

Emergency Operations Plan

For

Sweet Grass County

And

City of Big Timber

Of

Montana

Prepared by Pat Hansen

Disaster and Emergency Services Coordinator

Approved on _____

Revised on ___June 26, 2025_____

By___ Clifford Brophy, DES Coordinator___

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1. Introduction

This plan identifies and assigns responsibilities for city and county personnel in the preparation for, response to, recovery from, and mitigation of natural or man-caused disasters. The jurisdictions included in this plan are the incorporated City of Big Timber and Sweet Grass County.

This plan should provide the necessary guidance for the personnel who have responsibilities to provide their services to disaster victims and for the protection of lives and property. Regular testing and exercising will establish the groundwork for efficient expeditious delivery of assistance in times of emergency or disaster.

Revision and updating annually or when there is a change in personnel will keep this document valid and useful. Several supplementary documents support this plan and provide specific guidance in particular situations. These documents should be reviewed in conjunction with this plan.

This plan supersedes all previous plans.

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1.2. Department/Agency Signatures of Concurrence

By our signature, we acknowledge that we or our representative have reviewed this plan and agree to the tasks and responsibilities assigned herein for our departments or agencies. It is furthermore understood that we or our representative will review and, as necessary, upgrade this Emergency Operations Plan as it relates to our designated responsibilities on an annual basis.

Sweet Grass County

Sheriff's Dept.

Date

City of Big Timber

Public Works Dept.

Date

Fire Department

Date

Health Department

Date

Emergency Med. Services

Date

County Road Dept.

Date

Disaster & Emergency Services

Date

1.3. Distribution List

Sweet Grass County

<u>Organization</u>	<u>Location</u>	<u>Phone Number</u>
Fire Dept.	Fire Hall	932-5483
Sheriff's Dept	Sheriff's Office	932-5143
DES Coordinator	Courthouse	932-3011
County Commissioners	Annex Bldg.	932-5152
Public Health Dept.	Annex Bldg.	932-5499
Public Health Director	PMC Clinic	932-4199
PMC Administrator	PMC Office	932-4603
Emerg. Med. Services	Ambulance Station	932-5384
County Veterinarian	All Creatures Vet Clinic	932-4324
County Attorney	Courthouse	932-4376
Road Department	County Shop	932-5140
SG High School	High School	932-5993

City of Big Timber

Public Works Dept.	City Hall	932-5646
Mayor/City Council	City Hall	932-5610

State of Montana

Montana DES	State Armory, Helena	324-4777
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Other

American Red Cross	Great Falls	468-8875 (M)
Pioneer Newspaper	Big Timber	932-5298

1.4. Record of Changes

DATE OF CHANGE	PAGE(S) CHANGED	PERSON MAKING CHANGE
07-22-04	Section 4	Kerry O’Connell-DES Deputy
04-29-05	Section 5	Kerry O’Connel-DES Deputy
01-02-09	Sec 16 Attach 2	Kerry O’Connel-DES Coordinator
01-02-09	TOC	Kerry o’Connell-DES Coordinator
04-09-09	All Contact Information	Brooke Osen-DES Deputy
10-19-09	Section 3, ICS	Kerry O’Connell-DES Coordinator
2-23-2015	Review and update all information	Brooke Osen-DES Coordinator
5-18-2021	(1) Update Contact Information; (2) Annex 16.2.1.2) replaced “channel 3” with “SGC West”; (3) Reformat #22 Plan; (4) Add annexes to Public Health PLAN #22 and renumber all (14-Emergency Med. 15-Countermeasures; Chempack Plan; 16-Specimen Transport; 17-Continuity of Opps. Plan; 18-Non-Pharm. Interventions)	Clifford Brophy – DES Coordinator
1-26-2023	(1) Update procedures and information to reflect current staus #16 16.2.1 and 16.3.1. (2) Fix clerical entry #16 Table #4 – incorrect frequency listed for GOLD. (3) Update companies in #17.3.5.3(B) (4) Update contact info #18.2.2.1 and inventory in #18.4	Clifford Brophy – DES Coordinator
7-7-2025	(1) Annex 2: <i>Basic Plan</i> – 2.5.3 Replace company name “Montana Rail Link (MRL)” and phone number with “Burlington Northern Santa Fe (BNSF)” company name and phone number (1-800-832-5452 option1). 2) Annex 6: <i>Hazardous Material Incident Contingency Plan</i> – 6.5.1 Replace company name “Montana Rail Link (MRL)” and phone number with “Burlington Northern Santa Fe (BNSF)” company name and phone number (1-800-832-5452 option1). (3) Annex 16: <i>Direction, Control, and Warning Annex</i> – re-write Attachment #5 “ <i>Emergency Notification System Operational Guidelines</i> ” and rename “ <i>Public Alert, Warning & Notification SOP</i> ”. (4) Annex 16: <i>Direction, Control, and Warning Annex</i> – 16.3.1.b) Remove clerical error. (5) Annex 18: <i>Shelter/Mass Care Annex</i> – 18.2.2 Review and update American Red Cross (ARC) contact info.	Clifford Brophy – DES Coordinator

	<p>(6) Annex 18: <i>Shelter/Mass Care Annex</i> – 18.4 Update Civic Center Inventory.</p> <p>(7) Annex 22: Insert new plan (Distribution Plan) under Annex Tab 22.</p> <p>(8) Renumber Public Health annex from tab #22 to tab #23.</p> <p>(9) Remove list of revision dates inserted in the footer of each page (digital version).</p>	
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Record of Exercises or Use of Plan

DATE OF EXERCISE	TYPE OR USE	PERSON ENTERING RECORD

1.5. Definitions

1.5.1. Local Declarations

Local Emergency Declaration and Termination

1. A local emergency or disaster proclamation may be issued only by the principal executive officer of a political subdivision.
2. An emergency proclamation may be issued by order or resolution whenever the principal executive officer determines there is an emergency.
3. An emergency proclamation may not continue for longer than ten (10) days except by consent of the governing body of the political subdivision.
4. An emergency proclamation may terminate with a disaster declaration or when the principal executive officer determines that the emergency no longer exists. (MCA 10-3-402)

Local Disaster Declaration and Termination

1. A disaster declaration may be issued by order or resolution whenever the principal executive officer determines a disaster is occurring or has occurred.
2. A disaster declaration may not continue for more than thirty (30) days except by consent of the governing body of the political subdivision.
3. A disaster declaration may be terminated when the principal executive officer determines that the disaster conditions no longer exist. (MCA 10-3-403)

1.5.2. State Declarations

Emergency - The imminent threat of a disaster causing immediate peril to life or property for which timely action can avert or minimize. (10-3-103 (6), MCA)

Disaster - The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause. (10-3-103 (3), MCA)

1.5.3. Title 10, Chapter 3, Montana Code Annotated

Provides the authority and assigns the responsibility for the prompt and timely reaction to an emergency or disaster, to ensure that preparation of the county and cities will be adequate to deal with such disasters or emergencies, and generally to provide for the common defense and to protect the public peace, health, and safety and to preserve the lives and property of the people of the county and cities.

1.5.4. Federal Declarations

Emergency - Any of the various types of natural disasters included in the definitions of a "major disaster" which requires federal emergency assistance to supplement local and state efforts, save lives, and protect property, public health, and safety or to avert or lessen the threat of a disaster. (P.L. 93-288).

Major Disaster - Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, or other catastrophe in any part of the United States which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance above and beyond emergency services by the federal government to supplement the efforts and available resources of local and state governments and private relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby. (P.L. 93-288)

1.5.5. Public Law 93-288

"The Disaster Relief Act Of 1974". The law provides an orderly and continuing means of assistance by the federal government to local and state governments in carrying out their responsibilities to alleviate the suffering and damage which results from disasters.

1.5.6. Federal Emergency Management Agency (FEMA)

The agency responsible for administering federal assistance provided under P.L. 93-288.

1.5.7. Governor's Authorized Representative

The person designated by the Governor in the FEMA-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following a Presidential Declaration.

1.5.8. Federal Coordinating Officer (FCO).

A representative from FEMA who coordinates all federal assistance in a Presidential Declaration with state and local governments and private relief organizations.

1.5.9. State Coordinating Officer (SCO).

The Administrator of the Disaster and Emergency Services Division of the Department of Military Affairs or his designee who will coordinate the State's activities in state and federal declarations.

1.5.10. Local Governments Applicant's Authorized Agent

The person designated by each jurisdiction to assure and certify that the jurisdiction will comply with FEMA regulations, policies, guidelines, and requirements as they relate to the application, acceptance, and use of federal funds.

1.5.11. Standard Operating Procedures (SOP)

An internal document developed by city or county departments prescribing procedures and policies that assure coordination and delivery of service.

1.5.12. Public Facility

Any flood control, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, airport facility, non-federal aid street, road, or highway, or other publicly owned building, structure, or system.

1.5.13. Public Assistance

Assistance provided under this Plan such as debris removal, permanent repair, and restoration or replacement of public and eligible private, non-profit facilities damaged or destroyed in a state or presidentially declared "Major Disaster" or "Emergency".

1.5.14. Individual Assistance

Assistance provided under this Plan such as search and rescue, medical care, operation of emergency shelters, and feeding. It includes relief and rehabilitation actions under presidentially declared disasters such as temporary housing, disaster loans, federal income tax assistance, legal service, consumer aid, disaster unemployment benefits, crisis counseling, and individual and family grants.

1.5.15. Disaster Field Office (DFO).

A facility where federal and state disaster personnel are located for overall program coordination during the recovery phase in a presidentially declared "Major Disaster".

1.5.16. Emergency Operations Center (EOC).

A facility where local department personnel can be brought together to coordinate local operations during the disaster phase. State and federal personnel may use the EOC during the damage assessment activities before a DFO is established.

1.5.17. State Emergency and Disaster Fund

The Governor may authorize the incurring of liabilities and expenses to be paid as other claims against the State from the general fund, in the amount necessary, when a disaster or emergency justifies the expenditure and is declared by the Governor, in order to meet contingencies and needs arising from an emergency or disaster as defined in MCA, 10-3-103, resulting in damage to the works, buildings, or property of the State or any political subdivision thereof or which menaces the health, welfare, safety, lives, or property of any considerable number of persons in any county or community of the State.

1.5.18. Acronyms

ARC	American Red Cross
BTVFD	Big Timber Volunteer Fire Department
CAP	Civil Air Patrol
CB	Citizens' Band Radio
DES	Disaster and Emergency Services
EAS	Emergency Alert System
EMP	Electro-Magnetic Pulse
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
MARS	Military Amateur Radio System
MCA	Montana Code Annotated
NAWAS	National Warning System
SO	Sheriff's Office
SOP	Standard Operating Procedures
SAR	Search and Rescue
USFS	United States Forest Service

2. Basic Plan

2.1. Purpose

The purpose of this Emergency Operations Plan (EOP) is to provide for the coordination of local government and volunteer resources in natural, man-made, or nuclear disasters or emergencies. This EOP will identify the resources in personnel, resources, and equipment which are available to the governments of Big Timber and Sweet Grass County. By assessing the resources available and assigning responsibilities, the departments, agencies, or organizations should be better able to respond adequately to extraordinary disaster or emergency situations. This is a guide to accompany departmental policies and not intended to override or prioritize applicable protocols.

Effective planning facilitates the efficient use of existing resources and capabilities. The result can be the saving of lives and preserving of property.

2.2. Authority

Interlocal Agreement between the City of Big Timber and County of Sweet Grass (see Attachment 1).
Title 10, Chapter 3 of the Montana Code Annotated (see Local Government Disaster Information Manual).

Disaster Relief Act of 1974, Public Law 93-288.

Federal Civil Defense Act of 1950, as amended.

2.3. Plan Organization

The structure of this plan includes three distinct sections:

1. Basic Plan - This section provides the framework for the EOP. It considers the administrative aspects, the purpose of the plan, and provides an overview of the components of the plan and for what it is used.
2. Hazard Specific Contingency Plans - These address each hazard as determined by the Local Emergency Planning Committee and provide operational guidelines and responsibilities for specific hazards.
3. Functional Annexes - These sections detail the responsibilities of and operational guidance for emergency services. These are applied to various elements in the development and maintenance of the community's emergency management program.

2.4. Hazard Identification

Hazard identification was conducted by the Sweet Grass County Disaster and Emergency Services. This is the basis on which this Emergency Operations Plan was developed. The Hazards Identification will be reviewed and updated by the DES Coordinator and an advisory committee every two years.

This Emergency Operations Plan is designed as a response to the hazards identified within Sweet Grass County. These hazards include: earthquake, hazardous materials, flooding/ice jam, national emergency, forest/range fire, aircraft accident, railway accident, mass casualty accident, volcanic ash, urban fire, high wind, and winter storm.

2.5. Situation

2.5.1. General Description

Sweet Grass County is primarily a rural county located in south-central Montana, 80 miles west of Billings. Agriculture historically has been a mainstay of the local economy; however, platinum and palladium mining in the southern part of the County has become an important element in the socioeconomic structure in the community. This is leading to a significant increase in population, both in the County generally and especially in Big Timber, the county seat and only incorporated city. The governing body of Sweet Grass County is a county commission with three elected commissioners, each elected to staggered six-year terms. Big Timber is governed by an elected mayor and a city council made up of four council members.

2.5.2. Terrain

Sweet Grass County contains an area of 1839 square miles varying from river valley to high mountain peaks. Elevations range from valley floor at approximately 3800 feet above sea level to mountain peaks nearly 11,300 feet above sea level. Land ownership in Sweet Grass County is approximately evenly divided between public and private.

2.5.3. Transportation

Highways - Three (3) highways traverse the County. Highway 191 intersects I-90 in the center of Sweet Grass County at Big Timber. State secondary highway 298 runs south from Big Timber along the Boulder River.

Railroads - Burlington Northern is the only railroad in the County. It runs in an east-west manner and roughly parallels the Yellowstone River and passes through Big Timber.

Airports - There is one (1) civilian airport in Sweet Grass County which is publicly owned by the City of Big Timber and Sweet Grass County. It is located one mile southwest of Big Timber and is attended from 8:00 a.m. to 5:00 p.m. on Monday through Friday. The asphalt runway is 75 feet wide and 5285 feet long; the turf runway is 75 feet by 3475 feet. There is an airway beacon. There is no commercial airline service.

2.5.4. Economy

Agriculture and mining are the largest income-producing segment of the Sweet Grass County economy. Tourism is also a major economic factor. Small businesses make up the majority of employers in the County. Timber harvesting is also a significant source of employment.

2.5.5. Health Care Facilities

The Pioneer Medical Center is an eight-bed Medical Assistance Facility, 52-bed skilled nursing facility, and clinic located in the city of Big Timber. Emergency services are available 24 hours a day, seven days a week. There is 9-1-1 service in Sweet Grass County to the Sheriff's Office for medical and other emergency incidents.

2.5.6. Conclusion

All of the aforementioned facts demonstrate the potential for hazardous situations to develop within Sweet Grass County. A hazard analysis has been developed to identify the most threatening hazards which could affect Sweet Grass County residents and property. The following Plan has been developed to address those hazards by utilizing an effective system of organization for the responsible agencies within the city and county.

2.6. Assumption

This Emergency Operations Plan cannot identify all hazards that may occur. If a jurisdiction is adequately prepared for the major hazards expected, the response capabilities and coordination effort should, with modification of existing procedures or techniques, apply to the specifics of any given situation.

2.7. Concept of Operations

2.7.1. General

If a major emergency or disaster situation occurs within Sweet Grass County, an informed and coordinated response is mandatory to protect lives and preserve property. Only trained personnel accomplishing prearranged plans and procedures will be prepared to respond in an effective and efficient manner.

2.7.2. Specific

1. Disaster or emergency operations should reflect the daily operational responsibilities of a department or agency.
2. Tasks and responsibilities should be assigned and performed by each organization. Management and control of personnel will remain with the specific organization.
3. Requests for assistance from or by jurisdictions included in this EOP must be made in accordance with existing mutual aid or other written agreements.
4. Local government must commit its resources to emergency operations. Local government may request assistance from the next level of government after its resources have been expended and/or are clearly inadequate to cope with the effects of the disaster.
5. All requests for assistance from state or federal agencies will go through the Administrator of the Disaster and Emergency Services Division in Helena. Procedures for this are located in the Local Government Disaster Information Manual located in the Sweet Grass County DES Office.
6. The State Disaster and Emergency Services Division will process assistance requests, coordinate state assistance, and prepare the necessary requests for federal assistance for the Governor.
7. All departments, agencies, or organizations must maintain detailed records (operational logs) of actions taken including date/time, action taken, and other information of value. These logs are necessary when state and federal assistance or mutual aid agreement resources are involved. These logs will be useful if liability claims are filed resulting from the disaster.
8. For any all-risk incident that exceeds local capability and meets the criteria for reimbursement by any local, state, or federal agency(s), the current policies and/or mutual aid agreement(s) shall apply. For any exclusions or waiting periods that apply to the incident, the least restrictive exclusion time frame will apply.

2.8. Organization and Assignment of Responsibilities

County and city governments bear the responsibility to protect the health, safety, and welfare of persons, families, and business/industry within their jurisdictions. County/city emergency services are responsible for the operational procedures necessary to respond most effectively to a particular situation. The actual organization and assignment of responsibilities for both government officials and emergency services will be addressed in the EOP.

2.9. Continuity of Government

1. Lines of Succession - The lines of succession for elected officials are listed in Attachment 2.
2. Preservation of Records - The preservation of government documents is the responsibility of the official in charge of the specific office.
3. Emergency Operations Center - The EOC, located in the Sheriff's Office in the county courthouse, provides a facility where all decision makers can confer and determine appropriate responses during a disaster or emergency.
4. Emergency Action Steps - Emergency Action Steps, often called Standard Operations Procedures, provide for uniform and predictable action by each response organization during a disaster or emergency.
5. Alternate Emergency Operations Center - The Alternate EOC, for a non-war related emergency, is the Ambulance Station or the fire hall, both of which have communications capability for the coordinating of emergency operations.
6. Predelegation of Authority - Predelegating authority provides for alternate individuals to fulfill the duties and responsibilities necessary during emergency operations in the absence of persons with primary responsibility.
7. Protection of Resources, Facilities, and Personnel – The EOC is designated to provide a protected operational facility during emergencies.

2.10. Plan Maintenance

The Disaster and Emergency Services Coordinator is responsible for an annual update of the Plan. This includes working with the designated representative of each emergency service to ensure their section of this Plan is reviewed and updated.

This plan is to be exercised on an annual basis.

2.11. Administration and Logistics

Each department or organization included in this Plan is responsible for providing the necessary administrative support for its personnel during disaster operations.

When the EOC is activated, the DES Coordinator is responsible for obtaining equipment or materials the departments cannot supply. Logistical considerations should include the provision of equipment, supplies, transportation, meals, and lodging.

Each department is responsible for maintaining adequate records of personnel costs in excess of normal operations. Extra costs such as overtime for both personnel and equipment must be documented if reimbursement will be requested from either the State's Emergency and Disaster Fund or from the federal

government because of a Presidential Major Disaster Declaration. General guidance on record keeping and procedures is found in the Local Government Disaster Information Manual.

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Attachment 1: Interlocal Agreement

AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF BIG TIMBER AND SWEET GRASS COUNTY TO COOPERATE IN THE PROVISION OF DISASTER SERVICES

WHEREAS, the City of Big Timber and County of Sweet Grass are each required to perform the following:

1. Prepare a local or interjurisdictional disaster and emergency plan and program (10-3-401, M.C.A.);
2. Designate a local or interjurisdictional agency responsible for emergency and disaster preparedness and mitigation and coordination of response and recovery (10-3-201 (1), M.C.A.); and
3. Notify the State Division of Disaster and Emergency Services of the manner by which the political subdivision is providing emergency and disaster planning and services, and identify the person who heads the agency from which planning and services are obtained (10-3-201 (4), M.C.A.); and

WHEREAS, the City and County believe that the providing of disaster services can best be served through a cooperative effort; and

WHEREAS, the City and County believe that disaster planning and response require the ongoing participation and oversight of departments and agencies with emergency service responsibilities; and

WHEREAS, Title 10, Chapter 3, M.C.A. authorizes an interlocal agreement between the City and County for disaster services;

NOW, THEREFORE, it is understood and agreed between the City of Big Timber and County of Sweet Grass as follows:

1. The Sweet Grass County Disaster and Emergency Services Office shall prepare an Emergency Operations Plan for the City of Big Timber and County of Sweet Grass.
2. The Sweet Grass County Disaster and Emergency Services Coordinator shall provide disaster planning and coordination services for the City of Big Timber and County of Sweet Grass.
3. The Sweet Grass County Disaster and Emergency Services Coordinator shall prepare disaster plans with the participation and oversight of a Local Emergency Planning Committee representing local government departments and agencies which typically provide or support emergency services.
4. The Local Emergency Planning Committee shall include representatives from the following departments and agencies:
 - a) Sweet Grass County Attorney's Office;
 - b) Big Timber City Attorney's Office;
 - c) Sweet Grass County Sheriff's Office;
 - d) Big Timber Volunteer Fire Department;
 - e) The Sweet Grass County Emergency Medical Services;
 - f) The Sweet Grass County Commission;
 - g) The City of Big Timber;
 - h) The Sweet Grass County Road Department;
 - i) The Pioneer Medical Center.
5. Disaster plans shall be endorsed by the Local Emergency Planning Committee prior to being submitted to the City Council and Board or County Commissioners for adoption.

6. The Sweet Grass County Disaster and Emergency Services Coordinator shall forward this Agreement and disaster plan(s) as adopted to the State Division of Disaster and Emergency Services.

DATED this _____ day of _____, 20 .

CITY OF BIG TIMBER MAYOR
AND COUNCIL

SWEET GRASS COUNTY BOARD OF
COMMISSIONERS

MAYOR

CHAIR

COUNCIL PRESIDENT

COMMISSIONER

COMMISSIONER

ATTEST:

ATTEST:

CITY CLERK

CLERK AND RECORDER

Attachment 2: Succession of Elected Officials

Succession to elected offices in Sweet Grass County and the incorporated city of Big Timber follows the requirements set forth in the Montana Code Annotated.

<u>Office</u>	<u>Succession Citation</u>
County Commissioner	7-4-2106 (1-4), 10-3-603
County Sheriff	7-3-433 (1-6), 7-32-2101, 7-32-2122
Mayor	7-4-4112, 10-3-605
City Court Judge	3-1-1503, 7-3-1342, 7-3-4254 (2), 7-4-4462, 7-4-4102 (1-3)
District Court Judge	Constitution VII, 8, 3-1-1010, 3-1-1014, 10-2-227
City Council Member	7-4-4112, 10-3-604
County Clerk and Recorder	7-4-434 (1-6)
County Attorney	7-3-432 (1-6)
	M.C.A., 1985

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3. Incident Command System

3.1. Purpose

An Incident Command System is hereby adopted for the purpose of appointing officials from local government to be in charge of response and recovery operations for specified emergencies and disasters.

