The background of the entire page is a close-up, slightly blurred image of the American flag, showing the stars and stripes in shades of red, white, and blue.

City of St. Joseph, Missouri

Emergency Operations Plan

Updated 4/2022

City Of St. Joseph

EMERGENCY OPERATIONS PLAN

Prepared by

THE LOUIS BERGER GROUP, INC.

In Conjunction With

DEPARTMENT OF PUBLIC SAFETY STATE
EMERGENCY MANAGEMENT AGENCY

And

CITY OF ST. JOSEPH
EMERGENCY MANAGEMENT AGENCY

And

CITY OFFICIALS
JANUARY 2004
UPDATED 2011
UPDATED 9/2013
UPDATED 12/2015
UPDATED 11/2017
UPDATED 9/2019
UPDATED 09/2020
UPDATED 12/2021
UPDATED 4/2022

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**CITY OF ST. JOSEPH, MISSOURI EMERGENCY OPERATIONS PLAN
SUGGESTED DISTRIBUTION LIST**

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| 6. | Fire, Training Officer | 1 |
| 7. | Police Chief | 1 |
| 8. | Police, Commander | 1 |
| 9. | Police, Training Officer | 1 |
| 10. | Communications Manager (PIO) | 1 |
| 11. | City Clerk | 1 |
| 12. | City, Legal | 1 |
| 13. | Administration, Director | 1 |
| 14. | Health Department, Director | 1 |
| 15. | Parks Department, Director | 1 |
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| 18. | Public Works, Superintendent of Streets | 1 |
| 19. | Purchasing | 1 |
| 20. | ARES, Officer | 1 |
| 21. | LEPC Chairman | 1 |
| 22. | Sheriff, Buchanan County | 1 |
| 23. | Emergency Management Director, Buchanan County | 1 |
| 24. | Captain, Missouri State Patrol, Troop H | 1 |
| 25. | Safety Officer, KCPL | 1 |
| 26. | Safety Officer, Missouri-American Water Company | 1 |
| 27. | Safety Officer, Missouri Gas Energy | 1 |
| 28. | Safety Officer, School District Office | 1 |
| 29. | EMA Officer, Missouri Air National Guard | 1 |
| 30. | EBS Officer, KFEQ Radio | 1 |
| 31. | Manager, KKJO Radio | 1 |
| 32. | Captain, Salvation Army | 1 |
| 33. | Buchanan County EMS, Director | 1 |
| 34. | Safety Officer, Mosaic Life Care | 1 |
| 35. | American Red Cross | 1 |
| 36. | Civil Air Patrol | 1 |
| 37. | Missouri State Hospital, Security Chief | 1 |
| 38. | Missouri State Hospital, Fire Chief | 1 |
| 39. | Missouri Department of Corrections | 1 |
| 40. | State Emergency Management Office | 1 |
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FOREWORD

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

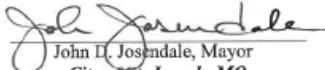
- H. Each organization/agency with an assigned task will be responsible for updating their portion of the plan as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency organizations. It is also the responsibility of those organizations/ agencies that make changes to this plan to do so in collaboration with the City of St. Joseph Emergency Manager.

PROMULGATION STATEMENT

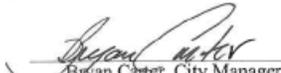
Officials of the *City of St. Joseph*, in conjunction with the Missouri State Emergency Management Agency, have developed an emergency operations plan that will enhance their emergency response capability. This document is the result of that effort.

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

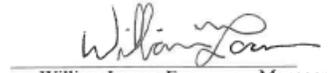
When used properly and updated annually this plan can assist local government officials in responding to and recovering from the effects of natural and man-made disasters. This plan and its' provisions will become official when it has been signed and dated below by the concurring government officials.


John L. Josendale, Mayor
City of St. Joseph, MO

4-29-22
Date


Bryan Carter, City Manager
City of St. Joseph, MO

4-28-22
Date


William Lamar, Emergency Manager
City of St. Joseph, MO

4/29/22
Date

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GLOSSARY OF TERMS AND ACRONYMS

Access and Functional Needs: Those actions, services, accommodations, and programmatic, architectural, and communication modifications that a covered entity must undertake or provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods facilities, privileges, advantages, and accommodations in the most integrated setting, in light of the exigent circumstances of the emergency and the legal obligation to undertake advance planning and prepare to meet the disability-related needs of individuals who have disabilities as defined by the ADA Amendments Act of 2008, P.L. 110-325, and those associated with them.

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

CHEMTREC: Chemical Transportation Emergency Center

CBRNE: Chemical, Biological, Radiological, Nuclear or Explosive

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

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

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

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

DMORT: Disaster Mortuary Operations Response Team

DRC: Disaster Recovery Center

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

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

EOP: Emergency Operations Plan

EPI: Emergency Public Information

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

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

FNSS: Functional Needs Support Services

FRP: Federal Response Plan

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

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

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

HAZMAT: Hazardous Material

HSRRS: Homeland Security Regional Response Systems

HSRT: Homeland Security Response Team

IMS: Incident Management System

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

JOC: Joint Operations Center

JIC: Joint Information Center

LEPC: Local Emergency Planning Committee

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

296, 116 Stat. 2135, et seq. (2002).)

LPHC/D: Local Public Health Center/Department

MFDA: Missouri Funeral Directors Association MSHP – Missouri State Highway Patrol

MULES: Missouri Uniform Law Enforcement System

NAWAS: National Warning System

NERRTC: National Emergency Response and Rescue Training Center

NIMS: National Incident Management System

NRP: National Response Plan

PIO: Public Information Officer

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

SAC: Special Agent in Charge

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

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

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

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

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

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

Vector: Carrier of a disease.

WMD: Weapons of Mass Destruction

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TABLE OF CONTENTS
CITY OF ST. JOSEPH

EMERGENCY OPERATIONS PLAN

SUGGESTED DISTRIBUTION LIST Introduction

RECORD OF CHANGES Introduction

FOREWORD Introduction

PROMULGATION STATEMENTS..... Introduction

GLOSSARY OF TERMS AND ACRONYMS Introduction

TABLE OF CONTENTS Introduction

BASIC PLAN

I Purpose..... BP-1

II. Situation and Assumptions BP-1

III. Concept of Operations BP-3

IV. Organization and Assignment of Responsibilities BP-4

V. Direction and Control BP-5

VI. Continuity of Government BP-6

VII. Administration and Logistics BP-7

VIII. Plan Development and Maintenance BP-8

IX. Authorities and References BP-9

APPENDIX 1 - Emergency Management Diagrams by Emergency Function BP-11

APPENDIX 2 - Assignment of Responsibilities BP-12

 Attachment A - Functions & Responsibility Charts (City of St. Joseph)BP-13

 Attachment B - Tasks Assignments by Function..... BP-14

 Attachment C – Emergency Management Agency Tasks BP-19

 Attachment D – Emergency Services Task Assignments..... BP-22

 Attachment E – Military Support BP-27

APPENDIX 3 - Emergency (Disaster) Classification & Control Procedures
(Response and Notification)BP-31

APPENDIX 4 - Procedures for Requesting State and Federal Assistance BP-33

 Attachment A – Contact Numbers BP-35

APPENDIX 5 - City of St. Joseph Hazard Analysis (Types of Hazards)BP-37

 Attachment A - Earthquake Response BP-40

 Addendum 1 - Projected Earthquake Intensities (Map) BP-42

 Attachment B - Dam Failure BP-43

 Addendum 1 – Buchanan County Dam Inventory BP-44

 Attachment C - National Flood Insurance Program Information BP-45

APPENDIX 6 -Emergency Government Proclamation and/or Resolution of a
State of Emergency in City of St. Joseph BP-46

| | |
|-----------------------------------------------------------------------------------------|------|
| ANNEX A - DIRECTION AND CONTROL | A-1 |
| ESF # 5 - EMERGENCY MANAGEMENT | |
| APPENDIX 1 - Direction and Control Functional Diagrams (City of St. Joseph)..... | A-8 |
| APPENDIX 2 - EOC Staffing Roster and Call-Up List | A-9 |
| APPENDIX 3 - Message Handling Procedures | A-10 |
| Attachment A - ICS 213 Message Form..... | A-11 |
| Attachment B - ICS 309 Communications Log..... | A-12 |
| Attachment C - ICS 214 Activity Log | A-13 |
| APPENDIX 4 - EOC Standard Operating Guidelines..... | A-14 |
| APPENDIX 5 – Direction and Control (NIMS)..... | A-15 |
| | |
| ANNEX B - COMMUNICATIONS AND WARNING | B-1 |
| ESF #2 - COMMUNICATIONS | |
| APPENDIX 1 – Communications and Warning Diagram..... | B-8 |
| APPENDIX 2 - Communications and Warning Capabilities by Department | B-9 |
| APPENDIX 3 - Warning Capabilities | B-13 |
| APPENDIX 4 - Concept of Operations | B-15 |
| APPENDIX 5 - Management Notification Procedures | B-16 |
| APPENDIX 6 - General Emergency Policy | B-19 |
| | |
| ANNEX C - EMERGENCY PUBLIC INFORMATION | C-1 |
| ESF #15 – EXTERNAL AFFAIRS | |
| APPENDIX 1 - Emergency Joint Information Organizational Chart | C-6 |
| APPENDIX 2 - Format and Procedures for News Releases..... | C-7 |
| APPENDIX 3 - Statement of Understanding for Emergency Public Information Operations ... | C-8 |
| APPENDIX 4 - Media Points of Contact | C-10 |
| APPENDIX 5 - News Release Log | C-11 |
| APPENDIX 6 - Public Information Procedures for Terrorist Incidents..... | C-12 |
| APPENDIX 7 - Sample News Releases | C-15 |
| | |
| ANNEX D - DAMAGE ASSESSMENT | D-1 |
| APPENDIX 1 - Disaster Forms | D-7 |
| Attachment A - SEMA Disaster Assessment Summary, Completion Instructions..... | D-16 |
| Attachment B - Initial Damage Estimate Form, Completion Instructions..... | D-19 |
| APPENDIX 2 – Disaster Assistance Resource Contact Numbers..... | D-24 |
| | |
| ANNEX E - LAW ENFORCEMENT | E-1 |
| ESF #13 – PUBLIC SAFETY AND SECURITY | |
| APPENDIX 1 - Law Enforcement Functional Diagram..... | E-8 |
| APPENDIX 2 - Law Enforcement Resources | E-9 |
| Attachment A - Terrorism Resources | E-11 |
| | |
| ANNEX F - FIRE AND RESCUE | F-1 |
| ESF #4 - FIREFIGHTING | |
| APPENDIX 1 - Fire and Rescue Organizational Chart..... | F-8 |
| APPENDIX 2 - Fire Department Resource List..... | F-9 |

| | |
|------------------------------------------------------------------------------|------------|
| APPENDIX 3 - Incident Management System | F-11 |
| ANNEX G - RESOURCE AND SUPPLY | G-1 |
| ESF #7 – LOGISTICS MANAGEMENT AND RESOURCE SUPPORT | |
| APPENDIX 1 - Resource and Supply Functional Diagram | G-7 |
| APPENDIX 2 - Resource Lists | G-8 |
| ANNEX H - HAZARDOUS MATERIALS RESPONSE | H-1 |
| ESF #10 – OIL AND HAZARDOUS MATERIAL RESPONSE | |
| APPENDIX 1 - Hazardous Materials Response Organization Chart | H-29 |
| APPENDIX 2 - Local Emergency Planning Committee Membership Roster | H-30 |
| APPENDIX 3 - Response Agencies for Hazardous Materials Incidents | H-46 |
| Attachment A - HAZARDOUS MATERIAL RESPONSE AGENCIES..... | H-47 |
| APPENDIX 4 - Transportation Routes (Map) | H-48 |
| APPENDIX 5 - Fixed Facilities with Hazardous Substances | H-49 |
| APPENDIX 6 - Fixed Facilities with Extremely Hazardous Substances | H-50 |
| APPENDIX 7 - Chemical Emergency Notification Report..... | H-51 |
| APPENDIX 8 - Checklist of Actions by Operating Time Frames | H-52 |
| APPENDIX 9 - Radiological Incidents | H-54 |
| APPENDIX 10 - Proposed Exercise Schedule | H-59 |
| APPENDIX 11 - Proposed Training Schedule | H-60 |
| APPENDIX 12 – Hazardous Materials Concept of Operations for St. Joseph | H-61 |
| Attachment A - Hazardous Waste Operations and Emergency Response | H-64 |
| ANNEX I - PUBLIC WORKS | I-1 |
| ESF #3 – PUBLIC WORKS AND ENGINEERING | |
| APPENDIX 1 - Public Works Organizational Chart..... | I-7 |
| APPENDIX 2 - City of St. Joseph Public Works Department Inventory List..... | I-8 |
| APPENDIX 3 - Utility Companies Serving City of St. Joseph | I-9 |
| ANNEX J – EVACUATION | J-1 |
| APPENDIX 1 - Evacuation Functional Diagram | J-8 |
| APPENDIX 2 - Staging Areas | J-9 |
| APPENDIX 3 - Hazardous Materials Incident Evacuation | J-10 |
| APPENDIX 4 - Flood Evacuation | J-12 |
| APPENDIX 5 - Record of Evacuation (Form) | J-14 |
| ANNEX K – SHELTERING IN-PLACE | K-1 |
| APPENDIX 1 – Shelter-In-Place Functional Diagram..... | K-4 |
| APPENDIX 2 – All Hazard Shelter-In-Place Guidance..... | K-5 |
| ANNEX L - RECEPTION AND CARE | L-1 |
| ESF #6 – MASS CARE, EMERGENCY ASSISTANCE, HOUSING AND HUMAN SERVICES | |
| APPENDIX 1 - Reception and Care Functional Diagram | L-8 |
| APPENDIX 2 - Reception and Care Facilities and Resources | L-11 |
| APPENDIX 3 - Sample Registration Form | L-12 |

