INTRODUCTION

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

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

I. PURPOSE

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

II. SCOPE

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

- How city departments/agencies will be organized during response to an event, including command authorities;

- Critical actions and interfaces during response and recovery;

- How the interaction between the county, city, regional, state, and federal authorities is managed;

- How the interaction between the city and private partner organizations (hospitals, non-governmental emergency organizations and others) is managed during emergencies, and;

- How to handle and manage needs with the resources available.
III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The City of Rolla is vulnerable to many hazards, all of which have the potential to disrupt the area, cause damage, and create casualties. The Phelps County Hazard Mitigation Plan developed by the Meramec Regional Planning Commission identifies the hazards that threaten the county and its municipalities. The Hazard Mitigation Plan includes hazard profiles and vulnerability analysis containing more detailed information. This plan also provides a planning area profile and capabilities that includes:

   a. Geography, Geology and Topography
   b. Climate
   c. Population/Demographics
   d. History
   e. Occupations
   f. Agriculture

2. The City of Rolla EOP was developed for Phelps County and the City of Rolla. The plan is designed to deliver coordinated and supportive actions within and between all jurisdictions in Phelps County.

3. The City of Rolla and its municipalities have capabilities and resources which, if effectively employed, would minimize or eliminate the loss of life and damage to property in the event of an emergency or major disaster. This must include the utilization of private and volunteer organizations to the greatest extent possible.

4. Mutual aid agreements, both written and verbal, exist between many of the emergency service agencies, the subdivisions in the city, and surrounding areas. Statewide mutual aid will be used in accordance with Missouri Systems Concept of Operational Planning for Emergencies (MoSCOPE).

5. A hazardous materials plan has been developed for Phelps County by the Local Emergency Planning Committee (LEPC).

6. This Emergency Management Plan is being developed and maintained pursuant to Missouri State Law, Chapter 44, RSMo, and Federal Emergency Management Agency (FEMA) guidance.

B. Planning Assumptions

* Month Year
1. Some of the hazards identified may occur after implementation of warning and other preparedness measures, while others may occur without any warning.

2. Officials of the City of Rolla are aware of the possible occurrence of an emergency or major disaster and are aware of their responsibilities in the execution of this plan and will fulfill these responsibilities as needed.

3. The proper implementation of this plan will reduce or prevent the loss of lives and property damage within City of Rolla.

4. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with every occurrence. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements, or state and federal sources.

5. Although an attack on this country is considered unlikely, there is that possibility as long as the world's war-making capability exists. Should an attack occur, it would probably be after days or weeks of international tension that would allow such protective measures as evacuation and sheltering to be implemented.

C. Access and Functional Needs

1. Local governments will develop emergency management plans that incorporate the needs of the whole community including provisions for the needs of children; persons with medical, access and/or functional needs; and, pets and/or service animals.

2. Disasters pose a challenge for the whole community but potentially more for people with access and functional needs. Examples of people with access and functional needs include, but are not limited to: individuals with disabilities, people from diverse communities, older adults, children, and women in late stages of pregnancy. These groups may be lacking in resources such as food, shelter, and transportation.

3. Approximately 20 percent of Missouri’s population has a disability. Preparedness, response, recovery, and mitigation efforts will be consistent with federal policy and guidelines. Emergency efforts will enable people with disabilities and other access and functional needs to evacuate, use emergency transportation, stay in shelters, and participate in all emergency disaster related programs.

4. Plans must take into account the needs of at-risk population who are not in contact with traditional emergency service providers. This

* County EOP
BP-3
Month Year
population may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response, and recovery. These include, but are not limited to, individuals who are:

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

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

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

- Communication and Public Information: Emergency notifications systems must be accessible for the whole community to ensure effective communication for people, who are deaf/hard of hearing, blind/low vision, low literacy, and/or have limited English proficiency.

- Evacuation and Transportation: Evacuation plans must incorporate disability and older adult transportation providers for the purpose of identifying the movement of people with mobility limitations and those with transportation disadvantages.

5. After a disaster, it is normal to have reactions from stress. Typically, those reactions are mild to moderate in the emergency and early post-impact phases of a disaster. This is because survivors recognize that there is a graver danger. Some individuals will require psychological first aid but most will utilize their existing coping skills. Although some stress reactions may seem extreme and can cause distress, they generally do not become chronic problems. Most people recover fully from the stress reactions. Those who cannot make a full recovery alone will need additional assistance. Disaster related behavioral health and psychological first aid must be provided to those who need it.

6. It is assumed persons will take responsibility for themselves in the event of an emergency to the extent they are able, just as individuals

* County EOP
BP-4
Month Year
who need personal and/or medical assistance do in non-emergency situations.

IV. CONCEPT OF OPERATIONS

A. General

1. It is the responsibility of local government to provide for a comprehensive emergency management program that meets the essential needs of those who either have been or might be affected by an emergency or major disaster. When the emergency exceeds the local government's capability to respond, assistance will be requested from the State government. If additional assistance is needed beyond State capabilities, the State will coordinate requests to the proper Federal agencies.

2. The chief elected official has overall responsibility for emergency management activities within the boundaries of the jurisdiction. The Mayor of the City of Rolla is responsible for those activities. The Mayor can delegate their authority but never their responsibility.

3. At no time will the Phelps County Commission supersede the authority of the elected officials of the municipalities unless: (1) requested to do so by those elected officials, (2) the municipality's governmental body is incapacitated or ceases to exist, or (3) empowered to do so by the Governor under the authority of Chapter 44, RSMo.

4. This plan is based on the concept that the emergency functions assigned to the various groups, organizations, and individuals involved in this plan will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be employed as much as possible in both normal and emergency functions.

5. Those day-to-day functions that do not contribute directly to emergency operations may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.

6. This plan, or portions thereof, will be implemented according to the emergency activation levels and control guidelines set forth in Appendix 3 to this Basic Plan.

7. Discrimination on the grounds of race, color, religion, nationality, sex, age, physical impairment, or economic status will not be allowed in the execution of emergency management functions. This policy applies to all levels of government and the private sector.

* County EOP

BP-5

Month Year
B. Phases of Emergency Management

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

1. Preparedness – Preparedness actions include activities such as planning, training, exercising, and the acquisition of resources necessary to support implementation of response. Preparedness also includes developing public information programs and warning systems.

2. Response – Response actions are taken before, during, or after an emergency/disaster to save lives, minimize damages, and enhance recovery operations. Such measures include activation of: emergency operation centers, plans and procedures, arrangements and agreements, the emergency alert system, public warning, notification of public officials, provision of mass care, shelter, search and rescue, and security.

3. Recovery – Recovery actions are short-term to return vital life-support systems to minimum standards, and long-term to return life to normal or improved levels. Such measures include damage assessment, supplemental assistance to individuals and public entities, assessment of plans, procedures, arrangements, and agreements, and the development of economic impact studies and methods to mitigate damages.

4. Mitigation – Mitigation actions may be taken to eliminate or reduce the impact of a disaster. Such measures include zoning and land-use measures, formulating and enforcing building codes that recognize the hazards faced by the community, public education about hazards and protective measures, hazard and vulnerability analysis, and preventative health care.

C. Activation Levels of Emergency Management

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

D. Declaration of a Local Emergency

Whenever the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to require significant expenditures and a coordinated response in order to prevent or alleviate damage, loss, hardship, or suffering, the Chief Elected Official will declare an emergency. A local
emergency may be declared by the Mayor of the City of Rolla. The City of Rolla Emergency Management Director will advise SEMA immediately following the declaration of a local emergency. Appendix 4 of the Basic Plan contains a sample copy of the Emergency Government Proclamation and/or Resolution of a State of Emergency.

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

E. **WebEOC**

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

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

V. **ROLES AND RESPONSIBILITIES**

A. **Emergency Support Functions**

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

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

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

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

B. Responsibilities

1. Specific groups, departments/agencies, and individuals will be assigned primary and/or support responsibilities to prepare for and to perform each of the emergency support functions listed previously. Those having a primary responsibility have been designated the ESF Coordinator for that ESF. In some cases, the ESF will be assigned to a city official or agency. Assignments for the City of Rolla are identified in charts in Appendix 1 to this Basic Plan. These charts are general in nature and should not be considered all inclusive.

2. The roles and responsibilities to be performed by each ESF are explained in detail in each Annex. Appendix 2 to this Basic Plan contains a list of roles and responsibilities by ESF common to county and city organizations.

3. It will be the responsibility of those agencies and individuals having primary and/or support responsibilities to develop and maintain Standard Operating Guidelines (SOGs) and checklists which detail how their assigned responsibilities will be performed to implement the plan.

4. Departments/Agencies tasked with emergency responsibilities must address the needs of the whole community. The needs of the access and functional needs population and others who are at-risk should be specially addressed (for example, providing transportation, medical, and other emergency support to include but not limited to: individuals with disabilities, people from diverse communities, older adults, children, women in late stages of pregnancy, and the non-English speaking population). See ESF #6 for further information.
VI. DIRECTION AND CONTROL

A. The Mayor of the City of Rolla (or their designated representative) are responsible for all emergency management activities in their jurisdiction to include implementing this plan and directing emergency response within their respective jurisdictions.

B. The Emergency Management Director will:

1. Brief appropriate officials and new employees on their roles in emergency management.

2. Coordinate all emergency management activities.

3. Make decisions on routine day-to-day matters pertaining to emergency management.

4. Maintain this emergency operations plan.

5. Advise elected officials on courses of action available for major decisions.

6. Act as liaison with other local, state, and federal emergency management agencies.

7. Insure the proper functioning of the EOC and coordinate EOC operations (see ESF #5 for further responsibilities pertaining to the EOC).

8. Instigate tests and exercises to familiarize EOC staff and response personnel with emergency management operations.

9. Other duties as outlined in the local ordinances, court orders, and agreements.

C. Direction and control will originate from the EOC.

D. The EOC will be staffed according to the level of emergency (see Appendix 3 to this Basic Plan).

VII. CONTINUITY OF GOVERNMENT

Continuity of Government (COG) is essential to provide services under the threat or after the occurrence of any disaster or emergency, and reduces or mitigates disruptions to government operations. COG achieves a timely and orderly recovery
from an emergency to restore full government services to the residents of the City of Rolla. COG consists of the following elements and should be included in a Continuity of Operations Plan (COOP) for all levels of government.

A. **Lines of Succession**

1. The line of succession for the Presiding Commissioner of Phelps County is through the District Commissioners by seniority, followed by the County Clerk.

2. The line of succession for the Mayor of each incorporated subdivision is to the Mayor Pro-Tem to be followed by members of the City Council as they decide. Each community may vary somewhat such as the City of Rolla whose line of succession is: Mayor, City Administrator, Police Chief, and Fire Chief.

3. The line of succession for the City of Rolla Emergency Management Agency is from the Emergency Management Director to the Fire Chief and then determined by the Mayor. This line of succession would also be similar to other individual jurisdictions that have an emergency management organization.

4. The individual or agency responsible for each ESF must establish a line of succession and insure that departmental personnel and the Emergency Management Director are informed of this line of succession.

5. Unless otherwise specified, it is understood that the line of authority is the same as the identified line of succession for each key position. The authority to make decisions is automatically delegated to the next successor as identified in the line of succession. Each key position shall pre-delegate authorities for making policy determinations and decisions. See each department/agency Continuity of Operations plan for further information.

6. In the event circumstances resulting from a disaster prevent a political entity from performing effective operations, the next higher political subdivision may assume authority until that political entity is able to adequately resume operations.

B. **Emergency Operations Center**

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

1. Phelps County and its incorporated subdivisions are separate entities and may control operations from separate EOCs. If the incorporated subdivisions do not have an emergency management organization, the county will assume that role upon request.

2. In the event of a widespread emergency situation, the City of Rolla will direct and control operations from the City of Rolla Police Department hereafter designated as the primary emergency operations center (EOC). Communications is available at this location as well as a backup generator. Space will be provided in the EOC for the chief executive and principal advisors, the ESF Coordinators, and other supporting agency representatives and organizations. Space for briefing the media will be available but separate from actual operations rooms. Additional operational details can be found in the City of Rolla Emergency Management EOC Manual.

3. The alternate EOC for the City of Rolla will be the Phelps County Sheriff Department where communications and meeting space is also available. The alternate facility will become the jurisdiction’s official site for emergency operations should the primary EOC become inoperable.

4. On-scene direction and control can also be established if necessary. The City of Rolla Office of Emergency Management can provide a mobile communication trailer that is radio equipped for communications. The Police Department can also provide a patrol car equipped with radio communications. The patrol car could be placed at any location in the county giving a good communications base for conducting emergency operations.

5. Municipal Emergency Operations Centers:

   a. City of Rolla - The primary EOC is the City of Rolla Police Department. The alternate EOC is the Phelps County Sheriff Department. Radio communications is available through the police department and the city has a portable generator available.

C. Preservation of Vital Records

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

* _____ * County EOP               BP-11               Month Year
and/or city department.

2. In order to provide normal government operations after a disaster, all vital records of both a public and private nature recorded by County and City officials must be protected and preserved. These would include legal documents, property deeds, tax records, etc. The following guidelines will apply:

a. Certain records and documents are vital to the continuance of government following a major disruption of normal activities due to a disaster. These records and documents are to be identified by officials responsible for their day-to-day maintenance.

b. Resources from local government will be allocated to provide for one or more of the following options: (1) duplication of all such records or (2) timely movement to secure or safe areas outside the danger area, and/or the development of secure and safe storage areas elsewhere in the jurisdiction.

3. Each emergency support service (i.e., Law Enforcement, Fire, Public Works) must establish guidelines to protect records deemed essential for continuing government functions and the conduct of emergency operations.

4. Further information on preservation of records can be obtained by contacting the Secretary of State's Office in Jefferson City.

VIII. ADMINISTRATION AND LOGISTICS

A. Whenever possible, procurement of necessary resources will be accomplished using normal, day-to-day channels.

B. During unusual situations when such constraints would result in the loss of life and property, normal requisition guidelines can be circumvented. This will be done under the authorities and by the guidelines set forth in the local ordinances.

C. Accurate records of all actions taken in an emergency are essential for determining mitigation activities and training needs, as well as for settling possible litigation. Each department head, including the individual responsible for an emergency function, must keep detailed, accurate records of all actions taken during an emergency.

D. Agreements and understandings with other local jurisdictions, higher levels of government, and other agencies will be utilized to supplement local resources should an emergency situation exhaust the capabilities of the City of Rolla. Requests for such assistance will be made in accordance with negotiated

* County EOP  BP-12  Month Year
mutual aid agreements and understandings. All such agreements should be formalized in writing whenever possible.

E. Disaster assistance from the state or federal government will be utilized in accordance with their provisions and statutes. Requests for such assistance will be made in accordance with the guidelines set forth in Appendix 4 to this Basic Plan.

F. Logistics matters have been addressed in ESF #7 Logistics. The ESF #7 Coordinator will identify critical resources available in the City of Rolla. This list will be expanded to include critical resources and those available from neighboring jurisdictions, military installations, and the state and federal government. Guidelines for the inventory, storage, and maintenance of resources, including donations and services of the private sector, will be as specified in the appropriate annexes or SOGs.

G. Discrimination on the grounds of race, color, religion, nationality, sex, age, physical impairment, or economic status will not be allowed in the execution of emergency management functions. This policy applies to all levels of government and the private sector.

IX. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Review

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

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

B. Training and Exercises

All training related to emergency management is coordinated and scheduled through the City of Rolla Emergency Management. The City of Rolla Emergency Management offers training to all inter-agencies (County, City and others) on preparedness, response, recovery, mitigation, hazardous materials, debris management, terrorism, and other issues. The training offered is conducted through the SEMA training section, American Red
Cross, the Local Emergency Planning Committees, Fire Department, and any other organization offering training. The City of Rolla Emergency Management provides the notice of training being offered to local response agencies.

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

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

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

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

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

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

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

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

* County EOP

BP-14

Month Year
### Appendix 1 to the Basic Plan

**EMERGENCY SUPPORT FUNCTIONS & RESPONSIBILITY CHART**
**ROLLA, MISSOURI**

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P = Primary  
S = Support  
* = Joint

* Assignments will vary depending upon the municipality.

