drugs allowed in the vehicle or on the person. Persons shall not be under the influence while spotting.

Weather information is vital. Report any of the following:

- Strong wind
- Hail dime size or larger
- Very heavy rain
- Cloud rotation
- Flash flooding or flooding

Watch a few minutes to make sure of what you are reporting. Are the clouds roiling or are they rotating?

If a funnel cloud is spotted, watch a few minutes to confirm rotation and call information in immediately.

Take shelter as soon as possible.

This page intentionally left blank.

## ANNEX C

### EMERGENCY PUBLIC INFORMATION

#### I. PURPOSE:

To develop and maintain a capability to disseminate, in a timely manner, official Emergency Public Information (EPI) for all hazards that threaten Lafayette County.

#### II. SITUATIONS AND ASSUMPTIONS:

An effective Emergency Public Information program can be instrumental in saving lives, alleviating suffering and hardship, protecting property and aiding in recovery. In any community, the people are normally kept informed by the information media, i.e., newspapers, radio and television stations.

During an emergency it is likely that either too little or too much information could complicate an already bad situation. An effective EPI capability will insure that rumors are minimized and correct information, in the right amount, will reach the public.

The emergency response system used in Lafayette County could result in one of more Information Officers operating simultaneously. Coordination from the EOC of the release of information is an absolute necessity.

During a major occurrence, governmental personnel, both State and Federal, may be onsite and called upon to make news releases. Any agency from outside the county will provide PIO personnel and assistance. Subsequent news releases shall be cleared through the EOC.

##### A. Situation

1. The dissemination of all emergency public information will be in English. According to the 2000 census, Lafayette County has about 400 residents who either speak English poorly or not at all. If necessary, the translation of any public information will be coordinated with the area schools' foreign languages staff. For the hearing impaired the attempt to use the TV cable system will be utilized.
2. The county is served by various sources of news media. These will service as the points of contract for release of public information in an emergency:

Newspapers:	Kansas City Star	234-4923
	The Concordian	463-7244
	Lexington News	259-2266
	The Odessan	230-5311

Radio:	WDAF-AM 61	677-8998
	KYYS-FM 102	561-6102
	KUDL-FM 98.1	677-8998
	KMBZ-AM 98	236-9800
	KLTH-FM 99.7	236-9800
	KMXV-FM 93.3	756-5698

Television:	WDAF-Channel 4	753-4567
	KMBC-Channel 9	221-9999
	KCMO-Channel 5	677-5555
	KSHB-Channel 41	753-4141
	KCPT-Channel 19	756-3580

Cable Service: Classic Cable 1-800-999-8876

3. Emergency Alert System (EAS):

- a. The primary EAS radio system for Lafayette is WDAF-AM, Kansas City, Missouri. The other radio stations listed above in section 2, also serve as local EAS radio stations.
- b. The local EAS television stations for Lafayette County are as listed above in section 3.
- c. Activation of the EAS will be in accordance with the State EAS Operational Plan.

B. Assumptions

1. The media serving Lafayette County will cooperate with local officials in the dissemination of information to the public.
2. Widespread or major disasters may result in state and national media coverage.
3. Media personnel from state and national levels will not be familiar with Lafayette County news release procedures.
4. Media personnel will attempt to obtain information from other than "official sources."
5. Federal and state officials may be on-site and called upon for information. They will have their own PIO capability and will cooperate with the Lafayette Co. PIO in coordinated the release of information.
6. More than one local public information officer may be involved during emergency

- operations. Release of public information will be coordinated with appropriate county, city, state and federal officials as necessary.
7. During an actual or impending emergency, or international crisis, the public will expect local government to provide specific information relating to safety, survival, and protection of property.
  8. An effective public information program will reduce casualties and damages.

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

#### **A. General**

1. The Public Information Officer(s) will be located in and operate from the EOC.
2. Release of official public information will be coordinated with and approved by the chief executive official and/or the chief PIO.
3. Only that information released by the executive official or chief PIO will be considered official. The media will be so informed.
4. Information for release will be prepared and released to the media in accordance with the format described in Appendix 2 to this annex.
5. Response organization are responsible for coordinating with the PIO and clearing press releases with the jurisdictions' chief executive before releasing information to the media for public use..
6. Any person, department, or agency releasing information to the public of their own volition will bear the responsibility for any legal or moral ramifications and repercussions resulting from that release.
7. Dissemination of public information will utilize all media (television, radio, newspaper). Activation of the Emergency Alert System (EAS), if necessary, will be in accordance with the State EAS Operational Plan.
8. Public information personnel in the field will coordinate with the chief PIO through frequent contacts with the EOC or staff.
9. Periodic briefings as necessary for media personnel will be conducted by the PIO.
10. A rumor control section will answer inquiries from the public and monitor public media broadcasts to insure the public is receiving accurate information.
11. Public information will include instructions on the status of emergency recovery

operations including points of contact for missing persons and status of injuries and casualties.

12. Release of public information will include pre-disaster education and answering inquiries.
13. Establish a procedure for answering inquiries from the general public.

B. Actions to be taken by Operating Time Frames

1. Mitigation

- a. Develop and conduct public information programs stressing hazard awareness and personal protection measures.
- b. Establish liaison with all local media and brief them regularly on EPI procedures.
- c. Develop procedures for:
  - 1) Rumor control
  - 2) News releases
  - 3) Coordination with departmental PIOs
  - 4) Record keeping
  - 5) Print and broadcasting
- d. Establish contact with local EAS stations and develop procedures for emergency release of information.
- e. Prepare emergency information packages for release during emergencies and distribute them to local media.
- f. Participate in local tests and exercises.
- g. Coordinate all activities with PIOs of other county/city departments.

2. Preparedness

- a. Analyze potential disaster to ensure pertinent information is prepared for release.
- b. Issue information through the media and EAS to allow the public to take protective actions.
- c. Start rumor control operations as directed by Direction and Control.
- d. Alert other public information personnel.

- e. Establish a location for the release of information and advise the media.
3. Response
- a. Release emergency information as necessary or as directed by Direction and Control.
  - b. Schedule and conduct briefings for the media.
  - c. Monitor all news media reports for accuracy.
  - d. Conduct rumor control activities.
  - e. Issue specific instructions as required by the situation:
    - 1) Appropriate protective action to be taken (i.e., evacuation instructions)
    - 2) Location of shelters and/or reception centers
    - 3) Places of contact for missing relatives
    - 4) Restricted areas
    - 5) Continued emergency services
  - f. Coordinate the release of information from private relief agencies.
  - g. Maintain a chronological record of disaster related activities and news releases.
  - h. Issue announcements urging residents to share their homes, especially basements if applicable (i.e., tornadoes)
  - i. In the event of a suspected or confirmed terrorist incident, designate an additional PIO person who can represent the County in the Federal Joint Operations Center (JOC) and who can work with state and federal PIO personnel.
4. Recovery
- a. Continue to distribute information as necessary.
  - b. Continue rumor control and news briefings.
  - c. Coordinate visitor control to the EOC and to the disaster site(s).
  - d. Supply information concerning status of disaster affected individuals or families.

- e. Coordinate EPI releases of higher levels of government.
- f. Participate in after action reports and critiques.
- g. Develop a report listing a chronological record of events and news releases.
- h. Maintain operational level until situation returns to normal.

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

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

For the Organizational Structure see Appendix 1 to this annex.

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

1. The Public Information Officer will be assigned by the Lafayette County Commissioner's and City or other County official in relation to the area affected and will act as the PIO.
2. The Public Information Officer is responsible for disseminating essential information to the public as required by the situation. The PIO will inform the public about such things as appropriate protective actions to be taken, continued emergency services, restricted areas, places of contact for missing relatives, announcements urging residents to share their homes with evacuees, etc.
3. The PIO will prepare emergency public information (EPI) guidance materials based on all hazards effecting Lafayette County. At the option of the PIO, both in the field and in the EOC, Amateur Operators may be assigned to assist in the communications effort. (See Annex B, Appendix 1)
4. The Emergency Management Director will coordinate communications for this function to include those for rumor control and emergency broadcast monitoring.
5. Each county/city department will designate a PIO as required and/or necessary. Department PIO's will provide information to the County/City PIO and coordinate the release of public information.
6. News release format and procedures will be followed (See Appendix 2, this annex).
7. In the event of a multi Agency/multi jurisdiction disaster the (PIO) is responsible for the liaison effort necessary to develop and maintain a Joint Information Center (JIC) to control news releases.



**V. DIRECTION AND CONTROL**

- A. Release of public information will be under the control of the PIO and/or the chief executive official from the Lafayette County EOC.
- B. The PIO is a member of the EOC staff.

**VI. CONTINUITY OF GOVERNMENT**

Public Information Officer followed by the County Commissioners.

**VII. ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. Letters of understanding will be developed with local media agencies and will be placed on file in the EOC.
  - 2. A chronological file of all hazard or disaster related news releases will be maintained in the EOC to include a log of these releases.
  - 3. A historical chronological file of all disaster related events will also be maintained for future reference.
  - 4. All other administrative functions will be the responsibility of the Emergency Management Organization.
- B. Logistics
  - 1. Communications support will be furnished by County/City departments as possible and/or required.
  - 2. All other logistical support will be the responsibility of and provided as necessary by the Emergency Management Director.

**VIII. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. This annex and its supporting documents will be maintained by the PIO with the assistance of the Coordinator of Emergency Preparedness.
- B. This annex and the procedures contained therein will be reviewed and tested annually and revised as necessary.

## **APPENDICES**

1. Emergency Public Information (EPI) Organizational Chart
2. Format and Procedures for News Releases
3. Log of Disaster-Related Occurrences
4. News Media
5. Prepared News Releases and Related Emergency Instructions/Information

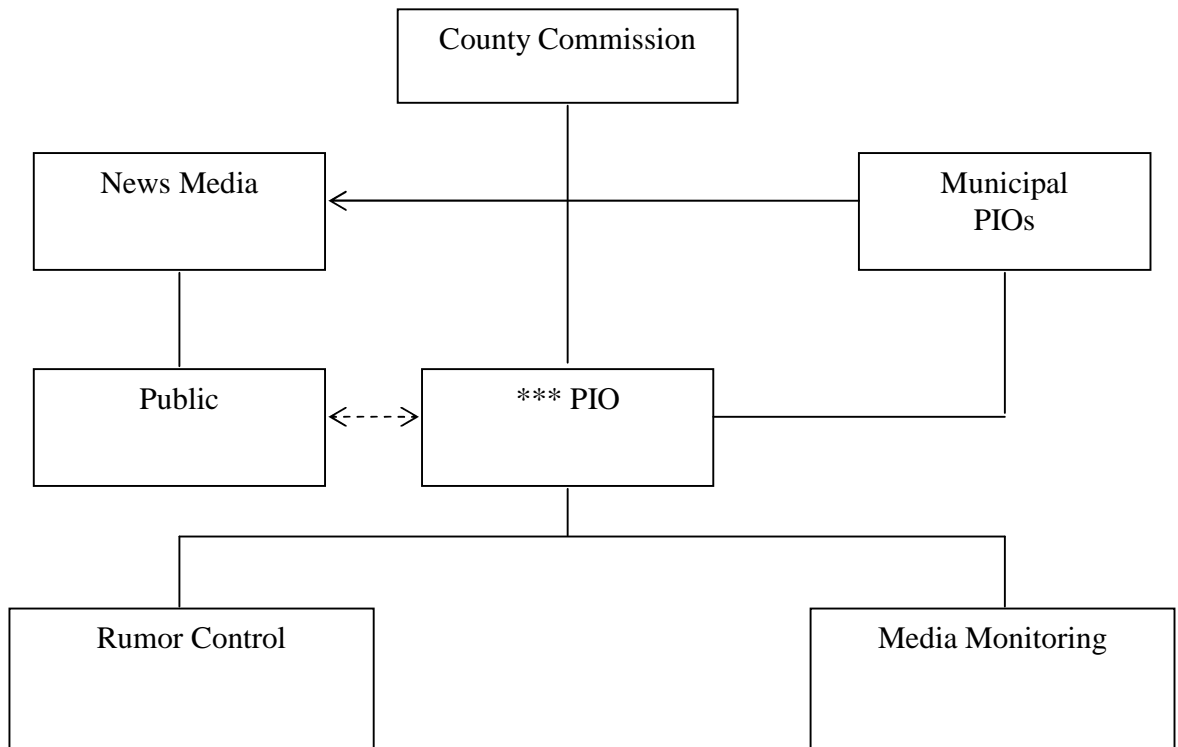
Attachment A - Sample Radio Message

Attachment B - Summary Statement for Media

Attachment C - Sample Radio/TV Message

Attachment D - Summary Statement for Media

**EMERGENCY PUBLIC INFORMATION ORGANIZATIONAL CHART**



\*\*\* Includes Emergency Preparedness

## Appendix 2 to Annex C

### **FORMAT AND PROCEDURES FOR NEWS RELEASES** (General)

Information for release will be prepared and released to the media in accordance with the format described in Appendix 2 to this annex.

Response organizations are responsible for coordinating with the PIO and for clearing press releases with the jurisdiction's chief executive before releasing information to the media for public use.

A person, department, or agency releasing information to the public of their own volition will bear the responsibility for any legal or moral ramifications and repercussions resulting from that release.

Dissemination of public information will utilize all available media; television, radio, and newspaper.

Activation of the Emergency Alert System (EAS), if necessary, will be in accordance with the State EAS Operation Plan. The chief executive official will designate those personnel with authority to activate the EAS and issue releases. Procedures will be coordinated with the appropriate radio/television officials.

Public information personnel in the field will coordinate with the chief PIO through frequent contacts with the EOC staff.

Periodic briefings as necessary for media personnel will be conducted by the PIO.

Rumor control section will answer inquiries from the public and monitor public media broadcasts to insure the public is receiving accurate information.

A major task of public information operations will be responding to inquiries. The PIO must establish procedures to inform families on the status of relatives that are injured or missing, emergency services that are available, damaged, and/or restricted areas due to a disaster event, etc.

The PIO will work with the Health and Medical Coordinator to prepare EPI materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures.

Should the need arise, the PIO will see that EPI materials are prepared for the visually impaired and non-English speaking groups.

The PIO will coordinate with the Emergency Management Coordinator to prepare instructions for people who must evacuate from a high risk area (as a result of flooding, dam failure, etc.). These EPI materials will include the following for each threat:

- Definition of the population at risk
- Evacuation routes

- Suggestions on the types and quantities of clothing, food, medical items, etc., evacuees should take with them
- Locations of reception areas/shelters
- Safe travel routes for return to residences
- Centrally located staging areas and pick-up points for evacuees without private automobiles or other means of transportation
- Instructions which show the location of reception centers, shelters and lodging, feeding facilities, medical clinics, etc., in the hosting area.

When an emergency occurs or threatens to occur that requires the dissemination of emergency public information to the public, the PIO will release this information as soon as possible.

The PIO will coordinate with State, Federal and private sector agencies to obtain technical information (health risks, weather, etc.) for release to the public and media.

Release of public information will include pre-disaster education and answering inquiries.

#### FORMAT

Name, address, and phone number of the news release initiator.

Text of the news release.

Substantiating records for the release.

Date and time received.

Date and time released.

How and to whom the news release was issued.

#### RELEASE PROCEDURES

Verify the authenticity of the information contained in the release.

Verify that a duplicate release has not already been made.

Prepare the release in the format listed above.

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 release will not be withheld simply to avoid political or public official embarrassment should the situation so warrant.

News release will be distributed fairly and impartially to the news media.

Copies of all news releases will be filed chronologically.

Copies of all news releases will be furnished to the Rumor Control Center.

## Appendix 3 to Annex C

## LOG OF DISASTER-RELATED OCCURENCES

[illegible]

Appendix 4 to Annex C

**NEWS MEDIA**  
(Information taken from Annex C Section II.)

A. Newspapers

Kansas City Star  
Address .....234-4923

The Concordian  
Address .....463-7244

Lexington News  
Address .....259-2266

The Odessan  
Address .....230-5311

B. Radio Stations

WDAF-AM 61  
Address .....677-8998

KYYS-FM 102  
Address .....561-6102

KUDL-FM 98.1  
Address .....677-8998

KMBZ-AM  
Address .....236-9800

KLTH-FM 99.7  
Address .....236-9800

KMXV-FM 93.3  
Address .....756-5698



C. Television

WDAF-TV, Channel 4 (NBC)  
3030 Summit, Kansas City, MO 64108.....753-4567

KCMO-TV, Channel 5 (CBS)  
4500 Johnson Drive, Fairway, KS 66205 .....677-5555

KMBC-TV, Channel 9 (ABC)  
1049 Central, Kansas City, MO 64105.....221-9999

KCPT – Channel 19  
Address .....756-3580

KSHB-TV, Channel 41 (NBC)  
4720 Oak, Kansas City, MO .....753-4141

Channel 62, Kansas City, MO .....621-6262

D. Cable Service

Classic Cable .....1-800-999-8876

Appendix 5 to Annex C

**PREPARED NEWS RELEASES AND  
RELATED EMERGENCY INSTRUCTIONS/INFORMATION**

This appendix contains sample news releases as follows:

- Attachment A -- Sample Radio Message, No Information Available (Earthquake)
- Attachment B -- Summary Statement for Media, Hazardous Material Incident
- Attachment C -- Sample Radio/TV Message, Evacuation Ordered (Flooding)
- Attachment D -- Sample Radio/TV Message, Terrorist incident

Attachment A  
Appendix 5 to Annex C

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

Attachment B  
Appendix 5 to Annex C

**SUMMARY STATEMENT FOR MEDIA**

**HAZARDOUS MATERIALS INCIDENT**

At approximately \_\_\_\_\_ a.m./p.m. today a spill/release of a potentially hazardous substance was reported to this office by \_\_\_\_\_.  
(A private citizen, city employee, etc.).

\_\_\_\_\_ units were immediately dispatched to cordon off the area and direct  
(Police/fire)

traffic. The material was later determined to be \_\_\_\_\_.  
(describe)

a \_\_\_\_\_  
(hazardous/harmless) (chemical/substance/material/gas)

which, upon contact, may produce symptoms of \_\_\_\_\_. Precautionary evacuation of the \_\_\_\_\_ area surrounding the spill was \_\_\_\_\_ by  
(immediate/X-block) (requested/required)

\_\_\_\_\_. Approximately \_\_\_\_\_ persons were evacuated. Clean-up  
(agency) (number)

crews from \_\_\_\_\_ were dispatched to the scene, and normal traffic had  
(agency/company)

resumed by \_\_\_\_\_, at which time residents were allowed to return to their homes. There  
(time)

were no injuries reported. **OR** \_\_\_\_\_ persons, including \_\_\_\_\_  
(number) (fire, police)

personnel, were treated at area hospitals for \_\_\_\_\_ and \_\_\_\_\_  
(all, number)

were later released. Those remaining in the hospital are in \_\_\_\_\_ condition.

Response agencies involved were \_\_\_\_\_.

Attachment C  
Appendix 5 to Annex C

**SAMPLE RADIO/TV MESSAGE**

**EVACUATION ORDERED**  
(Flooding)

(To be announced by Presiding Commissioner, Mayor,  
Fire chief, Police Chief, or other local authority.)

This is \_\_\_\_\_. The flooding situation continues in parts of \_\_\_\_\_  
(county/city )  
and may worsen. For your safety, I am asking that you leave the \_\_\_\_\_ area  
as soon as possible (give boundaries of local area, evacuation routes).

Be sure to take essential items -- medicine, special foods, personal items, baby supplies, clothing,  
money, and valuable papers -- but do not overload you car. Secure your home before you leave.

Be sure to check on any neighbors who may need assistance.

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

Pets will not be allowed in Red Cross shelters. If you cannot make arrangements for someone  
outside the evacuation area to take care of your pet, ( give instructions ). Do not allow  
your pet to run loose. If you cannot make arrangements for your large animals, (give  
instructions).

Attachment D  
Appendix 5 to Annex C

**SUMMARY STATEMENT FOR MEDIA**

TERRORIST INCIDENT

To be Published

## **ANNEX D**

### **DAMAGE ASSESSMENT**

#### **I. PURPOSE**

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

The purpose of this annex is to organize existing personnel in Lafayette County and the communities therein in such a manner that the assessments can be completed in a timely manner with results that will be consistent with federal and state guidelines.

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

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

1. Any of the identified hazards that could affect Lafayette County (See Basic Plan, Situation and Assumptions) has the potential for causing extensive public and private damage.
2. A thorough damage assessment is essential before a community can:
  - a. Conduct effective emergency operations.
  - b. Recover from the effects of a disaster in a manner that will ensure safety while minimizing the time required for the recovery.
  - c. Mitigate against future disasters.
3. All disaster relief programs exist at the federal level; therefore, damage estimation will be completed following federal guidelines.

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

1. This annex and all procedures therein will be developed with the assistance of state personnel.
2. Following a major disaster, federal and state personnel will be available to assist in the final damage estimation.

3. A properly completed damage assessment may initiate legislation that can mitigate or lessen the effects of future disasters.

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

#### **A. General**

1. Damage Assessments in Lafayette County will be made by survey teams dispatched from the EOC(s).
2. These teams will consist mainly of city/county officials and personnel, but also should include skilled persons from the private sector (real estate agents and appraisers, engineers, architects, insurance agents, contractors, etc.).
3. There are three types of Damage Assessments:
  - a. Those made before an emergency exists. These assessments are made every day by city/county employees or the man on the street. They simply indicate a certain potential problem exists and should be examined. This could come in the form of a report by an employee to a supervisor or an angry citizen's complaint. It is the responsibility of each department head to recognize these and act accordingly.
  - b. Next are the damage reports that come in during actual response operations. Again, they can come from government employees operating in the field or from private citizens. They are useful in allocating resources during the disaster and in prioritizing recovery operations after.
  - c. The third type is the assessment completed after the disaster. It is made by selected individuals (damage survey teams) and is important in developing recovery plans, seeking outside assistance, and mitigating future disasters.
4. Communications support for the survey team will be provided by local law enforcement agencies (See Annex B). Other support will be required by the various emergency sections.
5. When federal/state damage survey teams are working in Lafayette County, they will be accompanied by a member of the local damage survey team and/or a local official.
6. There will be three types of damage surveys completed. One will be for Public Assistance (PA), one for Individual assistance (IA) and one for Small Business (SBA). All surveys will be in compliance with current State Emergency Management Agencies (SEMA) guidelines.



B. Actions to be taken by Operating Time Frames

1. Mitigation

- a. Participate in the hazard vulnerability analysis and identify potential hazard zones.
- b. Prepare damage assessment procedures and formats. Damage Assessment forms may be accessed and downloaded from SEMA website at [www.sema.state.mo.us/semapage.htm](http://www.sema.state.mo.us/semapage.htm)”.
- c. Recruit and train damage assessment personnel.
- d. Identify and establish liaison with private individuals or companies who could provide assistance in Damage Assessment. (i.e. engineers, architects, contractors, etc.).
- e. Review communications procedures with Communications and Warning Section.
- f. Maintain a file of maps and pre-disaster photos.
- g. Work to pass and enforce building codes that discourage development in hazard prone areas.
- h. Review the Red Cross damage assessment procedures and guidelines.
- i. Conduct Damage Assessment drills, tests, and exercises.
- j. Develop SOGs for all Damage Assessment Activities.
- k. Establish a code system (Structure Damage, Victim Search, Quarantine, etc.) that can be posted on buildings following a disaster.

2. Preparedness

- a. Alert personnel of potential hazard.
- b. Ensure that an adequate amount of maps and damage assessment forms are available.
- c. Review communications plans and procedures.
- d. Identify potential problem areas and report to Direction and Control.
- e. Review the potential hazards’ effects.

- f. Maintain increased readiness status until response begins or the situation returns to normal.
- 3. Response
  - a. Activate enough damage assessment personnel to survey damaged areas in a timely manner.
  - b. Deploy personnel to affected areas.
  - c. Collect damage information and indicate damaged areas on maps. Display damage assessment information in the EOC.
  - d. Maintain a list of damaged critical facilities requiring priority repairs.
  - e. Develop public information releases on unsafe areas and report these to Direction and Control and the Emergency Public Information Officer.
  - f. Assist in documenting emergency work performed.
  - g. Support other emergency activities as much as possible as directed by Direction and Control.
  - h. Prepare Damage Assessment forms for use in recovery phase.
- 4. Recovery
  - a. Post unsafe buildings and roads.
  - b. Assist in establishing priorities for emergency repairs.
  - c. Conduct Private Damage Assessment.
  - d. Conduct Public Damage Assessment (see Appendix 2, this Annex).
  - e. Advise elected officials on requesting federal and state assistance.
  - f. Accompany and assist federal and state damage assessment teams.
  - g. Assist in preparing damage repairs reports to receive federal aid.
  - h. Participate in recovery activities until the situation returns to normal.
  - i. Participate in after action reports and critiques.

- j. Incorporate changes in plans and procedures.
- k. After the disaster, coordinate with the appropriate personnel inspections on critical facilities (i.e., hospitals, EOC, reception and care centers, etc.), evacuation routes, and airstrips.

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

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

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

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

1. Overall coordination and operational control of Damage Assessment section for Lafayette County will be the responsibility of the Lafayette County Clerk.
2. Communications support for the Damage Assessment functions will be provided by local law enforcement agencies (See Annex B).
3. Transportation support will be provided by the Resource and Supply section.
4. Preparing recommendations from damage reports to mitigate the effects of future disasters will be the responsibility of the Lafayette County Emergency Management Director.
5. The Emergency Management Director has the responsibility to participate in and support all the activities in this function.
6. In the event a Presidential Disaster is declared all administrative work for any reimbursement funds available shall be performed by the County Clerks Office.

#### **V. DIRECTION AND CONTROL**

- A. The heads of the Damage Assessment Section are important members of the EOC Direction and Control staff. They will control operations from the EOC.
- B. All damage reports that come to the EOC will go through this section for analysis and plotting.

#### **VI. CONTINUITY OF GOVERNMENT**

- A. Lines of Succession - Damage Assessment

1. County Clerk
  2. County Assessor
  3. Emergency Management Director
- B. The Damage Assessment section will control their operations from the primary EOC or, if relocated, from the alternate EOC.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Administration
1. Damage assessment survey teams will consist of local government employees and designated private sector personnel when necessary (i.e., real estate, engineering, building trades, etc.). State, federal, and volunteer agencies will provide support as appropriate.
  2. Required damage assessment report forms are referenced in Appendix 2 to this annex.
  3. Records of actions taken and recommendations made will be compiled by appropriate county/city personnel in the EOC.
  4. Damage assessment information will be provided to the State Emergency Management Agency for necessary release to the federal agencies.

B. Logistics

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

Communications requirements will be submitted to the local law enforcement agencies.

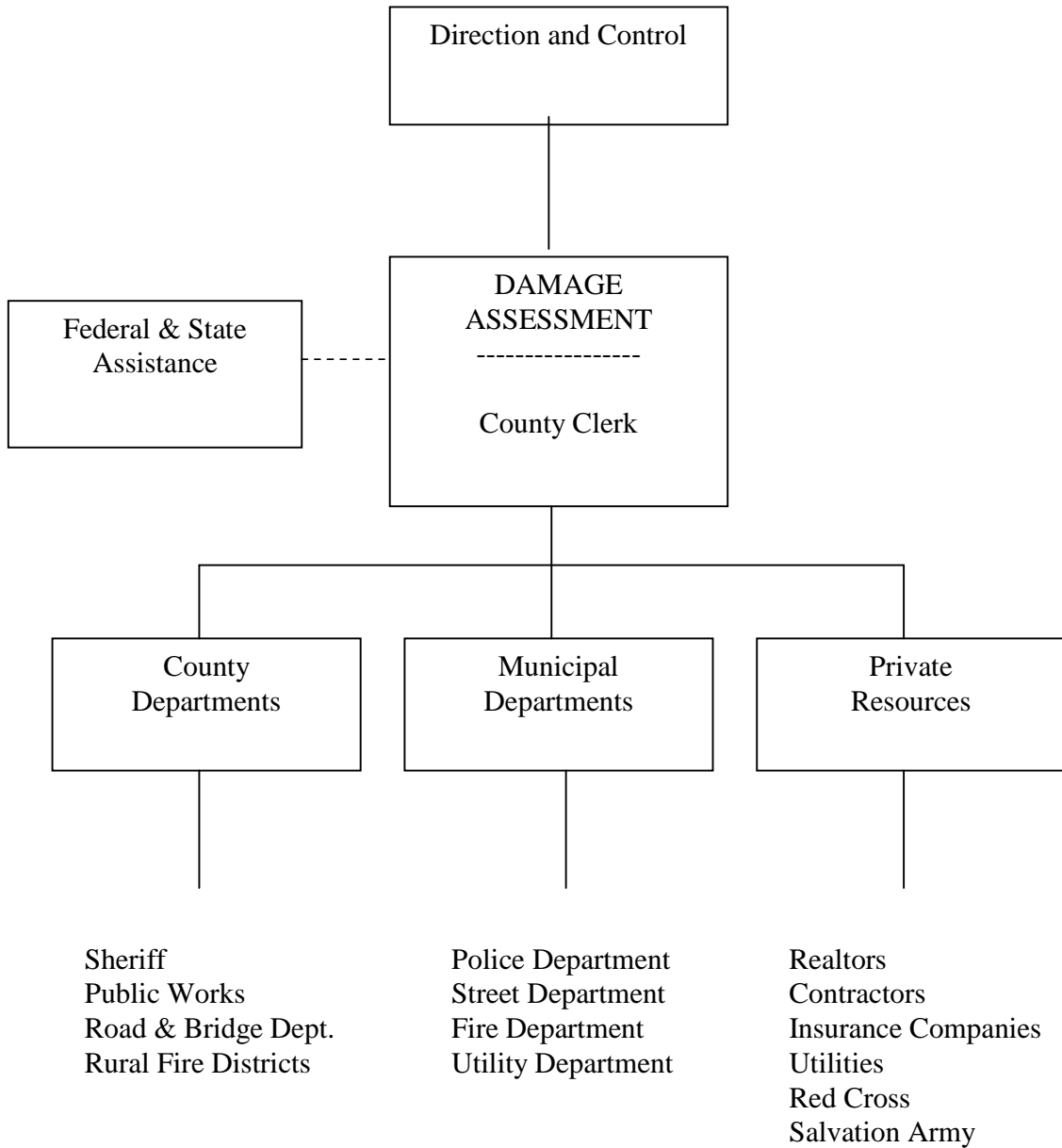
## **VIII. ANNEX DEVELOPMENT AND MAINTENANCE**

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

## **APPENDICES**

1. Damage Assessment Organizational Chart
2. SEMA Damage Assessment Forms (NOTE: SEMA Damage Assessment Forms and Instructions may also be viewed, downloaded and printed from the following website:  
[www.sema.state.mo.us/semapage.htm](http://www.sema.state.mo.us/semapage.htm))
3. Sample Damage Code Signs

**DAMAGE ASSESSMENT ORGANIZATIONAL CHART**



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

**SEMA DISASTER ASSESSMENT FORMS**

sitrep



Page 1 of 2

**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

Sit rep instructions

SEMA HOME PAGE

<http://www.sema.state.mo.us/sitrep.htm>

11/7/2003





## INITIAL SUPPLEMENTAL DISASTER ASSESSMENT SUMMARY

**1. Jurisdiction(s) Affected:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2. Disaster Type:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**3. Report By: (Name)** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Work Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

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

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

**5. Property Damage:**

a. Residences

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

Mobile Homes					
--------------	--	--	--	--	--

**Estimated Losses to Residence \$**

b. Business:

# Destroyed	# Major	# Minor	# Insured

**Estimated Loss to Business \$**

\_\_\_\_\_

c. Public Facilities:

Type of Work or Facility Categories			
Debris Removal			
Protective Measures			
Roads & Bridges			
Water Control			
Buildings & Equipment			
Utilities			
Parks & Recreation			
Total Estimate	\$		

SEMAHOME PAGE

<http://www.sema.state.mo.us/summform.htm>

Ilh/2003

Appendix 3 to Annex D

**SAMPLE DAMAGE CODE SIGNS**

NOTE: Samples of SAVE Coalition Code Signs (Structural Damage, Quarantine, Search for Victims, etc.) may be shown in this appendix, if desired by the jurisdiction.

This page intentionally left blank.

## **ANNEX E**

### **LAW ENFORCEMENT**

#### **I. PURPOSE**

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

During a disaster, however, these resources could be totally overwhelmed before a situation is brought under control. This annex will organize local law enforcement personnel and develop procedures that will enable Lafayette County to provide this vital service regardless of the situation.

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

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

1. Lafayette County could find itself subjected to many hazards (See Basic Plan, Situation and Assumptions) that would threaten the lives and property of its citizens. In each of these, local law enforcement personnel will have a major response role.
2. The Lafayette County Sheriff's Department, along with other municipal police departments, provides law enforcement services in the county. (See Appendix 1 to this annex).
3. Local law enforcement resources are adequate to meet most day-to-day situations that could arise, but an emergency could occur that would exceed local capabilities.
4. Outside law enforcement resources (federal, state and other local) are available to support operations in Lafayette County.
5. In addition to normal law enforcement procedures, special training for personnel will be required in the areas of:
  - a. Hazardous materials incidents
  - b. Riot control
  - c. Storm watch

d. Terrorism response

B. Assumptions

1. During a disaster, local law enforcement personnel will respond as directed in this plan.
2. Situations will arise that will tax or exceed local law enforcement capabilities.
3. If Lafayette County finds itself with insufficient manpower, equipment, or special expertise needed to maintain law and order, assistance from outside resources may be called up on to respond.

**III. CONCEPT OF OPERATIONS**

A. General

1. The law enforcement activities described in this annex are an extension of normal day-to-day activities and deal only with extraordinary situations that may completely saturate available resources and involve several jurisdictions. (See Appendix 3 to the Basic Plan.)
2. In addition to being the lead agency in certain response situations (i.e., riots, hostage situations, terrorism response, etc.) the law enforcement section will provide security and support in all other emergencies that threaten life and property.
3. Local law enforcement agencies will primarily perform law enforcement functions, while outside and support agencies will be used for traffic and crowd control.
4. Emergency operations will be directed from the EOC or forward command post within the affected area. Questions concerning a lead agency in such a disaster situation will be resolved in the EOC. (See Appendix 3 to the Basic Plan.)
5. The Lafayette County Sheriff's Department will control law enforcement operations in all unincorporated areas of the county while the Municipal Police Chiefs/Marshals will control operations within the boundaries of their respective jurisdictions.

B. Actions to be Taken by Operating Time Frames

1. Mitigation
  - a. Prepare plans (SOGs) to deal with projected law enforcement

requirements. (Refer to the hazards identified in the Basic Plan, Situation and Assumptions.)

- b. Identify facilities and resources that will require special security during a disaster and establish procedures to provide protection.
  - c. Train law enforcement personnel and volunteer augmentees in special procedures, (radiological protection, hazardous materials identification, etc.).
  - d. Locate and establish liaison with local organizations outside government that could provide assistance (veteran's groups, private security, etc.).
  - e. Develop and maintain mutual aid agreements with nearby local law enforcement agencies to insure proper coordination.
  - f. Review procedures for obtaining assistance for state and federal law enforcement agencies.
  - g. Review other annexes of this plan to determine where law enforcement support will be needed by other agencies.
  - h. Develop and maintain a security-pass system to allow admittance to restricted areas (damaged or otherwise).
  - i. Review and update plans, procedures and checklists annually.
  - j. Participate in tests, exercises and drills.
  - k. Maintain a call-up list of personnel.
  - l. Maintain a list of personnel, vehicles, and equipment with the law enforcement agencies serving the jurisdiction.
2. Preparedness
- a. Begin personnel alerting procedures.
  - b. Check status of equipment and facilities for readiness and safety.
  - c. Analyze threat to anticipate required response, and then check procedures.
  - d. Assist in warning as required (see Annex B).
  - e. Provide security and traffic control at the EOC.

- f. Review status of streets and roads in case an evacuation is necessary.
  - g. Assemble materials for security-pass system to restricted areas.
  - h. Report status of actions taken to Direction and Control.
  - i. Order units to shelter, if necessary.
  - j. Review plans to relocate and house prisoners in custody from the county jail to a nearby facility or county.
3. Response
- a. Activate necessary personnel to meet the situation.
  - b. Maintain law and order.
  - c. Provide traffic and crowd control.
  - d. Provide security to critical facilities and resources.
  - e. Control access to the incident scene and evacuated area(s) by cordoning-off the affected area and establishing a security-pass system for personnel authorized entry.
  - f. Assist in search and rescue operations.
  - g. Provide security in the disaster and other affected areas to ensure that private and public property are protected.
  - h. Provide communications support as appropriate.
  - i. Participate in EOC activities (Direction and Control, Annex A).
  - j. Assist in the dissemination of warning to the public (mobile units).
  - k. Provide security and traffic control for in-place shelter operations (Annex K).
  - l. Assist Damage Assessment by identifying damaged areas.
  - m. Maintain records and report regularly to the EOC.
  - n. Activate mutual aid and private resources and deploy them as necessary.
  - o. Assist other emergency services as directed by the EOC.