APPENDIX 4 – Pets in DisasterL-13

ANNEX M - HEALTH AND MEDICALM-1

ESF #8 – PUBLIC HEALTH AND MEDICAL SERVICES

APPENDIX 1 - Health and Medical Organizational Chart..... M-9

APPENDIX 2 - Health and Medical ServicesM-10

APPENDIX 3 - Mortuary Operations.....M-12

APPENDIX 4 –Local Public Health Executive SummaryM-13

ANNEX N – TERRORISM..... N-1

APPENDIX 1 – Homeland Security Response Team Map N-14

CITY OF ST. JOSEPH CITY EMERGENCY OPERATIONS PLAN

BASIC PLAN

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

Situation

- St. Joseph is the county seat of Buchanan County and is located in the extreme northwestern edge of the County on the Missouri River. It has a population of 76,780, a land area of 44.50 square miles and 1,687.7 people per square mile per 2010 census data.
- Located in Buchanan County, the land is a mixture of rolling prairie, valleys and hills. The land is drained by several streams and rivers including the Platte, One-hundred and Two, Missouri, Bee, Castile, Malden, Ten-mile, Forty-mile, Sugar, Contrary and Blacksnake Creeks. There are two natural lakes in the city including: Contrary and Browning Lakes. St. Joseph is a regional hub built on a diversified economy. Agribusiness, foodstuffs, paper products and pet foods are among major manufacturing commodities.
- The city is vulnerable to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. The identified natural and technological hazards include but are not limited to the following (see Appendix 5 to the Basic Plan for further information):

| | |
|----------------------|-------------------------------|
| Floods | Urban/structural fires |
| Tornadoes | Hazardous materials incidents |
| Wildfires | Transportation accidents |
| Earthquakes | Drought |
| Power failure | Civil Disorder |
| Severe Winter Storms | Terrorism |
| Dam failure | Heat waves |
| Nuclear attack | Public health emergencies |

- The City of St. Joseph Emergency Operations Plan was developed for City of St. Joseph.
- The Buchanan County Local Emergency Planning Committee (LEPC) is responsible for the development of a hazardous materials plan for the City of St. Joseph. This plan is an appendix to Annex H.
- Incidents involving acts of terrorism will be managed as established by two directives: The Presidential Decision Directive 39 (PDD-39) which provides specific policy guidance regarding the response to acts of terrorism; and The Homeland Security Presidential Directive/HSPD-5 which enhances the ability of the United States to manage domestic incidents by establishing a single comprehensive National Incident Management System. (See Annex N for further information on terrorism incidents.)
- The City of St. Joseph has capabilities and resources which, if effectively employed, could 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.
- Mutual aid agreements, both written and verbal, exist between many of the emergency service agencies, the subdivisions in the county and surrounding areas.
- This emergency management plan is being developed and maintained as required by local executive order, pursuant to Missouri State Law, Chapter 44, RSMo, and the all-hazard emergency planning guidance developed by the State Emergency Management Agency (SEMA).

Assumptions

- Some of the situations as previously stated may occur after implementation of warning and other preparedness measures, but others may occur with little or no warning. Officials of the City of St. Joseph are aware of the possible occurrence of an emergency or major disaster and are also aware of their responsibilities in the execution of this plan and will fulfill these responsibilities as needed.
- The proper implementation of this plan may reduce or prevent the loss of lives and damage to property in the City of St. Joseph.
- 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.

III. CONCEPT OF OPERATIONS

General

- It is the responsibility of local government to provide for a comprehensive emergency management program that meets the emergency needs of those who either have been or might be affected by an emergency or major disaster. When the emergency exceeds the local government's capability to respond, assistance will be requested from the state government. If additional assistance is needed beyond state capabilities, the state will coordinate requests to the proper federal agencies.
- The chief elected official is ultimately responsible for emergency management activities within the boundaries of the jurisdiction. The Presiding Commissioner of Buchanan County is responsible for those activities in the unincorporated areas of the county and in those incorporated communities that do not have a local emergency management organization (see Title II, Division 10, Chapter 11, of the Missouri Code of Regulations). The chief elected official of each municipality (i.e., Mayor, Chairman) has a similar responsibility within their corporate boundaries. These officials can delegate their authority, but never their responsibility.
- At no time will the county commission supersede the authority of the elected officials of the City of St. Joseph unless: (1) requested to do so by those elected officials, (2) the local subdivisions' governmental body is incapacitated or ceases to exist, or (3) empowered to do so by the governor under the authority of Chapter 44, RSMo.
- 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.
- Those day-to-day functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.
- This plan or portions thereof will be implemented according to the emergency classification and control procedures set forth in Appendix 3 to this Basic Plan. The procedures discussed under this Appendix will describe what happens when an emergency/disaster occurs, activation of the EOC, response procedures, and notification of departments/individuals.
- By City Court Order 4623 (updated 1997 Chapter 2 Division 2-351), the City of St. Joseph created an emergency management organization responsible for the preparation and implementation of emergency functions for the City of St. Joseph in accordance with Chapter 44, RSMo and the State of Missouri Emergency Operations Plan.
- By City Resolution Number 22887, The City of St. Joseph became part of the Project

Impact Community to mitigate the hazard of flooding.

Operational Time Frames

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

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

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Organization

The emergency management organization for the City of St. Joseph will be set up along the following functional lines:

| | |
|----------------------------------------------------------|---------|
| Direction and Control ESF #5 Emergency Management | Annex A |
| Communications and Warning ESF #2 Communications | Annex B |
| Emergency Public Information ESF #15 External Affairs | Annex C |
| Damage Assessment | Annex D |
| Law Enforcement ESF #13 Public Safety and Security | Annex E |
| Fire and Rescue ESF #4 Firefighting | Annex F |

| | |
|------------------------------------------------------------------------------------------|---------|
| Resource and Supply ESF #7 Logistics Management and Resource Support | Annex G |
| Hazardous Materials Response ESF #10 Oil and Hazardous Materials Response | Annex H |
| Public Works ESF #3 Public Works and Engineering | Annex I |
| Evacuations | Annex J |
| In-Place Sheltering | Annex K |
| Reception and Care ESF #6 Mass Care, Emergency Assistance, Housing and Human Services | Annex L |
| Health and Medical ESF #8 Public Health and Medical Services | Annex M |
| Terrorism | Annex N |

The City of St. Joseph has established an organization and developed plans and procedures to perform the functions listed above using all available resources. Diagrams of the emergency management structure by emergency function for the City of St. Joseph are located in Appendix 1 to this Basic Plan.

Assignment of Responsibilities

- Specific groups, departments/agencies, and individuals will be assigned a primary responsibility to prepare for and to perform (coordinate) each of the functions listed previously. Others will be assigned a support responsibility. In some cases a function will be assigned to a county official or agency, while others to city agencies or a combination thereof. Assignments for the City of St. Joseph are identified on charts in Appendix 2 to this Basic Plan.
- The specific tasks to be performed in each function are found in detail in each functional annex. Appendix 2 to this Basic Plan contains a basic list of task assignments by function common for both the county and city organizations.
- It will be the responsibility of those agencies and individuals having a primary and/or support assignment to develop and maintain current standard operating guidelines (SOGs), contact lists and checklists which detail how their assigned tasks will be performed to implement this plan.
- Departments and organizations tasked with emergency responsibilities will address the requirements of functional needs groups (i.e., provide for medical needs, transportation, and other emergency support for the handicapped, elderly, etc.).

V. **DIRECTION AND CONTROL**

The City Manager of the City of St. Joseph (or their designated representative) will advise the Mayor and City Council in all matters of emergency management activities to include implementing this plan and directing emergency response within their jurisdiction based on the recommendations of the Emergency Manager. The Mayor is responsible for declaring a state of emergency and requesting state and federal assistance when appropriate at the recommendation of the Emergency Manager.

The Emergency Manager is responsible for the following:

- Briefing appropriate officials and new employees on their roles in emergency management.
- Coordinating all emergency management activities.
- Making decisions on routine day-to-day matters pertaining to emergency management.
- Advising elected officials on courses of action available for major decisions.
- Ensuring proper functioning and staffing of the EOC and coordinate EOC operations during an emergency.
- Preparing emergency proclamations/resolutions of a state of emergency when/if appropriate (see Appendix 6 to this Basic Plan).
- Acting as liaison with other local, state, and federal emergency management agencies.
- Other duties as outlined in the local ordinances, court orders, and agreements.

Emergency Operations Center (EOC)

- Direction and control will originate from the EOC.
- The primary EOC for City of St. Joseph will be located in Firehouse #12, 2807 St. Joseph Ave., St. Joseph, Missouri. In the event the primary EOC cannot be used, alternate EOCs have been identified. See Annex A for further information about the EOC.
- The EOC will be staffed according to the level of emergency. See Appendix 3 to this Basic Plan.

VI. CONTINUITY OF GOVERNMENT

A. Lines of Succession

1. In order to ensure that the residents of St. Joseph will be provided with continuous emergency services in a timely manner, the following lines of succession are established:
 - a. City Manager
 - b. Emergency Manager
 - c. Fire Chief/Police Chief (dependent upon availability)

The contact lists of those individuals are maintained in the St. Joseph Fire Department with the Emergency Manager, and the Communications Center.

2. City of St. Joseph Emergency Management Agency
 - a. Emergency Manager
 - b. Fire Chief/Police Chief (dependent upon availability)
3. The individual or agency responsible for each annex (emergency function) identified in this plan must establish a line of succession and ensure that departmental personnel and the Emergency Manager are informed of this line of succession (refer to each annex of this plan).
4. 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. Preservation of Records

1. Vital records for the City of St. Joseph are in various forms such as written, microfilmed, or computerized. Essential records for City of St. Joseph are available at the city hall and/or each city department. Records are stored in a vault in the City Clerk's office in the City Hall.
2. In order to provide normal government operations after a disaster, all vital

records of both a public and private nature recorded by such county and city officials as the clerk, collector, assessor, etc., must be protected and preserved. These would include legal documents, property deeds, tax records, etc. The following guidelines will apply:

- a. Certain records and documents are vital to the continuance of government following a major disruption of normal activities such as a major disaster. These records and documents are to be identified by officials responsible for their day-to-day maintenance.
- b. Resources from local government will be allocated to provide for one or more of the following options: (1) duplication of all such records, (2) timely movement to secure or safe areas outside the danger area, and/or (3) development of secure and safe storage areas within the jurisdiction.
- c. Each emergency support service (i.e., law enforcement, fire, public works, health, etc.) must establish procedures to protect records deemed essential for continuing government functions and the conduct of emergency operations.

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

VII. ADMINISTRATION AND LOGISTICS

- A. Whenever possible, procurement of necessary resources will be accomplished using normal, day-to-day channels. Emergency purchasing procedures are identified in Appendix 3 to Annex G (Resource and Supply).
- B. During unusual situations when such constraints may result in the loss of life and property, normal requisition procedures can be circumvented. This will be done under the authorities and by the procedures set forth in the local ordinances.
- C. Accurate records of all actions taken in an emergency are essential for the design of mitigation activities, training and settling possible litigation. Each department head, or that person 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 can be utilized to supplement local resources should an emergency situation exhaust the capabilities of. Requests for such assistance will be made in accordance with negotiated mutual aid agreements and understandings. All such agreements should be formalized in writing whenever possible.
- E. Disaster assistance from the state or federal government will be utilized in

accordance with their provisions and statutes. Requests for such assistance will be made in accordance with the procedures as set forth in Appendix 4 to this Basic Plan.

- F. Resource and supply matters have been addressed in Annex G. The Resource and Supply Coordinator has identified those resources available in St. Joseph. This list will be expanded to include critical resources and those available from neighboring jurisdictions, military installations, and the state and federal government.
- G. Procedures 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 standard operating guidelines.
- H. 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.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Review and written concurrence of this plan and its annexes will be accomplished as follows: Each agency/department of government and private sector organizations assigned emergency responsibilities will review this plan. They will report their concurrence to their chief elected officials through the City of St. Joseph Emergency Manager.
- B. The Mayor, City Manager and Emergency Manager will sign the promulgation document for all departments and organizations.
- C. The City of St. Joseph Emergency Manager will initiate an annual review of the plan by all officials and agencies. The Emergency Manager will ensure that necessary changes and revisions to the plan are prepared, coordinated, published, and distributed. The Emergency Manager will provide a copy of the plan revisions to all organizations/agencies assigned responsibility for implementation of the plan.
- D. 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 Manager with the approval of the chief elected officials.

IX. AUTHORITIES AND REFERENCES

- A. Federal Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency

- Assistance Act, as amended
- B. Federal Public Law 99-499, SARA, Title III
 - C. Presidential Decision Directive 39 (PDD-39), U.S. Policy on Counterterrorism
 - D. Guide for All-Hazard Emergency Operations Planning, SLG 101, FEMA, September 1996
 - E. Revised Statutes of Missouri, Chapter 44, as amended
 - F. Revised Statutes of Missouri, 49.070
 - G. Missouri Code of State Regulations, Chapter 292, Spill Bill
 - H. Missouri Code of State Regulation, Title XI, Division 10, Chapter 11
 - I. State of Missouri Emergency Operations Plan, as amended
 - J. Missouri All-Hazard Emergency Planning Guidance, SEMA, as amended
 - K. Missouri Hazard Analysis, SEMA, as amended
 - L. City of St. Joseph General Ordinance 4623 establishing the City Emergency Management organization, October 6, 1980
 - M. City of St. Joseph Resolution No. 22887
 - N. Homeland Security Presidential Directive Five (HSPD-5), dated February 28, 2003
 - O. FEMA “Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelter.” Within the guidance document, the Legal authority for FNSS is identified on page 140.