* County EOP  
BP-17  
Month Year
### ESF ROLES AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Emergency Support Function (ESF)</th>
<th>Roles and Responsibilities (not all inclusive)</th>
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<tr>
<td><strong>ESF-1 Transportation</strong></td>
<td>• Transportation modes management and control</td>
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<td><strong>ESF-2 Communications</strong></td>
<td>• Coordination with telecommunications and</td>
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<td>• Facilitation of the stabilization of systems</td>
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<td>and applications from cyber events</td>
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<td><strong>ESF-3 Public Works &amp; Engineering</strong></td>
<td>• Infrastructure protection and emergency repair</td>
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<td>• Critical infrastructure reestablishment</td>
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<td>• Emergency contracting support for lifesaving</td>
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<td><strong>ESF-4 Firefighting</strong></td>
<td>• Coordinates the support for the detection</td>
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<td>and suppression of fires</td>
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<td>• Support to wildland, rural, and urban</td>
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<td><strong>ESF-5 Information and Planning</strong></td>
<td>• Incident Action Planning</td>
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<td>• Information collection, analysis, and</td>
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<td>dissemination</td>
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<td><strong>ESF-6 Mass Care</strong></td>
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<td>• Comprehensive, incident logistics</td>
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<td><strong>ESF-8 Public Health and Medical Services</strong></td>
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<td>Search and Rescue</td>
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<td><strong>ESF-10</strong></td>
<td>Oil and Hazardous Materials Response</td>
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<td><strong>ESF-11</strong></td>
<td>Agriculture and Natural Resources</td>
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<td>Public Safety and Security</td>
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<td><strong>ESF-15</strong></td>
<td>Public Information</td>
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- Structural collapse (urban) search and rescue
- Water search and rescue
- Land search and rescue
- Environmental assessment of the nature and extent of oil and hazardous materials contamination
- Environmental decontamination and cleanup, including buildings/structures and management of contaminated waste
- Nutrition assistance
- Animal and agricultural health issue response
- Food safety and security
- Natural and cultural resources and historic properties protection
- Energy infrastructure assessment, repair, and restoration
- Energy industry utilities coordination
- Energy forecast
- Facility and resource security
- Security planning and technical resource assistance
- Public safety and security support
- Support to access, traffic, and crowd control
- Coordinate the release of accurate, coordinated, timely, and accessible public information to affected audiences
- Work closely with state and local officials to ensure outreach to the whole community
- Media and community relations
Appendix 3 to the Basic Plan

EMERGENCY ACTIVATION LEVELS AND CONTROL PROCEDURES

I. PURPOSE

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

II. ACTIVATION LEVELS

A. Level 4 - a small, isolated or potential occurrence that can be handled routinely by one or more departments in the county/city through extra attention, enhanced monitoring or external communications. (For example: the threat of flooding, severe storms, escalating event, etc.)

B. Level 3 - an occurrence that can be handled routinely by one or more departments in the county/city. It may require resources in excess of those available to the responding agency(s) but, through mutual aid agreements, etc., the situation should be able to be brought under control in a timely manner.

C. Level 2 - an occurrence that requires a major response and the significant commitment of resources from other local government agencies, but should be within their collective capabilities to control. (For example: localized flooding, isolated tornado damage)

D. Level 1 - an occurrence that requires an extensive response and commitment of resources from all local governments/agencies and would necessitate requesting outside assistance from state or federal agencies. (For example: an earthquake, tornado or flood damaging large areas and/or producing extensive casualties or any incident requiring the evacuation of a significant sized area.)

III. RESPONSE PROCEDURES

A. The dispatcher, upon notification of an emergency, shall notify the officer on duty to respond. (The term dispatcher when used in these procedures applies to the 911 Dispatcher for Phelps County.)

B. On-scene command and control of the affected area will be established by the first ranking officer of the responding agency at the scene of the incident.

C. The on-scene commanding officer will maintain radio contact with the dispatcher to advise of the situation and to alert additional response agencies as necessary.

* County EOP

BP-20

Month Year
D. The Emergency Management Director will advise the chief elected official of the jurisdiction(s) affected of the emergency situation and they will determine at this time whether or not to activate the EOC and assemble its staff.

E. Should it be decided to activate the EOC, each member of the EOC Direction and Control staff will be contacted by the dispatcher and advised to report to the EOC. The dispatcher will be assisted by the on-duty personnel at the department and/or the Emergency Management Director to make the notifications if necessary.

F. After the EOC Direction and Control staff has assembled, it will be determined what personnel will be required to control operations. This determination will be made by the chief elected official and the Emergency Management Director.

IV. NOTIFICATION PROCEDURES

A. The Emergency Management Director will make the decision to activate EOC notification procedures. It will be the responsibility of the dispatcher on duty to notify key government officials and emergency response organizations/departments. The primary methods of communications will be through radio and/or telephone.

B. The dispatcher will have available at the communications center the necessary call-up/notification lists which include names and telephone numbers of individuals and organizations to contact. It is the responsibility of the dispatcher along with each organization/department to see that these lists are kept current.

C. In some cases it will be the responsibility of the first organization member contacted to notify and/or recall the necessary personnel within that organization to respond to the incident. Therefore, each organization must maintain current internal personnel notification/recall rosters and a means to implement them.

D. Depending upon the type of emergency, the dispatcher will notify/warn special locations such as schools, nursing homes, etc. A list of names and telephone numbers to contact is available with the dispatcher. On-duty personnel and/or the Emergency Management Director will assist with this notification.

E. It is the responsibility of the dispatcher to keep a log of all messages received and sent.

F. Operational procedures/checklists will be established and utilized in so far as possible.

*_____* County EOP BP-21 Month Year
G. Situations requiring notification that are not covered by these checklists will be handled on a case-by-case basis by the Emergency Management Director and his/her staff.

* ____ * County EOP              BP-22              Month Year
Appendix 4 to the Basic Plan

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

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

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

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

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

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

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and the * County, Missouri, Emergency Management Agency forces in executing emergency operational plans, and to obey and comply with the lawful directions of properly identified public offices.

In witness, we have hereunto set our hand at hours, the day of , 20 A.D.

__________________________
Mayor

__________________________
Presiding Commissioner

City of * County EOP

BP-23

* County

Month Year
Emergency Support Function (ESF) #1
Transportation

Primary Agency/ESF Coordinator
City of Rolla Public Works Department

Support Agencies:
City of Rolla Police Department

I. PURPOSE

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

II. SCOPE

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

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The Phelps County Hazard Mitigation Plan identifies many hazards with potential to cause damage to transportation systems and infrastructure.

2. Transportation modes addressed in ESF #1 include: ground, air, rail, and waterways.

3. The following transportation systems are located in the City of Rolla:

   a. Airports:
   b. Interstate Highways:
   c. US Highways:
   d. State Highways:
   e. County Roadways:
   f. City Streets:
g. Railroads:

B. Planning Assumptions

1. A disaster may severely damage the transportation infrastructure and interrupt transportation services. Most localized transportation activities may be hampered by lack of surface transportation infrastructure.

2. First responders will rely on transportation routes to deploy resources and personnel to perform critical emergency functions. The lack of these resources may seriously hamper response efforts.

3. The damage to the transportation infrastructure may influence the means and accessibility level for relief services and supplies.

4. Disaster responses, which require transportation routes, will be difficult to coordinate effectively during the immediate post-disaster period.

5. Clearing of access routes will permit a sustained flow of emergency relief, although localized distribution patterns may be disrupted for a significant period.

6. There may be a need to utilize private transportation resources in addition to existing county and city resources.

IV. CONCEPT OF OPERATIONS

A. General

1. ESF #1 Transportation is organized consistent with the requirements of the National Incident Management System (NIMS) and uses the Incident Command System (ICS) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of ESF #1 operations for Phelps County, and the City of Rolla.

2. The City of Rolla Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision making including all activities associated with ESF #1.

3. Because of its critical nature, the assessment of damage, and if necessary, the restoration and protection of transportation infrastructure needed to move people and resources will be a priority during emergency operations.

4. Close coordination will be maintained with the Missouri Department of Transportation (MoDOT). MoDOT may provide a liaison and provide information on road closures, alternate routes, infrastructure damage, debris removal, as well as, designate and maintain emergency transportation corridors.

5. Traffic management and coordination on non-state and non-federal highways resides with the county government, in coordination with the respective
municipality. This includes establishing traffic control measures, barricade placements, coordination of road closures, and establishing alternate (detour) routes for local roadways.

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

B. Actions by Operational Timeframe

1. Preparedness

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

2. Response

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

3. Recovery

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

4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

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

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

B. Support Agencies

   City of Rolla Police Department

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

VI. CONTINUITY OF GOVERNMENT

   Lines of Succession for ESF #1 Transportation:

   1. Director, City of Rolla Public Works Department
   2. 
   3. 

Suggested Appendices:

Appendix 1  *  County/City Transportation Resources
Appendix 2 – *  County Road District Offices
Appendix 1 to Annex I

PUBLIC WORKS DIAGRAM

Direction and Control

Federal and State Agencies

PUBLIC WORKS

Public Works Coordinator

Missouri Dept. of Transportation

County

City of Rolla

Private Utilities

Other Resources

County Road & Bridge
Public Water Supply Districts

Street Department
Water Department
Sewer Department
Sanitation Dept.
Parks Dept.
Electric
Natural Gas

Natural Gas
Electric
Telephone
Sanitation

Contractors
Architects
Engineers
Appendix 2 to Annex I

PUBLIC WORKS RESOURCES

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

B. Phelps County Road and Bridge Department
   1. Districts - The County Road and Bridge Department is divided into two districts:
      First District and Second District. These Districts are responsible for maintaining the
      roads and bridges in the unincorporated areas of Phelps County.
      First District ................................................................................................. 364-3864
      Second District ............................................................................................. 435-9228
   2. Equipment - Each Road and Bridge district has a maintenance shed. All public
      works equipment is kept at these two locations. An equipment inventory is kept on
      file with each district as well as with the County Clerk’s Office.
   3. Communications - Most all the public works vehicles are radio equipped. A radio
      base station is located at each maintenance shed.
   4. Personnel - Call-up procedures will be as discussed in Appendix 3 to the Basic Plan
      and Appendix 2 to Annex A.

C. Public Water Supply Districts (PWSD)
   Phelps County Rural Water Supply District No. 1 ............................................. 435-6720
   Phelps County Rural Water Supply District No. 2 ........................................... 364-8790
   Phelps County Rural Water Supply District No. 4 ........................................... 364-1660

D. St. James Public Works Services
   Municipal Utilities ............................................................................................. 265-7011
   Water/Sewer Office, 200 N. Bourbeuse ............................................................. 265-7013
   Sewage Treatment Plant, W. Springfield ......................................................... 265-3865
   Streets/Sanitation, E. Springfield ......................................................................... 265-8713
   Parks & Recreation, W. Springfield ................................................................... 265-6939

E. Newburg Public Works Services - 2nd & Main ............................................. 762-2315
   Water/Sewer
   Streets
F. **Doolittle Public Works Services** - 380 Eisenhower ........................................... 762-2601
   Water/Sewer Streets

G. **Edgar Spring Public Works Services** - 555 Broadway ........................................... 435-6334
   Water/Sewer Streets

H. **Electric**

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

2. AmerenUE
   Customer Service ................................................................. 800-552-7583

3. Intercounty Electric ................................................................. 368-3010

4. Show-Me Power Corp ............................................................... 417-468-2615

5. Gascosage Electric ................................................................. 759-7146

I. **Telephone**

1. Verizon .................................................................................. 1-800-483-3737

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

3. Southwestern Bell ................................................................. 364-4617

4. McLeod USA .................................................................... 1-800-333-4059

5. AT & T .................................................................................... 1-800-222-3000

6. Fidelity Communications ...................................................... 426-5000

7. Century Tel ........................................................................ 1-800-824-2877

J. **Sanitation Services (Trash Hauling)**

1. City of Rolla Sanitation ............................................................ 364-6693

2. Lane Sanitation .................................................................. 759-2626


4. Waste Corporation of America - Rolla .................................. 762-2149

5. County Trash Service - Rolla .............................................. 341-2190
Appendix 3 to Annex I

SOG FOR EMERGENCY REPAIRS

A. The public works organization will have its own specialized priorities for emergency repairs. Part B below consists of general guidelines for such repairs following a disaster.

B. Guidelines:

1. Clear debris and make repairs to roads and bridges that are impeding rescue crews and equipment (lifesaving).

2. Restore services to critical and essential facilities (EOC, nursing homes, hospital, temporary shelters, etc.).

3. Repair roads and bridges which have isolated people.

4. Restore services to schools and businesses.

5. Make any necessary repairs to expedite recovery.

C. THESE ARE JUST GENERAL GUIDELINES. EACH DISASTER WILL HAVE A DIFFERENT SET OF CIRCUMSTANCES SO EACH PROBLEM MUST BE CONSIDERED ON A CASE-BY-CASE BASIS AND PRIORITIES ESTABLISHED AT THAT TIME.
Emergency Support Function (ESF) #2
Communications

Primary Agency/ESF Coordinator
Rolla Central Communications

Support Agencies:
Rolla City Emergency Management Agency
Phelps County Sheriff’s Office
Rolla City Police Department
Rolla City Fire Department

Non-Governmental Organizations:
Amateur Radio Emergency Services (ARES)
Amateur Radio Relay League (ARRL)
Missouri Radio Amateur Civil Emergency Services (RACES)

I. **PURPOSE**

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

II. **SCOPE**

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

- Communications interoperability among field response units
- Primary and back-up communications systems
- Communications to and from the Emergency Operations Center (EOC)
- Sources for communications augmentation such as Amateur Radio
- Other communications systems to support emergency operations
- Emergency warning and notification systems
government may be used to augment and help restore local communications capabilities.

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

IV. CONCEPT OF OPERATIONS

A. General

1. The City Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #2.

2. Communications in the field will normally be established by radio. Each department or agency having a radio system will designate personnel to operate their system and maintain communications with the EOC. The Rolla Central Communications Center will work to ensure field operations can maintain communications links with both each other and the EOC.

3. The Rolla Central Communications Center is the point of contact for receipt of all warnings and notifications of actual or impending emergencies or disaster. The dispatcher(s) on duty will notify other key personnel, chiefs, and department heads as required by the type of report and standard operating guidelines (SOG).

4. Dispatching capabilities in the County/City exist with the Rolla Central Communications Center. The Rolla Central Communications Center provides 24-hour dispatching capability for EMS, fire, and law enforcement, as well as, other County/City Departments and Agencies.

5. Phelps County has amateur radio capabilities to augment emergency communications. The City of Rolla also has landline and cellular telephone capabilities, as well as, the Internet that may be used to augment communication capabilities in emergencies.

6. The Rolla Central Communications Center is heavily dependent of the commercial telephone network. Technical failure or damage to telecommunications equipment could hamper communications or the ability to communicate with emergency personnel and the public throughout the locality. Mutual aid repeaters in contiguous jurisdictions may not be available or may not be able to provide sufficient coverage or channel loading to compensate for technical failure or damage to telecommunications resources in the locality during an emergency.

7. The telephone companies will ensure that communications essential to emergency services are maintained. During a major disaster, additional telephone lines may be utilized in the Phelps County Emergency Operations Center (EOC) to coordinate emergency operations.
8. Amateur radio operators and other non-governmental volunteer groups used to assist with emergency radio communications support will be under the authority of the Phelps County Emergency Management Agency. The amateur radio and other non-governmental volunteer operators will be required to be NIMS compliant and actively participate in regular training and exercises established by the County/City Emergency Management Director.