- p. Provide protection for prisoners in custody and develop evacuation procedures for moving them to a safe place.
  - q. Provide law enforcement in reception centers, lodging and feeding facilities, and emergency shelters.
  - r. Assist in the evacuation of disaster areas during emergency operations.
4. Recovery
- a. Continue operations as necessary until situation returns to normal.
  - b. Release mutual aid and private resources when possible.
  - c. Continue support to other services, especially in the areas of Damage Assessment and Rescue.
  - d. Provide traffic control for the return of evacuees (Annex J).
  - e. Provide information to the press offices for news releases (Annex C).
  - f. Assist in the return to normal from the in-place shelter mode (Annex K).
  - g. Participate in cleanup and recovery operations.
  - h. Participate in after-action reports and critiques then incorporate recommended changes into law enforcement plans and procedures.

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

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

The organizational chart for the law enforcement function is shown in Appendix 1 to this annex.

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

- 1. Lafayette County Sheriff will be responsible for all law enforcement operations within the jurisdictional boundaries of Lafayette County as specified by law.
- 2. Municipal Police Chiefs/Marshals will control operations within the boundaries of their respective jurisdictions.

3. Communications for such activities will be provided for by the appropriate law enforcement agency.
4. The Lafayette County Emergency Management Director will be responsible to insure specialized training is available (hazardous materials, radiological protection, etc.)

## **V. DIRECTION AND CONTROL**

- A. In emergencies whose magnitude has been "classified", overall control will emanate from the EOC (Direction and Control). Each department will eventually have a representative present in the EOC, depending upon the magnitude of the emergency or disaster.
- B. Initial control at the scene will be established by the first public safety officer on the scene. He/She will maintain contact with and provide information to the prescribed communications center and will do so until relieved by a senior officer.
- C. If outside resources are needed, they will remain under the direct control of the sponsoring agency, department, or industry, but will be assigned by the EOC to respond as necessary.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Lines of Succession
  1. Lafayette County Sheriff, Chief Deputy.
  2. Municipal police chiefs/marshals are according to each department's SOG.
- B. All departments will develop SOGs to enable them to perform their assigned duties.
- C. All departments must be prepared to operate from an alternate EOC if the designated EOC becomes inoperable or unusable.
- D. Records and documents vital to the functioning of the law enforcement section should be duplicated and stored in another location. If this is not possible, plans should be developed to move these documents to an alternate site.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Administration
  1. All law enforcement agencies will develop plans and procedures to insure a timely

submission of all reports and records.

2. Security for the EOC and other critical government facilities will be provided by the appropriate law enforcement agency.
3. The legal basis for any emergency action described in this plan is contained in Chapter 44, RSMo.

B. Logistics

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

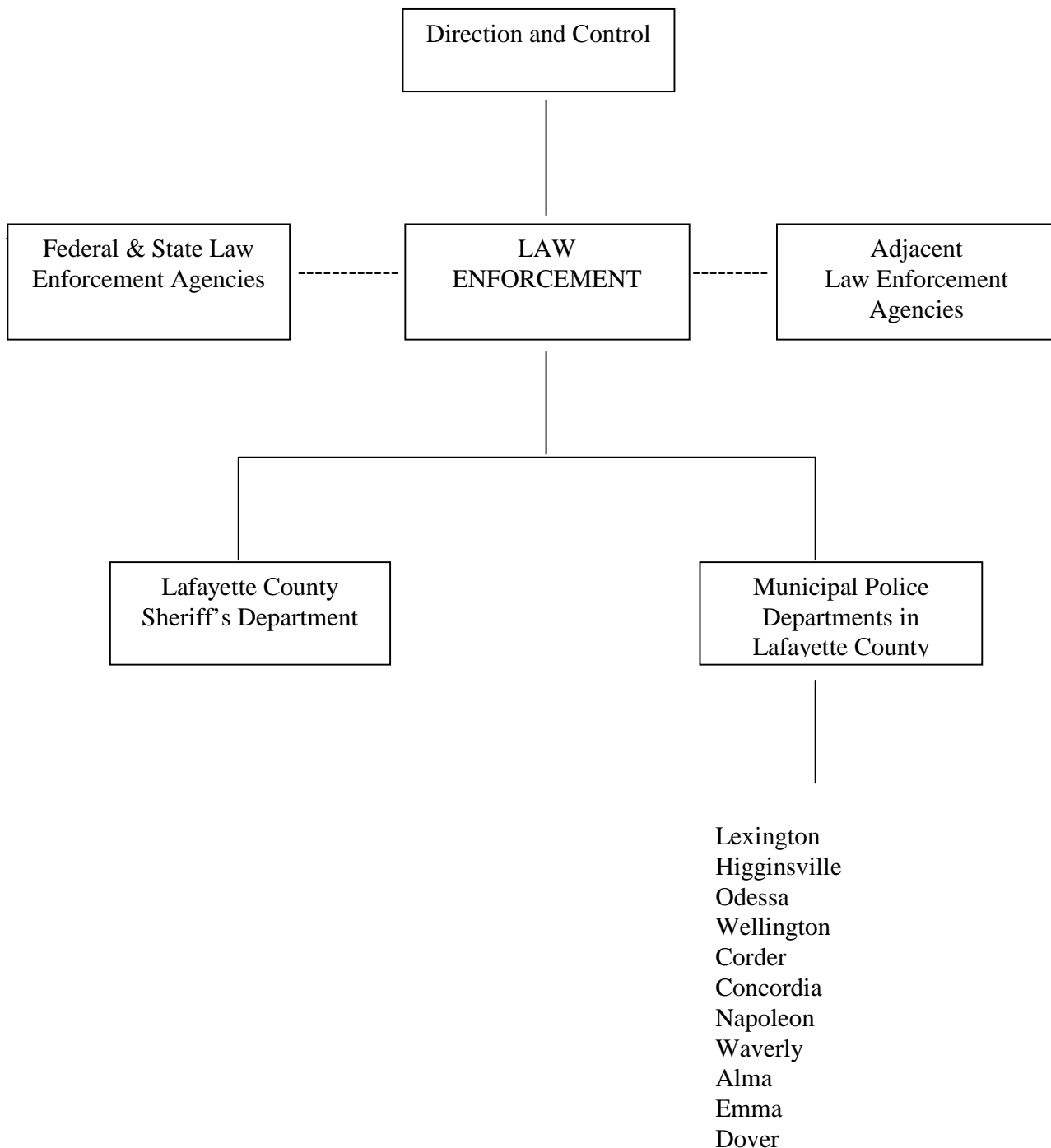
**VIII. ANNEX DEVELOPMENT AND MAINTENANCE**

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

**APPENDICES**

1. Law Enforcement Organizational Chart
2. Personnel/Equipment Inventory (Is maintained by the Lafayette Co. Sheriff's Office)
3. Evacuation of Prisoners

**LAW ENFORCEMENT ORGANIZATIONAL CHART**



Appendix 2 to Annex E

**PERSONNEL/EQUIPMENT INVENTORY**

NOTE: This information is maintained and updated by the Lafayette County Sheriff's Office, Lexington, Missouri.

Appendix 3 to Annex E

**EVACUATION OF PRISONERS**

To Be Developed

## **ANNEX F**

### **FIRE AND RESCUE**

#### **I. PURPOSE**

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

The purpose of this annex is to organize local fire fighting resources and establish procedures that will enable these resources to best meet the demands of a disaster situation. Also discussed will be the additional duties of search and rescue, radiological protection and hazardous materials incidents.

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

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

1. Lafayette County is subject to many hazards that could present difficulties with regard to fire protection. (See Basic Plan, Situation and Assumptions).
2. There are eleven (11) fire departments and/or districts which provide fire protection in Lafayette County. The personnel in the departments are both volunteer and paid.
3. The fire departments/districts primarily receive calls through their fire phone. The County Sheriff's Office could assist in the dispatch of the fire departments and districts via the Enhanced 911 system.
4. Situations could arise that would hinder fire fighting capabilities or overwhelm local resources.
5. Outside assistance (federal, state or other local governments) is available should the need arise.
6. Rescue, along with fire suppression, responsibilities are handled by the responding fire departments/districts and ambulance personnel..
7. Existing fire services provide support to other fire agencies through mutual aid agreements.

B. Assumptions

1. Existing fire personnel and equipment should be adequate to deal with most emergency situations, through existing mutual aid agreements with surrounding communities.
2. Trained personnel and specialized equipment are available to meet any situation that could arise.
3. Other city/county departments or agencies will respond to provide support as detailed in this plan.
4. State and federal agencies will respond when necessary.
5. All departments in the county will maintain the equipment and level of training necessary to perform the fire protection functions.
6. If relocation is necessary, sufficient personnel will be available to assist the Sheriff's Department/Police Departments with the movement and evacuation while at the same time providing fire protection.

**III. CONCEPT OF OPERATIONS**

A. General

1. The primary task of the fire service is basically the same as its day to day mission, the protection of persons and property from the threat of fire.
2. Other important tasks of the fire service will be:
  - a. Dealing with hazardous materials incidents and informing the decision-makers about the risks associated with hazardous materials, as well as the circumstances for using water, foams, etc., for extinguishing, diluting, or neutralizing hazardous materials.
  - b. Alert all emergency support services to the dangers associated with hazardous materials and fire during emergency operations.
  - b. Conduct search and rescue operations.
3. The fire service will:
  - a. Provide fire support to reception areas if relocated.
  - b. Provide fire protection in shelters.



- c. Support HAZMAT/radiological protection operations as required.
  - 4. Fire and rescue personnel and equipment will be deployed to the location of greatest need in the event of an emergency.
  - 5. In all cases the fire service will follow the Emergency Classification and Control Procedures outlined in Appendix 3 to the Basic Plan.
  - 6. The fire service will provide support as requested by other agencies as long as it does not affect the fire protection capability.
  - 7. Mutual aid agreements will be utilized to ensure the best possible protection for all residents of Lafayette County.
- B. Actions to be Taken by Operating Time Frames
- 1. Mitigation
    - a. Review hazard analysis results (Basic Plan, Situation and Assumptions) to identify all emergency operations in which the fire service would play a major role.
    - b. Following the review, determine if any specialized equipment or training are required for fire and rescue personnel and volunteer augmentees to meet potential threats (hazardous materials, radiological protection, terrorism response, etc.).
    - c. Develop fire safety programs to include disaster situations and present them to the public.
    - d. Locate facilities that store or use hazardous materials, identify the materials and the problems each could cause. Maintain a map and list of these facilities.
    - e. Identify facilities that could create special problems such as nursing homes, hospitals and school (see Appendix 2 to Annex J).
    - f. Participate in tests, exercises and drills to include those in support of other agencies.
    - g. Develop and maintain mutual aid agreements with private area resources that could be useful for fire prevention or suppression.
    - i. Develop SOGs to meet projected needs.

- j. Review and update the annex and SOGs at least annually. Call-up lists should be reviewed twice a year.
- k. Recruit and train auxiliaries.
- j. Maintain fire and rescue call-up rosters, equipment lists and contact numbers for city and rural fire and rescue units.

2. Preparedness

- a. Alert key personnel as per procedures set up in departmental call-up lists.
- b. Determine status of equipment.
- c. Analyze the type of emergency with regard to potential fire problem and report to the EOC (Damage Assessment if they are activated).
- d. If fire service personnel and equipment are in a potential hazard area, take steps to provide protection (movement or shelter).
- e. Assist in the dissemination of warning to the public.
- f. Assist other departments in increased readiness activities as much as possible.
- g. Review plans and procedures (SOGs) for the potential threat, to include Appendix 3 to the Basic Plan, Emergency Classification and Control Procedures.
- h. Check status of supplies (fuel, water, first aid supplies, etc.).
- i. Maintain preparedness status until the situation escalates or the decision to discontinue operations is given.

3. Response

- a. Respond as required on a priority basis.
- b. Direct search and rescue operations for victims.
- c. Activate mutual aid if needed.
- d. Report damages observed to include potential problem areas.
- e. Coordinate activities with other agencies.

- f. Coordinate fire service response of departments responding from outside the jurisdiction.
  - g. Alert or activate off-duty and auxiliary personnel as required by the emergency.
  - h. If hazardous materials are involved, initiate the hazardous materials plans to include possible evacuation, area control and clean-up.
  - i. Maintain emergency response status until the situation is under control or ordered to discontinue operations by the EOC.
  - j. Provide first-aid to disaster victims and workers.
- 4. Recovery
  - a. Participate in clean-up and Damage Assessment support.
  - b. Inspect damaged areas to ensure fire safety.
  - c. Develop after-action reports to include:
    - 1) Actions taken
    - 2) Materials expended
    - 3) Personnel costs
    - 4) Assistance received from and given to other agencies
    - 5) Problem areas to include corrective measures.
  - d. Review plans and procedures with key personnel and make revisions and changes.
  - e. Report on all activities to Direction and Control.
  - f. Replenish supplies and repair damaged equipment.

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

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

The organizational chart for the fire and rescue function is contained in Appendix 1 to this annex.

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

1. Overall responsibility for fire protection lies with local government, specifically city/rural fire chiefs.
2. Overall responsibility of coordination lies with the senior fire officer at the scene of the disaster within the affected area. If more than one locality or jurisdiction is affected, coordination is handled by the respective department or agencies' representative in the EOC.
3. The County Local Emergency Preparedness Committee (LEPC) Chairman will coordinate hazardous materials plans, radiological protection training and first responder training.

## **V. DIRECTION AND CONTROL**

- A. The chief of each fire department will be responsible for controlling fire operations within the defined boundaries of its jurisdiction.
- B. Operations will be controlled by the senior fire officer at the scene and/or from the EOC being used.
- C. Routine operations will be handled by normal SOGs.
- D. Outside fire and rescue resources from other jurisdictions will be controlled by the procedures outlined in the mutual aid agreements. They will remain under the direct control of the sponsoring agency but will be assigned by the EOC to respond as necessary.

## **VI. CONTINUITY OF GOVERNMENT**

The lines of succession for each department are contained in departmental SOGs.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Administration
  1. Procedures for dealing with expenses incurred and liability for actions and injuries are contained in mutual aid agreements, state laws, and local ordinances.
  2. Reports and records will be developed and maintained in accordance with established procedures.
  3. Resource lists and call up rosters are maintained and updated by responsible city and rural fire departments.

B. Logistics

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

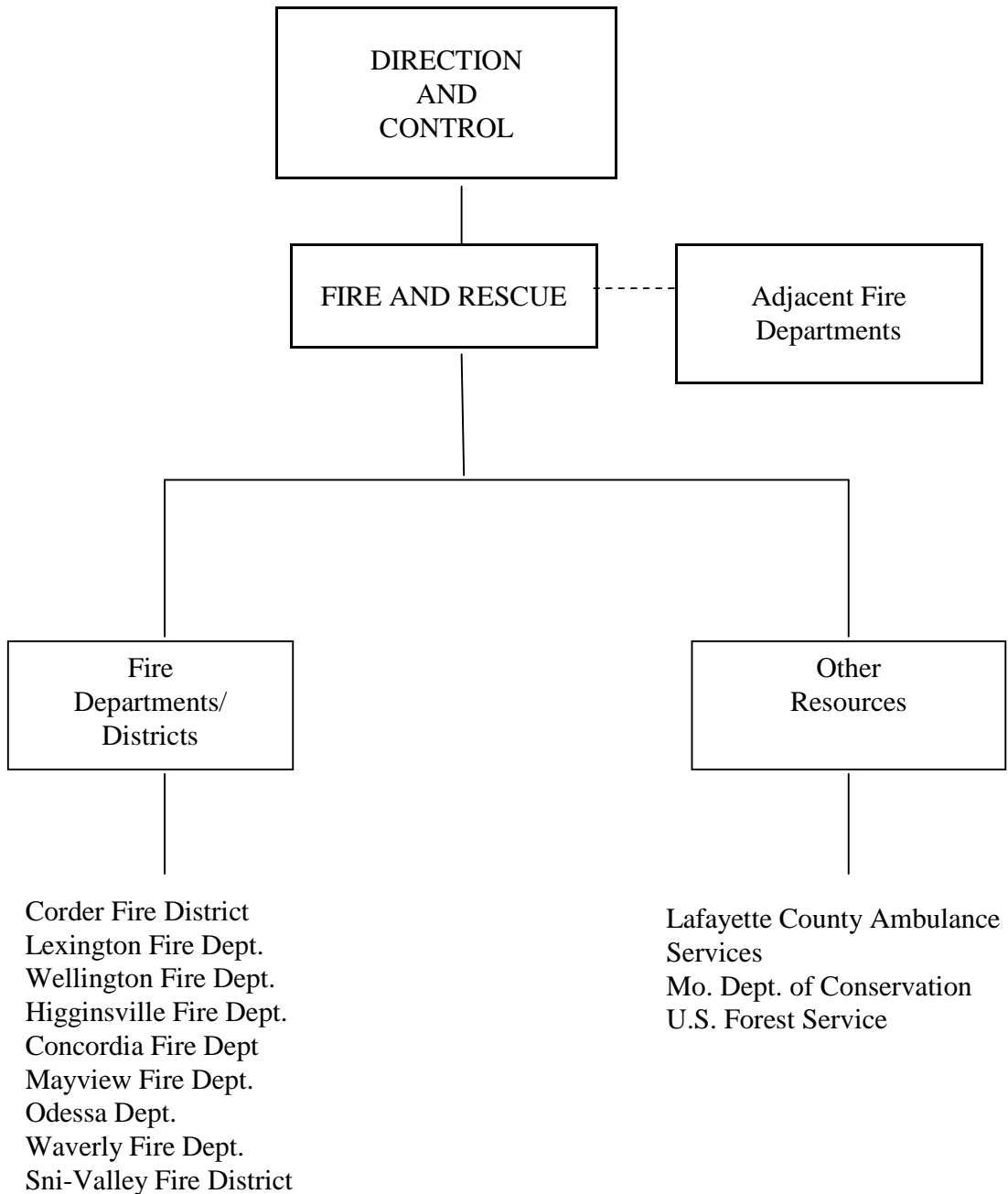
**VIII. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. The Lafayette County Emergency Management Director will be responsible for reviewing this plan and updating it on a yearly basis. They will ensure that each department reviews/updates their SOGs as necessary.
- B. This annex will be tested on a yearly basis with the resulting revisions and changes being made and distributed immediately.
- C. Each fire department chief will review and update the mutual aid agreements on a yearly basis.
- D. Each fire department will be responsible for maintaining and updating its resource and inventory lists.

**APPENDICES**

1. Fire and Rescue Organizational Chart
2. Map of Lafayette County Fire Departments and Districts
3. Mutual Firefighting Assistance/Aid Agreements

**FIRE AND RESCUE ORGANIZATIONAL CHART**



Appendix 2 to Annex F

**MAP OF LAFAYETTE COUNTY FIRE DEPARTMENTS AND DISTRICTS**

Maps are maintained by the Lafayette County EMD, city and rural Fire Departments.

Appendix 3 to Annex F

**MUTUAL FIREFIGHTING ASSISTANCE/AID AGREEMENTS**

These agreements are maintained by city and rural fire departments in Lafayette Co.



## **ANNEX G**

### **RESOURCE AND SUPPLY**

#### **I. PURPOSE**

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

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

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

1. As this annex is designed to provide for the management of resources in Lafayette County, a priority should be given to those resources which could be used to combat the hazards identified in the Basic Plan, under Situation and Assumptions.
2. Procedures will be set up to request assistance both within the county and from outside.
3. A system must be set up to ensure adequate inventories of response resources are available.
4. The local Resources and Supply function will have to anticipate resource needs for all types of hazards and provide the coordination necessary for the proper allocation of these resources.
5. Local resources will have to be used first before outside assistance is requested.
6. The Greater Kansas City Metropolitan Region Emergency Resources Catalog is published and maintained by the Plan Bulldozer Committee of the Heavy Constructors Association of the Greater Kansas City Area and the Kansas City Chapter Associated General contractors. It provides a convenient listing of those services, supplies, and equipment most likely to be needed for a disaster. Although this catalog is primarily designed for the metro area it may be useful in obtaining resources for our western part of the county.

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

1. During an emergency of a disaster magnitude, persons who own or control private resources will cooperate without giving first thought to payment.

2. Funds to provide payment for the use of private resources will be available either from local government or, if the disaster is severe enough, from the federal government.
3. Lafayette County officials will not request outside assistance until all local sources have been exhausted (including mutual aid agreements).
4. If the emergency response period lasts more than 24 hours, outside assistance will probably be required.
5. During a disaster, normal supply requisition procedures will be suspended.
6. Following an emergency of this magnitude, private resources will be available that have not been included on the resource lists (especially manpower).

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

#### **A. General**

1. The first resources to be identified will be those that are under the control of or readily available to local government.
2. It is the responsibility of local government to mobilize these resources as necessary to relieve suffering and to protect lives and property.
3. All local resources must be committed before assistance is requested from neighboring jurisdictions or upper levels of government.

#### **B. Actions to be Taken by Operating Time Frames**

1. Mitigation
  - a. Review those hazards that threaten Lafayette County (see the Basic Plan, Situation & Assumptions) to determine what types of resources would be necessary to deal with them.
  - b. Locate the required resources in the community.
  - c. Maintain agreements of understanding with the private sector organizations that have the required resources to include points of contact.
  - d. Identify those required resources that are not available locally and find their nearest location.

- e. Develop procedures that can circumvent normal procurement procedures during an emergency period.
  - f. Participate in exercises and drills to train personnel in the proper allocation of resources to include procedural arrangements.
  - g. Develop SOGs for all Resource and Supply activities. To include procurement procedures and call-up lists.
  - h. Develop and maintain county Resource Manual.
2. Preparedness
- a. Analyze potential of the emergency situation to see what types of resources would be needed.
  - b. Check on the availability of needed resources making lists of those available and unavailable.
  - c. Contact private sector organizations and neighboring jurisdictions to indicate the possible need for assistance.
  - d. Coordinate activities with other response agencies (i.e., Red Cross) to ensure a coordinated and efficient allocation.
  - e. Develop procedures for the receipt, storage, security, distribution, accountability and overall management of donated goods.
  - f. Report on status and actions taken by the EOC staff.
3. Response
- a. After activating Resource and Supply personnel, work with the EOC staff to establish priorities and allocate resources.
  - b. If necessary establish staging areas from which resources can be distributed to:
    - 1) Emergency response teams
    - 2) Disaster victims
  - c. Assist in developing lists of outside resources that are required.
  - d. Coordinate with the county PIO in informing the public of the location of available assistance.

- e. Coordinate resource requirements and requests of other response agencies.
  - f. Maintain records of services rendered and of resources utilized and develop a form to document these expenses.
4. Recovery
- a. Review damage assessments and make estimate of resources needed for recovery.
  - b. Total resource requests of other local government agencies.
  - c. Assess the impact of the disaster on the community.
  - d. Identify unused resources in the community.
  - e. Total costs of utilized resources.
  - f. Participate in after action reports and critiques.
  - g. Set up staging areas to receive and distribute recovery resources.
  - h. Perform other duties as required until the situation returns to normal.

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

- A. Organization (See Appendix 1 to this annex.)
- B. Assignment of Responsibilities
  - 1. The coordinator for the Resource and Supply function will be the County Auditor. Similar responsibilities on the municipal level could be conducted by emergency management or the City Clerk or similar position.
  - 2. The Resource and Supply coordinator will also be responsible for the following supply areas.
    - a. Food -- The procurement, storage and equitable distribution of food supplies as required by the situation.
    - b. Sustenance Supplies (except food): -- procurement, storage, and equitable distribution of water, clothing, sanitary supplies, bedding, etc.
    - c. Fuel and Energy: -- procurement, storage, and equitable distribution of fuel products.

- d. Transportation: -- coordination and use of all modes of transportation utilized in the county to support emergency operations.
  - e. Construction equipment and supplies: -- procurement, storage, and distribution of construction supplies.
  - f. Manpower: -- ascertain and utilize those personnel who are available in the county and to determine, obtain, and equally apportion the personnel manpower needs.
  - g. Shelter: -- locating available shelter and opening these shelters for use by Reception and Care section.
5. The aforementioned tasks can be delegated to deputy coordinators.

**V. DIRECTION AND CONTROL**

- A. All resource and supply operations will be controlled from the EOC to ensure official concurrence for actions taken.
- B. Subordinates of the resource and supply may operate from daily offices, but all decisions will come from the EOC.
- C. Should the EOC be forced to relocate all resource and supply personnel will move as well.

**VI. CONTINUITY OF GOVERNMENT**

- A. Line of Succession for the Lafayette County Resource and Supply Coordinator:
  - 1. Lafayette County
    - a. County Auditor
    - b. County Treasurer
    - c. County Purchasing Agent
- B. Vital Documents
  - 1. Records of purchases will be duplicated when possible.
  - 2. Transfer of these documents upon by direction of the EOC.

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. When normal purchasing procedures are bypassed official approval must be given by the chief elected official present in the EOC.
2. All such purchases must be kept in accordance with state law and local ordinances.

### **B. Logistics**

1. Communications will be the responsibility of the local law enforcement agencies.
2. Transportation of supplies will be accomplished by:
  - a. The requesting agency
  - b. County/City public works
  - c. Private transport (hired or volunteer)

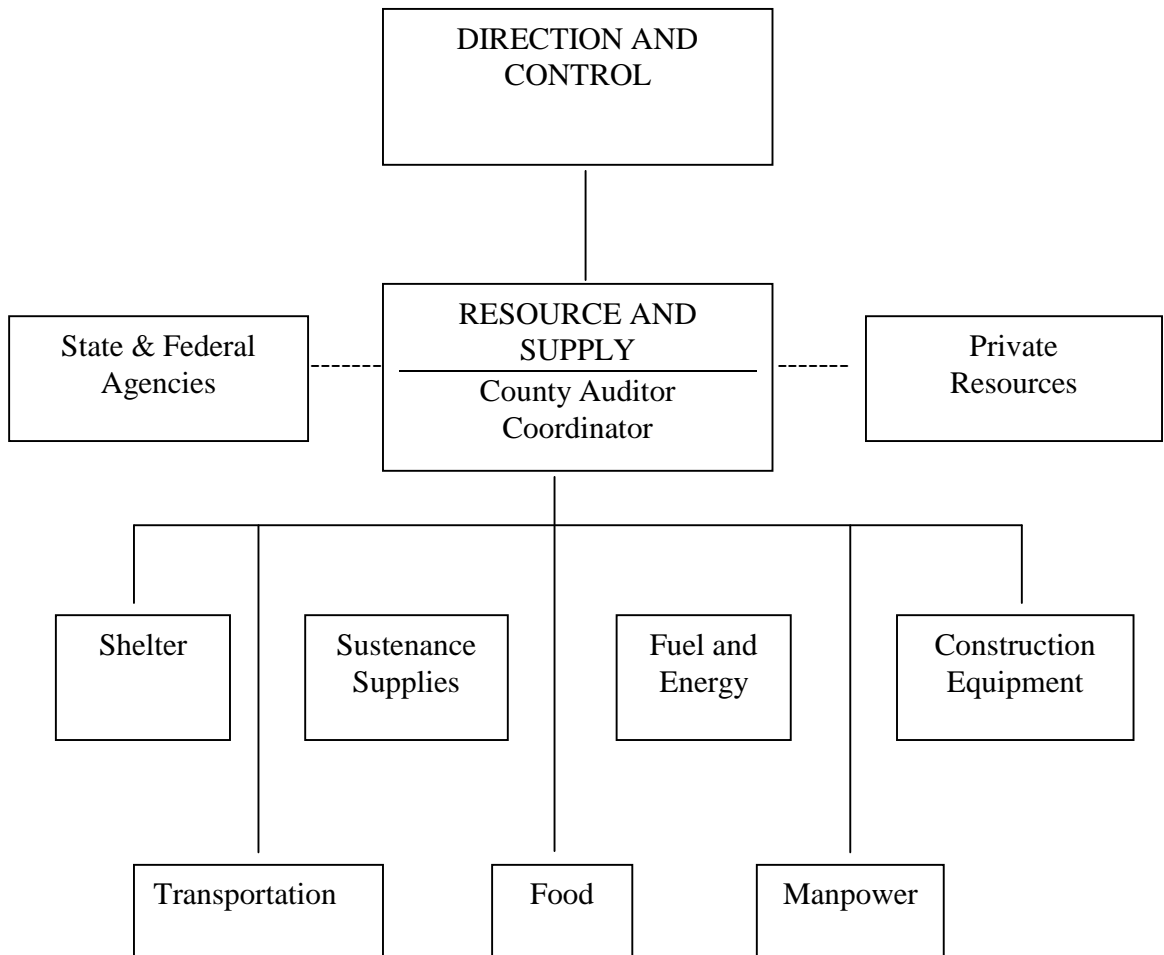
## **VIII. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. After initial compilation of the resource lists, they will be updated and maintained by the Lafayette County Emergency Management Director.
- B. All updates and revisions of this annex will be completed by the Resource and Supply Coordinator as initiated by the Emergency Management Director.

## **APPENDICES**

1. Resource and Supply Organizational Chart
2. Resource Lists
3. Donated Goods

**RESOURCE AND SUPPLY ORGANIZATIONAL CHART**



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

Appendix 2 to Annex G

**RESOURCE LISTS**

(NOTE: If not maintained as an appendix, then reference who/what agency is responsible for maintaining and updating the resources lists, where they are kept, and how often they must be updated.))

- |    | <u>FOOD</u>                                  | <u>CONTACT</u> | <u>PHONE NO.</u> |
|----|--|----------------|------------------|
| 1. |  |                |                  |
| 2. | <u>SUSTENANCE SUPPLIES (other than food)</u> |                |                  |
|    | American Red Cross                           | _____          | B-               |
|    | State Duty Officer                           |                | H-               |
| 3. | <u>FUEL &amp; ENERGY</u>                     | _____          | B-               |
|    |  |                | H-               |
| 4. | <u>TRANSPORTATION</u>                        |                |                  |

Identify transportation resources for evacuation (including specially –equipped vehicles for individuals with special needs) and supply delivery purposes.” Suggest a more descriptive list of vehicles may need to be included, or refer to where this list is maintained.”

- |    |  |       |    |
|----|--|-------|----|
| A. | Lafayette County Public<br>Schools Districts                                       | _____ | B- |
|    |  |       | H- |
| B. | Churches   | _____ | B- |
|    |  |       | H- |
| 5. | <u>CONSTRUCTION EQUIPMENT &amp; SUPPLIES</u>                                       |       |    |
| 6. | <u>MANPOWER</u>  |       |    |
|    | Organizations mentioned in Annex L. (double check location of this information)    |       |    |
| 7. | <u>SHELTER</u>   |       |    |
|    | (see Annexes K and L)  |       |    |
| 8. | <u>MOVOAD</u>  |       |    |
|    | (Missouri Voluntary Organizations Active in Disaster) - Listing Available at EOC's |       |    |



Appendix 3 to Annex G

**DONATED GOODS**

1. Donated Goods will be staged at the appropriate shelters or fire houses.
2. Donated Goods will be distributed by:
  - a. Local Ministerial Alliance
  - b. Local Churches
  - c. Shelter Managers
  - d. Fire Departments

NOTE: Modify this template as needed to suit county requirements and situation.

This page intentionally left blank.

## **ANNEX H**

### **HAZARDOUS MATERIALS RESPONSE**

#### **I. EMERGENCY RESPONSE NOTIFICATION SUMMARY**

When a hazardous substance spill occurs, notification of any Dispatch Center may come from several sources:

- A. Citizens.
- B. Fixed Facility.
- C. County or City agency such as highway dept. or sanitation dept.
- D. County or City response agency.

The dispatcher receiving this first report must give priority to alert the fire department in the appropriate jurisdiction. The dispatcher must then try to obtain as much information as possible from the first source or the first responder. (Appendix 7)

- A. Identification of caller and how contact can be maintained.
- B. What happened? Where and When?
- C. Injuries?
- D. Chemical name or identity (Placard).
- E. Estimated quantity.
- F. Type and condition of containers.
- G. Shipping information
- H. First estimate of Incident Level

The dispatcher then alerts Law Enforcement, EMS and the County EMA Coordinator passing on above information to all responding units.

When the Incident Command Post (ICP) is established at the site, the Incident Commander will determine the Response Level for this event and sets the Response Functions described in this Annex in motion.

#### **II. PURPOSE**

Since hazardous materials incidents fall under the guidelines of Title III of the Superfund Amendments and Reauthorization Act, and because the damage from chemical releases often occurs in a matter of minutes (long before outside response teams can lend assistance), this hazard specific annex was developed to help Lafayette County officials and first responders prepare for and deal with hazardous

materials incidents.

### III. SITUATION AND ASSUMPTIONS

#### A. *Situation*

1. There are four (4) major highways and two (2) railroads that cross Lafayette County. There also are a number of well traveled secondary highways that intersect the county (see Appendix 4 to this Annex).
2. There are several fixed facilities in Lafayette County that use, manufacture or store hazardous materials (see Appendix 5 to this Annex).
3. There are two (2) natural gas pipelines; two (2) bulk product pipelines and one (1) crude oil pipeline in Lafayette County (see Appendix 4 to this Annex).
4. Lafayette County is surrounded by numerous lakes and waterways, including the Missouri River. Since many of Lafayette County's transportation corridors are located within flood plains, a transportation incident involving hazardous materials could result in the rapid run-off of chemicals into area waterways.
5. There are a number of special populations surrounding chemical manufacturing and storage facilities, as well as along major transportation corridors, that would be at special risk in the event of a hazardous materials incident. For more information, see the vulnerability analyses that are included in Appendices 4 and 6 to this Annex.
6. Resources (trained personnel and equipment) in Lafayette County for response to a major hazardous material incident are limited.
7. The Lafayette County Local Emergency Planning Committee has developed this hazard specific annex as part of the jurisdiction's all-hazards emergency operations plan. Copies of this plan are kept on file with the County Emergency Management Director, the County LEPC Chair, the County Commission, as well as with the Mayors of the incorporated subdivisions in the county, and the State Emergency Management Agency.
8. Tier II Forms and Material Safety Data Sheets for hazardous materials at fixed sites in Lafayette County are kept on file with the appropriate fire departments. Comprehensive hazard analyses, as well as vulnerability and risk assessments and site area maps for the fixed facilities are found in Appendix 5 and 6 to this Annex.
9. Lafayette County does not have the resources to neutralize the effects of a serious hazardous substance release and must turn to outside government and private agencies for assistance. The county has the capability to provide logistical support for these outside agencies and to coordinate off-site protective actions.
10. Lafayette County has the capability to make a first response to a hazardous materials release with local response agencies, with personnel that are trained at the awareness or operations level. This response will be defensive and is to assess the severity of the incident, classify the emergency as shown below and start the notification chain and/or the response chain.

#### B. *Assumptions*

1. The Lafayette County Local Emergency Planning Committee recognizes the responsibility for public health and safety, and the need to exercise the procedures and policies set forth in this annex.
2. Proper implementation of this Annex and its supporting procedures will reduce or prevent releases and related exposure to the public and environmental damage.
3. The use of local and outside resources will require substantial coordination.
4. Awareness of hazards and appropriate training may reduce some incident potentials, but incidents may occur with little or no warning.
5. Protective actions for the general population may include in-place sheltering and/or evacuation.

#### IV. CONCEPT OF OPERATIONS

- A. Initial response to a hazardous materials incident will be by local officials. The first responder agency will make an assessment of the situation, notify the Department of Natural Resources and the Local Emergency Planning Committee, and classify the emergency as specified below:

Level I (Probable Emergency Condition) No evacuation other than from the immediate scene. This level of incident does not pose a chemical exposure hazard to first responders in fire service using dermal and respiratory gear. Examples of Level I incidents are, minor releases of fuel from vehicular accidents, small releases of corrosives, and illegally discarded chemical containers that are not in danger of releasing substances.

Level II (Limited Emergency Situation) An incident involving a greater hazard or larger area that poses a potential threat to life or property and which may require a limited evacuation of the surrounding area. These incidents may require the use of special chemical protective gear to Level B. Examples of this level may be releases of significant quantities of volatile organics at fixed facilities or cargo tank releases in transportation.

Level III (Full Emergency Situation) An incident/accident involving severe potential exposure for the responders or the general public. Mitigation may require a large scale evacuation and the expertise or resources of private industry and state and federal governments.

- B. Depending on the classification of the incident, additional notifications will be made in accordance with the procedures set forth in Annex B (Communications and Warning) to the Lafayette County Emergency Operations Plan. Support agencies will be alerted and/or requested to provide assistance as necessary. (The immediate notification of appropriate public agencies of a hazardous chemical release is the responsibility of the spiller.) The Local Emergency Planning Committee must be notified of hazardous materials incidents as soon as possible after the occurrence.

- C. Public Warning will be issued in accordance with procedures set forth in Annex B (Communications and Warning) to the Lafayette County Emergency Operations Plan. Response Actions will be based on the following population protection options:

Evacuation - Evacuation can be completely effective, if accomplished prior to the arrival of the toxic cloud. For additional information, see Annex J (Evacuation) to the Lafayette County Emergency Operations Plan.

In-Place Shelter - In some cases, advising people to stay indoors and attempting to reduce the air flow into a structure may be the most effective protective action. For additional information, see Annex K (In-Place Shelter) to the Lafayette County Emergency Operations Plan.

Ingestion Advisory - Drinking water and food crops may be contaminated by a chemical release. A threat to food and water supplies must be identified and information released to the public.

Sewage and Run-off - A hazardous chemical release may contaminate sewage systems or area streams and lakes. Such contamination could create a public health threat and serious environmental problems.