APPENDICES

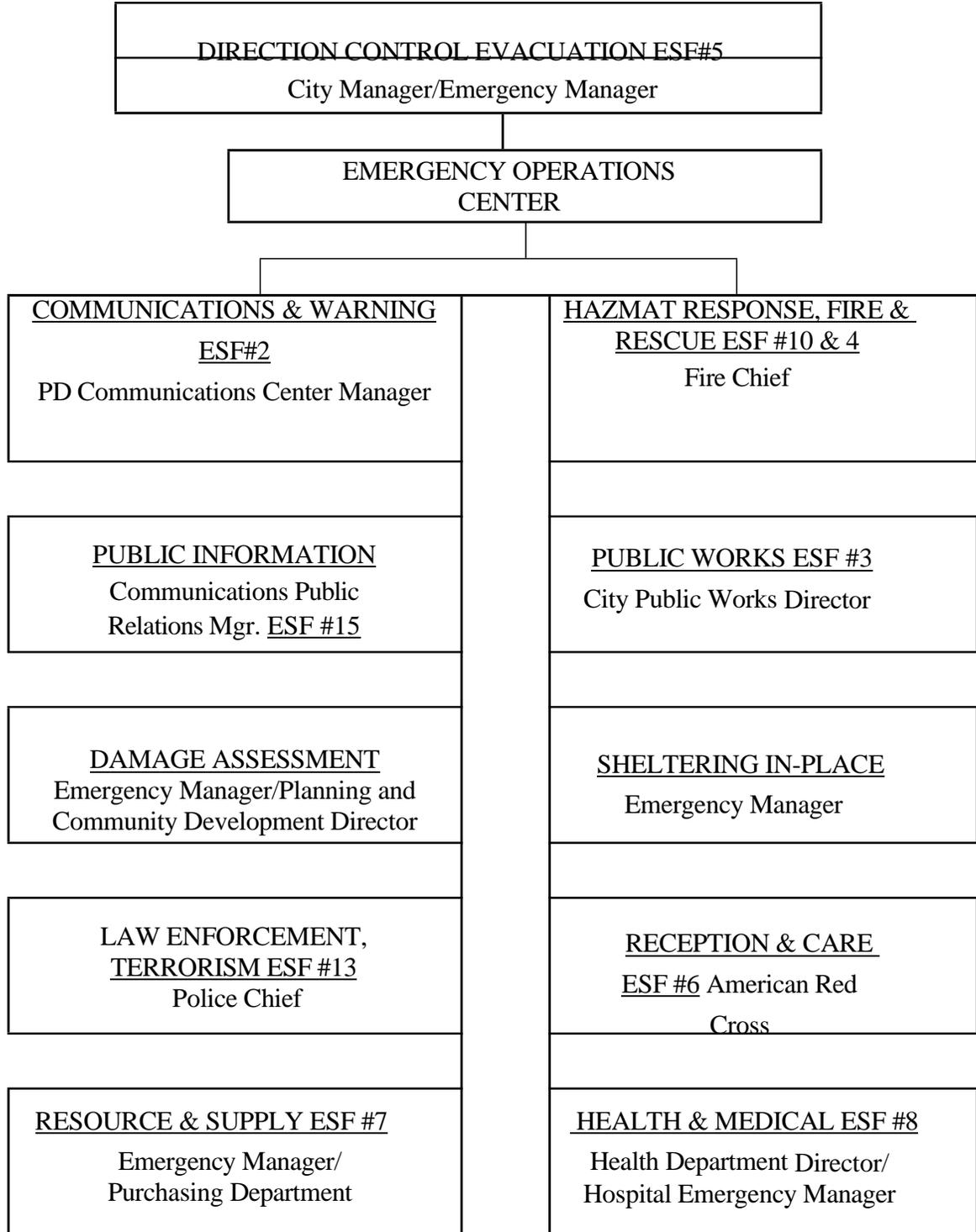
1. Emergency Management Diagrams by Emergency Function (City of St. Joseph)
2. Assignment of Responsibilities
 - Attachment A - Functions & Responsibility Charts
 - Attachment B - Task Assignments by Function
 - Attachment C – Emergency Management Agency Task Assignments
 - Attachment D – Emergency Services Task Assignments
 - Attachment E – Military Support
3. Emergency (Disaster) Classification and Control Procedures
4. Procedures for Requesting State and Federal Assistance

5. City of St. Joseph Hazard Analysis
Attachment A -Earthquake Response
Addendum 1 - Projected Earthquake Intensities (map)
Attachment B - Dam Failure
Addendum 1 - City of St. Joseph Dam Inventory
Attachment C - National Flood Insurance Program Information

6. Emergency Government Proclamation and/or Resolution of a State of Emergency
in the City of St. Joseph, MO

Appendix 1 to the Basic Plan

**CITY OF ST. JOSEPH EMERGENCY MANAGEMENT DIAGRAM
BY EMERGENCY FUNCTION**



Appendix 2 to the Basic Plan

ASSIGNMENT OF RESPONSIBILITIES

- A. Functions and Responsibility Charts (Attachment A)
 - 1. These charts assign specific agencies and/or individuals the responsibility to prepare for and to perform each of the fourteen identified emergency management functions (see Part IV of this Basic Plan), and also whether it is a primary (P) or supporting (S) role.
 - 2. There is one for the City of St. Joseph. The chart is general in nature and should not be considered all inclusive.

- B. Task Assignments by Function (Attachment B)
 - 1. There is one list of tasks for each function whether it is for the county or the municipality. Some tasks may be common to more than one function.

Attachment A to Appendix 2 of the Basic Plan

**FUNCTIONS & RESPONSIBILITY CHART
CITY OF ST. JOSEPH FUNCTIONS & RESPONSIBILITY CHART**

| FUNCTIONAL ANNEX | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------|------------------------------|-------------------|-----------------|---------------|-------------------|---------------------|--------------|------------|------------------|------------------|------------------|-----------|
| <p>P = Primary Responsibility</p> <p>S = Support Responsibility</p> <p>J = Joint Responsibility</p> <p>Department/Individual</p> | DIRECTION & CONTROL | COMMUNICATIONS & WARNING | EMERGENCY PUBLIC INFORMATION | DAMAGE ASSESSMENT | LAW ENFORCEMENT | FIRE & RESCUE | RESOURCE & SUPPLY | HAZARDOUS MATERIALS | PUBLIC WORKS | EVACUATION | IN-PLACE SHELTER | RECEPTION & CARE | HEALTH & MEDICAL | TERRORISM |
| City Manager | J | | S | | | | | | | J | | | | |
| Emergency Manager | J | J | J | J | S | S | J | S | S | J | P | J | S | S |
| Police Chief | S | S | S | S | P | S | | S | | J | | | | P |
| Fire Chief | S | S | | S | | P | | P | | S | | | S | S |
| Communications Manager | S | | J | | | | | | | | | | | S |
| City Health Department Director | S | | | | | | | | | | | J | P | S |
| Public Works Director | S | S | | S | | | S | | P | S | | S | | S |
| Communications Center Manager | | J | | | | | | | | | | | | |
| City Purchasing Agent, Finance Dept. | | | | | | | J | | | S | | S | | |
| Director Planning & Community Services | S | | | J | | | | | | | | | | |
| Parks & Recreation Director | | | | | | | | S | | | | S | | |
| County Red Cross/Salvation Army | S | | | S | | | | | | | | J | | |
| Civic Facilities Director, Parks Dept. | | | | | | | | | | | | S | | |
| Property Maintenance/Technology | | J | | | | | | | | | | | | |

Attachment B to Appendix 2 to the Basic Plan

TASKS ASSIGNMENTS BY FUNCTION

The following is a basic list of tasks assigned to each function. These task assignments are common to both county and city organizations. Specific tasks are listed in the appropriate Annex.

- A. Direction and Control (Annex A – ESF #5)
City of St. Joseph –Emergency Manager and City Manager
1. Make policy decisions relating to emergency management.
 2. Plan for emergency management activities.
 3. Oversee hazard mitigation activities.
 4. Control operations during disasters.
 5. Coordinate and direct relief and recovery operations.
 6. Coordinate emergency management activities.
 7. Maintain an exercise program.
 8. Supervise the emergency public information function.
 9. Maintain and expand warning and alert devices (sirens, tone-activated receivers, etc.).
- B. Communications and Warning (Annex B – ESF # 2)
City of St. Joseph - Communications Center Manager - Police Dept.
1. Monitor all emergency situations to ensure proper response.
 2. Train personnel (FT and supplementary).
 3. Support all other emergency functions when needed.
 4. Develop warning plans and procedures for all identified hazards (see Basic Plan, Situation and Assumptions).
- C. Emergency Public Information (Annex C – ESF # 15)
City of St. Joseph – Communications Manager
1. Pre-designate an information officer which will be the point of contact for the media during disaster situations (see Appendix 3 to Annex C for a terrorist incident).
 2. Coordinate the release of public information with the Emergency Manager and Incident Commander.
 3. Develop procedures for rumor control and information authentication.
 4. Use all news media for the release of information.
 5. Maintain and release as appropriate EPIs for all identified hazards.
 6. Conduct annual programs to acquaint news media with emergency plans.

D. Damage Assessment (Annex D)

City of St. Joseph – Planning & Community Services Director

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

E. Law Enforcement (Annex E – ESF # 13) City of St. Joseph - Police Chief

1. Maintain law and order during emergency operations.
2. Provide necessary support during emergency operations (i.e., site security, access control, traffic control, EOC security, etc.).
3. Provide and/or support communications and warning.
4. Lend support to fire, medical, hazardous materials and other emergency services as dictated by the situation.
5. Coordinate with other law enforcement groups (county, state, federal).
6. Implement and/or continue training courses for auxiliaries and reserves.
7. Provide personnel with the appropriate level of hazardous materials training (coordinate with LEPC).

F. Fire and Rescue (Annex F – ESF # 4) City of St. Joseph - Fire Chief

1. Control fires during emergency operations.
2. Conduct fire prevention inspections.
3. Assist with search and rescue operations.
4. Support health and medical, communications and warning.
5. Respond to hazardous materials incidents.
6. Maintain/develop plans and procedures as required or conditions change.
7. Conduct training courses in self-help fire prevention techniques, as well as, fire prevention inspections.
8. Provide personnel with the appropriate level of hazardous materials training (coordinate with LEPC).

G. Resource and Supply (Annex G – ESF # 7)

City of St. Joseph – Purchasing Agent, City Finance Dept.

1. Lease facilities to support logistical operations.
2. Identify facilities that may be made available to meet operational requirements.
3. Coordinate the acquisition of needed equipment/materials/resources.
4. Coordinate the restoration of agency resources and/or capabilities as needed.
5. Coordinate with other agencies and departments to fill resource shortages.
6. Assist with the stocking of shelters.
7. Abbreviate purchasing process if needed to facilitate an urgent response.

H. Hazardous Materials Response (Annex H – ESF # 10) City of St. Joseph - Fire Chief

1. Develop/maintain hazard materials analysis.
2. Provide initial hazard assessment to response personnel.
3. Lead the initial environmental assessment.
4. Prescribe personnel protective measures.
5. Issue public warning.
6. Establish an on-scene command post.
7. Determine when reentry is possible.
8. Provide response personnel (i.e., law enforcement, fire, public works, health and medical) with the appropriate level of hazardous materials training.
9. Work with nearby hospitals to ensure procedures are available to handle contaminated patients and to decontaminate and isolate such patients.
10. Maintain a peace-time radiological accident capability.
11. Maintain the inventory of radiological equipment from the state.

I. Public Works (Annex I ESF # 3)
City of St. Joseph - City Public Works Director

1. Remove debris and dispose of garbage.
2. Make emergency road and bridge repairs.
3. Restore utility service, especially to critical facilities.
4. Assist with flood control and emergency snow removal.
5. Provide damage information to the Emergency Manager.
6. Provide necessary support to other departments (i.e., heavy equipment, barricades, etc.).
7. Provide personnel with the appropriate level of hazardous materials training. Coordinate with LEPC.
8. Refuel city vehicles.

J. Evacuation (Annex J)
City of St. Joseph – City Manager, Emergency Manager, and Police Chief

1. Verify evacuation routes and implement evacuations plans.
2. Identify affected facilities or individuals with functional needs (nursing homes, invalids).
3. Make arrangements to keep essential facilities operating.
4. Maintain a continuous and orderly flow of traffic.
5. Furnish to the PIO instructions regarding evacuation procedures (i.e., rest areas, fuel stops, etc.) for release to the public.

- K. In-Place Shelter (Annex K)
City of St. Joseph - Emergency Manager
1. Advise the public on what protective actions to take.
 2. Identify warning procedures.
 3. Maintain emergency public information materials.
 4. Identify/Provide protective shelter for the population in situations for which such action is appropriate. Coordinate with Reception and Care, Annex L.
 5. Assist with the movement of people to shelters if necessary.
- L. Reception and Care (Annex L – ESF # 6)
City of St. Joseph – Emergency Manager and Red Cross
1. Maintain list of designated temporary lodging and feeding facilities.
 2. Review procedures for the management of reception and care activities (feeding, registration, lodging, etc.).
 3. Maintain supply of registration forms.
 4. Coordinate mass feeding operations with Resource and Supply.
 5. Identify facilities for pet/animal shelters.
- M. Health and Medical (Annex M - ESF # 8)
City of St. Joseph – Director Health Department
1. Provide for public health services during an emergency.
 2. Coordinate plans with representatives of private health sector to include nearby hospitals, nursing homes, etc.
 3. Implement plans for mass inoculation.
 4. Review provisions for expanded mortuary services.
 5. Develop procedures to augment regular medical staff.
 6. Develop plans to provide medical care in shelters.
 7. Provide personnel with the appropriate level of bio-hazard training and awareness training (coordinate with LEPC).
- N. Terrorism (Annex N – ESF # 13)
City of St. Joseph – Law Enforcement, Fire, and Health Department
1. Law enforcement will manage other departments and agencies that will be operating in the incident, and act as primary coordinator for the Law Enforcement Phase.
 2. Law Enforcement: Respond to requests for support/assistance from other departments; local, state, and federal.
 3. Law Enforcement: Provide security, maintain order, prevent unauthorized entry, control and re-route traffic and maintain open access/ egress for authorized

- vehicles into the terrorist incident scene.
4. Law Enforcement: Develop and maintain guidelines to detail specific roles and responsibilities of county law enforcement personnel in each of the major terrorism incidents (CBRNE)
 5. Fire Department: Respond to all reports of terrorist incidents to determine the nature and scope of the incident.
 6. Fire Department: Determine the hazard level of the incident and direct response operations.
 7. Health Department: Monitor response personnel and general public exposure to chemical, biological, and radiological agents.
 8. Health Department: Assist the Emergency and Communications Managers craft messages concerning public and individual health issues.

Attachment C to Appendix 2 to the Basic Plan

EMERGENCY MANAGEMENT

I. PURPOSE

Today the scope of emergency management has grown much beyond “civil defense”, and in fact concentrates more on such disasters and/or incidents as tornadoes or derailments of chemical cars. State and federal agencies alike are adopting the concept of “emergency management” rather than “civil defense”.