3.2. Authority/Limitations

1. The authority of the Incident Commander is limited to those powers specifically granted by statute and those which derive from activation of this Plan.
2. By participation in the various contingency plans (Hazard Specific Annexes), agencies are meeting their statutory obligations or have voluntarily agreed to carry out assigned objectives in support of the Incident Commander. With the exception of applicable powers as noted in 3.2 #1, the adopted Incident Command System recognizes the authority of these agencies and their obligation to be accountable to agency heads, elected officials, boards, or governing bodies outside the control of the City or County. (Reference: 10-3-102 (3), M.C.A.)
3. The term "jurisdiction" shall be construed to recognize the limited reasons for which boundaries are established. For example, the State Department of Lands may, by contract, have jurisdiction to suppress fire on land which does not belong to the State. This type of jurisdiction does not include Incident Command responsibility for other types of incidents.
4. The term "command" does not necessarily include a responsibility to conduct operations. For example, the U.S.F.S. is not obligated to establish resources and operational capability to handle a hazardous materials incident on the federal land which it administers. In such an instance, the U.S.F.S. would retain command authority but would use mutual aid to use another agency to conduct operations.

3.3. Assignment

1. The Board of County Commissioners and the City Council may assign command responsibility of a specific disaster the agency or official judged to be the best suited to respond.
2. Such assignments shall follow statutory requirements when applicable.
3. Assignments shall be based on consideration of:
 - a) Specific and implied statutory responsibility;
 - b) Expertise of the officials and agencies involved;
 - c) Resources of the agency -- equipment, material and personnel;
 - d) Willingness of the selected official(s) to assume responsibility; and
 - e) Recommendations of the Local Emergency Planning Committee.

3.4. Duties

1. "Duties" as used in this section means those tasks, other than powers, which the Incident Commander has voluntarily accepted as a result of assignment.
2. Planning Duties:
 - a) The Incident Commander directs the preparation of a Contingency Plan for the assigned emergency or disaster with the assistance of the DES Coordinator.

- b) The Incident Commander seeks the participation of public and private agencies to accept responsibility for accomplishing Contingency Plan objectives.
- c) The Incident Commander submits the Contingency Plan to the Local Emergency Planning Committee for review and endorsement and to the governing bodies for review and approval.

3.5. Unified Command

Incident(s) and related impacts which involve more than one Incident Commander and jurisdiction shall be managed under procedures set forth in the National Incident Management System or as agreed at the time of the incident(s) by the Incident Commanders.

3.6. Incident Commander Assignments

3.6.1. Earthquake

1. Earthquake, landslide, mudslide, slump, or avalanche.
2. Incident Command: Unified command with Sweet Grass County S.O. as the primary agency.
3. Procedures: See Earthquake Contingency Plan.

3.6.2. Hazardous Materials Incident

1. Accident involving hazardous materials in vehicles, trains, or bulk storage.
2. Incident Command: Unified command with the BTVFD as the primary agency.
3. Procedures: See Hazardous Material Incident Contingency Plan.

3.6.3. Flooding

1. Flooding or ice jams along the Yellowstone River or any of its tributaries in Sweet Grass County.
2. Incident Command: Unified command, with the Sweet Grass County S.O. as the primary agency
3. Procedures: See Dam Failure/Flood Contingency Plan.

3.6.4. Mass Casualty Incident

1. Multiple casualties resulting from a bus, train, aircraft, or automobile accident or incident at a school or the Pioneer Medical Center.
2. Incident Command: Unified command with the BTVFD and/or EMS as the primary agency.
3. Procedures: See Mass Casualty Incident Contingency Plan.

3.6.5. Forest/Range Fire

1. Forest or grassland fire threatening a jurisdiction or involving state or county lands.
2. Incident Command: Unified command with the USFS as the primary agency when the fire is on the Gallatin National Forest, and the BTVFD as the primary agency if the fire is on state or county lands.
3. Procedures: See Forest/Range Fire Contingency Plan.

3.6.6. Volcanic Ash

1. Ash fallout from a volcanic eruption.
2. Incident Command: Unified command with the Chief Elected Officials, per direction of the Governor and State DES, as the primary agency.
3. Procedures: See Volcanic Ash Contingency Plan.

3.6.7. National Emergency

1. Actual or threatened hostile military against the United States.
2. Incident Management: Unified Command with the Chief Elected Officials, per direction of the Governor, as the primary agency.
3. Procedures: See National Emergency Contingency Plan.

3.6.8. Aircraft Accident

1. Crash or collision of private, commercial, or military aircraft.
2. Incident Command: Unified Command with Sweet Grass County S.O as the primary agency.
3. Procedures: See Mass Casualty Contingency Plan.

3.6.9. Railway Accident

1. Derailment or collision of railway cars or engines, which may contain hazardous materials.
2. Incident Command: Unified command with the BTVFD as the primary agency.
3. Procedures: See Mass Casualty and Hazardous Materials Contingency Plans.

3.6.10. Highway Accident

1. Accident or collision involving cars, trucks, or other vehicles on any county road or state or federal highway.
2. Incident Command: Unified command with the BTVFD as the primary agency.
3. Procedures: See Mass Casualty Contingency Plan.

3.6.11. High Winds

1. Damage resulting from severely strong winds.
2. Incident Command: Unified command with the Sweet Grass County S.O. as the primary agency.
3. Procedures: See High Winds Contingency Plan.

3.6.12. Winter Storm

1. Incident resulting from severe or prolonged severe winter weather conditions.
2. Incident Management: Unified command with the Sweet Grass County S.O. as the primary agency.
3. Procedures: See Winter Storm Contingency Plan.

3.6.13. Urban Fire

1. Fire threatening lives and/or property within the City of Big Timber.
2. Incident Management: Unified command with the BTVFD as the primary agency.
3. Procedures: See Urban Fire Contingency Plan.

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4. Urban Fire Contingency Plan

4.1. Purpose

Big Timber, the county seat of Sweet Grass County, is the only "urban" area in the jurisdiction. A fire beginning on the west end of town on a windy day or involving facilities storing large quantities of flammable materials could threaten a large portion of the city and its inhabitants. This section will address the factors unique to fire situations.

4.2. Situations

A fire within the Big Timber city limits could immediately pose a serious threat to many lives and structures. The main division of the Big Timber Volunteer Fire Department, including up to forty firefighters and most of the department's equipment, is located at Big Timber. Response time usually would be five minutes or less for an incident inside the city limits.

4.3. Concept of Operations

Incident Commander for an urban fire is the BTVFD Chief.

4.4. Organizations and Assignment of Responsibilities

4.4.1. Sheriff's Office:

1. Most reports of fires will be received by the Sheriff's Office dispatcher who is responsible for initial notification of Fire Department personnel by the paging system and fire warning siren.
2. The dispatcher will also be the central point of contact for radio and telephone communications by all involved emergency personnel during the fire. At the request of the Incident Commander, a second dispatcher will be called in to the S.O.
3. At the direction of the Incident Commander, the dispatcher will notify other emergency and/or elected officials as needed for their specific areas of responsibility.
4. Sheriff's deputies will provide traffic and crowd control as requested by the Incident Commander.
5. Coordinate evacuation process at the request of the Incident Commander. Evacuation within the city of Big Timber can be ordered by elected officials.
6. Perform other duties as requested by the Incident Commander.
7. Protect evidence if the incident cause is suspicious.

4.4.2. Fire Department

1. Assess specific personnel and equipment needs in relation to the incident. Request resources as needed.
2. Take action to prevent/minimize loss of life.
3. Take action to prevent/minimize loss of property.
4. Maintain communications with the S.O. dispatcher.

4.4.3. Disaster and Emergency Services

1. Assist in coordinating resources:
 - a) Local equipment, supplies, and personnel.

- b) Equipment and personnel from communities as per mutual aid agreements.
- c) State resources, if requested by Incident Commander.
- 2. Assist in communications among participating emergency agencies.

4.4.4. City Public Works

- 1. Assist Incident Commander, such as in providing equipment, as requested.
- 2. Assist in cleanup operations as needed.

4.4.5. Chief Elected Officials

Cooperate with the Incident Commander in the utilization and expansion of city/county resources and comply with written agreements with other agencies and entities.

4.4.6. Public Information Officer

- 1. Keep media appropriately informed.
- 2. Coordinate news releases from officials in charge of the incident.
- 3. Work to prevent rumors from spreading in the public.

4.4.7. Emergency Medical Services

- 1. Treat and transport persons requiring medical treatment as a result of the incident.
- 2. Assist in evacuation as needed.
- 3. Activate Mass Casualty Contingency Plan as needed.

5. Wildland/Urban Interface Fire Contingency Plan

5.1. Purpose

Forest and range fires are always a major concern. The severe drought conditions occurring periodically increase both the number and severity of these fires. This plan will identify procedures and considerations for public officials and organizations in the event of a major forest or range fire.

5.2. Situations

1. The southern and northwestern parts of the County are all part of the Gallatin National Forest.
2. Rural Fire Department equipment resources are located at Melville, Bridger Creek, McLeod, and Big Timber.
3. Sweet Grass County and the Forestry Division of the Montana Department of State Lands have a Cooperative Equipment Agreement.

5.3. Concept of Operations

If the fire is located on federal land, the Incident Commander is the Forest Service. If the fire is located on non-federal lands, the BTVFD is responsible for Incident Command. If the situation warrants it, a unified command is established.

5.4. Organization and Assignment of Responsibilities

5.4.1. Sheriff's Dispatch

1. Contact Fire Department of any reported fires.
2. Interview caller and document the caller's name, phone number, the most accurate location of the fire, and any other pertinent information.
3. Initiate the following procedures if the IC determines the fire to be life-threatening:
 - a) Call the Sheriff, DES Coordinator, and Chief Elected Official
 - b) Initiate warning procedures (see Direction, Control and Warning in Section 16 of this plan) if the IC requests it.
4. Maintain communications with the Incident Commander and other emergency response agencies.
5. Contact fire departments in the involved area for assistance as requested by the Incident Commander.
6. Notify EMS to stand-by or respond to staging area if directed by the IC.
7. Request additional dispatchers as needed.
8. Track requested resources until duty is transferred to an ICS team.
9. Activate EOC if requested by the IC, and assign one or more dispatchers to the EOC if necessary.

5.4.2. Incident Commander

1. Gather all information possible, including in which jurisdiction the fire is located.
2. Request the mobile command post if required.
3. Maintain communications with Sheriff's Dispatch.

4. Consider evacuation of affected residents and contact SO to initiate any evacuation orders.
5. Request needed resources.
6. Request mutual aid as necessary.
7. Inform Department of State Lands about the status of the incident on a regular basis.
8. Direct actions to prevent/minimize loss of life as a first priority, and loss of property as a second priority.

5.4.3. Sheriff's Office

1. Provide traffic and crowd control as needed or as requested by the Incident Commander.
2. Coordinate evacuation process at the request of the Incident Commander. (See Section 17. Evacuation Annex)
3. Establish checkpoints as necessary to secure evacuated areas.
4. Perform other duties as requested by the Incident Commander.
5. Protect evidence if the cause of the fire is suspicious.
6. Assign a representative to perform duties in the EOC if needed.

5.4.4. Emergency Medical Services

1. Stand-by at staging area at the request of the IC.
2. Provide assessment and rehab to fire crew as requested.
3. Provide patient care and transport as needed.
4. Assign a representative to perform duties in the EOC if needed.

5.4.5. Disaster and Emergency Services

1. Activate EOC or assist with EOC activation if needed.
2. Coordinate resources as needed.
3. Inform the State DES office if outside resources are needed.
4. Maintain communications with the Incident Commander, and/or monitor radio communications as needed.

5.4.6. Road and Bridge Department

1. Assist the Incident Commander as requested.
2. Receive approval for manpower and equipment requests from the Chief Elected Official.
3. Assist in recovery operations.

5.4.7. Chief Elected County Officials

1. Cooperate with the Incident Commander to approve resource requests from outside agencies and to comply with written mutual aid agreements between Sweet Grass County, neighboring counties, the state DNRC, the USFS, and other outside agencies as necessary.
2. Cooperate with the IC to follow evacuation plans. (See Section 17. Evacuation Annex)
3. Assign a representative to the EOC if needed.
4. Prepare declarations and proclamations and request aid in accordance with agreements and state and federal guidelines. (See Montana Code Annotated 10-3-405, Levying emergency tax)

5.4.8. Public Information Officer

1. Coordinate and respond to media requests for incident information.
2. Seek approval from IC or other appropriate personnel for release of information to the media and/or members of the public.

3. Announce emergency information periodically using the most appropriate method (news conferences, news releases, Web site, community meetings, flyers, etc.)
4. Coordinate information to assist with evacuations.

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6. Hazardous Material Incident Contingency Plan

6.1. Purpose

Hazardous materials are transported in ever increasing volume; by road, rail, and air. They are also stored in very large quantities in almost every community and rural area. These materials and substances can be, among other things, explosive, corrosive, radioactive, poisonous, or at least a pollutant. This plan will provide procedures, information and assignments of responsibility applicable to an incident involving hazardous materials.

6.2. Situations

1. Contamination Control and Decontamination Procedures are found in Attachment 2 of the Contamination Monitoring and Control Annex.
2. A hazardous materials incident may necessitate the evacuation of a populace. See Evacuation Annex.
3. Some hazardous materials are radioactive, which require specialized instrumentation to detect. These instruments are kept on hand at the State Disaster and Emergency Services Office in Helena.
4. Specialized instruments for initial detection of certain other types of hazardous materials are available locally. The State of Montana is the primary contact point a wider range of and more detailed levels of hazardous materials detection equipment.

6.3. Definitions

1. HAZARDOUS MATERIAL - A substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated. These substances or materials can be classified in one or more of the following classes:
 - a) Explosive
 - b) Corrosive
 - c) Flammable
 - d) Compressed Gas
 - e) Combustible
 - f) Poison
 - g) Oxidizer
 - h) Radioactive Material

These categories and designated hazardous materials are addressed in the Department of Transportation Emergency Response Guidebook (DOT P 5800).

2. HAZARDOUS MATERIALS INCIDENT - A situation resulting from the loss of control of hazardous materials, thus creating a hazard or potential hazard to public health and property or causing damage to the environment. A hazardous material incident may result from a vehicle accident, fire, windstorm, earth quake, or other natural disaster.
3. CHEMTREC - The chemical transportation emergency center which is a public service of the Chemical Manufacturers Association. It provides immediate advice for those at the scene of an emergency and will contact the shipper of the hazardous material involved for more detailed assistance and appropriate follow-up. Chemtrec operates around the clock to receive toll-free calls from any point in the United States. TOLL-FREE NUMBER: 1-800-424-9300.

4. **NORTHRIDGE TOX CENTER** - 1-800-227-6476. This service is located in the Health Center in Northridge, California. It is a 24-hour a day service which has a team of experts on hazardous materials. They have medical personnel to provide advice on medical treatment for hazardous material problems.
5. **INNER PERIMETER** - The area so designated by the Incident Commander that encircles the incident site. This establishes an area where no one can enter unless authorized; in addition, there are specific points of entrance and exit. These points are useful in traffic control, contamination control, decontamination procedures, and overall public safety. Normally, the inner perimeter for hazardous material spills is established at a minimum of 2000 feet from the source of the spill. If the hazardous material is **RADIOACTIVE**, then the perimeter will be measured at the minimum of 2000 feet or at the measured radiation intensity of 2 mr/hr.
6. **OUTER PERIMETER** - That area usually defined by the Fire Department that encircles the evacuated area due to present and forecasted hazard conditions. The vehicle staging area is usually close to the entrance of the outer perimeter. There are specific areas for entrance and exit along the perimeter line.
7. **STAGING AREA** - The ready line and/or parking area for emergency vehicles or personnel prior to entering a perimeter.
8. **BILL OF LADING** - That document that is carried in the cab of a truck that designates the type of hazardous material that is carried. If the Bill of Lading cannot be found, the shipper should be contacted for information on the type of material carried.
9. **WAYBILL** - This contains the required information about the contents of each car on a train. The Waybills are the responsibility of the conductor.
10. **CONSIST** - A sequential list of the position of cars in a train. The Consist may include the printout of the emergency hazard and response data for each commodity on the train.

6.4. Concept of Operations

Under a unified command, the Incident Commanders would be the BTVFD Chief for initial response safety issues and the State Department of Environmental Quality for the health and cleanup aspects.

6.5. Organization and Assignment of Responsibilities

6.5.1. Sheriff's Dispatch

1. Notify the Fire Chief, Sheriff, DES Coordinator, and appropriate Chief Elected Official.
2. Alert Pioneer Medical Center of possible victims and, if known, type of contamination they may have.
3. Dispatch ambulance as appropriate.
4. Notify the Burlington Northern Santa Fe 24-hour emergency number of 1-800-832-5452 option #1 if there is a train wreck.
5. Keep in contact with the Incident Commander.

6.5.2. Fire Department

1. Actions enroute to the scene:
 - a) Insure law enforcement is responding for traffic and crowd control.
 - b) Have dispatch check weather forecast for area.
 - c) Determine geography at the scene.
 - d) Insure all responders arrive from upwind of the incident.
2. Actions on arrival at the scene:
 - a) Risk lives only to save lives.

- b) Determine if hazardous materials are present:
 - 1) Check rail car or vehicle for placards.
 - 2) Check for Bill of Lading if it is a truck or for Waybill or Consist if it is a train.
- c) Determine immediate health and safety hazards.
- d) Restrict access and evacuate if necessary.
- e) Establish a Command Post.
- f) Determine strategy and tactics.
- g) Request assistance as necessary.
- h) Follow Contamination Control and Decontamination procedures according to current training.
- i) Keep in contact with the EOC/Sheriff's dispatch.
- j) Supervise/control/coordinate product recovery.
- k) If the chemicals are not identified and the hazards are unknown, fight fire as though the chemicals are toxic and likely to have explosive actions.
- l) Inform Emergency Medical Services of contamination hazards.
- m) Notify DES personnel to contact the State Office of Disaster and Emergency Services to arrange for a regional hazardous materials team to be called in if necessary.

6.5.3. Disaster and Emergency Services/EOC

- 1. Notify EOC staff as necessary.
- 2. Contact industry, state, and federal authorities to ascertain extent of hazard.
- 3. Gather all information available on the transportation firm involved in the incident.
- 4. Encourage responding agencies to keep track of fiscal considerations.
- 5. Keep Chief Elected Officials informed.
- 6. Prepare to help coordinate an evacuation.
- 7. Request industry, state, or federal aid as needed.
- 8. Implement resource inventory.

6.5.4. Sheriff's Office

- 1. Provide traffic control and incident site security.
- 2. Implement evacuation procedures as necessary.
- 3. Have a representative at the EOC and the Field Command Post.
- 4. Provide assistance to the Incident Commander as requested.

6.5.5. Emergency Medical Services

- 1. Emergency Room:
 - a) Implement the Pioneer Medical Center Emergency Operations Plan.
 - b) Prepare for casualties.
 - c) Prepare for decontamination procedures as needed.
- 2. Ambulance:
 - a) Responsible for triage, treatment, and transportation.
 - b) Coordinate with Incident Commander; provide assistance as requested.

6.5.6. Public Information Officer

- 1. Coordinate news media.
- 2. Coordinate with Chief Executive(s), Incident Commander, and DES Coordinator on news releases and information to the public.

3. Make periodic broadcasts or announcements to the public and press, keeping them informed and advised of hazards, conditions, and emergency information.

6.5.7. Staging Areas

Some key points for selecting a Staging Area are:

1. Accessibility to the scene.
2. Upwind of incident site.
3. Securing with internal guard.
4. Out of the inner perimeter activity.
5. Ability to use communications, phones, etc.
6. Adequate lighting and visibility.
7. Ample space for parking and refueling.
8. Place to rest.
9. Control of in and out flow of traffic.

6.5.8. Radiological Incidents

Follow the same procedures as for hazardous materials spills with these added considerations:

1. Isolate the incident area. Rescue the injured and initiate any needed emergency treatment. DETAIN all concerned, unless they are seriously injured. Cordon off area until a radiological team can be brought in with radiological instruments. This is a highly technical field and this work must be performed by competent professionals. No material or equipment should be removed from the scene without being surveyed by the monitoring team for contamination.
2. Fires should be fought (following hazardous material precautions) with the minimum dispersal of water or material runoff.
3. No food should be consumed in the incident area.
4. The radiological team will come under the control of the technical operations to test for radiological contamination and initiate decontamination procedures.
5. Activate the Emergency Operations Center if the magnitude of the incident warrants.
6. Insure the medical personnel understand that special precautions must be followed for victims because of contamination.
7. Do not clear the scene or assume the incident is closed until radiological operations have given their clearance.

6.5.9. Public Works

1. Prepare to shut down or isolate public utilities and services if threatened with contamination.
2. Assist the Incident Commander as requested.

7. Winter Storm Contingency Plan

7.1. Purpose

Snow can fall in Sweet Grass County any month of the year. Coupled with winds and severely fluctuating temperatures, this can cause potentially hazardous conditions during a large portion of the year. While breaks in severe weather patterns typically occur frequently enough to prevent the development of conditions that pose a serious threat to people or property, there are instances from time to time that require emergency assistance from public agencies. Power outages, either localized or general, are another consequence of severe weather conditions. In most cases, this hazard arises over a period of time rather than suddenly.

7.2. Situation

Significant winter storms have occurred nearly every year in Sweet Grass County. Problems occur when storms last for several days or when high winds reduce visibility down to a few feet. The winter of 1978 to 1979 is listed as a winter that produced hazardous conditions over a long period of time. The winter of 1996 to 1997 created similar conditions. High snow years cause responders to be busy with accidents, cars sliding off the roadways, snowplow accidents, and pile-ups. Most of the accidents concentrate on the interstate. The most recent winter storm incident began the week of Christmas in 2003. The day following an average snowfall amount of 12 inches, severe winds created a ground blizzard that essentially closed the interstate from county line to county line. The Red Cross sheltered nearly 300 people in Big Timber overnight, and it was estimated another 200-300 people filled hotels or found local residents who opened their homes to stranded travelers. Many accidents were listed that day, including one semi-truck narrowly missing responders on the scene of an accident involving a stock trailer loaded with 4 horses. No serious injuries were recorded from this storm.

7.3. Concept of Operations

The Sweet Grass County Sheriff's Office is responsible for coordinating the response to the hazard posed by a winter storm while the City Public Works Department and County Road Department are the agencies responsible for primary response.

7.4. Organization and Assignment of Responsibilities

7.4.1. Sheriff's Office

1. Coordinate communications among involved personnel.
2. Determine the responsible agencies and notify those agencies of the incident.
3. Participate in National Weather Service briefings when possible to aid in preparedness activities.

7.4.2. City and County Public Works

1. Maintain passable transportation on public streets and roads to the extent possible according to current policies.
2. Provide for the restoration of other disrupted public services, such as the thawing of frozen public water mains within the City of Big Timber (City Public Works responsibility).
3. Prioritize the threat to human life as top priority in the performance of these responsibilities.
4. Participate in National Weather Service briefings when possible to aid in preparedness activities.

7.4.3. Fire Department

1. Provide assistance to law enforcement when needed for traffic control, etc.
2. Participate in National Weather Service briefings when possible to aid in preparedness activities.

7.4.4. Disaster and Emergency Services

1. Coordinate efforts to obtain state or federal assistance such as disaster declaration funds or agriculturally related assistance from federal agencies, if needed.
2. Participate in National Weather Service briefings when possible to aid in preparedness activities.