B. Actions by Operational Timeframe

1. Preparedness

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

2. Response

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

3. Recovery

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

4. Mitigation

   a. When practical, protect equipment against lightning strikes and electromagnetic pulse (EMP) effects.
b. Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator
   Rolla Central Communications Center

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

B. Support Agencies

1. County/City Emergency Management Agency

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

2. County Sheriff’s Office, Police Department

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

3. County/City Fire Departments/Districts

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

C. Non-Governmental Organizations

   Amateur Radio Emergency Services (ARES)
   Amateur Radio Relay League (ARRL)
   Missouri Radio Amateur Civil Emergency Services (RACES)

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

VI. CONTINUITY OF GOVERNMENT

   Line of Succession for ESF #2 Communications:

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

Appendix 1 – Region I Communications Plan
Appendix 2 – Amateur Radio Capabilities
Appendix 3 – Warning and Notification Systems
Appendix 2 to Annex B

COMMUNICATIONS AND WARNING CAPABILITIES

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

1. Statewide Sheriff......................................................................................... 155.730
2. Phelps County Sheriff (private)................................................................. 155.775
3. Rolla Fire Department.................................................................................. 154.415
4. Police Mutual Aid....................................................................................... 155.475
5. Fire Mutual Aid............................................................................................ 154.280
6. Point to Point.............................................................................................. 155.370
7. Ambulance.................................................................................................. 155.175
8. Hospital Mutual Aid .................................................................................. 155.340
9. Rolla Police Department............................................................................ 155.250
10. City of St. James ....................................................................................... 155.820
11. St. James Fire Department (private)......................................................... 154.205

B. **Outdoor Warning Sirens**

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

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

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

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

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

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

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

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

F. **Emergency Alert System (EAS)**

1. Rolla is in an Emergency Alert System Operational Area. Radio stations that provide coverage for this area are as follows:
   
a. KZNN-FM, 105.3 / KTTR-AM, 1460, Rolla (local primary source - LP-1)
b. KDAA-FM, 97.5, Rolla (local primary source - LP-2)

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

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

2. **Activation of EAS**

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

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

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

I. **NOAA Weather Radio**

   NOAA Weather Radio (NWR) is a service of the National Weather Service (NWS). It provides continuous broadcasts of the latest weather information direct from NWS offices. Information available includes local and regional weather forecasts and conditions, hourly temperatures, climatological data, river reports and most important, severe weather watches and warnings. The broadcasts are tailored to weather information.
needs of the people within the service range of the transmitting station. Special radios are needed to receive the broadcast, which are on the VHF Public Service Band. Rolla should monitor NOAA weather radio stations: 162.525 Mhz (Bourbon) or 162.475 Mhz (Summersville). These stations are controlled by the Springfield Weather Office which is responsible for the forecasts for Phelps County.

J. **Facilities Requiring Special Warning**

Depending on the nature, location and severity of the emergency, warning will be issued to special facilities by the appropriate departments (i.e., the County Sheriff’s Office in the unincorporated areas of the county and the municipal police chiefs within their respective jurisdictions). During “routine” emergencies, the special facilities receive warning through local radio stations. See Appendix 2 to Annex J for a complete listing, including: nursing homes, day care centers and other special facilities.
Appendix 3 to Annex B

MANAGEMENT NOTIFICATION GUIDELINES

I. PURPOSE

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

II. ORGANIZATION

Refer to Annex B.

III. MISSION

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

IV. CONCEPT OF OPERATIONS

A. Emergency Standby

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

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

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

4. Unless specifically requested by the Emergency Management Agency, Department Heads will not be mandated to be in the Communications Center. However, their personal presence is highly encouraged.

5. If the Department Head feels that his/her presence is necessary at another site for an emergency basis, he may select a designate to represent his department at EOC in his absence. The designate will have equal decision-making authority.

6. Departments listed herein will be informed of various emergency status phases, but need not report to emergency functions or work areas. These departmental resources will be called upon or directed as needed.

V. EXECUTION

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

M. A. Emergency Deployment

1. The Mayor or his designee will instruct the Emergency Management Director to notify the appropriate personnel of a condition requiring “Emergency Deployment.”

2. Under “Emergency Deployment” condition, the Mayor may limit the departments place under this procedure as the situation may warrant. In this case, the EMD will notify only those personnel as directed by the Mayor.

3. Department Heads, their alternates or other personnel indicated will instruct their personnel to man emergency work areas and positions. Department heads might have to instruct their subordinates to man emergency work areas without the benefit of the “Emergency Standby” condition. The EMD will be very explicit in specifying which conditions prevail.

VI. TASK

A. Emergency Action and Alert Recall

1. Emergency actions will be dictated as damage assessment and loss of life estimates develop within the guidelines of departmental emergency procedures as contained in this plan.

2. When warranted, the Mayor will instruct the EMD to inform all or part of the personnel listed herein that the emergency has lessened and that they can revert to
an “Emergency Standby” status or resume normal operations.

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

   A. Every effort should be made to avoid the occurrence of duplicate or contradictory instructions.
Emergency Support Function (ESF) #3
Public Works and Engineering

Primary Agency/ESF Coordinator

City of Rolla Public Works Department

Support Agencies:

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

I. PURPOSE

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

II. SCOPE

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The Phelps County Public Works Department maintains the roads and bridges in the unincorporated areas of the county. Resources include: personnel, heavy equipment, and materials.

2. The City of Rolla Public Works Department maintains the municipal streets and bridges in their city limits. Resources include: personnel, heavy equipment, and materials.

3. Equipment inventories for the county and city public works departments are
maintained by each department.

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

B. **Planning Assumptions**

1. The timely and coordinated deployment of public works and engineering resources will have a direct impact on the ability of other emergency services agencies to perform their tasks.

2. Local private sector public works and engineering resources may be used to supplement public resources.

3. Both public and private sector public works and engineering resources may be severely limited in a major disaster and will have to be assigned on a priority basis.

4. State and Federal public works and engineering resources will respond when called upon, but their ability to react quickly may be limited.

IV. **CONCEPT OF OPERATIONS**

A. **General**

1. In a disaster, buildings and structures may be destroyed or severely damaged. Homes, public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities, including water and wastewater systems, may be damaged and partially or fully inoperable. Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

2. Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessment must be made rapidly and be general in nature. Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations including County/City Damage Assessment Teams, Insurance Companies, SEMA, American Red Cross, Federal Emergency Management, and Utility Companies.

3. Local private sector public works and engineering resources may be used to supplement public resources.

4. **Route clearance and bridge inspection** refers to the safety of roads and bridges following a disaster. This includes the physical removal of debris on roadways,
assistance on railroads and airstrips, etc. (as requested), critical for emergency vehicle passage, as well as, the inspection of bridges to insure they may continue to be used and have not suffered severe damage as a result of a particular event. Assistance to road crews is provided through this mission.

5. **Debris removal** refers to the process that may involve waste collection, separation, hauling, landfill disposal, incinerations, and recycling. Debris must be removed and properly managed and includes vegetative debris (e.g., trees, limbs, shrubs), municipal solid waste (e.g., common household garbage, and personal belongings), construction and demolition debris (in some instances, entire residential structures and all their contents), vehicles (e.g., cars, trucks, and boats), food waste, white goods (e.g., refrigerators, freezers, air conditioners), and household hazardous waste (e.g., cleaning agents, pesticides, pool chemicals).

6. The departments identified as primary and support for ESF #3 will inspect city buildings for structural, electrical, gas, plumbing, and mechanical damage following a disaster situation. They will ensure that any repairs or rebuilding that occurs following the incident will comply with the city building codes, zoning, land-use regulations, and comprehensive plan.

7. To minimize threats to public health and the environment, the City of Rolla Public Works Department will serve as liaison with the Missouri Department of Natural Resources/Environmental Quality and City Attorney to secure the necessary emergency environmental waivers and legal clearances that would be needed to manage and dispose of emergency debris and materials from demolition activities.

8. The Phelps County Health Department may assist with assessments related to health hazards that may be caused by the disrupted disposal of sanitary wastes.

9. The ESF #3 Coordinator will be responsible for deploying damage assessment teams, consolidating damage data, and compiling reports. Information will be coordinated with the City of Rolla Emergency Management Agency.

10. An initial damage assessment report will be completed by the City of Rolla Emergency Management Agency and submitted to SEMA within 72 hours of the event, outlining the severity of the problems and the determination of need for further assistance. A Federal/State supported preliminary damage assessment precedes delivery of a Presidential Disaster Declaration.

**B. Actions by Operational Timeframe**

1. **Preparedness**
   a. Maintain this ESF Annex, as well as, supporting guidelines and operating procedures.
   b. Review all portions of the EOP to ensure proper coordination of public works and engineering activities.
c. Ensure public works and engineering personnel receive appropriate emergency operations training.
d. Establish contact with private resources that could provide support during an emergency.
e. Participate in emergency training and exercises.

2. Response

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

3. Recovery

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

4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

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

a. Provide a representative to the EOC to coordinate ESF #3 activities.
b. Work with the other members of the EOC team to set priorities and assign resources.
c. Deploy public works and engineering resources to assist first responders as required by the event.
d. Assess the structural integrity of critical infrastructure.
e. Repair roads, streets, public buildings, and infrastructure as required.
f. Ensure appropriate protective measures can be implemented to protect critical infrastructure.
g. Work with local contractors to establish and implement procedures to stabilize and demolish publicly owned buildings.
h. Coordinate debris management operations.

B. Support Agencies

1. City of Rolla Emergency Management Agency

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

2. Phelps County Health Department

   a. Work with the ESF #3 Coordinator to ensure air quality near debris disposal operations is properly monitored.
   b. Work with the Environmental Protection Agency to augment local air quality monitoring resources.

3. City of Rolla Building Inspection

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

4. City of Rolla Police Department

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

VI. CONTINUITY OF GOVERNMENT

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

1. Director, City of Rolla Public Works Department
2. 
3. 

Suggested Appendices

Appendix 1 – * _____ * County Debris Management Plan
Appendix 2 – County/City Public Works Resources
Appendix 2 to Annex I

PUBLIC WORKS RESOURCES

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

B. Phelps County Road and Bridge Department

1. Districts - The County Road and Bridge Department is divided into two districts:
   First District and Second District. These Districts are responsible for maintaining the
   roads and bridges in the unincorporated areas of Phelps County.
   First District ................................................................. 364-3864
   Second District ................................................................ 435-9228

2. Equipment - Each Road and Bridge district has a maintenance shed. All public
   works equipment is kept at these two locations. An equipment inventory is kept on
   file with each district as well as with the County Clerk’s Office.

3. Communications - Most all the public works vehicles are radio equipped. A radio
   base station is located at each maintenance shed.

4. Personnel - Call-up procedures will be as discussed in Appendix 3 to the Basic Plan
   and Appendix 2 to Annex A.

C. Public Water Supply Districts (PWSD)

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

D. St. James Public Works Services
   Municipal Utilities ................................................................... 265-7011
   Water/Sewer Office, 200 N. Bourbeuse ................................................. 265-7013
   Sewage Treatment Plant, W. Springfield ............................................... 265-3865
   Streets/Sanitation, E. Springfield ............................................................ 265-8713
   Parks & Recreation, W. Springfield ......................................................... 265-6939

E. Newburg Public Works Services - 2nd & Main .......................................... 762-2315
   Water/Sewer
   Streets
F. Doolittle Public Works Services - 380 Eisenhower ........................................ 762-2601
   Water/Sewer
   Streets

G. Edgar Spring Public Works Services - 555 Broadway ................................ 435-6334
   Water/Sewer
   Streets

H. Electric

1. City of Rolla Municipal Utilities ............................................................... 364-1572
2. AmerenUE
   Customer Service ......................................................................................... 800-552-7583
3. Intercounty Electric ...................................................................................... 368-3010
4. Show-Me Power Corp .................................................................................. 417-468-2615
5. Gascosage Electric ....................................................................................... 759-7146
I. Telephone

1. Verizon ................................................................. 1-800-483-3737
2. Sprint ................................................................. 341-0420
3. Southwestern Bell .................................................. 364-4617
4. McLeod USA ......................................................... 1-800-333-4059
5. AT & T ................................................................. 1-800-222-3000
6. Fidelity Communications ........................................... 426-5000
7. Century Tel ........................................................ 1-800-824-2877

J. Sanitation Services (Trash Hauling)

1. City of Rolla Sanitation ............................................. 364-6693
2. Lane Sanitation ..................................................... 759-2626
3. City of St. James Streets/Sanitation, E. Springfield ............. 265-8713
4. Waste Corporation of America - Rolla ............................. 762-2149
5. County Trash Service - Rolla .................................. 341-2190

* County EOP  ESF #3-9  Month Year
Emergency Support Function (ESF) #4
Firefighting

Primary Agency/ESF Coordinator

City of Rolla Fire Department

Support Agencies:

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

I. PURPOSE

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

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

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

II. SCOPE

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

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

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

* County EOP

ESF #4-1

Month Year
III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The City of Rolla is served by the following fire departments/districts. For a complete list of these departments and their resources can be found in WEBEOC. They are all dispatched through the Central Communications 9-1-1 Center.
   a. City of Rolla Fire & Rescue
   b. Rolla Rural Fire Protection District
   c. St. James Fire Protection District
   d. Doolittle Fire Protection District
   e. Vichy Fire Protection District
   f. Edgar Springs Fire Protection District

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

3. Fire services provide search and rescue operations in Phelps County, with support from the local law enforcement agencies, the Missouri State Highway Patrol, and the U.S. Coast Guard (see ESF #9 Search and Rescue).

4. In addition to fire suppression, the fire services are trained in hazardous materials response (see ESF #10 Oil and Hazardous Materials Response), provide weather spotting, and assist the ambulance service as first responders.

B. Planning Assumptions

1. The City of Rolla Fire & Rescue Department will maintain the equipment and level of training necessary to perform emergency firefighting functions.

2. Firefighting resources may be severely limited in a major disaster and will be assigned on a priority basis.

3. For efficient and effective fire suppression, mutual aid may be required from various local firefighting agencies. This requires the use of the Unified Command System together with compatible equipment and communications.

4. State and Federal firefighting resources will respond when called upon, but their ability to react quickly may be limited.

IV. CONCEPT OF OPERATIONS

* *** County EOP

ESF #4-2

Month Year
A. General

1. Close coordination will be maintained with state and federal officials to determine potential emergency support needs and the most expeditious means of acquiring that support. The National Incident Management Systems (NIMS) and the Unified Command System will be used to manage the incident and to ensure coordination and communication among all levels of the government.

2. The City of Rolla is at risk from several hazards with the potential to create a need to activate ESF #4. Activation of ESF #4 may result from or occur coincidentally with another emergency event. For more information on potential hazards, see the Region I Hazard Mitigation Plan.

3. The City of Rolla Fire & Rescue Department has equipment and personnel available to support emergency firefighting operations. The City of Rolla Fire & Rescue Department maintains both equipment and personnel resource lists that may be accessed from the Emergency Operations Center (EOC). Additionally, surrounding cities and counties have fire departments with equipment and resources available to support emergency firefighting operations in City of Rolla.

4. The City of Rolla Fire & Rescue Department trains their personnel in the Incident Command System (ICS) and the National Incident Management System (NIMS) to help ensure coordination during emergency situations.

5. Tactical firefighting operations will be controlled by the Incident Commander(s) at the scene(s) using the ICS structure. The Incident Commander(s) will assess the need for additional resources and request that the EOC deploy assets to support field operations.

6. Outside firefighting resources will be controlled by the procedures outlined in mutual aid agreements. These agencies will remain under the direct control of the sponsoring agency, but will be assigned by the Incident Commander and/or the EOC to respond as necessary.

7. The County/City Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #4.

B. Actions by Operational Timeframe

1. Preparedness

   a. Maintain this ESF Annex as well as supporting operating procedures and guidelines.

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

2. Response

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

3. Recovery

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

4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

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

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

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

B. Support Agencies

1. Phelps County Sheriff’s Office, City of Rolla Police Department

   Assist with traffic control and security at the fire scene(s).

2. County/City Public Works Department

   a. Provide resources and personnel to support emergency firefighting operations.
   b. Work to ensure the availability of adequate water pressure to support firefighting activities.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #4 Firefighting:

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

* County EOP ESF #4-5 Month Year
3. Captain

Suggested Appendices

Appendix 1  City of Rolla Fire & Rescue Department Resources
Appendix 2 --Aircraft Down

* ______ County EOP        ESF #4-6        Month Year
Appendix 1

FIRE AND RESCUE DIAGRAM

DIRECTION AND

CITY OF ROLLA FIRE AND RESCUE

Adjacent Fire

Rolla Rural FD
St. James FD
Edgar Springs FD
Doolittle FD
Vichy FD

Other Resources

Missouri State Highway Patrol
Missouri Conservation Dept.
Missouri Fire Marshal
Phelps Health
American Red Cross
Public Works
MO S&T
Task Force 1
USAR-Columbia

* County EOP
ESF #4-7
Month Year
Appendix 2
Aircraft down SOG

I. SITUATION

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

II. ASSUMPTION

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

III. EXECUTION

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

IV. TASKS

On receipt of a report of a downed aircraft the:

A. Communications Center

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

* County EOP ESF #4-8 Month Year
d. Military or civilian aircraft
e. Whereabouts and condition of crew and passengers
f. Name and number of persons to contact for further information

B. The Police Department

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

C. Fire Department

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

D. Public Works Department

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

E. Park Department

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

* _____ * County EOP  ESF #4-9  Month Year
F. Administration and Logistics

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

G. Purchasing Department

The Purchasing Agent shall be prepared to expedite emergency purchases.