Emergency Management operates in accordance with the Charter of the City of St. Joseph and is an Equal Opportunity Employer. The agency shall be responsible for emergency and/or disaster planning in accordance with the State Survival Plan as set forth in Chapter 44 of the Revised Statutes of Missouri, 1978, and prohibits the denial of any part of this plan or facilities/services on the grounds of race, color, national origin, religion, sex, age or handicap.

II. ORGANIZATION

The Emergency Manager shall be appointed by the City Manager and shall be directly responsible for the organization, administration and operation of local disaster and/or emergency planning. The Emergency Manager shall have all powers and obligations set forth in Chapter 44 of the Revised Statutes of Missouri, 1978.

III. MISSION

In addition to those powers and duties set forth in the Revised Statutes of Missouri, the Emergency Manager shall:

- A. Advise the City Manager and City council on disaster and/or emergency planning for any and all types of non-military, natural and man-caused occurrences, such plans to include emergency medical aid delivery systems, evacuation procedures, warning devices, their placement and use, alternate warning methods, shelter, traffic patterns and controls, and such other procedures and activities as might be required in disaster and/or emergency situations.
- B. Coordinate with local fire and police departments, hospitals and medical service personnel, utility companies, public transportation providers, school officials, industries, public works and other persons involved and concerned with developing such contingency disaster plans.
- C. Confer and exchange information with other emergency management representatives of other agencies, and governmental entities.
- D. Present said plans or any proposed amendments to the City Manager for approval.

IV. CONCEPT OF OPERATION

In the event of an emergency, natural disaster or catastrophe, the following operating conditions shall be placed in effect;

- A. St. Joseph Emergency Management will be the coordinating authority within the City for overall disaster response.
- B. Emergency standby warning of impending emergency, disaster or catastrophe.
 - 1. Upon receipt of the warning the Emergency Manager will prepare to activate the emergency operating procedures and ensure that all appropriate personnel are notified.
 - 2. Upon notification, the Emergency Manager will begin monitoring the potential emergency conditions.
 - 3. The Emergency Manager will keep the City Manager, and/or other designated personnel apprised of changing conditions on a need to know basis.

V. EXECUTION

- A. Notification of Emergency Deployment
 - 1. As the situation warrants, the appropriate department heads will be activated by the Communications Center and requested to notify their designated response personnel. The response personnel shall include those involved in the field operations as well as those who are assigned to report to the Emergency Operations Center.

VI. TASK

- A. The Emergency Manager:
 - 1. Performs the function of chief coordinator for the City Manager.
 - 2. Coordinates the contact and interaction of outside agencies with various City departments.
 - 3. Is responsible for adequate notification of the necessary departments.
 - 4. Is responsible for effective display and expediency of delivery of emergency information.
 - 5. Selects an alternate site in the event that the Emergency Operations Center

is not habitable.

6. Ensures that the Emergency Operations Center is prepared to accept staff members from other responding departments.
 7. Will contact and coordinate the participation of outside organizations.
 8. When requested, will assume responsibility for gathering the data and information needed by the City Manager.
 9. Ensures that the Emergency Operations Center operations run smoothly and efficiently.
 10. Is prepared to activate mutual aid agreements if needed.
 11. Ensures that functional needs of handicapped and elderly persons are met in disaster situations.
 12. Provides maps, charts, etc., of local area for reference during a disaster.
 13. Ensures that inquiries about the status of individuals injured or missing due to a disaster are answered.
- B. Emergency response personnel assigned to the Emergency Operations Center:
1. Will perform duties be based on their qualifications and emergency assignments.
 2. Will collaborate with the Emergency Managers and representatives from the other disciplines to respond to and recover from a disaster.

VII. EXECUTION

All available vehicles, equipment, materials, supplies, and communications facilities will be used as required in disaster and recovery actions.

VIII. TASK

All individuals employed by any given department of the City must be prepared to accept any assignment considered within the individual's capability.

Attachment D to Appendix 2 to the Basic Plan

Emergency Services Task Assignments

I. PURPOSE

The purpose of this annex is to outline available emergency services and to list the task assignments for each service.

II. ORGANIZATION

All City departments and agencies are to follow normal, administrative supply procedures with the onset of disaster conditions. If emergency conditions require lifting of resource and supply restrictions, this decision will be the responsibility of the City Manager.

III. MISSION

To provide for a prompt and effective response to major disaster situations.

IV. CONCEPT OF OPERATIONS

The City of St. Joseph could be subjected to a major disaster with or without advance warning. Such a disaster could evolve from any number of sources. This plan is based upon those emergency conditions occurring due to a most severe disaster. Specific phases of operations are necessary to provide for the capability to expand or modify as is appropriate to the conditions created by a major disaster.

V. TASK

A. City Manager

1. Decision to activate the emergency operations plan based on the recommendation of the Emergency Manager.
2. Overall management for the survival and recovery of services of the City government function.

B. Mayor

1. Act as liaison to other council members.
2. Request official declaration of disaster from the Governor through the State Emergency Management Agency based on the recommendation of the City and Emergency Managers.

C. Legal Department

1. Responsible for legal guidance and recommendations pertaining to the legalities of actions to be taken.
2. Interpretation of laws and regulations issued by state and federal government.
3. Preparation of proclamations, ordinances, etc., for use by City government.

D. City Council

Responsible for enactment of legislation as may be deemed necessary for the protection of life and property and the good of the City under all conditions.

E. City Clerk

Development, administration and maintenance of an overall records management program for disaster conditions.

F. Finance and Purchasing

1. Administrate and coordinate City financial matters during the period of emergency.
2. Expedite emergency purchases.
3. Re-supply expendable items.
4. Obtain added personnel protective equipment.

G. Human Resources Director

1. Maintain a City personnel listing for disaster notification purposes.
2. Obtain additional manpower as required.

H. Law Enforcement

1. In addition to normal responsibilities and functions, the following responsibilities shall devolve to law enforcement in a major emergency:
 - a. Direction and control of population movement in and out of the affected area.

- b. Assistance to, and control of population in affected area.
- c. Security for the involved area.
- d. Security for vital facilities and installations.
- e. Direction of auxiliary units.
- f. Representation in the Emergency Operations Center (EOC).
- g. Maintain an emergency alert notification system within the department.
- h. Maintain operating policies and priorities relative to emergency functions.
- i. Maintain open communications with the City Manager relative to activities essential to the continuing operation of the City.

I. Fire Department

- 1. In addition to normal responsibilities and functions, the following responsibilities shall devolve to the fire department in a major emergency:
 - a. Fire prevention and suppression.
 - b. Rescue operations.
 - c. Radiological monitoring and some decontamination functions.
 - d. Provide for protection from “Hazardous Materials”.
 - e. Maintain an emergency alert notification system within the department.
 - f. Maintain operating policies and priorities relative to emergency functions.
 - g. Maintain open communications with the City Manager relative to activities essential to the continuing operation of the City.
 - h. Representation in the Emergency Operations Center (EOC).

J. Public Works

1. Removal of debris to allow for the expeditious movement of emergency equipment and personnel.
2. Maintain operating policies and priorities relative to emergency functions.
3. Maintain an emergency alert notification system within the department.
4. Coordinate with the utility companies for repairs and restoration of utilities services.
5. Representation in the Emergency Operations Center (EOC).
6. Document emergency assignments for the Parks and Recreation Department.
7. Maintain open communications with the City Manager relative to activities essential to the continuing operation of the City.
8. Maintain damage assessment procedures and procedures for dissemination of such information.
9. Maintain a list of private firms who will provide emergency support.
10. Disseminate damage information to the Emergency Manager. Support evacuations as needed.

K. Health Department

1. Maintain a capabilities list of hospitals.
2. Maintain a list of available ambulance services.
3. Maintain a liaison with medical institutions.
4. Maintain an emergency alert notification system within the department.
5. Maintain operating policies and priorities relative to emergency functions.
6. Maintain open communications with the City Manager relative to activities essential to the continuing operation of the City.
7. Provide representation in the Emergency Operations Center (EOC).

L. Parks and Recreation Department

1. The Parks Department, in addition to its normal functions, shall coordinate with Public Works for debris clearance, evacuation, and sheltering support.

2. Maintain open communications with the City Manager relative to activities essential to the continuing operation of the City.

M. Hospital Services

Mosaic Life Care will work with the Emergency Manager to coordinate internal emergency plans with the City health authorities, police and fire departments, as well as ambulance services.

N. American Red Cross

The Emergency Manager may request the assistance of the American Red Cross to:

1. Open and run shelters.
2. Provide food for evacuees or displaced people.
3. Provide clothing for victims.
4. Assist in running a volunteer reception center.
5. Assist in running donations reception center.

O. Salvation Army

The Salvation Army, through the services of the local unit may be asked to assist in:

1. Clothing procurement.
2. Housing procurement.
3. Food procurement and preparation.

P. Northwest Missouri Psychiatric Rehabilitation Center

1. Assist with additional manpower.
2. Provide mental health care to disaster victims.

Attachment E to Appendix 2 to the Basic Plan

MILITARY SUPPORT

I. PURPOSE

The purpose of this appendix is to outline military support available to the City of St. Joseph during a disaster. In all probability, such support would not be available in the event of hostile military action due to activation of these units for federal service.

II. ORGANIZATION

Missouri Army and Air National Guard.

III. MISSION

In theory, most situations can be effectively handled by the City government with the assistance of local organizations. However, the magnitude of the problem or its specialized nature may require additional assistance from other sources. Regional military units offer an organized, structured source of trained personnel and equipment. When contacted by the appropriate City officials through the proper request channels, aid can be provided by these units if the request falls within the legal limits of their authority and is covered by service regulations.

IV. CONCEPT OF OPERATION

- A. The Missouri National Guard, when ordered to do so by the Governor of the State of Missouri, shall assist and support the City of St. Joseph in the event of a natural disaster or civil disturbance and/or disorder.
- B. If an evaluation of conditions reveals the need for additional assistance, the mayor or his alternate will request that the Emergency Manager or his designee initiate the following procedures:
 - 1. Information will be gathered to illustrate the magnitude of the disaster. It must be remembered that the commitment of complete units or large quantity of resources will require that the City government be presently using its total resources and that a need exists for additional help.
 - 2. To substantiate the request for their assistance, data gathered will be relayed to the appropriate authority by the Emergency Manager or his designee. Only the National Guard requires a formal request be made by the mayor to the governor before activation of the appropriate units can begin.
 - 3. Some area units with specialized community response functions are already prepared to respond to any requests for their specific services.

V. EXECUTION

Military Requirements: Because of regulations and primary responsibility to military functions, many area units are required to conform to definite approval procedures and participation roles.

- A. The Missouri National Guard units can be activated only after the disaster/disorder is beyond the control capabilities of local government and local law enforcement agencies.
- B. The request for assistance/support from the Missouri National Guard can be obtained only by the Mayor of St. Joseph contacting the Governor of the State of Missouri through the State Emergency Management Agency and requesting such aid.
- C. Units other than the Missouri National Guard and those with general community responsibilities will require the approval of their higher headquarters or parent commands before resources can be committed to disaster operations.
- D. It would require a minimum of four (4) hours after receiving notification of an alert to deploy any of the St. Joseph units. Units located outside of the City would require travel time in addition to the four (4) hours.

VI. TASK

Area military units possess the skills and equipment to assist with the following emergency functions:

- A. Provide an alternate transportation source for the delivery of disaster victims to area hospitals.
- B. Provide a source of trained personnel to perform technical functions associated with rescue and restoration operations.
- C. Make available trained medical personnel to triage any disaster victims.
- D. Act as an alternate source of personnel for manual or general labor.
- E. Provide a source for specialized construction equipment to supplement the City's resources.
- F. An alternate pool of vehicles to provide transportation in an emergency situation.
- G. Provide an alternate source of communications.
- H. Supplemental source of security personnel.
- I. The Guard will provide its own vehicles, food services, etc. The City of St. Joseph

will provide supplies such as gas, oil, etc.

- J. The National Guard Unit will receive its missions/tasks from the Emergency Manager or City's appointed military liaison in command at the disaster scene.

VII. STANDARD OPERATING GUIDELINES

This standard operating guideline prescribes the policies, procedures, and guidelines for Missouri National Guard Units called to State Emergency Duty. They apply during periods of state emergency, civil disturbances, natural disaster, and man-caused disasters, as applicable.

- A. Request for National Guard support will be submitted in writing to the Governor by the civil official requiring assistance. In case of extreme urgency, requests may be made by the most expeditious means available and later confirmed in writing.
- B. The Adjutant General, acting under the direction of the governor, will publish the appropriate general orders.
 - 1. When units or individuals of the Missouri National Guard are ordered to State Emergency Duty in support to civil authorities, the orders will specify the general or specific missions and the local civil officer, such as the Mayor, Chief of Police, or other official to whom the National Guard Commander will report for direction and to receive the mission to be accomplished.
 - 2. Command, operational control, and accomplishment of the mission is the responsibility of the National Guard Task Force Commander. Civil authorities remain responsible for the general maintenance of law and order, and any other activities that may be required due to the emergency. Under these conditions, National Guard Units and their personnel are considered to be **“in support of civil authorities”**.
- C. Military Chain of Command: During periods of State Emergency Duty, the Chain of Command will be as follows:
 - 1. Governor.
 - 2. State Adjutant General (TAGMo).
 - 3. Commander, Task Force East/West.
 - 4. Group Task Force Commander.
 - 5. Battalion Task Force Commander.
 - 6. Company Task Force Commander.

7. Platoon and Squad Leaders.

D. Authority of National Guard Commanders.

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

E. Authority of Civil Officials.

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

F. The Adjutant General's Liaison Group.

Selected personnel assigned to the State Headquarters Detachment will form a liaison group to each Senior Task Force called to State Emergency Duty. This group will be collected within the Senior Task Force Headquarters and will provide the following:

1. Receive all reports.
2. Representation of TAGMo.
3. Public information activities.
4. Logistical support and advice.
5. Legal interpretations.
6. Receive recommendations to TAGMo.
7. Evaluation of Military Requirements.
8. Command and control upon direction of TAGMo.

Appendix 3 to the Basic Plan

EMERGENCY (DISASTER) CLASSIFICATION & CONTROL PROCEDURES

I. PURPOSE

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

II. EMERGENCY CLASSIFICATION

- A. Class I Emergency: An incident that requires the response and commitment of nearly all state departments. This is the highest type of emergency classification. Federal assistance will be requested to protect the health and safety of Missouri citizens.
- B. Class II Emergency: An occurrence that requires a major response and significant commitment from several agencies outside local jurisdiction but is still within the capabilities of state and local resources to control. *Note: This is the lowest class of emergency at which federal disaster assistance can be requested.*
- C. Class III Emergency: An occurrence that requires an extensive response and commitment of resources from all local departments/agencies and could necessitate requesting outside assistance from outside, state, and federal agencies.