- D. Response activities will be documented by the Lafayette County LEPC. This documentation will be evaluated for development of new training sessions. Data on overall incident occurrence will be provided to all participating organizations and used for plan revisions.
- E. Many emergency functions may be necessary to respond to a chemical incident. Procedures for these functions can be found in the appropriate functional annex.
1. Direction and Control activities are discussed in Annex A
  2. Communications and Warning activities are covered in Annex B
  3. Public Information activities are covered in Annex C
  4. Damage Assessment activities are covered in Annex D
  5. Law Enforcement activities are discussed in Annex E
  6. Fire and Rescue activities are covered in Annex F
  7. Resource and Supply issues are examined in Annex G
  8. Public Works activities are covered in Annex I
  9. Evacuation activities are covered in Annex J
  10. In-Place Shelter activities are covered in Annex K
  11. Reception/Care activities are covered in Annex L
  12. Health and Medical issues are discussed in Annex M
- F. Four phases of operations have been established to organize the actions in this Annex. Consequently, this annex includes activities in all these phases. For more information, see Appendix 8 to this Annex--Checklist of Actions By Operating Time Frames.
- G. Containment and Cleanup

1. The responsibility for selecting and implementing the appropriate countermeasures is assigned to the Incident Commander in coordination with appropriate technical resources.
2. The spiller is responsible, according to state and federal law, for the costs of all cleanup and countermeasures. The Incident Commander, in conjunction with requested state and federal resources, is responsible for determining these measures and monitoring the cleanup and disposal of contaminated materials.
3. The Incident Commander is responsible for monitoring the response activity to ensure that appropriate containment and control measures are implemented. Containment and control measures may include but are not limited to:
  - a. Dikes
  - b. Berms and drains
  - c. Trenches and pits
  - d. Booms
  - e. Barriers in soil
  - f. Stream diversion
  - g. Patching and plugging of containers and vessels
  - h. Overpacking of leaking containers Portable catch basins
  - j. Reorientation of containers
  - k. Hydraulic and mechanical dredging Skimming or pumping
  - m. Dispersion
  - n. Vacuuming/excavating
  - o. Neutralization
  - p. Absorbent Materials
  - q. Burning
4. Treatment of released hazardous chemicals can be either physical, chemical or biological in nature. Treatment operations are the responsibility of the operator (spiller). State and federal technical resources are readily available to provide technical assistance on selection or overview of treatment activities.
5. The initial assessment of a release incident should be performed by the fixed facility operators. It should be recognized that industrial capability to assess the situation may be supported by in-depth knowledge of the chemicals, facility and environmental effects. The fixed facility is responsible for damages resulting from the release and should provide timely and accurate information on a release situation.
6. Restoration
  - a. The local jurisdiction, in conjunction with state and federal experts, is in charge of managing restoration efforts.
  - b. Treatment of contaminated soils or waters is the responsibility of the spiller.
  - c. Off site transportation for storage, treatment or disposal may be provided by the spiller subject to state and federal regulations.
7. Mutual Aid Agreements

Lafayette County maintains mutual aid agreements for assistance with response to a serious chemical incident with Sni-Valley Fire Protection District who is part of

the Tn-District Hazmat team. This team is comprised of members from the Fort Osage, Central Jackson County, and Sni-Valley Fire Protection districts. Their response time is approximately thirty (30) minutes with a fully equipped and trained Technician Level HAZMAT Response Team.

V. DIRECTION AND CONTROL

- A. Emergency responders in Lafayette County will operate using the Incident Command System (ICS). The Incident Commander will maintain control of the scene and coordinate all actions related to the incident. If no one on the scene has Operations Level training in Hazardous Materials, the Incident Commander will only secure the scene and request mutual aid from the Sni-Valley Hazardous Materials Unit. The Incident Commander will keep the Presiding Officer of Lafayette County informed of the situation, and will notify the Lafayette County LEPC Chair in writing after termination of incident.
- B. For overall Direction and Control Procedures, see Annex A.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

- 1. The Chief Elected Official of Lafayette County is ultimately responsible for hazardous materials preparedness activities in his/her community. The Local Emergency Planning Committee is responsible for maintaining the hazardous materials plan. The appropriate emergency services are responsible for responding to the incident based on the plan of action set forth by the LEPC and promulgated by the Chief Elected Official.
- 2. The organization for Hazardous Materials Response is shown in Appendix I to this Annex.

B. Responsibilities

- 1. Any or all of the participating agencies/organizations of Lafayette County Emergency Operations may be called on in response to a HAZMAT incident. Each organization/agency has the responsibility to develop and maintain Standard Operating Procedures (SOPS) for their task assignments as specified in this Annex, as well as in the Basic Plan and supporting annexes.
- 2. Lafayette County has appointed a Local Emergency Planning Committee (LEPC) in accordance with the Missouri Emergency Planning and Community Right to Know Act of 1987. This committee is responsible for hazardous materials planning activities in Lafayette County. A list of LEPC members is contained in Appendix 2 to this Annex.

C. Government Task Assignments for Hazardous Materials Incidents

The following task assignments relate to hazardous materials response. Additional



assignments are listed in Appendix I to the Basic Plan.

1. *LOCAL EMERGENCY PLANNING COMMITTEE*

- a. Hold scheduled meetings to establish short and long range plans regarding the County's Hazardous Materials Chemical Emergency Preparedness Program.
- b. Provide support and focus on the hazardous materials in fixed facilities and transportation routes by performing a hazards' analysis or updating the current analysis utilized.
- c. Develop and maintain a hazardous materials response annex that provides for timely, effective response by the public and private sector. This plan will be available to the public at the EMA Director's Office and availability of the plan will be advertised yearly.
- d. Outline methods and schedule training and exercises on hazardous materials in coordination with local government officials, academic institutions and available private participants.
- e. Maintain an accurate and responsive data bank for all vital information arising from a chemical release incident in I affecting their jurisdictions.
- f. Serve as the point of contact for Community Right-to-Know.

2. *COUNTY AND/OR CITY ELECTED OFFICIALS*

- a. Monitor the planning activities of the local emergency planning committee (LEPC).
- b. Assist the Incident Commander in obtaining the resources needed for a hazardous material emergency response.
- c. Appoint a Community Emergency Coordinator to handle all Haz-Mat issues and incidents and work with the Facility Emergency Coordinators. Our current appointee is Bob Florence, phone number (816) 259-6551 or (816) 259-2425. (For a list of his task roles and duties see Appendix 9)

3. *COUNTY AND/OR CITY ATTORNEYS*

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

4. *FIRE DISTRICTS AND/OR MUNICIPAL FIRE DEPARTMENTS*

The recommended training level for the fire departments in Lafayette County is Operational. At the present, not all the county fire departments are at this level, so we

have established the following response guidelines.

a.        **LEVEL I - FIRE DEPARTMENT RESPONSE- Awareness Level**

1.        Approach Cautiously - Resist the urge to rush in; you cannot help others until you know what you have.
2.        Identify the Hazard - Look for placards, container labels, shipping papers and or knowledgeable persons on the scene, without entering the hazard area.
3.        Secure the Scene - Without entering the immediate hazard area, do what you can to isolate the area and assure the safety of people and the environment. Move and keep people away from the scene and the perimeter. Allow room to move and remove your own equipment.
4.        Obtain Help - Advise your dispatcher to contact the Tn-District Hazmat Team.
5.        Decide on Site Entry - Upwind from the scene.

b.        **LEVEL II - FIRE DEPARTMENT RESPONSE -Operations Level**

1.        Determine the hazard level of the incident, and direct response.
2.        Establish site security areas and hazard exclusion zones within the hazardous sector(s).
3.        Based on estimates of likely harm, establish options for mitigation, selecting appropriate options and managing the mitigation effort. **NOTE: DO NOT EXCEED YOUR TRAINING LEVEL.**
4.        Maintain reported Tier II forms on all chemicals in Lafayette County.

5.        ***LAW ENFORCEMENT***

Law enforcement is handled by the Lafayette County Sheriffs Department or by the municipal Police Departments within the boundaries of their jurisdictions. Mutual aid agreements are in force between all law enforcement agencies in the county, and with outside agencies.

a.        **ON SCENE CONTROL.** Establishes scene perimeters, access control points, and traffic control points. Provide additional resources for traffic and crowd control.

1.        Provides field operations support to the Incident Command Post, consistent with training (minimum Awareness Level).
2.        Provides traffic control for the area affected.
3.        Implements the order for evacuation.
4.        Maintains security for vital facilities.

- b. EVACUATION. The order to evacuate must come from the Incident Commander. The Law Enforcement agency designated by the IC or EOC is in charge and will direct the evacuation effort.
  - 1. Isolate affected area and permit entry only to appropriate response personnel.
  - 2. Notify residents in the affected area.
  - 3. Assist residents in relocation, and provide direction out of the area and to shelter.
  - 4. Provide security for evacuated areas and reroute traffic around the affected area.
  - 5. Coordinate all search efforts for missing persons.
  - 6. Assist in return of residents, upon all clear order.

6. *INCIDENT COMMANDER or SAFETY OFFICER*

Based on the incident command system, the Incident Commander is the individual in charge. In Lafayette County this will be the highest trained fire official or safety officer on the scene. If any fire official on the scene has Incident Command training he/she will assume this position. If no one on the scene has Operations level training in hazardous materials, then anyone may assume command. In this case, the Incident Commander will only secure the scene and request mutual aid from the Tn-District Hazardous Material Team. If the Incident Commander has Operations Level or Higher training he/she will coordinate all actions including, but not limited to, the following:

- a. Provide initial hazard assessment to response personnel and the general public.
- b. Lead the initial environmental assessment.
- c. Prescribe personnel protective measures.
- d. Issue public warning.
- e. Establish an on-scene Command Post.
- f. Determine when reentry is possible.
- g. Coordinate procedures for temporary storage of stabilized hazardous materials and manage legal disposal. If DNR is involved, defer to the DNR personnel on this item.
- h. The Safety Officer will provide personnel safety information to the Incident Commander, and if necessary, serve as site safety officer. If the Incident Commander only has Awareness level training, he/she will do “a”, “d” and “e” only.

7. **LAFAYETTE COUNTY HEALTH DEPARTMENT**

- a. Provide an environmental analysis of the situation and recommend property, epidemiological and toxicological solutions to deal with the public health issues involved with hazardous materials incidents. In non-fire incidents, the health department representative may serve as an assistant to Incident Commander.
- b. Monitor response personnel and general public exposures to chemical, biological and radiological agents.
- c. Manage the distribution and use of health resources. Allocate medical supplies in short supply.

8. ***LAFAYETTE REGIONAL HEALTH CENTER***

- a. Located Lexington, Missouri
- b. Phone (816) 259.2203
- c. Emergency Room staffed 24 hrs per day, 7 days per week
- d. E.R. Physician available over HEAR system (Call Sign KRF 364 ) to give medical advice to Incident Commander
- e. This facility will accept and treat hazmat victims after they have been decontaminated in the field. This facility does not have the resources to provide decontamination, and doing so could jeopardize their entire operations.

9. ***EMERGENCY MEDICAL SERVICES***

- a. Assign priorities of medical treatment on the basis of urgency and for transporting casualties from the incident site to appropriate medical facilities.
- b. Transport, treat, and distribute victims to medical facilities.
- c. Provide a liaison between medical personnel and the Incident Commander. Notify area hospitals what chemicals are involved, and what decontamination and exposure situations will be necessary for proper handling and care of victims.
- d. Provide medical assistance to Incident Commander on signs and symptoms of chemicals involved. Monitor decontamination (from cold zone) to ensure victims are properly decontaminated, before accepting victims.
- e. Provide a medical sector officer.

10. ***ALL EMERGENCY SERVICES***

- a. Each emergency responding agency shall report to the Incident Commander upon arrival on scene and confer with this individual for coordination of all activities. The Incident Commander has the authority to direct the overall operations, select mitigation concepts and methods, and resolve conflicts.
- b. It is the responsibility of the Incident Commander to recommend evacuation actions, after close coordination with all agencies involved. Long term decisions will be discussed with the appropriate officials to assure proper warning,

- transportation, shelter and care for the evacuees.
- c. The cleanup, removal and disposal of contamination is the responsibility of the manufacturer or carrier who released the materials. Assistance in removal and disposal oversight, technical considerations and funding may be obtained through the Missouri Department of Natural Resources and the U.S. Environmental Protection Agency.
  - d. A post-incident analysis report and critique shall be the responsibility of the Incident Commander with input from all involved agencies. Copies of all post-incident reports shall be submitted to the LEPC within 30 days of incident stabilization for review, conducting debriefs, plan modifications and future use in training and exercise programs.

#### 11. *STATE AND FEDERAL SUPPORT*

- a. Planning, training and on-site assistance are available through state and federal agencies. Details of these resources and methods of acquisition may be obtained by contacting the State Emergency Management Agency and/or the State Fire Marshal.
- b. Notification to state and federal agencies is the responsibility of the person or organization releasing regulated chemicals. This must also be done by the Incident Commander.
- c. Access to State resources for support during an incident/accident is through the Incident Commander or as specified in Appendix 5 to the Basic Plan.

#### 12. *PRIVATE SECTOR RESPONSIBILITIES*

- a. Fixed Facilities
  - 1. Designate Facility Emergency Coordinator responsible for assisting in the preparation of this plan and for the preparation of compatible on-site contingency plans and SOPS. These plans will include specific responsibilities, notification and emergency response procedures and available mitigation resources.
  - 2. Alert the appropriate Fire Department in the event of a Hazardous Materials Incident. Provide the dispatcher with all the appropriate information to complete the Chemical Emergency Notification Report (appendix 7), also provide safe routes of entry into the site for emergency response and medical personnel.
  - 3. Provide technical support as requested in the development of off-site risk assessments and contingency planning.
  - 4. Provide support to the Incident Commander at the Command Post during an incident.
  - 5. Provide personnel, technical expertise and equipment support; and participate in chemical hazard exercises and

- other training activities.
  - 6. Initiate notification of a chemical release incident, and provide information to the appropriate officials agencies as specified the Superfund Amendments and Reauthorization Act of 1986 (SARA).
- b. Pipeline Industry
    - 1. Responsible for a plan that outlines the general actions and establishes the recommendations to be followed in the event of a chemical release incident.
    - 2. The company's Hazardous Materials Coordinator will contact each site and direct the company's mitigation activities and support off-site efforts during any chemical release emergency.
    - 3. Provide technical guidance, personnel and hardware to support the comprehensive training and exercise program directed by the LEPC.
  - c. Rail and Highway Carriers
    - 1. Develop a chemical incident emergency response plan.
    - 2. Maintain a response capability in the event of a hazardous material incident involving their stock.
    - 3. Provide technical assistance, personnel and resources to the Incident Commander to mitigate incident(s) involving their stock or property.
    - 4. Provide proper identification of all hazardous materials carried.
    - 5. Provide technical expertise, personnel, and hardware to support the training and exercise program of the LEPC.
    - 6. Provide a useful list of major hazardous material commodities shipped, and periodically update this list.
  - d. Transportation Accidents
    - 1. The person who initially receives the emergency call will try to obtain as much information as possible for the Chemical Emergency Notification Report.
    - 2. Pass the information on to all responding units.
    - 3. First trained unit on-scene needs to finish completing the Chemical Emergency Notification Report and advise all incoming units and the dispatcher.

## VII. TRAINING AND EXERCISING

- A. Training will be based on the duties and functions to be performed by each responder of an emergency response organization. The skill and knowledge levels required for all new responders, those hired after the effective date of this standard, shall be conveyed to them

through training before they are permitted to take part in actual emergency operations on an incident. Employees, who participate, in emergency response, shall be given training in accordance with the following paragraphs:

1. **FIRST RESPONDER AWARENESS LEVEL**

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

- a. An understanding of what hazardous materials are, and the risks associated with them in an accident.
- b. An understanding of the potential outcomes of an emergency where hazardous materials are present.
- c. The ability to identify the hazardous materials, if possible.
- d. An understanding of the role of the first responder awareness individual in the employer's emergency response plan and the U.S. Department of Transportation's Emergency Response Guidebook.
- e. The ability to recognize the need for additional resources.

In Lafayette County, police officers, sheriff's deputies, road district personnel, LEPC members, and Public officials as deemed necessary will be trained to this level.

2. **FIRST RESPONDER OPERATIONS**

First responder at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. First responders at the operational level shall have received at least 24 hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level and the department shall so certify:

- a. Completion of the Awareness Level Training
- b. Knowledge of the basic hazard and risk assessment techniques.
- c. Know how to select and use proper protective equipment provided to the first responder operational level.
- d. An understanding of basic hazardous material terms.
- e. Know how to perform basic control, containment and/or confinement

operations within the capabilities of the resources and personal protective equipment available with their unit.

- f. Know how to implement basic decontamination procedures.
- g. An understanding of the relevant standard operating procedures and termination procedures.
- h. Knowledge of operations under the Incident Command System.

In Lafayette County, all fire fighters will eventually be trained to this level.

### 3. INCIDENT (ON-SCENE) COMMANDER -- INCIDENT COMMAND SYSTEM (ICS)

Incident commanders, who will assume control of the incident scene beyond the first responder awareness level, shall receive at least 48 hours of training equal to the first responder operations level and in addition have competency in the following areas and the department shall so certify:

- a. Shall have completed Operations Level Training
- b. Know and be able to implement the department incident command system.
- c. Know and be able to implement the County Operations Plan and the departments standard operating policies.
- d. Know and understand the hazards and risks associated with employees working in chemical protective clothing.
- e. Know and understand the importance of decontamination procedures.

In Lafayette County, local authorities will determine who will be trained to this level. A statement shall be made of the training competency, and if a statement of competency is made, the appropriate department shall keep a record of the methodology used to demonstrate competency.

### 4. PROJECTED TRAINING TIMETABLE

<u>Course</u>	<u>Attended By</u>
First Responder Awareness	Fire/Law Enforcement/ EMS/Public Sector/EM
First Responder Operations	Fire/EM
Incident Command	Fire Officers



All courses will be attended by individuals on a scheduled basis once course data is finalized.

5. Exercises

The Lafayette County Local Emergency Planning Committee with support from the Emergency Management Director is responsible for conducting periodic drills and/or exercises to test and/or improve this annex. As a minimum a drill/exercise will be held annually.

VIII. ANNEX MAINTENANCE

The Lafayette County Local Emergency Planning Committee with support from the Chief Elected Official and the Emergency Management Director is responsible for the annual review and update of this appendix.

IX. APPENDICES

Appendix 1; Hazardous Materials Response Organizational Chart

Appendix 2; LEPC Members and Call-up List

Appendix 3; Response Agencies For Hazardous Materials Incidents

Appendix 4; Transportation Routes and Pipeline Locations

Attachment A -- Transportation Analysis

Attachment B -- Pipeline Locations Map

Appendix 5; Fixed Facilities With Hazardous Substances

Appendix 6; Fixed Facilities With Extremely Hazardous Substances

Attachment A -- Fixed Facilities With Extremely Hazardous Substances Locations and Substances

Attachment B -- Fixed Facilities With Extremely Hazardous Substances Map

Appendix 7; Chemical Emergency Notification Report

Appendix 8; Checklist of Actions By Operating Time Frames

Attachment A -- Level II and III Hazardous Materials Release Incident Form

Appendix 9; Duties of the Community Emergency Coordinator

Appendix 10; Haz-Mat Resources Within the County

Appendix 11; Radiological Incidents

Appendix 1 to Annex H

LAFAYETTE COUNTY HAZARDOUS MATERIALS RESPONSE ORGANIZATION  
Small Scale Response  
(to be published)

LAFAYETTE COUNTY HAZARDOUS MATERIALS RESPONSE ORGANIZATION  
Large Scale Response  
(to be published)

This page left blank for copying.

Appendix 2 to Annex H

LOCAL EMERGENCY PLANNING COMMITTEE MEMBERS

Appendix 2 to Annex H

Local Emergency Planning Committee Members

<b>Name</b>	<b>Address</b>	<b>B - Phone</b>	<b>H - Phone</b>	<b>C- Phone</b>	<b>E-Mail</b>
Fleischman, Herb Industry representative	1400 Lipper Ave. <b>Higginsville, MO 6403</b>	<b>660- 584- 7454</b>	<b>660- 584- 2406</b>	<b>660- 641- 2138</b>	<b>herbfleischmann@wincup.com</b>
<b>Florence, Bob</b> (Coordinator) EMA director	<b>1906 Sleepy Hollow Drive, Lexington, MO 64067</b>	<b>660- 259- 6551</b>	<b>660- 259- 2425</b>		<b>florence@lafayettecountymo.com</b>
Jones, Buddy <b>Public Information Officer</b> Media	7789 Mulberry Road Odessa, MO 64076	<b>816- 230- 5311</b>	<b>816- 633- 5311</b>		
<b>Kerr, Mark</b>	<b>8546 Frosty Lane, Napoleon, MO 64074</b>	<b>816- 418- 5414</b> or 913- 963- 7040	<b>816- 690- 6240</b>	<b>913- 963- 7040</b>	<b>marker@juno.com</b>
<b>Kerr, Vicki</b> (LEPC Secretary)	<b>8546 Frosty Lane, Napoleon, MO 64074</b>	<b>816- 418- 3850</b> X 0111	<b>816- 690- 6240</b>	<b>816- 517- 5157</b>	<b>vkerr@kcmsd.net</b>
Kirchhhoff, Rodney <b>Health Department</b>	<b>Lafayette Co. Health Dept.</b> 547 S. 13 Hwy Lexington, MO 64067	<b>660- 259- 2271</b>			<b>kirchr@lpha.dhss.mo.gov</b>
<b>Randy McCullough,Lafayette</b>	<b>LRHC 1500 State Street,</b>	<b>660- 259-</b>	<b>660- 259-</b>		<b>randal.mccullough@hcahealthcare.com</b>

<b>Regional Hospital</b>	<b>Lexington, MO 64067</b>	<b>2203</b>	<b>3223</b>		
<b>Robertson, H. H.</b> Vet	PO Box 628 <b>Higginsville, MO 64037</b>	<b>660- 584- 3522</b>	<b>660- 584- 4682</b>	<b>none</b>	<b>none</b>
<b>Sheriff or Designee</b> Law enforcement	<b>10 S 11th St. Lexington, MO 64067</b>	<b>660- 259- 7724</b>	<b>660- 584- 7845</b>		
Sherwood, Mark <b>HAZMAT Team</b>	2102 SE Shale Ridge Dr. <b>Oak Grove, MO 64075</b>	<b>816- 690- 6990</b> or 816- 690- 3773 X 1105	<b>816- 690- 8226</b>	<b>816- 918- 3596</b>	<b>msherwood@cityofoakgrove.com</b>
Smith, Kirk Lexington Fire Chief	11 Ussery Drive Lexington, MO 64067	<b>660- 259- 4550</b>	<b>660- 259- 4470</b>		
<b>Strickler, Sharon</b> Red Cross Representative	<b>Box 304 Wellington, MO 64097</b>	<b>660- 259- 3604</b>	<b>816- 934- 2461</b>		<b>strickler@lafayettecomtymo.com</b>
<b>Strodtman, Jim</b> Presiding Commissioner (LEPC President)	<b>14567 Riverview Drive, Napoleon, MO 64097</b>	<b>660- 259- 4315</b>	<b>816- 934- 8351</b>		
<b>Emerson, Tom</b> Health Dept. Representatives	547 S. 13 Hwy Lexington, MO 64067	<b>660- 259- 4371</b>	<b>660- 259- 4347</b>		<b>emerst@lpha.dhss.mo.gov</b>

This page left blank for copying.



## Appendix 3 to Annex H

### RESPONSE AGENCIES FOR HAZARDOUS MATERIALS INCIDENTS

<u>STATE ASSISTANCE</u>	<u>PHONE NUMBER</u>
Governor's Office . . . . .	(573)751-3222
Missouri National Guard . . . . .	(573)751-9500
Missouri Emergency Response Commission . . . . .	1-800-634-6946
Division of Environmental Quality (DNR) . . . . .	(573)634-2436
State Department of Health . . . . .	(573)751-6102
Clean Water Commission . . . . .	(816)229-3105
Air Conservation Commission . . . . .	(816)233-1321
State Emergency Management Agency . . . . .	(573)751-2748
Hazardous Waste Management Commission . . . . .	(573)796-4779
 <u>FEDERAL ASSISTANCE</u>	
Federal Emergency Management. . . . .	(202)646-2400 (24-hr.)
Agency for Toxic Substances and Disease Registry. . . . .	(404)452-4100 (24-hr.)
National Response Center . . . . .	1-(800)424-8802 (24-hr.)
Bomb Disposal and Explosive Ordnance Team - U.S. Army, Fort Leonard Wood. . . . .	(573)368-3814 (24-hr.)
Nuclear Regulatory Commission. . . . .	(301)951-0550 (24-hr.)
U.S. Department of Energy Radiological Assistance . . . . .	(202)586-8100 (24-hr.)
U.S. Department of the Treasury Bureau of Alcohol, Tobacco, and Firearms. . . . .	(816)426-7188
 <u>OTHER EMERGENCY ASSISTANCE</u>	
CHEMTREC. . . . .	1-(800)424-9300 (24-hr.)
CH LOREP. . . . .	1 -(800)424-9300 (24-hr.)
NACA . . . . .	1-(800)424-9300 (24-hr.)
Association of American Railroads Bureau of Explosives . . . . .	(202)639-2222 (24-hr.)

Appendix 4 to Annex H

TRANSPORTATION ROUTES AND PIPELINE LOCATIONS

See attached folded maps.

## Attachment A to Appendix 4 of Annex H

### TRANSPORTATION ANALYSIS

#### PLACARDED TRUCK SURVEY

Western Missouri Area

Completed March 1993

Total Number of Trucks: 57077

Total Placarded Hazmat Loads: 3150

Odds of Accident involving Placarded Load: 1 in 18

UN/NA CHEMICAL IDENTITY NUMBER	1 in:	
1203 Motor Vehicle Fuel	932	61
Corrosive	332	172
Flammable	328	174
Non-flammable Gas	180	317
Dangerous	168	340
1075 Liquefied Petroleum Gas	158	361
Flammable Gas	107	533
1993 Combustible Liquid, NOS	68	839
1977 Nitrogen, Cryogenic Liquid	63	906
1046 Helium, Compressed	61	935
1999 Asphalt	59	967
Explosives A	51	1119
1049 Hydrogen, Compressed	48	1189
1963 Helium, Cryogenic Liquid	46	1240
1073 Oxygen, Cryogenic Liquid	43	1327
9188 Hazardous Substance, NOS	35	1630
1072 Oxygen, Compressed Gas	35	
Poison	33	1729
1951 Argon, Cryogenic Liquid	30	1902
9189 Hazardous Waste, Liquid or Solid	26	2195
Oxidizer	26	
1005 Ammonia, Anhydrous	24	2378
1760 Corrosive Liquid, NOS	17	3357
1263 Paint Related Material, Flammable	14	4076
1791 Sodium Hypochlorite Solution	14	
2187 Carbon Dioxide, Liquid	14	
1340 Phosphorus Pentasulfide	13	4390
1824 Sodium Hydroxide Solution	12	4756

1966 Hydrogen, Cryogenic Liquid	11	5188
Flammable Solid	10	5708
1805 Phosphoric Acid	10	
1830 Sulfuric Acid	10	
Flammable Solid – Dangerous When Wet	8	7134
1267 Petroleum Crude oil	8	
Radioactive	7	8153
1719 Alkaline Corrosive Liquids, NOS	7	
2014 Hydrogen Peroxide, 20-52%	6	9512
1170 Alcohol, Beverage	5	11,415
1593 Dichloromethane	5	
1255 Naptha, Petroleum	4	14,269
1402 Calcium Carbide	4	
1866 Resin Compound, Liquid, Flammable	4	2763
Triazine Pesticide, Solid, NOS	4	
Dangerous when Wet	3	19,025
Explosives B	3	
1017 Chlorine	3	
1029 Dichlorodifluoromethane	3	
1823 Sodium Hydroxide, Dry	3	
Biohazard	2	28,538
1063 Methyl Chloride	2	
1079 Sulfur Dioxide	2	
1175 Ethylbenzene	2	
1193 Methyl Ethyl Ketone	2	
1210 Ink, Flammable Liquid	2	
1219 Isopropanol	2	
1247 Methyl Methacrylate	2	
1256 Naptha, Solvent	2	
1268 Petroleum Distillate, NOS	2	
1294 Toluene	2	
1789 Hydrochloric Acid Solution	2	
1814 Potassium Hydroxide Solution	2	
1831 Fuming Sulfuric Acid (Oleum)	2	
2215 Maleic Acid	2	
2489 Methylene Diisocyanate	2	
2978 Uranium Hexafluoride	2	
Blasting Agent	1	57,077
Other Dangerous Materials	1	
1020 Chloropentafluoroethane	1	
1053 Hydrogen Sulfide	1	
1080 Sulfur Hexafluoride	1	
1087 Vinyl Methyl Ether	1	
1120 Butyl Alcohol	1	
1125 Butylamine	1	
1149 Butyl Ether	1	

1154 Diethylamine	1
1173 Ethyl Acetate	1
1189 Ethylene Glycol Monomethyl Ether Acetate	1
1206 Heptane	1
1230 Methanol	1
1248 Methyl Propionate	1
1274 Propyl Alcohol	1
1301 Vinyl Acetate	1
1310 Ammonium Picrate with 10% Water	1
1479 Oxidizer, NOS	1
1588 Cyanide, inorganic, NOS	1
1592 para-Dichlorobenzene	1
1605 Dibromoethane	1
1671 Phenol	1
1705 Tetraethyl Pyrophosphate	1
1709 Toluenediamine	1
1714 Zinc Phosphide	1
1715 Acetic Anhydride	1
1736 Benzoyl Chloride	1
1744 Bromine	1
1750 Chloroacetic Acid	1
1756 Chromic Fluoride	1
1778 Fluosilicic Acid	1
1779 Formic Acid	1
1815 Propionyl Chloride	1
1826 Nitrating Acid Mixture, Spent	1
1832 Sulfuric Acid, Spent	1
1833 Sulfurous Acid	1
1848 Propanoic Acid	1
1972 Liquified Natural Gas	1
1989 Aldehyde, NOS	1
2075 Chloral	1
2201 Nitrous oxide, Cryogenic Liquid	1
2275 Ethylbutanol	1
2488 Cyclohexyl Isocyanate	1
2491 Monoethanolamine	1
2497 Sodium Phenolate, solid	1
2582 Ferric Chloride Solution	1
2615 Ethyl Propyl Ether	1
2783 Organophosphorus Pesticide, Solid, NOS	1
2831 Trichloroethane	1
Explosives 1.4	1

SUMMARY OF HAZARDOUS CARGO LOADS IN 1994  
GATEWAY WESTERN RAILROAD

Prepared from data supplied by Gateway Western Railway.

Underlining indicates Extremely Hazardous Materials

NAME	UN#	STCC#	LOADS
<b>EXPLOSIVES</b>			
Explosives, Class 1.3	0242	4902423	19
Cartridges for Small Arms	0321	4901807	10
Ammunition, Smoke, White Phosphorus, for Cannon	0245	4901806	4
Cartridges for Weapons with Inert Projectile	0328	4901811	3
Mines, Depth Charge, Explosive 1.1 D	0137	4901246	3
Cartridges for Weapons, Class A Explosive	0006	4950163	1
Charges, Demolition, Explosive 1.1 D	0048	4901560	1
	Subtotal		41
<b>NON-FLAMMABLE GAS</b>			
Helium, Compressed	1046	4904540	359
<u>Anhydrous Ammonia</u>	1005	4904210	288
Dichlorofluoromethane	1028	4904516	172
Carbon Dioxide, Refrigerated Liquid	2187	4904509	122
Chlorodifluoromethane and Chloropentafluoromethane		4904518	18
Dichlorodifluoromethane	1028	4904561	6
Chlorodifluoromethane	1018	4904552	4
Chlorotetrafluoroethane	1021	4904523	4
Dichlorotetrafluoroethane	1958	4904526	3
Helium-Argon Mixture		4904542	2
Argon, Refrigerated Liquid		4904503	1
Trichlorofluoromethane, Nitrogen		4904524	1
1,1,2,2-Tetrafluoroethane	3159	4904304	1
	Subtotal		981
<b>FLAMMABLE GASES</b>			
Propane, Liquified Petroleum Gas	1075	4905417	1115
Butane, Liquified Petroleum Gas	1075	4905706	299
Isobutane, Liquified Petroleum Gas	1075	4905747	35
Butane or Butane Mixtures	1011	4905702	20
Chlorodifluoroethane	2517	4905782	18
Propylene, Liquified Petroleum Gas	1075	4905782	13
<u>Acrylonitrile</u>	1093	4906420	11
Chlorotrifluoromethane and Trifluoromethane		4905759	9
Propane/Propylene Mixture	1075	4905766	7
Octafluorocyclobutane	1976	4905757	4
Methylamine, Anhydrous	1061	4905414	2
Propylene Oxide	1280	4906620	3
Nitrogen-Hydrogen Gas Mixture		4905767	1

Vinyl Chloride	1086	4905792	1
	Subtotal		1538

#### FLAMMABLE LIQUIDS

Alcohol, Denatured, NOS	1986	4909110	367
Methanol	1230	4909230	222
Petroleum Distillates, Naptha	1268	4909382	229
Flammable Liquid, Rosin Solution, NOS	1993	4910444	124
Hexane	1208	4908183	102
Heptane	1206	4909190	90
Picolines	2313	4909179	66
Ethyl Alcohol	1170	4909159	64
Acetone	1090	4908105	47
Pentane	1265	4908255	34
Naptha	1256	4909278	30
Methyl Ethyl Ketone	1193	4909243	28
Alcohol, NOS, Antifreeze Alcohols	1987	4910402	25
Methyl Acrylate	1919	4907245	22
Flammable Liquid, Corrosive, NOS, Residue	2924	4907822	19
Dicyclopentadiene	1993	4914109	16
Isopentane, Residue	1265	4908192	15
Aviation, Turbine Engine Fuel	1863	4909215	15
Flammable Liquid, NOS	1993	4907219	15
Combustible Liquid, NOS	1993	4912215	15
Alcohol, Denatured, NOS	1987	4909105	14
Ethyl Acrylate	2924	4907606	12
sec-Amyl Alcohols	1987	4909106	12
Combustible Liquid, NOS, Lubricating Oil		4915535	12
Toluene	1294	4909305	12
Alcohols, NOS	1987	4900189	10
Amyl Acetate	1104	4909111	8
Xylene	1307	4909348	8
Ethylhexyl Acrylate	1993	4914108	6
Acid Butyl Phosphate in Xylene	1993	4907604	6
Petroleum Oil	1270	4912345	5
Ethyl Acetate	1173	4909160	5
Combustible Liquid, Petroleum Distillate	1268	4914247	5
Octanes Petroleum Naptha	1262	4908188	4
Chlorobenzene	1134	4909153	4
Naptha	1255	4910257	4
Compound, Cleaning Liquid, Combustible Liquid	1993	4915185	4
Methanol, Residue	1230	4909258	4
Petroleum Spirit, Residue	1271	4908265	3
Isopropanol	1219	4909205	3
Isopropyl Acetate	1220	4909210	3

Isoprene, Inhibited	1218	4907230	3
Dimethylethanolamine	2924	4907608	2
Ethylhexyl Nitrate	1993	4915301	2
Toluene and Ethylene Rosin Solution	1993	4907873	2
Flammable. Liquid, corrosive	2924	4907813	2
Formaldehyde-Butanol Mixture	1198	4907273	1
Piperylene	1993	4907227	1
carbon Disulfide	1131	4908125	1
Cyclohexane	1145	4908132	1
isopropanol-Methanol Mixture	1993	4909172	1
Methyl Propionate	1248	4909240	1
Methyl Isobutyl Ketone	1245	4909244	1
Naptha	2553	4900239	1
Kerosene	1993	4913176	1
Subtotal			1509

#### FLAMMABLE SOLIDS

Sulfur, Molten, Residue	2448	4917403	8
Ferrosilicon, Dangerous When Wet	1408	4916301	4
Calcium Carbide, Dangerous When Wet	1403	4916408	2
Subtotal			14

#### OXIDIZERS

Ammonium Nitrate	1942	4918311	42
Ammonium Nitrate, Fertilizer	2067	4918310	10
Ammonium Nitrate, Fertilizer	2072	4918803	10
Subtotal			62

#### POISON GASES

Chlorine	1017	4920523	16
Ethylene Oxide	1040	4920353	2
Epichlorohydrin	2023	4921005	1
Subtotal			19

#### POISON

p-Dichlorobenzene	1592	4925180	74
Pheng-1	2312	4921598	59
Toluene Diisocyanate	2078	4921575	30
Sodium Dichromate Solution	2810	4921475	28
Nitrochlorobenzene	1578	4921457	9
1, 1, 1 -Trichloroethane	2831	4925182	5
Dimethyl Sulfate	1595	4921405	3
Trichloroethylene	1710	4925181	2
Subtotal			210

#### CORROSIVE



Sulfuric Acid	1830	4930040	1989
Sulfuric Acid, Spent	1447	4930042	1447
Phosphoric Acid	1805	4930208	239
Sodium Hydrosulfide Solution	2922	4935268	90
Sodium Hydroxide, Liquid, Corrosive	1814	4935240	65
Formic Acid	1779	4931320	59
Potassium Hydroxide, Solution	1814	4935230	52
Isopentanoic Acid	1760	4931404	44
Ammonium Sulfide Solution	2683	4936343	39
Corrosive Liquids, NOS	1760		28
Phosphoric Acid-Sulfuric Acid Mixture	1760	4930224	21
Acetic Acid, Glacial	2789	4931303	10
Acetic Anhydride	1715	4931304	9
Ammonium Fluoride	2505	4925193	9
Sulfur Trioxide	1829	4930050	5
Chlorosulfuric Acid	1754	4930204	4
Sulfuric Acid, Fuming	1831	4930066	3
Hydrofluorosilicic Acid	1778	4930026	3
Sodium Hydroxide	1824	4935652	2
Potassium Fluoride	1812	4925199	1
Acrylic Acid	2218	4931405	1
Dodecylbenzenesulfonic Acid	2584	4931426	1
Ferrous Chloride Solution	1760	4932329	1
Corrosive Liquid, NOS (Amines)	4760	4936572	1
Subtotal			4123

#### MISCELLANEOUS HAZARDOUS MATERIALS

Sulfur, Molten	2448	4945770	754
Polybutene (Elevated Temperature)	9259	4941139	222
Elevated Temperature Material, Liquid, NOS	9259	4941196	71
Napthalene	3082	4960160	49
Environmentally Hazardous Substance, NOS	3082	4961384	27
Polystyrene Beads, Expandable	2211	4941144	24
Flammable Liquid, Paint Oil Compounds		4950110	23
Other Regulated Substance, NOS, Liquid	3082	4941104	19
Butyl Benzyl Phthalate	3082	4960123	18
Phthalic Anhydride	3082	4960131	12
Elevated Temperature Material, Asphalt	1999	4966104	9
Hazardous Material, Ferric Sulfate	9188	4963823	4
Benzo (A)-pyrene and Dibenzo (AH)-Anthracene	9259	4941167	4
Sodium Sulfinates	9259	4966103	2
Environmentally Hazardous Material, Solid, NOS	3077	4966325	2
Ammonium Fluoride, ORM-B	2505	4944105	1
Hazardous Substance, Liquid or Solid, NOS	9811	4960132	1
bis (2-Ethyl Hexyl) Phthalate	3082	4961161	1
Subtotal			1243

#### NOT OTHERWISE SPECIFIED

Trailer on Flat Car Shipment	567
Chlorinated Hydrocarbon Residue	4
Subtotal	571

#### SUMMARY BY CLASSES

Explosives	41
Non-flammable Gases	981
Flammable Gases	1538
Flammable Liquids	1509
Flammable Solids	14
Oxidizers	62
Poison Gases	19
Poison	210
Corrosive	4123
Miscellaneous	1243
Not Otherwise Specified	571

TOTAL 10311 Loads

#### THE TEN MOST FREQUENT HAZARDOUS MATERIALS

Sulfuric Acid	1989	19.3%
Sulfuric Acid, Spent	1447	14.0
Propane	1115	10.8
Sulfur, Molten	754	7.3
Alcohol, Denatured	367	3.6
Helium, Compressed	359	3.5
Butane	299	2.9
Anhydrous Ammonia	288	2.8
Phosphoric Acid	239	2.3
Petroleum Distillates, Naptha	229	2.2

#### FREQUENCY OF HAZARDOUS MATERIALS BY DOT HAZARD CLASS

##### DOT CLASS %

1	Explosives	41	0.3
2	Non-Flammable Gas	981	9.5
	Flammable Gas	1538	14.9
	Poison Gases	19	.0.2
3	Flammable Liquids	1509	14.6
4	Flammable Solids	14	0.1
5	oxidizers	62	0.6
6	Poison	210	2.0

7	Radioactive	None	0.0
8	Corrosive	4123	40.0
9	Miscellaneous	1243	12.1
	Not Specified	571	5.5

Prepared by Mark Sherwood, Sni Valley FPD, June 30, 1995.