7.4.5. Emergency Medical Services

1. Prepare for medical responses requiring transportation of patients when travel conditions are unusually difficult, slow, or hazardous.
2. Participate in National Weather Service briefings when possible to aid in preparation activities.

7.4.6. Pioneer Medical Center

1. Insure availability of proper staffing for duration of the predicted weather event.
2. Participate in National Weather Service briefings when possible to aid in preparedness activities.

7.4.7. Public Information Officer (Designated by SO)

1. Keep media informed of the severity of the situation.
2. Insure that persons in affected areas are aware of recommended actions they should take, such as having an adequate supply of food and heating energy source, as well as any anticipated severity and duration of the hazard, if known.
3. Participate in National Weather Service briefings when possible to aid in preparedness activities.

7.4.8. Red Cross

1. Coordinate the sheltering process if needed. See Shelter/Mass Care Annex.
2. Participate in National Weather Service briefings when possible to aid in preparedness activities.

8. Flood Contingency Plan

8.1. Purpose

The principal areas subject to flooding in Sweet Grass County lie near the rivers and creeks that flow through the county, the Yellowstone and Boulder Rivers and their tributaries. The main population center, the City of Big Timber, is not directly threatened by flooding on these streams. Maps of the 100-year flood plains as charted by FEMA are on file in the City-County Planning Office.

8.2. Situations

Flooding is most likely to occur in Sweet Grass County during spring runoff. This type of flooding is relatively predictable. Less frequent, but also less predictable, are the summer "flash floods", particularly along the smaller streams, and the breakup of ice jams during the winter. There is also one "high risk dam" as classified by the State of Montana in the county, Lower Glasston Lake in the northeastern part of Sweet Grass County.

8.3. Concept of Operations

The Sweet Grass County Sheriff's Office is responsible for Incident Command.

8.4. Organization and Assignment of Responsibilities

8.4.1. Sheriff's Dispatch

1. Confirmation of report.
2. Maintain communications with reporting person(s).
 - a) Where is he calling from?
 - b) How can he be re-contacted?
 - c) When will he call back?
3. What is the rate of failure (if a dam failure)?
 - a) How big is the failure site?
 - b) Where is it?
 - c) How good is access to the site?
 - d) Are there any alternate routes?
 - e) Is evacuation imminent?
4. Notify Sheriff, DES Coordinator, and Mayor and/or County Commissioners.
5. There are maps in the City-County Planning Office showing flood-prone areas as well as a response plan for the Glasston Lakes in the Sheriff's Office and DES Office.

8.4.2. Sheriff's Office (Incident Command)

1. Designate a representative for the EOC if needed.
2. Appoint on-the-scene operations officer.
3. Call in extra, off-duty deputies and dispatchers.
4. Set up a command post.
5. Keep dispatch and EOC informed.
6. Identify the best evacuation routes.
7. Establish traffic control into affected areas and coordinate evacuation traffic operations.

8. Request support forces as necessary.
9. Initiate warning or evacuation, if needed.
10. Inform other law enforcement, fire, medical, social services, and public works of warning and evacuation.
11. Establish priorities for evacuation which take into account the time of flooding with respect to other areas and the severity of flooding and loss of escape routes.
12. Select evacuation destinations for each area to be evacuated which are:
 - a. Safe from flooding.
 - b. Easily identified to the public.
 - c. Within time and distance commensurate with warning time.
 - d. Suitable for use for the expected duration of the flooding.
13. Establish procedures for locating missing persons and providing information to friends and relatives.
14. Determine if evacuation is complete.
15. Establish traffic controls to prevent accidental entry into dangerous area(s).
16. Establish surveillance over the evacuated area to ensure security of property and safety of personnel.

8.4.3. Road Department/Public Works

1. Establish procedures for actions to resume provision of utility services including:
 - a) Preparations to be made by property owners.
 - b) System preparations including decontamination of water supplies.
 - c) Sequence and priority for returning services.
2. Establish procedures for returning to normal traffic patterns including:
 - a) Evaluation of road and bridge safety.
 - b) Debris clearance.
 - c) Priority for providing access.
3. Establish procedures for post-flood cleanup including:
 - a) Clearance, collection, and disposal of debris and discarded items.
 - b) Street washing.
 - c) Return of material previously relocated for safekeeping.
4. Establish procedures for management of damaged structures including:
 - a) Identification procedures and evaluation of damage.
 - b) Demolition or temporary repair of hazardous buildings.

8.4.4. Disaster and Emergency Services/EOC

1. Notify staff.
2. Coordinate with Incident Commander and other response and administrative agencies.
3. Activate EOC if needed.
4. Maintain communications with field command post.
5. Notify Red Cross and radio resources if needed.
6. Initiate resource management as directed. Refer to Glasston Lakes Plan if appropriate.
7. Coordinate arrangement for identifying needs, providing assistance, and responding to calls.
8. Establish procedures for carrying out evacuation that are consistent with the warning time available and coordinate emergency information with the PIO to make sure the affected public is advised of the need to evacuate, safe end destinations, routes, and time available.
9. Assist with Identification of areas that may be inundated.
10. Coordinate air surveillance if necessary.
11. Make sure evacuation is complete.

12. Establish reception centers with assistance from the Red Cross, Social Services Department, and other agencies.
13. Start recovery phase to initiate and carry out post-disaster actions to maintain public health and return community services to normal at the earliest possible time. Provide aid and assistance in recovery.
14. Identify the sources and programs for recovery assistance and the means of obtaining each including:
 - a) Volunteer organizations.
 - b) Mutual Aid Agreements.
 - c) State assistance.
 - d) Federal assistance.
15. Establish procedures for mobilizing assistance from each available source including:
 - a) Conditions under which request for assistance will be made.
 - b) Channels to be followed to request assistance.
 - c) Preparation of necessary disaster declarations or other documentation required for state and/or federal assistance.

8.4.5. Chief Elected Officials

1. Cooperate with the Incident Commander to approve resource requests from outside agencies.
2. Cooperate with the IC to follow evacuation plans. (See Section 17. Evacuation Annex)
3. Assign a representative to the EOC if needed.
4. Approve and sign declarations and proclamations and request aid in accordance with agreements and state and federal guidelines. (See Montana Code Annotated 10-3-405, Levying emergency tax)

8.4.6. Emergency Medical Services

1. Request that the emergency room activate its disaster plan.
2. Provide emergency medical services and care of injured persons.
3. Provide transportation of injured to emergency room.
4. Designate representative(s) to join staff in EOC if needed.

8.4.7. Public Health Department/Sanitarian

Establish procedures for actions to preserve public health including:

1. Collection and destruction of contaminated food.
2. Disinfection of private water supply sources and systems.
3. Inoculations and other preventative medical care.
4. Control of insects, vermin, and other potentially diseased pests.

8.4.8. Social Services/Red Cross

1. Send designated representative to EOC.
2. Prepare for reception centers.
3. Estimate the duration and number of evacuees and determine requirements for reception center(s) including:
 - a) Number of persons to be housed.
 - b) Number of meals to be served.
 - c) Type and extent of medical care required.
 - d) Required services, equipment, and supplies for operation.
 - e) Availability of reception center(s).

4. Select reception centers which:
 - a) Have or can provide the necessary equipment and services.
 - b) Are available on short notice for usage.
 - c) Provide sufficient area for required activities.
 - d) Can be readily identified by the public and are accessible from all areas.
5. Establish procedures for the operation of reception centers including:
 - a) Basis on which reception center operation will be activated and terminated.
 - b) Source and means of providing necessary supplies.
 - c) Allocation of space for reception center functions.
 - d) Provision of temporary assistance and information in a long-term recovery.

8.4.9. Public Information Officer

1. Coordinate news media.
2. Coordinate with Chief Executives, Incident Commander, and DES Coordinator on news releases and information to the public.
3. Make periodic broadcasts or announcements to the public and press keeping them informed and advised of hazards and conditions and emergency information.

9. High Winds Contingency Plan

9.1. Purpose

The Upper Yellowstone River Valley, which runs east and west through the heart of Sweet Grass County, is known as one of the most severely windy areas in the United States. Wind speeds in excess of sixty miles an hour are not uncommon with even stronger gusts. Autumn and early spring typically are the windiest seasons, but dangerous winds can occur any time of the year.

9.2. Situations

While most hazards stemming from excessively strong winds will fall under one or more of the situations discussed in other contingency plans such as winter storm, high winds pose enough of a unique hazard to warrant a separate contingency plan.

9.3. Concept of Operations

Unless and until a consequential hazard falling under the jurisdiction of another agency develops from a high wind condition, the Sweet Grass County Sheriff's Office is responsible for Incident Command.

9.4. Organization and Assignment of Responsibilities

9.4.1. Sheriff's Office

1. Coordinate all communications among involved personnel.
2. Be responsible for determining the agencies and resources needed to respond to the hazard, such as utility personnel, and for notifying such agencies and resources.
3. Provide traffic control as needed.

9.4.2. Public Works

Provide equipment and manpower for the maintenance of public services such as transportation, by the physical obstructions such as downed trees or drifted snow, or repair of systems providing public services.

9.4.3. Fire Department

1. Alleviate or eliminate real or potential fire or hazardous material situations resulting from high winds.
2. Determine if hazardous situations exist, such as downed power lines, requiring action by other agencies and request assistance as needed.

9.4.4. Emergency Medical Services

Provide medical treatment and/or transportation for persons injured as a result of the incident.

9.4.5. Public Information Officer

1. Keep media informed of the severity of the situation.

2. Advise persons in affected areas of recommended actions they should take and anticipate severity and duration of the hazard, such as power disruption over a significant area or for a prolonged time, if known.

10. Earthquake Contingency Plan

10.1. Purpose

Sweet Grass County is located not far from a Zone 4 area, the zone considered to be the highest risk for earthquakes in the United States. This distinction is on a par with the San Andreas Fault in California, the Wasatch Front in Utah, and the New Madrid Fault in Missouri. This Annex will identify response oriented actions to be taken by specific agencies and officials.

10.2. Situations

1. There has never been a significant earthquake centered in Sweet Grass County during recorded history. However, numerous strong earthquakes in the region have been felt locally, most notably the Hebgen earthquake of 1959 and the Challis earthquake of 1983. There are numerous known faults within a 100-mile radius of Sweet Grass County and the nearby, geologically unstable Yellowstone National Park also adds to the potential effects of an earthquake to an extent requiring emergency response.
2. A major earthquake can cause so many types of problems that local emergency management resources are often forced to respond to a "higher priority" incident. A major earthquake can cause multiple disasters. Damage that should be expected is to transmission lines (electric, gas, telephone, water, wastewater, and cable communications) and transportation routes (road, rail, and airport).
3. Because areas in adjacent counties, particularly to the west, have an even higher risk of sustaining severe damage from earthquakes than Sweet Grass County, there is the possibility of those higher risk counties calling on Sweet Grass County for assistance following a major earthquake event. For that reason, mutual aid agreements between agencies and jurisdictions should be in the proper status beforehand to ensure the most efficient administration of resources and personnel in this type of incident. In addition, Sweet Grass County should be aware of the possibility of the relocating of residents from the more severely affected areas to its communities if needed. Both of these elements are based on the assumption that Sweet Grass County's own facilities and resources have not been damaged or allocated as a result of the incident to an extent that precludes its involvement for the benefit of neighboring counties.

10.3. Concept of Operations

The Sweet Grass County Sheriff's Office is responsible for Incident Command.

10.4. Organization and Assignment of Responsibilities

10.4.1. Sheriff's Dispatch

1. Notify Incident Commander, DES Coordinator, and Chief Elected Officials.
2. Dispatch emergency responders.
3. Call in off-duty deputies and dispatchers as requested by Incident Commander.
4. Provide information about impact and effects of earthquake to responders.
5. Receive field reports and relay information.
6. Contact emergency room to standby for possible casualties.
7. Contact utilities.

8. Prepare for many calls if the incident is widely felt.

10.4.2. Incident Commander (Sheriff's Office)

1. Dispatch ground and (if possible) air units to assess impact and damage.
2. Request Mobile Command Post if necessary.
3. Secure area(s) that have been heavily affected by damage and coordinate traffic control.
4. Request extra manpower and resource materials.
5. Provide information and coordinate entry routes and staging area(s).

10.4.3. Fire Department

1. Be responsible for fire suppression and rescue.
2. Coordinate with Incident Commander for other assignments such as closing transmission lines, evacuating areas, and traffic control.

10.4.4. Disaster and Emergency Services/EOC

1. Notify EOC staff.
2. Initiate resource management.
3. Coordinate with state and federal agencies.
4. Contact Red Cross and emergency communications resources.
5. Maintain communications with Field Command Post.

10.4.5. Social Services/Red Cross

1. Be responsible for coordinating relief agencies.
2. Be responsible for sheltering, mass feeding, and family assistance programs.

10.4.6. Emergency Health Services

1. Emergency room:
 - a) Initiate disaster plan.
 - b) Coordinate with Incident Commander, ambulance service, and EOC.
 - c) Prepare for decontamination of victims of various types of contamination exposure.
2. Ambulance:
 - a) Coordinate with Incident Commander at the Field Command Post.
 - b) Be responsible for triage, treatment, and transportation of victims.
3. County Health/Sanitation Department:
 - a) Disseminate public health information.
 - b) Control contamination and quarantine procedures.
 - c) Coordinate with Incident Commander and EOC.
 - d) Assist with location of temporary morgue.

10.4.7. Chief Elected Officials

1. Report to EOC.
2. Prepare declarations and proclamations and request aid in accordance with agreements and state and federal guidelines.
3. Be responsible for the ultimate well-being and safety of the public.

10.4.8. Public Works

1. Assist in disaster area damage and impact survey.

2. Develop recommendations to alleviate transportation route, transmission line, and public utility damage.
3. Maintain contact with Incident Commander and EOC.
4. Clear roads and begin emergency repair of water and sewer systems.
5. Barricade damaged area(s) as directed.
6. Coordinate usage of public and private equipment and materials in recovery operations.

10.4.9. Public Information Officer

1. Coordinate news media.
2. Coordinate with Chief Executives, Incident Commander, and DES Coordinator on news releases and information to the public.
3. Make periodic broadcasts or announcements to the public and press, keeping them informed and advised about hazards, conditions, and emergency information.

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11. Mass Casualty Incident Contingency Plan

11.1. Purpose

This Annex will identify response actions to be taken by specific agencies and officials during a mass casualty incident.

11.2. Situations

A mass casualty incident can occur at any time and involve road, rail, or aircraft transportation, building failure, or acts of terrorism.

11.3. Concept of Operations

The BTVFD is responsible for Incident Command.

11.4. Organization and Assignment of Responsibilities

11.4.1. Sheriff's Dispatch

1. Confirm report - location and who is calling.
2. Ask estimation of injuries or deaths.
3. Ask what is the best way to get to the incident site.
4. Page ambulance and fire department.
5. Inform Sheriff, Search and Rescue, and Highway Patrol.
6. Notify Pioneer Medical Center.
7. Contact DES Coordinator.
8. Coordinate communications; call in backup dispatcher.

11.4.2. Incident Commander

1. Request the Mobile Command Post to the scene.
2. Establish perimeters and initiate communications.
3. Identify staging areas and relay information to responding agencies.
4. Arrange for logistical support.
5. Gather representatives of response agencies at Command Post to make coordinated decisions.
6. Notify dispatch of the extent of the incident and injuries involved.
7. Coordinate site response management (i.e., triage, treatment, transportation, fire control, security).
8. Determine how many ambulances and personnel needed.
9. Activate Emergency Room Disaster Plan.
10. Determine special transportation needs or treatment considerations.

11.4.3. Emergency Medical Services

1. Be responsible for triage implementation and treatment at the scene.
2. Transport injured persons to medical facility.

11.4.4. Sheriff's Office

1. Initiate traffic control.
2. Coordinate communications with Incident Commander.
3. Establish scene security.
4. Notify chaplain.

11.4.5. Disaster and Emergency Services/EOC

1. Activate EOC, as necessary.
2. Notify EOC staff.
3. Assist Incident Commander with logistics and resources.
4. Inform Chief Elected Officials.
5. Notify Social Services/Red Cross as appropriate.
6. Coordinate communications with Command Post.

11.4.6. Fire Department

1. Be responsible for fire and hazardous materials control at incident location.
2. Have a representative with the Incident Commander at the Command Post.
3. Assist EMS as needed.
4. Be responsible for extrication and decontamination.

11.4.7. Public Information Officer

1. Coordinate news media.
2. Coordinate with Chief Executives, Incident Commander, and DES Coordinator on news releases and information to the public.
3. Make periodic broadcasts or announcements to the public and press, keeping them informed and advised of hazards, conditions, and emergency information.

11.4.8. Coroner

1. In the event of human fatalities, identify remains.
2. Dispose of remains in accordance with state law.

12. Volcanic Ash Contingency Plan

12.1. Purpose

Volcanic ash is an unusual occurrence at best. Because of this, there are many questions that are difficult to answer. This Annex will provide information and procedures to be followed in the event of an ashfall.

12.2. Situation

1. On May 18, 1980, Mount St. Helens in the state of Washington erupted. The eruption deposited large quantities of ash in Montana. The ashfall resulted in damaged property and posed a risk to human and animal health.
2. Volcanic ash is pulverized rock. It is extremely fine and can fall a considerable distance from its source of origin. It often contains small pieces of light, expanded lava called *pumice* or cinders. Fresh volcanic ash may be harsh, acid, gritty, glassy, or even smelly. Although gasses are usually too diluted to constitute a danger to a normal person, the combination of acidic gas and ash, which may be present within a few miles of the eruption, could cause lung damage to small infants, the very old and infirm, or those already suffering from severe respiratory illness.

12.3. Concept of Operations

The Chief Elected Official of each jurisdiction is responsible for Incident Command.

12.3.1. Sheriff's Dispatch

1. Read the rest of this Plan to help you understand ash fallout and to be able to respond to the public's questions.
2. Notify the Sheriff, DES Coordinator, and Chief Elected Officials.
3. Assist in EOC communications coordination.

12.3.2. Disaster and Emergency Services Coordinator (In EOC)

1. Notify EOC staff and make contact with agency heads and public officials.
2. Be prepared to provide information to the public and Chief Executives on how to respond to volcanic ash.
3. Coordinate resource inventory.

12.3.3. Law Enforcement

Be prepared to initiate Chief Elected Officials' resolutions and ordinances pertaining to closures, curfews, traffic control, etc.

12.3.4. Fire Department

Be prepared to initiate Chief Elected Officials' requests.

12.3.5. Public Health/Sanitarian

Assist Chief Elected Officials and DES Coordinator in matters relating to the public's health and welfare.

12.3.6. Public Information Officer

1. Coordinate news media.
2. Coordinate with Chief Executives, Incident Commander, and DES Coordinator on news releases and information to the public.
3. Make periodic broadcasts or announcements to the public and press to keep them informed and advised of hazards, conditions, and emergency information.

NOTE: All of the above department heads or their designated representatives shall respond to the EOC, if summoned.

12.3.7. Citizen Instructions

1. If ash is falling:
 - a) Do not panic; stay calm.
 - b) Stay indoors.
 - c) If outdoors, seek shelter (e.g., car, building); use a mask or dampened handkerchief or cloth.
 - d) If at work, go home before ash begins to fall if possible. If ash is already falling, stay indoors until the heavy ash is settled.
 - e) Go directly home.
 - f) Unless an emergency, do not use the telephone.
 - g) Use radio for information.
2. If at home, how to be prepared:
 - a) Have face masks on hand (should be coded +C21C).
 - b) Have food stored for two weeks and a first aid kit(this would apply for any emergency).
 - c) Draw off enough water (one quart per day per person) in a clean plastic container.
 - d) Have a battery-operated radio and lanterns or flashlights with extra batteries.
3. If at home while ash is falling:
 - a) Close doors, windows, and dampers.
 - b) Place damp towels at door thresholds and other draft sources.
 - c) Do not run fans or clothes dryers.
 - d) Remove ash from flat roofs and rain gutters.
 - e) Brush, shake, and presoak clothes or they may gum up.
4. If in a vehicle while ash is falling:
 - a) If possible, get the vehicle inside; ash is an abrasive.
 - b) If possible, do not drive.
 - c) Do not speed or follow too closely behind another vehicle.
 - d) Change all filters right away. Do not drive without an air filter.

13. National Emergency Contingency Plan

13.1. Purpose

The possibility of an enemy attack seems highly remote to most people. Yet the threat must not be ignored and may in fact be in the form of a terrorist threat. This annex will identify procedures and considerations for public officials and organizations.

13.2. Situation

SHORT-TERM EFFECTS OF RADIATION EXPOSURE:

Following are estimated short-term effects on humans of external exposure to gamma radiation from fallout during a period of one week or less. The total exposure is given in terms of Roentgens (R), a unit measuring the amount of radiation a person is exposed to.

0 - 50 R No visible effects.

50 - 200 R Fifty percent of people may experience nausea and five percent may require medical attention. No deaths are expected.

200 - 450 R Most people will require medical attention because of serious radiation sickness. Fifty percent may require hospitalization.

400 - 600 R All will require medical attention for serious radiation sickness. Death will occur weeks.

Over 600 R Severe radiation sickness. All will die within three weeks.

There is no special clothing to protect people against gamma radiation and no special medicines or chemicals prevent large doses of radiation from causing damage to body cells. However, antibiotics and other medicines are helpful in treating infections that will follow excessive exposures; radiation weakens the body's ability to fight infection. **NOTE:** People exposed to radiation DO NOT become radioactive; radiation sickness is not contagious or infectious from one person to another.

13.3. Definitions

1. **RADIOACTIVE FALLOUT** - This can be categorized into either early (localized) fallout or delayed (world wide) fallout. Localized fallout is defined as those particles which reach the earth within 24 hours after the nuclear explosion. Delayed fallout consists of smaller particles which ascend into the upper levels of the atmosphere and are carried to all parts of the earth. The delayed fallout is brought down to earth by rain or snow over periods ranging from months to years. Fallout is radioactive. Its intensity and hazard to the public is dependent on the length of time since the nuclear explosion, the distance between the particles and the organism, and the mass (material/substance) between the fallout and the organism.
2. **FALLOUT SHELTER** - The space or facility used to protect the occupants from radioactive fallout. The criteria for the shelter include a protection factor and a minimum of ten cubic feet of floor space per occupant in a ventilated structure or 500 cubic feet of space per person in an unventilated space.

3. **PROTECTION FACTOR** - A number used to express the relationship between the amount of fallout radiation that would be received by a person in a completely unprotected location and the amount that would be received by a person in a protected location. The Protection Factor only refers to fallout and not the other effects (heat and blast) of a nuclear explosion. The Protection Factor relationship can be determined by dividing the radiation measured inside the structure into the outside measured radiation.

$$\text{FORMULA: } \frac{\text{Outside Measurement}}{\text{Inside Measurement}} = \text{Protection Factor}$$

The measurement of these readings will be coordinated through the State DES Office.