III. RESPONSE PROCEDURES

- A. The dispatcher, upon notification of an emergency, shall notify the appropriate agencies to respond. (The term dispatcher when used in these procedures refers to the City of St. Joseph Police Department, E-911 Dispatch Center.).
- B. On-scene command and control of the affected area will be established by the first ranking officer of the responding agency at the scene of the incident. For all emergency disaster incidents, the Incident Command System (ICS) will be implemented and the Incident Commander will be responsible for directing response operations.
- C. The on-scene commanding officer will maintain radio contact with the dispatcher to advise of the situation and to alert additional response agencies as necessary.
- D. When it becomes apparent to the commanding officer at the scene that control of the incident is beyond the response capabilities of the initial responding agency(ies) the Incident Commander will instruct the dispatcher to notify the Emergency Manager and the other needed disciplines (i.e., Sheriff, Police Chief, Fire Chief, etc.) of the seriousness of the disaster.

- E. Should it be decided to assemble the EOC staff, each requested member of the EOC staff will be contacted by the dispatcher and advised to report to the EOC. The dispatcher will be assisted by the on-duty personnel at the department and/or the Emergency Manager to make the notifications if necessary (See Appendix 2 to Annex A for EOC Staffing Roster/Call-Up List).

IV. NOTIFICATION PROCEDURES

- A. It will be the responsibility of the dispatcher on duty to notify the law enforcement and fire department command personnel and the Emergency Manager.
- 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. At the direction of the Emergency Manager and the Communications Center Manager, the dispatcher will notify/warn special locations such as schools, nursing homes, factories and places of public assembly by using all methods as outlined in the Communications and Warning Annex (i.e., outdoor sirens, news media alert).
- E. It is the responsibility of the Emergency Manager to keep a log of all messages received and sent. All messages of this nature completed by Dispatch should be forwarded to the Emergency Manager or through the EOC, if activated, for proper documentation (See Annex A for copies of message and log forms).

Appendix 4 to the Basic Plan

PROCEDURES FOR REQUESTING STATE AND FEDERAL ASSISTANCE

I. STATE AND FEDERAL ASSISTANCE

- A. Assistance from State and/or Federal agencies such as the Department of Conservation, Department of Natural Resources, U.S. Army Corps of Engineers, etc., can be requested directly by calling the appropriate agency (see each Annex of this plan for specific agencies and their contact points). State and/or Federal assistance may also be requested through the State Emergency Management Agency (SEMA). State Emergency Management Agency (SEMA) assistance should be requested through the State Region H Coordinator.
- B. SEMA Notification
1. SEMA has a 24-hour telephone number to request assistance in a disaster or emergency: 573-751-2748.
 - a. Business hours: Your call will be answered by personnel on duty in the EOC.
 - b. Non-business hours: Leave your name and a call back number. Your call will be returned by the Duty Officer.
 2. If the telephone lines are down, the Duty Officer can still be contacted. The Missouri State Highway Patrol can relay the information to Troop H in St. Joseph by radio. During working hours, the Missouri Uniform Law Enforcement System (MULES) can also be used to transmit messages to the MULES terminal in the State Emergency Operations Center.
 3. SEMA Area Coordinator Region H.
- C. Federal assistance is requested by the State on the jurisdiction's behalf.

II. NATIONAL GUARD ASSISTANCE

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

B. Procedures

1. Analyze the situation to determine if threat to life or property still exists and ensure all local resources are committed.
2. Make the request directly to the Governor through SEMA by the quickest means possible. If the telephone or radio is used, a hard copy should follow.

Attachment A to Appendix 4 Basic Plan

CONTACT NUMBERS

U.S. ARMY CORPS OF ENGINEERS

Kansas City Office
(816) 389-2000

NATIONAL WEATHER SERVICE

Pleasant Hill Weather
816-540-6021

NATIONAL RESPONSE CENTER

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

U.S. ENVIRONMENTAL PROTECTION AGENCY REGION VII

(913) 281-0991

U.S. COAST GUARD

Commander, Second Coast Guard District
1222 Spruce Street
St. Louis, Missouri 63103-2832
(314) 539-3091
FAX: 314-539-2659

CHEMTREC

1(800) 424-9300

NORTHWEST MISSOURI REGION "H" HAZ MAT RESPONSE TEAM

Chief of Operations
Main: 1- (816) 271-4777
Cell: (816) 383-0604 (Bill Brinton Cell, Chief of Operations)
Cell: (816) 294-1730 (Mike Curran Cell, Deputy Director)

MISSOURI DEPARTMENT OF NATURAL RESOURCES

Environmental Response Office (24 hour)
(573) 634-2436 or (800) 361-4827

MO DEPARTMENT OF HIGHWAY AND TRANSPORTATION, DISTRICT 9

3602 North Belt Highway
St. Joseph, MO 64506
(816) 387-2350

MISSOURI HIGHWAY PATROL TROOP H

3525 N. Belt Hwy
St. Joseph, MO 64506
(816) 387-2345
Emergency Number: 1- (800) 525-5555

FEDERAL BUREAU OF INVESTIGATION

4305 Frederick Ave
St. Joseph, MO 64506
(816) 232-1800

Kansas City Division
(816) 221-6100

AMERICAN RED CROSS

Midland Empire Chapter
401 N 12th St
St. Joseph, MO 64501-2303
(816) 232-8439

SALVATION ARMY

Salvation Army of St. Joseph, Missouri
810 N 22nd St.
St. Joseph, MO 64506
(816) 233-3155

Appendix 5 to Basic Plan

Hazard Analysis

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

I. NATURAL HAZARDS

- A. Tornado: In Missouri, tornadoes occur most frequently between April and June, with April and May usually producing the most tornadoes, but a tornado can occur at any time of the year. Between 1950 and 2000 there has been a yearly average of 26 tornadoes in Missouri. The probability that such incidents will develop is considered high.
- B. Winter Storms: Weather data indicated that the Missouri counties north of the Missouri River may receive an average annual snowfall of 18 to 22 inches, while counties to the south may receive an average of 8 to 12 inches. Ice and extreme cold temperatures are also a possibility. A large winter storm accompanied by severe cold could cause numerous secondary hazards such as power failures, carbon monoxide poisonings, fuel shortages, and transportation incidents. The probability that such incidents will develop is considered high.
- C. Floods: The City of St. Joseph is vulnerable to the effects of a levee or dam failure, since 2001 (29) dams have been identified in the county (See Attachment A for more information.). There are several waterways that cross Buchanan County including the Platte River. There are a number of smaller creeks and drainage ditches that feed these rivers and should be of concern if flooding is imminent. Buchanan County participates in the National Flood Insurance Program. The flood plain maps are kept on file with the Community Services Planning and Zoning Office, as well as with SEMA in Jefferson City. The probability that such incidents will develop is considered high.
- D. Earthquake: There are two earthquake source zones in Missouri; other zones, due to their proximity, could also affect Missouri. Earthquakes occurred in 1990 and 1991 along the New Madrid Fault in Missouri. Although earthquakes in the Midwest occur less frequently than on the west coast, the threat of earthquake to Missouri residents is high. For more information, see Attachment A to this Appendix.
- E. Drought: Drought is defined as a prolonged period with no rain that can affect agriculture areas and impact water supply systems. Because of its geographical location and characteristic weather problems, Missouri is vulnerable to drought conditions. Agricultural droughts are the most common of record, particularly those inflicting damage to corn crop yields.

The Department of Natural Resources has divided the state into three regions which

are prioritized according to drought susceptibility: Region A- slight; Region B – moderate and Region C – high. City of St. Joseph is located in Region C. Surface water sources usually become inadequate during extended drought. Groundwater resources are normally poor, and typically supply enough water only for domestic needs.

Irrigation is generally not feasible. During the Drought of '99-2000, 20 to 27 counties in the northern portion of Region C were rated as Phase III, Conservation Level during June and July of 2000. Region C has severe drought vulnerability and the probability and severity of drought hazard to this area is moderate.

- F. Heat Wave: A heat wave is defined by the National Weather Service as three consecutive days of 90 degree Fahrenheit plus temperatures. These high temperatures generally occur from June through September, but are most prevalent in the months of July and August. Heat waves are often a major contributing factor to power outages (brownouts, etc.) as the high temperatures result in a tremendous demand for electricity for cooling purposes. Based on 30-year statistics from the National Weather Service, Missouri is vulnerable to heat waves ranging from High to Moderate in the months of July and August. The probability that such incidents will develop is considered moderate.
- G. Wildfire: A wildfire if the uncontrolled burning in grasslands, brush or forest/woodlands. The majority of fires and the greatest acreage loss will occur during the spring fire season, which is normal between February and May and July, August and September. The probability that such incidents will develop is considered moderate.

II. TECHNOLOGICAL HAZARDS

A. Hazardous Materials Incident

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

Highways: 6, 36, 59, 169, 371, and 752; Interstate Highways 29 and 229

Airports: Kansas City International and Rosecrans Airports

Pipelines: 4 major pipelines

Waterways: Approximately 7 lakes, 2 rivers and 3 creeks

The probability that such incidents may occur is considered moderate to high.

B. Transportation Accident

Mass transportation is defined as the means, or system, that transfers larger groups of individuals from one place to another. The important key is that we are

discussing transportation accidents involving the public, not materials (see hazardous materials incidents). Thus, mass transportation accidents include public airlines, railroad passenger cars, metro rail travel, tour buses, city bus lines, school buses, and other means of public transportation. The probability that such incidents will occur is considered moderate.

- C. Dam Failure: City of St. Joseph is vulnerable to the effects of a levee or dam failure, since 2001 (29) dams has been identified in the county (see Attachment A for more information). Buchanan County participates in the National Flood Insurance Program. The probability that such incidents will occur is considered low.
- D. Urban and Structural Fire: Fire is the primary cause of accidental death in the United States, surpassing floods, automobile accidents and other disasters. Fires may be accidental or intentional and have the potential to cause major conflagrations, leading to secondary hazards, such as a hazardous materials incident. In 1999, there were 76 reported bomb threats statewide. The probability that such incidents will occur is considered high.
- E. Power Failure: Loss or interruption of power can cause significant problems for the businesses and residents of City of St. Joseph. Power failure can result from another disaster (i.e., tornado, winter storm) or it can occur on its own. The probability that such incidents will occur is considered high.
- F. Civil Disorder: In general, this refers to groups of people purposely choosing not to observe law, regulation or rule, usually in order to bring attention to their cause. It can take the form of small gatherings or large groups blocking or impeding access to a building, or causing disruption of normal activities by generating noise and intimidating people. Missouri has not experienced a trend of consistent riotous behavior or disruptive civil disorder; there have been no recorded civil disorders or riots in this county. The probability that such incidents will occur is considered low.
- G. Terrorism: As defined by the FBI, is “the unlawful use of force or violence, committed by a group(s) of two or more individuals, against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.” There are two types of terrorism: domestic and international. The probability that such incidents will occur is considered low. Additional information on terrorism is found in Annex N.
- H. Nuclear Attack/Detonation: This is not considered to be a significant threat for City of St. Joseph.
- I. Public Health Emergency: This could include disease epidemics, large-scale incidents of food or water contamination, or extended periods without adequate water and sewer services. The probability that such incidents will occur is considered high. Additional information on public health emergency operations can be found in Annex M.

Attachment A to Appendix 5 to the Basic Plan

EARTHQUAKE RESPONSE

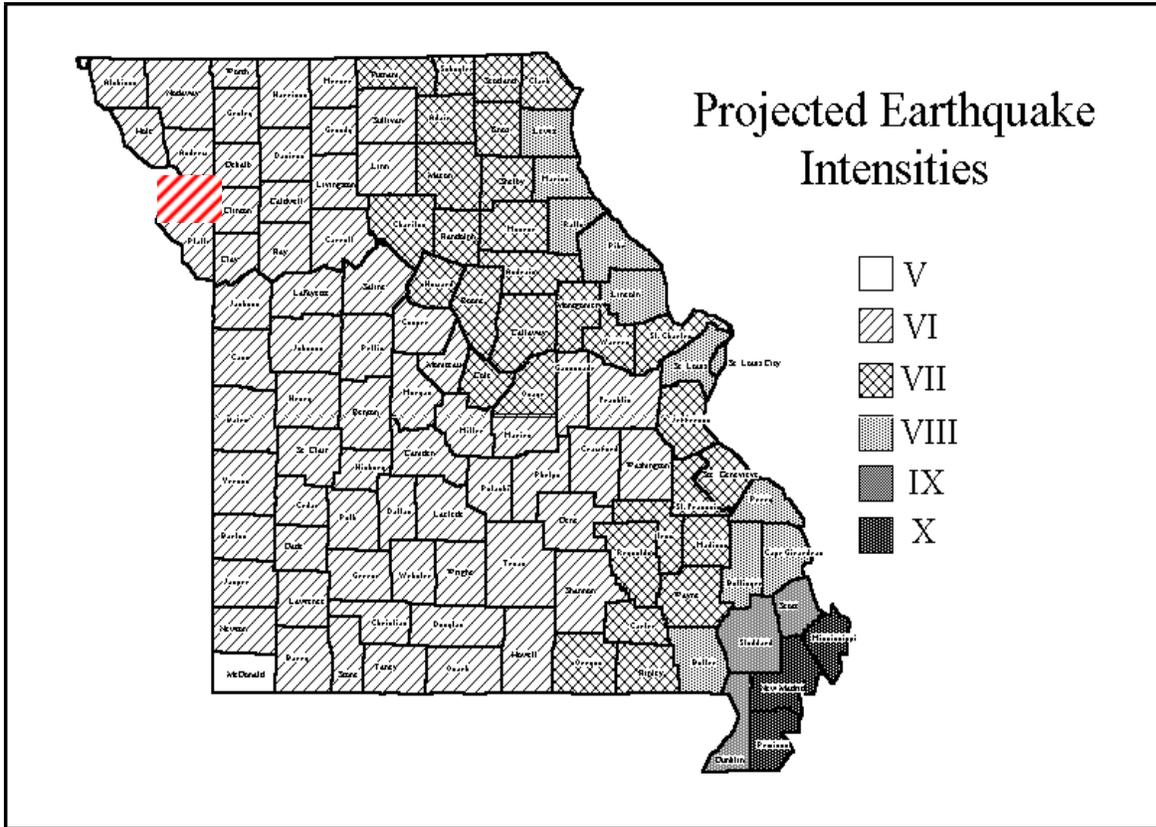
- A. The New Madrid Seismic Zone is centered in Southeast Missouri and northeast Arkansas, extending into parts of Illinois, Indiana, Kentucky, Mississippi and Tennessee. The region is considered to pose the greatest danger and have the highest seismicity level of any area east of the Rocky Mountains.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

- I. Local jurisdictions may have to “go it alone” for the first 96 hours after an earthquake, before state and federal assistance arrives.