## Appendix 5 to Annex H

### Lafayette County's 2008 Fixed Facilities With Hazardous Substances

Location	Site and Address	Substances on Site	Contact Information
Alma	Alma MFA Agri Services Clay and Collins	Anhydrous Ammonia Atrazine 4L Extreme Harness Extra Prowl	Alan Mahoney 573-874-5111  Russell Limback 660-674-2672  Melissa Limback 660-674-2372
	MFA Oil Co. 1149 101 West 2 <sup>nd</sup> St.	Fuel Oil Gasoline Propane	Tracy Barth 573-876-0381  Kenny Branson 660-584-3335  Bob Barton 660-646-4883
Bates City	Limpus Quarries Inc. 1317 Missouri Hwy Z	Ammonium Nitrate; Sodium Nitrate; Sodium Percholate  Ammonium nitrate (fuel oil mixture)  Explosive non-electric detonators containing PETN  Petroleum Distillates (#2 Diesel Fuel)	Bill Ernst 816-564-1190  Dan Jones 913-238-9908
	Salley's Propane Inc. 1010 E. Z Hwy	Propane	Jim Salley 816-690-4928  Quentin Salley 816-690-4928
Concordia	Break Time 3022 104 Main Street	Diesel Gasoline	Tracy Barth 573-876-0381  Jackie Maxwell 573-881-1898

	Casey's General Store #1112 206 Main St	Ethyl Alcohol  Unleaded Gasoline	Jill Reams-Widder 515-965-6238  Jeff Henning 515-965-6238
	Concordia Mid Missouri Agri Services 618 Gordon	Anhydrous Ammonia	Alan Mahoney 573-874-5111  Dan Tate 660-335-4187  Craig Poppinga 660-463-2256
	Concordia Water Treatment 4517 Highway 23	Chlorine	Kevin Theiman 660-463-2286  Roger Meyers 660-909-3216
	Evans Equipment Inc 401 N. Outer. Rd	Diesel Fuel Bulk Oil	Roger Martens 660-463-7038  Dean Manual 660-463-4707
	Green Ready Mix of Missouri Inc – Concordia 504 W 1 <sup>st</sup> St.	Petroleum Distillate	Jo Lynn Scobee 913-441-5329  Gerald Dittmer 660-641-1218  David Hoover 913-915-2843
	MFA Oil Company 1024 West 6 <sup>th</sup> St. & Bismarck	Diesel Fuel  Gasoline	Tracy Barth 573-876-0381  Kevin Wulff 660-335-4139  Bob Barton 660-646-4883
	Mid - Missouri Enviro Agri Services – Emma 32376 Emma Rd.	Ammonium Nitrate  Degree Xtra	Alan Mahoney 573-876-515  Chris Edwards

		Fulltime Glyphogan Herbicide Gramoxone Extra Roundup Original Max Roundup Weather Max	660-335-4959  Craig Poppinga 660-335-4187
	Milbank Manufacturing Concordia Division 1601 S. St Louis St.	Nitrogen	Tracey Scott 660-463-7994 248-935-8493  Karen Marshall 913-706-6767
	MO Dept. of Trans. 601 N. Main	Asphalt  Diesel	Gary Wulff 660-347-5627  Tony Bryant 816-966-0154
	TravelCenters of America Rt 23 at 1-70, Exit 58	Diesel Oil #2  Motor Oil  Unleaded Gasoline	Jim Schenker 440-808-4431  Sharon Wagner 660-463-2001 X199  Jim Schenker 440-808-7368
	Tyson Deli Inc. 1901 S. St. Louis St.	Anhydrous Ammonia  Battery Acid	Chad J. Smith 660-463-3405  Neal Hinck 816-308-8687  Terry Wodrich 816-728-1236
	Visteon – Concordia 101 Davis St.	Hydraulic Oil  Polypropylene /Polyethylene/ TPO/ polycarbonate	Eugene Caton 660-463-3519  Theresa Patton 660-460-1071  Floyd Joy 660-460-0929
Corder	Heimsoth Agri Service Inc.	Gly Star Plus	Ray Lineback

	305 Coal St. *	Round Up Bicep II Mag. Touchdown IQ	660-584-2378  Richard Grandestaff 800-424-9300
	MFA Oil Co. 1033 406 E. Coal St.	Fuel Oil  Gasoline	Tracy Barth 573-876-0381  Kenny Branson 660-584-3335  Bob Barton 660-247-2958
	MFA Oil Co. 2141-a North Hwy. BB	Propane	Tracy Barth 573-876-0381  Rick Aulger 660-674-2614  Bob Barton 660-646-4883
Emma	MFA Oil Co. 1024 West Cherry St.	Fuel Oil  Gasoline	Tracy Barth 573-876-0381  Kevin Wulff 660-335-4139  Bob Barton 660-646-4883
Higginsville	APAC- Missouri Inc. Higginsville 1951 Outer Road	AD-Here Plus  Calcium Hydroxide  Diesel Fuel #2  Fuel Oil  Petroleum Asphalt	Brett Geger 573-449-0886  Chad Girard 573-228-7005
	Bartlett Grain Co. LP – Higginsville 1905 Shelby St.	Atrazine  Glyphosate  Paraquat	Simon B. Buckner 816-753-6300  Randall Miller 660-641-0297  Dan Frank

			660-641-0298
	Break Time 3036 * 2600 Highway Blvd	Gasoline	Tracy Barth 573-442-6455  Jackie Maxwell 573-881-1898
	Break Time 3037 1501 Main St.	Gasoline	Tracy Barth 573-442-6455  Jackie Maxwell 573-881-1898
	Casey's General Store #2407 1999 Highway 13	Ethyl Alcohol  Unleaded Gasoline	Jill Reams-Widder 515-965-6238  Jeff Henning 515-965-6232
	Ferrellgas L.P. Jct. 13 Hwy & 1-70	Propane	Jon Favrow 913-236-5656  Michael Bolton 913-236-5656
	Green Ready Mix of Missouri – Higginsville 1206 24 <sup>th</sup> St. Terrace West	Petroleum Distillate	Jo Lynn Scobee 913-441-5329  Gerald Dittmer 660-641-1218  David Hoover 913-915-2843
	Higginsville MFA Agri Services 105 W. 22 <sup>nd</sup>	Fultime  Furadan 4F  Gramoxone Max  Harness Extra  Anhydrous Ammonia Atrazine 4L Roundup Original Max	Alan Mahoney 573-874-5111  Steve Brown 660-879-4380  Keith Strathman 660-584-5388
	Higginsville One Stop 10 W Fairground Ave.	Gasoline  Diesel	Maujit Kaw 913-962-1193  Jesse Singh 913-207-4713



			Prit Whar 913-963-7626
	Kelly's Flying Service 11667 Airport Rd.	Aviation 100LL gasoline	Kelly Ralston 636-688-0121  Susan Ralston 660-596-3259
	MFA Oil Co. 1033 1200 W. 29 <sup>th</sup> St.	Fuel Oil  Gasoline	Tracy Barth 573-876-0381  Kenny Branson 660-584-3335  Bob Barton 660-247-2958
	MO. Dept. of Trans. 1201 W. 22 <sup>nd</sup>	Asphalt  Diesel	Ron Cordes 660-463-6368  Tony Bryant 816-966-0154
	Tri-County Propane 1405 W. 24 <sup>th</sup> St. Terrace	Propane	Glen Kolkmeier 816-934-8459  Omer Kolkmeier 816-934-2300
	Tri-County Propane 1750 Railroad St.	Diesel Fuel  Unleaded Gasoline	Glen Kolkmeier 816-934-8459  Omer Kolkmeier 816-934-2300
	West Central Elec. Co-op Inc. 7867 Hwy 13 South	Diesel Fuel	Mark Zeikle 660-584-2131  Brent Schlotzhauer 660-584-2131
	WinCup – Higginsville 313 E. 13 <sup>th</sup> St.	Expandable Polystyrene  Pentane	Doug Fuller 623-936-1791  Mike Liese 660-232-1681  Herb Fleischmann 816-584-2406
Lafayette County	BP Pipelines North America Inc.	Crude Oil	Fred Williamson 800-548-6482

	Lafayette County		Darren Doyle 816-899-5620
	Southern Star Central Pipeline – Lafayette Co.	Natural Gas Methane	Mike DeGraeve 270-852-4444  Steve Taylor 270-852-4425
Lexington	Break Time 3054 Highway 13	Gasoline	Tracy Barth 573-442-6455  Jackie Maxwell 573-881-1898
	Casey's General Store #1033 2112 Main St.	Ethyl Alcohol  Unleaded Gasoline	Jill Reams-Widder 515-965-6238  Jeff Henning 515-965-6232
	Green Ready Mix of Missouri Inc. – Lexington 2501 Monroe	Petroleum Distillate	Jo Lynn Scobee 913-441-5329  Gerald Dittmer 660-641-1218  David Hoover 913-915-2843
	GYGR – Gas Service Inc. 10897 W Highway 224		William Geiger 660-882-6699  Rich Dougherty 887-494-7427
	Lexington MFA Agri Services 24 <sup>th</sup> & Monroe	Anhydrous Ammonia  Atrazine 4L  Degree Xtra  Gramoxone Max  Harness Xtra  Keystone  Roundup Original Max  Sim-Trol 4L	Alan Mahoney 573-876-5515  Bobby Owen 816-470-5807  Seth Swindler 660-593-3034

	MFA Oil Co. 1042 24 <sup>th</sup> and Monroe	Fuel Oil  Gasoline	Tracy Barth 573-876-0381  Joel Richards 816-776-7065  Bob Barton 660-247-2958
	MFA Oil Co. 1042-a Hwy. 24 East	Fuel Oil  Gasoline  Propane	Tracy Barth 573-876-0381  Joel Richards 816-776-7065  Bob Barton 660-247-2958
	MFA Oil Co. 2063 304 NE Railroad St.	Liquified Petroleum Gas	Tracy Barth 573-876-0381  Joel Richards 816-776-7065  Bob Barton 660-247-2958
	MO Dept. of Trans. 11618 Hwy. 24	Asphalt  Diesel  Gasoline	Alan Weitkamp 660-259-3931  Darrell Webb 660-484-3447
	Ray – Carroll Fuels I.I.C. 1550 S. 13 <sup>th</sup> St.	Benzene  Diesel  Gasoline  Kerosene	Leland Struchtemeyer 660-259-3256  Bob Littleton 660-398-4655
	S&K Industries Hwy 13 & Roncelli Road *	Acetone	Craig Stout 816-718-5990  Ralph Wheat 660-259-4691
	US Water Co. Inc. 1023 Franklin	Lime  Ferric Sulfate  Ammonia Sulfate	660-259-2912

		Chlorine	
	Wellington Oil & Gas Co. 13470 Highway 24	Propane	Glen Kolkmeier 816-934-8459  Omer Kolkmeier 816-934-2300
Mayview	Ray-Carroll Co. Grain Growers Inc. 110 N. Railroad St.	Anhydrous Ammonia  Benzene  Diesel  Gasoline	Jerry Shier 660-584-6225  Tim Clark 660-237-4581
Oak Grove	MO Dept. of Trans. 301 S 1 <sup>st</sup>	Diesel  Gasoline	Charles Sharp 816-8136  Wess Murray 660-463-2751
Odessa	AT&T Highway 131 in Odessa N of I-70	Sulfuric Acid	Steve Kaub 816-346-2653  Alarm Center 800-566-9347
	Bill's Automotive & 66 Service 101 NW Railroad	Gasoline	Bill Hotmer 816-633-8228
	Casey's General Store #1654 300 S. 2 <sup>nd</sup> St.	Ethyl Alcohol  Unleaded Gasoline	Jill Reams-Widder 515-965-6238  Jeff Henning 515-965-6232
	City of Odessa Water Dept. 325 S 8 <sup>th</sup> St.	Chlorine	Paul Conway 816-263-1354  Roger Elder 816-263-1044
	Magruder Propane Inc. 7783 HH Hwy	Propane	Barbara Magruder 816-230-4334  David Magruder 816-985-6418
	MFA Oil Co. 1042 c 111 NW Railroad St.	Fuel Oil  Gasoline	Tracy Barth 573-876-0381  Joel Richards

			816-776-7065  Bob Barton 660-247-2958
	MFA Oil Co. 2049 304 NE Railroad St.	Liquified Petroleum Gas	Tracy Barth 573-876-0381  Joel Richards 816-776-7065  Bob Barton 660-247-2958
	MO. Dept. of Trans. 7353 Outer Road	Asphalt  Diesel  Gasoline	Bob Ralston 660-259-6958  Darrell Webb 660-484-3447
	Odessa MFA Agri Services 111 NW Railroad	Atrazine 4L  Degree Xtra  Gly – 4 Plus  Harness Extra 5.6 L  Propane  Roundup Original Max	Steve Kaullen 660-3535  Doug Timmerberg 816-230-6296
	Odessa RM Plant West Main Extension	Diesel Fuel #2  Calcium Chloride  Fly Ash  Limestone  Portland Cement  Sand	Josh Martin 816-257-4022  Jeff Harold 816-564-4389
	Redden Service Station 104 N. 2 <sup>nd</sup>	Gasoline	Mike Redden 816-985-2127
	Riders BP Service 406 North Second	Diesel #2  Gasoline	Mark Rider 816-633-4014  Roy Halsey 816-633-7074

	Wellington Oil & Gas Co. 8725 Starr School Rd.	Propane	Glen Kolkmeier 816-934-8459  Omer Kolkmeier 816-934-2300
Waverly	Bartlett Grain Co. L.P. – Waverly 31697 Thomas Drive	Anhydrous Ammonia  Atrazine  Glyphosate  Metolachlor  Paraquat  Propane	Simon B. Buckner 816-753-6300  Randall Miller 660-641-0297  David Heddings 660-542-2997
	Casey's General Store #1099 615 Hwy 65	Ethyl Alcohol  Unleaded Gasoline	Jill Reams-Widder 515-965-6238  Jeff Henning 515-965-6232
	Central Missouri AGRI Service LLC – Waverly 215 Thomas Drive	Anhydrous Ammonia  Gramoxone Max  Roundup Original Max	Mike Otto 660-886-9985  Kelly Thorp 660-493-2440
	MFA Oil Co. 1130 a 205 W Walnut	Fuel Oil  Gasoline	Tracy Barth 573-876-0381  Joel Richards 816-776-7065  Bob Barton 660-247-2958
	MO. Dept. of Trans. 814 W. Walnut	Asphalt  Diesel	Tony Bryant 660-543-7931  MODOT 660-493-2481
	Peters Orchards Inc Buck Rhoton Rd. Sec. 16 T51 R24W	Chlorophacinone  Guthion 50 WSP  Imidian 70 WSP	David Peters 660-493-2291  Jack Peters 660-493-2313
Wellington	Wellington-Napoleon Schools	Propane	Jeff Sumy 816-934-2873

	800 Highway 131		Jim Sertz 660-259-4819
	Wellington Oil & Gas Co. 14300 Highway 131	Diesel Fuel  Propane  Unleaded Gasoline	Glen Kolkmeier 816-934-8459  Omer Kolkmeier 816-934-2300

\* reported last year, but did not report this year

## Appendix 6 to Annex H

### ***Fixed Facilities With Extremely Hazardous Substances***

Each facility is marked with a 3 letter designator to denote the Fire District with a number to identify it within that District.

<u>CODE</u>	<u>Fire District</u>	<u># EHS</u>
ALM	Alma	1
BLK	Blackburn	0
CON	Concordia	4
COR	Corder	1
HIG	Higginsville	2
LEX	Lexington	1
MAY	Mayview	1
SNI	Sni-Valley	0
ODS	Odessa	4
WAV	Waverly	3
WEL	Wellington-Napoleon	<u>0</u>
	Total	17



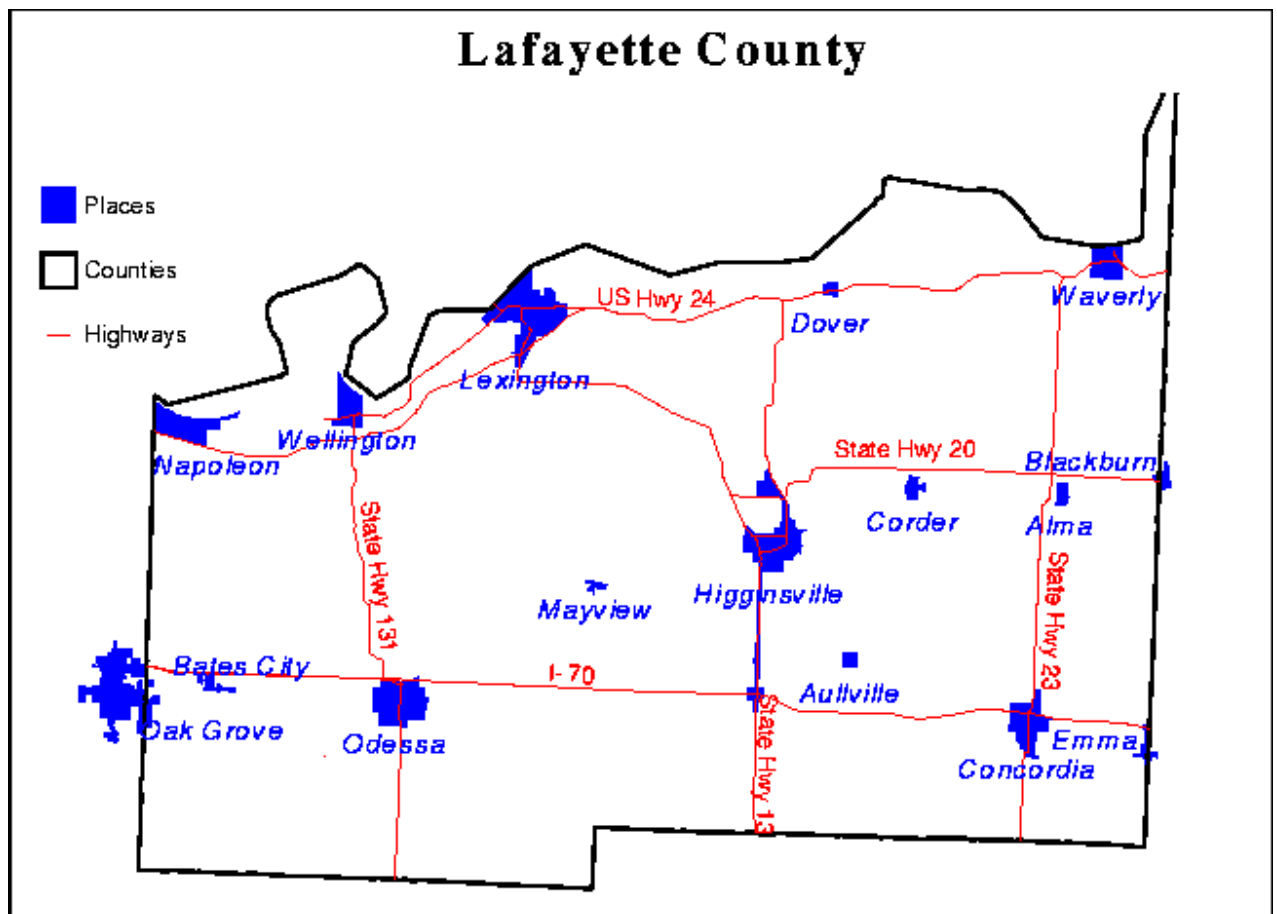
# INDEX TO FIXED FACILITIES WITH EXTREMELY HAZARDOUS SUBSTANCES

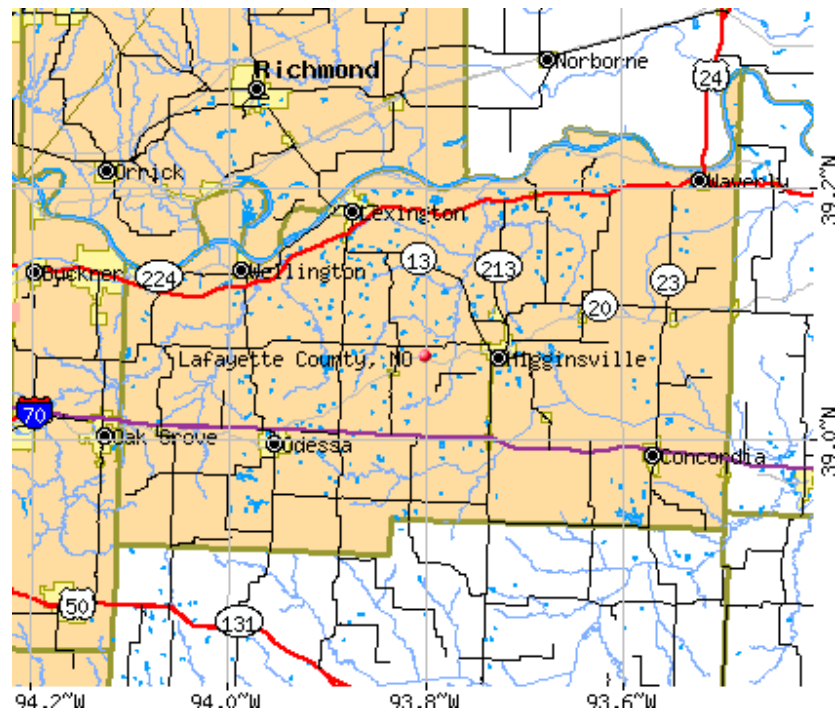
	<u>SITE NAME</u> <u>Listed EHS</u>	<u>LOCATION</u>	<u>IDENTIFIER</u>	<u>EMERGENCY INFO</u>
1.	Alma MFA Agri Services  Anhydrous Ammonia Atrazine 4L Herbicide	Clay & Collins, Alma	ALM 1	Russell Limback 660-674-2672  Melissa Limback 660-674-2372
2.	Concordia Mid Missouri Agri Services  Anhydrous Ammonia	618 Gordon, Concordia	CON 1	Dan Tate 660-335-4187  Craig Poppinga 660-463-2256
3.	Concordia Water Treatment  Chlorine	4517 Highway 23, Concordia	CON2	Kevin Thieman 816-807-6516  Roger Myers 660-909-3216
4.	Mid-Missouri Enviro Agri Services – Emma  Gramoxone Extra (Paraquat Dichloride)	32376 Emma Rd., Concordia	CON3	Chris Edwards 660-335-4959  Craig Poppinga 660-335-4187
5.	Tyson Deli Inc. (formerly Continental Deli Foods Inc.)  Anhydrous Ammonia Sulfuric Acid	1901 S. St. Louis St., Concordia	CON4	Neal Hinck 816-308-8687  Terry Wodrich 816-728-1236
6.	Heimsoth Agri Service Inc.  Anhydrous Ammonia	305 Coal St., Corder	COR1	Ray Lineback 660-584-2378  Richard Grandestaff 800-424-9300

7.	Bartlett Grain Company, LP – Higginsville  Atrazine Paraquat	1905 Shelby Street, Higginsville	HIG1	Dan Frank 660-641-0298  Bob Macoy 660-493-2896
8.	Higginsville MFA Agri Services  Anhydrous Ammonia Atrazine 4L Herbicide Gramoxone Max ( Paraquat Dichloride)	105 W. 22 <sup>nd</sup> , Higginsville	HIG2	Steve Brown 660-879-4380  Keith Strathman 660-584-5368
9.	Ray-Carroll Fuels, L.L.C.  Benzene	1550 S. 13th Street, Lexington	LEX1	Leland Struchtemeyer 660-259-3256  Bob Littleton 660-398-4655
10.	Ray-Carroll Co. Grain Growers Inc.  Anhydrous Ammonia Benzine	110 N. Railroad Street, Mayview	MAY1	Jerry Shier 660-584-6225  Tim Clark 660-237-4581
11.	AT&T  Sulfuric Acid	Highway 131 in Odessa N of I-70	ODS1	Steve Kaub 816-391-5453  Alarm Center 800-566-9347
12.	City of Odessa Water Dept.  Chlorine	325 S. 8 <sup>th</sup> Street, Odessa	ODS2	Paul Conway 816-263-1354  Roger Elder 816-263-1044
13.	Odessa MFA Agri Services  Anhydrous Ammonia Atrazine 4L Herbicide	111 NW Railroad Street, Odessa	ODS3	Steve Kaullen 660-3535  Doug Timmerberg 816-230-6296
14.	Sprint Odessa MO Tower/CO	214 W. Dryden, Odessa	ODS4	Dennis Burks 913-568-4526

	Sulfuric Acid			Sprint EHS Help Line 877-347-4457
15.	Bartlett Grain Company, LP – Waverly  Anhydrous Ammonia Atrazine Paraquat	31697 Thomas Drive, Waverly	WAV1	Bob MaCoy 660-493-2896  Randall Miller 660-542-1173
16.	Central Missouri AGRI Service, LLC- Waverly  Anhydrous Ammonia Gramoxone Max (Paraquat Dichloride)	215 Thomas Drive, Waverly	WAV2	Mike Otto 660-886-9985  Kelly Thorp 660-493-2440
17.	Peters Orchards Inc.  Endosulfan Guthion 50 WSP (Azinphos- Methyl) Imidian (Phosmet)	Buck Rhoton Rd Sec 16 T51 R24W, Waverly	WAV3	David Peters 660-493-2291  Jack Peters 660-493-2313

MAP OF FIXED FACILITIES WITH EXTREMELY HAZARDOUS SUBSTANCES  
Detailed Maps are with each facility's Risk Management Plan





Appendix 7 to Annex H  
CHEMICAL EMERGENCY NOTIFICATION REPORT

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

1. Caller Name \_\_\_\_\_ Representing \_\_\_\_\_
2. Call-Back No's \_\_\_\_\_ Emergency Contact (Name) \_\_\_\_\_
3. Material(s) Released (Spell) \_\_\_\_\_ E.H.S. yes/no \_\_\_\_\_
4. Amount Released \_\_\_\_\_ lbs/Gals Potential release \_\_\_\_\_
5. Date of Release \_\_\_\_\_ Time \_\_\_\_\_ Duration \_\_\_\_\_ hr. \_\_\_\_\_ mm. \_\_\_\_\_ .
6. Release medium: Air \_\_\_\_\_ Water \_\_\_\_\_ Soil \_\_\_\_\_ Sewer \_\_\_\_\_ Drains \_\_\_\_\_ .
7. Location: City or County \_\_\_\_\_  
Facility: (name) \_\_\_\_\_ .  
(address) \_\_\_\_\_ .
8. Health Risks \_\_\_\_\_ .
9. Precautions (Public Safety Concerns) \_\_\_\_\_
10. Incident Description: Fire \_\_\_\_\_ Gas \_\_\_\_\_ Vapor \_\_\_\_\_ Spill \_\_\_\_\_ Explosion \_\_\_\_\_ Other \_\_\_\_\_ .
11. Type of Container: Truck \_\_\_\_\_ R.R.Car \_\_\_\_\_ Drum \_\_\_\_\_ Storage Tank \_\_\_\_\_ above ground, or  
below ground \_\_\_\_\_ .
12. 4 Digit ID. No. 1203 Placard/Label info. \_\_\_\_\_
13. Weather Conditions \_\_\_\_\_ Wind Direction \_\_\_\_\_ Temp. \_\_\_\_\_ F
14. Agencies notified:  
Local Fire . . . . . yes \_\_\_ no \_\_\_ time  
Local Emergency Director . . . . . yes \_\_\_ no \_\_\_ time  
Mo. Dept. of Natural Resources  
(573.634-2436) . . . . . yes \_\_\_ no \_\_\_ time  
National Response Center (1-800-424-8802) . . yes \_\_\_ no \_\_\_ time  
Chemtrec (1-800-424-9300) . . . . . yes \_\_\_ no \_\_\_ time  
Other \_\_\_\_\_ . . . . . yes \_\_\_ no \_\_\_ time
15. Remarks etc. \_\_\_\_\_

## Appendix 8 to Annex H

### CHECKLIST OF ACTIONS BY OPERATING TIME FRAMES MITIGATION

1. Develop after-action reports to include:
  - a. Actions taken;
  - b. Personnel costs and materials expended;
  - c. Assistance received from and given to other agencies;
  - d. Corrective measures to address problem areas.
2. Review plans and procedures with key personnel and make revisions and changes.
3. Develop safety programs that include disaster situations for presentation to the public.
4. Develop training programs for local fire departments and emergency medical services.
5. Identify facilities such as hospitals, nursing homes and adult congregate living facilities (ACLF5) that could create special problems before or during an evacuation.
6. Participate in tests, exercises and drills.
7. Establish liaison with private area resources that could be useful in the event of a HAZMAT incident.
8. Develop SOPs I SOG5 to meet anticipated needs.
9. Review and update the annex and SOPs I SOGs at least annually. Call-up lists should be reviewed twice a year.
10. Initiate and conduct training programs.

### PREPAREDNESS

1. Alert key personnel according to the procedures established in departmental call-up lists.
2. Determine the status of equipment and resources.

### RESPONSE

1. Initiate the hazardous materials annex or plans to include possible evacuation, area control and clean-up.
2. Alert or activate off-duty and auxiliary personnel as the emergency requires.
3. Notify DNR at 1-800-334-6946 or 314-634-2436.
4. Coordinate activities with other agencies.
5. Coordinate the response of those responding from outside the incident area.
6. Activate mutual aid agreements if needed.
7. Relay the damage reports. Advance warning of all potential problem areas should be included in the report to the SEOC.
8. Maintain records of actions, problems and costs.

### RECOVERY

1. Continue to participate in clean-up. Assist in damage assessment.
2. Report on all activities to direction and control.
3. Submit expense report on personnel, resources and supplies expended.
4. Replenish supplies and repair damaged equipment.

This page left blank for copying.



Appendix 9  
Duties of the Emergency Coordinator

1. If he/she receives the initial notification of a hazardous material emergency incident from a spiller, he/she will:
  - a. Complete the incident information report form (Appendix 7 to Annex H).
  - b. Notify the following emergency responses agencies:
    1. Fire Department of the Affected Jurisdiction
    2. Law Enforcement
    3. Emergency Medical Services
    4. LEPC
  - c. After completing the above notifications he will advise the appropriate chief elected official.
2. Upon notification of a hazardous material emergency incident from either the fire department or law enforcement agency, he will:
  - a. Ask the agency who is reporting the incident if they have notified all the appropriate agencies (fire, law enforcement, emergency medical services) and obtain a brief description of the incident.
  - b. Advise the LEPC Chairperson
  - c. Advise the Chief Elected Official
3. See that response agencies and the spiller submit a written report to the LEPC.
4. Request on an annual basis Level II and Level III Hazardous Materials Release Forms from all the fire departments within the county.

This page left blank for copying.

## Appendix 10

### Haz-Mat Resources within Lafayette County

At this time the only fire department within our county supplied with significant materials, equipment or Operations level personnel is the Sni-Valley fire department as part of the Tn-District Hazardous Material Response Team. If a hazardous material incident occurs within the county, contact them at (816)625-3456. The Tn-District Hazardous Material Response Team has approximately 20 persons trained to the technician's level and Sni-Valley fire department has over 20 additional personnel trained at the operations level. The Tn-District Hazardous Material Response Team submits updated lists of their personnel and equipment to the LEPC.

The Lexington Fire Department now has a few personnel who are trained at the level 3 Technician level. This department can now handle small hazardous spills requiring limited hazmat equipment.

This page left blank for copying.

Appendix 11

Radiological Incidents

This page intentionally left blank.

## **ANNEX I**

### **PUBLIC WORKS**

#### **I. PURPOSE**

The ability of local government to protect life and property in Lafayette County following or during a disaster could well depend on how fast any utilities are restored or how soon debris can be removed from the streets. This annex will organize local public works resources in such a manner that they will be able to perform the many tasks that are essential to an effective emergency (disaster) response.

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

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

1. Lafayette County is subject to many types of hazards (See Basic Plan, Situation and Assumptions). The Public Works section could become involved in any of these and could be asked to perform any of a large number of assignments.
2. Public Works services for Lafayette County are provided through the Lafayette County Road and Bridge Department, which covers the whole county. Municipalities within the county also provide public works services for their jurisdictions.
3. The residents of Lafayette County are serviced by several different utility companies. See Appendix 2 to this annex for a diagram and a list of these companies.
4. Private resources are available in the county to assist in public works activities.
5. Outside resources are available to assist should all local resources become committed.

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

1. Should a major disaster occur, local public works departments will not have adequate resources to deal with all potential problems, immediately, and will have to assign tasks on a priority basis.
2. Local private resources should be adequate to supplement the public resources.
3. Outside assistance (State and Federal) will respond when called upon but their ability to react may be limited.

4. When a disaster occurs, all public works equipment and personnel will be available for response.

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

#### **A. General**

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

#### **B. Actions to be Taken by Operating Time Frames**

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

- a. Participate in hazard identification process and identify:
  - 1) Special procedures need to be developed.
  - 2) Vulnerabilities in the public works system
- b. Train public works personnel and volunteer augmentees in emergency procedures (radiological and hazardous materials incidents, etc).
- c. Review all other annexes of this plan to ensure proper coordination of public works activities.
- d. Develop emergency procedures to include, but not limited to, the following:
  - 1) Debris removal
  - 2) Call-up lists and procedures
  - 3) Road and bridge repairs
  - 4) Emergency utility service to critical facilities
  - 5) Restoration of normal utilities
  - 6) Damage assessment
  - 7) Flood control and snow removal
  - 8) Garbage disposal
  - 9) Evacuation



- 10) Sheltering of personnel and equipment
  - 11) Support to other agencies
  - e. Develop and maintain mutual aid agreements with private resources that could provide support for public works activities during an emergency.
  - f. Provide emergency backup electrical power to the EOC (or the alternate EOC), if necessary.
  - g. Establish a potable water supply for use in an emergency.
  - h. Participate in drills, tests, and exercises to include critiques and follow-up actions.
  - i. Identify special procedures for handling, removing, and disposing of debris from a suspected or confirmed terrorist incident. See Annex N (Terrorism Response) for detailed guidance on these types of incidents.
2. Preparedness
- a. When advised of potential hazards, check status of personnel, equipment, supplies, and facilities, especially those required to deal with the approaching hazard.
  - b. Activate call-up plans.
  - c. Check status of communications systems.
  - d. Establish contact with the EOC or the person in charge at the scene.
  - e. Ensure protection of all Public Works personnel and equipment.
  - f. Maintain preparedness status until the situation escalates or the order to discontinue operations is given.
3. Response
- a. Provide support on a priority basis as determined by the EOC or the site commander.
  - b. Restore utility service (water, sewer, etc) to critical and essential facilities as required (i.e., hospitals, nursing homes, etc).
  - c. Clear roads and assist in restoring utilities to facilitate emergency operations.