H. Personnel Department

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

I. American Red Cross

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

1. Food for victims.
2. Temporary shelter.
3. Clothing for victims.
Emergency Support Function (ESF) #5
Information and Planning

Primary Agency/ESF Coordinator

City of Rolla Emergency Management Agency

Support Agencies:

County/City Departments as relevant

I. PURPOSE

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

II. SCOPE

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

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

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

III. SITUATION AND PLANNING ASSUMPTIONS
A. Situation

1. Many hazards in the City of Rolla have the potential for causing disasters requiring support from the County/City and/or centralized coordination.

2. Missouri Revised Statutes, Chapter 44, Section 44.080 requires all political subdivisions of the state to establish a local emergency management organization for disaster planning. Each local organization for emergency management shall be responsible for the performance of emergency management functions within the territorial limits of its political subdivision, and may conduct these functions outside of the territorial limits as may be required pursuant to the provisions of this law.

3. Phelps County Court Order # * ____ * establishes Phelps County Emergency Management as the disaster agency responsible for emergency management in Phelps County. Phelps County Emergency Management coordinates a variety of countywide mitigation, preparedness, response, and recovery initiatives.

4. Rolla City Ordinance # * ____ * establishes Rolla City Emergency Management as the disaster agency responsible for emergency management in the City of Rolla. Rolla City Emergency Management coordinates a variety of countywide mitigation, preparedness, response, and recovery initiatives.

5. Requests for assistance from State and/or Federal government are coordinated through the City of Rolla Emergency Management Agency. The City of Rolla EMA coordinates all requests for assistance, either initiated by the county or by local jurisdictions through the County, made to other jurisdictions, the state and/or federal government as well as, requests from other jurisdictions, the state, and/or federal government for assistance from the City of Rolla during disasters.

6. The City of Rolla Emergency Operations Center (EOC) serves as the central location for countywide interagency coordination and decision making during disasters. The primary role of the EOC is to bring together relevant disaster information in one central location, organize and present that information in a useful way to the organization’s decision-makers, and facilitate the coordination of resources required to meet the needs generated by disaster.

7. The City of Rolla is responsible for maintaining the primary and alternate EOC for the City of Rolla. Both facilities are equipped to communicate with operational units in the field as well as other local, state, and federal operations centers. The systems and methods for both redundant and interoperable emergency communications consist primarily of wireless voice (radio), voice and data wire line and wireless telecommunications, Internet (voice/data), and WebEOC. Refer to the Basic Plan, Section VII, Continuity of Operations, for additional City of Rolla EOC information.

B. Planning Assumptions
1. There will be an immediate and continuous demand for information on which decisions may be made involving the conduct of response and recovery actions.

2. Early in an incident little information will be available and initial information received may be vague or inaccurate.

3. The receipt, analysis, and dissemination of timely and accurate disaster information is necessary to provide local, state, and federal governments with a basis for determining priorities, needs, and the availability of resources.

4. The collection and organization of the incident status, situation information and the evaluation, analysis and display of that information for use by the Emergency Operation Center (EOC) will be critical for decision making in the disaster response and recovery process.

IV. CONCEPT OF OPERATIONS

A. General

1. The City of Rolla Emergency Management maintains a state of readiness at all times. This state of readiness includes the ability to:

   a. Monitor developing situations
   b. Coordinate and share information with key stakeholders
   c. Coordinate requests for assistance
   d. Facilitate the process of declaring a state of local disaster emergency
   e. Activate and support the County/City EOC
   f. Facilitate access to state and federal resources to support local response and recovery operations

2. The City of Rolla Emergency Management will activate and support the County/City EOC when needed and serves as the Coordinating Agency for ESF #5 Information and Planning.

3. When activated, the EOC, staffed by ESF #5 and other ESFs, monitors potential or developing incidents and support the efforts of field operations. In the event of a no-notice event, the City of Rolla Emergency Management Director or designee may order an activation of the EOC depending on the size of the incident.

4. The EOC, staffed by ESF #5 and other ESFs as required, coordinates operations and situational reporting to the EOC.

5. The mission of ESF #5 is to support and coordinate the activities required to meet the needs generated by disasters affecting City of Rolla. When the ESF #5 activates in the City of Rolla Emergency Operations Center (EOC), it will orchestrate the countywide coordination required to fulfill the mission of ESF
6. ESF #5 is responsible for coordinating the Planning Section in the EOC. The Planning Section collects, evaluates, processes, and disseminates information for use in the EOC. Specific responsibilities include:
   a. Collect, evaluate, process, display, and disseminate incident status information to help ensure a common operating picture is maintained throughout the EOC and shared with appropriate external entities;
   b. Track the progress and evaluate the effectiveness of current strategies;
   c. Ensure disaster assessment information is collected and organized in a timely manner;
   d. Coordinate the development and maintenance of the EOC Incident Action Plan (IAP);
   e. Arrange for and conduct EOC planning meetings and briefings; and,
   f. Collect, organize, and provide accurate records of status boards, reports, plans, assessments, charts, maps, logs, and other information related to EOC Operations (paper, electronic, or otherwise).

7. ESF #5 ensures that there is trained and experienced staff to fill appropriate positions in the EOC when activated or established.

8. ESF #5 supports the activation and deployment of emergency response teams.

9. County/City departments and agencies with relevant parts, will participate in the incident action planning process coordinated by the Planning Section.

10. The City of Rolla EOC utilizes WebEOC to facilitate the exchange of real-time emergency management information between response organizations in the city, county, regional, and state level.

B. Actions by Operational Timeframe

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

2. Response
   a. Activate the EOC and notify County/City agencies as needed.
   b. Request mutual aid as needed.
c. Request assistance from SEMA, if dictated by the situation.
d. Coordinate the activities of all responding agencies.
e. Conduct other specific response actions as dictated by the situation.

3. Recovery

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

4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator
The City of Rolla Emergency Management Agency

1. Coordinates overall staffing of emergency management activities at multi-agency coordination centers, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the above facilities, and the key personnel required.
2. Coordinates emergency response plans at the local level of County/City government.
3. Facilitates information flow in the pre-incident phase and coordinates intergovernmental planning, training, and exercising in order to prepare assets for deployment.
4. Has the responsibility to insure an appropriate local emergency management capability.
5. Conducts operational planning and coordinating with other local agencies.
6. Activates and convenes emergency assets and capabilities to prevent and respond to incidents that may require a coordinated response.
7. Coordinates with the State Emergency Management Agency (SEMA).
8. Coordinates Federal preparedness, response, recovery, and mitigation planning activities including current incident action and future operations planning.
9. Coordinates reconnaissance operations and activation and deployment of assessment personnel or teams needed for incident management.
10. ESF #3 Public Works and Engineering provides personnel, equipment, and facilities as required to support County/City emergency management operations. Resources provided include equipment, supplies, and skilled workers to perform construction and maintenance tasks at Courty/City
facilities.
11. Provides direction to ESF representatives operating through the EOC for the procurement, staging, deployment, and stand-down of personnel, equipment, and material.
12. Provides a central point of contact and liaison for state and federal agencies, volunteer organizations, and local resources to obtain processed information for incident management.
13. Provide for the exchange of information between government emergency management agencies and private corporations and business groups.
14. Identify potential sources of relief and recovery materials and supplies available through the private sector.

B. Support Agencies
County/City Departments as relevant

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

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #5 Information and Planning:

1. Director, City of Rolla Emergency Management Agency
2. 
3. 

Suggested Appendices

Appendix 1 – EOC Organization
Appendix 2 – EOC Activation Checklist
Appendix 3 – EOC Position Checklists
Appendix 2 to Annex A

EOC STAFFING ROSTER AND CALL-UP LIST
CITY OF ROLLA

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

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

Rolla EOC Staff

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

* Denotes EOC Direction and Control Staff that have been assigned primary responsibility for the emergency management functions.
Appendix 3 to Annex A

MESSAGE HANDLING GUIDELINES

A. All reports/messages coming into the EOC will be acknowledged by recording them on the message form (see Attachment A to this Appendix). This procedure applies to anyone receiving a message by radio, telephone, etc.

B. Each message will be entered into the communications/message log (see Attachment B to this Appendix). The log will show date and time the message was received along with the individual/department sending it.

C. After the message has been logged, it will be given to the Emergency Management Director for routing to the appropriate function coordinator(s). A copy of each message that contains damage information will also be given to the damage assessment coordinator for collection, analysis and display of information in the EOC.

D. If the information contained in the message is vitally important, it will be entered into a significant events log. This log will be used to record key disaster related information (i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, radiation dose, etc.). See Attachment C to this Appendix for a copy of the log.

E. The message receiver is responsible for checking the accuracy of the message. (If the message is found to be inaccurate, the Emergency Management Director will be notified who will then inform any others who have also received this message.) The appropriate action will be taken to either complete the request or if unable to respond, forward it to the Emergency Management Director.

F. The response to the message will be disseminated as appropriate (i.e. reported to response personnel in the field, provided to the EOC staff through regularly scheduled briefings, forwarded to state officials, or disseminated to the public). Means to communicate message will include radio, telephone, runner, etc.

G. Outgoing messages from the EOC will also be entered into the communications/message log as mentioned previously. This will include messages that originate from the EOC which are also to be recorded on a message form.

H. Personnel required for message handling will be furnished by the Emergency Management Director.
Attachment A
Appendix 3 to Annex A

MESSAGE FORM

DATE       TIME

TO: ______________
FROM: ______________

MESSAGE:

ROUTED TO:
INFORMATION COPY TO: ______________

o RECEIVED
o SENT
BY ______________
Attachment B
Appendix 3 to Annex A

COMMUNICATIONS LOG

| DATE: |
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| TO | FROM | IN/OUT | SUBJECT | TIME |
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Appendix 4 to Annex A

EOC STANDARD OPERATING GUIDELINES

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

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

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

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

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

* County EOP

ESF #5-13

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

Primary Agency/ESF Coordinator

City of Rolla Emergency Management Agency

Support Agencies:

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

Non-Governmental Organizations:

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

I. PURPOSE

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

II. SCOPE

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

- Mass Care
- Emergency Assistance
• Temporary Housing
• Human Services

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. Phelps County has formed a COAD (Community Organizations Active in Disaster).

2. The American Red Cross (ARC) has shelter agreements in-place with public and private facilities in the City of Rolla. If needed, the City of Rolla Emergency Management Agency may work with other organizations to identify and utilize additional facilities to augment those already designated as ARC shelters.

3. In compliance with the Pets Evacuation and Transportation Act of 2006, the rescue, care, and sheltering of companion animals (household pets) will be provided. The City of Rolla Emergency Management Agency will work with the local animal shelter/Humane Society and other rescue organizations as required.

B. Planning Assumptions

1. Most people displaced by a disaster will stay with family or friends, rather than seek public shelter. Even though the majority of people will initially stay with friends or relatives, as the duration of displacement continues, more people will seek assistance with long-term sheltering needs.

2. Numerous hazards have the potential to require an evacuation. The actual situation will determine the scope and the number of evacuees who will utilize a shelter.

3. The City of Rolla Emergency Management Director will determine if a shelter is to be opened and will also select the shelter site(s) in coordination with the American Red Cross and the agency that is the provider of the site.

4. All government/volunteer/private sector resources will be utilized as necessary.

5. As needed, sheltering, feeding, and emergency first aid activities will begin immediately after the incident. Staging of facilities may occur before the incident if/when a significant event is anticipated.

6. Information about persons identified on shelter lists, casualty lists, hospital admission, etc., will be made available to family members to the extent allowable under confidentiality regulations.

7. Efforts will be made to coordinate among agencies providing information to minimize the number of inquiry points for families.

IV. CONCEPT OF OPERATIONS

A. General
1. The mass care, emergency assistance, housing and human services operations will be coordinated from the City of Rolla Emergency Operations Center (EOC), or from the City of Rolla Emergency Management Agency where Emergency Management will work closely with the American Red Cross (ARC) to manage mass care, emergency assistance, housing and human services operations, and provide overall coordination of the activities associated with ESF #6. Depending on the event, the ARC may also activate a Disaster Operations Center (DOC) at another location. In this case, close coordination will be maintained between the two sites.

2. Close coordination will be maintained among the many volunteer agencies providing human services assistance to avoid duplication of some services and a lack of others. Depending on the scope of the event, the City of Rolla Emergency Management Department may form a COAD (Community Organizations Active in Disaster) to ensure the coordinated, timely, and equitable provision of human services programs.

3. The number of people in need and the type of services required will vary greatly depending on the hazard and its severity. The population affected could range from very few in an isolated event (e.g., localized flooding) to large numbers if the incident impacts a densely populated area (e.g., a major power outage affecting the entire area).

4. The type and duration of operations required will depend on the specifics of the event. For example, long-term mass care operations may be needed after a catastrophic disaster causing widespread damage to local housing resources; however, a major power failure may only require limited shelter stays with minimal permanent housing issues.

5. ESF #6 will be organized into four primary functions:

   a. **Mass Care** – Mass Care involves the coordination of non-medical mass care services to include:

      * sheltering of survivors
      * organizing feeding operations
      * providing emergency first aid at designated sites
      * collecting and providing information on survivors to family members
      * assisting with the bulk distribution of emergency relief items

   b. **Emergency Assistance** – This assistance will ensure that immediate needs beyond the scope of the traditional "mass care" services provided at the local level are addressed. These services include:

      * Support to evacuations and re-locations (including individual/family transportation, registration and tracking of evacuees)
      * Reunification of families
      * Provision of aid and services to functional needs populations
• Evacuation /re-location
• Sheltering
• Other emergency services for:
  o Household pets and services animals
  o Support to specialized shelters
  o Support to medical shelters
  o Non-conventional shelter management
  o Coordination of donated goods and services
  o Coordination of voluntary agency assistance (e.g. COAD)

c. **Housing (Sheltering)** – Housing (Sheltering) involves the provision of assistance for short-and long-term housing needs of survivors. Housing options include:

• Rental assistance
• Repair
• Loan assistance
• Replacement
• Factory-built housing
• Semi-permanent and permanent construction
• Referrals
• Identification and provision of accessible housing
• Access to other sources of housing assistance.

d. **Human Services (Disaster Survivor Services)** – Human Services includes the implementation of disaster assistance programs to help disaster survivors recover their non-housing losses. These programs include programs to:

• Replace destroyed personal property
• Help to obtain:
  o Disaster loans
  o Food stamps
  o Crisis counseling
  o Disaster unemployment
  o Disaster legal services
  o Support and services for special needs populations
  o Other Federal and State benefits.

6. **Support to Unaffiliated Volunteers and Unsolicited Donations** – The procedures, processes, and activities for assistance to support spontaneous volunteers and unsolicited donations are the responsibilities of the City of Rolla Emergency Management Agency in concert with the Phelps County COAD. Support to volunteer and donations management may include the following:

a. A database system to manage and record offers of donated goods and services.
b. Warehouse support for housing unsolicited donated goods.
c. Coordination of unsolicited private and international donations.
7. **Voluntary Agency Coordination** – ESF #6 works in concert with local COADs, Long-Term Recovery Committees (LTRC), faith-based organizations, and the private sector to facilitate an inclusive, multiagency, community-wide, and coordinated response and recovery effort. ESF #6 works with local officials, private non-profit organizations, the State, and others to establish a long-term recovery strategy to address the unmet needs of individuals and families, including those with special needs. ESF #6 may also coordinate with COADs and international relief organizations to support the efforts of local voluntary agencies and faith-based organizations.

**B. Actions by Operational Timeframe**

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

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

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

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

A. Primary Agency/ESF Coordinator
City of Rolla Emergency Management Agency

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

B. Support Agencies

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

2. Phelps Health
   Assist with transportation and emergency medical care.

3. City of Rolla Fire & Rescue Department
   Assist with shelter safety inspections.
4. **City of Rolla Police Department**
   a. Provide security at or around mass care operational facilities (shelters, supply staging areas, and warehouses).
   b. Provide traffic flow and parking assistance around mass care facilities.
   c. Provide assistance with communications as needed.
   d. Provide personnel and equipment assistance as requested by the EOC.

5. **City of Rolla Public Works Department**
   a. Provide barricades and signage to route traffic and establish detours at/around designated shelters.
   b. Provide barricades and support for Points of Distribution sites, as needed.

6. **Phelps County Health Department**
   a. Provide staff to oversee health issues in shelters.
   b. Assist in ensuring environmental surety in mass care facilities.
   c. Assist with special needs considerations.
   d. Provide pharmaceutical support.
   e. Assist in Points of Distribution development and coordination in regards to health and medical considerations.