Addendum 1 to Attachment A to Appendix 5 to the Basic Plan

PROJECTED EARTHQUAKE INTENSITIES

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



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

Attachment B to Appendix 5 to the Basic Plan

DAM FAILURE

I. DEFINITION

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

II. SITUATION

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

III. 2003 DAM INVENTORY

- A. An inventory of dams in Missouri is maintained by the Missouri Department of Natural Resources, Division of Geology and Land Survey. The inventory has identified twenty-nine (29) dams in Buchanan County. These dams are listed in Addendum 1 to this Attachment.
- B. The term "dam," is defined as an artificial barrier which impounds or diverts water and:
 - 1. Is more than 6 feet high and stores 50 acre-feet or more, or,
 - 2. Is 25 feet or more high and stores more than 15 acre-feet.

Excluded are:

- 1. Levees used to prevent water from reaching certain areas.
- 2. Sewage lagoon levees.

Addendum 1 to Attachment B to Appendix 5

BUCHANAN COUNTY DAM INVENTORY

| Dam | Dam | Reservoir/ |
|---------------|-------------------------------------|--------------------------------|
| <u>ID No.</u> | <u>Name</u> | <u>Height</u> <u>Lake Area</u> |
| MO10209 | Baker Dam | 10 27 |
| MO12216 | Wright Lake Dam | 29 0 |
| MO10525 | McPheeters Lake Dam | 37 113 |
| MO12290 | Belcher Branch Lake Dam | 47 626 |
| MO10698 | Ussary Dam | 33 91 |
| MO10201 | Middleton Dam | 15 10 |
| MO10271 | Scotty's Lake Dam | 25 26 |
| MO10264 | Clarence Jones Dam | 22 28 |
| MO10995 | Komer Lake Dam | 39 113 |
| MO10999 | Ralph's Lake Dam | 15 50 |
| MO11101 | Dead Mans Hole Dam | 32 40 |
| MO11262 | Jones, Clarence Dam East | 27 61 |
| MO10390 | Little Ozark Fishing Lake Dam | 15 10 |
| MO11240 | Woodbury Lake Dam | 32 63 |
| MO11241 | Lake Flamingo Dam | 20 67 |
| MO11736 | Jeffers Lake | 30 17 |
| MO11738 | Trickey Lake Dam | 25 13 |
| MO10424 | Swanson Lake Dam | 25 35 |
| MO10076 | David C. Black Dam | 20 22 |
| MO10024 | Ehlert Lake Dam | 38 58 |
| MO12217 | Grant Lake Dam-North | 20 43 |
| MO10053 | Grant Lake Dam-South | 20 40 |
| MO10526 | Jones Dam | 25 30 |
| MO10425 | Farmland Industries, Inc., Lake Dam | 38 27 |
| MO10523 | Cantrell Dam | 15 5 |
| MO12258 | Kelsey Lake Dam | 27 0 |
| MO10426 | Wales Lake Dam | 20 100 |
| MO10426 | Dearborn Reservoir Dam | 28 140 |
| MO12259 | Norman George Lake Dam | 26 0 |

Attachment C to Appendix 5 to the Basic Plan

NATIONAL FLOOD INSURANCE PROGRAM INFORMATION

| Community Name Policies | NFIP Status | Special Flood Hazard | Date on which Sanctions apply |
|----------------------------|-------------|-------------------------|----------------------------------|
| St. Joseph | Yes/R | | |

KEY: NFIP National Flood Insurance Program
F Effective Map is a Flood Insurance Rate Map
R Indicates entry in Regular Program
* Areas which have had special flood hazard areas identified. Not in the Program.

Appendix 6 to the Basic Plan

**EMERGENCY GOVERNMENT PROCLAMATION AND/OR RESOLUTION
OF A STATE OF EMERGENCY IN ST. JOSEPH, MISSOURI**

WHEREAS, THE City of St. Joseph, Missouri has encountered _____ conditions, and a threat exists to the lives and property of the people of St. Joseph, Missouri, and;

WHEREAS, that areas within the boundaries of the City of St. Joseph, Missouri and an emergency exists;

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

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

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

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

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

CITY OF ST. JOSEPH

City Manager

Mayor

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ANNEX A

DIRECTION & CONTROL

ESF # 5

I. PURPOSE

This annex will develop a capability for the chief executive and key individuals of the City of St. Joseph to direct and control response and recovery operations from a centralized facility (an emergency operations center-EOC) in the event of an emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The 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.
2. Primary EOC
 - a. St. Joseph will direct and control operations from 2807 St. Joseph Ave., Firehouse #12, St. Joseph, Missouri, hereafter designated as the primary emergency operations center (EOC). For further information, EOC standard operations guidelines are located in Appendix 4 to this Annex.
 - b. The St. Joseph Police Department is staffed 24 hours a day and has the communications equipment to communicate with city, county and state departments and agencies. Communication systems include: radio, CAD, MULES, NCIC and NAWAS. This includes contact with the State Highway Patrol, Troop H in St. Joseph; area fire, law enforcement, medical services; and local government agencies. A diesel powered generator is available for emergencies. See Annex B for more detailed information.
3. Alternate EOCs
 - a. Depending upon the situation, one of the following facilities may be used as an alternate EOC:

St Joseph Civic Arena
100 N. 4th Street
St. Joseph, Missouri

St. Joseph Public Works Department
2316 S. 3rd Street
St. Joseph, Missouri

St. Joseph Police Department Communications Center
501 Faraon Street
Saint Joseph, MO 64501

- b. The alternate EOC facility would become the official site for all city officials and departments/agencies having emergency functions should the primary EOC become inoperable.

4. Mobile EOCs

If necessary, on-site direction and control may also be established. The Police Department could provide the mobile command post equipped with radio communications. The mobile command unit could be placed at any location in the City.

5. Space will be provided in the EOC for the chief executive and Direction and Control staff (see Appendix 2 to this Annex). Space for briefing the media will be available but separate from the actual operations room. State and/or federal officials that support disaster operations will also be provided space to operate in the EOC.

B. Assumptions

1. When an emergency/disaster occurs or threatens to occur, the EOC will be activated in a timely manner. Local officials will respond as directed in this Annex and Appendix 3 to the Basic Plan.
2. Should a total evacuation become necessary, operations can be successfully controlled from a nearby, safe location.
3. Close coordination must be maintained between the EOC and the disaster scene to identify special considerations, secondary threats, and available resources.
4. Most emergency situations are handled routinely by emergency response personnel and can be managed at the field level under established departmental procedures.

III. CONCEPT OF OPERATIONS

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

- A. The EOC will be activated by the Emergency Manager or in accordance with Appendix 3 to the Basic Plan.
- C. The City Manager along with representatives of city departments (i.e., Direction and Control Staff) will assemble in the EOC to direct, control, and coordinate emergency response operations within their respective jurisdiction.
- C. Staffing of the EOC will be determined by the severity of the situation.
- D. In some situations, it may be necessary to utilize an on-scene Incident Command Post and implement the Incident Command System (ICS). ICS is a management tool consisting of procedures for organizing personnel, facilities, equipment and communications at the scene of an emergency. Title III of the Superfund Amendments and Reauthorization Act (SARA), requires that organizations that deal with hazardous material incidents must operate under the National Incident Management System (see Annex H, Hazardous Materials Response).
- E. The FBI has been designated as the Lead Federal Agency (LFA) for Law Enforcement Operations and Disaster Recovery is led by FEMA in a terrorist event, to include weapons of mass destruction. At the onset of a terrorist event, the FBI (Law Enforcement Phase) is the overall LFA. Once the event has diminished, the overall LFA role will change to FEMA. Local and state agencies pertinent to Law Enforcement Operations and Recovery, to include certain disaster recovery groups, are to work jointly with the FBI in resolving the event aspect of a terrorist situation. See Annex N for further information on terrorism incidents.
- F. The on-scene incident commander will direct and control operations at the disaster site. The incident commander will maintain contact with the EOC and keep them informed of the situation.
- G. Those emergency support services that do not operate from the EOC will designate and establish a work/control center to manage organizational resources and response personnel. During emergency situations they will maintain contact with the EOC through their designated representative.
- H. Emergency response personnel provided by the various organizations/ agencies to support emergency operations will remain under the direction and control of the sponsoring organization, but will be assigned by the EOC to respond to a specific disaster location.
- I. Each emergency response service (i.e., fire, law enforcement, etc.) will provide for

the continuous staffing of emergency response jobs. Work shifts will be established to provide the necessary response.

- J. Procedures for handling reports/messages coming in and out of the EOC (i.e. review, verification, distribution, etc.) will be as outlined in Appendix 3 to this Annex.
- K. Information received in the EOC from field units and other reliable sources will be compiled and reported to the State Emergency Management Agency as requested and/or required. This information will be displayed in an appropriate place in the EOC.
- L. State and/or Federal officials will support disaster operations as appropriate. These officials will coordinate their efforts through the designated EOC.
- M. Should a life-threatening situation develop or appear imminent, emergency instructions to the public will be disseminated by all available means (see Annex C).
- N. EOC operations will continue as determined by the situation, and will conclude by order of the chief elected official or Emergency Manager.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

Diagrams of the Direction and Control function for the City of St. Joseph are shown in Appendix 1 to this Annex.

B. Responsibilities

- 1. For the City of St. Joseph, the Emergency Manager has the primary responsibility for Direction and Control. This Direction and Control Coordinator will:
 - a. Implement this Emergency Operations Plan.
 - b. Recommend that the chief elected official declare a state of emergency and request state and federal assistance when appropriate.
 - c. Summarize damage assessment information and submit appropriate reports.
- 2. All departments, agencies, and individuals support the Direction and Control function as follows:

- a. Coordinate their activities with the EOC (through established lines of communications or by designating a representative to report to the EOC).
 - b. Advise the Direction and Control staff in their area of expertise/responsibility.
 - c. Include in their SOGS the specific emergency authorities that may be assumed by a designated successor, the circumstances under which this authority would become effective, and when it would be terminated.
3. In addition to the aforementioned responsibilities, the following have these assignments:
- a. Emergency Manager
 - (1) Maintain the operational readiness of the EOC necessary for a continuous 24-hour operation (i.e., identify EOC personnel, stock administrative supplies and equipment, prepare status boards, furnish maps to plot data and set up displays to post damage assessment information).
 - (2) Train the EOC staff through tests and exercises.
 - (3) Coordinate and manage EOC operations.
 - (4) Implement message handling procedures (see Appendix 3 to this Annex).
 - (5) Conduct regular briefings while the EOC is activated.
 - b. The Law Enforcement Coordinator is responsible for providing security in the EOC.

V. CONTINUITY OF GOVERNMENT

- A. If the primary EOC is not able to function (i.e., EOC is damaged, inaccessible, etc.), an alternate EOC will be activated (see Section II of this Annex). It is the responsibility of the Emergency Manager to: manage the alternate EOC, provide for the relocation of staff members to this facility, and transfer direction and control authority from the primary EOC.
- B. Should it become necessary to evacuate the entire city, the EOC will be moved to the nearest safe location.

- C. The lines of succession for elected officials and county/city departments are identified in Section VI of the Basic Plan and each annex of this plan. The line of succession for the Emergency Manager flows to the either the Fire Chief or the Police Chief based on which is not already filling the role of Incident Commander.
- D. Essential records vital to the direction and control function should be duplicated and maintained at another location, or plans should be made to move these records to a safe location.