4. **RISK AREA** - Those areas as defined by the Department of Defense that are considered likely targets during a nuclear weapons exchange. Sweet Grass County is not considered a Risk Area.
5. **HOST AREA** - Those areas as defined by the Department of Defense that are considered relatively unlikely to experience direct nuclear weapon "hits" These areas are designed for reception and care for the Risk Areas.
6. **NATIONAL ATTACK WARNING SYSTEM (NAWAS)** - A telephone service which relays the transmission of a warning from NORAD, the national warning point, to places having a vital need for the warning message. It deals primarily with nuclear attack.
7. **RADIOLOGICAL OFFICER (RO)** - The principal technical advisor to the DES Coordinator and the Chief Elected Officials on matters pertaining to radiological defense against nuclear weapons effects. The RO must be familiar with radiological measurement instruments and reporting procedures, capable of evaluating the probable effects of radiation on people, and capable of recommending appropriate protective actions such as movement, shelter, and decontamination.
8. **ELECTROMAGNETIC PULSE (EMP)** - Energy radiated by a nuclear weapon detonation of a very high frequency range that may damage electronic equipment or components.
9. **INCREASED READINESS** - Actions which county officials take to increase their ability to react to potential nuclear crisis.

13.4. Concept of Operations

The Chief Elected Officials are responsible for Incident Command. They may delegate the responsibility as appropriate on a case by case basis.

If an actual nuclear attack occurs, there is little that can be done except take shelter and wait. If an attack is expected, the County will be notified through the NAWAS. The notification will direct them to warn the public through established methods (siren, loudspeakers, cable TV, etc.). Simultaneously, commercial broadcasting stations will be notified and the Emergency Alert System will be activated. (See Direction, Control, and Warning Annex.)

13.5. Organization and Assignment of Responsibilities

This portion of the Sweet Grass County EOP has been prepared to outline steps on what general actions should be done in case of a notification from NAWAS of an impending enemy attack on our country.

13.5.1. Sheriff's Dispatch

The County will be notified of a nuclear attack through NAWAS as relayed by the Park County Sheriff's Office. When the warning is received:

1. Inform the Chief Elected Officials.
2. Notify all emergency services agencies.

3. Activate warning sirens.
4. Be prepared to transfer all communication capabilities to the EOC.

13.5.2. Incident Command (Chief Elected Officials, Unless Delegated)

The Sweet Grass County Commissioners and/or Mayor of Big Timber shall initiate the following procedures:

1. Report to the Emergency Operations Center.
2. If possible, verify the authenticity of NAWAS warnings.
3. Verify that the warning of attack is being distributed to the public.
4. Insure that information about evacuation routes, shelter, facilities, etc., is broadcast to the public.
5. Coordinate and communicate with State and Federal agencies as appropriate.

13.5.3. Disaster and Emergency Services

1. Activate EOC.
2. Notify EOC staff.
3. Assist the Incident Command with recommendations and procedures.
4. Notify Radiological Officer to report to EOC.
5. Activate and coordinate County Fallout Reporting System (see Radiological Operations Annex).
6. Coordinate the opening, staffing, and stocking of shelters.

13.5.4. Sheriff's Office

1. Send representative to the EOC.
2. Assist Incident Command as requested.
3. Provide traffic control.
4. Assist in public information activities.

13.5.5. Fire Department

1. Send representative to the EOC.
2. Assist Incident Command as requested.
3. Provide fire control services at shelter facilities.

13.5.6. Public Works

1. Send representative to the EOC.
2. Assist Incident Command as requested.
3. Perform whatever measures that time allows to protect public services (water supply, etc.) from contamination or damage.

13.5.7. Social Services/Volunteer Agencies

1. Coordinate the opening, staffing, and stocking of shelters.
2. Be responsible for sheltering of special population groups such as the handicapped and invalids.

RADIOLOGICAL MONITORS

The primary duty of radiological monitors is to provide timely and accurate information required for the proper analysis and evaluation of the radiological hazard. Whether monitors are assigned to monitoring stations/shelters or to work activities outside of shelters, they must know and be able to do the following:

1. Know the type, uses, and operation of all radiological instruments and related equipment.

2. Know the radiological defense functions required both during and following shelter occupancy. These functions include the monitoring of personnel, food, water, and equipment and the procedures of contamination control and decontamination.
3. Carry out protective measures to keep exposures to personnel to a minimum.

NOTE: Radiological monitors will either be sent from the State to the local jurisdiction or local personnel will be sent to the State to receive training.

13.5.8. Public Information Officer

1. Coordinate news media.
2. Coordinate with Chief Elected Officials, Incident Commander, and DES Coordinator on news releases and information to the public.
3. Make periodic broadcasts or announcements to the public and press to keep them informed and advised about hazards and conditions and emergency information.

14. Civil Disorder/Bomb Threat Contingency Plan

14.1. Purpose

Terrorism in the forms of bomb threats or civil disorder can occur in any community. The purpose of this plan is to address some of the issues that may arise in responding to these emergencies. Advance planning and preparation is the best way to deal with these threats.

14.2. Legal Authority

1951 Civil Defense Act, as amended.
Montana Codes Annotated (MCA), Title 10, Parts 1, 2, and 7.
Sweet Grass County Emergency Operations Plan.
Various facility EOP's from within the jurisdiction.

14.3. Situation

Civil disorder, bomb threats, and other terrorist activity are often directed toward governmental installations, but anyone can become a victim. Targets vary with the changing social mores and activism of individuals and groups in favor of or opposed to a particular societal value or activity. In these times of social upheaval even medical facilities, schools, and businesses are vulnerable.

There are five categories of terrorist incidents: biological, nuclear, incendiary, chemical, and explosive (B-NICE). Response agencies in Sweet Grass County do not have the required training or equipment to respond to a nuclear, biological, or chemical (NBC) incident. Our principal responsibility for NBC incidents is to call those agencies/response teams who have the appropriate training and equipment.

Recent bombing incidents have shown there can be a sequence of events carefully timed to inflict further harm on those whose job it is to respond to assist others. Additional hazards may include armed resistance, use of weapons, booby traps, and secondary events or devices.

First responders involved in a terrorist incident become part of the crime scene. Law enforcement personnel will likely interview them. They may be required to testify in court as to what they saw, did, and did not do.

14.4. Assumptions

1. Bomb Threats
 - a) A bomb threat is most commonly made by a telephone call to the targeted organization. The caller will usually state that a bomb will be going off in a specific location.
 - b) There will be two common reasons that callers make such threats:
 - 1) The caller knows or believes a bomb is in place and wants to minimize the potential personal injury and/or property damage that may result from an explosion.
 - 2) The caller wants to disrupt the organization's operations.

- c) The caller may or may not be the person who placed the bomb.
 - d) Practically speaking, one cannot know immediately whether a bomb threat is real or a hoax. All threats must be treated as real until determined to be otherwise.
2. Civil Disorder and Terrorism
- Although law enforcement professionals, supervisors, and agencies are all committed to doing everything possible to protect the public, each individual is still very much responsible for his or her own safety.

14.5. Organization and Responsibilities

14.5.1. Sheriff's Dispatch

- 1. Receive and confirm the report.
- 2. Obtain pertinent information.
- 3. Follow SOP for Mass Casualty Incident.
- 4. Notify Sheriff, DES, and Chief Elected Officials.
- 5. Maintain communications.
- 6. Maintain logs of the incident progress for recordkeeping and liability purposes.

14.5.2. Law Enforcement

- 1. Incident Command

Law enforcement will serve as Incident Commander for all situations involving civil disorder, bomb threats, or terrorism in Sweet Grass County.
- 2. Preparedness Phase
 - a) Development Standard Operation Procedures to address civil disorder, terrorism, and bomb threats.
 - b) Participate in training exercises utilizing SOPs.
- 3. Response Phase
 - a) Utilize SOP.
 - b) Protect the public welfare and attempt to prevent property damage.
 - c) Control the scene including access, security, riot control, and any other measures to protect life and property.
 - d) Establish and staff mass arrest or holding facilities as necessary.
 - e) If the EOC is activated, provide representative to coordinate law enforcement and the EOC staff.
 - f) Request the Mobile Command Post if necessary.

14.5.3. DES Coordinator

- 1. Response Phase
 - a) Activate the EOC if necessary and coordinate its operation or report to the Command Post.
 - b) Notify the Chief Elected Officials.
 - c) Coordinate additional personnel or assistance requests such as Red Cross or National Guard.
 - d) Maintain communications with IC and Chief Elected Officials.

14.5.4. Fire Department

- 1. Response Phase
 - a) Respond through authorization by law enforcement only.

- b) Provide assistance as requested specifically by and under the direction of law enforcement.
- c) Keep in mind the recognition, collection, and preservation of physical evidence may be the only means to identify and successfully prosecute those responsible.
- d) Provide a command officer or the Fire Chief to the Command Post or the EOC if requested by law enforcement or DES Coordinator.
- e) In coordination with law enforcement, provide rescue to injured or trapped persons.
- f) Provide fire suppression for fires without endangering fire fighters or equipment as determined by the Fire Chief.
- g) Provide support to law enforcement agencies as requested.
- h) Coordinate with IC regarding decontamination procedures.

14.5.5. EMS

1. Response Phase

- a) Respond through authorization of law enforcement only.
- b) Provide assistance as requested specifically by and under the direction of law enforcement.
- c) Keep in mind the recognition, collection, and preservation of physical evidence may be the only means to identify and successfully prosecute those responsible.
- d) Arrange and coordinate emergency care, treatment, and transport of injured.
- e) Activate triage area at scene, if necessary.

14.5.6. Coroner

1. Response Phase

Coordinate care, handling, and identification of any fatalities.

14.5.7. Medical Facility

1. Response Phase

- a) Initiate disaster plan.
- b) Coordinate and manage patient management services.
- c) Coordinate with EMS on possible victims, type of injuries, and contamination, if known.

14.5.8. Public Works

1. City Street Department and County Road Crew

- a) Respond through authorization by law enforcement only.
- b) Provide personnel, equipment, and barricades to assist in traffic and crowd control under the direction of law enforcement.
- c) Assist in debris clearance after the hostilities have ceased.

2. Utilities

- a) Send appropriate crews to the scene to remove power if required by the Incident Commander.
- b) Restore power to damage areas once hostilities have ceased.

14.5.9. Chief Elected Officials

1. Response Phase

- a) Report to the EOC if activated.
- b) Coordinate direction and control activities with the IC and DES.
- c) Assure necessary resolutions/declarations are made based on the scope of the incident.
- d) Issue necessary proclamations and/or orders.

- e) Officially request aid from private, county, state, and federal resources as needed.
- f) Coordinate with the Information Officer to ensure that appropriate news releases and emergency public information is being disseminated.

14.5.10. County Attorney

1. Response Phase
 - a) Advise CEOs and law enforcement.
 - b) Determine jurisdiction of the areas involved.
 - c) Notify the Attorney General's Office and the Criminal Investigation Bureau.
 - d) Prepare to assist with mass arrests.

14.5.11. Public Information Officer

1. Coordinate with Chief Elected Officials, Incident Command, and DES on news releases and emergency public information.
2. Keep media informed, giving careful consideration to what is released, given the fact that individuals responsible thrive on publicity.

14.6. Operational Checklists

14.6.1. Civil Disorder and Terrorist Activity

Law Enforcement should follow SOPs.

14.6.2. Bomb Threats

1. It is recommended that the supervisory staff of each facility that would be a potential target of bomb threats include in its Emergency Operations Plan an annex or appendix that defines how that facility will handle bomb threats. Operational instructions that can be used in the event of a bomb threat are available from Sweet Grass County Disaster and Emergency Services. It is also suggested that these facilities have occasional in-service training on bomb threats and exercise the bomb threat plan to identify weaknesses and areas that need further planning or clarification.
2. Bomb Search Procedures
When a bomb threat is received at a facility, it is the responsibility of that facility to:
 - a) Take immediate steps to assure the safety of the public by evacuating the facility in a safe and orderly manner. Whether it is a school with students or a public building with members of the community present, these people must be quickly cleared from the building.
 - b) Conduct a quick initial search for possible devices. The concept of this initial search is simply to note any conspicuous packages or containers that are out of place or not normally present in the facility. Personnel are not to open, move, or disturb any suspect package, but rather merely to note its presence and location. Explosive Ordnance Disposal (EOD) teams with specialized training and equipment will conduct a more thorough search and will examine any suspect package for the presence of a device. This initial search is a quick scan of the working area of each employee. Each employee should do a visual scan of the area where they normally work to note any items out of place or items that are not normally present there. It must be emphasized that nothing is to be moved, shuffled about, or rearranged to get a better view. If it cannot be seen in this initial scan, it is of no concern at this time.
3. Law Enforcement
 - a) Follow SOPs.

b) Bomb squads are located in Billings and at Malmstrom Air Force Base in Great Falls.

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15. Emergency Management Organization and Planning Annex

15.1. Purpose

This annex describes the Emergency Management Organization in Sweet Grass County and the City of Big Timber. The organizational relationships are defined between the jurisdictions and there is a review of the planning required to integrate the two jurisdictions' entities into a viable emergency management system.

This Plan must be exercised at least annually to remain current with conditions in the jurisdictions. The exercises maintain efficiency in operations between agencies and organizations who will be better prepared to preserve life and property.

15.2. Concept of Operations

15.2.1. General

This Emergency Operations Plan (EOP) is based upon specific hazards. This section describes the basis on which the included agencies and organizations will respond to a disaster or emergency situation.

15.2.2. Specific

1. The Chief Elected Officials of each jurisdiction have ultimate responsibility for the health, safety, and welfare of the public they serve. The primary responsibility of the Chief Elected Officials in a disaster or emergency situation is the allocation of resources and the implementation of policy. On-Site Control is still in the hands of specific and designated emergency response agencies. The County and City have a Mutual Aid Agreement which authorizes specific emergency response resources to cross jurisdictional boundaries. (See Mutual Aid Agreement between the City of Big Timber and Sweet Grass County.)
2. The Disaster and Emergency Services Coordinator, by State Law, is responsible for emergency and disaster preparedness and the coordination of response and recovery resources. The coordinator has no statutory authority over any department or organization. The coordinator acts as an advisor to the Chief Elected Officials and emergency response agencies.
3. Administrative procedures and considerations to declare an emergency or disaster, request aid from state and federal agencies, and fiscal matters are covered in the Local Government Disaster Information Manual located in the Sweet Grass County Disaster and Emergency Services Office.
4. The Incident Command System is the method whereby agencies and organizations will work together to respond to a disaster or emergency. It calls for specific agencies to be responsible for specific duties with one agency directing the operations for the entire operation. The lead and supporting agencies are listed by hazard and function listed in the Incident Command System section.
5. Upon activation of the Sweet Grass County Emergency Operations Center (EOC), designated representatives with decision-making powers from specified agencies will report to the EOC. Agencies which are on the EOC staff are listed in Attachment 1, page 65. Actual attendance at the EOC depends upon the type and scope of the disaster or emergency situation.

15.3. Organization and Assignment of Responsibilities

This section identifies specific duties and responsibilities for designated local government departments and supporting organizations. The departments or organizations should prepare their own internal checklists or Standard Operating Procedures (SOP's) to accomplish these tasks.

15.3.1. County Commissioners/Mayor

1. Mitigation Phase
 - a) In accordance with 10-3-201 (1) MCA, appoint or designate the person and organization responsible for the jurisdiction's emergency management organization and operations.
 - b) Meet annually with the Disaster and Emergency Services Coordinator to review and update the Emergency Operations Plan.
 - c) Adopt mitigation measures, such as floodplain management, building codes, subdivision regulations, etc., to save lives and property.
 - d) Form a Local Emergency Planning Committee (LEPC) to assist the DES Coordinator with planning and coordinating on an ongoing basis. This committee should consist of a county commissioner, city council member, sheriff, fire department representative, emergency medical services representative, and public works department representative.
2. Preparedness Phase
 - a) This plan must be tested at least once per year with either a table-top, functional, or fullscale exercise.
 - b) Participate in the exercising of the plan.
 - c) Ensure that emergency response agencies receive training and participate in the EOP update and maintenance.
3. Response Phase
 - a) Determine if a disaster or emergency should be declared, what resources should be utilized (including mutual aid or state or federal assistance), and what administrative requirements must be met.
 - b) Require recordkeeping because state or federal reimbursement may be available if adequate documentation is maintained. The Local Government Disaster Information Manual addresses all related administrative responsibilities.
 - c) Be responsible for public information activities.
4. Recovery Phase
 - a) Request state or federal recovery assistance as necessary. Continue public awareness activities.
 - b) Participate in post-incident critiques and supplement plan revisions.
 - c) Update plan as necessary.

15.3.2. DES Coordinator

1. Mitigation Phase
 - a) Advise the Chief Elected Officials and department heads about the best mitigation measures to adopt or pursue.
 - b) Meet regularly with emergency response agency officials and involve them in developing and writing plans.
2. Preparedness Phase
 - a) Conduct an exercise of the plan at least annually.
 - b) With the LEPC, update the Plan at least annually.
 - c) Inventory and update resource list at least annually.
 - d) Brief department personnel about the EOP to familiarize them with their roles and responsibilities during a disaster.

- e) Prepare maps of the various political jurisdictions with plastic overlays for recording information specific to types of disasters and to illustrate those hazards and their impact on the communities.
 - f) Meet with private and volunteer organizations to ensure that assignment of responsibilities in the EOP are acceptable and workable.
3. Response Phase
 - a) Activate the Resource List and coordinate and record all resources used. Accurate records are necessary for the reception of state and federal disaster funds. (See the Local Government Disaster Information Manual.)
 - b) Assist agencies, organizations, and officials as appropriate.
 - c) Coordinate operation of the EOC.
 - d) Serve as the point of contact between the jurisdiction and the State DES Division.
 4. Recovery Phase
 - a) Assist public officials with administrative functions such as applying for disaster assistance, assessment, and recovery.
 - b) Conduct post-incident critique to review procedures.
 - c) Review plan for changes.

15.3.3. Emergency Response Agencies (Sheriff, Fire Department, Public works, Emergency Medical)

1. Mitigation Phase

Through public education and training, inform the public of potential hazards which can be prevented or their impact diminished.
2. Preparedness Phase
 - a) Participate in emergency management planning.
 - b) Develop department SOP's for emergency operations.
 - c) Hold regular training sessions with department personnel to brief them on emergency plans and SOP's.
 - d) Participate in drills and exercises.
3. Response Phase
 - a) Implement tasks and responsibilities as defined in the EOP, as appropriate.
 - b) Record resources utilized. Maintain thorough records in the event of state or federal disaster aid involvement.
 - c) Report to EOC.
4. Recovery phase
 - a) Submit Damage Assessment Reports.
 - b) Participate in post-incident critique.
 - c) Review plan for changes.

Attachment 3: EOC Staff

County Agency Representation

County Commission
Fire Department
Public Works
County Attorney
Sheriff's Office
Emergency Medical Services
Social Services
DES Coordinator
County Health

City Agency Representation

Mayor and Council
Fire Department
Public Works
City Attorney

Support Staff

Dispatch
Red Cross
Public Information Officer
Clerk and Recorder
Shelter Management
State DES District 3 Representative

16. Direction, Control, and Warning Annex

16.1. Purpose

This annex identifies duties and responsibilities for all aspects of Direction, Control, and Warning in the county.

16.2. Concept of Operations

16.2.1. Specific

1. Direction and Control (D&C) provides the capability for control of resources during a disaster or emergency. Direction and Control is the responsibility of the chief decision-makers:
 - a) Sweet Grass County Commissioners.
 - b) Mayor of Big Timber or City Council President.
 - c) Sweet Grass County Sheriff.
 - d) Sweet Grass County DES Coordinator.
 - e) BTVFD Fire Chief.
 - f) Sweet Grass County EMS Director.

The Sheriff's Dispatch Office serves as the primary communications center. Responding departments should conduct operations on their designated frequencies and monitor the gold frequency for information and assignment of duties.

2. Emergency Coordination Channel is accessible from the EOC a sheriff's patrol car operating as a mobile EOC. In Sweet Grass County radios, this is Sweet Grass County West (SGC West) at a frequency of 154.040 with a transmit of 155.8050 and a tone of 100 "code guard".
3. Warning provides the prompt notification of the county population of imminent disaster or emergency. The Sweet Grass County Warning System encompasses several systems:
 - a) The Criminal Justice Information Network (CJIN) is a teletype system used to alert government officials of nuclear attack, volcanic eruption, weather emergencies, or other major disasters. The CJIN teletype located in the Sweet Grass County Sheriff's Dispatch Office.
 - b) Sweet Grass County utilizes a proprietary web-based software service to disseminate alerts and warnings. The county also uses this software to access the Federally operated Integrated Public Alert and Warning System - Open Platform for Emergency Networks (IPAWS - OPEN). The combination of these systems allows authorized personnel access to various private sector communication pathways. Those private sector pathways include: Emergency Alert System (EAS); Wireless Emergency Alerts (WEA); NOAA Weather Radio; Internet service providers; Emergency telephone networks; Internet based social media forums and other alerting technologies.
The EAS Plan for Sweet Grass County is on file at the Sheriff's Office and DES Office.
 - c) Telephone Call-up and Fan-out Lists allow one caller to contact a number of persons consecutively. Fan-out lists allow each person contacted to contact in turn several people who in turn contact several other people. These persons notified by either fan-out or call-up follow the emergency procedures for their designated emergency responsibilities.
 - d) Pagers alert key individuals who report to their duty stations.
 - e) Public Address System (in patrol vehicles) notifies the public of emergency situations in limited areas. Warnings originate from different sources depending on the disaster or emergency. Warnings are disseminated to emergency response agencies, EOC staff, and the general public, as necessary.

16.3. Organization and Assignment of Responsibilities

This section identifies specific duties and responsibilities for designated local government departments and supporting organizations. The departments or organizations should prepare their own internal checklists or Standard Operating Procedures (SOPs) to accomplish these tasks.

16.3.1. Disaster and Emergency Services Coordinator

1. Mitigation Phase
 - a) Ensure EOC communications equipment is operational.
 - b) Emergency generators are automatically tested weekly.
2. Preparedness Phase
 - a) Annually review and update this annex and communication SOP.
 - b) Test emergency communications during disaster drills and simulation exercises.
 - c) Appoint an emergency communications coordinator.
3. Response Phase
 - a) Ensure that warning of department heads has been accomplished by contacting central dispatch.
 - b) Report to the EOC.
 - c) Ensure radio equipment is working and appropriate groups are contacted by the emergency communications coordinator.
 - d) Ensure that the PIO has access to the EAS information.
 - e) Ensure that all chief decision makers use the emergency coordination channel for direction and control.
4. Recovery Phase
 - a) Collect message logs from the emergency communications coordinator for the post-response review.
 - b) Hold post-response evaluation.
 - c) Revise the annex and SOP accordingly.

16.3.2. Sheriff's Office and Fire Department

1. Mitigation Phase

No activities identified.
2. Preparedness Phase
 - a) Prepare communications SOP for dispatchers.
 - b) Participate in local, state, and federal exercises.
3. Response Phase
 - a) Warn key officials and the public using pagers, telephone fan-out, and sirens.
 - b) Use the emergency coordination channel for Direction and Control between department heads.
 - c) Use proper radio procedures to prevent overloading the tactical channels.
 - d) Maintain contact with the EOC on the emergency coordination channel.
4. Recovery Phase
 - a) Secure operations in the field and at the central dispatch station.
 - b) Prepare a summary of communications problems and successes to review at the post-response critique.
 - c) Participate in the post-response critique and revise SOP accordingly.