7. **School Districts, Churches**
   a. Provide facilities for use as shelters.
   b. Coordinate facility/shelter opening and closing.

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

9. **Ministerial Alliance**
   Support ESF #6 activities by providing crisis counseling services.

10. **Local Animal Shelter/Humane Society**
    Work with the ESF #6 Coordinator/Primary Agency and Emergency Management Agency to make accommodations for the pets of those requiring emergency shelter.

11. **United Way 211**
Collect and disseminate the following information:
- Shelter registry information
- Special Needs registry (populations)
- Shelter status/availability
- Directions and general shelter/mass care information

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #6 Mass Care:

1. Director, City of Rolla Emergency Management Agency
2. 
3. 

Suggested Appendices

Appendix 1 – Shelter Locations
Appendix 2 – Special Needs Populations
Appendix 3 – Special Needs Resources
Appendix 4 – *_____* County/City Donations and Volunteer Management Plan.
Appendix 1 to Annex L

RECEPTION AND CARE DIAGRAM

State and Federal Agencies → Reception and Care Coordinator

Support Agencies:
- Family Support Division
- Children's Division
- Ministerial Alliance
- Red Cross
- Salvation Army
- Civic Organizations
- Public Schools

Reception/Registration → Shelter → Feeding

Reception and Care operations will depend largely upon the cooperation of shelter owners and various religious, civic, and volunteer organizations.
Appendix 2 to Annex L

RECEPTION AND CARE RESOURCES

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

B. Phelps County Family Support/Children’s Division
   1111 Kingshighway, Suite A, Rolla .................................. 368-2340

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

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

E. Missouri Voluntary Organizations Active in Disasters (MOVOAD)
   SEMA Statewide Volunteer Coordinator, Jefferson City .............. 526-9132

E. Churches/Ministerial Alliances

   1.
   2.
   3.

F. Civic Organizations

   1.
   2.
   3.
Appendix 3 to Annex L

RECEPTION AND CARE FACILITIES

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

1. Shelter agreements must be negotiated with shelter owners for use of the facility. The Phelps-Pulaski County Red Cross (ARC) can assist local governments with shelter and feeding activities. The local ARC office in Rolla maintains a list of suitable public shelters, as well as, letter of agreement with the shelter owners (see Appendix 2 to this Annex for the ARC contact point).

2. Identify facilities that are handicapped accessible (denoted below by an asterisk "*”).

3. Pets will not be allowed in the shelter facility (only service animals). See Annex M, Appendix 2 for a list of veterinary clinics to use for sheltering animals.

<table>
<thead>
<tr>
<th>Facility/Address</th>
<th>Seats</th>
<th>Burners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolla Towers</td>
<td>450</td>
<td>99</td>
</tr>
<tr>
<td>1440 Forum Drive</td>
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<td></td>
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<tr>
<td>University Center</td>
<td>250</td>
<td>18</td>
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<tr>
<td>201 W. Main St.</td>
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<tr>
<td>Thomas Jefferson Hall</td>
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<td>30</td>
</tr>
<tr>
<td>200 W. 18th St.</td>
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<tr>
<td>Royl Dining Hall</td>
<td>125</td>
<td>20</td>
</tr>
<tr>
<td>625 W. 10th St.</td>
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<td></td>
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<td>Phelps Co. Hospital</td>
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<tr>
<td>613 W. 10th St.</td>
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<tr>
<td>Mark Twain Elem. School</td>
<td>100</td>
<td>10</td>
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<tr>
<td>681 Salem Ave.</td>
<td></td>
<td></td>
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<tr>
<td>Presbyterian Church</td>
<td>100</td>
<td>8</td>
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<tr>
<td>919 E. 10th St.</td>
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<tr>
<td>Harry S. Truman School</td>
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<td>100110th St.</td>
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<tr>
<td>Sirloin Stockade</td>
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<tr>
<td>1401 Martin Springs Dr.</td>
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<tr>
<td>Newman Center</td>
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<td>40</td>
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<tr>
<td>908 Main</td>
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</table>
Appendix 4 to Annex I.

SHELTER REGISTRATION FORM

Total with family: ______

FAMILY NAME ______

HOME ADDRESS ______

TELEPHONE NO. ________________________________

<table>
<thead>
<tr>
<th>FIRST NAMES</th>
<th>AGE</th>
<th>SEX</th>
<th>OCCUPATION</th>
<th>OTHER SKILLS</th>
<th>DISABILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Head of family or single person</td>
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<td>2. Others</td>
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</table>

SHELTER ASSIGNMENT: ______

SHELTER ADDRESS: ______

* ______ * County EOP  ESF #6-13  Month Year
Emergency Support Function (ESF) #7
Logistics

Primary Agency/ESF Coordinator
City of Rolla Emergency Management Agency

Support Agencies:
City of Rolla Purchasing/Finance Department
City of Rolla Attorney
Phelps County Sheriff’s Office
City of Rolla Police Department

I. PURPOSE

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

II. SCOPE

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. WebEOC will be used to submit resource requests to the state.

2. Staging Area(s) will be identified to receive and pre-position commodities, equipment, and personnel for deployment.

3. Points of Distribution (POD) will be established to distribute commodities to disaster survivors.

B. Planning Assumptions
1. The initial emergency response will be dependent upon local public and private resources;

2. Adequate local resources do not exist to cope with a catastrophic incident;

3. Identified public and private sector resources will be available when needed for emergency response;

4. Necessary personnel and supplies will be available to support emergency resource response;

5. If local resources are depleted, assistance may be requested through SEMA;

6. City departments will use their own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation;

7. The City of Rolla Emergency Management Director will initiate the commitment of resources from outside government with operational control being exercised by the on-site commander of the service requiring that resource; and

8. All resource expenditures will be recorded and maintained, following proper procedures.

IV. CONCEPT OF OPERATIONS

A. General

1. Each City department has the responsibility for managing its resources under their control. During large scale emergencies and disasters, ESF#7 may activate, and allow for a centralized approach in obtaining, tracking, storing, and deploying resources. This function will be administered from the EOC.

2. ESF #7 will identify sites and facilities that will be used to receive, process, and coordinate movement of resources, equipment, supplies, and other properties that will be sent to the disaster area. The necessary equipment, staff to track, package, load, and transport, communications, and security support to these facilities and sites will be provided by the County, City, State, Federal governments, volunteer organizations, and/or private security as required. This process must be closely coordinated with State and Federal emergency management officials, other local governments in the region, and the media.

3. The City of Rolla Emergency Management Agency will be responsible for securing and providing the necessary resource material and expertise in their respective areas, through public as well as private means, to efficiently and effectively perform duties in the event of an emergency. Resource lists will be developed and maintained that detail the kind, type, location, contact
arrangements, and acquisition procedures of the resources identified. Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance.

4. WebEOC is the online software tool for information sharing and resource request tracking during emergencies, disasters, significant events, and daily operations. The Phelps County Emergency Management Director will use the tool in WebEOC to report information to SEMA and request resources.

5. ESF#7 will assist departments in the procurement of the necessary resources, to include the contracting of specialized services and the hiring of additional personnel, to effectively respond to and recover, and maintenance of all expenditures relating to the emergency/disaster. This function will make arrangements to purchase needed resources if it is determined the County/City does not have the resources to supply a requirement in the field. The payment of debts and other encumbrances generated as a result of the emergency is handled by this group as well.

6. Potential sites for local and regional Points of Distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts. Priorities will be set regarding the allocation and use of available resources.

B. Actions by Operational Timeframe

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

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

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

4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF #7 Coordinator
City of Rolla Emergency Management Agency

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

B. Support Agencies

1. General Responsibilities - All City Departments

   a. All departments will maintain a current resource directory.
   b. Develop and maintain mutual aid agreements with local jurisdictions, private,
and non-profit organizations for resource support.
c. All departments will coordinate additional resource needs with the ESF #7 Coordinator.

2. **City Purchasing/Finance Department**

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

3. **Police Department**

Provide security for Points of Distribution and Staging Areas.

4. **City Attorney**

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

**VI. CONTINUITY OF GOVERNMENT**

Lines of Succession for ESF #7 Logistics:

1. Director, City of Rolla Emergency Management Agency
2. 
3. 

**Suggested Appendices**

Appendix 1 – **___** County/City Logistics Plan
Appendix 2 – **___** County/City Resources
Appendix 3 – Volunteer Agency Resources
Appendix 1 to Annex G
Various departments within city government such as public works, law enforcement, etc., can support the Resource and Supply function with equipment, manpower, fuel, etc. Mutual Aid Agreements with surrounding jurisdictions can provide additional resources. Outside resources from the private sector, business and industry, etc., can also provide support.
Appendix 2 to Annex G

RESOURCE LISTS

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

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

B. Fuel & Energy
   1. Propane Companies
   2. Power and Light companies
   3. Heating Oil Suppliers

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

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

E. Manpower
   1. Department of Social Services
   2. Church groups/civic organizations
   3. Industry/business
   4. School System (employees, Voc-Tech students, etc.)
   5. Volunteer organizations
F. Manpower, Sustenance Supplies, Shelter, Etc.

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

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

*_____* County EOP

ESF #7-8

Month Year
Appendix 3 to Annex G

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

A. DRAFT VERSION

December 31, 2003

Emergency Procurement Procedures

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

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

* County EOP  ESF #7-9  Month Year
Emergency Support Function (ESF) #8
Public Health and Medical Services

Primary Agency/ESF Coordinator

Phelps County Health Department

Support Agencies:

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

I. PURPOSE

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

II. SCOPE

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The Phelps County Public Health Department serves the public health needs of the residents of the county.

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

* County EOP

ESF #8-1

Month Year
3. Emergency Medical Service is provided by the Phelps Health Ambulance Service. The ambulance service maintains mutual aid agreements with all surrounding ambulance services.

4. The Phelps County Coroner/Medical Examiner manages mass fatality incidents.

B. Planning Assumptions

1. Public health and medical services will be a major concern following any emergency and a major emergency could create problems beyond the capabilities of the health and medical system.

2. Public and private health and medical resources located in Phelps County will be available for use during disaster situations, but many of these resources (including human resources) may be affected by the disaster.

3. Should local hospitals become overburdened or inoperable, other nearby hospitals will be utilized (if available).

4. Outside assistance will be available and these agencies will respond when requested. However, in all likelihood, emergency measures to protect life and health during the first 12 to 24 hours after the disaster will be exclusively dependent upon local and area resources.

IV. CONCEPT OF OPERATIONS

A. General

1. This ESF applies to all government, private sector, and volunteer agencies with assigned emergency responsibilities as described in Part V of this ESF. An important objective of this document is to facilitate coordination and effective working relationships between these agencies and organizations.

2. The Phelps County Health Department has developed a Public Health Emergency Response plan detailing the Health Department’s response to public health and medical emergencies.

3. The Public Health Emergency Response Plan describes local response to biological incidents (such as mass prophylaxis dispensing operations) as well as the requesting and use of the Strategic National Stockpile (SNS). The actions described in ESF #8 are designed to integrate with and support the actions described in the Phelps County Public Health Emergency Response Plan.

* County EOP

ESF #8-2

Month Year
4. Additionally, other agencies involved in public health and medical services activities (e.g., Emergency Medical Services, County Coroner/Medical Examiner, Hospitals) have existing emergency plans and procedures. ESF #8 is not designed to take the place of these plans, rather it is designed to complement and support existing plans and procedures.

5. State and Federal public health and medical resources will be requested by the EOC through the procedures described in ESF #5.

B. Actions by Operational Timeframe

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

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

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

4. Mitigation
   Perform ongoing disease surveillance and tracking activities.

V. ROLES AND RESPONSIBILITIES

* _____ * County EOP

ESF #8-3

Month Year
A. **Primary Agency/ESF #8 Coordinator**
Phelps County Health Department

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

B. **Support Agencies**

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

* County EOP

ESF #8-4

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

2. Phelps County Coroner/Medical Examiner
   a. Manage the disposition and tracking of the deceased.
b. Work closely with the City of Rolla EOC to identify and use all available resources to support mortuary operations.
c. Provide situational information and resource needs to the City of Rolla EOC.

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

4. City of Rolla Fire & Rescue Department
   Support EMS operations and other ESF #8 activities as needed.

5. City of Rolla Emergency Management Agency
   Support ESF #8 activities as required by the event.

6. Hospitals
   a. Implement hospital disaster plans and procedures.
b. Advise the ESF #8 Public Health and Medical Services Coordinator in the EOC of conditions at the hospital and number and type of available beds.
c. Establish and maintain field and inter-hospital medical communications.
d. Provide a representative to the EOC when requested.
e. Provide medical guidance as needed to EMS agencies.
f. Coordinate with EMS, other hospitals, and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
g. If necessary, work with the EOC to distribute patients to hospitals outside the City based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity, and special designations such as trauma and burn centers.
h. If necessary, coordinate the use of clinics to treat less than acute illnesses and injuries.
i. Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff.
j. Coordinate with other hospitals and EMS on the evacuation of patients and specify where patients are to be taken.
k. Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
l. Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.
m. Provide patient identification information to the American Red Cross.

7. Ministerial Alliance

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

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

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

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

1. Director, Phelps County Health Department
2. 
3. 

**Suggested Appendices**

Appendix 1 – County/Regional CHEMPACK Plan
Appendix 2 – County/Regional Mass Fatality Plan
Emergency Support Function (ESF) #9
Search and Rescue

Primary Agency/ESF Coordinator

City of Rolla Fire Department

Support Agencies:

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

I. PURPOSE

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

II. SCOPE

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. Search and rescue for the City of Rolla will be provided by the fire services with support from local and state law enforcement agencies, and other agencies/organizations.

2. Phelps County is served by the following fire departments/districts. They are all dispatched through the Rolla Central Communications Center.

   a. City of Rolla Fire & Rescue
   b. St. James Fire Protection District
   c. Doolittle Fire Protection District
   d. Rolla Rural Fire Protection District
   e. Vichy Fire Protection District

* County EOP ESF #9-1 Month Year
f. Edgar Springs Fire Protection District

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

B. Planning Assumptions

1. Major search and rescue operations will require the use of specially trained personnel and specialized equipment. These resources may be severely limited in a major disaster and will have to be assigned on a priority basis.

2. Building collapses and other secondary events may threaten survivors as well as search and rescue personnel.

3. Extensive outside support may be required from adjoining political subdivisions and/or from State and Federal resources to conduct effective search and rescue operations.

4. Surrounding jurisdictions will be available to provide search and rescue assistance. However, if the disaster affects a large area, mutual aid resources may be in use elsewhere.

5. State and Federal search and rescue resources will respond when called upon, but their ability to react quickly may be limited.

IV. CONCEPT OF OPERATIONS

A. General

1. The County/City Fire Departments/Districts will be responsible for search and rescue operations during a disaster with assistance from local law enforcement. Law enforcement can assist with perimeter security and communications as required.

2. For search and rescue operations involving criminal incidents, law enforcement has the primary responsibility of providing incident management. If a criminal incident does not exist, the County/City Fire Departments/Districts will be the primary agency for search and rescue operations.

3. The County/City Fire Departments/Districts train their personnel in the Incident Command System (ICS) and the NIMS to help ensure coordination during emergency situations and, if necessary, the integration of State and Federal resources.

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

5. In the event of a downed aircraft, the Federal Aviation Administration is responsible for locating the downed aircraft. The County/City Fire Department/District and responding EMS agencies will coordinate ground rescue and/or recovery operations of victims.

6. The County/City Public Works Department may assist when required for structural evaluation and safety of buildings and structures (ESF #3). They can also assist with heavy equipment and staff as needed.

7. Private sector resources may be available to assist with search and rescue operations, such as the heavy equipment and engineering resources.

8. Accurate records must be kept to provide information to various agencies and individuals at the completion of search and rescue activities. The County/City Fire Department/District will work with EMS agencies to document where injured persons were found, treated, and transported (if applicable) for additional medical care.

B. Actions by Operational Timeframe

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

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

* County EOP   ESF #9-3   Month Year
d. Coordinate outside search and rescue resources.
e. Alert or activate off-duty and auxiliary personnel as required by the emergency.
f. Conduct other specific response actions as dictated by the situation.