VI. ADMINISTRATION AND LOGISTICS

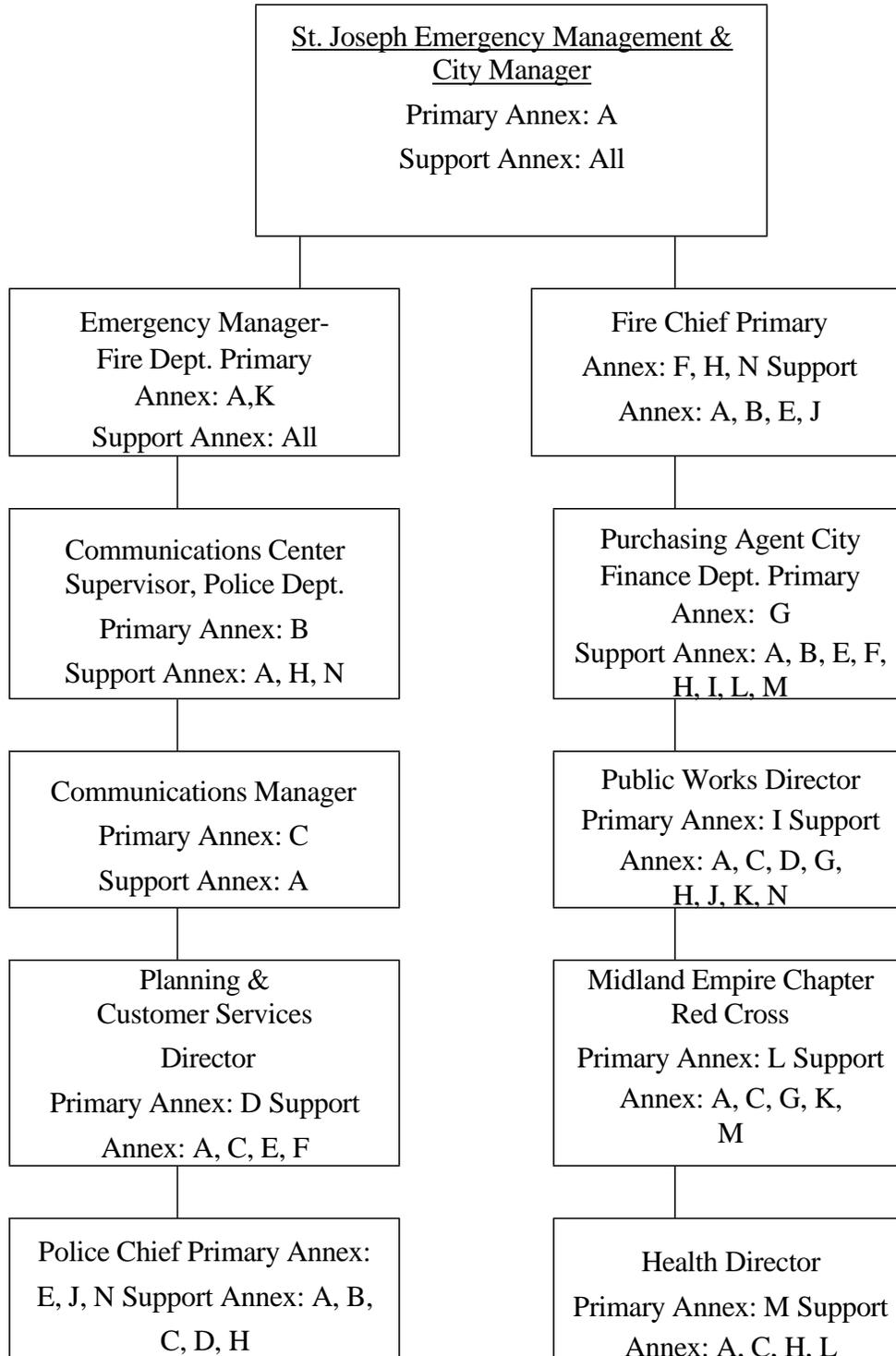
- A. The EOC will serve as a central point for coordinating the operational, logistical, and administrative support needs of response personnel at the disaster site, public shelters, and agency work/control/dispatch centers.
- B. Requests for assistance, general messages, and reports will be handled using the procedures and forms in Appendix 3 to this Annex.
- C. A record of all persons entering and departing the EOC will be maintained by security personnel at the entrance. All personnel must present appropriate badging/credentialing upon entry to the EOC.

APPENDICES

1. Direction and Control Functional Diagrams (the City of St. Joseph)
2. EOC Staffing Roster and Call-Up List
3. Message Handling Procedures
Attachment A - ICS 213 General Message
Attachment B - ICS 309 Communications Log
Attachment C - ICS 214 Activity Log
4. EOC Standard Operating Guidelines
5. Direction and Control

Appendix 1 to Annex A

DIRECTION AND CONTROL FUNCTIONAL DIAGRAM



Appendix 2 to Annex A

EOC STAFFING ROSTER/CALL-UP LIST

City of St. Joseph

The key individuals and agencies that will direct/coordinate operations from the City of St. Joseph EOC are identified here. Names and personal telephone numbers are not published because they frequently change. This information will be maintained by the Emergency Manager and the E-911 Dispatch Center. Not all county and city services/organizations are listed here. Additional contact lists can be found in other Annexes to this plan (i.e., utility companies, medical services, rural fire departments/districts, etc.). The procedures for staffing the EOC are explained further in Appendix 3 to the Basic Plan.

All area codes (816) unless otherwise noted

| POSITION | NAME | W-PHONE |
|--------------------------------------------------------|-------------------|----------------------|
| City Manager | Bryan Carter | 271-4610 |
| Emergency Manager | William Lamar | 236-1486 262-0682 |
| Dispatch Communications Center Manager Police Dept. | John Olszowka | 271-4707 |
| City PIO | Mary Robertson | 271-4610 |
| Planning and Development Director | Clint Thompson | 271-4827 |
| Police Chief | Chris Connally | 271-4700 |
| Fire Chief | Kenny Cordonnier | 271-4603 |
| Purchasing Agent | Summer Deatherage | 271-5330 |
| Public Works Director | Andy Clements | 271-4653 |
| Health Department Director | Debra Bradley | 271-4639 |
| American Red Cross | Ralph Dishong | 232-8439 |

Appendix 3 to Annex A

MESSAGE HANDLING PROCEDURES

- A. All reports/messages coming into the EOC will be acknowledged by recording them on the ICS 213 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 ICS 309 Communications 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 Manager 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 the ICS 214 Activity 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 Manager 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 Manager.
- 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.

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 Manager.

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 shut-down commences, there shall be a run-down of the call list indicating an end to the emergency.

APPENDIX 5

DIRECTION AND CONTROL

ESF #5

National Incident Management System (NIMS)

I **PURPOSE**

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

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

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

II **SITUATION AND ASSUMPTIONS**

A. Situation

The National Incident Management System (NIMS) was developed to provide a consistent nationwide framework for standardizing incident management practices and procedures. NIMS ensures that federal, state, and local jurisdictions work effectively, efficiently, and cooperatively to prepare for, respond to, and recover from domestic incidents of any cause, size, or complexity.

The NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location or complexity.

This flexibility applies across all phases of incident management: prevention,

preparedness, response, recovery and mitigation.

Missouri is exposed to a number of hazards that would require the State Emergency Operations Center (SEOC) to coordinate and manage response and recovery operations.

Because of Missouri's size and diversity, the State must have the capability to monitor and manage several types of disasters at multiple locations concurrently.

B. Assumptions

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

III COMMAND AND MANAGEMENT

- A. Incident Command System. ICS is used by the State of Missouri to effectively and efficiently manage incidents throughout the state by integrating a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.

1. Concepts and Principles

- a. Incidents are managed locally.
Most incidents within the State of Missouri are handled by local governments through the use of their own resources or a combination of their resources and those available through local mutual aid agreements.
- b. Local emergency operations plans and the corresponding standard operating procedures establish the processes used by the local government to respond to these incidents.
- c. For multi-discipline and or multi-jurisdictional incidents that are beyond the capability of the local government, SEMA can provide assistance from their staff or coordinate the use of other State departments (with an approved executive order) to assist the affected jurisdiction.

2. Field Command and Management Functions

- a. All field command and management functions, as well as SEOC operations are performed in accordance with the standard Incident Command System organizations, doctrines and procedures.
- b. Because each incident and location is unique, Incident Commanders have the authority and flexibility to modify established procedures and organizational structure as needed to accomplish the mission in the context of a particular hazard scenario.

3. The Incident Command System (ICS) is modular and scalable.

4. The Incident Command System has interactive management components.

5. The Incident Command System establishes common terminology, standards, and procedures that enable diverse organizations to work together effectively.

6. The Incident Command System incorporates measurable objectives.

7. The implementation of the Incident Command System should have the least possible disruption on existing systems and processes.

8. The Incident Command System should be user-friendly and applicable across a wide spectrum of emergency response and incident management disciplines.

- a. Management Characteristics

- (1) Common Terminology
 - (a) The incident command system establishes common terminology that allows different incident management and support entities to work together across a variety of incident management functions and hazard scenarios.
 - (b) This common terminology includes naming and defining those major functions and functional units with domestic incident management responsibilities, typing major resources (including personnel, facilities, major equipment, and supply items) with respect to their capabilities, and designating the facilities in the vicinity of the incident area that will be used in the course of incident management activities.
- b. Modular Organization. The Incident Command system (ICS) organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.
- c. Management by Objective. The entire ICS organization must accomplish these tasks in order to effectively manage an incident:
 - (1) Establish overarching objectives;
 - (2) Develop and issue assignments, plans, procedures, and protocols;
 - (3) Establish specific, measurable objectives for each incident management functional activity; and
 - (4) Document the results to measure performance and facilitate corrective action.
- d. Reliance on an Incident Action Plan (IAP)
 - (1) The Incident Action Plan provides a coherent means of communicating the overall incident objectives in the context of both operational and support activities.
 - (2) The Planning Section Chief within the State Emergency Operations Center is responsible for the coordination and preparation of the State's IAP.

- (3) The State Unified Command and/or the Area Command approves the IAP. See Tab K to this appendix.
 - (4) Detailed information on the development of the Incident Action Plan is included as Tab K to Appendix 3 to Annex A of the State Emergency Operations Plan (SEOC).
- e. Manageable Span of Control.
- (1) The type of incident, nature of the task, hazards and safety factors, and distances between personnel and resources all influence span of control.
 - (2) The span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates.
- f. Pre-Designated Incident Locations and Facilities.
- (1) Various types of operational locations and support facilities are established in the vicinity of an incident to accomplish a variety of purposes.
 - (2) (2) The Incident Commander will direct the identification and location of these facilities based on the requirements of the current situation.
 - (3) For disaster operations within the State of Missouri the following pre-designated locations and/or facilities are used:
 - (a) State Unified Command. Established to oversee the management of large or multiple incidents to which several Incident Management Teams (IMTs) and/or Area Commands have been assigned. State Unified Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.
 - (b) State Area Command. An Area Command is established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations, such as would likely be the case for incidents that are not site specific,

geographically dispersed, or evolve over longer periods of time.

- (c) State Staging Areas. Temporary facilities at which commodities, equipment, and personnel are received and pre-positioned for deployment.
- (d) State Staging Areas – Affected. Temporary facilities located within the affected area at which commodities, equipment, and personnel are received and pre-positioned for deployment.
- (e) Points of Distribution Sites (PODs). Temporary local facilities at which commodities are distributed directly to disaster victims. Locations are identified in Local Emergency Operations Plans and serve as distribution sites during a catastrophic event.

g. Comprehensive Resource Management.

- (1) Resource management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources.
- (2) It also includes those processes and procedures for reimbursement for resources.
- (3) Resources are defined as personnel, teams, equipment, supplies, and facilities that are available, or potentially available, for assignment in support of incident management and emergency response activities.

h. Integrated Communications.

- (1) Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and procedures.
- (2) Preparedness planning must address the equipment, systems, and protocols necessary to achieve integrated voice and data incident management communications.

i. Establishment and Transfer of Command.

- (1) The command function must be clearly established from the beginning of incident operations.
- (2) The agency with primary jurisdictional authority over the

incident designates the incident commander.

- (3) When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.

j. Chain of Command and Unity of Command.

- (1) Chain of command refers to the orderly line of authority within the incident management organization.
- (2) Unity of command means that every individual has a designated supervisor to whom they report.
- (3) These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives.

k. State Unified Command.

- (1) Used in incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement.
- (2) State Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

l. Accountability of Resources and Personnel.

- (1) Check-In. All responders must report in to receive an assignment in accordance with the procedures established by the incident commander.
- (2) Incident Action Plan. Response operations must be directed and coordinated as outlined in the Incident Action Plan (IAP).
- (3) Unity of Command. Each individual involved in incident operations will be assigned to only one supervisor.
- (4) Span of Control. Supervisors must be able to adequately supervise and control their subordinates, as well as communicate and manage all resources under their supervision.
- (5) Resource Tracking. Supervisors must record and report

resource status changes as they occur.

- m. Deployment. Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.
- n. Information and Intelligence Management. The incident management organization must establish a process for gathering, sharing, and managing incident-related information and intelligence.

9. Incident Command System (ICS) Organization and Operations.

a. Command Staff

- (1) The Command Staff is responsible for the overall management of the incident.
- (2) When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single Incident Commander should be designated by the appropriate jurisdictional authority. This individual will have overall incident management responsibility.

b. State Unified Command

- (1) Used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions.
- (2) For the purposes of any response by the State of Missouri, the State Emergency Operations Center (and corresponding organizational structure) serves as the State Unified Command.
- (3) The senior official from the state, as designated by the Governor of the State of Missouri to lead the State Unified Command, is the Director of Public Safety or their successor. The Director of Public Safety will be the Principal State Official (PSO) responsible for the State Unified Command and for coordinating with all departments, commissions and agencies on behalf of the Governor.
- (4) Operates under a common set of objectives, strategies, priorities, and a single Incident Action Plan (IAP) to maximize the use of available resources.

c. Area Command

- (1) The forward element for command and control of State of Missouri resources.
- (2) Ensures all area activities are directed toward accomplishment of the IAP.
- (3) The basic organization structure will be similar to that of the State Unified Command.
- (4) During a catastrophic event (New Madrid Earthquake, etc.) there may be several Area Commands established. If so, all of them would report to the State Unified Command established at the Missouri State Emergency Operations Center (SEOC).

d. Command Staff responsibilities

- (1) Public Information Officer (PIO):
 - (a) Responsible for interfacing with the public and the media.
 - (b) Develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external use.
 - (c) May perform a public information monitoring role.
 - (d) Only one incident Public Information Officer (PIO) should be designated. He/she may have several assistants, as needed.
 - (e) The Incident Commander must approve the release of all incident related information.
- (2) Safety Officer
 - (a) Monitors incident operations and advises the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.
 - (b) The Safety Officer has emergency authority to stop and/or prevent unsafe acts during incident operations.

(c) The Safety Officer must ensure the coordination of safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and nongovernmental organizations.

(3) Liaison Officer

(a) The Liaison Officer is the point of contact for representatives of other governmental agencies, non-governmental organizations, and/or private entities.

(b) Personnel from public or private organizations involved in incident management activities may be assigned to the Liaison Officer to facilitate coordination.

(4) Assistants

(a) Command Staff members may need one or more assistants to manage their workloads during large or complex incidents.

(b) Each Command Staff member is responsible for organizing his or her assistants for maximum efficiency.

(5) Additional Command Staff

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

(b) Examples include Legal Counsel, Medical Advisor, etc.

e. Operations Section

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

(2) Operations Section Chief

(a) The Operations Section Chief is responsible to the

Incident Commander or State Unified Commander for the direct management of all incident-related operational activities.

- (b) The Operations Section Chief will establish tactical objectives for each operational period. Other section chiefs and unit leaders establish their own supporting objectives.
- (c) An Operations Chief should be designated for each operational period and should have direct involvement in the preparation of the Incident Action Plan (IAP).

(3) Branches

- (a) Branches may be used to serve several purposes, and may be functional or geographic in nature.
- (b) In general, branches are established when the number of divisions or groups exceeds the recommended span of control of one supervisor to three to seven subordinates for the Operations Section Chief (a ratio of 1:5 is normally recommended, or 1:8 to 1:10 for many larger-scale law enforcement operations).