- d. Survey public works damage and report to the EOC.
  - e. Close roads and construct barricades as directed.
  - f. Make recommendations to the EOC on:
    - 1) Priority of repairs
    - 2) Outside assistance required
  - g. Assist in search and rescue operations as required under direction of the Fire and Rescue service.
  - h. Provide sanitation services during an emergency.
  - i. Take steps to protect the water supply and sewage system if threatened by the effects of a hazardous materials incident.
4. Recovery
- a. Repair public works and buildings on a priority basis.
  - b. Participate in clean-up and recovery operations.
  - c. Inspect for damages, designate, and demolish hazardous structures if required (i.e., streets, bridges, etc.).
  - d. Coordinate utility repairs by outside agencies.
  - e. Drain flooded areas where necessary.
  - f. Following an earthquake, determine the safety of: emergency operations facilities, public shelters, reception and care centers, and evacuation routes.
  - g. Support decontamination if necessary.
  - h. Participate in after action reports and critiques.
  - i. Make necessary changes in plans and procedures.
  - j. Recommend changes in planning, zoning and building codes to mitigate future disasters.

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

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

The organizational chart for the Public Works function is shown in Appendix 1 to this annex.

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

1. Public Works activities in Lafayette County will be under the direction and control of the Presiding Commissioner. The main support for the Public Works function in Lafayette County will be supplied by the County Road and Bridge crew.
2. Each municipal public works department will be responsible for such operations in their respective jurisdictions.
3. The private utility companies are responsible for the direction and control of the services they provide to their customers. These companies are not under the day-to-day control of the county and city governments.

#### **V. DIRECTION AND CONTROL**

- A. All Public Works personnel will be controlled and assigned from the EOC.
- B. The County Presiding Commissioner will already be in the EOC and operate from there. The other public works division heads will operate from their normal day-to-day offices, but will send a representative to the EOC if needed. Public Works personnel in the field will keep the EOC informed of their activities.
- C. Outside resources will be under the direct control of their own supervisors, but will be deployed by the EOC and assigned missions by the site commanders.

#### **VI. CONTINUITY OF GOVERNMENT**

##### **A. Line of Succession**

1. Lafayette County
  - a. Director of Public Works
  - b. County Engineer
  - c. Assistant County Engineer.

2. The line of succession for each municipal public works department will be according to their established standard operating guidelines.
- B. The Emergency Operations Center for Lafayette County will be in the Lafayette County Annex, 1106 Main Street, Lexington, Missouri. If the designated EOC becomes inoperable or unusable, the alternate EOC is the Lafayette County Law Enforcement Center, Lexington, Missouri.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Administration
1. Overall administration of the Public Works services for Lafayette County will be the responsibility of the County Executive. The work will be carried out by the Director of Public Works.
  2. Additional resources for this function will be requested through Direction and Control (Resources and Supply, Annex G).
- B. Logistics
1. Normal hiring procedures for hiring outside contractors will be circumvented, but only when authorized in writing by the chief elected official present.
  2. Public Works services must provide necessary logistical support for food, emergency power, fuel, etc., for response personnel during emergency operations. In most situations, however, the Resource and Supply Section (Annex G) will be available to assist with supply matters.

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

- A. It is the responsibility of the Lafayette County Executive and the County Emergency Management Director to maintain this functional annex.
- B. They will participate in regularly conducted drills and exercises and incorporate the results into this annex.
- C. The SOGs will be maintained by department heads as required.

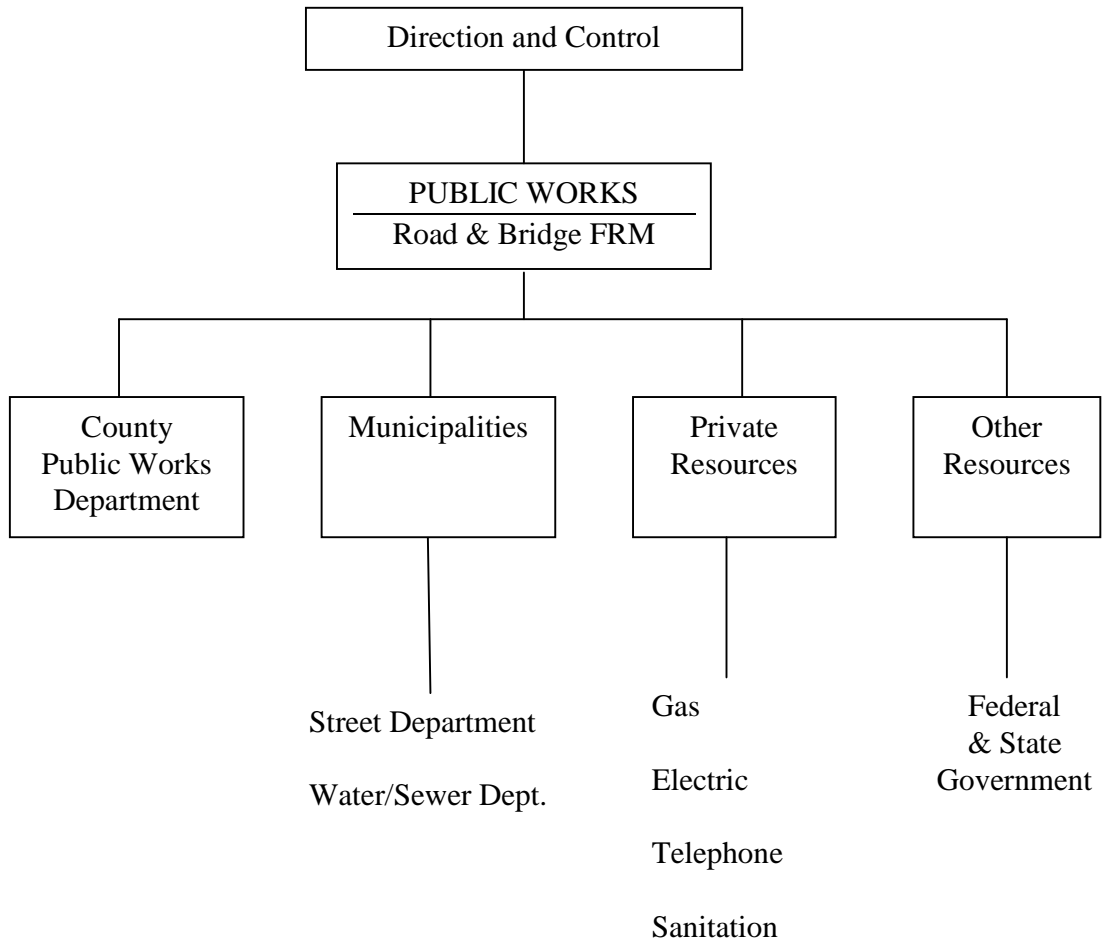
## **APPENDICES**

1. Public Works Organizational Chart
2. Utility Companies Serving Lafayette County  
Attachment A - Utility Companies Serving Lafayette County (map)
3. Resource List
4. Lafayette County Sewer Districts
5. Lafayette County Water Districts

## **Suggested Appendices**

1. Call-up Lists by Division
2. Standard Operating Guidelines for:
  - a. Debris removal
  - b. Restoration of utilities
  - c. Road and bridge repair, etc.
3. Listing of Private Utilities in Lafayette County (Contact Information)
4. Mutual Aid Agreements (Public Works).

**PUBLIC WORKS ORGANIZATIONAL CHART**



Appendix 2 to Annex I

**UTILITY COMPANIES SERVING LAFAYETTE COUNTY**  
(Public and Private)

To Be Published

Attachment A  
Appendix 2 to Annex I

**UTILITY COMPANIES SERVING LAFAYETTE COUNTY (MAP)**  
(Public and Private)

To Be Published



Appendix 3 to Annex I

**RESOURCE LIST**  
(Lafayette County)

(The manpower and equipment resources list for Lafayette County is located in Public Works Department)

Appendix 4 to Annex I

**LAFAYETTE COUNTY SEWER DISTRICTS**

To Be Published

Appendix 5 to Annex I

**LAFAYETTE COUNTY WATER DISTRICTS**

To Be Published

This page intentionally left blank.

## **ANNEX J**

### **EVACUATION**

#### **I. PURPOSE**

The movement of people and property from the areas "at risk" to a safer place is a concept as old as mankind. This annex will give Lafayette County the guidelines under which they can accomplish such an evacuation. This function must be applicable to small localized situations as well as for a whole-scale county-wide movement should the need arise.

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

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

1. Lafayette County is subject to several hazards (See Basic Plan, Situation and Assumptions) that could threaten the lives and property of its citizens and require immediate evacuation operations. Such hazards would be flooding, dam failure, and hazardous materials incidents, pipeline rupture, or terrorist incidents.
2. Lafayette has a good transportation network that will facilitate any evacuation of the general population.
3. There are several special facilities such as nursing homes that will require special 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 volition.
2. It can be anticipated that the majority of persons will receive and follow the evacuation instructions. However, a certain portion of the population 1) will not get the information, 2) will not understand it or 3) purposely not follow directions.
3. In all cases an adequate number of county and/or city emergency personnel will be available to accomplish the tasks necessary to complete the evacuation.
4. Panic by evacuees will not be a problem as long as adequate information is furnished by government.
5. Evacuation will be primarily by family groups using privately owned vehicles with transportation being provided for those persons without automobiles.

6. Looting of evacuated areas is possible, but will be contained by the Sheriff and municipal police departments.
7. Assistance in planning for and in conducting actual evacuations will be provided by higher levels of government.
8. Evacuations within the municipalities will be the responsibility of the affected municipality. Lafayette County will provide assistance upon request.
9. As many as 300-400 (estimated) people may require public transportation.

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

#### **A. General**

1. The ultimate responsibility for ordering an evacuation rests with local government; hence, it should only be implemented by the chief elected official or a designated successor.
2. During any evacuation, close coordination will be required with the following functions:
  - a. Reception & Care -- The evacuees must have some place to go even if it is in another county, whether it is a full-fledged evacuation or a limited evacuation in scope.
  - b. Law Enforcement -- Traffic control along movement routes and security for evacuated areas are an absolute necessity.
  - c. Resource & Supply -- Transportation for persons without automobiles, food, clothing, and fuel will be required.
  - d. Other support agencies -- Constant interface will be required with the state and federal government and private agencies such as the Red Cross.
3. The duration of the evacuation will be determined by the chief elected officials present based on technical information furnished by federal, state and local agencies.
4. Certain day-to-day governmental activities will be curtailed during evacuations. The degree to which this is necessary will, of course, depend upon the amount of local resources that are committed.
5. Transportation will be provided for patients/residents of various institutions

requiring special care or attention (i.e., nursing homes, schools, etc.). Appendix 2 to this annex lists these facilities.

6. During the evacuation, staging areas and pickup points will be identified to provide transportation for those people without private automobiles or other means. (See Appendix 3 to this annex.)

B. Actions to be taken by Operating Time Frames

1. Mitigation

- a. Identify the known risk areas to be evacuated and the rationale for their evacuation (see appendices to this annex.).
- b. Identify population groups or facilities requiring special assistance in an evacuation and the methods to evacuate them (such as nursing homes, senior citizens, persons who are visually or mobility impaired or medically dependent, etc.).
- c. Identify and make agreements with private organizations that can facilitate evacuations (i.e., service stations, garages, fuel distributors, bus companies, etc.). This should be done in conjunction with the head of the Resource and Supply section (Annex G).
- d. Coordinate with the PIO and Reception and Care Coordinator to develop public information packets to detail evacuation routes, what evacuees should take with them, where they should go, etc.
- e. Develop contingency plans that provide for potential impediments to evacuation (physical barrier, time, lack of transportation resources, etc.).
- f. Develop plans to deal with vehicles with mechanical problems.
- g. Coordinate all evacuation plans with the State Emergency Management Agency.
- h. Develop a log that will facilitate a record of who is contacted, when they were contacted, and by whom were they contacted with regards to necessity to evacuate their home, business or an area.

2. Preparedness

- a. Analyze all developing emergencies for potential evacuation situations to include number of evacuees.

- b. Alert reception and care of possible evacuation and obtain location of available reception centers.
  - c. Identify necessary evacuation routes and check the status and condition of each one (coordinate with Law Enforcement).
  - d. If appropriate, contact road service groups (wreckers, service stations, etc.).
  - e. Locate transportation for all persons in threatened area.
  - f. Through the Direction and Control section, alert all other emergency sections that an evacuation may be required.
  - g. Check with law enforcement to provide for security and parking in the reception area.
  - h. Inform the public of the potential evacuation to include the nature of the problem, the movement route to use, and the reception area to go to.
  - i. If necessary, make plans to evacuate government and critical workers.
3. Emergency Response
- a. Order evacuation, when necessary.
  - b. Notify all appropriate agencies to include state and federal.
  - c. Monitor the following actions to ensure the evacuation functions smoothly:
    - 1) Traffic flow
    - 2) Reception areas
    - 3) Security for evacuated area
  - d. Broadcast public information continuously during the evacuation to minimize confusion and panic.
  - e. Coordinate with and furnish information on the situation to the other emergency services.
  - f. Assist in the transfer of necessary supplies and personnel to reception areas, especially if these areas are outside the affected jurisdiction.
  - g. As the evacuation winds down, begin planning for the return.



- h. Designate rest areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities. (This would apply to evacuations that require a long distance of travel away from the affected area.)
  - i. Provide for transportation for essential workers who might have to work in or near the hazardous areas.
  - j. Make provisions for the evacuation of handicapped, elderly, and institutionalized persons.
- 4. Recovery
  - a. Initiate return when conditions will allow this to be done safely. This will include advising evacuees on what to do to re-enter the evacuated area (i.e., what return routes to use, instructing public to boil water, procedures for turning on gas, etc.).
  - b. Monitor all return activities until the return is completed.
  - c. Prepare and present after action reports to governing authorities.

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

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

The organizational chart for the evacuation function is shown in Appendix 1 to this annex.

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

- 1. In most cases all major decisions pertaining to evacuation will be made by the Direction and Control section. It is the chief elected official who is responsible for ordering an evacuation – Presiding Commissioner of Lafayette County and the Mayor of a municipality.
- 2. In Lafayette County the responding law enforcement/fire department or protection district will be the first responders, thus in charge initially (see Appendix 4 to the Basic Plan).
- 3. Traffic control and site security will be the responsibility of the Law Enforcement section (Annex E). The Sheriff will control these activities in the county while the Police Chiefs/Marshals will do the same in the municipalities. The Sheriff will also be responsible for the relation of prisoners from the county jail to adjacent county jail facilities, if necessary.

4. In some instances, when time is of the utmost importance, the chief law enforcement or fire official at the scene can initiate an evacuation. (An example here is a hazardous materials incident).
5. Public transportation resources will be the responsibility of the Resource and Supply Coordinator (Annex G).
6. The dissemination of information and instructions to inform and motivate residents to comply with evacuation plans will be the responsibility of the Emergency Public Information section (Annex C).
7. Other sections will provide support as necessary to meet the needs of the emergency.

## **V. DIRECTION AND CONTROL**

- A. All evacuation operations will be coordinated through the EOC(s) of the affected jurisdiction(s), which will serve as the source of all Direction and Control.
- B. Should the order come to evacuate the entire county, operations will be controlled from a nearby safe location.

## **VI. CONTINUITY OF GOVERNMENT**

- A. The line of succession for the Evacuation section will be from the Lafayette County Emergency Management Director to the Deputy EMD. The same lines of succession would exist on the municipal level. Lines of succession for the supporting sections are provided in the corresponding annexes of this plan.
- B. If populations are evacuated to a neighboring jurisdiction, a local official from the evacuated area will be designated as liaison between the hazard and reception area. The evacuees will be subject to the laws of the reception area for the duration of their stay.
- C. Preservation of records will be a major priority during a major evacuation. Resources will be allocated to move vital government records as necessary.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Each jurisdiction is responsible for the procurement of its own essential supplies needed for evacuation operations, through normal procurement channels.

- B. Requisition of privately-owned property will be in accordance with the provisions of Chapter 44, RSMo.
- C. All city/county 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. Public Works trucks
  - 2. School buses
  - 3. Church buses
  - 4. Campground buses

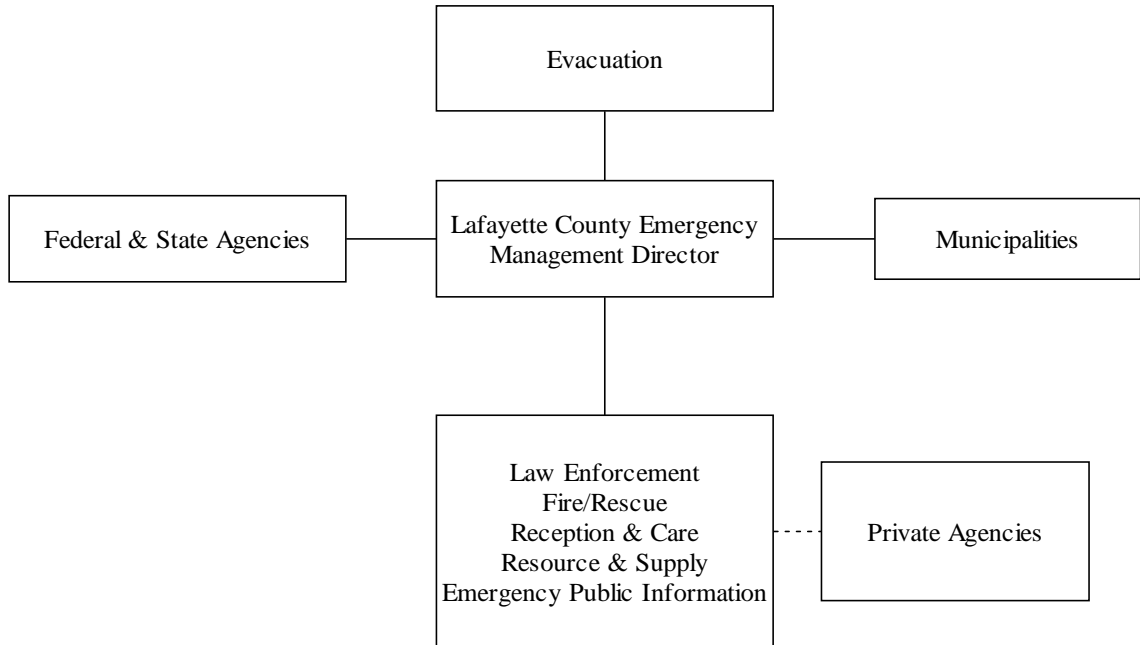
#### **VIII. ANNEX DEVELOPMENT & MAINTENANCE**

It is the responsibility of the Lafayette County Emergency Preparedness Coordinator to maintain and update this annex at least yearly.

#### **APPENDICES**

- 1. Evacuation Organizational Chart
- 2. Facilities Requiring Special Consideration If Evacuated
- 3. Staging Areas for Evacuation
  - Attachment A - Lafayette County School Districts
- 4. Evacuation Routes in Lafayette County
- 5. Record of Evacuation Notification
- 6. Hazardous Materials Incident Evacuation
- 7. Flood Evacuation
  - Attachment A – Lafayette County Flood Plain Information
- 8. Dam Failure

**EVACUATION ORGANIZATIONAL CHART**



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.	<u>Nursing Home/Residential Care Facilities</u>	<u>Telephone Number</u>	
	Bristol Manor 145 South Street Odessa, MO 64076	633-8692	
	New Haven Nursing Home 609 Gold Odessa, MO 64076	633-7530	
	County Care Boarding Home Hwy 13 Lexington, MO 64067	259-2157	
	Santa Fe Trail Health Care Center S 13 Hwy Lexington, MO 64067	259-4685	
	John Knox Village East Hwy 13 and Truman Road Higginsville, MO 64037	584-7111	
	Meyer Care Center Hwy 13 and Truman Rd Higginsville, MO 64037	584-4224	
	Apple Valley Nursing Home Waverly, MO 64096	493-2232	
B.	<u>Hospitals</u>	<u>Telephone No.</u>	<u>Patient Beds</u>
	Lafayette Regional Health Center 15 <sup>th</sup> and State Street Lexington, MO 64067	259-2203	49
	Higginsville Habilitation Center And State School for the Handicapped West First Street Higginsville, MO 64037	584-2143	100

C.	<u>Schools</u>	<u>Telephone No.</u>
	ALMA	
	Santa Fe Jr/Sr. High School	674-2236
	108 North Mitchell	
	Alma, MO 64001	
	Trinity Luthern School	674-2444
	304 N. Waverly	
	Alma, MO 64001	
	CONCORDIA	
	Concordia Elementary	463-2261
	812 Gorden	
	Concordia, MO 64020	
	Concordia High School	463-2246
	117 West 11 <sup>th</sup> Street	
	Concordia, MO 64020	
	St. Paul's Luthern School	463-2291
	410 Main	
	Concordia, MO 64020	
	HIGGINSVILLE	
	Grandview Elementary	584-7127
	31 <sup>st</sup> and Peach	
	Higginsville, Mo 64037	
	Higginsville Jr. High	584-7161
	31 <sup>st</sup> and Hwy Blvd	
	Higginsville, MO 64037	
	Higginsville High School	584-3661
	31 <sup>st</sup> and Hwy Blvd	
	Higginsville, MO 64037	
	LEXINGTON	
	Leslie Bell Elementary	259-4341
	400 South 20 <sup>th</sup>	
	Lexington, MO 64067	
	Lexington Middle School	259-4611
	16 <sup>th</sup> and Main	
	Lexington, MO 64067	

Lexington High School Aull Lane Lexington, Mo 64067	259-4391
Lex La-Ra VO Tech School 2323 High Drive Lexington, Mo 64067	259-2264
Wentworth Military Academy 1880 Washington Lexington, MO 64067	259-2221
ODESSA McQuearry Elementary 607 S. 3 <sup>rd</sup> Street Odessa, MO 64076	633-5334
Odessa Jr. High 310 S. 1 <sup>st</sup> Street Odessa, MO 64076	633-5396
Odessa High School 713 S. 3 <sup>rd</sup> Street Odessa, MO 64076	633-5533
WAVERLY Santa Fe Elementary Waverly, MO 64096	493-2811
WELLINGTON Wellington/Napoleon Elementary Wellington, Mo 64097	934-2361
Wellington High School Wellington, MO 64097	934-2621

### **STAGING AREAS FOR EVACUATION**

The locations selected for staging areas are sites that are suitable for collection points for:

1. People who need transportation to evacuate
2. Assembling equipment and supplies

The facilities to be chosen would represent centrally located, easily accessible collection points for county residents. These locations would also have ample parking.

Which sites to be used would be determined by the situation and prior agreement between the previously listed school districts and local government.



Attachment A  
Appendix 3 to Annex J

**LAFAYETTE COUNTY SCHOOL DISTRICTS**

<u>District Name</u>	<u>Telephone No.</u>
R-10 Santa-Fe Alma, MO	674-2236
Lafayette Co C-1 Higginsville, Mo	584-3631
Lexington R-5 Lexington, MO	259-4369
Odessa Odessa, MO	633-5316
Wellington R-9 Wellington, MO	934-2531

For location and telephone numbers of individual schools see appendix 2 to this annex.

Appendix 4 to Annex J

**EVACUATION ROUTES IN LAFAYETTE COUNTY**

North – South: MO State Hwy 13

East – West: US Hwy 24 and I-70

Appendix 5 to Annex J

**RECORD OF EVACUATION NOTIFICATION**

Date

Notification Personnel

Area

Time Started/Ended

<b>Time</b>	<b>Address</b>	<b>Name of Person Notified</b>	<b>Comments</b>

## **HAZARDOUS MATERIALS INCIDENT EVACUATION**

### **I. PURPOSE**

To provide for the orderly and coordinated evacuation of those people in Lafayette County whose health and/or lives are endangered as a result of accidental exposure to hazardous materials (HAZMAT). Such exposure could result from either a mishap involving the transport of HAZMAT or the accidental release of such materials from a fixed facility. (See Annex H for complete HAZMAT response.)

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

#### **A. Situation**

1. Lafayette County residents are threatened with daily exposure to hazardous materials being transported across its highways, pipelines that transverse the county, and also from the storage of the materials in containment areas.

#### **B. Assumptions**

1. In 1988, statewide hazardous materials incidents were reported in the following categories: Fixed facility/storage – 51%; railroads – 17%; pipelines – 2% and “other” making up the remaining 30%.
2. Hazardous materials incidents may occur without any other emergencies being involved such as an accidental release resulting from the structural failure of a container or a leaking valve.
3. Such incidents could pose a significant threat to the health and safety of response personnel as well as others in the immediate area.
4. The Local Emergency Planning Committee (LEPC) recognizes the responsibility regarding public health and safety, as well as the implementation and exercise of the Hazardous Materials Emergency Response Plan developed by the Mid-America Regional Council.

### **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. Dispatch Hazardous Materials Team. Normally this would be part of the local fire department or a task force composed of members of several services within local government (e.g., county Radiological Defense Officer, members of the States' MoNET Team, members from the staff of the County's Health Department, etc.).
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), the State Emergency Management Agency as required and DHEMTREC 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 clear and concise as possible in order to aid those who are assisting in evacuation and for those who are being evacuated
2. Establish a perimeter security. The purpose is to limit or prohibit entry into the affected area.
3. Activate an emergency shelter plan if necessary. Many evacuees will stay with friends or neighbors for short periods; if duration is longer, the affected community should be relocated and it would become necessary to prepare evacuation facilities/centers for long-term occupancy.
4. Notify affected persons. All persons within affected area must be contacted. This is best accomplished on a door-to-door basis, loud speakers, or government manned telephones depending upon the situation. Records should be kept of location of visits, times and dates, and results of attempted visits. (See Appendix 8 to this annex.)
5. Return the 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 would warn the citizens of other related hazards so persons would be alert to changes in their environment.

## **FLOOD EVACUATION**

### **I. PURPOSE**

To provide for the orderly and coordinated evacuation of people from those areas of Lafayette County which are vulnerable slow developing flooding and flash flooding.

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

#### **A. Situation**

1. Lafayette County is vulnerable to a wide range of atmospheric conditions that produce weather that is variable and subject to rapid change.
2. Flooding has historically posed some problem for parts of Lafayette County and several of its communities.
3. Lafayette County is vulnerable to low land flooding resulting from periods of high density rains.
4. Lafayette County is also vulnerable to flooding resulting from dam failure or an uncontrolled release of water from the many dams located throughout the county.

#### **B. Assumptions**

1. Floods, are generally caused by rainstorms lasting several days and moving northeastward across the area and occur frequently from January to May.
2. Floods may occur as two distinct types of flooding or may occur singly or in combination. The types are commonly referred to as backwater and headwater flooding.
3. Local authorities will take immediate steps to warn and evacuate citizens, alleviate suffering, protect life and property and commit available resources before requesting assistance from the next higher level of government.

### **III. NATIONAL FLOOD INSURANCE PROGRAM**

- A. The National Flood Insurance Program is in effect in Lafayette County proper, and many of its communities. (See Attachment A to this appendix.)

- B. The unincorporated areas of Lafayette County, along with its communities have flood maps available. Detailed flood maps delineate the flood areas and thus show where evacuation would be likely should unfavorable weather conditions persist.
- C. Due to the quantity and size of flood maps available for Lafayette County, they are not reproduced in this plan. Copies of the various city/county maps are available in the respective community's City Hall. In Lafayette County, the Office of Planning and Zoning in Lexington Missouri, is the depository for the flood maps.

#### **IV. INITIAL EVACUATION RESPONSE**

##### **A. Receive warning**

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

- 1. The National Weather Service also may issue a Flash Flood Watch which means "Heavy rains may result in flash flooding in a specified area. Residents should be alert and prepared for the possibility of a flood emergency 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 Ministerial alliances, local Red Cross, and Salvation Army, etc.

- D. Notify affected persons. If early warning is not effective all remaining persons within the designated flood area must be contacted. This is best accomplished on a door-to-door basis, loud speakers on patrol cars, or government-manned telephones. A method to record location of visits, times, dates, and results of attempted visits should be devised (see Appendix 8 to this annex).
- E. Return of flood victims. Once the flood waters recede, a public information program should so inform the evacuees when to return, what to expect upon return (i.e., how to turn the utilities back on, how to purify water, etc.) and of services being offered by local government such as pumping basements and debris removal. Also, local government would warn of other related hazards so persons would be alert to changes in their environment.



Attachment A  
Appendix 7 to Annex J

**LAFAYETTE COUNTY FLOOD PLAIN MAP INFORMATION**

<u>COMMUNITY NAME</u>	<u>COMMUNITY POPULATION</u>	<u>NFIP STATUS &amp; DATE</u>	<u>NFIP COMM. NUMBER</u>	<u>REMARKS</u>
Lafayette Co.	32,960 (2000 Census)	(R) 9/29/88	298012	

KEY:

E = Emergency Phase of NFIP

R = Regular Phase of NFIP

S = Sanctioned federal law (mapped, not participating)

X = Never mapped

M = Map withdrawn or rescinded by FEMA (not flood-prone)

## **DAM FAILURE**

### **I. DEFINITION**

Dam Failure – downstream flooding due to the partial or complete collapse of any impoundment.

### **II. SITUATION**

- A. Many earthen dams exist in Lafayette County that may be susceptible to breaching and overtopping.
- B. Dam failure is associated with intense rainfall and prolonged flood conditions. However, dam breaks may also occur during dry periods as a result of progressive erosion of an embankment caused by seepage leaks. Dam failure may also be caused by earthquake.
- C. The greatest threat from dam breaks is to areas immediately downstream. The seriously affected population would be located in the potential downstream inundation area as identified by the Corps of Engineers or state agencies.

### **III. 1980 DAM INVENTORY**

- A. The 1980 Inventory of Non-Federal Dams in Missouri was compiled by the Missouri Department of Natural Resources, Division of Geology and Land Survey, under a contract with the U.S. Army Corps of Engineers, St. Louis District. This information is updated and maintained by the Department of Natural Resources' Division of Dam Safety.
- B. The term "dam," is defined as an artificial barrier which impounds or diverts water and:
  - 1. Is more than 6 feet high and stores 50 acre-feet or more, or,
  - 2. Is 25 feet or more high and stores more than 15 acre-feet.Excluded are:
  - 1. Levees used to prevent water from reaching certain areas.
  - 2. Sewage lagoon levees.

## **ANNEX K**

### **IN-PLACE SHELTER**

#### **I. PURPOSE**

The purpose of this annex is to enhance the ability of Lafayette County to protect their residents in or near their homes when an incident has occurred with little or no warning and/or it would not be safe for residents to leave their current locations.

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

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

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

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

1. Most homes have at least a one-week supply of food available.
2. Shelters will have an adequate amount of food available.
3. Persons will arrive at shelters with their pets or other inappropriate items.
4. Those persons with specific personal requirements (i.e., medications, food, diapers, etc.) will arrive at the shelter with these items.

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

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

- A. Distribution of in-place shelter information to all residents of Lafayette County should be done prior to an emergency or disaster. (See Appendix 2 to this annex.) (MITIGATION)

- B. When possible, the In-Place Shelter Coordinator will operate from the EOC. The decision to evacuate or shelter in-place will be made by the chief elected official or his/her designated successor. (If residents are advised to evacuate from their homes, etc., they will need to seek shelter. Annex L discusses reception and care operations, while Annex J details evacuation operations.) (PREPAREDNESS and RESPONSE.)
- C. If applicable to the situation, the public will be warned to seek appropriate protective shelter and to follow the information from the previously distributed brochures, as well as to stay tuned to their EAS station for further instructions. (PREPAREDNESS and RESPONSE.)
- D. Presenting accurate information to residents in protective shelter is one of the most important tasks local government will perform in this function. Therefore, residents will be encouraged to have a radio or television available to receive this information while in protective shelter. (PREPAREDNESS and RESPONSE.)
- E. Should in-place shelter be required for an extended period of time, arrangements will be made to deliver residents any essential medications, foods, etc., which they may need. (RESPONSE and RECOVERY)

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

- A. The in-place shelter organizational chart is located in Appendix 1 to this annex.
- B. The chief elected official, or his/her designated successor will make the decision to shelter in-place.
- C. The Emergency Management Director will be the In-Place Shelter Coordinator for Lafayette County. This Coordinator will operate from the EOC and will coordinate with other EOC Direction and Control Staff.
- D. The In-Place Shelter Coordinator and the PIO are responsible for ensuring the public receives timely and accurate in-place shelter information.
- E. The Resource and Supply Coordinator will stock public shelters as needed.

#### **V. DIRECTION AND CONTROL**

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

## **VI. CONTINUITY OF GOVERNMENT**

The line of succession for the In-Place Shelter Coordinator is the same as those listed in Section VI of the Basic Plan.

## **VII. ADMINISTRATION AND LOGISTICS**

The status of public shelters should be updated regularly by the In-Place Shelter Coordinator.

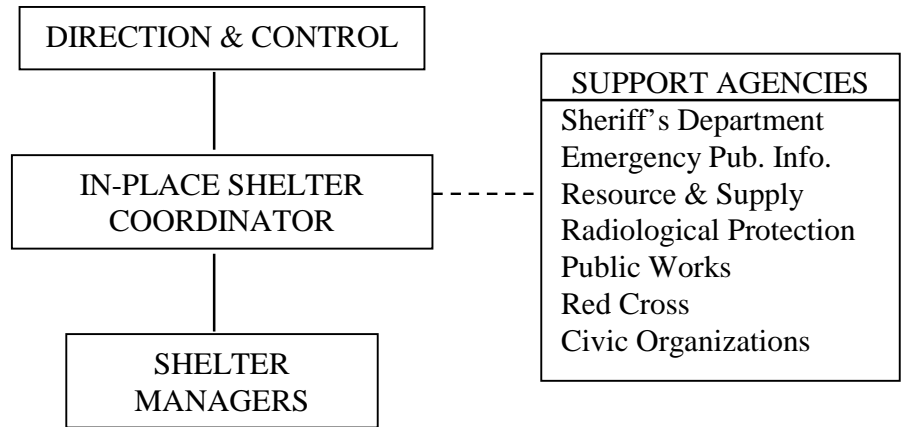
## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

The In-Place Shelter Coordinator is responsible for maintaining and updating this annex and its appendices as required. The EMD will initiate an annual update of this annex.

## **APPENDICES**

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

**IN-PLACE SHELTER ORGANIZATIONAL CHART**



## Appendix 2 to Annex K

### **ALL-HAZARD IN-PLACE SHELTER GUIDANCE**

The following information should be formulated into public information brochures and distributed to all residents prior to an emergency situation requiring in-place shelter.

Warning for these hazards should be accomplished in accordance with Annex B.

Information should be provided to the local media for broadcast during an emergency and a public awareness program should be developed to encourage residents to keep emergency supplies on hand and develop a family disaster plan.

#### TORNADO

If a tornado WARNING is issued and time does not permit residents to travel to public shelters, the best protection during a tornado is to quickly go to the lowest level in the building. The following protective actions should be relayed to the public:

DURING A TORNADO, THE SAFEST PLACE TO BE IS IN THE BASEMENT UNDER SOMETHING STURDY.

IF THERE IS NO BASEMENT, SEEK SHELTER IN A SMALL INTERIOR ROOM IN THE MIDDLE OF THE BUILDING, SUCH AS A CLOSET OR BATHROOM.

STAY AWAY FROM OUTSIDE DOORS AND WINDOWS.

REMAIN IN SHELTER UNTIL THE ALL CLEAR IS GIVEN FROM AUTHORITIES.

#### EARTHQUAKE

Since earthquakes happen with no warning, residents should be prepared to take in-place shelter in their homes for the first 72 hours following a seismic event. (See Attachment B to Appendix 5 of the Basic Plan.) These in-place protective actions should be relayed to the public:

WHEN THE SHAKING STARTS, STAY WHERE YOU ARE – IF INDOORS, STAY INDOORS; IF OUTSIDE, STAY OUTSIDE.

IF YOU ARE INDOORS, GET UNDER A DESK, BED OR OTHER HEAVY PIECE OF FURNITURE. STAY AWAY FROM GLASS AND WINDOWS.

IF YOU ARE OUTSIDE, GET AWAY FROM BUILDINGS AND UTILITY WIRES UNTIL SHAKING STOPS.