3. Recovery

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

4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

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

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

B. Support Agencies

   1. County/City Public Works Department

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

   2. Emergency Medical Services

* County EOP

ESF #9-4

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

3. **City of Rolla Police Department**

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

4. **Private Sector**

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

VI. **CONTINUITY OF GOVERNMENT**

Lines of Succession for ESF #9 Search and Rescue:

1. Fire Chief, City of Rolla Fire Department
2. 
3. 

**Suggested Appendices**

Appendix 1 – * County/City Search and Rescue Standard Operating Guide
Appendix 2 – * County/City Search and Rescue Resources

* County EOP

ESF #9-5

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

Primary Agency/ESF Coordinator

City of Rolla Fire & Rescue Department

Support Agencies:

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

I. PURPOSE

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

II. SCOPE

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

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

* County EOP

ESF #10-1

Month Year
2. The Phelps County Local Emergency Planning Committee/District (LEPC/LEPD) has developed a Hazardous Material Emergency Response Plan for Phelps County. This plan is a separate document that supplements the City of Rolla EOP.

3. Hazardous Materials Response Teams are available in the City of Rolla or available through mutual aid agreements to respond; addressing hazardous materials incidents and accidents as well as terrorist incidents involving chemical, biological, radiological, nuclear, and explosives (CBRNE) products.

4. First responders (e.g., Hazardous Materials Teams, EMS agencies, law enforcement agencies, as well as other local agencies with hazardous materials support responsibilities such as public works departments) maintain procedures, protocols, and guidelines specifying the appropriate specialized personnel protective equipment requirements and response actions for incidents involving hazardous materials.

5. During a Foreign Animal Disease incident, there may be a need to provide decontamination support for impacted animals. Refer to ESF #11 Agriculture and Natural Resources.

B. Planning Assumptions

1. All responding agencies will be trained in accordance with OSHA regulations which describe minimum levels of emergency responder skills, knowledge, and functional levels to meet health and safety requirements for response to a hazardous materials incident. Training is available through a variety of sources.

2. Facilities subject to EPCRA will submit chemical inventory lists and emergency plans in a timely manner to the local fire departments/districts, Phelps County LEPC/LEPD, and MERC.

3. Emergency response personnel maintain ongoing communication with the facilities subject to EPCRA in their communities using, manufacturing, and storing hazardous materials. Emergency response personnel and the facilities will work to ensure continuing coordination during and after the incident.

4. When needed, evidence collection will be handled by appropriate law enforcement officials, such as the FBI in a CBRNE incident.

5. In major incidents, state and federal resources will be available to assist jurisdictions in augmenting local and regional capabilities, but their availability may not be immediate.

* County EOP ESF #10-2 Month Year
6. Evacuation or in-place shelter may be required to protect portions of the City of Rolla.

7. Survivors of a hazardous materials incident may require unique or special medical treatment not typically available in the City of Rolla.

8. The release of hazardous materials may have short and/or long-term health, environmental, and economic effects depending upon the type of product.

9. Hazardous materials emergencies may occur without warning, requiring immediate emergency response actions.

IV. CONCEPT OF OPERATIONS

A. General

1. ESF #10 coordinates the provision of support to and the overall management of the various response sites to ensure actions are taken to mitigate, clean up, and dispose of oil and hazardous materials and minimize the impact of the incidents. ESF #10 promotes close coordination with Federal, State, and local officials, as well as the private sector, to establish priorities for response support.

2. The County/City Emergency Operations Plan (EOP) and the Hazardous Materials Response Plan provide general guidance and the City of Rolla Fire & Rescue Department will provide specific guidance for managing hazardous materials incidents. A separately published Hazardous Material Emergency Response Plan has been developed for the City of Rolla by the Phelps County LEPC/LEPD. This plan is considered a part of the City of Rolla EOP.

3. During a disaster when the EOC is activated, all requests for hazardous materials support will be submitted to the EOC for coordination, validation, and/or action in accordance with this ESF. If the EOC is not activated, hazardous materials incidents will be coordinated by the City of Rolla Fire & Rescue Department.

4. The Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires the development of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. See the Hazardous Material Emergency Response Plan developed by the Phelps County LEPC/LEPD.

*______* County EOP  ESF #10-3  Month Year
5. Mutual aid agreements will be implemented should the incident demand greater resources than are immediately available. Hazardous materials response teams may be requested through the Statewide Fire Mutual Aid System.

6. The two primary protective strategies used during hazardous materials incidents are in-place shelter and evacuation. In-place shelter involves having people shelter in a building and take steps to reduce the infiltration of contaminated outside air. Evacuation protects people by relocating them from an area of known danger or potential risk to a safer area or a place where the risk to health and safety is considered acceptable.

7. The City of Rolla Emergency Management Director, in conjunction with the Fire Chief/On-Scene Incident Commander, will determine the need to evacuate a large area. Evacuation orders or other protective actions will be issued as needed. However, the on-scene commander may order an immediate evacuation prior to requesting or obtaining approval, if this action is necessary to protect lives and property. The City of Rolla Fire & Rescue Department and the Rolla City Police Department will coordinate the evacuation of the area. ESF #13 (Public Safety and Security) is responsible for providing security for the evacuated area.

8. Should in-place shelter and/or evacuation become necessary, warning and directions will be disseminated via all appropriate means to include, but not limited to, canvassing, route-alerting, loud-speakers, Reverse 911, and EAS broadcast messages to ensure that residents in the threatened areas have received the warning. ESF #15 (External Affairs) will assist with disseminating protective action information to the public.

9. A hazardous materials incident may contaminate ground water supplies, water treatment/distribution systems, and sanitary sewer systems. Threats to the drinking water supply and sewage treatment plant must be identified quickly and facility operators must be notified in a timely manner in order to implement protective actions.

10. ESF #10 requires documentation of all response activities to support after-action requirements and justify actions taken by primary and support agencies.

B. Actions by Operational Timeframe

* _____ * County EOP

ESF #10-4

Month Year
1. Preparedness
   a. Continually evaluate the capabilities required to accomplish the ESF #10 mission, identify any gaps, and leverage resources to address them.
   b. Develop and/or participate in relevant ESF #10 related planning, training, and exercise activities at the local, regional, state, and/or federal level.
   c. Ensure necessary supplements to the ESF #10 annex are developed and maintained (including emergency contact lists, resource lists, departmental/functional plans, procedures, and protocols).
   d. Ensure representatives from the ESF #10 Primary Agency and Support Agencies are fully trained and prepared to respond to the City EOC.
   e. Maintain an inventory of agency resources.
   f. Provide current emergency contact information to the City Emergency Management Agency.
   g. Assist Phelps County LEPC/LEPD with updating and maintaining the Phelps County Hazardous Materials Plan.

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

* County EOP

ESF #10-5

Month Year
concerned, so that they may take preventative actions.

n. If the release impacts water or sewer systems, ensure the public is warned and provided appropriate instructions.

o. Advise the responsible party to report release to state and federal authorities as required by state and federal statutes and regulations.

p. If on-scene technical assistance is required, request assistance from industry or appropriate state or federal agencies.

q. If additional response resources are required request them: mutual aid, hazmat contractor.

r. Continuously document actions taken, resources committed, and expenses incurred.

s. Provide updated information on the incident to the public through media releases.

3. Recovery

a. When the release of hazardous materials is terminated, inspect potentially affected areas to determine if they are safe before ending protective actions for the public or special facilities.

b. Advise utilities and critical facilities that were impacted by the incident when the release of hazardous materials is terminated.

c. If some areas will require long term cleanup before they are habitable, develop and implement procedures to mark and control access to such areas.

d. When it is determined to be safe to end protective actions, advise the public and special facilities and, if an evacuation occurred, manage the return of evacuees.

e. Conduct post-incident review of response operations.

4. Mitigation

a. Provide technical assistance concerning cleanup options or methods and cleanup standards for planning purposes.

b. Perform facility inspections.

V. ROLES AND RESPONSIBILITIES

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


2. Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property.

3. Conduct training for personnel in hazardous materials response and mitigation.

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

B. Support Agencies

1. City of Rolla Public Works Department
   a. Provide heavy equipment and materials for spill containment.
   b. When requested, provide barricades to isolate the incident site.
   c. Cooperate with law enforcement to detour traffic around the incident site.
   d. Coordinate with utility services on:
      • When notified of an incident, which may impact water or sewer systems, take precautionary actions to prevent damage to those systems.
      • If a hazmat incident impacts water or sewer systems, check systems for damage and restore service.
      • Where appropriate, provide input for protective actions for the public relating to water and sewer systems.

2. Phelps County Health Department
   a. Provide assistance on all matters related to the assessment of health hazards at a response and protection of response workers and the public health.
   b. Determine whether illnesses, diseases, or complaints may be attributable to exposure to a hazardous material.
   c. Establish disease/exposure registry and conduct appropriate clinical testing.
   d. Develop, maintain, and provide information on the health effects of toxic substances.

3. City of Rolla Emergency Management Agency

*______  * County EOP          ESF #10-7          Month Year
a. Coordinate with the Incident Commander and based upon the incident classification and recommendations can initiate the activation of the EOC.
b. Coordinate with regional/state/federal agencies when support is provided to augment response and recovery operations.
c. Coordinate with the LEPC on hazmat issues, as required by the EPCRA (Emergency Planning, Community Right-to-Know Act of 1986).
d. Declare a State of Emergency to the proper state and/or federal agencies.
e. Seek state and federal funds for reimbursement of costs associated with incident.
f. Maintain an accurate and up-to-date hazmat emergency contact roster that provides 24 hour contact information for state, federal, and private contractors.

4. City of Rolla Police Department

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

VI. CONTINUITY OF GOVERNMENT

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

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

Suggested Appendices

Appendix 1 - * County LEPC/LEPD Hazardous Material Plan
Appendix 1 - * County/City Evacuation Plan

* County EOP

ESF #10-8

Month Year
SUPPORT AGENCIES FOR HAZARDOUS MATERIALS INCIDENTS

STATE ASSISTANCE

Governor’s Office ................................................................. 573-751-3222
Missouri National Guard ......................................................... 573-751-9500
Missouri Emergency Response Commission ............................ 800-634-6946
Division of Environmental Quality (DNR) ................................. 573-634-2436
State Department of Health ..................................................... 573-751-6102
Clean Water Commission ....................................................... 816-229-3105
Air Conservation Commission ............................................... 816-233-1321
Hazardous Waste Management Commission ........................... 573-796-4779
State Emergency Management Agency (SEMA) ....................... (24-hr.) 573-751-2748

FEDERAL ASSISTANCE

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

OTHER EMERGENCY ASSISTANCE

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

*____* County EOP ESF #10-9 Month Year
EMERGENCY RESPONSE CONTRACTORS

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

* _____ * County EOP ESF #10-10 Month Year
Emergency Support Function (ESF) #11
Agriculture and Natural Resources

Primary Agency/ESF Coordinator

City of Rolla Emergency Management Agency

Support Agencies:

Phelps County Health Department
City of Rolla Parks and Recreation
City of Rolla Police Department
City of Rolla Fire & Rescue Department
City of Rolla Public Works Department
Area Veterinarian in Charge (AVIC)
Phelps County Extension Office

Non-Governmental Organizations

Local Veterinarians
Humane Society

I. PURPOSE

Emergency Support Function (ESF) #11 Agriculture and Natural Resources coordinates a variety of functions designed to protect the food supply, respond to plant and animal pest and disease outbreaks, and protect natural and cultural resources.

II. SCOPE

The City of Rolla Emergency Management Agency coordinates multiple departments to address ESF #11 functions that include, but are not limited to:

- Nutrition assistance
- Response to animal/zoonotic disease, plant disease, or plant pest infestation
- Assurance of food safety and security
- Natural and cultural resources and historic properties protection
- Safety and well-being of household pets and service animals

III. SITUATION AND PLANNING ASSUMPTIONS

* County EOP

ESF #11-1

Month Year
A. Situation

1. The City of Rolla has the following types of animal populations in its jurisdiction:
   a. Cattle
   b. Swine
   c. Turkeys
   d. Horses
   e. Laboratory animal research facilities
   f. Animal shelters

2. The City of Rolla raises the following types of grain in its jurisdiction:
   a. Corn
   b. Wheat
   c. Soybeans
   d. Other

3. The City of Rolla has a number of natural and cultural resources and historical properties to include the following:
   a. Museums
   b. Libraries
   c. Parks
   d. Historic sites
   e. Cemeteries

4. The City of Rolla has developed an Animal Emergency Preparedness Plan to address situations involving a foreign animal disease or other animal disease (FAD/AD) incident that supplements the City EOP.

5. The City of Rolla has a trailer stocked with animal response equipment.

B. Planning Assumptions

1. A major disaster may exhaust normal food supplies, disrupt the normal food supply chain, and/or result in contaminated food supplies.

2. Foreign animal disease may cause enormous economic damage and hinder the ability to feed the population, as well as be a zoonotic disease that could threaten human life.

3. Following a major emergency, the preservation of natural and cultural resources and historic properties will be considered by local officials.

4. State and Federal resources in support of ESF #11 will respond when

* County EOP

ESF #11-2

Month Year
called upon, but their ability to react quickly may be limited.

IV. CONCEPT OF OPERATIONS

A. General

1. Nutrition Assistance: A major disaster may create food shortages due to the destruction or disruption of commercial food supplies creating the need for nutritional assistance. To alleviate critical food shortages, ESF #11 in coordination with ESF #6 may consider the provision of congregate meal services and/or food supplies for household use.

2. Animal/zoonotic disease outbreak, plant disease, or plant pest infestation:
   a. Private veterinary practitioners will likely be the first responders to any Foreign Animal Disease or other animal disease (FAD/AD) event. A local veterinarian is required to immediately notify the Area Veterinarian in Charge (AVIC) of a suspected FAD/AD.
   b. Suspected or positive detection of a FAD/AD will prompt State and/or federal officials to employ additional precautions to prevent or mitigate the possibility of spreading the disease. Measures may include a “Stop Movement Order” by the State Veterinarian as an immediate action to prevent spreading the disease or allowing it to enter Missouri borders.
   c. Animal and plant disease and pest responses will be conducted in collaboration and cooperation with the Missouri Department of Agriculture and private industries to ensure continued human nutrition and animal, plant, and environmental security.
   d. ESF #11 will coordinate with ESF #8 on animal/veterinary/wildlife issues and the potential spread of disease.
   e. In response to a bio-hazardous event, decontaminate or destroy animals and plants, as well as associated facilities (e.g., barns, processing equipment, soil, and feeding and growing areas) as required.

3. Assurance of food safety and security: ESF #8 in coordination with ESF #11 will take measures to ensure the safety of the community food supply, including food borne disease surveillance and the disposal of contaminated food.

4. Natural and cultural resources and historic properties protection: Some emergency events will require the protection and restoration of natural, cultural, and historical resources. Environmental issues affecting natural resources may be created by contaminated runoff and/or direct damage to soil, water, and plant resources. There are several parks and historical sites in the City of Rolla that will be considered in emergency response and recovery efforts. ESFs #3 and #10 will assist with the removal of debris affecting any natural and/or cultural and historic resources

* County EOP ESF #11-3 Month Year
5. **Safety and well-being of household pets and service animals:** ESF #11 supports the EOC together with ESFs #6, #8, and #9 to ensure an integrated response that provides for the safety and well-being of household pets and service animals during natural disasters and other emergency situations resulting in human evacuation and sheltering efforts. ESF #11 will coordinate with the local Humane Society to assist with household pets and service animals affected by the disaster.

**B. Organization**

1. The City of Rolla Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #11.

2. The complexity of the ESF #11 function requires that the City of Rolla Emergency Management Agency coordinates with several agencies assigned Primary Agency roles. The type of event will determine which agency will serve as the Primary Agency. Based on the technical expertise required, one of the following agencies will fill the Primary Agency role based on the emergency event:

   a. Nutrition assistance – Phelps County Health Department and ESF #6

   b. Animal/zoonotic Disease Outbreak – State Area Veterinarian in Charge and Phelps County Health Department

   c. Food Safety and Security – Phelps County Health Department

   d. Natural, Cultural, Historic Resources Protection – City of Rolla Parks and Recreation

   e. Safety and well-being of household pets and service animals – City of Rolla Emergency Management Agency

3. The appropriate Primary Agency will be responsible for working with the Support Agencies, NGOs, and when necessary, City, County, State and Federal Agencies to establish an organization to ensure the accomplishment of activities associated with ESF #11.

**C. Actions by Operational Timeframe**

1. **Preparedness**

   a. Develop standard operating guides and checklists to support ESF #11 activities.

   b. Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.

* County EOP

ESF #11-4

Month Year
c. Identify sources to augment emergency food and water supplies.
d. Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.
e. Develop mutual aid agreements with government agencies, professional associations, and private agencies and organizations with personnel and equipment to support ESF #11 activities.
f. Conduct and participate in training to support the implementation of ESF #11.
g. Develop and/or review procedures for crisis augmentation of personnel.
h. Participate in and/or conduct drills and exercises.