Attachment 4: Radio Communications: Frequencies and Usage

(All Frequencies are in MHz)

SWEET GRASS COUNTY PUBLIC RADIO FREQUENCIES				
NAME/LOCATION	RECEIVE	RX TONE	TRANSMIT	TX TONE
LAW West	154.8000	100.0	158.7300	100.0
LAW East	154.1750	156.7	159.1800	156.7
FIRE West	154.2200	100.0	159.1350	100.0
FIRE East	151.1150	100.0	159.2700	100.0
SGC West	154.0400	100.0	155.8050	100.0
SGC East	151.4300	107.2	156.2400	107.2
Law Tac	155.6250	100.0	155.6250	100.0
Portable Repeater #1	158.8500	141.3	153.8600	141.3
Monument Repeater	154.9800	100.0	158.8950	100.0
RED	154.0700		154.0700	
GOLD	153.9050		153.9050	
PINK	153.3850		153.3850	
MAROON	154.2800		154.2800	
PURPLE	155.2200		155.2200	
WHITE	155.2800		155.2800	

Attachment 5: Emergency Notification System Operational Guidelines

I. Purpose:

This document outlines procedures and guidelines for selecting and distributing rapid alerts to the general public of a new threat, or an impending or occurring emergency or disaster. It is intended to assist authorized Local Authorities in selection and timely activation of:

- CodeRED Mass Notification System
- Wireless Emergency Alerts (WEA)
- Emergency Alert System (EAS)
- NOAA Weather Radios
- Press Releases
- Sweet Grass County Web Site(s) and Social Media
- Municipal, Corporate and Private managed Warning & Notification Systems
- Sirens
- Backup Alerting Strategies

This document applies to both the County of Sweet Grass and the City of Big Timber.

II. Procedure Statement:

1. Emergency alerting in Sweet Grass County relies on a combination of pre-planning, message coordination, activation of disparate warning systems, and use of field personnel and equipment.
2. For the purpose of this procedure:

Type	Time frame	Prupose	Examples
Warnings	Prior to incidents	During and after immediate threats	Weather watches/warnings, fire warnings, volcano warnings, evacuation orders
Alerts	At the beginning and during incidents with an ongoing, immediate threat	Gain the attention of the public and draw their attention to a risk or hazard	Active shooter and other civil dangers, hazardous materials concerns, 911 outage, America's Missing: Broadcast Emergency Response (AMBER) alerts
Notifications	During and after immediate threats	Instruct immediate protective actions and provide ongoing communications relevant to an event to reduce milling and encourage public action. Convey time-sensitive information on response and recovery-related services	Protective actions, evacuation routes, boil water advisories, return from evacuation notices, area accessibility updates, all-clear notices

- a. An **Emergency** is an incident that threatens lives or property in Sweet Grass County, **for which the public in affected communities need to take protective action(s)**. Examples of protection actions may include:
 - Shelter In Place – Shelter inside a structure that affords protection
 - Go Inside, Stay Inside – Stay inside until all clear is given
 - Evacuate – Relocate as instructed, utilizing identified routes
 - Prepare – Make preparations
 - Execute – Execute a pre-planned activity
 - Avoid – Avoid the hazard area
 - Monitor – Attend to information sources
 - All Clear – The event no longer poses a threat or concern
 - b. **Non-Emergency (General)** incidents **DO NOT require affected communities to take protective action(s)**. The urgency, hazards and topics of non-emergency messages will vary widely.
3. There is no single solution for all incidents. Authorities must develop appropriate alerting and notification strategies based on incident-specific guidelines, affected locations, timing, target audience, current conditions, availability of field resources, and coordination with Incident Command.
 4. Critical elements for any warning message include:
 - **Source:** *Use local, familiar, trusted sources. No new acronyms.*
 - **Hazard:** *Describe the threat/event in plain language. Convey certainty.*
 - **Location/Consequences:** *Use familiar landmarks and known physical boundaries.*
 - **Protective Action:** *Explain the actions needed for health and safety.*
 - **Protective Action Time:** *Create urgency with “NOW” or “IMMEDIATELY”*
 - **Consequence Reduction:** *Support response efficacy (belief that it will make a difference).*
 - **Expiration Time:** *Less important than protective action initiation time.*
 - **Other:** *6th grade reading level, terms with shared meaning, links to trusted sources to validate, maps to increase personalization (people can find themselves).*
 5. The following are commonly accepted methods of providing emergency public alert and warning that are available in Sweet Grass County:
 - a. Mass Notification System [CodeRED]
 - i. Telephone, SMS, E-mail Notification.
 - ii. Activating the IPAWS Wireless Emergency Alerts (WEA) system.
 - iii. Automatically posting alerts to linked Twitter feeds, Facebook pages, and Web sites.
 - iv. Guidelines **Appendix 1 – CodeRED Activation.**
 - b. Wireless Emergency Alerts (WEA)
 - i. Wireless Emergency Alerts (WEA) allow authorized federal, state, tribal, and local officials to send geographically targeted, text-like warning messages to the public. WEA notifications transmit to mobile phones using cell broadcast technology, not SMS.
 - ii. Sweet Grass County DES and trained personnel are the only persons authorized to activate WEA.
 - iii. WEA notifications are limited to 90 characters, and are intended to serve as a notice to seek additional event details and instructions.
 - iv. Sweet Grass County and its municipalities are authorized to activate alerts that fall within the following Event Codes:
 - Civil Danger Warning (CDW)

- Civil Emergency Message (CEM)
 - Evacuation Immediate (EVI)
 - Hazardous Materials Warning (HMW)
 - Law Enforcement Warning (LEW)
 - Local Area Emergency (LAE)
 - Nuclear Power Plant Warning (NUW) [Not selected for SGC]
 - Radiological Hazard Warning (RHW)
 - Shelter in Place Warning (SPW)
- v. Sweet Grass County is NOT authorized to issue weather alerts.
 1. Sweet Grass County may issue weather impact-related alerts.
 - vi. Public alerts issued using WEA must be essential to public safety.
 - vii. In order to prevent duplicate or inconsistent alert messages, all alerts for incidents involving multiple counties must be handled by mutual coordination with the other jurisdictions.
 - viii. Guidelines **Appendix 2 – IPAWS Wireless Emergency Alert & Public Alert Feed Activation.**
- c. Emergency Alert System (EAS)
- The majority of EAS alerts originate from the National Weather Service in response to severe weather events, but an increasing number of state, local, territorial, and tribal authorities also send alerts. In addition, the NOAA Weather Radio All Hazards network, the only federally-sponsored radio transmission of warning information to the public, is part of the EAS. (*Source FCC.GOV “Emergency Alert System”*).
- i. The State of Montana Emergency Alert System Plan in part, outlines the following:
 1. The following officials are the only “Designated Officials” who may authenticate activation of the EAS under this plan:
 - a. Incident Commanders through local emergency dispatch (primary means of authentication for local activation is through dispatch)
 - b. County/Tribal DES Coordinators (secondary means of authentication for local activation)
 - c. Montana Department of Justice (DOJ) for AMBER Alerts and Missing Endangered Person Advisories (MEPAs)
 - d. State Disaster and Emergency Services (DES) Duty Officer (for statewide EAS activation other than AMBER Alerts and MEPAs)
 - e. National Weather Service (NWS) for weather-related events
 2. Emergency Messages:
 - a. The list of available non-weather related EAS messages include more descriptive, event-specific message types. (*Source MT “Emergency Alert System Plan – 2016”*).
 3. Administrative Message (ADR):

(*Source MT “Emergency Alert System Plan – 2016”*).
 4. IMPLEMENTATION: There are different levels of activation of the EAS System with authority given to Federal, State, Local, Tribal Agencies, including the National Weather Service.

(*Source MT “Emergency Alert System Plan – 2016”*).
 - ii. EAS should be used only in short duration life-or-death events.

- iii. EAS should only be activated multiple times when significant new information needs to be disseminated to the public.
- iv. Guidelines **Appendix 3 – Emergency Alert System (EAS) Activation.**
- d. NOAA Weather Radios (NWR)
 - i. The DES Coordinator, Sheriff or Incident Commander (IC) will coordinate activation of NOAA Weather Radios for Sweet Grass County and surrounding area, as appropriate.
 - ii. Guidelines **Appendix 4 – NOAA Weather Radio (NWR) Activation.**
- e. Press Releases
- f. Sweet Grass County Web Site(s) and Social Media
- g. Governmental, Educational Institution, Large Venue, and other Privately Managed Warning Systems
 - i. Guidelines **Appendix 5 – Municipal & School Emergency Warning System List.**
- h. Backup Alert & Notification Strategies
 - i. Alerting Strategies:
 - 1. Route Alerting
 - 2. Dynamic Message Signs
 - ii. Notification Strategies
 - 1. Door-to-Door
 - 2. Printed Notice
 - 3. Media Briefing / Press Conference
 - 4. Neighborhood Managed Email Distribution Lists & Social Media

III. Utilizing Other Agencies as Backup for Issuing Messages:

1. In the event that local personnel are unable to send messages, they may contact other alerting authorities to assist. Those authorities may include:
 - i. Vendor support (CodeRED);
 - ii. Neighboring counties;
 - iii. State personnel trained and authorized to send messages;
 - iv. Federal personnel trained and authorized to send messages (IPAWS, NWS, etc.).

IV. Incorrect Messages and/or False Alarms:

1. Incorrect messages and/or false alarms must be corrected immediately. Anyone sending messages or engaged in training on the systems must exercise great caution to ensure that messages are accurate and that test messages are clearly labeled as such. Training exercises are to be conducted only in training environments or clearly marked as “TEST” when using live messages.
Actual messages must be confirmed with the authorized authority requesting the notification if time permits.
2. The correction must be sent to the same audience that originally received the incorrect message and/or false alarm.
3. If needed, the corrected message should then be published as needed.
4. Additional press releases may be necessary to explain the message errors.

V. Procedure Responsibility and Management:

1. The DES Coordinator or designee shall be responsible for maintaining this procedure.
2. EM personnel will review this procedure on an annual basis.

3. This procedure will be distributed or made available, as appropriate, to partner and supporting local officials, public safety agencies, EM stakeholders, EM personnel, and prospective users.

VI. Related Policies, Procedures, Publications, and Training:

1. Federal
 - a. 47 CFR Part 10 -- Wireless Emergency Alerts
 - b. 47 CFR Part 11 -- Emergency Alert System (EAs)
2. DHS CISA - National Emergency Communications Plan (NECP)
3. FEMA – IPAWS - Message Design Dashboard (Training by BENT EAR SOLUTIONS)
 - a. EMI: IS-247: Public Alert and Warning System (IPAWS) for Alert Originators
 - b. EMI: IS-251: Public Alert and Warning System (IPAWS) for Alerting Administrators
4. CodeRED
 - a. CodeRED – Operating Manual
 - b. CodeRED – Training Options (List of Courses)
5. Technical Article: *The Warning Lexicon: A Multiphased Study to Identify, Design, and Develop Content for Warning Messages* (Authors: Jeannette Sutton, Michele K. Olson, & Nicholas A. Waugh)
6. Website tools: <https://www.thewarnroom.com/free-tools>
7. MT Emergency Alert System Plan (2016)
8. Sweet Grass County/City of Big Timber Emergency Operations Plan (EOP) (Tab 16 – *Emergency Direction, Control, and Warning Annex*)

VII. Appendices:

- Appendix 1 – CodeRED Mass Notification System (Pending)
- Appendix 2 – IPAWS Wireless Emergency Alerts & Public Alert Feed (Pending)
- Appendix 3 – Emergency Alert System (Pending)
- Appendix 4 – NOAA Weather Radios (Pending)
- Appendix 5 – Municipal & School Emergency Warning Systems (FUTURE)
- Appendix 6 – Chart of Alerting Codes (Pending)
- Appendix 7 – Notification Flow Chart (Pending)

17. Evacuation Annex

17.1. Purpose

During a period of emergency, it may be necessary to relocate the populace to unaffected areas or into shelter facilities (See Shelter/Mass Care Annex). This annex will identify the responsibilities for primary agencies involved in the evacuation process and provide information.

17.2. Concept of Operations

17.2.1. General

- a) A hazard identification/vulnerability analysis was conducted. Among the designated high-risk hazards were earthquake, flood, fire, and hazardous materials accident. Each of these natural and man-made incidents could require the evacuation of people.
- b) There are two U.S. highways that pass through Sweet Grass County.
- c) While most sectors of the population have personal vehicles, there are special groups which would be in need of mass transportation resources. Attachment 1 lists special population groups which would need mass transit and it also lists mass transportation resources.
- d) The ultimate responsibility for ordering an evacuation rests with the Incident Commander. Formal authorization by the elected officials can be subsequently obtained.
- e) Evacuation decisions depend on the hazard confronting the populace. Several considerations must be addressed:
 - 1) Magnitude and type of hazard.
 - 2) Impact on population.
 - 3) Time until onset of disaster.
 - 4) Duration of incident.

17.2.2. Specifics

1. Very important elements in an evacuation are warning and public information. These two functions are covered in the Direction, Control, and Warning Annex.
2. If an evacuation is ordered, shelter facilities must be identified, prepared, and staffed to accommodate evacuees (see Shelter/Mass Care Annex).
3. Any evacuation which must utilize the highway system must be coordinated with the Montana Highway Patrol and Montana Highway Department.
4. Specific evacuation procedures for a nuclear weapons detonation or fallout situation are covered in the Radiological Operations Appendix.

17.3. Organization and Assignment of Responsibilities

This section identifies specific duties and responsibilities for designated local government departments and supporting organizations. The departments or organizations should prepare their own internal checklists or standard operating procedures (SOPs) to accomplish their tasks.

17.3.1. Mayor and/or County Commissioners

1. Mitigation Phase
Review and implement plans and procedures which will manage and monitor potential hazards which could necessitate an evacuation (i.e., hazardous materials storage sites or transportation routes).
2. Preparedness Phase

- a) Provide general policy guidance to all departments on evacuation procedures.
 - b) Investigate the feasibility of establishing written policy and procedures with adjacent jurisdictions for receipt of evacuees, especially of special population groups such as the elderly, incapacitated, hospitalized, or imprisoned.
 - c) Participate in exercises which involve evacuation operations.
3. Response Phase
- a) The CEO can order evacuation of the disaster-affected area, if the situation warrants such action (Section 10-3-406, MCA).
 - b) Notify State Disaster and Emergency Services.
 - c) Release or delegate the release of emergency public information to the media concerning evacuation or shelter operations (see Shelter/Mass Care Annex).
 - d) Order the opening and closing of public shelters (see Shelter/Mass Care Annex).
 - e) Coordinate the provision of security for evacuated areas.
 - f) Request state and/or federal military assistance to aid in evacuation and security operations to supplement law enforcement capabilities, when necessary.
 - g) Define the area(s) to be evacuated.
 - h) Issue evacuation orders through the Emergency Alert System (EAS). (See Direction, Control, and Warning Annex, page 66.)
4. Recovery Phase
- a) Request state and/or federal aid to assist evacuees whose homes have been destroyed or rendered uninhabitable and are in need of long-term housing alternatives.
 - b) Determine the phasing and timing for the reoccupation of evacuated areas and provide necessary information to the media.

17.3.2. The DES Coordinator

1. Mitigation Phase

Based on the hazard analysis, identify the potential evacuation areas for the jurisdiction.

2. Preparedness Phase

- a) Develop an ongoing public information program to increase the awareness of the general public to hazards which would possibly require an evacuation.
- b) Identify special population groups which require unique evacuation assistance such as schools, senior citizens, disabled, hospital, nursing home, and incarcerated populations (see Attachment 6, page 66).
- c) Prepare specific evacuation plans for special population groups.
- d) Identify evacuation routes for specific hazards such as fixed hazardous materials sites, dam inundation areas, and earthquakes.
- e) Pre-arrange for the emergency use of school busses (see Attachment 6, page 66).
- f) Develop emergency public information materials outlining specific hazards and special evacuation instructions for media dissemination.
- g) Make arrangements for the use of private towing services for the removal of stalled or otherwise incapacitated vehicles impeding evacuation and arrange payment for such use under terms or conditions agreed upon.
- h) Contact DES Coordinators of adjacent counties and obtain their lists of special facilities and points of contact for hospitals, nursing homes, or other critical care facilities in jurisdictions which could be reception points for evacuees with special needs.

3. Response Phase

- a) Recommend to elected officials areas in need of evacuation, evacuation routes, timing of evacuation, and target location for evacuees.
- b) Recommend to the Mayor/County Commissioners the opening of appropriate shelters (see Shelter/Mass Care Annex).

- c) Implement evacuation plans for special population groups.
 - d) Provide the Mayor/County Commissioners with press releases for the general public on evacuation procedures.
 - e) Recommend to the Mayor/County Commissioners the priority and use of available mass transportation for people without access to private automobiles.
 - f) When authorized by the Mayor/County Commissioners, contact the American Red Cross and/or other volunteer organizations and identify the location, contact point, and opening of evacuation shelters. Request their assistance in shelter operations.
4. Recovery Phase
- a) Monitor the return of evacuees. Coordinate with the Social Services Department the return of special population groups in need of transportation.
 - b) Conduct a post-incident critique; revise plan(s) as necessary.

17.3.3. The Sheriff's Office

1. Mitigation Phase
No responsibilities identified.
2. Preparedness Phase
- a) Develop a system to identify essential personnel who may enter evacuated areas.
 - b) Identify methods and personnel required for door-to-door notification of evacuation.
 - c) Contact adjacent jurisdictions and establish policy and procedures for transfer of jail population.
 - d) Participate in evacuation exercises.
3. Response Phase
- a) Recommend to the Mayor/County Commissioners the necessity for requesting additional resources from other jurisdictions and/or state and/or federal agencies to assist in evacuation and security of evacuated areas.
 - b) Establish roadblocks to control entry into and exit from evacuated areas and implement an emergency pass system.
 - c) Designate a representative to work with the Mayor/County Commissioners on overall coordination of evacuation operations.
 - d) Coordinate from Mobile Command Post with necessary communications to advise the Mayor/County Commissioners.
 - e) Determine appropriate procedures and priorities for use of personnel to implement evacuation orders.
 - f) Monitor mass transport needs of vehicles for evacuation of special groups (e.g., schools, hospital, rest home).
 - g) Order an evacuation before contacting the Mayor/County Commissioners when an emergency or disaster requires quick and direct action; the Mayor/County Commissioners must be notified at the earliest opportunity.
4. Recovery Phase
- a) Implement re-occupation policy and provide for entry into and exit from the evacuated areas.
 - b) Participate in post-incident critique.
 - c) Revise plans as necessary.

17.3.4. The Fire Department

1. Mitigation Phase
No responsibilities identified.
2. Preparedness Phase

- a) Prepare and distribute emergency public information releases which identify actions evacuees should take to prevent or reduce the likelihood of fires.
- b) Participate in evacuation exercises.
- 3. Response Phase
 - a) Designate an individual to represent the department and work with the Mayor/County Commissioners to coordinate the use of personnel and resources.
 - b) Provide personnel to assist in house-to-house notification of ordered evacuations.
 - c) Make recommendations to law enforcement officials and/or the Mayor/County Commissioners on the necessity of areas to be evacuated.
 - d) Assist in the traffic control of evacuated areas.
 - e) Assist in providing security for evacuated areas.
 - f) Dispatch a representative to the EOC.
- 4. Recovery Phase
 - a) Assist in the evaluation of evacuated areas for safe return.
 - b) Participate in post-incident critique. Revise plans as necessary.

17.3.5. The Public Works Department

- 1. Mitigation Phase
No responsibilities identified.
- 2. Preparedness Phase:
 - a) Review utility main shutoffs.
 - b) Preview and evaluate evacuation routes.
 - c) Participate in exercises that include evacuation procedures.
- 3. Response Phase
 - a) Shut down utility mains as appropriate.
 - b) Coordinate with utility agencies (e.g., NW Energy, Beartooth Electric, Park Electric) in their respective main shut-offs.
 - c) Assist in road closures and detours.
- 4. Recovery Phase
 - a) Restore utility mains as appropriate. Coordinate with other utilities for their resumption of services.
 - b) Re-establish transportation routes.
 - c) Participate in post-incident critique; revise plans as necessary.

17.3.6. The Social Services Agencies (Welfare Department, Salvation Army, Red Cross)

- 1. Mitigation Phase
No responsibilities identified.
- 2. Preparedness Phase
 - a) Work with the DES Coordinator to define special groups which may need assistance in evacuation procedures (e.g., rest home, hospital, disabled citizens).
 - b) Participate in exercises that include evacuation operations.
- 3. Response Phase
 - a) Assist in evacuating special population groups (e.g., rest home, assisted living housing, hospital).
 - b) Coordinate shelter operations.
- 4. Recovery Phase
 - a) Assist special population groups to re-enter evacuated areas.
 - b) Participate in post-incident critique. Revise plans as necessary.

17.3.7. The Public Information Officer

1. Mitigation Phase

No responsibilities identified.

2. Preparedness Phase

- a) Participate in exercises that include evacuation operations.
- b) Assist in getting pertinent information out to the public.

3. Response Phase

- a) Coordinate information provided to news media.
- b) Coordinate with Mayor/County Commissioners, Incident Commander, and DES Coordinator on news releases and information to the public.
- c) Make periodic broadcasts or announcements to the public and media, keeping them informed and advised of hazards, conditions, and emergency information.

4. Recovery Phase

- a) Provide timely information to the media and public concerning procedures for re-entry to evacuated areas.
- b) Participate in post-incident critique and any revision of plans as necessary.

Attachment 6: Special Population Groups

Location	Population Type	Phone
Big Timber Grade School	Students	932-5939
Sweet Grass County High School	Students	932-5993
Grey Cliff School	Students	932-6641
McLeod School	Students	932-6164
Melville School	Students	537-4457
Sweet Grass County Jail	Inmates	932-5143
Pioneer Medical Center	Senior Citizens/Patients	932-4603
Boulder Meadows Assisted Living	Senior Citizens	932-6882
Clydehurst	Campers	932-6332
Camp On The Boulder	Campers	932-6314
Mimanagish	Campers	932-6311
Christikon	Campers	932-6300

Transportation Resources

Type	Location	Contact	Phone
School busses	High School	Superintendent	932-5993
Mini-bus	County Garage	Hospitality House	932-5455
Motor coaches	Palladium Lodge	Stillwater Mining Company	932-5551 932-4646 932-8212

18. Shelter/Mass Care Annex

18.1. Purpose

It is the purpose of this annex to list the shelter/mass care resources of Sweet Grass County, their activation, and their capabilities.

18.2. Concept of Operations

18.2.1. General

1. The hazard analysis for Sweet Grass County identified several threats which could necessitate the sheltering and/or mass care of the populace. They include, but are not limited to, flood, earthquake, hazardous materials accident, fire, winter storm, and high wind.
2. Identified shelter/mass care resources are listed in Attachment 1.
3. Shelters identified to protect against nuclear radiation are listed in separate documents in the DES Office and Sheriff's Office.
4. The potential need for shelter or mass care facilities is ever present. The resource has obvious benefits for the local population, but it must also be viewed in the context of adjacent counties and population groups that may be passing through Sweet Grass County. While private homes and commercial accommodations can satisfy most needs, situations develop which necessitate the activation of shelter/mass care facilities.
5. There are predominant factors in deciding which shelter/mass care facility should be utilized:
 - a) **Availability** - Facilities appropriate for sheltering or mass care must be identified and committed for emergency usage "before the fact".
 - b) **Type of Disaster** - Specific facilities may not be appropriate for use depending on the disaster or emergency.
 - c) **Time** - The length of time which the shelter/mass care facility must be used helps determine the services needed from a facility.