## HAZARDOUS MATERIALS INCIDENT

If evacuation cannot be accomplished prior to the formation/arrival of a toxic cloud, advising residents to stay indoors and reduce the air flow into these buildings may be the most effective protective action. The following protective action instruments should be relayed to the public:

### TO REDUCE THE POSSIBILITY OF TOXIC VAPORS ENTERING YOUR HOME:

TURN OFF ALL VENTILATION SYSTEMS, INCLUDING FURNACES, AIR CONDITIONERS, FANS, AND VENTS.

SEAL ALL ENTRY ROUTES AS EFFICIENTLY AS POSSIBLE. CLOSE AND LOCK WINDOWS AND DOORS. SEAL GAPS UNDER DOORS AND WINDOWS WITH WET TOWELS AND THICK TAPE.

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

CLOSE ALL FIRE PLACE DAMPERS.

CLOSE AS MANY INTERNAL DOORS AS POSSIBLE.

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

BUILDING SUPERINTENDENTS SHOULD SET ALL VENTILATION SYSTEMS AT 100% RECIRCULATION SO THAT NO OUTSIDE AIR IS DRAWN INTO THE STRUCTURE.

IF YOU SUSPECT THAT GAS OR OTHER VAPORS HAVE ENTERED YOUR BUILDING, TAKE SHALLOW BREATHS THROUGH A PIECE OF CLOTH OR TOWEL.

REMAIN IN PROTECTED, INTERIOR AREAS OF THE BUILDING WHERE TOXIC VAPORS ARE REDUCED UNTIL YOU ARE INSTRUCTED TO DO OTHERWISE.

### OTHER

Additional hazards which may require in-place shelter include flooding and winter storms. For more information on these hazards, as well as in-place sheltering, see "Are You Ready?--Your Guide to Disaster Preparedness (H-34 September 2002)", published by the Federal Emergency Management Agency.



## **ANNEX L**

### **RECEPTION AND CARE**

#### **I. PURPOSE**

To establish an organization and procedures to provide for the temporary reception and care of people displaced or evacuated from their residence because of an emergency or disaster situation.

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

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

1. Lafayette County is subject to a number of disasters that could cause the evacuation of the residents of the affected area. The number of people affected could range from very few such as in an isolated incident to large numbers if a disaster struck a densely populated area.
2. Potential disasters that could cause evacuation in Lafayette County are flooding (see Annex J) and hazardous materials incidents (see Annex J). Other potential situations could cause the displacement of people such as, major power failure or winter storm.
3. Facilities are available in Lafayette County and its municipalities to temporarily shelter and feed those persons evacuated or displaced by an emergency or disaster (see Appendix 2 to this annex).

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

1. Affected persons will respond as directed by local government officials.
2. Some evacuees will be cared for by friends or relatives.
3. Owners/operators of potential shelters will permit the use of their facilities.
4. Lafayette County may have to conduct such operations without assistance for the first few hours following a disaster.
5. Assistance by relief agencies along with assistance from outside the county will be available if required and/or requested.

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

#### **A. General**

1. Relocation/evacuation will take place either by order of the chief elected official or spontaneously as a result of the impending situation.
2. Reception and Care operations will be directed and controlled by the County and/or City Reception and Care organization. Operations will be directed and coordinated from the Lafayette County EOC or a facility designated at the time reception and care becomes necessary.
3. Support to Reception and Care operations will be provided by other County and/or City departments/agencies as required. Such support would include, but not necessarily limited to the following:
  - a. Monitor reception and care operations and provide coordination.
  - b. Assist in locating and opening shelters.
  - c. Resource assistance.
4. The Emergency Management Director will assist the Reception and Care Coordinator in:
  - a. Emergency mass feeding operations
  - b. Assigning and managing reception and care center teams.
5. Coordination between agencies/departments will be maintained utilizing all available communications systems.
6. Shelters to be used will be selected and prepared for occupancy as necessary. The public will be advised by all available media of shelter locations (see appendices to this annex for list of shelters, their location, and person to contact).

#### **B. Actions to be Taken by Operating Time Frames**

1. Mitigation
  - a. Identify suitable shelter to protect people from the risk conditions assumed. (See Appendix 2 to this annex).
  - b. Coordinate the development/revision of Reception and Care Standard Operating Guidelines (SOGs) to include as a minimum, procedures for

reception/registration, allocation, and feeding with appropriate relief agencies and supporting county/city departments.

- c. Locate and identify potential shelters, including their locations, capacity, mass feeding capabilities, ownership, and person to contact (see Appendix 2 to this annex).
  - d. Identify population groups that would require special assistance (i.e., institutionalized, handicapped and/or disabled persons, etc.) and make special plans for them, including identifying appropriate lodging/shelter facilities.
  - e. Recruit and enlist other organized groups (religious, civic, fraternal, etc.) to assist with Reception and Care operations.
  - f. Provide necessary training for Reception and Care personnel.
  - g. Work with appropriate agencies to develop/obtain necessary registration forms and establish registration procedures.
  - h. Develop procedures to allocate people to lodging and feeding facilities.
  - i. Develop procedures for managing reception and care activities (registration, staffing, lodging, feeding, pertinent evacuee information, etc.).
  - j. Develop/maintain a list of potential sources of supplies, i.e., cots, blankets, food, eating utensils, etc.
  - k. Participate in tests, exercises, and drills.
  - l. Publish a policy for pets/animals in shelters.
  - m. Identify facilities that may be used as pet/animal shelters.
2. Preparedness
- a. Analyze pending emergency and alert appropriate Reception and Care personnel and/or groups and organizations.
  - b. Establish contact with shelter owners/operators.
  - c. Check status of available supplies.
  - d. Make necessary preparations to activate Reception and Care operations. Ensure forms are ready for registration.

- e. Notify County Executive/Mayors of situation and status of Reception and Care organization. Report on status to Direction and Control (EOC) and await developments.
  - f. Notify support agencies of situation.
  - g. Identify facilities within commuting distance of the hazardous area for essential workers and their families if appropriate.
3. Response
- a. Activate Reception and Care organization.
  - b. Contact shelter owners/operators to open shelters and staff shelters as required.
  - c. Provide listing of shelters that have been activated to the County Executive/mayors for release to the news media.
  - d. Register evacuees, assign shelters, and maintain a listing of shelter population.
  - e. Conduct feeding operations as necessary (this could be just assisting private agencies).
  - f. Advise support agencies of requirements, i.e., transport of food, blankets, etc. for shelter occupants.
  - g. Monitor sheltering operations to ensure an even distribution of victims to all shelters.
  - h. Assist with locating and reuniting evacuees and their families/relatives. Provide an information service for victims needing additional services.
  - i. Compile records of victims and their problems for use in damage assessment and recovery.
  - j. Maintain contact and coordination with the County Executive/Mayors.
4. Recovery
- a. Maintain level of Reception and Care operations as required by the situation.

- b. Continue to assist in locating and reuniting victims and their families/relatives.
- c. Assist as required in the administration of federal and state disaster assistance.
- d. Phase out Reception and Care operations as necessary.
- e. Ensure that adequate records are finalized and provided to appropriate parties to include after-action reports, statements of charges for supplies, damage to shelter, etc.

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

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

The organizational chart for the reception and care function is shown in Appendix 1 to this annex.

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

1. Coordinating Reception and Care operations for Lafayette County is the responsibility of the American Red Cross, Lafayette County Chapter. Reception and Care for the municipalities will be the responsibility of either the chief elected official, Emergency Management Coordinator, or their designee.
2. The Reception and Care Coordinator is responsible for seeing that necessary plans and procedures are developed to ensure a capability for Reception and Care operations which will include reception/registration, shelter and feeding operations.
3. Supplies and other resources will be the responsibility of the Resource and Supply section.
4. Medical care and public health measures in the shelters will be provided by the Health and Medical Section.
5. Communications support will be provided by the Lafayette County Sheriff's Office and the municipal police departments.
6. Clerical support for compiling data will be provided by the Lafayette County Emergency Management Office.

**V. DIRECTION AND CONTROL**

- A. Direction and control of Reception and Care operations will vary according to the extent of the disaster or emergency situation. In a large scale disaster, direction and control will be carried out from the EOC (see Annex A).
- B. In a limited disaster or emergency situation, Reception and Care operations will be controlled from normal day-to-day office locations if possible, or at a site designated at that time.
- C. All requests for assistance will be made by the EOC.

**VI. CONTINUITY OF GOVERNMENT**

- A. The line of succession for the coordination of Reception and Care operations in Lafayette County will be through the American Red Cross, Lafayette County Chapter Chairperson to his/her subordinates.
- B. Lines of succession to the agencies supporting reception and care operations will be according to the procedures and normal lines of succession established by the respective departments.
- C. Records of actions taken and resources expended will be maintained in the EOC and will be transferred with the EOC should it be moved.

**VII. ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. Reception and Care personnel will complete the necessary forms and compile information to provide a record of:
    - a. Shelters used
    - b. Name of the shelter owner/operator
    - c. Number of people sheltered
    - d. Number of meals served
    - e. Supplies ordered
    - f. Receipts for all goods obtained

- g. Any damage to shelters
- h. Public information releases

(Appendix 3 to this annex provides a sample shelter registration from.)

- 2. Procedures should be developed for using these forms and for compiling them at the EOC.
- 3. Shelter Management training should be instituted to train a small cadre of managers.

B. Logistics

- 1. If possible, procurement of necessary supplies will be accomplished through normal acquisition channels.
- 2. During unusual or life-threatening situations, normal purchasing procedures may be set aside and emergency procurement procedures as set forth in County Executive codes and/or City ordinances (if they exist) will be used.
- 3. Local firms will be given preference when contracting for resources to cope with a disaster situation.
- 4. Communications equipment and personnel will be furnished by the Lafayette County Sheriff's Office and the municipal police departments.

**VIII. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. A review and update of this annex will be completed annually by the Lafayette County Emergency Management Director in conjunction with the Reception and Care Coordinator.
- B. Resource lists (to include available shelters) will be updated annually the Lafayette County Emergency Management Director and the Reception and Care Coordinator.

## **APPENDICES**

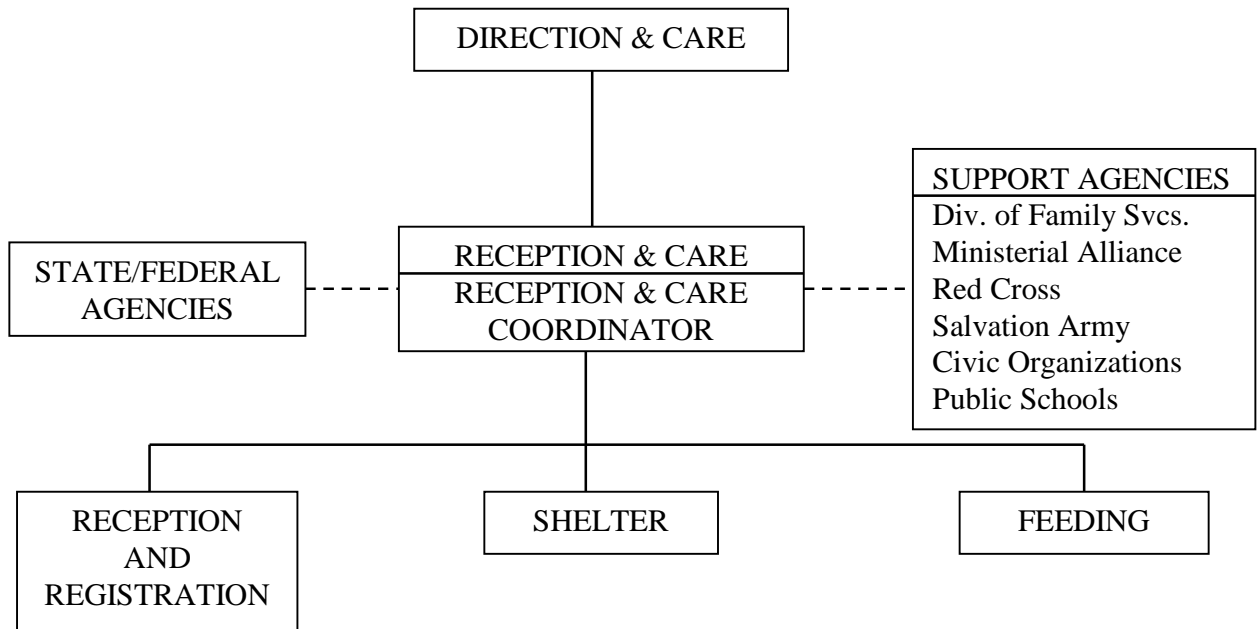
1. Reception and Care Organizational Chart
2. Reception and Care Facilities
3. Shelter Registration Form
4. Red Cross SOG for Reception and Care

### **Suggested Appendices:**

1. Reception and Care Resources Contact List. (Identify volunteer agencies, including capabilities and resources, which can assist reception and care activities; include American Red Cross zone lead units and the local Division of Family Services county office.) This is recommended by the SEMA Ck List.
2. Policy on Pets/Animals in Shelters
3. List of facilities that are willing to shelter pets and other animals. (See Annex O- Pet Evacuation for further guidance.)



**RECEPTION AND CARE ORGANIZATIONAL CHART**



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 FACILITIES**

The following facilities are available as potential lodging and mass feeding sites if reception and care operations are implemented in Lafayette County due to a natural disaster situation, i.e., flooding, tornado, etc.

**ALL SCHOOL BUILDINGS LOCATED IN THE COUNTY. USE MUST BE COORDINATED WITH THE OFFICE OF SUPERINTENDENT OF EACH SCHOOL DISTRICT.**

(See Annex J for complete listing of Schools)

The following facilities have been identified as American Red Cross Shelters for Lafayette County. An American Red Cross Disaster Service Statement of Agreement has been signed on all listed facilities shown here.

**1. ALMA**

Trinity Lutheran Church and School  
310 North Waverley  
Alma, Mo 64001 660-674-2376

**2. HIGGINSVILLE**

Lafayette County C-1 School  
807A,80TB West 31St Street  
Higginsville, MO 64037 660-584-3661

Higginsville Senior Center  
101 West 21<sup>st</sup> Street  
Higginsville, MO 64037 660-584-7040 or  
660-5842855

**3. LEXINGTON**

First Baptist Church  
515 South 13 HWY.  
Lexington, MO 64067  
660-259-3915

Lexington Methodist Church  
1211 South 13 HWY  
Lexington, Mo 64067  
660-259-2483

**4. CONCORDIA**

Concordia Community Center  
802 South Gordon Street  
Concordia MO 64020 660-463-2845

**5. ODESSA**

First Christian Church  
224 West Dryden,  
Odessa, MO 64076, 816-633-7726

**6. NAPOLEON**

Saint Paul Church  
205 Hill Street  
Napoleon, MO 64074, 816-934-8228

## **SHELTER LOCATIONS (Cont)**

### **7. WELLINGTON**

Wellington/Napoleon Community BLD  
PO BOX 47 West 224 HWY  
Wellington, MO 64097 816-934-8344

Appendix 3 to Annex L

**SHELTER REGISTRATION FORM**

FAMILY NAME _____			HOME ADDRESS _____		
First Name	Age	Sex	Occupation	Disabilities	Other Skills
Head of family or single person:					
Others:					
Shelter Assignment					

Appendix 4 to Annex L

**RED CROSS SOG FOR RECEPTION AND CARE**

This SOG is maintained by the Lafayette County Chapter, American Red Cross.

## **ANNEX M**

### **HEALTH AND MEDICAL SERVICES**

#### **I. PURPOSE**

This annex was developed to ensure that Lafayette County has the ability to provide needed medical services following a disaster of any type. A prompt and coordinated response by this section will greatly reduce the number of casualties and ease suffering-- the major task for any organization responding to a disaster situation.

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

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

1. Lafayette County has various hospitals within its perimeter. (See Appendix 2 to this annex).
2. Public Health for Lafayette County is the responsibility of the County Health Department located in Lexington. They deal with problems such as communicable disease, environmental sanitation problems, contamination of food and water, and other health matters.
3. Ambulance service for Lafayette County is provided by various ambulance districts/services. (See Appendix 2 to this annex).
4. Should the local organization become overtaxed or rendered inoperable, resources are available from the state and adjacent counties to help alleviate the situation.
5. The Lafayette County Public Health Department has developed a plan to manage bio-terrorism incidents and other major medical emergencies. These plans compliment and support on another. The Health Department Plan is kept on file at the Health Department.

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

1. A major disaster striking the Lafayette County area will create medical problems beyond the normal day-to-day capabilities of the medical system.
2. Outside assistance is available and will respond when necessary.

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

#### **A. General**

1. First responder emergency medical care will be supplied by the ambulance district and support, if needed, will come from the fire and rescue services.
2. All medical units responding to an emergency call will be dispatched as described above in the Situation and Assumptions Section.
3. Requests for outside medical assistance need not go through the EOC -- unless it is to the state or federal government -- but should be reported to the EOC immediately after they are made.
4. Immediately following the initial emergency medical care, public health and mortuary services will have the priority on resources.

#### **B. Actions to be Taken by Operating Time Frames**

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

- a. Review the identified hazards (Basic Plan, Situation and Assumptions) to determine all the types of disasters that could occur in the county. Provide realistic training for the types of situations that could arise (such as radiological or other HAZMAT incidents).
- b. Develop and conduct programs for the public on first-aid and public health practices.
- c. Develop Emergency Mortuary Plans and coordinate these plans with the Missouri Funeral Directors Association and the Emergency Management Director (See Appendix 3 to this annex).
- d. Locate and contact storage places of public health supplies to augment and/or satisfy expanded medical needs.
- e. Train health and medical personnel and volunteer augmentees in special procedures (i.e., radiological and chemical contamination).
- f. Develop and maintain mutual aid agreements with local health and medical services to ensure proper coordination during emergency operations.
- g. Exercise regularly with area hospitals to see that their emergency plans are up to date.

- h. Identify medical facilities that have the capability to decontaminate injured individuals that have been radiologically or chemically contaminated.
- i. Identify clinics, nursing homes, veterinary clinics/hospitals, and other facilities that could be expanded into emergency treatment centers for disaster victims.
- j. Participate in testes and exercises of the Local Emergency Operations Plans.
- k. Identify and build a call up list of clergy and professional counselors and mental health professionals who can provide support to the families of disaster victims and to disaster workers who may suffer psychological stress following a mass casualty situation.

## 2. Preparedness

- a. Analyze pending situation for potential health problems.
- b. Alert personnel and begin locating supplies and equipment, checking for availability.
- c. Report on status to EOC.
- d. Begin reducing patient population in nursing homes and other health care facilities if evacuation becomes necessary. Continue medical care for those that cannot be evacuated.
- e. Begin Crisis Augmentation of health/medical personnel, such as nurses aides, paramedics, Red Cross personnel, and other trained volunteers.
- f. Establish contact with hospitals in neighboring counties.
- g. Review plans for mass inoculation to prevent the spread of disease.
- h. Ensure that Mutual Aid Agreements between hospitals, clinics and ambulance services are up to date and maintained by the responsible organizations.

## 3. Response

- a. Respond on a priority basis as established by the EOC, activating all necessary personnel.
- b. Perform triage as necessary.



- c. Begin instituting public health measures in reception centers, public shelters and at disaster scene.
  - d. Activate emergency mortuary plans as needed.
  - e. Set up and operate emergency clinics if necessary. (These could be required for essential workers in the hazardous area following the evacuation of the general population).
  - f. Provide public health information to the County PIO for dissemination to the public.
  - g. Report to the EOC regularly on the medical situation.
  - h. Assist in the emergency distribution of food and water and in setting up emergency sanitation facilities.
  - i. Distribute antidotes, drugs, vaccines, etc. to shelters.
  - j. Track patients that have been injured (i.e., hospital, clinic, shelter, etc.).
  - k. Maintain this operational level until the medical situation has lessened.
  - l. Comply with the Memorandum of Understanding between the FBI and Missouri Department of Health, dated October 28, 1999, for specific guidance on how chemical or biological samples (following a suspected or confirmed terrorist incident) must be transported to an appropriate lab for analysis
4. Recovery
- a. Conduct patient care as necessary.
  - b. Continue to survey community for public health problems.
  - c. Provide list of deceased to EOC.
  - d. Perform tasks as required to return situation to normal.
  - e. Inoculate individuals if warranted by the threat of disease.
  - f. Participate in cleanup and recovery operations.

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

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

The organization chart for health and medical services is at Appendix 1 to this annex.

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

1. Overall coordination of Health and Medical Services in Lafayette County will be the responsibility of the Lafayette County Health Department.
2. Patient care will be the responsibility of the hospitals in Lafayette County. (See Situation and Assumptions, this annex).
3. Emergency Mortuary procedures will be the responsibility of the Lafayette County Coroner.
4. Medical supplies will be the responsibility of responding agency or the Resource and Supply section (Annex G), if necessary.
5. The Administrator, Lafayette County Health Department, is responsible for public health matters, to include health education.
6. The County Ambulance Districts/Services will be responsible for initial triage, emergency medical treatment, and patient transport.

#### **V. DIRECTION AND CONTROL**

- A. The Health and Medical Services Coordinator may remain in his/her office, or elect to report to the EOC, or coordinate their activities through a representative at the EOC.
- B. The EOC will not interfere with the internal operations of the area hospitals, but will provide support as required (i.e., assist with ambulance dispatching, evacuation operations if necessary, etc.).
- C. Decisions to evacuate the hospital, nursing homes, etc., will be made by the institution staff and will be controlled from the EOC.
- D. Should the EOC be moved, operational coordination of medical services will move with it.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Line of Succession – Health and Medical Coordinator
  - 1. Director, Lafayette County Health Department
  - 2. Deputy Director, Lafayette County Health Department

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. Statistics of various types will become very important during emergency periods. Some of those that should be kept and reported to the EOC are:
    - a. Deaths
    - b. Injuries
    - c. Inoculations given
    - d. Blood supply
    - e. Incidences of disease
  - 2. Records of hours worked and materials used must be reported to the EOC for use in determining the total cost of the incident.
- B. Logistics
  - 1. Communications will be the responsibility of the agencies that are operational during the emergency or disaster. They will be supplemented by the appropriate county and/or city government as necessary.
  - 2. Health and medical services must provide necessary logistical support for food, emergency power, fuel, etc., for response personnel during emergency operations. In most situations, however, the Resource and Supply Section (Annex G) will be available to assist with supply matters.
  - 3. Supply requisitions will be made through normal channels as much as possible, but will be made through the EOC when necessary.

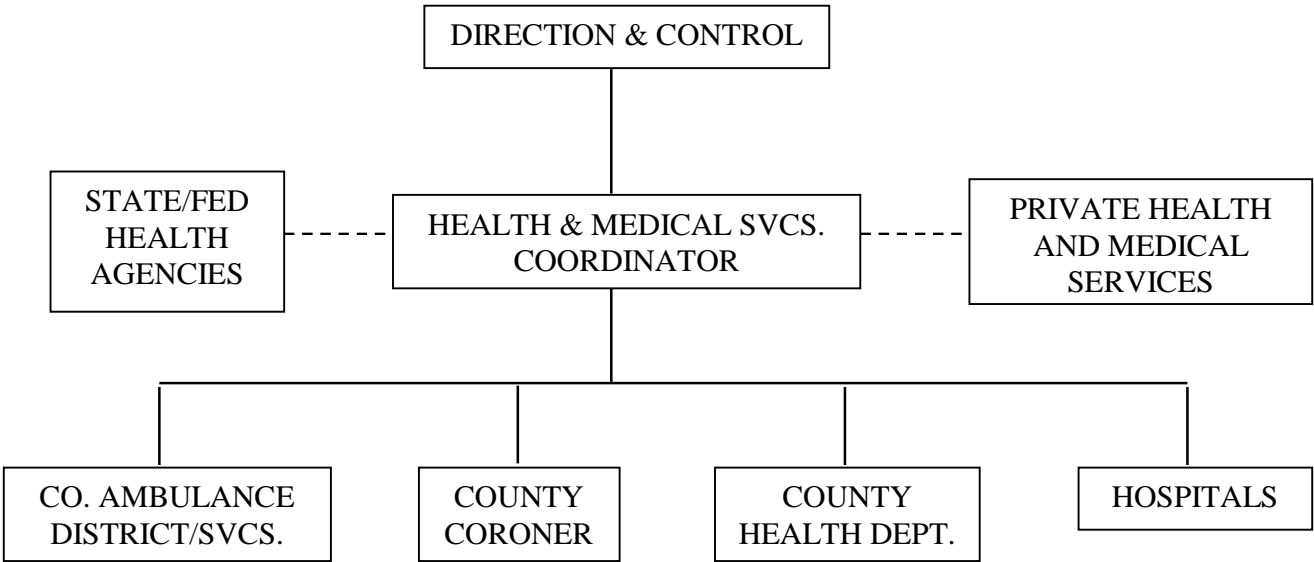
## **VIII. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. This annex and its supporting documents will be maintained by the Health and Medical Coordinator.
- B. An annual review and update will be initiated by the Lafayette County Emergency Management Director.
- C. Each medical department/agency will update and maintain their particular SOGs.

## **APPENDICES**

- 1. Health and Medical Organizational Chart
- 2. Area Health and Medical Services
- 3. Lafayette County Mortuary Service
- 4. Emergency Mortuary SOG
- 5. Health and Medical Call-up Lists (Includes nursing homes ambulance services and hospitals)
- 6. Local Public Health Emergency Plan Executive Summary

**HEALTH AND MEDICAL ORGANIZATIONAL CHART**



Appendix 2 to Annex M

**AREA HEALTH AND MEDICAL SERVICES**

A.	<u>Health Services</u>	<u>Telephone Number</u>		
	County Health Department	816-259-4371		
B.	<u>Hospitals</u>	<u># of Beds</u>		
	Lafayette Co. Regional Health Ctr 15 <sup>th</sup> and State Lexington, MO 64067	49	259-2203	
C.	<u>Ambulance Services</u>	<u># of Vehicles</u>	<u>Area</u>	<u>Type of Svc.</u>
	Name of Service & Contact Info:			
	EMS Services Hwy 13 Lexington, MO 64067 259-4242	1	County	Public
	Ambulance Service Wellington – Napoleon R-9 Wellington, MO 64097 934-2345	1	Wellington	Public
	Ambulance Service Public 625-3456 or 911	1	Higginsville  Corder Mayview	

## **LAFAYETTE COUNTY MORTUARY SERVICE**

### **CONCEPT OF OPERATIONS:**

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

### **COMMUNICATION PROCEDURES:**

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

1. County Coroner  
Lexington, MO 64067.....816-259-2216
2. Lafayette County EMD.....816-259-6551

One of the above persons will immediately notify the Missouri State Funeral Directors Association (MFDA) and will from time to time, as conditions will permit, issue briefings to the MFDA office with regard to any requirements for additional supplies and as to progress with the mission.

### **AUTHORIZATION FOR ADMISSION OF DISASTER WORKERS INTO DISASTER SITE:**

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

### **RECOVERY OPERATIONS GUIDELINES:**

1. None of the dead shall be moved or touched by workers until approval has been given by the appropriate authority, most likely the Coroner.
2. Operations will be coordinated by the Coroner and MFDA Disaster Response Team Coordinator.

3. A survey and assessment of the situation will be made by the Coroner and Mortuary Disaster Response Team Coordinator. They will note the approximate number of dead, equipment and personnel needed.
4. Once workers have reported to the scene a briefing will be held, assignments will be given at this time, and workers will be divided into teams if necessary.
5. Photos or a sketch will be made of the disaster site, and if desired the scene will be divided into sections with the recovery teams assigned to particular section.
6. Suitable stakes or markings will be placed at the location of each body and numbers will be assigned to each body.
7. Bodies will be tagged and records kept noting the location in which the body was found. (This tag numbering system will be developed by the County Coroner.)
8. Personal effects of the dead will be tagged and data recorded noting location found.
9. When necessary, bodies will be placed in a body pouch and a tag with corresponding numbers will be placed on the pouch.
10. Valuables such as wallets, attached jewelry, etc. will not be removed at the disaster site. These will remain on the body.
11. Bodies will be removed from immediate disaster site via litter or stretcher into the evacuation area.
12. The major support group for this recovery task will be members of the MFDA Disaster Response Team.

#### **BODY EVACUATION OPERATIONAL GUIDELINES:**

1. Evacuation operations will be coordinated by the Coroner and the MFDA Disaster Response Team Coordinator.
2. A survey and assessment of the situation will be made by the Coroner and Mortuary Disaster Response Team Coordinator. They will note the approximate number of dead, type of terrain, necessary personnel and equipment needed.
3. Before operations begin, a briefing will be held, assignments given and teams formed if desired.
4. Bodies will be covered when transported.
5. All vehicles used for transport will be covered except when not possible.



6. Vehicles should travel the same route from disaster site to morgue site. This route will be established in coordination with local traffic control agencies.
7. Vehicles should travel at a moderate pace and in convoy style.
8. Records will be kept noting vehicle ID and body tag number, as well as driver ID.
9. Evacuation teams will take care not to overload the morgue site with incoming bodies.
10. The major support group for this task will be the MFDA Disaster Response Team.

**MORGUE SITE:**

1. A list of possible morgue sites will be maintained for use in the event of a disaster.
2. Once a morgue site has been selected the Coroner and the MFDA Disaster Response Team Coordinator will organize its operations and assign personnel to some or all of the following job titles:
  - a. Uniformed Guards,
  - b. Information clerks,
  - c. Counselors,
  - d. Interviewers,
  - e. Telephone communicators,
  - f. Admissions clerk,
  - g. General supervisor,
  - h. ID personnel,
  - I. Orderlies,
  - j. Personal effects custodian,
  - k. Embalming supervisor,
  - l. Embalmers,
  - m. Secretaries,
  - n. Inventory clerk,
  - o. Distribution clerks.
3. The morgue site will be used for the storage, identification, sanitation, preservation if desired, as well as the distribution point for release of the dead to their next of kin or their agent.
4. Refrigeration units will be utilized as necessary.
5. Bodies admitted to the morgue will be logged and necessary information gathered and recorded about each body.
6. Personal effects will be recorded and placed in a secure area.

7. Should embalming be necessary the Coroner will rely on the MFDA Disaster Response Team to organize the operations, equipment, supplies, and personnel needed.
8. An area will be designated for the press.
9. Counselors such as members of the clergy will be present in waiting areas to assist persons visiting the morgue.

#### **IDENTIFICATION OF THE DEAD:**

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

#### **NOTIFICATION OF NEXT OF KIN:**

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

#### **COUNSELING OF SURVIVORS:**

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

#### **DISTRIBUTION OF THE DEAD:**

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

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

number will be interred with the body to make later efforts of identification easier.

**TERMINATION PROCEDURES:**

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

**MORTUARY RESOURCES:**

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

## **EMERGENCY MORTUARY SOG**

### **A. Purpose**

Due to fact that in Lafayette County the number of available ambulances and emergency medical personnel are extremely limited and many types of incidents can occur that could produce many casualties at one time, it was deemed necessary to develop this Standard Operating Guideline (SOG).

### **B. Scope**

1. This SOG will not attempt to deal with triage procedures at the hospitals because they already have such systems in place.
2. Neither will it attempt to discuss the process followed by the emergency medical personnel in determining which of the casualties is the most critical and requires the most immediate attention or transport.
3. It will however, set up general guidelines for incident command and resource management at the onset of a mass casualty situation. This will allow the available emergency medical personnel to concentrate on administering medical treatment and triage without having to worry about other problems.

### **C. Concept of Operations**

1. This SOG will automatically go into effect when a mass casualty Class III Emergency (See Appendix 3 to the Basic Plan) has been declared.
2. In a Class II or Class I situation, the first emergency medical personnel to arrive at the scene can initiate the activation of this SOG. (Note: A law enforcement officer might provide initial information via radio that would activate this procedure or at least place it on alert).
3. A general parameter for the initiation of this SOG will be 10 or more victims, with at least half having serious injuries. **REMEMBER THIS IS JUST A GENERAL GUIDELINE!**
4. When this SOG has been activated the following events will take place, with dispatch being provided by the Sheriff's Office 911 Center:
  - a. The fire department which has the responsibility for that area will dispatch a unit to the scene. If there are other problems at the scene that require the attention of

- this fire unit (fires, rescue, etc.) Others will be dispatched in accordance with existing mutual aid agreements.
- b. The County Emergency Management Office will be contacted and the mobile communications van will be dispatched.
  - c. Other ambulances will be dispatched in accordance with existing procedures and mutual aid agreements.
  - d. The Coroner will be contacted and dispatched if necessary.
  - e. Local law enforcement personnel will be placed on alert.
5. Upon activation of this SOG the following task assignments will be made. Their duties will be included.
- a. Incident Commander--in most cases this will be the senior fire official of the responding department. His responsibility will be overall coordination of operations at the scene. He is to work closely with the emergency medical services coordinator and not interfere with any medical matters unless requested to do so by him. The incident commander is to coordinate traffic control, resource allocation, procurement and requests for other assistance. He is to give task assignments to proper individuals but not the point of overriding normal chains of command and interfering with performance of duties. He will operate from the mobile communications van and be identified by wearing a reflector vest. All personnel and units arriving at the scene will report to him for assignments. (The exception here might be additional ambulances which could be sent directly to the triage areas.) Until the fire department arrives these duties could be handled by a law enforcement officer at the scene or the senior medical person available.
  - b. Emergency Medical Services Coordinator--This will be the senior medical technician of responding ambulance district, unless surrendered to another. He will be responsible for the duties as follows:
    - 1) Determining whether triage and primary treatment is to be conducted "on site" or at the local hospital. If triage is to be done on-site determine the location of the triage areas and provide the incident commander with this data;
    - 2) Evaluating resources needed for extrication of trapped patients and their removal;
    - 3) Evaluating resources needed for extrication of trapped patients and their removal;
    - 4) Communicating manpower and equipment resource requirements to the incident commander;
    - 5) Allocate assigned medical resources, including triage personnel and litter bearers;

- 6) Supervising assigned personnel and resources;
  - 7) Collecting assembling and assessing the “walking wounded” patients with obvious major injuries at a separate site isolated from the triage area;
  - 8) Assisting the Coroner in Emergency Morgue Procedures--See Appendix 3 to this annex;
  - 9) Reporting regularly to the incident commander, and informing him when all patients have been extricated and removed.
- c. Mobile Communications Van Supervisor--this will be the Emergency Preparedness Coordinator or his designated successor. Their duties will be as follows:
- 1) Providing communications support;
  - 2) Assisting the incident commander in overall coordination to include:
    - a) Resource Management and Procurement
    - b) Coordination with County and City Officials
    - c) Traffic Control
    - d) Other duties as necessary

#### D. Logistical Arrangements

1. All such arrangements will be carried out by established procedures and mutual aid agreements worked out between the participating agencies (See ANNEX G).
2. Essential supplies and equipment located on the ambulances and in the mobile communications van.

#### E. Stand Down Procedures

1. The Incident Commander and the Emergency Medical Services Coordinator will jointly determine when these operations will cease.
2. All participating individuals and/or agencies will participate in a review and critique of the operation within at least 10 days of the occurrence. This critique will be initiated by the Emergency Preparedness Coordinator.

Appendix 5 to Annex M

**CALL-UP LISTS**  
(Includes Nursing Homes and Hospitals)

Lists will be maintained at the appropriate agencies within the county. Also, see Annex J, Appendix 2.

## **LOCAL PUBLIC HEALTH EMERGENCY PLAN EXECUTIVE SUMMARY**

The Local Public Health Emergency Plan (LPHEP) outlines the actions to be taken by the Local Public Health Agency (LPHA), in conjunction with local government officials and cooperating private and volunteer organizations. A local public health emergency can best be described as an event, which threatens the safety and well being of a number of people in an area, i.e. bio-terrorism incident, anthrax, smallpox, pandemic influenza, etc. To work towards a safer environment the plan has been developed to:

1. Reduce the vulnerability of citizens to any disasters that creates a local public health emergency.
2. Establish capabilities for protecting citizens from the effects of a local public health emergency.
3. Respond effectively to the actual occurrence of disasters, and;
4. Provide for recovery in the aftermath of any local public health emergency.

The Lafayette County LPHEP is a multi-hazard, functional plan that has three components:

1. A Basic Plan that serves as an overview of the LPHA's approach to a local public health emergency.
2. Annexes that address specific activities critical to emergency response and recovery, and;
3. Appendices which support each annex and contain technical information, details and methods for use in emergency operations.

In the Basic Plan you will find the Primary and Support Responsibilities for the local health department as well as a Hazard Analysis for quick references. Some of the annexes and appendices not normally found in an Emergency Plan are: Homeland Security Advisory System, DHSS Activities Corresponding to the Homeland Security Threat Levels, Personnel Specialized in Bioterrorism Training, Mass Patient Care, Mass Fatality Management, Nuclear and Chemical Incident, Food and Water Borne Outbreaks and a major enclosure concerning the Smallpox Response Plan.

The importance of understanding the contents of the plan cannot be underestimated. All individuals who may have any involvement with the plan must be briefed and understand their roles in its implementation. Staff members of the LHPA will be responsible for maintenance, training, updating and developing exercises to improve the plan.

The entire LPHEP can be found in the LPHA or with the Emergency Management Director.



This page intentionally left blank.