2. **Response**

a. Support the disaster response and recovery with all available resources.
b. Provide assistance to established pet shelters.
c. Restrict movement, detain, or move animals, equipment, products, and personnel as necessary to control and eradicate animal or plant disease.
d. Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.
e. Provide and/or receive appropriate mutual aid.
f. Secure supplies, equipment, personnel, and technical assistance from support agencies, organizations, and other resources to carry out the response plans associated with animal health or any act of agro-terrorism.

3. **Recovery**

a. Continue to support disaster operations as needed.
b. Restore equipment and restock supplies to a normal state of readiness.
c. Participate in after action reports and meetings.
d. Make changes to plans and procedures based on lessons learned.
e. As permitted by the situation, return operations to normal.

4. **Mitigation**

a. Provide surveillance for a foreign animal disease or an animal borne poison or toxin that may pose a threat to the animal industries, the economy, or public health.
b. Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy, or public health.

V. **ROLES AND RESPONSIBILITIES**

A. **Primary Agencies/ESF Coordinator**
   City of Rolla Emergency Management Agency (ESF #11 Coordinator)

* * County EOP  
ESF #11-5  
Month Year
1. Phelps County Health Department

a. Determines nutritional assistance needs.
b. Obtains appropriate food supplies.
c. Coordinates veterinary services in affected areas.
d. Coordinates with ESF #8 on animal/veterinary issues in disease situations and in other situations that develop during emergencies and natural disasters.
e. Coordinates the response to a bio-hazardous event, the decontamination and/or destruction of animals and plants as well as associated facilities (e.g., barns, processing equipment, soil, and feeding and growing areas) may be required. Activities are conducted within agency capabilities.
f. Conducts food-borne disease surveillance.
g. Coordinates disposal of contaminated food products.
h. Provides inspectors and laboratory services to affected areas.
i. Ensures an integrated response that provides for the safety and well-being of household pets during natural disasters and other emergency events resulting in mass displacement of civilian populations.
j. Provides technical support and subject-matter expertise regarding the safety and well-being of household pets.
k. Conducts critical needs assessments for household pets.
l. Expedites requests for resources to assist in evacuating and sheltering household pets.
m. Ensures that all identified food is fit for human consumption.

n. Provides information and recommendations to Unified Command for incidents involving an outbreak of a highly contagious animal/zoonotic disease or an outbreak of a harmful or economically significant plant pest or disease, either of which could require quarantine actions or impact intrastate/interstate commerce.
o. Coordinates assignment of veterinary personnel to assist in delivering animal health care to injured or abandoned animals and performing veterinary preventive medicine activities, including the conducting of field investigations and the provision of technical assistance and consultation as required.
p. Engages in surveillance of food safety/security-related illness, injury, and other consumer complaints.
q. Coordinates with ESF #9 on search and rescue operations for household pets.
r. Coordinates with ESF #14 to ensure continued assistance is provided for household pets during long-term community recovery.
s. Purchases and pre-positions animal shelter materials in advance of emergency events.
t. Provides health education in the areas of food preparation and storage.
u. After diagnosis of disease, circulates warning notice to appropriate officials in order to facilitate a timely and efficient response.

* County EOP

ESF #11-6

Month Year
2. **City of Rolla Parks and Recreation**
   
a. Coordinates NCH resources identification and vulnerability assessments.
b. Facilitates development and application of protection measures and strategies for NCH facilities.
c. Manages, monitors, and assists in or conducts response and recovery actions to minimize damage to NCH resources.
d. Coordinates with ESFs #3 Public Works and Engineering and #10 Oil and Hazardous Materials Response on the removal of debris affecting NCH resources.
e. Provides updated NCH facility resource lists.
f. Determines the critical needs and resources available to preserve, conserve, rehabilitate, recover, and restore NCH resources in consultation with local and private entities.
g. Provides scientific/technical advice, information, and assistance to help prevent or minimize injury to NCH resources.
h. Provides scientific/technical advice, information, and assistance for long-term recovery, restoration, preservation, protection, conservation, stabilization, or rehabilitation of NCH resources.
i. Addresses long-term community recovery activities carried out under ESF #14 that involve NCH issues.

3. **Area Veterinarian in Charge**
   
a. Provide a representative to the EOC to assist with ESF #11 activities.
b. Work with the other members of the EOC team to set priorities and assign resources.
c. Coordinate with the field to assess resource requirements.
d. Maintain communications with the State Veterinarian.
e. Provide direction and technical expertise to assist local government in the event of a FAD event.

4. **ESF #6 Mass Care, Emergency Assistance, Temporary Housing & Human Services**
   
a. Arranges transportation for food supplies.
b. Determines the critical needs of the affected population in terms of numbers of people, their location, and usable food preparation facilities for congregate feeding.
c. Identifies and locates geographically available food resources, transportation, equipment, storage, and distribution facilities.
d. Coordinates shipment of food to staging areas within the affected area.
e. Implements the Disaster Food Stamp Program.
f. Establishes logistical links with long-term congregate meal services.
g. Contracts for transportation for household pets and service animals in advance of emergency events.

* County EOP  
ESF #11-7  
Month Year
B. Support Agencies

1. City of Rolla Fire & Rescue Department
   a. Aid in decontamination operations such as cleaning and disinfecting vehicles, equipment and people that visit the exposed area(s).
   b. Provide assistance as needed with the burning of infected carcasses and materials.

2. City of Rolla Police Department
   a. Assist with stop movements, traffic control, and perimeter security as needed to support ESF #11 activities.
   b. Should the incident be ruled a deliberate disease introduction, law enforcement may be asked to aide in the investigation.
   c. Provide resources and personnel to support emergency ESF #11 operations.

3. City of Rolla Public Works Department
   Provide needed assistance/equipment with the burning and/or burying of infected carcasses and materials when required.

4. County Extension Office
   Provide personnel and resources to support animal and plant emergencies.

5. Local Veterinarians
   a. Provide personnel and equipment to assist in responding to a Foreign Animal Disease outbreak.
   b. Assist in providing shelters for companion animals.
   c. Notify the Missouri Department of Agriculture, State Veterinarian of any animals presenting suspicious symptoms.

6. Humane Society
   a. Coordinate the provision of safe shelters for companion animals displaced by the emergency.
   b. Notify the Missouri Department of Agriculture of any animals presenting suspicious symptoms.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #11 Agriculture and Natural Resources:

* * * County EOP ESF #11-8 Month Year
1. Director, City of Rolla Emergency Management Agency
2.
3.

Suggested Appendices

Appendix 1 – Phelps County Animal Emergency Preparedness Plan
Appendix 2 – Pet Shelter Locations
Emergency Support Function (ESF) #12
Energy

Primary Agency/ESF Coordinator

City of Rolla Public Works Department

Support Agencies:

City of Rolla Emergency Management Agency
Phelps County Health Department
RMU

I. PURPOSE

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

II. SCOPE

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

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

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

* County EOP ESF #12-1 Month Year
4. Wastewater: City of Rolla Wastewater

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

B. Planning Assumptions

1. A major emergency may cause widespread and possibly prolonged electric power outages or interruptions and/or disruption to the supply and distribution of natural gas, water, and sewer systems.

2. Damage to energy and utility systems in one area or region may affect supplies in other regions that rely on the same systems.

3. Delays in the delivery of petroleum-based fuel products may occur as a result of the loss of electric power.

4. Long-term disruption of utility services may increase the need to establish mass care operations and/or to acquire portable water purification, sanitation, and power generating systems.

5. In major events, State and Federal resources may be provided to assist with utility and energy system restoration, but their ability to react quickly may be limited.

IV. CONCEPT OF OPERATIONS

A. General

1. The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

2. ESF #12 provides the appropriate supplemental assistance and resources to enable restoration in a timely manner.

3. Collectively, the primary and support agencies that comprise ESF #12:
   - Serve as the focal point within the City of Rolla for receipt of information on actual or projected damage to energy supply and distribution systems and requirements for system design and operations, and on procedures for preparedness, restoration, recovery, and mitigation.
   - Advise local authorities on priorities for energy restoration,
assistance, and supply.
- Assist industry and local authorities with requests for emergency response actions, as required to meet the City of Rolla energy demands.
- Assist departments and agencies by locating fuel for transportation, communications, and emergency operations.
- Provide guidance on the conservation and efficient use of energy to local governments and to the public.

4. The private sector will be relied upon to manage independently until it can no longer do so, or until the health, safety, and welfare of citizens are at risk. The industries will be expected to establish their own emergency plans and procedures and to implement them through their own proprietary systems.

B. Actions by Operational Timeframe

1. Preparedness

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

2. Response

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

3. Recovery

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

* County EOP ESF #12-3 Month Year
4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

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

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

B. Support Agencies

   1. City of Rolla Emergency Management Agency

      a. Coordinate with ESF Coordinator on general guidance and recommendations regarding the utility response to emergency situations.
      b. Identify critical facilities requiring uninterrupted power or priority restoration during emergencies/disasters.
      c. Request assistance relating to petroleum shortages from the State EOC.

   2. Phelps County Health Department

      a. Work with water utilities to ensure the provision of safe drinking water.
      b. Provide assistance and information to the public on actions to take to assure safety of potable water.
3. Utility Companies

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

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #12 Energy:

1. Director, City of Rolla Public Works Department
2.
3.

* County EOP ESF #12-5 Month Year
Suggested Appendices

Appendix 1 – City of Rolla Public Works Department Resources
Emergency Support Function (ESF) #13
Public Safety and Security

Primary Agency/ESF Coordinator
Rolla City Police Department

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

I. PURPOSE

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

II. SCOPE

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The Phelps County Sheriff's Office provides law enforcement to the unincorporated areas of the county, as well as those incorporated communities which do not have their own law enforcement agency: * ____* and * ____*.

2. The communities of * ____*, * ____*, and * ____* each have municipal police departments that provide law enforcement within their city limits.

3. The State Highway Patrol Troop I located in Rolla is available to support law enforcement operations in Phelps County and the City of Rolla.

4. Outside law enforcement resources from surrounding counties and cities are available to support law enforcement operations in The City of Rolla and will
respond when needed.

**B. Planning Assumptions**

1. Law enforcement resources may be severely limited in a major disaster and will be assigned on a priority basis.

2. Surrounding jurisdictions will be available to supplement law enforcement capabilities, but if the event is regional in scope, their ability to provide mutual aid may be limited.

3. State and Federal law enforcement resources will respond when called upon, but their ability to react quickly may be limited.

**IV. CONCEPT OF OPERATIONS**

**A. General**

1. Primary responsibility for public safety lies with local authorities. In most incident situations, local jurisdictions have primary authority and responsibility for law enforcement activities, utilizing the Incident Command System (ICS) on scene. In larger scale incidents, additional resources should first be obtained through the activation of mutual aid and assistance agreements with neighboring localities and/or State authorities, with incident operations managed through a Unified Command structure.

2. ESF #13 is activated when local public safety and security capabilities and resources are needed to support incident operations. This includes threat or pre-incident as well as post-incident situations.

3. When ESF #13 is activated, the City of Rolla Police Department, with assistance from supporting departments and agencies, assesses and responds to requests for public safety and security resources to include law enforcement resources and planning or technical assistance from affected agencies or other ESFs.

4. ESF #13 shall provide personnel to staff the Emergency Operations Center (EOC), the Incident Command Post (ICP), and the Joint Information Center (JIC).

5. ESF #13 manages support by coordinating local resources related to public safety and security to preserve life, protect property (including critical infrastructure), and mobilize local security resources and technologies and other assistance to support response operations.

6. ESF #13 coordinates with local officials to determine public safety and security support requirements and to jointly determine resource priorities.

7. ESF #13 maintains communication with supporting agencies to determine
capabilities, assess the availability of resources, and track resources that have been deployed as a result of approved and funded mission assignments.

8. The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

B. Actions by Operational Timeframe

1. Preparedness

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

2. Response

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

3. Recovery

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

4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator
City of Rolla Police Department

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

B. Support Agencies

1. County/City Fire Departments/Districts

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

2. County/City Public Works Department

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

3. Mutual Aid from Surrounding Police and Sheriff’s Departments

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

VI. CONTINUITY OF GOVERNMENT

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

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

Suggested Appendices

Appendix 1 – Suspected Terrorism Incident Checklist
Appendix 2 – Operational Threat Levels for Terrorism Incidents
Appendix 1 to Annex E
Appendix 2 to Annex E

LAW ENFORCEMENT RESOURCES

A. Rolla Police Department
   1007 North Elm St., Rolla ................................................. 364-1213

B. Phelps County Sheriff's Department
   301 West Second St., Rolla ................................................. 364-1818
   or 364-3860

C. St. James Police Department
   200 North Bourbeusc St., St. James ..................................... 265-7012

D. Newburg Police Department
   30 West Second St., Newburg ............................................. 762-2135

E. University of Missouri Rolla Police .................................. 341-4300

F. Missouri State Highway Patrol
   General Headquarters, Jefferson City .................................... 751-3313
   Troop I, Rolla ................................................................. 368-2345

G. Missouri Conservation Agent
   Can be dispatched through Sheriff's Department ...................... see above numbers

H. Missouri State Water Patrol
   Headquarters, Jefferson City .............................................. 751-3333

I. Missouri Division of Fire Safety
   State Fire Marshal, Jefferson City ....................................... 800-877-5688
   ................................................................. 573-751-2930

J. FBI .................................................................................. Jefferson City Field Office 636-8814
   ................................................................. Kansas City Office (24-hour) (816) 512-8200

K. Surrounding Law Enforcement Agencies (County Sheriff & Municipal Police Depts):

   Maries County Sheriff ..................................................... 422-3381
   – Belle Police Department .............................................. 859-3535
   – Vienna Police Department ........................................... 422-3549

   Gasconade County Sheriff ............................................. 486-2424
   – Hermann Police Department ....................................... 486-2211

   Crawford County Sheriff ............................................... 775-2125
   – Cuba Police Department ............................................. 885-7979
   – Steelville Police Department ....................................... 775-2200
Dent County Sheriff ...................................................... 729-3241
  Salem Police Department ........................................... 729-4242

Texas County Sheriff ................................................ (417) 967-4165
  – Licking Police Department ........................................ (573) 674-2278
  – Houston Police Department .................................... (417) 967-3348

Pulaski County Sheriff ............................................... 774-6196
  – Dixon Police Department ....................................... 759-6610
  – Richland Police Department .................................. 765-4144
  – St. Robert Police Department .................................. 336-4700
  – Waynesville Police Department .............................. 774-2414
Appendix 3 to Annex E

ROLLA POLICE DEPARTMENT RESPONSIBILITIES

I. PURPOSE

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

II. ORGANIZATION

Refer to Attachment 2 of this Appendix.

III. MISSION

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

IV. CONCEPT OF OPERATIONS

A. The magnitude and type of any disaster would dictate the necessity of a determination of the scope of said disaster in order that the necessary agencies and operations can be activated.

B. It is highly probable that the Police Department would be the first on the scene of most disasters; and, therefore, will reflect the notification of support elements.

C. In order to preserve public order and civil authority the Police Department may be asked to assist with and be responsible for:

1. The maintenance of law and order and the protection of lives and property.

2. The use of police vehicles to augment the Emergency Management siren warning system.

3. Controlling and limiting access to the scene of a disaster or civil disorder.

4. The preliminary assessment of disaster area through use of information, charts, maps, etc.

*______* County EOP ESF #13-9 Month Year
5. Traffic control.
7. The enforcement of curfew.
8. Coordination with state and national law enforcement agencies.
9. Requesting aid from area law enforcement
10. The issuance of passes to restricted areas.
11. Direction of the civilian population to areas of public assistance.
12. Mobile support operations.
13. Direction of auxiliary support units.
14. Supplying security in reception centers, lodging, and feeding facilities, and
    emergency shelters.

D. Alerting Conditions and Corresponding Actions

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

V. EXECUTION

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

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

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

* County EOP ESF #13-10 Month Year
B. Field operations will be directed from a command post located at the site of the disaster. The field commander shall be responsible for the direction of operations at the scene of the disaster and his operating headquarters will be the Command Post.

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

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

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

1. Securing aid for the injured.
2. Providing for immediate security needs for the affected area.
3. Taking the necessary action(s) to effectively control the situation as dictated by the circumstances at the time.
4. Command of all police personnel on the scene and/or assigned to the area involving the disaster until the arrival of the Command or his designated alternate.