18.2.2. Specific

1. Shelter/mass care operations and staffing is a mandated responsibility of the American Red Cross. Their extensive resources and expertise are available upon request. The Red Cross duty officer's telephone numbers are MONTANA RED CROSS: 800-272-6668; SHELLIE CREVELING, Disaster Program Manager 406.899.9234.
2. Effective public information is necessary to inform the populace of the shelter/mass care facility. (See Direction, Control, and Warning Annex.)
3. Supplementary food and other needed supplies are authorized for purchase by the County in emergency circumstances.

18.3. Organization and Assignment of Responsibilities

This section identifies specific duties and responsibilities for designated local government departments and supporting organizations. The departments or organizations should prepare their own internal checklists or Standard Operating Procedures (SOPs) to accomplish these tasks.

18.3.1. Mayor and/or County Commissioners

1. Mitigation Phase
No responsibilities identified.
2. Preparedness Phase

- a) Insure that procedures have been established to utilize shelter/mass care facilities.
- b) Participate in shelter exercises.
- 3. Response Phase
 - a) Officially request the utilization of specific shelter/mass care facilities.
 - b) Release or delegate the release of emergency public information to the media concerning evacuation and shelter operations.
 - c) Order the opening and closing of public shelters.
 - d) Authorize the expenditure of public funds for food and supplies as necessary.
- 4. Recovery Phase
 - a) Request state and/or federal aid to assist evacuees whose homes have been destroyed or rendered uninhabitable and need long-term housing alternatives.
 - b) Participate in post-incident critique to review procedures. Revise plans if necessary.

18.3.2. The Disaster and Emergency Services Coordinator

1. Mitigation Phase

No responsibilities identified.

2. Preparedness Phase

- a) Develop an ongoing public information program to increase awareness of location and priority use of shelters and mass care resources.
- b) Identify special population groups which require unique shelter needs, e.g., senior citizens, hospital and rest home patients, and incarcerated populations.
- c) Make sure each department's plan is up to date.
- d) Identify shelters for specific hazards such as fixed hazardous material sites, dam inundation areas, and earthquakes.
- e) Arrange with the American Red Cross and other volunteer organizations the specific tasks, responsibilities, and conditions under which they will staff and operate shelters in natural and man-made disasters.
- f) Prepare emergency public information for media distribution on how to upgrade home shelters and/or expedient shelters for nuclear fallout, hazardous materials incidents, or other emergency situations.
- g) Based on a survey of designated shelters, determine the requirements for food, equipment, and material for full shelter utilization.
- h) Contact adjacent County DES Coordinators and obtain their lists of special facilities and points of contact for hospitals, nursing homes and other critical care facilities, and other locations which could be reception points for evacuees.
- 3. Response Phase
 - a) Recommend to the Mayor/County Commissioners the opening of appropriate shelters.
 - b) Provide the Mayor/County Commissioners with press releases for the general public on the sheltering/mass care operations.
 - c) Coordinate activities with the American Red Cross and other volunteer agencies.
- 4. Recovery Phase
 - a) Coordinate activities after shelter deactivation which will return the utilized facility to its original status.
 - b) Conduct a post-incident critique; revise plan as necessary

18.3.3. The Sheriff's Office

1. Mitigation Phase

No responsibilities identified.

2. Preparedness Phase

- a) Be aware of shelter/mass care facility locations.

- b) Participate in exercises involving shelter/mass care operations.
 - 3. Response Phase
 - a) Provide security and traffic control at shelter/mass care facilities.
 - b) Be responsible for maintaining communications capability between shelter/mass care facilities and the EOC.
 - 4. Recovery Phase
- Participate in post-incident critique and revise plan as necessary.

18.3.4. The Fire Department

- 1. Mitigation Phase
- No responsibilities identified.
- 2. Preparedness Phase
 - a) Prepare emergency information on the prevention of fires in the shelter/mass care facilities during activation.
 - b) Participate in exercises which include shelter/mass care operations.
 - 3. Response Phase
- Provide fire control support and assist the Sheriff's Office at the shelter/mass care facility.
- 4. Recovery Phase
- Participate in post-incident critique and revise plan as necessary.

18.3.5. The American Red Cross/Volunteer Shelter Coordinator

- 1. Mitigation Phase
- No responsibilities identified.
- 2. Preparedness Phase
 - a) Receive training on shelter/mass care operations.
 - b) Understand the capabilities, resources, and organization on the local and state level of the American Red Cross and other volunteer agencies.
 - c) Participate in exercises which include shelter/mass care operations.
 - 3. Response Phase
 - a) Coordinate shelter/mass care operations with all emergency relief organizations.
 - b) Coordinate sheltering needs of special groups of people, e.g., handicapped, invalids, senior citizens.
 - c) Coordinate the check-in and tracking of affected population groups and report the information to the EOC/IC.
 - 4. Recovery Phase
 - a) Assist in shelter deactivation and return of facility to its original status.
 - b) Provide services as appropriate to displaced populace and others needing help.
 - c) Participate in post-incident critique and revise plan as necessary.

18.3.6. The Emergency Medical Services

- 1. Mitigation Phase
- No responsibilities identified.
- 2. Preparedness Phase:
 - a) Know shelter/mass care operations.
 - b) Participate in exercises dealing with shelter/mass care operations.
 - 3. Response Phase
- Provide emergency medical services during shelter/mass care operations.
- 4. Recovery Phase
- Participate in post-incident critique and revise plan as necessary.

18.4. Shelter Inventory

As of JUNE 2025, the inventory in the Civic Center shelter consists of:

- 12 cots
- 70 personal care kits ARC
- 60 blankets (Branded ARC)
- 72 wool blankets
- 1 Managers kit (tote)
- 1 kit with diapers, toiletries (tote)

All these items are located in the basement store room SE corner.

19. Radiological Operations Annex

19.1. Purpose

The chances that the United States will be affected by the detonation of nuclear weapons is extremely remote. However, the fact that thousands of nuclear weapons exist in the world today does not preclude the possibility that the usage of one or more of the devices is possible, whether it be an all-out nuclear exchange between the superpowers, terrorist groups carrying out threats via nuclear blackmail, an accidental launch, or the effects of nuclear detonations occurring on the other side of the world. More likely would be a radiological incident stemming from an accident involving the transport of radioactive materials. Local government will be hard pressed to provide their constituents with accurate information on the effects of radiation. This annex organizes the structure for radiological operations and identifies responsibilities and procedures for operating in a radiation environment. For purposes of this plan, the word “fallout” will be used to refer to radioactive residue from either a nuclear attack or a domestic incident involving radioactive materials.

19.2. Concept of Operations

19.2.1. General

1. Every political jurisdiction within the state could be subject to the effects of nuclear detonation, especially radiological fallout.
2. Transportation accidents involving radioactive materials, either on the highway or railroad, are always possible in Sweet Grass County.
3. A nuclear attack or accidental launch could occur without warning.
4. A nuclear attack on the United States would most likely be preceded by a period of international tension or crisis.
5. Radioactive fallout may affect the county even if the detonations occur in another country thousands of miles away.
6. Local governments may have to operate without outside assistance during and after an attack for prolonged periods of time.
7. Sweet Grass County is not considered a “High Risk Area” by the federal government and therefore is not expected to receive the direct effects of a nuclear attack.
8. The County Radiological Protection System (RPS) will operate under the general direction of the County DES Coordinator and under the direct supervision of the Incident Commander.

19.3. Organization and Assignment of Responsibilities

19.3.1. The Emergency Response Agencies

1. Mitigation Phase
Receive training in radiological response and operations.
2. Preparedness Phase
 - a) Participate in the review and update of existing plans and new planning activities in Radiological Operations.
 - b) Receive refresher training in radiological response.
 - c) Participate in exercises involving radiological hazards.
3. Response Phase
 - a) During periods of extreme international tension:
 - 1) Place monitoring personnel on alert.

- 2) Assign shelter monitors. (See Shelter Listing.)
- 3) Review operating and reporting procedures.
- 4) Test communications with reporting stations.
- 5) Review decontamination procedures. (See Radiological Decontamination Attachment.)
- b) When warning that a radiological incident has occurred:
 - 1) Alert RPS personnel.
 - 2) Prepare for recovery
- 4. Recovery Phase
 - a) Maintain exposure records.
 - b) Analyze and record radiological data.
 - c) Prepare appropriate public information releases.
 - d) Direct decontamination procedures.

19.3.2. The Disaster and Emergency Services Coordinator

- 1. Mitigation Phase
 - a) Work with Incident Commander(s) to recruit and coordinate training for emergency responders.
 - b) Coordinate the update of this annex.
- 2. Preparedness Phase

If the county lacks adequately trained radiological response personnel, coordinate with the state DES office for expedient radiological training.

- 3. Response Phase
No responsibilities identified.
- 4. Recovery Phase
No responsibilities identified.

Attachment 7: Radiological Detection Equipment and Reporting System

Radiological Shelter Sets and Monitor Sets are available from the State Disaster and Emergency Services Office in the event a radiological incident should occur within Sweet Grass County. The Monitor Sets are used during peacetime for responding to incidents involving radioactive materials. Monitor Sets are used during and after nuclear attacks by essential services and emergency services for assessing the hazards when responding to or carrying out critical missions.

Attachment 8: Radiological Incident Shelters

Protection of the public from the effects of radioactive exposure, whether from nuclear attack or domestic accidents, is a primary concern. Several factors influence the nature and magnitude of danger posed to the population of particular area from exposure to radiation. These include the size of the source of radiation, the location of the release of radioactive, and weather conditions. If the distance from the source to the community is great and the extent of the release is small, the risk to the population is less and the time available is greater than if the source of the radiation is closer or the quantity of radiation is larger. Consequently, the shelter(s) that the public would utilize also varies based on need and the availability both of time and facilities.

Several public buildings in Sweet Grass County have been identified as being suitable for housing people and protecting them from the effects of outdoor radiation. The buildings can accommodate various numbers of people, but were last evaluated in 1987; therefore their status -- both for condition and availability -- should not be considered definite at this time.

Many residences in Big Timber and Sweet Grass County are equipped with basements that are adequate, with sufficient preparation, to house at least the dwelling's own family for a limited time. In the event of a nuclear attack, two weeks is recommended by experts as the length of time people should plan to remain sheltered. However if the radiation incident is the result of a transportation accident, the length of time of confinement in a protected environment may be considerably less. Homes and other buildings may also be upgraded to provide a greater degree of protection from radiation if time permits. Several publications describe methods and procedures to enhance the radiation protection capacity of buildings and are available at the Sweet Grass County Disaster and Emergency Services Office located in the Courthouse Annex (old hospital) at Fifth Avenue and Hooper Street.

Attachment 9: Radiological Decontamination

Introduction

The radioactive fallout from a nuclear explosion consists of radioisotopes that have attached themselves to dust particles or water droplets. This material behaves physically like any other dirt or moisture. In fact, the phenomenon of radioactive contamination is exactly the same as getting “dirty” EXCEPT that very small amounts of “ dirt” are required to produce a hazard and the dirt is radioactive.

The objective of radiological decontamination is to reduce the contamination to an acceptable level with the least possible expenditure of labor and materials and with radiation exposure to decontamination personnel held to a minimum commensurate with the urgency of the task. Radioactivity cannot be destroyed or neutralized, but in the event of a nuclear attack, the fallout radiation hazard could be reduced by removing radioactive particles from a contaminated surface and safely disposing of them by covering the contaminated surface with shielding material, such as earth, or by isolating a contaminated object and waiting for the radiation from it to decrease through the process of natural radiation decay.

Fallout will eventually settle on surfaces such as roofs, streets, tops of vehicles, and the ground. A fraction will remain in trees and shrubs, depending on the amount of wind, foliage, and moisture. The main consideration of decontamination is clearing the major horizontal surfaces.

Usually, decontamination methods can be classified as either wet or dry. If adequate water supply for large scale decontamination is not available, dry methods can be used. Wet decontamination procedures may not be used when temperatures are so low that water will freeze before it can drain.

Methods of Radiological Decontamination

Wet Methods

Wet methods are among the most effective means for decontaminating hard surfaces such as roofs and pavements. They include fire hosing, fire hose “lobbing,” and motorized street flushing. In principle, fire hosing and flushing rely on high velocity water streams to move fallout particles from high locations to drainage points at low locations.

Dry Methods

Paved and hard frozen surfaces may be cleaned by mechanical sweeping. Unpaved areas are decontaminated by removing the surface or covering the surface with earth. This can be done mechanically by scraper, grader, bulldozer, etc. The contribution from contaminated, unpaved surfaces surrounding the facility to be decontaminated may be reduced by plowing to bury the fallout contamination below the surface. Plowing to a depth of eight inches is recommended.

Cold Weather Decontamination

Cold weather decontamination methods will depend upon the weather conditions prior to and after the arrival of fallout. A variety of problems such as fallout on various depths of snow, on frozen ground or pavement, mixed with snow or freezing rain, and under various depths of snow could occur after a contaminating incident. The presence of snow or ice would complicate the situation since large quantities of these materials would have to be moved along with the fallout material. In addition, snow and ice could cause loss of mobility to men and equipment. Fallout may be clearly visible as a dark film or layer of soil or powder on or within snow unless it precipitates with the snow.

The primary cold weather decontamination methods for paved areas and structures are: (1) Snow Loading, (2) Sweeping, (3) Snow Plowing, and (4) Fire Hosing.

Snow Loading

Snow loading is accomplished with a front-end loader and is applicable for covers. When fallout is on snow, the front-end loader bucket is used to scoop up the decontaminate and top layer of snow. The snow cover should be observed closely for pieces of contaminated debris which may have penetrated to some depth. The loader carries the contaminated material to a dump truck which removes it to a dumping area. The remaining clean snow is removed by normal snow removal procedures.

Sweeping

Pavement sweepers can be used for fallout on dry pavement, traffic-packed snow, or reasonably level frozen soil or ice. Pavement sweepers are more effective than fire hosing where there is a drainage problem or when temperatures are low. Sweepers will not effectively pick up contaminant on wet pavement above the freezing or slush point on ice or packed snow.

Snow Plowing

Snow plowing is applicable for all depths of contaminated snow. When fallout is precipitated with snow, all of the snow must be removed to the dumping area. Blade snowplows, road graders, or bulldozers in echelon windrow the contaminated snow to one side until the blades are stalled by the snow mass. As now loader can be used to put the contaminated snow in dump trucks which move it to the dumping area.

Fire Hosing

Fire hosing is possible and can be used on paved areas and exteriors of structures slightly below freezing temperatures. Fire hosing is not recommended where slush from snow will clog drains. Problems associated with fire hosing below 32 degrees Fahrenheit are freezing of the water, thereby sealing the contaminant in ice, and the causing of slippery conditions for operating personnel. The principle of operations and equipment used in temperate weather will be the same under cold weather conditions. The effectiveness of fire hosing will depend on surface and standard exposure rates.

In small areas, such as roofs of buildings and around buildings where large snow removal equipment would not be used, other methods of decontamination must be used. With small amounts of dry snow on roofs or paved areas, sweeping the area with brooms is satisfactory. With large amounts of snow, with the radioactive material on top of the snow or mixed with the snow, shovelling the snow and removing it to an area where large snow removal equipment can be used is practicable. The rates of operation of these methods would vary with the amount of snow to be removed and the type of surface to be decontaminated.

In order to locate needed services and to guide the movement of decontamination equipment through heavy snow cover, drains, and hidden obstacles, open ground areas planned for post-incident use should be cleared of rocks, stumps, etc., prior to the arrival of snow.

Personnel Decontamination

Decontamination of personnel and clothing of personnel engaged in recovery operations would be the responsibility of the various operational services, such as fire departments, law enforcement, and decontamination teams. Many people would be responsible for the decontamination of themselves and their families in accordance with instruction from the local government.

Personnel

It is important that all people, particularly those directing emergency operations, understand that the total injury from radioactive exposure is a composite due to several causes, including contamination of the surrounding areas, contamination of skin areas, and the ingestion and inhalation of radioactive materials. To keep the total radiation injury low, the effect of each potential source of radiation of the total exposure must be kept in mind and each contributing element should be kept as low as possible. Normally, ordinary personal cleanliness procedures will suffice for decontamination in the post-incident period.

Everyone seeking shelter after the arrival of radioactivity should brush or shake his outer clothing upon entering the shelter area. Ordinary brushing will remove most of the contaminated material from shoes and clothing and often may reduce the contamination to or below a permissible level. Under rainy conditions, the outer clothing should be removed before entering the shelter area. Upon entering the shelter and as soon as is practical, wash, brush, or wipe thoroughly the exposed portions of the body, such as the skin and hair. If sufficient water is available, people should bathe, giving particular attention to skin areas that had not been covered by clothing.

Injured Personnel

It is desirable that contamination of medical facilities and personnel be kept to a minimum. Medical personnel, whose skills would be needed for the saving of lives, should be protected from radiation to the greatest extent possible. Persons entering a medical treatment facility or hospital should be monitored, decontaminated if necessary, and tagged to show that he or she is not contaminated. To do this, a check point may be established at a shielded location at each medical treatment facility or hospital. Although decontamination procedures for the injured are the same as those previously described for personnel decontamination (i.e., the removal of outer clothing and other clothing if necessary as well as the washing of contaminated body areas, if required), special factors also must be considered. In the face of urgency for decontamination, there will be many casualties who are unable to decontaminate themselves and whose condition will not permit movement. For some cases a medical examination will determine that first aid must take priority over decontamination. Also, it may not be possible to decontaminate some casualties without seriously aggravating their injuries. These will have to be segregated in a controlled area of the treatment facility.

Clothing

Thorough decontamination of clothing can be deferred until after the emergency shelter period when supplies of water and equipment are available. Equipment for decontamination of clothing includes whisk brooms or similar types of brushes, vacuum cleaners (if available), and laundry equipment. For more effective decontamination of clothing, washer and dryer equipment should be available. Since there is normally little accumulation of "dirt" in a washing machine, virtually all of the contaminant would be flushed down the drain. The chance of significant residual contamination of the washing machine appears to be quite small. Although there is little serious danger involved in washing, direct contact with the contaminant should be kept to a minimum.

The procedures for decontamination of clothing should be as follows: First, brush or shake the clothing outdoors; second, vacuum it clean; third, wash the clothing; and fourth, if the previous procedures are not effective, allow natural radioactive decay. Monitoring of the clothing upon the completion of each step will indicate the effectiveness of the decontamination procedure and any need for further decontamination. In many cases, depending upon the amount and kind of radioactive contaminant, simply brushing or shaking the clothing to remove dust particles may reduce the contamination to a negligible level. If two thorough brushings do not reduce the contamination to an acceptable level, vacuum cleaning should be attempted. Care should be taken in disposing of the contaminated material from the dust bag of the vacuum cleaner. If the clothing is still contaminated after dry methods of decontamination are completed, it should be laundered. Clothing usually can be decontaminated satisfactorily by washing with soap or detergent.

Any clothing that still remains highly contaminated should then be stored to allow the radioactivity to decay. Storage should be in an isolated location so that the contaminated clothing will not endanger people.

Decontamination of Food and Water

State and local public agencies, assisted by radiological protection personnel, will be responsible for the decontamination of food and water. Stored food in warehouses, markets, etc., will be the responsibility of the agency controlling the distribution of the food items. Water supply personnel of the local government or private organizations will be responsible for monitoring and, if required, decontamination of the water supplies they operate. Each person or family not expecting to be protected in a community shelter is responsible, before the incident, for providing sufficient food and water to supply his or their own needs for at least two weeks, since outside assistance may not be available during this period.

Food

The following guidance is provided for individuals and groups who need to use food which may have been contaminated with fallout. Before opening a food package, the package should be wiped or washed if contamination is suspected. Caution should be taken when wiping or washing outer containers to avoid contaminating the food itself. When possible, the package surface should be monitored with a radiation detection instrument before removing the food as a check on the effectiveness of the decontamination procedures.

Meats and dairy products that are wrapped or are kept within closed showcases or refrigerators should be free from contamination; radiation on unpackaged meat and other food items could present a difficult salvage problem. Fresh meat could be decontaminated by trimming the outer layers with a sharp knife. The knife should be wiped or washed frequently to prevent contaminating the incised surfaces.

Fruits and Vegetables

Fruits and vegetables harvested from radiation zones in the first month after the incident may require decontamination before they can be used for food. Decontaminate fruits and vegetables by washing the exposed parts thoroughly to remove fallout particles and, if necessary, by peeling, paring, or removing the outer layer in such a way as to avoid contamination of the inner parts. It should be possible to adequately decontaminate fruits such as apples, pears, and peaches and vegetables such as carrots, squash, and potatoes by washing and/or paring. This type of decontamination can be applied to many food items in the home.

Water

Following a radiation incident, water in streams, lakes, and uncovered storage reservoirs might be contaminated by radioactive fallout. The control of internal radiation hazards to personnel will be dependent, in large part, upon proper selection and treatment of drinking water.

If power is not available for pumping or if fallout activity is too heavy to permit operation of water treatment plants, the water stored in the home may be the only source of supply for several weeks. Emergency sources of potable water can be obtained from hot water tanks, flush tanks, ice cube trays, etc. It is advisable to have a two week emergency water ration (at least seven gallons per person) in or near shelter areas. Emergency water supplies may also be available from local industries, particularly beverage and milk bottling plants, private supplies, country clubs, and large hotels or motels.

Radioactive materials absorbed in precipitates or sludges from water treatment plants must be disposed of in a safe manner. Storage in low areas or pits or burial in locations where there is little likelihood of contaminating underground supplies is recommended.

If contaminated surface water supplies must be used, both conventional and specialized treatment processes may be employed to decontaminate water. The degree of removal will depend upon the nature of the contaminant (suspended or dissolved) and upon the specific radionuclide content of the fallout. Several devices for testing relatively small quantities of water under emergency conditions have been tested. Most of them use ion exchange or absorption for removal of radioactive contaminants.

1. Small commercial ion exchange units containing either single or mixed-bed resins, designed to produce softened or demineralized water from tap water, could be used to remove radioactive particles from water. Many of them have an indicator which changes the color of the resins to indicate the depletion of the resin's capacity. Tests of these units have indicated removal of over 97% of all radioactive materials.

2. Emergency water treatment units consisting of a column containing several two-inch layers of sand, gravel, humus, coarse vegetation, and clay have been tested for removal of radioactive materials from water. This type of emergency water treatment unit removed over 90% of all dissolved radioactive materials.

3. Tank-type home water softeners are capable of removing up to 99% of all radioactive materials and are especially effective in the removal of hazardous strontium 90 and cesium 137 contaminants.

Structures

Decontamination of Structure Interiors

The two principal methods for decontaminating interiors of structures are vacuum cleaning and scrubbing with soap and water. Vacuum cleaning is useful for the decontamination of furniture, rugs, and floors. Floors, tables, walls, and other surfaces can be decontaminated by scrubbing them with soap and water. Mild detergents can be substituted for soap. Hand brushes (or power driven rotary brushes, if available), mops, and brooms are suitable for scrubbing.