## ANNEX N

### TERRORISM

#### I. PURPOSE

The purpose of this annex is to establish a unified approach for emergency response agencies of **Lafayette** County to respond to and recover from a threat or act of terrorism. Also, to establish a terrorism response system that prescribes responsibilities and actions required to respond to and recover from a terrorist event.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. **Lafayette County has assets that could be targets for terrorist activities. These include, but are not limited to:**
  - a. Federal, state, county and municipal government facilities and structures
  - b. Chemical Facilities
  - c. Medical facilities
  - d. Religious facilities
  - e. Businesses and manufacturing centers
  - f. Airports, railroads, highways and navigable rivers
  - g. Pipelines; power plants; public utilities; landmarks; and large public gatherings
  - h. Agriculture
2. Terrorism takes many forms: bombings, arson, infrastructure attacks (on water, electric, gas, or telecommunications systems), mass shootings, cyberspace failure or disruption, transportation attacks (hijacking, bombing, sabotage etc.), and common law torts.
  - a. Weapons of Mass Destruction (WMD). Any weapon designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon designed to release radiation or radioactivity at a level dangerous to human life (18 USC 2332a).

- b. **Chemical Agent.** A chemical substance intended to kill, seriously injure, or incapacitate people through physiological effects. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (including munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. A chemical agent attack might release a chemical warfare agent (such as a nerve or blister agent) or an industrial chemical that may have serious consequences. Whether an infectious agent or a hazardous chemical causes an outbreak may not be obvious early in an investigation; however, most chemical attacks are localized, and their effects become evident within a few minutes. Different chemical agents can be persistent or non-persistent. Persistent agents remain in the affected area for hours, days, or weeks. Non-persistent agents may have high evaporation rates, be lighter than air, or disperse rapidly; therefore the ability to cause casualties is significantly reduced over a relatively short period of time (although they may persist longer in small unventilated areas).
- c. **Biological Agents.** Living organisms or materials derived from them that cause disease; harm humans, animals, or plants; or deteriorate materials. Recognition of a biological hazard can occur by: identifying it as a credible threat; discovering bio-terrorism evidence (devices, agents, clandestine labs); diagnosing a disease caused by an agent identified as a possible bio-terrorism agent; or gathering and interpreting public health surveillance data. People exposed to a pathogen such as anthrax or smallpox may not know they have been exposed, and those infected or subsequently infected may not feel sick for some time. Infectious diseases typically progress with a delay between exposure and onset of illness -the incubation period. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, direct patient care providers and the public health community are likely to first detect a biological attack on civilians (See annex M and/or the LPHA ERP). Terrorists also could use biological agents to affect agricultural commodities (agro-terrorism). These agents include wheat rust or viruses that could devastate the local or even national economy.
- d. **Radiological/Nuclear.** High-energy particles or gamma rays emitted by an atom undergoing radioactive decay. Emitted particles can be charged alpha or beta particles, or neutral neutrons, or gamma rays. The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. Also, involvement of radioactive materials in an explosion may or may not be obvious; depending on what explosive device was used. The presence of a radiation hazard is difficult to ascertain unless the responders have the proper detection equipment and the training to use it. Most of the many detection devices available are designed to detect specific types and levels of radiation -they are not appropriate for

measuring or ruling out the presence of all possible radiological hazards. Terrorists may use the following delivery methods:

- 1) An improvised nuclear device (IED) is any explosive device designed to cause a nuclear yield. Either uranium or plutonium isotopes can fuel these devices, depending on the trigger. While “weapons-grade” material increases the efficiency a device, materials of less than weapons grade can still be used.
  - 2) A radiological dispersal device (RDD) is any explosive device that spreads radioactive material when detonated. A RDD includes an improvised explosive device that could be used by placing it in close proximity to radioactive material. A RDD also includes devices identified as “dirty bombs”.
  - 3) A simple RDD spreads radiological material non-explosively (for example, medical isotopes or waste).
- e. Explosives. Conventional explosive devices or improvised bombs used to cause massive local destruction or to disperse chemical, biological, or radiological agents. Improvised explosive devices are categorized as explosive or incendiary -using high or low filler explosive materials to explode and/or cause fires. Bombs and firebombs are inexpensive and easily constructed. They are not technologically sophisticated. Of all weapons, these are the easiest to obtain and use. The components are readily available, as are detailed instructions for constructing these devices. They are the likeliest terrorist weapons.
- f. Cyber Terrorism. “Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation’s critical infrastructures ... in order to intimidate or coerce a government or civilian population ... in furtherance of political or social objectives.”
3. Homeland Security Regional Response System includes a response network developed regionally.

Several of the regions include hazardous materials response teams with enhanced capabilities for response to WMD incidents, including incidents involving nuclear or radiological materials, and biological and chemical agents. The following provides a general overview of their locations, number of teams and capabilities:

- a. There is currently a Homeland Security Regional Response System located throughout the State of Missouri. (See Appendix 2 to annex N)
- b. Many of the existing teams are continuing to develop their heavy and light search and rescue capabilities, acquire latest technology detection equipment, expand decontamination capability and address logistical support requirements.
- c. For all terrorist response operations, the Unified Command System will be used for Direction and Control.

4. Request for Homeland Security Regional Response System (HSRRS):

- a. In order to deal with a terrorist event, a network of resources must already be in place (personnel, equipment and supplies). The current situation will determine the type of resources needed and techniques to be employed.
- b. These teams will be mobilized and deployed by the Division of Fire Safety through Statewide Fire Mutual Aid to support local jurisdiction response and recovery operations.
- c. Local jurisdictions must request support from the Division of Fire Safety. Call (573) 690-3782 or their regional Statewide Fire Mutual Aid coordinator.
- d. If a terrorist attack should occur in **Lafayette** County, which does not have a Homeland Security Regional Response System (HSRRS) and will require support in responding to the terrorist incident, it is the local jurisdiction's responsibility to contact the Division of Fire Safety and request support.

B. Assumptions

1. **Lafayette** County recognizes the responsibility for public health and safety, and the need of a plan to set forth guidelines to deal with terrorism, and the need to exercise the procedures, policies, and guidelines set forth in this Annex.
2. Proper implementation of this Annex can reduce the effects a Terrorist attack and limit related exposure to the public.
3. No single agency at the Local, State, or Federal level possesses the authority and/or the expertise to act unilaterally on the many difficult issues that may arise in response to a threat or act of terrorism, particularly if WMD is involved.
4. Should a terrorist incident be identified, **Lafayette** County could be acting alone pending mobilization and deployment of other local, State and Federal assets.
5. An act of terrorism involving WMD in **Lafayette** County, could immediately overwhelm the local response capabilities.
6. Counter terrorism efforts including intelligence gathering and appropriate response training may reduce some incident potential, but incidents can occur with little or no warning.
7. If appropriate personal protective equipment (PPE) is not readily available, entry into the contaminated area (hot zone) may be delayed until the arrival of trained and equipped emergency response personnel. Responders must also be

aware of secondary devices targeting first responders.

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

#### **A. General**

Upon authorization by the Division of Fire Safety, the Homeland Security Regional Response System (HSRRS) will be able to respond to any terrorism incident that will occur in their region.

#### **B. Primary Objectives in Response to a Terrorist Act:**

1. Protect the lives and safety of the citizens and first responders.
2. Isolate, contain, and/or limit the spread of any cyber, nuclear, biological, chemical, incendiary, or explosive device.
3. Identify the type of agent or devices used.
4. Identify and establish control zones for suspected agent used.
5. Identify appropriate decontamination procedure and/or treatment.
6. Ensure that responders have appropriate equipment and personal protective equipment (PPE).
7. Notify emergency personnel, including medical facilities of the danger and anticipated casualties.
8. Notify appropriate state and Federal agencies.
9. Provide accurate and timely public information.
10. Preserve as much evidence as possible to aid investigations.
11. Protect critical infrastructure.

#### **C. Operational Time Frames**

1. Mitigation
  - a. Develop a method for processing information.

- b. Analyze potential threats, targets, and potential hazards for the jurisdiction. Disseminate on a need to know basis when appropriate.
  - c. Identify facilities, agencies, personnel, and resources necessary to support a terrorist incident response.
  - d. Whenever possible, training exercises conducted by local jurisdictions should include terrorism (WMD) and the use of the HSRRS. The purpose is to provide a training opportunity, and to exercise HSRRS capabilities as required by the Office of Domestic Preparedness (ODP).
  - e. Review and become familiar with the SEOP.
2. Preparedness: **Lafayette** County will take the appropriate security measures. See Appendix 2 of this Annex for Federal and State Homeland Security Advisory System threat guidelines.
- a. Develop and review Plans and SOG's for response to a terrorist incident. Open and prepare the EOC for possible full activation.
  - b. Advise key personnel of the potential risk.
  - c. Make recommendation as to a possible course of action.
  - d. Maintain increased readiness status until the situation escalates or the decision to discontinue operations is given. Train personnel and maintain inventory of equipment and supplies.
3. Response
- a. Any individual who receives notification of a terrorist incident or who is responsible for making notifications must assure that every effort is made to contact primary and support personnel as identified in the Basic Plan and to immediately notify SEMA.
  - b. Once a terrorism incident is suspected, local law enforcement will report and request assistance from the state using existing operating guidelines and/or procedures.
  - c. Each Emergency Response agency shall send a representative to the EOC and may be required to provide a representative to the on-scene Unified Command.
  - d. Local government departments will provide assistance to the EOC as dictated by the current situation.

- e. Designated local jurisdiction Public Information Officer (PIO) will coordinate all public information releases. (See Annex C)

#### 4. Recovery

- a. Determine the extent of damages, prepare a damage assessment report and request assistance.
- b. Test, check, and exercise equipment to identify its serviceability.
- c. Restore essential public services to critical facilities.
- d. Inventory and replace supplies as necessary.
- e. Restore all public service to the general population.

Note: Team leaders/Team technicians will contact local jurisdictions to determine specific recovery action items that are specific the jurisdiction.

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

Note: Team leaders/Team Technicians will check with each jurisdiction to determine their terrorism responses. If they prefer to use the standard functional guidelines for all hazards, a brief statement will be placed here. If not, the following organization is proposed for their review and editing.

#### A. Organization

A response organization for a terrorism incident will be under the Direction and Control of the Presiding Commissioner. The coordinated response will be conducted from the EOC. The primary responders for terrorism are normally local law enforcement, fire, and County Health and Medical personnel. All other departments are considered to be support. Each jurisdiction should prepare an SOG and functional check list for response to a terrorism incident as defined in the Basic Plan (P&S Chart). All participating agencies must comply with training requirements set-forth by SEMA. In addition, an up-to-date list of emergency response personnel will be maintained and available. The following provides a breakdown by functional areas:



## B. Assignment of Responsibilities

1. EOC Function: (See Basic Plan and appropriate Annex's for additional Information.)
  - a. The Federal Government is responsible to determine the Nations threat level. See Appendix 1 to Annex N for HOMELAND SECURITY TERRORIST WARNING SYSTEM CHART. However, it is up to the local jurisdiction to determine their appropriate threat level based upon their current situation.
  - b. If notification of a terrorist incident is received, the Emergency Management Director/Coordinator will immediately contact the Chief elected official and primary and support agencies as identified in the Primary & Support Responsibility Charts.
  - c. If notification of an incident is received by other than the Emergency Management Office, the individual receiving the notification will contact the Emergency Management Office and/or the Chief elected official immediately.
  - d. The Emergency Management Office is responsible to contact SEMA Staff Duty Officer and inform them of their current situation and threat. Other local departments will follow their respective SOG's for notifications.
  - e. Activate the EOC at either the primary or alternate location. The EOC serves as the clearinghouse for local jurisdiction to collect, discuss, and disseminate information in regard to a particular event occurring within their jurisdiction. The EOC is responsible to maintain contact with appropriate State and Federal Agencies throughout the incident period.
  - f. Review EOP and determine if pre-designated staging areas, mobilizations and reception centers are far enough away from the actual scene so that safety is guaranteed.
  - g. If necessary, a Joint Operation Center (JOC) will be established by the Lead Federal Agency (LFA) and will be under the operational control of the Federal on Scene Commander (OSC). The JOC is the focal point and is responsible for coordinating requests from the State. The on Scene Commander may request that a representative from the impacted jurisdiction be assigned to the JOC.
2. Emergency Management:
  - a. Direction and Control will originate from the EOC.

- b. Ensure the alternate EOCs are ready in the event that the primary EOC is not available.
  - c. The EOC will be staffed in accordance with the Basic Plan.
  - d. Coordinate with SEMA and other Federal, State or Local Agency's EOCs as necessary.
  - e. Prepare and distribute Situations Reports (SITREPS).
  - f. Coordinate response and recovery operations.
  - g. Identify and coordinate resource requirements.
3. Local Law Enforcement:
- a. Manage the incident scene. Set-up Incident Management System (IMS) to manage/coordinate with other departments and agencies using the Unified Command System.
  - b. Respond to requests for support/assistance from other departments; local, state, and federal.
  - c. Provide security, maintain order, prevent unauthorized entry, control and re-route traffic and maintain open access/egress for authorized vehicles into the terrorist incident scene.
  - d. Assist in evacuation/in place protection notification of the affected area as requested by the EOC or the on scene incident commander.
  - e. Develop and maintain Standard Operating Guides (SOGs) of duties, roles and responsibilities for any terrorism incidents involving Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE).
  - f. Ensure Scene Security and evidence preservation pending arrival of the FBI, and assist the FBI and other investigative authorities in determining responsibility.
  - g. Establish access control into and out of crime scene.
  - h. Provide security for Command Post and EOC.
  - i. Manage crowd control when necessary.

4. Fire Department

- a. Respond to all reports of terrorist incidents to determine the nature and scope of the incident.
- b. Provide a representative to the EOC and coordinate with **Lafayette** County law enforcement and other agencies for support and resource requirements.
- c. Establish site security areas and hazard exclusion zones in accordance with established procedures and guidelines.
- d. Determine the nature of the incident.
- e. Provide information on hazardous material/evaluation and environmental damage assessment.
- f. Develop and maintain internal guidelines to identify specific roles and responsibilities of fire service personnel in each of the major terrorism incidents involving CBRNE.
- g. Keep the EOC informed.

5. Health Department

- a. Provide personnel safety information to the EOC.
- b. Provide an environmental analysis, with help from the MO Dept. of Health and Senior Services and the Centers for Disease Control and Prevention. Coordinate with County Health Director on all health issues. The County Health Director is responsible to determine the health risk, and recommend epidemiological and toxicological solutions to deal with public health issues involved in a terrorist incident. (See Annex M)
- c. Monitor response personnel and general public exposure to chemical, biological, and radiological agents.
- d. Monitor and track potential victims.
- e. Provide information regarding exposure and treatment to potential victims and workers.
- f. The County Health and Medical Director or a designated representative will assist the PIO on Health and Medical issues and in broadcasts concerning public and individual health issues.
- g. Keep the EOC informed.

6. Public Works

- a. Respond to emergency requests from the EOC by providing resources, i.e. trucks, earth moving equipment and other needed assets/materials along with operators to reduce hazards, minimizing secondary damage.
- b. Provide barricades to assist in evacuation and/or scene security.
- c. Assist in providing temporary storage of equipment and materials until appropriate locations can be located.
- d. Coordinate with the EOC and the on scene commander to insure the area is safe to enter. Do not enter any area if it has not cleared and declared safe for reentry.

7. Emergency Medical Services

The Chief of Emergency Medical Service (EMS) is primarily responsible for directing the medical response and on scene operation within the impacted area. The EMS is responsible for identifying and anticipating resource requirements and allocates resources accordingly. EMS coordinates mutual aid in conjunction with the County Health Officer.

8. Public Information Officer (PIO)

Note: Team Leader/Team Technician: For information on this topic, see Annex C of this plan.

C. All departments, agencies, and individuals support the Direction and Control function as follows:

1. Initial response operations are the responsibility of the local jurisdiction. The FBI is the Lead Federal Agency for all terrorist attacks and will establish a JOC for Direction and Control if one is needed. The MSHP has primary responsibility for coordinating the state level response.
2. Local Public Information Operations will be coordinated from the EOC.  
Note: FEMA/FBI may establish a Joint Information Center (JIC).
3. Response and Recovery operations are the responsibility of the local jurisdiction. When making a formal request to SEMA for assistance, the local jurisdiction must have exhausted its capabilities and resources.

**V. CONTINUITY OF GOVERNMENT**

A. Line of Succession for Terrorism

1. The line of succession for the Presiding Commissioner of **Lafayette** County is

through the District Commissioners, in order of their seniority.

2. All local departments listed above are required to maintain a line of succession of at least three persons. See Basic Plan or appropriate annex for names and/or positions.

## **VI. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. To implement Annex N, an incident must be designated a suspected or actual terrorist threat or incident by the Chief elected official.
2. Procedure for dealing with expenses incurred and liability for actions and injuries are outlined in local ordinances, mutual aid agreements and this plan.
3. A post-incident report and critique shall be the responsibility of the lead agencies with input from all involved agencies. This will be used for plan modifications and training exercises.

### **B. Logistics**

1. On Hand stockpiles of Critical Essential materials and supplies should be inventoried and updated annually to ensure its operational readiness or serviceability.
2. Emergency purchasing authority may be authorized by the chief elected official if a terrorist incident has occurred.
3. The cleanup, removal and disposal of contaminated materials will be handled with the same care that was used during the incident. The MO Department of Natural Resources and the US Environmental Protection Agency may provide assistance in removal, disposal oversight, technical considerations and funding.

## **Appendices**

Appendix 1 - Homeland Security Advisory System

Appendix 2 - Homeland Security Regional Response System Overview

## Appendix 1 to Annex N

### HOMELAND SECURITY ADVISORY SYSTEM

Because of the potential for future terrorist-related incidents, a national security alert system was developed to disseminate information regarding the risk of terrorist acts to federal, state, and local governments and to the American people. This system, known as the Homeland Security Advisory System (HSAS), is based on five color-coded threat conditions, which are summarized in the bellow table.

#### HOMELAND SECURITY ADVISORY SYSTEM COLOR CODES

<b>RED:</b> Signifies <i>severe risk</i> of attack and may require the pre-positioning of especially trained teams, closing public and government facilities and monitoring transportation systems.
<b>ORANGE:</b> Signifies a <i>high risk</i> of attack, meaning the government should coordinate necessary security efforts with armed forces or law enforcement agencies and take additional precautions at public events.
<b>YELLOW:</b> Signifies an <i>elevated condition</i> meaning there is a significant risk of attack. Increased surveillance of critical locations and implementing some emergency response plans are called for
<b>BLUE:</b> Signifies a <i>general risk</i> , and agencies are asked to review and update emergency response procedures
<b>GREEN:</b> Signifies a <i>low risk</i> of terrorist attack.

NOTE: The Chief elected official will determine the appropriate Threat Level based on the current situation and recommendations from SEMA.

## Appendix 1 to Annex N

### HOMELAND SECURITY RESPONSE TEAMS

#### Resources

Troop A -  
Kansas City  
Clay Co./Northland Fire  
Chiefs Assoc. (NFC A)  
Lee's Summit  
Sedalia/Phelps Co.  
Tri-District FPD

Troop B -  
Kirksville  
Hannibal

Troop C -  
St. Charles/Warren Co.  
St. Louis County  
St. Louis City  
Jefferson Co.  
Franklin Co.

Troop D -  
Springfield  
Logan-Rogersville  
Joplin  
Nevada  
Taney Co./Branson  
City of Neosho

Troop E -  
City of Jackson/SEMO HazMat Team  
Ozark Regional HazMat/WMD Team  
City of Kennett

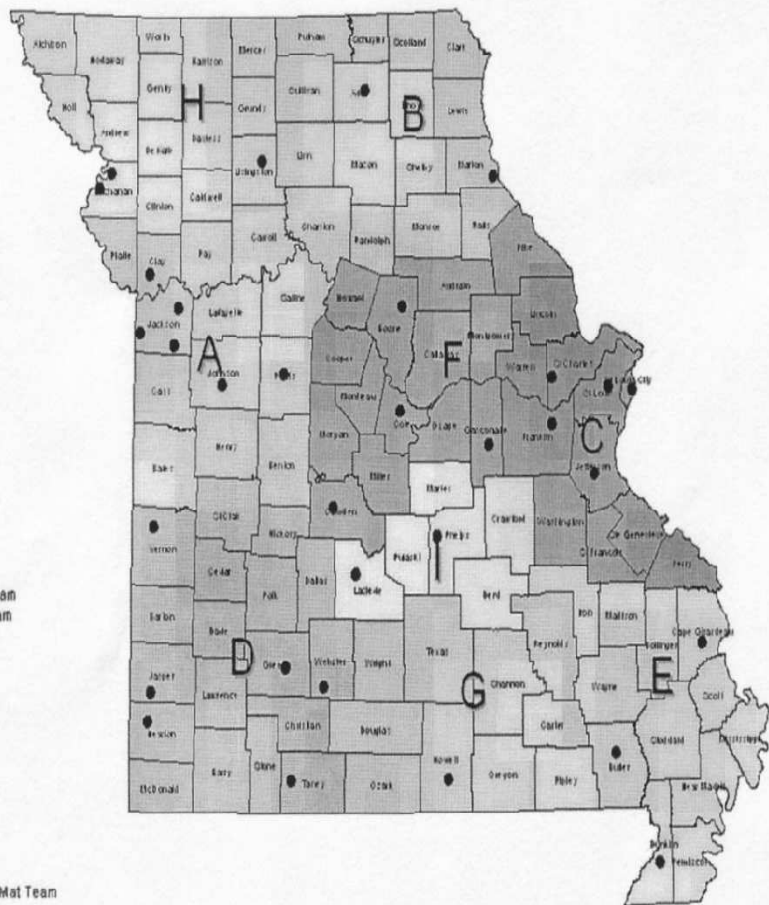
Troop F -  
Columbia/Boone Co.  
Camden Co. HazMat Team  
Cole Co. HazMat Team  
Gasconade County

Troop G -  
West Plains

Troop H -  
Buchanan Co./Northwest Mo. HazMat Team  
St. Joseph  
Chillicothe

Troop I -  
Rolla/Phelps Co.  
City of Lebanon

### HazMat Teams (Enhanced WMD HazMat Teams)



● Homeland Security Response Systems



## **Appendix 2 to Annex N**

### **Homeland Security Regional Response System Overview**

In the late 1990s, the State Emergency Management Agency began to serve as a conduit for federal and state grant money that was provided to local jurisdictions in Missouri to both build basic haz-mat response capability, as well as enhance already existing haz-mat response capability. Some of this money was used to provide training for participants in the program, in addition to buying equipment. Participants were involved in the State Fire Mutual Aid system recognized by the State Fire Marshal's Office. However, there was little consistency between participants in expectations or commitment to the program.

After the terrorist attack and anthrax letters in the fall of 2001, and the advent of Homeland Security grant funding, additional money was made available to the participants involved in the haz-mat program to focus on the terrorist threat. Existing participants were rolled into a Homeland Security Response Team (HSRT) program. Additional haz-mat teams were brought into the program, and other emergency response capability such as SWAT and EMS were combined together to constitute 28 individual HSRT "Teams" throughout Missouri. However, there was no consistency from team to team as to size, types of emergency response disciplines involved, or under what circumstances they would respond outside of their own jurisdiction.

In some but not all instances, MOUs were entered into between the state of Missouri and the local jurisdictions who were participating in the HSRT program. However, there was no consistency in these MOUs from team to team. Some HSRT teams with lesser capabilities were designated as "forward teams" and received less funding than other teams, but there was no well thought out plan or strategy on deployment of the teams, under what authority they would be deployed, etc. There was no ability to ask for or deploy only the SWAT or haz-mat component of the team if that is all that was needed.

To date, over 30 million dollars of federal Homeland Security grant money has been spent on the HSRT program in Missouri. The federal Department of Homeland Security recognized the lack of consistency and sustainability in Missouri's CBRNE/WMD initiative and when they awarded the FY-2006 Homeland Security grants, prohibited Missouri from spending any more money on this program until the program justification was re-designed and rewritten to truly reflect a sustainable, consistent, multi-hazard response capability.

In December 2005, with the oversight of the Governor's Homeland Security Advisory Council (HSAC) on the HSRT program, the Council decided that this program needed to evolve into a true regionally focused multi-hazard "CBRNE/WMD" response network or system that was scalable as the need dictated. The Homeland Security Coordinator and the Executive Director of the Missouri Emergency Response Commission were directed by the Advisory Council to become involved in the HSRT program and develop it into a regionally focused system of local resource that could receive homeland security grant funding and other state support. This was the start of the Homeland Security Regional Response System concept.

As a result of the HSAC mandates, an Executive Steering Committee for the Homeland Security Regional Response System was formed. The goal of the Executive Steering Committee was to help obtain regional and local input on moving from 28 multi-discipline teams to a concept of having a network or system in each homeland security region that can bring together individual disciplines as need to respond to CBRNE/WMD incidents. The primary members of the Committee are generally comprised of the Homeland Security Response Team representatives who are already on the nine (9) Homeland Security Regional Oversight Committees (RHSOC), as well as representatives from each of the two Urban Area Security Initiative areas of Kansas City and St. Louis. In several instances, the Executive Steering Committee members are not the RHSOC representatives, but have been elected by the consensus by the members of a working group in their region.

The Executive Steering Committee's mission is to provide operational and tactical guidance for the Homeland Security Regional Response System (HSRRS) program. Under the HSRRS, the funding for the program in each region is tied to a "threat matrix". This threat matrix is based on population, number of counties, and number of critical infrastructure and key assets as reflected in the Homeland Security Critical Infrastructure Data Base, in each region. The Governor's Homeland Security Advisory Council sets the overall funding level for this program, utilizing federal Homeland Security grant funding.

Primary and alternate representatives from each region who serve on the HSRRS Executive Steering Committee are responsible for setting up a working group within their regional to determine how that money will be spent to sustain a HSRRS program in their region. The money is administered through the State Administrative Agent, SEMA, to the individual jurisdictions through the regional working groups.

To participate in the HSRRS, a jurisdiction has to agree, in principal, that they are willing, under the existing mutual aid framework, to allow their participant disciplines such as a haz-mat team or SWAT team, to respond to CBRNE/WMD emergencies within their region, and possibly statewide, as their availability and the situation warrants. It is recognized that the state has no authority to order deployment of HSRRS participants, and any response is within the guidelines of the existing Missouri mutual aid system. Part of the grant money acceptance documentation, which each grantee must sign before they receive federal homeland security grant money, articulates this expectation.

Participation in the old HSRT program does not mandate continuing participation in this program, and the expectations or lack thereof for any individual jurisdiction under the old HSRT program does not automatically carry over into the HSRRS.

The HSRRS recognizes that individual jurisdictions in each region have basic response assets and capabilities such as haz-mat response teams, SWAT team, EMS, bomb squads, etc. The grant money provided through the HSRRS is not designed to sustain these basic core capabilities, nor establish new basic core capabilities in jurisdictions that do not already have them. The HS grant money from this program is meant to

sustain CBRNE/WMD related enhanced capabilities for the above described response assets, such as the capability of a SWAT team to operate in a hazardous materials environment with level A or B or personal protection equipment (PPE), or a haz-mat team to operate at a higher “resource type” level than is expected of a basic haz-mat team. The working groups in each region are expected to collectively agree on funding priorities, the number of different disciplines involved in the program in each region, and other related matters for their regions.

## Annex O

### Catastrophic Event (Earthquake)

#### I. PURPOSE

The purpose of this annex is to provide operational concepts unique to catastrophic event planning and response, and assign responsibilities to **Lafayette County** to meet needs of local jurisdictions following a catastrophic event. It serves as a supplement to the **Lafayette County** Emergency Operations Plan (EOP) and is intended to expand the response and recovery organization for a catastrophic event and most likely an earthquake. Many of the operational concepts could be easily adapted to a large scale man-made or natural hazard.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. A catastrophic incident, as defined by the NRP, is any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic incident could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic incidents are Incidents of National Significance. These factors drive the urgency for coordinated national planning to ensure accelerated Federal/national assistance.
2. A major earthquake centered in the New Madrid seismic zone is one of the most catastrophic natural hazards facing the State of Missouri. Based on current information, earthquake experts have identified 47 Missouri Counties and the City of St. Louis as those jurisdictions most likely to be impacted by a Richter magnitude 7.6 or greater earthquake on the Modified Mercalli Scale. Additional information on Missouri's earthquake threat is provided in the **Lafayette County** Hazard Analysis and the State of Missouri Hazard Analysis.
3. The earthquake-planning scenario used to develop this annex is based on the Federal Emergency Management Agency (FEMA) Hazards United States (HAZUS) model-MH Earthquake Event Report, Southeast MO and was used to develop the loss estimation (damage estimates). The primary purpose of HAZUS is to provide a methodology and software application to develop loss estimations. Although no

loss estimation will prove completely accurate, it can provide potential damage patterns and conclusions which provide guidelines for emergency response planning.

## B. Assumptions

1. **Lafayette County** has the primary responsibility to prepare for and respond to incidents and disasters. As such, **Lafayette County** must be prepared to manage initial emergency response and recovery activities for at least the first 96 hours through internal capabilities and/or mutual aid agreements, regardless of the size and scope of the incident. State and federal government will make every effort to provide additional life safety support as quickly as possible; however, state and federal resources may not be available in the early stages of an emergency.
2. Damage to transportation (roads, bridges, rail, air, etc.), communication (phone, cell, emergency 911, public warning sirens, etc.), utility distribution systems (electric, gas, and water, etc.), pipelines, chemical and fuel storage and other infrastructure systems will isolate communities creating virtual islands within the disaster areas. Damaged transportation routes may not be functional for many weeks or months. For at least 96 hours after an earthquake, **Lafayette County** must be prepared to meet their own emergency needs.
3. A number of people will self evacuate the damaged area, if possible, while many others will stay for a variety of reasons including protecting property or caring for farm/companion animals. Evacuation, if necessary, shall be conducted in accordance with Annex J, Evacuation, of the **Lafayette County** EOP.
4. Shelters identified for use during other natural disasters may not be available in the impacted area. Temporary sheltering in campers and tents may be determined to be the safest option until buildings and residences are inspected. Prudent and safe actions must be taken into consideration when determining whether to remain in their residence or utilize temporary shelters. Sheltering may take place outside the impacted area.
5. The Governor may suspend some governmental operations in the affected tier and response tier of the state (as required) to direct maximum utilization of available resources in the initial response.
6. **Lafayette County** will use all available local resources and implement established mutual aid agreements as needed.

### III. CONCEPT OF OPERATIONS

#### A. General

##### 1. Response Concept:

- a) State of Missouri's actions in the event of a catastrophic event is based on the concept of automatic response. At a 6.5 magnitude or greater earthquake all state departments/agencies will activate their plans and take appropriate actions for an earthquake response (i.e. assessment of bridges and roads, communication infrastructure, building damage).
- b) **Lafayette County** will activate their plans and take appropriate actions for a catastrophic event (earthquake) response to include assessment of bridges and roads, communication infrastructure, building damage, immediate assessment of injuries and medical system status. Initial injury and damage assessments will be forwarded to the State Emergency Operations Center.

##### 2. Tiered Response: In order to implement a coordinated response, the state may be divided into three tiers: Affected Tier, Initial Response Tier, and Support Tier. These tiers were established to facilitate the planning process based on a New Madrid earthquake event, but can be applied to any catastrophic event. Tier assignment may change depending upon the event. Refer to Appendix 2 for response tier map.

- a) The Affected Tier consists of jurisdictions that have been identified as the most likely to be impacted by a catastrophic event. For a New Madrid earthquake with a magnitude 6.5 or greater, regions C and E have been identified as the affected tier.
- b) The Initial Response Tier consists of jurisdictions that have been identified as potential sources of immediate response assets into impacted areas. For a New Madrid earthquake with a magnitude 6.5 or greater, regions B, F, I and G have been identified as the initial response tier.
- c) The Support Tier consists of jurisdictions that have been identified as potential sources of support and replenishment of assets (i.e. sheltering, medical surge, and staging areas.) For a New Madrid earthquake with a magnitude 6.5 or greater, regions H, A and D have been identified as the support tier.

##### 3. Direction and Control:

a) State Unified Command

- 1) The Missouri State Emergency Operations Center (SEOC) serves as the State's Unified Command.
- 2) This is the state level command where direction and control will be exercised for the statewide response.

b) State Area Coordination Center

- 1) Area Coordination Centers will be established at state run facilities in regions C and E in order to facilitate the state's response and recovery efforts to region unique situations.
- 2) Once established these area coordination centers will coordinate response in their respective regions between local emergency operation centers and the state unified command.
- 3) Incident Support Teams (IST) will be deployed by the state to assist state area coordination operations. An IST is an overhead management team to facilitate the ICS organization.
- 4) Additional area coordination centers will be established as the situation warrants.

c) Local Emergency Operations Centers (Local Unified Command)

- 1) Local Unified Command is the NIMS terminology used for the Direction and Control function within the local emergency operations center.
- 2) **Lafayette County** must be prepared to manage initial emergency response and recovery activities for at least the first 96 hours through internal capabilities and/or mutual aid agreements.
- 3) **Lafayette County** will report initial damage assessments, casualty figures, and condition of critical infrastructure to the State Unified Command at the State Emergency Operations Center.
- 4) **Lafayette County** will coordinate with the State Unified Command/SEOC until otherwise directed.

4. Damage Assessment

- a) Damage assessment of **Lafayette County** will be conducted as outlined in Annex D, Damage Assessment, of the **Lafayette County** emergency operations plan.
- b) **Lafayette County** will report damage assessment information to the State Emergency Operations Center as soon as possible. Information should be passed using any available means (web based, faxed, phone, radio, etc.).
- c) One of the first priorities of damage assessment for **Lafayette County** will be inspection of local roads and bridges. (Technical assistance may be available from MODOT).

#### 5. Communications

- a) The Missouri State Highway Patrol is the lead state agency for providing initial emergency communications to and from the affected areas.
- b) Due to anticipated communications limitations, all communications should be limited to critical life safety messages.
- c) Communications assets and locations have been identified and are listed in Annex A, Direction and Control, and B, Communications & Warning, of the **Lafayette County** emergency operations plan.
- d) A NIMS compliant communications plan is attached as shown in Appendix 7, Communications Plan, to this Annex.

#### 6. Points of Distribution (PODs)

- a) PODs are temporary locations at which commodities are distributed directly to disaster victims. These may be different locations than where the commodities arrive in the jurisdictions Points of Arrival (POA).
- b) It is the responsibility of **Lafayette County** to identify locations and to operate the PODs in their jurisdiction. POD locations are listed in Appendix 4, Points of Distribution, to this Annex.

#### 7. Transportation

- a) **Lafayette County** must identify available transportation resources for the movement of personnel and/or equipment.
- b) Identify vehicles that can be used for transportation of special needs population.
- c) These resources are listed in Annex G, Resource and Supply, to the **Lafayette County** local emergency operations plan.
- d) Local transportation routes are identified in Annex J, Evacuation.

#### 8. Evacuation



- a) An Evacuation Management Team (EMT) will be established as part of the State Unified Command. The EMT is responsible for coordinating all evacuations throughout the state.
- b) **Lafayette County** will coordinate all of their evacuation operations through the Evacuation Management Team located at the SEOC.

#### 9. Mass Care and Special Needs Population

- a) Refer to Annex L, Reception and Care, of **Lafayette County** emergency operations plan.
- b) Note: This section of the local plan should address the specific needs of the local jurisdictions associated with mass care, shelters, special needs population, and pets.

#### B. Phases of Emergency Management

Refer to the general responsibilities in Appendix 2, Attachment B of the **Lafayette County** Basic Plan for agency-specific actions.

##### 1. Mitigation (Prevention)

It is recognized that you cannot prevent a catastrophic event from happening; however, there are measures that can be taken to lessen their effect. Such measures could include:

- a. Adopt seismic resistant design standards, some of which are currently being followed (i.e. bridges built since 1990).
- b. Comply with floodplain management guidelines.
- c. Adopt seismic non-structural design standards such as FEMA guides: "Avoiding Earthquake Damage: A Checklist for Homeowners"; "FEMA 74-Reducing the Risks of Non-Structural Earthquake Damage: A Practical Guide"; "FEMA 232-Homebuilders' Guide to Earthquake-Resistant Design and Construction", etc.

##### 2. Preparedness

The preparedness phase occurs prior to and in anticipation of a catastrophic event (earthquake). This phase focuses on promotion of increased public awareness of the potential emergency, preparation of necessary materials and equipment or response to the emergency, and training for emergency response personnel. Typical functions of the preparedness phase include

conducting public information programs, maintaining emergency resources inventory lists and conducting exercise and training programs.

- a. Provide training and information to mitigate the effects of a catastrophic event (earthquake).
- b. Train and equip response personnel.
- c. Identify local staging areas and fuel sources.
- d. Identify transportation resources and facilities, to include injured and special needs populations.
- e. Identify large, adequately equipped shelter facilities and transportation resources.
- f. Identify adequate locations that could serve as Points of Distribution (PODS).
- g. Promote personal preparedness i.e. Community Emergency Response Team (CERT).

### 3. Response

The response phase occurs from the onset of a catastrophic event (earthquake) and lasts until lifeline systems are at least partially restored. During this phase, functions that are critical to saving lives, to protecting people, and meeting basic human needs are performed.

In the event of an earthquake with a 6.5 magnitude or greater all departments/agencies identified in this plan will activate their plans. For other catastrophic events this plan will be activated as determined by the senior elected official.

See Appendix 3 to this Annex for the actions for each Tier Level.