5. Assignment of personnel as Communications Officer for the operations. In the event it is necessary to change the communications officer, it will be the responsibility of the commander of the Command Post to notify the Telecommunicator inasmuch as they will receive orders only from the officer appointed as the communications officer.

6. Assignment of personnel as the traffic control officer for the operation.

7. Notification of those emergency support services that are required on the scene. (i.e., public utilities, associated agencies, other city government departments)

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

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

C. Notification Responsibilities

The on-scene commander is responsible for notification of:

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

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

1. Establish an on-site command post in the most expeditious manner within the following perimeters:

   a. Site location to accommodate a telephone terminal hook-up if possible.
   b. Provisions for a staging area for incoming equipment and personnel.
   c. Effective radio transmission area.
   d. In proximity to the disaster scene, but distant enough to allow for the free movement of personnel and equipment in and out of the area without interfering with the rescue operations.
2. Direct emergency response personnel to the appropriate areas where they are needed.

3. Determine the locations where stationary barricades and vehicle roadblocks will be required.


5. Maintain contact with and provide information to the media liaison person on the scene.

6. Provide a location at the site of the disaster for ambulance parking.

Each agency who responds to the scene will have a contact person who will report to the Command Post upon their arrival to receive direction and details from the on-scene commander on the disaster. (This applies only to the initial response. Some agencies will have vehicles entering and leaving the area several times). Each agency has their own individual responsibilities and plan which they will implement after their contact person has received the details of the situation from the Command Post.

The Communications Officer will:

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

1. Designating a vehicle for the purpose of establishing contact with the Communications Center until the arrival of the Mobile Command Post.

2. Establishing contact with the Communications Center and identifying himself as the communications officer on the scene to the Telecommunicator.

3. Locating the communications vehicle at the on-site command post.

* County EOP
ESF #13-13
Month Year
(When the Mobile Command Post is not utilized).

4. Maintain radio contact with the Communications Center and keep them advised of activities at the involved area.

5. Maintain radio contact with other police department elements on the scene and/or assigned to the disaster area.

6. Relaying all information received to the Commander or his designated alternate on the scene.

7. Transmitting information as ordered by the Commander to the Communications Center for upward dissemination.

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

E. The Traffic Control Officer will:

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

1. Sealing off the involved area.

2. Directing incoming personnel and equipment to the appropriate location within the involved area.

3. Establishing security on vehicles and equipment.

4. Notifying the on-scene commander of actions taken.

5. The control of official and civilian traffic into, out of, and around the involved area.

6. Determining the number of personnel and type of equipment required for effective traffic control.

7. The location and type of roadblock equipment, when necessary.

8. Requesting equipment and personnel through channels and assignment of such equipment and personnel as needed for traffic control.

F. Commander

* * County EOP

ESF #13-14

Month Year
1. The Police Commander or his designated alternate will be in command of the entire police operation in the affected area.

2. It shall be the Commander who shall make the determination as to what police action is required in the involved area.

3. The Commander shall be responsible for the relay of information upward through the department chain of command to the Chief of Police and other appropriate police department authority.

4. The Commander shall station himself at the on-site Police Command Post and direct all police activities at the involved site.

5. The Commander will ensure the relay of vital information to the Commander of the Patrol Operations through the on-site Communications Officer.

G. Call-up Procedure

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

1. All department personnel will be under a general call-up order.

2. All days off and leave time are automatically cancelled for the duration of emergency conditions.

3. All personnel called from off-duty will report to the patrol supervisor in command at police headquarters.

4. The call-up of commissioned and reserve officers will be by designated personnel on orders of the Chief of Police or his designated alternate.

5. Personnel will report for duty in the uniform of the day.

* County FOP

ESF #13-15

Month Year
H. Assignment of Personnel

1. The manpower needs will be assessed by the Commander on the scene of the disaster. The Commander or his immediate subordinate will assign personnel as needed and available for:

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

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

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

   a. Telephone terminal hook-up.
   b. Staging area for incoming equipment.
   c. Radio contact to be maintained between the command post and staging area for effective dispersal of personnel and equipment as determined by need.
   d. The command post shall be positioned in proximity to the disaster area, but far enough away to not hamper the free movement of personnel and equipment into the area. It shall be manned by the commander or field sergeant and sufficient personnel to facilitate the flow of information and services needed.
   e. The patrol supervisor at headquarters will assume responsibility for police operations in the communications center to assure that all police related orders and requests are handled on a priority basis.
   f. Frequency designation will be made by on-site commander.
   g. All telephone calls concerning the disaster will be routed to the Duty * County EOP ESF #13-16 Month Year
Officer/Supervisor.

h. Personnel assigned to the Detective Division will remain available for assignment as needed.

i. The commander will evaluate any occurrence which may require the activation of specialized units and make final determination on the activation of such units.

j. If activated, special units will report to the command post for assignment of their teams, personnel assigned to these units will report directly to their commanders at the staging area.

k. In the event of an impending disaster, all district and traffic units not actively engaged in call response or other necessary activity will move slowly through their assigned areas with their sirens on high-low or alternating to alert the community of the imminent danger. This alert activity will continue until the all clear is broadcast by communications, or the disaster occurs, or the officer receives another assignment requiring immediate response. In the event that the department base communication system is damaged or for any other reason rendered inoperable, communications will be handled by mobile and handheld portable radio units.

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

a. The Rolla Police Department will provide support personnel.

b. The Commander will determine the number of personnel assigned to this duty. Personnel assigned will be under the command of the County Sheriff.

5. A Red Cross Flag or an official American Red Cross vehicle authorization card displayed on the windshield will identify civilians who have the right or need to be in the area (residents, etc.) and will be issued at the command post by the officer in charge. (Provided by the American Red Cross).
Emergency Support Function (ESF) #15
External Affairs

Primary Agency/ESF Coordinator

City of Rolla Emergency Management Agency

Support Agencies:

All County/City Departments

I. PURPOSE

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

II. SCOPE

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

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

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The City of Rolla is served by various news media, either located within the County/City or in the surrounding area, which would be utilized to disseminate public information in an emergency or disaster situation. News media serving the area include:

   a. Radio Stations:
   b. Television Stations:
   c. Newspaper:

2. The primary Emergency Alert System (EAS) station for the City of Rolla is
KZNN-FM, 105.3. It is accessed at Rolla Central Communications Center.

3. There are no prominent groups of non-English speaking people in the City of Rolla. Dissemination of information will be in English. If necessary, the translation of emergency public information will be coordinated with the area schools' foreign languages staff.

4. Sample news releases have been developed and are available with the City of Rolla Emergency Management Agency.

B. Planning Assumptions

1. The timely dissemination of emergency public information will reduce casualties, injuries, and prevent property and environmental damage, as well as promote the re-establishment of a healthy local economy.

2. The media serving the area will cooperate with local officials in the dissemination of information to the public.

3. Sufficient departmental representatives will be available to coordinate public information and interface with the media and other agencies. If there are not a sufficient number of trained PIOs available, the City of Rolla’s emergency organization may be overwhelmed by the demand for information.

4. The dissemination of timely, well-coordinated public information will help to maintain public trust and confidence during an emergency situation.

5. A large disaster will result in state, national, and international media coverage, and in the aftermath of a disaster, media personnel may attempt to obtain information from other than “official” sources.

6. The need for timely and useful public information will continue throughout the recovery phase and the City of Rolla’s ability to maintain a program to keep the community informed is a critical recovery function.

IV. CONCEPT OF OPERATIONS

A. General

1. The City of Rolla recognizes the media as a logical extension of the disaster operation and will use the local media to provide emergency instructions and potentially lifesaving information to the public. In most cases, contact with the media will be maintained using landline and cellular telephones, facsimile, and email.

2. The right of the media to inform the public in any disaster situation is recognized by the City of Rolla and with the permission of public safety officials, the media may have access to areas that are closed to the public. In general, authorized members of the media will be permitted reasonable access
to the disaster site as long as they do not interfere in any way with public safety actions, compromise the integrity of a possible crime scene, or endanger their own safety.

3. Since many emergencies strike rapidly, the public information system cannot always react swiftly enough to properly inform the public about the hazard and for this reason, it is important that citizens are made aware of potential hazards and appropriate protective measures prior to the occurrence of an emergency. The City of Rolla will make every effort to provide ongoing public education to its citizens regarding emergency preparedness activities.

4. Every effort will be made to provide emergency public information to special needs groups, such as the hearing and visually impaired and non-English speaking populations. Close coordination will be required with the government, volunteer, and community agencies described further in ESF #6 Mass Care, Emergency Assistance, Housing and Human Services.

5. In addition to providing information to the public through the media, emergency public information may also be disseminated directly to the public by establishing a citizen inquiry hotline and using the capabilities of the Internet.

6. Public information activities will initially be coordinated from the City of Rolla EOC, but in major events or those with considerable media attention, the County/City may establish a Joint Information Center (JIC) to facilitate the coordinated release of information from all responding agencies.

7. ESF #15 will address the following functions:

a. Public Affairs will coordinate messages from the various agencies and establish a Joint Information Center as needed. Public Affairs will gather information on the incident and provide incident related information through the media and other sources to keep the public informed. Public Affairs will monitor the news coverage to ensure the accuracy of the information being disseminated. Public Affairs will handle appropriate special projects such as news conferences and press operations for incident area tours.

b. Community Relations will prepare an initial action plan with incident-specific guidance and objectives, at the beginning of an actual or potential incident to address community issues. They will identify and coordinate with the community leaders and neighborhood groups to assist in the rapid dissemination of information, identify unmet needs, and establish an ongoing dialogue and information exchange.

c. Legislative Affairs will establish contact with the state legislative and congressional offices representing the affected areas to provide information on the incident. The locality should be prepared to arrange an incident site visit for legislators and their staffs. Legislative Affairs will
also respond to legislative and congressional inquiries.

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

B. Actions by Operational Timeframe

1. Preparedness

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

2. Response

a. Inform the public of health and/or safety concerns and ways to reduce or eliminate the associated dangers.
b. Provide evacuation instructions and shelter locations.
c. In coordination with the EOC Team, release emergency information as
dictated by the situation.
d. Ensure the Citizen "Helpline" is receiving timely, accurate information.
e. Implement a proactive public information strategy to ensure the media's needs are being met.
f. If the situation dictates, activate and staff the JIC.
g. Work with other jurisdictions to ensure consistency in the information released to the public.
h. If needed, request assistance from other regional PIOs or provide trained PIOs to other jurisdictions when requested.
i. If the situation dictates, request activation of the Regional Joint Information Center (JIC) to assist with the release of consistent information from all involved agencies in the region.
j. Work to develop and implement a regional public information strategy to ensure the consistency and completeness of information dissemination.
k. Other specific response information will be dictated by the situation.

3. Recovery

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

4. Mitigation

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

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator
City of Rolla Emergency Management Agency

1. Provide a representative to the EOC to serve as the ESF # 15 Primary Agency.
2. Gather and disseminate information about the event.
3. Coordinate the emergency public information activities of all involved
4. Work to ensure timely, accurate, consistent, and useful information is being disseminated through all available media outlets.
5. If needed, establish and staff a Joint Information Center (JIC).
6. Provide information to elected and appointed officials regarding the event and coordinate media access to elected officials.
7. Handle appropriate special projects such as news conference.
8. Assist in establishing a phone bank to respond to citizen inquiries.
9. Work with the EOC to coordinate official “VIP” visits to the affected area(s).

B. Support Agencies

All City Departments

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

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #15 External Affairs:

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

EMERGENCY PUBLIC INFORMATION DIAGRAM
Appendix 2 to Annex C

FORMAT AND PROCEDURES FOR NEWS RELEASES

A. FORMAT

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

2. Text of the news release.

3. Substantiating records for the release.

4. Date and time received.

5. Date and time released.

6. How and to whom the news release was issued.

B. RELEASE PROCEDURES

1. Verify the authenticity of the information contained in the release.

2. Verify that a duplicate release has not already been made.

3. Prepare the release in the format listed above.

4. Determine if the information contained in the release is in the public interest and will not create unwarranted or unnecessary fear, anguish, or other adverse reaction among the public. However, news releases will not be withheld simply to avoid political or public official embarrassment should the situation so warrant.

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

6. Copies of all news releases will be filed chronologically.

7. Copies of all news releases will be furnished to the Rumor Control center.
Appendix 3 to Annex C

STATEMENT OF UNDERSTANDING FOR EMERGENCY PUBLIC INFORMATION OPERATIONS

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

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

The EOC of the City of Rolla will:

1. Provide the media with a description of the threat and the actions that the emergency staff of the City of Rolla is taking to combat the effects of the threat.

2. Provide immediate guidance for the public to lessen the dangers to life and property from the threat.

3. Establish with the media, a schedule of briefings on the progress of the threat and additional actions to be taken by the public to lessen the possibility of loss of life and damage to property.

4. Issue bulletins on any insignificant change in the threat as those changes occur.

5. Advise the media that the danger of the threat has passed and that no further EOC operations are necessary.

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

1. Accept the transmissions from the EOC of the City of Rolla for inclusion in regular news programs or as special news bulletins or to be printed as emergency guidance for the purpose of saving life or reduction of property damage, for the duration of the threat.

2. Accept and maintain in place any equipment provided for communications and report to the City of Rolla any damage to or outages of such equipment.

3. Test any equipment provided by the City of Rolla by brief two-way transmissions on the first Wednesday of each month at 10:00 a.m. local time.
NB: THIS STATEMENT OF UNDERSTANDING BETWEEN THE CITY OF ROLLA AND THE MEDIA IS IN NO WAY INTENDED TO ABRIDGE THE FREEDOM OF THE PRESS OR TO CONSTRAIN THE EDITORIAL RESPONSIBILITY INHERENT IN AN OPEN SOCIETY. THE SOLE PURPOSE OF THIS STATEMENT OF UNDERSTANDING IS TO ESTABLISH A SOURCE OF INFORMATION FOR THE MEDIA WHEN A THREAT OR POTENTIAL THREAT EXISTS TO THE LIFE AND PROPERTY OF THE CITIZENS OF CITY OF ROLLA.

For the Media

For the city

*Entered as an example only, testing should be established by mutual agreement and entered in the statement of understanding at this point.
Appendix 4 to Annex C

NEWS MEDIA CONTACT POINTS

A. Newspapers

Rolla Daily News ................................................................. 364-2468
St. James Leader-Journal .................................................... 256-3321

B. Radio Stations

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

C. Television Stations

KRCG, Channel 13, Jefferson City ......................................... 896-5144
KOMU, Channel 8, Columbia ................................................. 442-1122
KOLR, Channel 10, Springfield ............................................. 417-862-1010
KYTV, Channel 3, Springfield ............................................. 417-866-2766
KMOV, Channel 4, St. Louis ................................................. 314-621-4444

D. Cable Television Service

Fidelity Cable Vision, Rolla ................................................. 364-5206
Charter Communications, Washington ................................. 636-239-4992
Appendix 5 to Annex C

NEWS RELEASE LOG

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Appendix 6 to Annex C

SAMPLE NEWS RELEASES

Sample Radio/TV Message - Evacuation Ordered - Flooding

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

This is _____________________. The flooding situation continues in parts of ______________________ and may worsen. For your safety, I am asking that you leave the ______________________ area as soon as possible (give boundaries of local area, evacuation routes). Be sure to take essential items -- medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers -- but do not overload your car.

Secure your home before you leave. Be sure to check on any neighbors who may need assistance. If you cannot stay with relatives or friends outside of the evacuation area, go to (one of) the Red Cross shelter(s) at ______________________.

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

Sample Radio Message - No Information Available - Earthquake

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

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

This is __________________________ at the ___________________________. The magnitude of the earthquake which struck the __________________________ area at ___(time)___ today, has been determined to be ____________ on the Richter scale. The epicenter has been fixed at __________________________ by (scientific authority).___

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

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

Summary Statement for Media - Hazardous Materials Incident

At approximately ________ am/pm today, a spill/release of a potentially hazardous substance was reported to this office by ___(a private citizen, city employee, etc.)____. (Police/Fire) ___ units were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be ___(describe)___, a ___(hazardous/harmless)___ (chemical, gas, substance, material)___ which, upon contact, may produce symptoms of __________________________. Precautionary evacuation of the ___(immediate/X-block)___ area surrounding the spill was ___(requested/required)___ by ___(agency)___ . Approximately ___(number)___ persons were evacuated.

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

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

Response agencies involved included

r (JIC) Standard Operating Guidelines

*______ County EOP ESF #15-13 Month Year