Decontamination of Structure Exteriors

The roof surfaces of structures are of predominant concern in the decontamination of buildings. In many cases, the roof provides a nearly horizontal surface for the collection of fallout. The roof slope, surface texture, surface features, and obstructions have pronounced influence on the effectiveness and effort required for decontamination. In general, wet methods using hosing are best for roof decontamination.

The height of the roof above the ground and the slope of the roof will determine the methods of operation. For one, two, and sometimes three story buildings with very steep-sloped roofs, the technique of lobbing the stream of water near the peak of the roof to wash off the fallout particles may be used. This technique has two distinct advantages: first, operating from the ground the team avoids hazards created by structurally weak, sloping, or slippery roofs; second, the setup, moving, and takedown times are greatly reduced. The "lobbing" technique is only effective on sloped roofs and its effectiveness increases as the slope becomes steeper. (It should be remembered that the steeper the roof the less the likelihood of fallout being retained on the roof.)

To decontaminate roofs of higher buildings, standard fire hosing equipment can be transported to the roof by ladder and moved about on the roof surface. This method of fire hosing is particularly effective in decontaminating around obstructions. For tar and gravel roofs, the loose gravel, intermixed with fallout particles, will pile up to such an extent using fire hosing or brooming methods that it will require periodic removal by hand shovelling. This type of surface is not commonly found on flat and low-pitched roofs.

For high-rise buildings, the equipment will have to be transported inside the building to the roof. In areas of high exposure rate levels, the amount of particulate matter would be considerable and the drainage system is an important consideration.

Decontamination of Vital and Paved Areas

Vital Areas

The operational planning aspects of decontamination of vital areas are very complex and require trained decontamination teams from government services, industry, and private and public utilities under the direction of a decontamination specialist. All methods described are common techniques with which personnel of the emergency services are generally familiar. Operational details associated with use of the equipment are not discussed. However, operational aspects peculiar to radiological recovery are emphasized. The method of decontamination selected will depend upon the type and extent of contamination, type of surface contaminated, the weather, and the availability of personnel, material, and equipment. Each type of surface presents an individual problem and may require a different method of decontamination. The type of equipment and skills required for radiological decontamination are not new. Ordinary equipment now available, such as water hoses, street sweepers, and bulldozers, along with the skills normally used in operating the equipment are the basic requirements for radiological decontamination.

Paved Areas

Decontamination of paved areas requires two principal actions: loosening the fallout material from the surface and removing the material from the surface to a place of disposal. Some decontamination methods for paved areas are street sweepers and motorized flushing. Fire hosing may be used for paved areas.

Street sweeping is termed a dry decontamination method because water is not used. There are many advantages of this method over wet methods. In the absence of adequate water supplies for large-scale decontamination procedures, dry street sweeping would be the preferred procedure. Also, wet decontamination may not be practical in cold weather.

Most commercial street sweepers have similar operating characteristics. A powered rotary broom is used to dislodge the debris from streets into a conveyor system which transports it to a hopper. Thus, a removal and bulk transport system is inherent in the design. Some sweepers utilize a fine water spray to dampen the surface ahead of the pick-up broom to limit dust generation. This use of a spray prior to brushing would reduce the effectiveness of the procedure for decontamination because the combination would tend to produce a slurry which would make complete removal of surface contamination more difficult.

A variation of equipment of this type is the sweeper in which the broom is enclosed in a vacuum equipped housing. The material picked up by the broom and the dust trapped by the filters are collected in a hopper.

Normally, a single operator is required per street sweeper. However, because fallout material would be concentrated in the hopper the operator may be subjected to a high radiation exposure. This may make it necessary to rotate personnel for street sweeping operations. The operator should be instructed to keep a close check on his dosimeter and dump the hopper often at the predesignated disposal area as precautions to keep his accumulated radiation exposure low.

The flushing or sweeping action of water is employed in decontaminating paved areas by motorized flushing. Conventional street flushers using two forward nozzles and one side nozzle under a pressure of

55 p.s.i. are satisfactory for this purpose. In flushing paved areas, it is important that fallout material be moved toward drainage facilities.

The flushing or sweeping action of water also is used in decontaminating paved areas by fire hosing. Equipment and personnel are commonly available for this method. Employment of the method is dependent upon an adequate post-incident water supply. When decontaminating paved areas, it is important that fallout material be swept toward redesignated drainage facilities and, where possible, downwind from operational personnel.

Large-scale scraping operations require heavy motorized equipment to scrape off the top layer (several inches) of contaminated soil and carry the soil to suitable predesignated dumping grounds. The contaminated soil should be deposited 100 feet or more beyond the scraped area if possible; if this is not possible, it should be deposited at least at the outer edge of the scraped area. Scraping can be done with a motorized scrape, motor grader, or bulldozer. The effectiveness of the procedure depends upon the surface conditions.

The motor grader is designed for and can be used effectively on any long, narrow area where contaminated soil can be dumped along the edge of the cleared area. The blade should be set at an angle sufficient for removing several inches of the contaminated soil. The scraped up earth should be piled along the ground in a windrow parallel to the line of motion. The windrow can be either pushed to the side of the contaminated field and buried by the grader or removed by other pieces of earth moving equipment.

The bulldozer can be useful in scraping small contaminated areas, burying material, digging sumps for contaminated drainage, and in back-filling sumps. It would be particularly suitable in rough terrain where it could be used to clear obstructions and as a prime mover to assist in motorized scraping. The contaminated soil stripped off by bulldozer should be deposited at the outer edge of the scraped area or beyond, if practical. Filling may offer no advantage over scraping, either ineffectiveness or speed. Its principal use would be where scraping procedures could not be used, either because of rocky ground or because of permanent obstructions. The object of filling is to cover the contaminated area with uncontaminated soil or fill material to provide shielding. For these operations, a motorized shovel or dump truck and grader may be used.

Plowing provides earth shielding from radiation by turning the contaminated soil under. It is a rapid means of decontamination but may not be suitable in areas in which personnel must operate or travel over the plowed surface. The depth of plowing should be eight to ten inches.

Two or more methods can be applied in succession, achieving a reduction in the radiation field not possible, practical, or economical with one method alone. Either of two combinations of methods—scraping and plowing or plowing, levelling, and filling could be effective in paved areas. In some cases, either of the methods might be more rapid than individual removal of spillage. The equipment used would be the same as in component methods previously discussed.

Because large earth moving equipment could not be used in small areas, such as those around a building, other methods of decontamination must be used. If the area is large enough for a small, garden-type tractor or front-end loader, these can be used for plowing and scraping soil. Improvised methods of scraping small areas, such as using a jeep to tow a manually operated bucket scoop, could be used. There would remain some areas requiring hand labor with shovels to dig up or remove the top layer of soil or sod. Equipment and manpower requirements for loading and hauling the soil to a disposal area should be included in any estimates of costs. The rates of operations for these methods would vary with the type of terrain and its vegetative cover.

Agricultural Decontamination

Animals

Animals should be put under cover before fallout arrives and should not be fed contaminated food and water if uncontaminated food and water are available. If the animals are suspected of being externally contaminated, they should be washed thoroughly before being processed into food.

Even when animals have received sufficient radiation to cause later sickness or death, there will be a short period (one to ten days following exposure, depending on the amount) when animals may not show any symptoms of injury or other effects of the radiation. If the animals are needed for food, they can be slaughtered during this time without undue radiation exposure to the worker and if no other disease or abnormality would cause unwholesomeness, the meat would be safe for use as food. In the butchering process, care should be taken to avoid contamination of the meat and to protect personnel. The contaminated parts should be disposed of in a posted location and in such a manner as to present a negligible radiation or sanitation hazard. If any animal shows signs of radiation sickness, it should not be slaughtered for food purposes until it is fully recovered. This may take several weeks or months. Animals showing signs of radiation sickness (loss of appetite, lack of vitality, watery eyes, staggering, or poor balance) should be separated from the herd because they are subject to bacterial infection and may not have the recuperative powers necessary to repel diseases. They could infect other animals in the herd.

Agricultural Land

The uptake of radioactive fallout material would be a relatively long term process and the migration of fission products through the soil would be relatively slow. Therefore, crops about to be harvested at the time fallout occurs would not have absorbed great amounts of radioactive material from the soil. However, if crops are in the early stages of growth in an intense fallout area, they will absorb radioactive materials through their leaves or roots and become contaminated. Thus, if eaten by livestock or man they may cause some internal hazard. Before use, the degree of contamination should be evaluated by a qualified person. Foods contaminated in this manner could not be decontaminated easily because the contaminants would be incorporated into their cellular structure. Do not destroy these contaminated foods.

Liming of acid soil will reduce the uptake of strontium since the plant system has a preference for calcium over strontium and has some ability to discriminate. The plants' need for calcium leads to the absorption of the similar element, strontium. In soils low in exchangeable calcium, more strontium will be taken up by the plant. By liming more acid soils, more calcium is made available to the plant and less strontium will be absorbed.

Another method to limit the uptake of strontium is to grow crops with low calcium content, such as potatoes, cereals, apples, tomatoes, peppers, sweet corn, squash, cucumbers, etc., on areas of heavy fallout. Other foods with high calcium content, such as lettuce, cabbage, kale, broccoli, spinach, celery, collards, etc., could be grown in areas of relatively light fallout.

Decontamination of Vehicles and Equipment

Decontamination of vehicles and equipment of various operational services, such as fire departments, law enforcement agencies, and decontamination teams, will be the responsibility of the various services, aided by radiological protection services. Individuals will be responsible for decontaminating their own vehicles and equipment in accordance with instructions from local government.

The simplest and most obvious method for partial decontamination of vehicles and equipment is by water hosing. Quick carwashing facilities are excellent for more thorough decontamination.

Special precautions should be used when vehicles and equipment are brought in for maintenance. The malfunctioning part of the vehicle or equipment should be checked for excessive contamination.

Hosing should not be used on upholstery or other porous surfaces on the interior of the vehicles, as the water would penetrate and carry the contamination deeper into the material. The interior of vehicles can be decontaminated by brushing or vacuum cleaning. Procedures for interiors of vehicles by vacuum cleaning are similar to those used on the interior of structures.

Upon completion of missions in a contaminated area, vehicles and equipment used by decontamination personnel should be monitored and, if necessary, decontaminated. Complete decontamination may not be necessary, but attempts should be made to reduce the hazard to tolerable levels.

A decontamination station set up at a control point adjacent to the staging area would be the best place for decontaminating vehicles and equipment. A paved area would be desirable so that it could be hosed off after the equipment is decontaminated. Monitoring should follow the application of each decontamination method.

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20. Contamination Monitoring and Control Annex

20.1. Purpose

A frequent occurrence during a natural or technical emergency or disaster is the problem of contamination. Liquid, solid, or gaseous substances can have harmful effects on humans, animals, equipment, soil, air, or water. It may be explosive, poisonous, corrosive, radioactive, or at the least, a pollutant.

This annex will provide information, procedures, and assignments of responsibility for the detection of hazardous materials, control of the spread of contamination, and methods of decontamination.

20.2. Concept of Operations

20.2.1. General

1. A hazard/vulnerability analysis was conducted by the Hazard Analysis Committee. Among the designated high-risk hazards were: earthquake, flood, nuclear/terrorist attack, railroad accident, interstate/highway accident, biological contamination, and forest/range fire. Each of these hazards could either directly or indirectly cause the release of a contaminating substance which could be a threat to life and property.

2. Hazardous materials are usually the source of contamination. Many of these substances require specialized detection instruments to determine the presence and extent of the contamination. It may also require the use of specialized equipment and/or personnel.

3. Information and needed resources may not be locally available as to address a specific hazardous materials incident.

4. In the event of a disaster or emergency situation which results in a spill or release of a contaminating substance, measures must be taken to control the spread of contamination. It may also be necessary to implement decontamination procedures as required.

5. The release of a contaminating substance may necessitate an evacuation. Evacuation procedures and responsibilities are identified in the Evacuation Annex.

6. Contamination monitoring and control are specific functions carried out during a hazardous material incident. The toxic and/or caustic properties of hazardous materials require specialized training to mitigate their danger. Procedures must be carried out as efficiently and effectively as possible for the greatest safety and control.

7. A radioactive material is handled much the same as other life-threatening hazardous materials, but there are some modifications in procedures.

20.2.2. Specific

The principal point of contact to access the greatest share of the resources to respond to incidents requiring specialized personnel and/or equipment is the State of Montana through the State Disaster and Emergency Services Division Office, whose 24-hour phone number is (406)324-4777.

20.3. Organization and Assignment of Responsibilities

This section identifies specific duties and responsibilities for the designated local government departments and supporting organizations. The departments or organizations should prepare their own internal checklists or Standard Operating Procedures (SOPs) to accomplish these tasks.

20.3.1. The Mayor and/or County Commissioners

1. Mitigation Phase
 - a) Follow regulations controlling storage and transportation of hazardous materials within the respective jurisdictional boundaries.
 - b) Review and implement plans and procedures which will manage and monitor hazardous material transportation routes and bulk storage facilities.
2. Preparedness Phase
 - a) Based on the resource inventory and its shortfalls, initiate and maintain mutual aid and/or interlocal agreements
 - b) Participate in contamination monitoring and control exercises.
 - c) Direct department heads to attend hazardous materials training sessions whenever possible.
3. Response Phase
 - a) Officially request assistance from private, county, state, and federal sources as needed.
4. Recovery Phase
 - a) Request assistance for contamination cleanup from private, county, state, and federal sources as needed.
 - b) Review procedures and actions.
 - c) Revise plan as necessary.

20.3.2. The Disaster and Emergency Services Coordinator

1. Mitigation Phase
Monitor land use planning and development proposals related to hazardous material storage and transport and bring concerns to appropriate planning officials.
2. Preparedness Phase
 - a) Identify private and public capabilities, list contacts and resources, and determine resource shortfalls.
 - b) Perform maintenance of existing plans and initiate new planning activities as appropriate for contamination monitoring and control measures.
 - c) Initiate and/or participate in exercises which address contamination monitoring and control measures.
 - d) Receive training on hazardous materials, contamination control, decontamination methods, and equipment and instrument usage.
 - e) Make personal contact with appropriate resource personnel to facilitate use of specialized equipment, instruments, and personnel resources.
3. Response Phase
 - a) Provide or obtain technical assistance for the response agencies.
 - b) Coordinate operations at the Emergency Operations Center.
4. Recovery Phase
 - a) Advise city and county government on procedures and policies applicable to receive state and federal assistance.
 - b) Conduct a post-incident evaluation; revise this annex based on the evaluation.

20.3.3. The Fire Department

1. Mitigation Phase:
Inspect all potential hazardous material sites in its district. Site managers should be told to store all hazardous materials in accordance with the National Fire Codes. Toxic chemicals must be stored securely and separated if they might react in combination.

2. Preparedness Phase

- a) Participate in new planning activities for contamination monitoring and control procedures and in review and update of existing plans.
- b) Receive training on hazardous materials, contamination control, decontamination methods, and equipment and instrument usage.
- c) Participate in exercises which address capabilities for contamination control and monitoring and decontamination procedures.
- d) Make personal contact with appropriate resource personnel to facilitate usage of specialized equipment, instruments, and personnel resources.

3. Response Phase

- a) Be responsible for overall incident procedures.
- b) Establish a contamination control area to detect contaminating substances and perform decontamination procedures for contaminated personnel and equipment until specialized resource personnel assume responsibility.

4. Recovery Phase

Review procedures and actions; revise plan as necessary.

20.3.4. The Sheriff's Office

1. Mitigation Phase

Assist the Fire Department and Disaster and Emergency Services in inspecting, identifying, and reporting all hazardous materials sites and conduct surveillance and pre-planning with regard to all known illegal hazardous materials sites.

2. Preparedness Phase

- a) Receive training on hazardous materials, contamination control, decontamination procedures, and equipment and instrument usage.
- b) Participate in hazardous material exercises.

3. Response Phase

- a) Provide traffic control for incident area.
- b) Provide security for incident area.
- c) Be responsible for implementing evacuation procedures as necessary.
- d) Provide monitoring support as needed.

4. Recovery Phase

Review procedures and actions; revise plan as necessary.

20.3.5. The Public Works Department

1. Mitigation Phase

Assist the Fire Department, Disaster and Emergency Services, and Sheriff's Office in inspecting, identifying, and reporting all hazardous materials sites.

2. Preparedness Phase

- a) Participate in exercises that address their responsibilities in contamination monitoring and control.
- b) Identify sites for decontamination and control of hazardous material runoff during decontamination.

3. Response Phase

Protect public works systems from contamination by hazardous materials.

4. Recovery Phase

Review procedures and actions; revise plan as necessary.

20.3.6. The Medical/Public Health Services

1. Mitigation Phase

Conduct surveillance for potential exposure to hazardous materials, biological agents, and communicable diseases.

2. Preparedness Phase

- a) Receive training in hazardous materials, biological agents, and communicable diseases.
- b) Participate in hazardous material disaster exercises.
- c) Develop plans for public health's role in emergency response.

3. Response Phase

Provide needed support for emergency response operations.

4. Recovery Phase

Participate in after-action critique; revise plan and operating procedures as necessary.

20.3.7. The Veterinary Services

1. Mitigation Phase

Provide surveillance of potential public health risks concerning livestock and/or zoonotic diseases.

2. Preparedness Phase

- a) Participate in LEPC and emergency response exercises.
- b) Keep current on laws, trends, procedures, and actions regarding biological threats to livestock.

3. Response Phase

- a) Contact appropriate officials.
- b) Provide needed support for the Emergency Operations Center.

4. Recovery Phase

Participate in after-action critique; revise plan and operating procedures as necessary.

21. Terrorism Contingency Plan

21.1. Purpose

Terrorism can occur in any community. The purpose of this plan is to address some of the issues that may arise in responding to these emergencies. Advance planning and preparation is the best way to deal with these activities.

21.2. Legal Authority

1951 Civil Defense Act, as amended; Montana Codes Annotated (MCA), Title 10, parts 1, 2, and 7; Sweet Grass County Emergency Operations Plan; and various facility EOPs from within the jurisdiction.

21.3. Situation

The FBI defines terrorism as “the unlawful use of force or violence committed by a group or individual against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.”

Terrorist acts can include sabotage, bombing, assassination, kidnapping, the use of weapons of mass destruction, or merely the threat of any of these acts. Weapons of choice vary widely depending on groups involved and on availability of materials. In the past, terrorists have used non-traditional weapons such as the commercial airplanes used on the World Trade Center on September 11, 2001. One of the best preventative measures available is for citizens to report suspicious behavior and materials to law enforcement.

Since September 11, it has been accepted that the threat of international terrorism has risen, particularly for metropolitan regions. Officials believe that while the threat of international terrorism in Sweet Grass County is low, terrorist acts may be possible here. Rural residents inherently have a sense of insulation from the terrorist threats of bigger cities such as New York or Washington, D.C. These cities are centers of population, government, and contain cultural monuments. But to successfully carry out a terrorist act in a rural area could shatter the feeling of safety prevalent throughout the U.S. heartland.

Several other reasons exist for the possibility of a terrorist act in Sweet Grass County. Terrorists may use a rural area as a testing ground, testing out logistics of a plan on a small scale. An attack on Yellowstone Park, a well-known national icon, could easily involve Sweet Grass County emergency personnel in the response. In addition, Interstate-90 could be the highway of choice for terrorists to transport dangerous materials, posing the risk of a motor vehicle accident and a hazardous materials leak in the county.

Agricultural terrorism, or agriterrorism, targets livestock and crops. Most agriterrorism diseases do not threaten lives of humans but are instead considered an economic attack. In Sweet Grass County, cattle and (to a lesser degree) sheep would be the most likely targets because they dominate the agricultural market. Cash crops are less likely targets because plant diseases are far too weather dependent to be reliably effective. It should be noted that the history of agriterrorism in the United States has been practically non-existent because animal and crop disease outbreaks have not been previously investigated as terrorist acts.

Agriterrorism may be the method of choice in Sweet Grass County because:

- The perpetrator risks less physical harm due to the lack of humans in the target areas;
- The backlash is not expected to be as severe as a method that targets people;
- The attack can mimic a natural disease outbreak, decreasing the risk of discovery;
- And the attack needs relatively low-tech equipment.

Domestic terrorists also remain a threat in Sweet Grass County. The largest industrial target inside the county is the East Boulder Project of the Stillwater Mining Company. Federal agencies such as the National Forest Service are other known targets of domestic terrorists. Sweet Grass County has federal office buildings and thousands of acres of National Forest land. Ecoterrorist groups have been active in the state of Montana but have not yet targeted Sweet Grass County.

Extensive state and federal involvement is expected during any terrorist event. The state of Montana, with assistance from the federal government, has taken steps to ensure reliable interagency response in the future. Sweet Grass County authorities are expected to protect public health and safety throughout the incident while depending on outside resources for specialized personnel and equipment for response and investigation.

About 75 percent of emergency responders in the county are trained to HazMat awareness level. One law enforcement officer is trained to technician level (for clandestine labs). Because of this limited training, emergency responders are not expected to respond into a contaminated area. Sweet Grass County Disaster and Emergency Services personnel will be in charge of contacting essential outside agencies. Local personnel will call Montana DES which in turn contacts the FBI, Homeland Security, nearby HazMat Teams, and any other necessary resources. County emergency responders will be most useful in securing the scene and evacuating area residents. Essential equipment is available for emergency medical personnel to be able to decontaminate victims when necessary.

County emergency services will provide the foundation for all terrorism responses in Sweet Grass County, but state and federal resources will be essential to a successful outcome.

21.4. Assumptions

1. Sweet Grass County is at risk for terrorist incidents.
2. Terrorist incidents may occur at any time of day with no advanced warning.
3. Weapons may be chemical, biological, incendiary, radiological, nuclear, or explosive.
4. Sweet Grass County emergency service personnel should have the training and equipment to manage the initial incident or threat.
5. Sweet Grass County will use state and federal resources when necessary.
6. Sweet Grass County Sheriff's Office will take charge of the crime scene until the appropriate agency, either local, state or federal, arrives to take over the scene.
7. Terrorist incidents may require a unified command.
8. Biological or agricultural terrorism may require an investigation before it is confirmed a terrorist act.

21.5. Organizations and Responsibilities

21.5.1. Sheriff's Dispatch

1. Preparedness Phase

Develop Standard Operating Procedures for terrorist incidents.

Participate in training exercises using SOPs.

2. Response Phase

- a) Receive the report.
- b) Obtain and document pertinent information.
- c) Follow SOP for Mass Casualty Incident.
- d) Notify Sheriff, DES, and Chief Elected Officials.
- e) Maintain communications.
- f) Maintain logs of the incident progress for record keeping and liability purposes.

3. Recovery Phase

Review procedures and actions; revise plan as necessary.

21.5.2. Law Enforcement

1. Preparedness Phase

- a) Develop Standard Operating Procedures for terrorist incidents.
- b) Participate in training exercises using SOPs.
- c) Determine tactical equipment needs.
- d) Determine agricultural equipment needs.

2. Response Phase

- a) Use SOPs.
- b) The Sheriff or senior officer on duty will serve as Incident Commander for all situations involving a terrorist incident.
- c) Control the scene including access, security, riot control, and any other measures to protect life and property.
- d) Protect the public health and safety and attempt to prevent further property damage.
- e) Establish and staff mass arrest or holding facilities as necessary.
- f) Provide a representative to coordinate law enforcement with the EOC staff and/or staff at the Mobile Command Post if necessary.