### 4. Recovery

The recovery phase usually overlaps the response phase. It begins a few days after the catastrophic event (earthquake) and can last for years. During the recovery phase, the federal government provides disaster relief upon Presidential Declaration. Functions during this phase include federal relief under P.L. 93.288, as amended, for public and individual assistance, establishment of Disaster Recovery Centers, establishment of temporary housing facilities, and federal disaster loans and grants. Long-term recovery includes restoration of affected areas to their normal or to a substantially improved state.

- a. Establish liaisons and hold at a minimum, annual meetings of state and local agencies, non-governmental organizations, and volunteer

groups that would play significant roles in returning communities to livable conditions.

- b. Focus should key on returning social services, schools, environmental issues and public utilities to normal as quickly as possible.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. Organization

The organization for a catastrophic event (earthquake) will be based on the **Lafayette County** LEOP Basic Plan. All operations will be conducted under the National Incident Management System (NIMS). See Appendix 1 to this Annex.

##### B. Assignment of Responsibilities

The LEOP Basic Plan includes the Primary and Support Responsibilities Chart that shows agency assignments. Agencies and organizations with primary and/or support assignments are responsible to develop and maintain SOGs, checklists, and other supporting documents that detail how to perform their assigned tasks.

1. In accordance with RSMo, Chapter 44, the chief elected official of the **Lafayette County** is ultimately responsible for the coordination of response to a catastrophic event (earthquake).
2. Responsibilities include but are not limited to:
  - a. Activate the EOC. (Once activated, the EOC is the coordinating point for all local response and recovery activities.)
  - b. Serve as the collection point for damage assessment information.
  - c. Coordinate the provision of services, equipment, and supplies to support expedient operations associated with an earthquake disaster; for the approval and acquisition of equipment and supplies not available through normal purchasing channels and ordering time frames following an earthquake.
  - d. Identify sites for Points of Distribution (PODS).
  - e. Identify sites for Emergency Rest Area Stops.

#### V. DIRECTION AND CONTROL

Direction and control will be consistent with guidance found in Annex A, Direction and Control and Section III-3 of this Annex.

## VI. CONTINUITY OF GOVERNMENT

Continuity of government will be consistent with guidance found in **Lafayette County** Local Emergency Operations Plan (LEOP).

## VII. ADMINISTRATION AND LOGISTICS

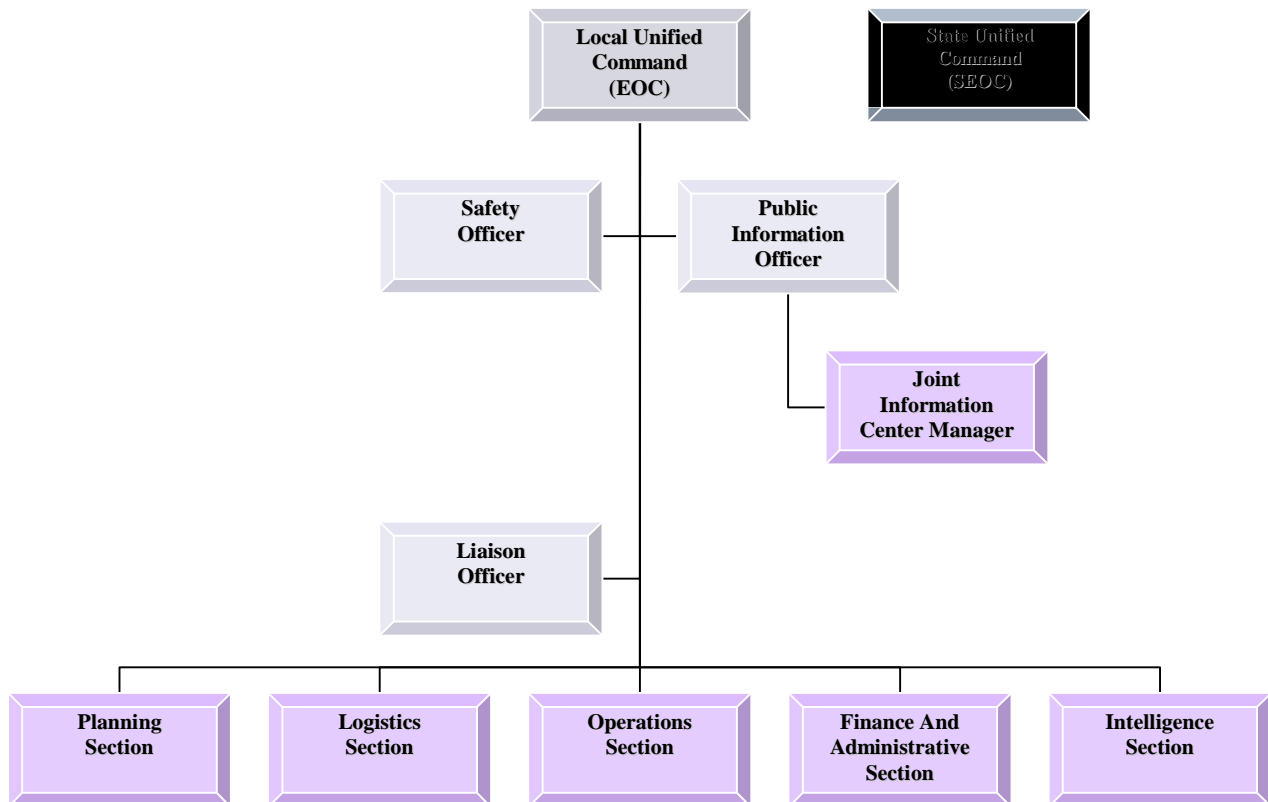
Administration and Logistics will be consistent with guidance found in **Lafayette County** Local Emergency Operations Plan (LEOP).

### APPENDICES

1. ICS Organization
2. Tier Response Map
3. Tier Response Actions
4. Points of Distribution (PODs)
5. Staging Areas
6. Command Structure – Organization Assignment List (Optional use)
7. Communications Plan (Optional use)
8. Resource Assessment
9. Local Resource Request Form
10. Emergency Rest Area Sites

*Appendix 1 to Annex O*

ICS Organization



# Response Tiers



### *Appendix 3 to Annex O*

#### Tier Response Actions

Actions following a catastrophic event (earthquake) are as follows:

##### I. Affected Tier

- a. Immediate assessment should be conducted to ascertain injuries and medical system status (i.e. functioning hospitals, clinics, ambulances)
- b. Initial injury and damage assessments will be forwarded to the State Emergency Operations Center.
- c. A coordinated response will be achieved by mobilizing resources through the local emergency operations center.
- d. Points of Distribution Sites (PODS) will be identified by local jurisdictions for the distribution of commodities to the affected population.
- e. See Appendix 5 to this annex for local staging area designations.
- f. A Local Unified Command EOC will be established. See *Appendix 6* to this Annex for organizational structure.
- g. State Area Coordination Centers will be established for Regions C and E. When the Area Coordination Centers become functional the local emergency operations organizations will coordinate response with their respective region's state area command.
- h. Any locally coordinated evacuation will be conducted in coordination with the state's Evacuation Management Team.
- i. The priority of movement is for responders into the affected area and movement of victims with life threatening conditions out of the affected area.
- j. The Local Unified Command will designate a Local Net Control Station (LNCS) to coordinate radio traffic and frequency allocation. This will be coordinated with the Regional Net Control Station (RNCS), located at a State Area Coordination Center. See Appendix 7 to this Annex for a sample communications plan form.

##### II. Initial Response Tier

- a. Immediate assessment should be conducted to ascertain available resources that could be deployed to affected regions. This information should be forwarded to the SEOC using the form shown in Appendix 8 to this Annex.
- b. Assessments should be done to determine medical surge capacity to support critical patient evacuation from the affected tier.
- c. A coordinated response will be achieved by mobilizing resources through the state emergency operations center.

- d. All activated response elements must report to assigned staging areas upon mobilization. All response to affected areas will be deployed from designated staging areas.
- e. Discipline specific staging areas will be established for initial response tier resources. See Appendix 5 to this Annex.
- f. Responders should report equipped for operation and be self-sufficient for up to 96 hours. Initial responders should be prepared for a deployment period of 14 to 28 days.
- g. The concept of operations for a voluntary evacuation of the affected tier is to move the affected population through the initial response tier to the support tier of the state.
- h. To facilitate evacuation, local jurisdictions will identify, establish, and support emergency rest area sites in coordination with the state's Evacuation Management Team. Emergency rest area sites will be designed to distribute information, emergency medical treatment, fuel, food and water to the evacuating population as they pass through to the support tier of the state. See Appendix 10 to this Annex.
- i. Response from the Initial Response Tier will be coordinated through the State Unified Command.
- j. State Area Coordination Centers will be established for Regions C and E. Responding resources from the Initial Response Tier will be assigned to a State Area Coordination Center.
- k. The State Area Coordination Centers will assign missions to their respective responding resources.
- l. The priority of movement is for responders into the affected tier and movement of victims with life threatening conditions out of the affected tier.

### III. Support Tier

- a. Immediate assessment should be conducted to ascertain resources that could be used to support mass care of the evacuated population from the affected tier. This information should be forwarded to the State Emergency Operations Center using the form shown in Appendix 8 of this Annex.
- b. Assessments should be done to determine medical surge capacity to support critical patient evacuation from the affected tier.
- c. Assessments should be conducted to prepare for mass care of the evacuated population and special needs population.
- d. Mass care and support of deployed resources are the primary function for the support tier.
- e. Response enhancement and replenishment will be drawn from the support tier.
- f. Support Tier jurisdictions will activate sites to support mass care of the evacuated population.

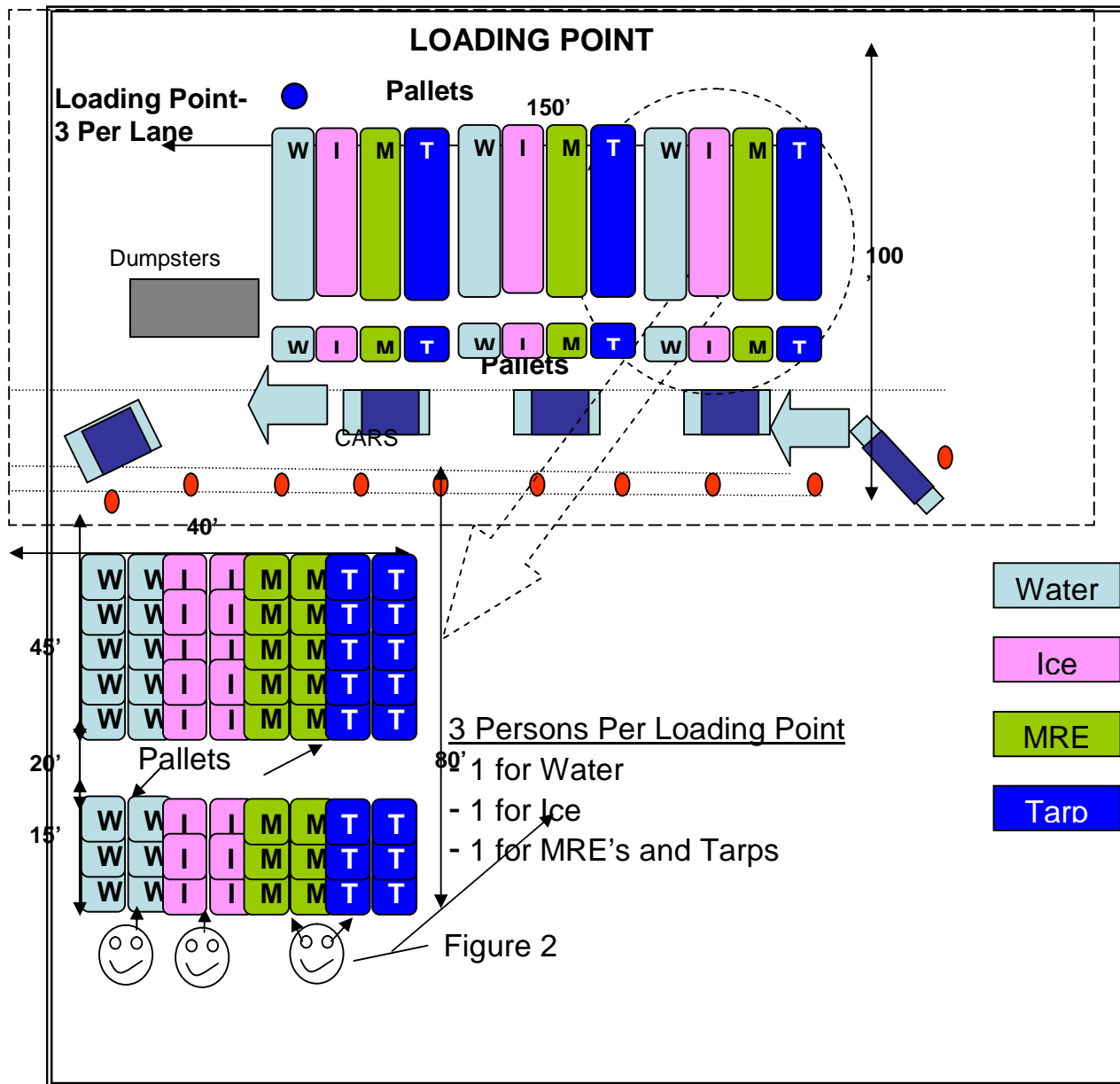


- g. Any Response from the Support Tier to the Affected Tier will be coordinated through the State Unified Command.
- h. State Area Coordination Centers will be established for Regions C and E. Responding resources from the Support Tier will be assigned to a State Area Coordination Center.
- i. The State Area Coordination Centers will assign missions to their respective responding resources.
- j. Any evacuation will be conducted in coordination with the state's Evacuation Management Team.

*Appendix 4 to Annex O*

*Points of Distribution  
(POD)*

- **The critical planning factor for ordering commodities is “distribution” capability, not people without power.**
- **Distribution planning must be a priority with local governments for the commodities mission to be successful.**
- **All levels of government must understand the distribution point concept.**
- A distribution point (DP) with one supply lane can serve 1,660 cars or 5000 people in one day, (Type III Distribution Point).
- A Type II Distribution Point has two lanes
- A Type I Distribution Point has four lanes



Part II Identify locations

(Lafayette County)

- 1.
- 2.
- 3.
- 4.

*Appendix 5 to Annex O*  
Local Staging Areas

**Law Enforcement Staging Areas:**

**Alternate Law Enforcement Staging Areas:**

**Fire Staging Areas:**

**Alternate Fire Staging Areas:**

**EMS Staging Areas:**

**Alternate EMS Staging Areas:**

**Public Works Staging Areas:**

**Alternate Public Works Staging Areas:**

**Other Staging Areas as needed:**

- **Volunteers**
- **Health and Medical**

## Appendix 6 to Annex O

### Command Structure

ORGANIZATION ASSIGNMENT LIST		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
POSITION	NAME	4. OPERATIONAL PERIOD (DATE/TIME)		
5. INCIDENT COMMANDER AND STAFF		9. OPERATIONS SECTION		
INCIDENT COMMANDER		CHIEF		
DEPUTY		DEPUTY		
SAFETY OFFICER		a. BRANCH I- DIVISION/GROUPS		
INFORMATION OFFICER		BRANCH DIRECTOR		
LIAISON OFFICER		DEPUTY		
6. AGENCY REPRESENTATIVES		DIVISION/GROUP		
AGENCY	NAME	DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
		b. BRANCH II- DIVISION/GROUPS		
		BRANCH DIRECTOR		
		DEPUTY		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
7. PLANNING SECTION		c. BRANCH III- DIVISION/GROUPS		
CHIEF		BRANCH DIRECTOR		
DEPUTY		DEPUTY		
RESOURCES UNIT		DIVISION/GROUP		
SITUATION UNIT		DIVISION/GROUP		
DOCUMENTATION UNIT		DIVISION/GROUP		
DEMOBILIZATION UNIT		DIVISION/GROUP		
TECHNICAL SPECIALISTS		DIVISION/GROUP		
		d. AIR OPERATIONS BRANCH		
		AIR OPERATIONS BR. DIR.		
		AIR TACTICAL GROUP SUP.		
		AIR SUPPORT GROUP SUP.		
		HELICOPTER COORDINATOR		
		AIR TANKER/FIXED WING CRD.		
8. LOGISTICS SECTION		10. FINANCE/ADMINISTRATION SECTION		
CHIEF		CHIEF		
DEPUTY		DEPUTY		
a. SUPPORT BRANCH		TIME UNIT		
DIRECTOR		PROCUREMENT UNIT		
SUPPLY UNIT		COMPENSATION/CLAIMS UNIT		
FACILITIES UNIT		COST UNIT		
GROUND SUPPORT UNIT				
b. SERVICE BRANCH				
DIRECTOR				
COMMUNICATIONS UNIT				
MEDICAL UNIT				
FOOD UNIT				
PREPARED BY (RESOURCES UNIT)				

203 ICS (1/99)

NEES 132

*Appendix 7 to Annex O*

<b>INCIDENT RADIO COMMUNICATIONS PLAN</b>		1. Incident Name		2. Date/Time Prepared		3. Operational Period Date/Time	
		4. Basic Radio Channel Utilization					
Radio Type	Channel	Function	Frequency/Tone	Discipline Assignment	Remarks		
5. Prepared by (Communications Unit)							

*Appendix 8 to Annex O*

[illegible]

*Appendix 9 to Annex O*  
Resource Request Form  
**LOCAL GOVERNMENT  
RESOURCE REQUEST**

<b>Priority:</b>	Black-Flash	Red-High	Yellow-Medium	Green-Low
<b>*Status:</b>	Red-Action Required	Orange-Enroute	Yellow-On- Scene	
	Green-Released	Blue-Closed	Approval Pending	
Request is made for (Circle One)      Donation      Acquisition      Donation or Acquisition				
<p>If request can only be satisfied by acquisition, Approving Authority agrees to pay for the item(s), (or the non-federal share). Approving Authority assumes full responsibility and liability for the items or services received, will control and safeguard any non-expendable loaned items/equipment that must be returned and agrees to assist in the recovery/redeployment of such items as soon as practical when the items are no longer needed at the disaster location.</p>				
<b>Approved By:</b> (Approving Authority)	Printed Name	Title	Signature	
<b>*Request Number:</b>				
<b>Supplemental Number:</b>				
<b>WHO IS MAKING THE REQUEST?</b>				
<b>Requesting Organization:</b>				
<b>*Requestor's Contact Info:</b>	Name:  Title:  Phone:  Office Cell:  Personal Cell:  Fax:		Pager:  Frequency:  Talk Group:  Call Sign:  Other:	
<b>Related Event/ Incident/Activity:</b>				
Display All resource requests related to:				
<b>WHAT IS BEING REQUESTED?</b>				
<b>*Resource Type/Kind:</b>				
<b>*Quantity:</b>				
<b>Qty Unit Of Measure:</b>				
<b>When Needed:</b>				
<b>Mission:</b>				

<b>Release Date:</b>			
<b>Resource must come with:</b>	<input type="checkbox"/> Fuel <input type="checkbox"/> Meals <input type="checkbox"/> Operator(s) <input type="checkbox"/> Water <input type="checkbox"/> Maint <input type="checkbox"/> Lodging <input type="checkbox"/> Power		
<b>Other Comments:</b>			

DELIVER THIS RESOURCE TO:			
<b>Site Name</b> <a href="#">Select</a> <a href="#">Clear</a>		<b>Site Type</b> <a href="#">Select</a> <a href="#">Clear</a>	
<b>Street Address</b>		<b>Apt or Lot No.</b>	
<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>County</b>	<a href="#">Select</a> <a href="#">Clear</a>		
<b>Intersection - Street 1</b>		<b>Intersection - Street 2</b>	
<b>Country</b>	<a href="#">Select</a> <a href="#">Clear</a>		<b>Geographic Area</b> <a href="#">Select</a>
United States		(Region, District, Campus, etc).	
<b>Additional Location Information</b>			
GEO LOCATION & MAPPING			
<b>Geo Locate:</b> <a href="#">by Lat &amp; Long</a> <a href="#">by Map</a>	<a href="#">by Address</a>	<a href="#">by Intersection</a>	<a href="#">Clear Latitude/Longitude Information</a>
<b>Show on Map?</b> Yes      No	<b>Geo Located By</b>	<b>Latitude</b>	<b>Longitude</b>



<b>Contact on scene:</b> (Name, Phone, etc.)	Name: Title: Phone: Office Cell: Personal Cell: Fax:	Pager: Frequency: Talk Group: Call Sign: Other:
---	---	---

<b>SPECIAL INSTRUCTIONS (E.G. SAFETY MESSAGE, INGRESS/EGRESS ROUTES, ETC.)</b>	
--	--

<b>Special Instructions:</b>	
------------------------------	--

Copyright 1999-2006 by NC4 Public Sector. All Rights Reserved

Appendix 10  
Emergency Rest Area Sites

(Enter the jurisdictions name here)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

## **Annex P**

### **Agro Terrorism/ Animal Emergency**

#### **I. PURPOSE**

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

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

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

1. There are approximately 4.5 million head of cattle, 3 million head of swine, 25.5 million turkeys, 200,000 horses, a very large egg and brooder business and numerous other domestic and wild animals within Missouri. Missouri also raises approximately 283.5 million bushels of corn, 34.2 million bushels of wheat, 170 million bushels of soybeans, one million pounds of rice and several other grains key to the economic strength of the state. In recent years, several serious FAD/AD 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. Lafayette County accounts for approx. less than 1% of cattle and row crop production in the state of Missouri.
  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 veterinarians employed by the State Veterinarian. Response measures are greatly influenced by the infectivity of the
- Lafayette County EOP

JUNE 2008

disease, its characteristics of transmission and the actions necessary to contain it. Response functions may be initiated in the event of an introduction of a highly infectious animal disease, foreign animal disease, emerging animal disease, or any other animal disease that meets one or more of the following criteria:

- a. It is one of the International Animal Health Code “List A” diseases, as designated by the *Office International des Epizooties (OIE)* which includes the following diseases:
  - Foot and mouth disease
  - Swine vesicular disease
  - Peste des petits ruminants
  - Lumpy skin disease
  - Bluetongue
  - African horse sickness
  - Classical swine fever
  - Newcastle disease
  - Vesicular stomatitis
  - Rinderpest
  - Contagious bovine pleuropneumonia
  - Rift Valley fever
  - Sheep pox and goat pox
  - African swine fever
  - Highly pathogenic avian influenza
- 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. A separate tri-state plan with MO, OK and AR participating called, “Emergency Poultry Disease (EPD) Management Plan, October 1, 2003” is available to address specific diseases that affect birds.

#### B. Assumptions:

1. The identification of a FAD/AD outbreak anywhere in Missouri would affect Lafayette County. This could result in the creation and enforcement of movement controls of people, livestock, agricultural products and other property.
2. It is likely that livestock producers will be the first to notice unusual behavior or symptoms in their animals.
3. Private veterinary practitioners will likely be the first responders to any FAD outbreak. A local veterinarian is required to immediately notify the State Veterinarian or Area Veterinarian in Charge (AVIC) of suspected FAD/AD.
4. The potential exists in Missouri for FAD/AD outbreak due to agro-terrorism.
5. Suspected or positive detection of a FAD/AD in your jurisdiction will prompt State and/or federal officials to employ additional precautions to prevent or mitigate the possibility of spreading the disease.
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. Immediate quarantine areas may be required where suspected or confirmed cases may have originated, inside of which increased bio-security measures can be implemented. The zone establishment may require the development of cleaning and disinfecting procedures and additional record keeping by producers and/or veterinarians.
9. Facilities and transport vehicles suspected of being contaminated will need to be cleaned and disinfected.
10. The Chief Elected Official (CEO) of Lafayette County may issue an emergency proclamation or disaster declaration. The National Incident Management System (NIMS) should be used to establish the organizational structure.
11. The County Emergency Operations Center (EOC) may be activated to manage the emergency.
12. Any disaster may potentially have adverse effects on the jurisdictions animal population or the public health and welfare.
13. Expedient animal shelters may need to be established and staffed for extended periods in a disaster. This would be particularly true for transient livestock passing through the area if a stop movement order was issued.
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. People with companion animals frequently will choose **not** to evacuate rather than leave animals (livestock or pets) behind.
17. State or Federal assistance to deal with an FAD/AD may not be available for several hours or days. Local resources must be utilized before requesting outside assistance.

### **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.

#### **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 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.
2. Request state and federal assistance through SEMA, if local resources are overwhelmed as with any other emergency.

#### D. RECOVERY

1. The State Veterinarian or the AVIC will lift quarantines that were put in place during the FAD/AD outbreak when appropriate epidemiologic data is present.
2. Augment veterinary medical services to expedite rapid recovery by contacting the Missouri Veterinary Medical Association (MVMA).

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

#### A. Organization

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

MDA and/or the AVIC. This will trigger an FAD/AD investigation by a Foreign Animal Disease Diagnostician (FADD). The FADD will determine the need for a quarantine order based upon the suspected case. Based on sample analysis, the FADD will notify the State Veterinarian of the diagnosis. If necessary, the State Veterinarian will request state EOC activation through proper channels.

## B. Responsibilities

### 1. The County Emergency Manager (in coordination with the CAEC, if appointed) will:

- a. Determine which county and local agencies/departments/organizations have responsibilities in an animal emergency for support functions of MDA/USDA.
- b. 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.
- c. Act as advisor to local veterinarians, regulatory veterinarians, humane organizations, farm service agency, and others on emergency preparedness issues for the county.
- d. 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.
- e. 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 State Veterinarian in a timely manner; consulting with emergency response officials on animal issues during a disaster or emergency operation).
- f. Coordinate with the State agricultural and state environmental officials to determine the best methods for disposal of dead animals.
- g. 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 Veterinary Medical Associations, 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:

Missouri Department of Agriculture employs 10 district veterinarians. 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.

- a. 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 State Veterinarian will determine this.



- b. 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 State Veterinarian's specifications. A minimum perimeter will be designated.
  - After consultation with the State Veterinarian 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.
- 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 there emergency role is completed.

6. Local Department of Transportation and Department of Natural Resources Personnel:

- a. Coordinate resources and serve as liaisons to the SEOC and coordinate local resources available to respond to an incident.
- b. Perimeter rerouting & logistic support.
- c. Support disposal site selection and disposal resources.

7. Health Department/s and Human Services:

Depending on the disease characteristics, if the disease causes illness in humans, public health will be involved in impact assessments on local citizens and suggestions of protective actions.

- a. Coordinate and provide mental health services for livestock producers, their families, response staff and those affected by the outbreak. Public health officials should have a plan in place to coordinate providing mental health services to producers, families, and others affected by the disease outbreak.
- b. Assist with community outreach and education - Public health officials should have a system in place, or be incorporated into existing Emergency Public Information plans, for dissemination of information to the community regarding the human health risks associated with the particular disease. Only the Missouri Department of Health and Senior Services (DHSS) will release statements regarding human health.
- c. DHSS liaison and coordination

8. Chief Elected Official:

- a. Declare a state of emergency and activate the County EOC, if warranted.
- b. Appoint or activate the PIO. The County PIO will refer all inquiries to the MDA PIO for response to Animal Disease issues and to DHSS for human public health issues.

## **V. ADMINISTRATION AND LOGISTICS**

### **A. ADMINISTRATION**

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

### **B. LOGISTICS**

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

### **C. PUBLIC INFORMATION**

The PIO will follow procedures established in Annex C of this Plan to:

- 1. Ensure prior coordination with representatives of MDA, DHSS and the chief elected official.
- 2. Ensure the media receives information on how to contact the PIO at MDA, 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**

##### **County Emergency Management Director**

- \_\_\_\_\_ Develop and maintain contact list of those willing to care for animals in an emergency
- \_\_\_\_\_ Conduct at least one training program annually for county animal emergency coordinators and other interested parties. Use the ICS/NIMS to conduct the exercise
- \_\_\_\_\_ Assist with site- specific animal emergency plans
- \_\_\_\_\_ Identify buildings suitable for use as pet shelters
- \_\_\_\_\_ Contact owners/managers for permission to designate building as pet shelters
- \_\_\_\_\_ Work with veterinary medical and non-medical volunteers and agencies that will provide animal care assistance
- \_\_\_\_\_ Alert animal owners of designated pet shelters
- \_\_\_\_\_ Develop and maintain a contact list of State, Federal and local agencies that would be involved in responding to a FAD/AD

**ANIMAL  
EMERGENCY RESPONSE CHECKLIST**

**Position/Organization**

**RESPONSE PHASE**

**County Emergency Manager**

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

**County Health Department**

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

**County Public Works Department**

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

**County Sheriff's Office**

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

**Fire Department/District**

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

**ANIMAL  
EMERGENCY RESPONSE CHECKLIST**

**Position/Organization**

**RECOVERY PHASE**

County Emergency Manager

- \_\_\_\_\_ Assist animal coordinator with long-term maintenance, placement, or disposition of animals which cannot be returned to their normal habitat or which have been separated from their owners
- \_\_\_\_\_ 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 will develop and maintain Standard Operating Guidelines (SOGs) to deal with specific area FAD/AD situations based on the local area hazard analysis and risk assessment. Supporting SOGs may be developed by the local jurisdiction to compliment State and District guides.

### APPENDIX 3

#### EMERGENCY CONTACT LIST

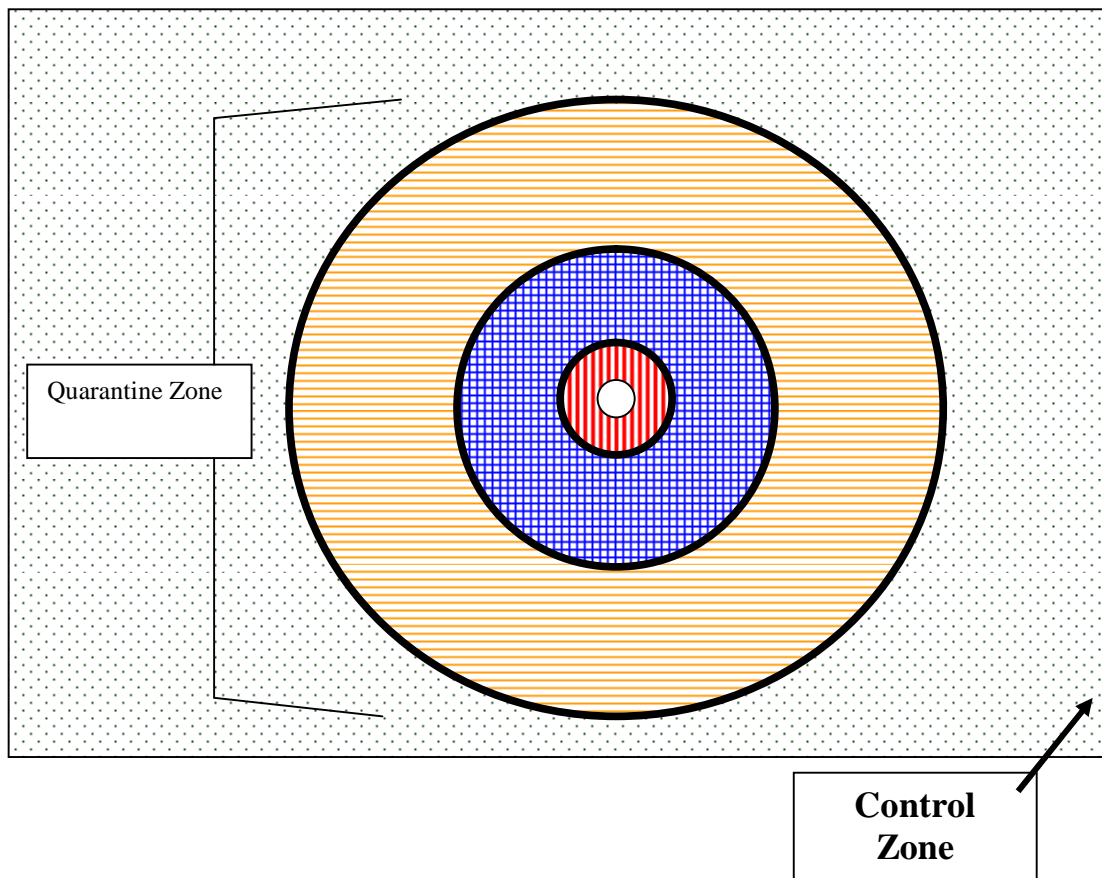
LOCAL VETERINARIANS-	Odessa:	816-230-8484
	Lexington:	660-259-4900
	Higginsville:	660-584-2558
STATE EMERGENCY MANAGEMENT AGENCY-		573-526-9500
After hour duty officer-		573-751-2748
KANSAS CITY FBI OFFICE-		816-512-8200
MIDWEST RESPONSE - (PO BOX 860534, SHAWNEE, KS)		916-403-3090
LIVESTOCK MARKETS-		N/A
LOCAL PRODUCERS/LARGE SCALE FACILITIES-		N/A
HUMANE SOCIETY		
A TROOP (MSHP) -		816-524-1407
COUNTY SHERRIF-		9-1-1
AREA HAZMAT TEAM-	Sni Valley:	816-690-6990
COUNTY PUBLIC HEALTH-		660-259-4371
ANIMAL CONTROL-	Lexington:	660-259-6321
DISTRICT VETRINARIAN-		573-751-2000
MISSOURI DEPARTMENT OF AGRICULTURE-		573-751-2000
MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES-		660-259-2294
RED CROSS-		816-240-2461
USDA * ANIMAL AND PLANT INSPECTION SERVICE (APHIS) -		(To be published)



## APPENDIX 4

### QUARANTINE

In the event that quarantine is required to contain the spread of disease and/or mitigate the economic impact of discovery of a FAD/AD, MDA, through SEMA, will establish the quarantine area and protocols to be followed. SEMA will coordinate State Agencies supporting the quarantine and manage resources to assist the local jurisdiction. The depiction below is provided only as a generic example of a quarantine site.



## **APPENDIX 5**

### **REFERENCES/STATUTORY AUTHORITY**

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

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

RSMO TITLE XVII, CHAPTER 261

RSMO, TITLE XVII, CHAPTER 267

RSMO, TITLE XVII, CHAPTER 269

RSMO, TITLE V, CHAPTER 44

MISSOURI STATE EMERGENCY OPERATIONS PLAN

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

EMERGENCY POULTRY DISEASE (EPD) MANAGEMENT PLAN (TRI-STATE AREA), OCT 1, 2003

## ***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 Dept of AG is acquiring and maintaining a portable response capability that would augment local jurisdiction resources.

## **REFERENCES**

### **RSMO TITLE XVII**

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

**267.120** - State Vet may prescribe for 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 vet to quarantine

**267.611** - Indemnification – broad authority and can be set by the Dir of AG

**267.645** - Authority to enter premises and examine livestock

**267.650**

**Chapter 269** – Deals with disposal of dead animals and inspections

**Pets Evacuation and Transportation Standards Act of  
2006 (Enrolled as Agreed to or Passed by Both House and  
Senate)**

--H.R.3858—

H.R.3858

***One Hundred Ninth Congress  
of the  
United States of America  
AT THE SECOND SESSION***

Begun and held at the City of Washington on Tuesday,  
the third day of January, two thousand and six

An Act

To amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure that State and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

*Be it enacted by the Senate and House of Representatives of the United  
States of America in Congress assembled,*

**SECTION 1. SHORT TITLE.**

This Act may be cited as the 'Pets Evacuation and Transportation  
Standards Act of 2006'.

**SEC. 2. STANDARDS FOR STATE AND LOCAL EMERGENCY PREPAREDNESS  
OPERATIONAL PLANS.**

Section 613 of the Robert T. Stafford Disaster Relief and Emergency  
Assistance Act (42 U.S.C. 5196b) is amended—

(1) by redesignating subsection (g) as subsection (h); and

(2) by inserting after subsection (f) the following:

`(g) Standards for State and Local Emergency Preparedness Operational Plans- In approving standards for State and local emergency preparedness operational plans pursuant to subsection (b)(3), the Director shall ensure that such plans take into account the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency.'.

### SEC. 3. EMERGENCY PREPAREDNESS MEASURES OF THE DIRECTOR.

Section 611 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5196) is amended—

(1) in subsection (e)—

(A) in paragraph (2), by striking `and' at the end;

(B) in paragraph (3), by striking the period and inserting ` ;  
and'; and

(C) by adding at the end the following:

`(4) plans that take into account the needs of individuals with pets and service animals prior to, during, and following a major disaster or emergency.'; and

(2) in subsection (j)—

(A) by redesignating paragraphs (2) through (8) as paragraphs (3) through (9), respectively; and

(B) by inserting after paragraph (1) the following:

`(2) The Director may make financial contributions, on the basis of programs or projects approved by the Director, to the States and local authorities for animal emergency preparedness purposes,

including the procurement, construction, leasing, or renovating of emergency shelter facilities and materials that will accommodate people with pets and service animals.'.

#### SEC. 4. PROVIDING ESSENTIAL ASSISTANCE TO INDIVIDUALS WITH HOUSEHOLD

##### PETS AND SERVICE ANIMALS FOLLOWING A DISASTER.

Section 403(a)(3) of the Robert T. Stafford Disaster Relief and Emergency

Assistance Act (42 U.S.C. 5170b(a)(3)) is amended—

(1) in subparagraph (H), by striking `and' at the end;

(2) in subparagraph (I), by striking the period and inserting `;and';

And

(3) by adding at the end the following:

`(J) provision of rescue, care, shelter, and essential needs—

`(i) to individuals with household pets and service animals; and

`(ii) to such pets and animals.'.

Speaker of the House of Representatives.

Vice President of the United States and

President of the Senate.