3. Recovery Phase

Review procedures and actions; revise plan as necessary.

21.5.3. DES Coordinator

1. Preparedness Phase

- a) Prepare EOC, ensuring that phone lines, radios, and maps are adequate.
- b) Maintain the Emergency Operations Plan.

2. Response Phase

- a) Activate EOC if necessary and coordinate its operation or report to the Mobile Command Post if deployed.
- b) Notify the Chief Elected Officials.
- c) Coordinate additional personnel or assistance requests such as Red Cross or National Guard.
- d) Maintain communications with IC and Chief Elected Officials.

3. Recovery Phase

- a) Advise city and county government on procedures and policies applicable to receive state and federal assistance.

- b) Conduct a post-incident evaluation; revise this annex based on the evaluation.

21.5.4. Fire Department

1. Preparedness Phase
 - a) Develop SOPs for terrorist incidents.
 - b) Participate in training exercises using SOPs.
2. Response Phase
 - a) Respond through authorization of law enforcement only.
 - b) Provide assistance as requested specifically by and under the direction of law enforcement.
 - c) Keep in mind the recognition, collection, and preservation of physical evidence may be the only means to identify and prosecute those responsible.
 - d) Deploy the Mobile Command Post if determined by the Incident Commander.
 - e) Provide an officer or Fire Chief to the Mobile Command Post if deployed, or to the EOC if requested by authorized officials.
 - f) Provide rescue to injured or trapped persons in coordination with law enforcement and EMS.
 - g) Provide fire suppression for fires without endangering firefighters or equipment as determined by the Fire Chief.
 - h) Provide support to law enforcement agencies as requested.
 - i) Coordinate with IC regarding decontamination procedures.
3. Recovery Phase

Review procedures and actions; revise plan as necessary.

21.5.5. EMS

1. Preparedness Phase
 - a) Develop SOPs for terrorist incidents.
 - b) Participate in training exercises using SOPs.
2. Response Phase
 - a) Respond through authorization of law enforcement only.
 - b) Provide assistance as requested specifically by and under the direction of law enforcement.
 - c) Keep in mind the recognition, collection, and preservation of physical evidence may be the only means to identify and successfully prosecute those responsible.
 - d) Arrange and coordinate emergency care, treatment, and transport of injured without endangering emergency personnel as directed through incident command.
 - e) Activate triage area at scene if necessary.
3. Recovery Phase

Review procedures and actions; revise plan as necessary.

21.5.6. Coroner

1. Preparedness Phase
 - a) Develop SOPs for terrorist incidents.
 - b) Participate in training exercises using SOPs.
2. Response Phase
 - a) Coordinate care, handling, storage, and transport of any fatalities.
 - b) Identify remains.
 - c) Investigate cause of death(s).
3. Recovery Phase

Review procedures and actions; revise plan as necessary.

21.5.7. Medical Facility

1. Preparedness Phase
 - a) Develop SOPs for terrorist incidents.
 - b) Participate in training exercises using SOPs.
2. Response Phase
 - a) Initiate disaster plan.
 - b) Coordinate and manage patient care.
 - c) Coordinate with EMS on possible victims, type of injuries, and contamination.
3. Recovery Phase

Review procedures and actions; revise plan as necessary.

21.5.8. City and County Road Crews

1. Preparedness Phase

No roles identified.

2. Response Phase
 - a) Respond through law enforcement authorization only.
 - b) Provide personnel, equipment, and barricades to assist in traffic and crowd control under the direction of law enforcement.
 - c) Assist in debris clearance, disposal or containment of hazardous materials under direction of the IC.
3. Recovery Phase

Review procedures and actions; revise plan as necessary.

21.5.9. Utilities

1. Preparedness Phase
 - a) Develop SOPs for terrorist incidents.
 - b) Participate in training exercises using SOPs.
2. Response Phase
 - a) Send appropriate crews to the scene to shut off utilities upon request of the IC in order to make the scene safe.
 - b) Restore utility services to damaged areas under authorization of IC.
3. Recovery Phase

Review procedures and actions; revise plan as necessary.

21.5.10. Chief Elected Officials

1. Preparedness Phase
 - a) Participate in LEPC meetings.
 - b) Coordinate with DES to keep EOP current.
2. Response Phase
 - a) Report to the EOC if activated.
 - b) Coordinate direction and control activities with the IC and DES.
 - c) Assure necessary resolutions/declarations are made based on the scope of the incident.
 - d) Issue necessary proclamations and/or orders.
 - e) Officially request aid from private, city, county, state, and federal resources as needed.
 - f) Coordinate with the Information Officer to ensure that appropriate news releases and emergency public information is being distributed.
3. Recovery Phase

- a) Request assistance for contamination cleanup from private, county, state, and federal sources as needed.
- b) Review procedures and actions
- c) Revise plan as needed.

21.5.11. City/County Attorneys

1. Preparedness Phase
 - a) Develop SOPs for terrorist incidents.
 - b) Participate in training exercises using SOPs.
 - c) Review SOPs for other agencies when necessary.
2. Response Phase
 - a) Advise CEOs and law enforcement.
 - b) Determine jurisdiction of the areas involved.
 - c) Notify the Attorney General’s Office and the Criminal Investigation Bureau if needed.
 - d) Prepare to assist with mass arrests.
3. Recovery Phase

Review procedures and actions; revise plan as necessary.

21.5.12. Public Health

1. Preparedness Phase
 - a) Develop SOPs for terrorist incidents.
 - b) Participate in training exercises using SOPs.
 - c) Determine trigger points that would initiate an investigation of an outbreak.
2. Response Phase
 - a) Coordinate with necessary local, state, and federal officials to aid with investigation and response to an incident.
 - b) Assist with preparation and dissemination of public information.
 - c) Provide a representative to the EOC if needed.
 - d) Provide for mass immunizations if needed.
3. Recovery Phase

Review procedures and actions; revise plan as necessary.

21.5.13. Veterinarian

1. Preparedness Phase
 - a) Develop SOPs for terrorist incidents.
 - b) Participate in training exercises using SOPs.
 - c) Maintain current information on possible disease outbreaks through state officials.
2. Response Phase
 - a) Coordinate with necessary local, state, and federal officials to aid with investigation and response to an incident.
 - b) Supervise disposal of infected carcasses through direction of the IC.
3. Recovery Phase

Review procedures and actions; revise plan as necessary.

21.5.14. Public Information Officer

1. Preparedness Phase
 - a) Develop SOPs for terrorist incidents.
 - b) Participate in training exercises using SOPs.
2. Response Phase

- a) Coordinate with the necessary government officials on news releases and emergency public information.
- b) Keep media informed, giving careful consideration to what is released, given the fact that individuals responsible thrive on publicity.

3. Recovery Phase

Review procedures and actions; revise plan as necessary.

Attachment 10: Office International des Epizooties Classification of Diseases

List A

Transmissible diseases that have the potential for very serious and rapid spread, irrespective of national borders, that are of serious socio-economic or public health consequence and that are of major importance in the international trade of animals and animal products.

Foot and Mouth Disease	Vesicular Stomatitis
Swine Vesicular Disease	Rinderpest
Peste des Petits Ruminants	Rift Valley Fever
Lumpy Skin Disease	Sheep Pox and Goat Pox
Bluetongue	African Swine Fever
African Horse Sickness	Highly Pathogenic Avian Influenza
Classical Swine Fever	Contagious Bovine Pleuropneumonia
Newcastle Disease	

List B

Transmissible diseases that are considered to be of socio-economic and/or public health importance within countries and that are significant in the international trade of animals and animal products.

Multiple Species Diseases

Anthrax
Aujeszky's Disease
Echinococcosis/hydatidosis
Heartwater
Leptospirosis
New World Screwworm
Old World Screwworm
Paratuberculosis
Q Fever
Rabies
Trichinellosis

Cattle Diseases

Bovine Anaplasmosis
Bovine Babesiosis
Bovine Brucellosis
Bovine Cysticercosis
Bovine Genital Campylobacteriosis
Bovine Spongiform encephalopathy
Bovine Tuberculosis
Dermatophilosis
Enzootic Bovine Leukosis
Haemorrhagic Septicaemia
Infectious Bovine Rhinotracheitis/
Infectious pustular vulvovaginitis

Sheep and Goat Diseases

Caprine and Ovine brucellosis
Caprine Arthritis/encephalitis
Contagious agalactia
Ovine Chlamydiosis
Maedi-visna
Nairobi Sheep Disease
Ovine epididymitis
Ovine Pulmonary Adenomatosis
Salmonellosis
Scrapie

Cattle Diseases (continued)

Malignant Catarrhal Fever
Theileriosis
Trichomonosis
Trypanosomosis (tsetse-transmitted)

Equine Diseases

Contagious Equine Metritis
Dourine
Epizootic Lymphangitis
Equine Encephalomyelitis
(Eastern and Western)
Equine Infectious Anaemia
Equine Influenza

Swine Diseases

Atrophic Rhinitis of Swine

Enterovirus Encephalomyelitis
Porcine Brucellosis
Porcine Cysticercosis
Porcine Reproductive and Respiratory
Syndrome
Transmissible Gastroenteritis

Equine Piroplasmosis
Equine Rhinopneumonitis
Equine Viral Arteritis
Glanders
Horse Mange
Horse Pox
Japanese Encephalitis
Surra
Venezuelan Equine Encephalomyelitis

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22. Distribution Management Plan

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22.1. Purpose

The purpose of this plan is to identify and describe the distribution process by Sweet Grass County Emergency Services in the event that the county must order, receive and distribute commodities to the local communities in response to an emergency or disaster that disrupts the commercial supply chain to the extent that commodities (food, water, etc.) are not available to affected population.

22.2. Scope

This plan is limited to the process that Sweet Grass County may use to order, receive, and distribute commodities to local communities. To provide guidance to local communities for expectations of distributing, operating Commodity Points-of-Distribution (C-POD) and tracking all resources while under their control.

22.3. Overview

Sweet Grass County faces many issues during emergency events. Factors such as small population base, remote areas, limited resources and long distances of 80 miles or more to reach large distribution centers will be challenging. The local supply of commodities may be depleted within 2 – 3 days during an event. These factors indicate the importance of preplanning and the establishment of the details of the plan.

Sweet Grass County has 1862 square acres with a total population of 3678 people. 1673 of those live in the City of Big Timber. The unincorporated towns of Grey Cliff, Melville and McLeod have approximately 140 people in each one. The remaining 1585 people reside in rural areas.

The southern portion of the county is confined to a 50-mile-long narrow valley with many fire hazards on both sides. The last 40 miles of that valley is a dead-end road with one way in and out. Portions of that road are restricted to one lane. At the far end of the valley are sites with large numbers of people. Those sites are, a large mine, numerous campgrounds, and several faith-based camps. Just these three groups can pull in two to three thousand people that could be trapped or endangered.

22.4. Assumptions

1. A detailed and credible common operating picture might not be achievable for 24-72 hours or longer after the incident. As a result, response activities will begin without the benefit of a detailed or complete situation and critical needs assessment.
2. Local and regional supply chains and infrastructure will have been significantly disrupted, destroyed, or over-extended.
3. Demand may exceed supply, evidenced through shortages of response teams, first responders, equipment, and supplies.
4. Multiple jurisdictions will have to work together to share emergency commodities.
5. Multiple incidents may occur simultaneously or sequentially in contiguous and/or noncontiguous areas. This will require prioritization of limited resources.
6. The incident may result in significant disruptions (for an extremely long duration of time) of critical infrastructure including transportation, commodities, energy, telecommunications, public health, and medical systems.
7. Normal forms of communications may be severely interrupted, if not destroyed, during the early phases of a disaster.
8. Transportation to impacted areas may be disrupted due to damaged roads, bridges, rail, and airports. The limited capability to refuel delivery vehicles within an affected jurisdiction may become a critical factor in planning.
9. Unaffected jurisdictions may be requested to provide personnel and equipment to the affected jurisdiction/region for distribution support.
10. An area's response capabilities and resources, including resources normally available through EMAC, MOUs and/or MOAs, may be insufficient and quickly overwhelmed. It is highly likely that local public safety personnel who normally respond to such events may be among those affected and unable to perform their duties.
11. An incident might result in such severe damage to a jurisdiction's infrastructure that habitation is not feasible during response operations. Consequently, mandatory evacuation may be ordered by appropriate authority. Distribution of commodities may shift as the population shifts.
12. The status of supply chains, infrastructure, fuel, transportation providers, material handling equipment, staffing, and other major systems will have to be evaluated on an on-going basis.

22.5. Components

22.5.1. Define Requirements

Sweet Grass County uses the generic FEMA planning factors of two meals and three liters (OR .8 gallons) of water per person of the impacted population each day. The IC will work with local jurisdictions on specific meal types and actual quantities as determined by the community needs during an event. Medical supplies will be determined by the Logistics officer based on the situation and existing circumstances.

All other commodities will also be assessed and ordered by the Logistics Officer and Local DES Officer.

Affected Population	Gallons of water per person (1 g/person)	Liters of water per person per day (3 L / person)	Meals per person per day (2 meals)
500	500	1,500	1,000
1,000	1,000	3,000	2,000
2,500	2,500	7,500	5,000
5,000	5,000	15,000	10,000

- **Water:** Common units of measurement and clear communication will be used to identify needs and provided quantities. (I.e. liters versus gallons). Care will be taken to make unit conversions when necessary and to provide clear communication as to unit size and packaging and handling needs.
- **Meals:** Food groups for meals will be based on locally (200 + mile radius) supplied products. Specific dietary needs, meal types and quantities will be coordinated with the Logistics Officer.
- **Mass Care Supplies:** Identification of Mass Care supplies will be event dependent and based on the needs of the community. The list of needs will be submitted to the DES Coordinator. If local supply points are unable to provide sufficient quantities, then the DES Coordinator will place a request with the State Emergency Coordination Center (SECC) for needed supplies.
- **Support/Transportation:** Transportation needs, requirements and limitations may be affected by the event, and current conditions. Transportation must be coordinated through the IC or designated Officer. The EOC and DES Coordinator must be advised of the transportation plans. For complex and large-scale events, the transportation plans may be coordinated by the EOC and DES Coordinator based on input from the IC. If State and Federal assistance is requested, the DES Coordinator will transmit those plans to the SECC along with any requests for transportation needs.
- **Capability and Capacity of Distribution Network:** Identify what the state and local supply chains can accommodate. The quantity of resources ordered for the local DES jurisdiction should not exceed the distribution network's capacity (e.g., the maximum storage and throughput capabilities of the on-ground staging areas and C-PODs).
- **Private Sector Capability versus Requirement:** Emergency events may affect private and public supply chains, either through disruption in the supply chain or causing an increase in demand that exceeds local, state and national supply chain capabilities. Supply chains are evaluated at the time of the event and when supply chains are affected, the IC or EOC will look to alternate routes including emergency procurement procedures and agreements while coordinating with private, local, state and federal partners.

22.5.2. Order Resources

1. Resource orders during events must be coordinated with the DES Coordinator to ensure proper tracking and resource management.
2. Ordering resources must follow appropriate laws and the local jurisdictions procurement policies and guidelines.
3. In a small-scale event (events lasting less than one day and/or a small percentage of the population affected) most private services will have sufficient commodities to sustain customers for 2-3 days based on local estimates. This includes restaurants, cafes, delis, faith-based camps, fuel stop convenience centers, stores and grocery stores.
 - a. Any commodities used during the event (not including normal business transactions unrelated to the event) must be reported to the DES Coordinator.
 - b. During events that businesses and organizations cannot resupply their inventory, they may coordinate with the local DES Coordinator to facilitate ordering and deliveries.
4. The DES Coordinator will communicate with the private sector, nonprofit organizations and the various levels of government to ensure resources are ordered in accordance with governing laws and policies.
5. Resources that are no longer available at the local or regional level that must be ordered from State and Federal sources will be done so through the State Emergency Coordination Center (SECC).

22.5.3. Distribution Methods

1. In a small-scale event (events lasting less than one day and/or a small percentage of the population affected) the IC or designated officer will direct the distribution of commodities needed.
2. In a medium-scale event (events lasting less than three days and/or a moderate percentage of the population affected) the IC may designate a Logistics Officer to coordinate points of distribution.
3. In a large-scale event (events lasting more than three days and/or a large percentage of the population affected) the Logistics Officer or DES Coordinator will oversee the POD.
 - a. It is anticipated that in most events, the staging area and the (POD) will be at the same location.
 - b. Each POD will have a supervisor appointed to oversee the duties at that location.
 - c. Private POD's will have their own supervisor, trained employees and equipment.
 - d. Government POD's will have their own staging areas owned by a government agency or privately-owned area rented by the local government.

22.5.4. Inventory Management

Inventory management will be the responsibility of the IC, Logistics Officer or the DES Coordinator depending on the size and scope of the event. In large events, the supervisor for each Point of Distribution (POD) and Staging Area will report daily to the primary responsible person (IC, Logistics Officer or the DES Coordinator).

The report shall include, but is not limited to 1) type and quantity of resource received; 2) distribution of resources that day; 3) remaining inventory of resources; 4) rate of consumption of resources; and 5) anticipated needs for additional or replacement resources.

Supervisors of all PODs and Staging Areas shall assist the primary officer in charge with demobilization.

22.5.5. Transportation

Sweet Grass County has one interstate (I-90) that provides the only continuous highway transportation route east and west of Big Timber. One highway (191) runs north of Big Timber where it intersects I-90. These two roads provide the only continuous highway transportation routes for Sweet Grass County. A single dead-end highway (298) allows for travel into the mountainous south end of the County. A very limited number of secondary roads may be used as detours if the main roads are blocked.

One federally funded airport exists on the south side of Big Timber that could be used by aircraft up to and including small jets. The closest international airports are 80 to 100 miles away and located in Billings, MT and Bozeman, MT.

One railroad runs parallel to Interstate I-90 but does not stop in Sweet Grass County. The closest railroad yard is 35 miles away in Livingston, MT. The next closet yards are 80 to 100 miles away in Laurel, MT, Billings, MT, and Bozeman, MT.

Almost all transportation needs will be conducted by ground. In the event of total shutdown of the primary roads, the County will rely on limited air travel.

1. The IC, Logistics Officer and DES Coordinator must assess the condition of the limited transportation routes when requesting resources, distribution of resources and evacuations.
2. These factors affect private and commercial transportation needs as well.
3. Consideration must be given to possible route closures during planning and ordering. Some major detours could add hours or even days to transportation modes.

4. Most deliveries will be small enough that the carrier can off-load and will not have to leave the trailer or van. In the event that the delivery requires the trailer or van to be left onsite, it will be stored at one of the large storage areas. The IC, Logistics Officer or DES Coordinator will schedule its return as part of the demobilization plan.

22.5.6. Staging

Factors to be considered when determining staging areas and Points of Distribution (POD) are complex and will vary based on the event type, size and location. Given that the population (residents and visitors) for the entire county is 5,000 people or less, distribution becomes more of a challenge than does staging.

Most events will allow for the staging area and the POD to be one and the same. As events become very large, extended and/or complex, the staging areas will require separate and larger areas.

Depending on the complexity of the staging areas and the POD, the IC, Logistics Officer or DES Coordinator will select or identify a supervisor for each staging area and POD. That person will be in charge of the safety, operations and documentation for that site.

1. Staging areas will be selected by the IC for most events or by the DES Coordinator if the EOC has been activated because of the complexity or size of the event. The DES Coordinator will communicate with the IC of each event to select staging areas.
2. Staging areas have been identified based on history of use and local knowledge of the resources. The pre-designated sites will be reevaluated along with the annual review of the plan. On-site inspection should be coordinated with the respective responsible party. Due to the uncertainty of the type of disaster and the impact of that disaster, ad hoc staging may be necessary.
3. Staging areas may be designated as Points of Distribution (POD) when possible to reduce delivery times and reduce impact on staffing considerations.
4. Staging and Points of Distribution will be identified with pertinent information in the DES list of resources.
5. Staging areas will be selected at the time of the event based on factors such as: location and type of the event; needs established by IC; type of resources needed; and delivery capabilities.
 - a. Medications and other public health supplies should be delivered directly to staging areas and POD such as: clinics, EMS stations; and pharmacies.
 - b. Food and water should be delivered directly to staging areas and POD such as: grocery stores, restaurants, and shelters.
 - c. Construction supplies should be delivered directly to staging areas and POD such as: near the event; construction company; or lumber / hardware stores.
 - d. Animal supplies such as food, water, and medical should be delivered to the staging areas and POD such as: veterinarian facilities, animal care centers. feed stores, corals, and shipping yards where animals are being sheltered.
 - e. Large deliveries of multiple types of items or items requiring storage more than a few days, should be delivered to staging areas that have large areas for storage and have secure facilities. These areas will require larger parking lots and room for semi-trailers to travel in. Room will be required for forklifts and other large equipment to maneuver while unloading.
 - f. Large deliveries of certain items that will require delivery to multiple POD should be delivered to a large staging area to be inventoried, sorted and distributed.

22.5.7. Demobilization

1. A demobilization plan will be made with the scale of the incident in mind and will be adjusted as the incident changes. The plan will include all resources ordered or used. As the incident expands in scale, it will incorporate Local, Private, State and Federal resources.
2. The IC, or the Planning Chief, or other designated position (depending on the size of the incident) will develop a demobilization plan.
3. The IC, or Logistics Officer, or other designated position will oversee the demobilization process.
4. The IC, or Logistics Officer, or other designated position will keep accurate records of all resources including personnel, consumable goods, recoverable resources and all other resources and submit completed records.
5. The IC will determine when an operation will be terminated and when to demobilize resources.
6. The IC or Logistics Officer, or other designated position will reconcile the inventory of resources ordered, distributed and recovered. These activities may include:
 - a. Accounting for all staff and volunteers;
 - b. Coordinating with the respective owners the return of all equipment, sites and facilities with documentation noting damages or repairs.
 - c. Coordinating with suppliers the cancelation of orders and/or return of supplies not used.
 - d. Gathering all of the forms from staff and volunteers and ensuring that they are complete.
 - e. Forwarding the completed forms to the IC or Finance Office.
 - f. Participating in any After Action Report processes and Critical Incident Stress Debriefings.

22.5.8. Plan Development, Training, and Exercise Implementation

1. The primary responsibility for plan development and maintenance will be assigned to the DES Coordinator. All other agencies and departments having a part in this plan are asked to assist and give support to the DES Coordinator. The plan will be reviewed at least annually.
2. Resources used in the development of this plan include, but are not limited to: 1) *FEMA distribution management plan guide 2.0*; 2) *FEMA Training IS-26 Guide to Points of Distribution*; 3) *MT DES Distribution Management Plan*; 4) *Sweet Grass County EOP*.
3. Training should be implemented by any organization having a part in this plan to ensure that those participating in this process are familiar with the content of this plan. Training can be implemented in various forms and should be offered and properly documented at least annually.

This plan will be exercised at least annually. This plan may be included in other training exercises to accomplish this requirement. The exercise or real-life scenario should be documented and the findings included in the annual development and maintenance of the plan.

23. Sweet Grass County All Hazards Public Health Emergency Operations Plan

The following is the Public Health component of the City/County Emergency Operations Plan. It is a stand-alone document covering the response to public health emergencies.

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