(4) Divisions and Groups

- (a) Divisions and Groups are established when the number of resources exceeds the manageable span of control of the Incident Command and/or the Operations Section Chief.
- (b) Divisions are established to divide an incident into physical or geographical areas of operation.
- (c) Groups are established to divide the incident into functional areas of operation.
- (d) For certain types of incidents, for example, the Incident Commander (IC) may assign intelligence-related activities to a functional group in the Operations Section. There also may be additional levels of supervision below the Division or Group level.

(5) Resources

- (a) Resources refer to the combination of personnel and equipment required to enable incident management operations.
- (b) Resources may be organized and managed in three different ways, depending on the requirements of the incident:

Single Resources. These are individual personnel and equipment items and the operators associated with them.

Task Forces. A Task Force is any combination of resources assembled in support of a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Strike teams. Strike Teams are a set number of resources of the same kind and type that have an established minimum number of personnel. The use of Strike teams and Task Forces is encouraged, wherever possible, to optimize the use of resources, reduce the span of control over a large number of single resources, and reduce the complexity of incident management coordination and communications.

f. Planning Section

Collects, evaluates, and disseminates incident situation information and intelligence to the Incident Commander (IC), the Area Command, and/or the State Unified Command and incident management personnel; prepares status reports; displays situation information; maintains status of resources assigned to the incident; and develops and documents the Incident Action Plan (IAP) based on guidance from the Incident Commander, the Area Command, and/or the State Unified Command.

The Incident Action Plan includes the overall incident objectives and strategies established by the Area Command and/or the State Unified Command.

In the case of Unified State Command, the Incident Action Plan (IAP) must adequately address the mission and policy needs of each jurisdictional agency and the various Area Commands, as well as interaction between jurisdictions, functional agencies, and private

organizations.

The Incident Action Plan (IAP) also addresses tactical objectives and support activities required for one operational period, generally 12 to 24 hours. The IAP also contains provisions for continuous incorporation of “lessons learned” as incident management activities progress.

An Incident Action Plan is especially important when:

- Resources from multiple agencies and/or jurisdictions are involved;
- Multiple jurisdictions are involved;
- The incident will effectively span several operational periods;
- Changes in shifts of personnel and/or equipment are required; or
- There is a need to document actions and/or decisions.

The Incident Action Plan (IAP) will typically contain a number of components. These are shown in Tab K to this Appendix.

g. Logistics Section

The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations.

It also provides facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, and emergency responder medical services, including inoculations, as required.

h. Finance/Administration Section

A Finance/Administration Section is established when the agency(s) involved in incident management activities require(s) financial and other administrative support services.

Not all incidents will require a separate Finance/Administration Section. In cases that require only one specific function (e.g., cost analysis), this service may be provided by a technical specialist in the Planning Section.

i. Intelligence

Intelligence includes not only all types of classified information but also other operational information, such as risk assessments, medical intelligence (i.e. surveillance), weather information, geospatial data, structural designs, toxic contaminant levels, and utilities and public works data, that may come from a variety of sources.

While there is an information and intelligence function within the Planning Section, there can be a separate Intelligence Section established as part of the State's Unified Command.

Regardless of how this function is organized, all information and intelligence must be appropriately analyzed and shared with personnel, designated by the Incident Commander, who have proper clearance and a "need-to-know" to ensure that they support decision-making.

This section is responsible for developing, conducting, and managing information-related security plans and operations as directed by the Incident Commander, Area Command, and/or State Unified Command.

This section is responsible for coordinating information and operational security matters with the public awareness activities that fall under the responsibility of the Public Information Officer.

10. Area Command.

An Area Command is activated only if necessary, depending on the complexity of the incident management span-of-control considerations.

An agency administrator or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. For incidents involving State response this decision is made by the Governor's Unified Command and/or the State Unified Command.

In the event of a catastrophic event within the State of Missouri, the procedures established in the Catastrophic Event annex to the State Emergency Operations Plan (SEOP) will be followed.

An Area Command is established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversees the management of a very large incident that involves multiple ICS organizations, such as would likely be the case for incidents that are not site specific, geographically dispersed, or evolve over

longer periods of time, (e.g., a bioterrorism event).

Area Command should not be confused with the functions performed by an emergency operations center (EOC). An Area Command oversees management of the incident(s), while an EOC coordinates support functions and provides resource support.

If the incidents under the authority of the Area Command are multi-jurisdictional, then a State Unified Command should be established.

Responsibilities (for their assigned area of operations).

- a. Set overall incident-related priorities;
- b. Allocate critical resources according to established priorities; (3) Ensure that incidents are properly managed;
- c. Ensure that incident management objectives are met and do not conflict with each other or with agency policy;
- d. Identify critical resource needs and report them to the appropriate unified command, emergency operations centers and/or multi-agency coordination entities; and
- e. Ensure that short term emergency recovery is coordinated to assist in the transition to full recovery operations.

11. State Unified Command.

An application of the Incident Command System used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions,

The Missouri State Emergency Operations Center (SEOC) serves as the State Unified Command for incidents involving multiple political jurisdictions and/or state/federal resources.

The senior official from the state, as designated by the Governor of the State of Missouri to lead the State Unified Command, is the Director of Public Safety or their successor. The Director of Public Safety will be the Principal State Official (PSO) responsible for the State Unified Command and for coordinating with all departments, commissions and agencies on behalf of the Governor.

When activated, the State Emergency Operations Center is staffed by personnel from the State Emergency Management Agency (SEMA),

representatives from various State agencies/departments, key volunteer groups/organizations, federal agencies, and other disciplines as determined by the State Unified Command.

Actual staffing of the State Unified Command will be determined by the size, type, and impact of the specific incident.

Each agency and/or department has the flexibility to determine who their representative(s) at the SEOC will be; however, the individual(s) must be knowledgeable of the authorities, capabilities, and resources of their respective agency/department.

Agency/department representatives must also have the ability/authority to commit agency/department resources including, but not limited to, personnel, equipment, supplies, and any other resources needed to effectively and efficiently respond to and recover from the incident.

Responsibilities (for incident response and recovery operations throughout the State).

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

12. Multi-agency Coordination Systems.

A combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities.

The primary functions of multi-agency coordination systems are:

- a. Support incident management policies and priorities;
- b. Facilitate logistics support and resource tracking;
- c. Inform resource allocation decisions using incident management priorities;
- d. Coordinate incident related information; and
- e. Coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.

Multi-agency coordination systems may contain Emergency Operations Centers and (in certain multi-jurisdictional or complex incident management situations) multi-agency coordinating entities.

13. Emergency Operations Centers.

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

When activated the EOC must establish communication and coordination between the Incident Commander, Area Command(s), and Unified Commands as appropriate.

The State Emergency Operations Center (SEOC) is the focal point for all State response and recovery activities as the Governor's Unified Command.

14. Multi-agency Coordination Entities.

When incidents cross disciplinary or jurisdictional boundaries or involve complex incident management scenarios, a multi-agency coordination entity (i.e. Missouri State Emergency Management Agency), will be used to facilitate incident management and policy coordination.

The incident and the needs of the impacted jurisdictions will dictate how these multi-agency coordination entities operate and how they are structured.

The SEOC will typically be staffed by senior individuals (or their designees) from organizations and agencies with direct incident management responsibility or with significant incident management support or resource

responsibilities. These individuals must have the authority to make decisions and commit their respective agencies/departments resources.

The Missouri State Emergency Operations Center serves as the State's EOC, a multi-agency coordination entity, and the operating location for the Governor's Unified Command.

The SEOC provides strategic coordination during domestic incidents. The Missouri SEOC will coordinate and maintain communications with other agencies and local emergency operations centers EOCs in order to provide uniform and consistent guidance to incident management personnel.

Regardless of form or structure, the principle functions and responsibilities of multi-agency coordination entities typically include the following:

- a. Ensuring that each agency involved in incident management activities is providing appropriate situational awareness and resource status information;
- b. Establishing priorities between incidents and/or Area Commands in concert with the Incident Commander (IC) or the State Unified Command involved;
- c. Acquiring and allocating resources required by incident management personnel in concert with the priorities established by the Incident Commander (IC), Area Command, and/or the State Unified Command;
- d. Anticipating and identifying future resource requirements;
- e. Coordinating and resolving policy issues arising from the incident(s); and
- f. Providing strategic coordination as required.
- g. Following incidents, multi-agency coordination entities are also typically responsible for ensuring that improvements in plans, procedures, communications, staffing, and other capabilities necessary for improved incident management are acted on. These improvements should also be coordinated with all other appropriate organizations.

15. Public Information Systems.

Systems and procedures for communicating timely and accurate information to the public are critical during crisis or emergency situations.

The Public Information Officer (PIO) supports the incident command structure. Basic responsibilities of the PIO include:

- a. representing and advising the incident command on all public information matters relating to the management of the incident;
- b. handling media and public inquiries, emergency public information and warnings, rumor and media monitoring;
- c. coordinating and disseminating accurate and timely information related to the incident, particularly regarding information on public health and safety;
- d. coordinating public information at or near the incident site;
- e. serving as the on-scene link to the Joint Information System (on-scene PIO);

During large scale operations, several Public Information Officers (PIOs) would be required, in the field and in the Joint Information Center.

Public information functions must be coordinated and integrated across jurisdictions and across functional agencies; among federal, state, and local partners; and with private-sector and non-governmental organizations.

Organizations participating in incident management retain their independence.

Incident commands and multi-agency coordination agencies are responsible for establishing and overseeing Joint Information Centers (JICs) including processes for coordinating and clearing public communications.

For those large operations utilizing a State Unified Command, the departments, agencies, organizations, or jurisdictions that contribute to joint public information management do not lose their individual identities or responsibility for their own programs or policies.

Each entity contributes to the overall unified message.

System Description and Components.

- a. Joint Information System (JIS).

The JIS provides an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public in a crisis.

It includes the plans, protocols, and structures used to provide information to the public during incident operations.

It encompasses all public information operations related to an incident, including all Federal, State, local, and private organization PIOs, staff, and JICs established to support an incident.

(4) Key elements of the Joint Information System include the following:

- (a) interagency coordination and integration;
- (b) developing and delivering coordinated messages;
- (c) support for decision-makers; and
- (d) flexibility, modularity, and adaptability.

b. Joint Information Center (JIC).

A JIC is a physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public-affairs functions.

It is important for the JIC to have the most current and accurate information regarding incident management activities at all times.

The JIC provides the organizational structure for coordinating and disseminating official information.

The JIC should include representatives of each jurisdiction, agency, private-sector, and nongovernmental organization involved in incident management activities.

A single JIC location is preferable, but the system should be flexible and adaptable enough to accommodate multiple JIC locations when the circumstances of an incident require.

If multiple Joint Information Centers (JICs) are used, each JIC must have procedures and protocols to communicate and coordinate effectively with other JICs, as well as with other appropriate components of the ICS organization.

IV RESOURCE MANAGEMENT

A. Concepts and Principles.

Resource Management involves coordinating and overseeing the application of tools, processes, and systems that provide incident managers with timely and appropriate resources during an incident.

Resources include personnel, teams, facilities, equipment, and supplies.

Resource management coordination activities take place within the Logistics Section of the State Emergency Operations Center (SEOC). This Section, in conjunction with the State Unified Command, will also prioritize and coordinate resource allocation and distribution during incidents.

Resource management involves four primary tasks:

1. Establishing systems for describing, inventorying, requesting, and tracking resources;
2. Activating these systems prior to and during an incident;
3. Dispatching resources prior to and during an incident; and
4. Deactivating or recalling resources during or after incidents.

B. Managing Resources.

The State of Missouri uses the concepts and principles of the National Incident Management System (NIMS) to conduct all of its response and recovery operations, including its logistics operations.

In accordance with NIMS, the State uses standardized procedures, methodologies, and functions in its resource management processes. These processes reflect functional considerations, geographic factors, and validated practices within and across disciplines.

Processes for managing resources:

1. Identifying and Typing Resources.

Resource typing entails categorizing by capability the resources that incident managers commonly request, deploy, and employ.

Measurable standards identifying the capabilities and performance levels of resources serve as the basis for categories.

Resource kinds may be divided into subcategories (types) to define more precisely the resource capabilities needed to meet specific requirements.

2. Certifying and Credentialing Personnel.

Personnel certification entails authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Credentialing involves providing documentation that can authenticate and verify the certification and identify of designated incident managers and emergency responders.

This system helps ensure that personnel representing various jurisdictional levels and functional disciplines possess a minimum common level of training, currency, experience, physical and medical fitness, and capability for the incident management or emergency responder position they are tasked to fill.

3. Inventorying Resources.

The Logistics Section staff will use available resource inventory systems (E-Team, etc.) to assess the availability of assets provided by public, private, and volunteer organizations.

Key issues involving resource inventories that must be addressed during each incident include:

- a. The process (if any) that will be used to make the data available to area commands, other emergency operations centers, and multi-agency coordination entities.
- b. Determining whether the primary-use organization needs to warehouse items prior to an incident. The Logistics Section will make this decision by considering the urgency of the need, whether there are sufficient quantities of required items on hand, and/or whether they can be obtained quickly enough to meet demand.

4. Identifying Resource Requirements.

The Logistics Section within the State Emergency Operations Center (SEOC) will identify, refine, and validate resource requirements throughout incident response and recovery operations. The process of accurately identifying resource requirements involves determining:

- a. what and how much is needed;
- b. where and when it is needed; and
- c. who will be receiving or using it.

Because resource availability and requirements will constantly change as the incident evolves, all entities participating in an operation must coordinate closely in this process.

5. Ordering and Acquiring Resources.

Requests for items that the incident command cannot obtain locally are submitted through the applicable Area Command.

If the applicable Area Command is unable to fill the order locally, the order is forwarded to the Logistics Section within the State Unified Command.

6. Mobilizing Resources

Incident personnel begin mobilizing when notified through established channels. In the event of a catastrophic earthquake event many of the initial mobilization actions are addressed through an automatic response process.

Deploying personnel should be provided the following information as a minimum:

- a. the date, time, and place of departure;
- b. mode of transportation to the incident; (c) estimated date and time of arrival;
- c. reporting location (address, contact name, and phone number); and
- d. anticipated incident duration of deployment.

When resources arrive on scene, they must formally check in. This starts the on-scene in-processing and validates the order requirements. Notification that the resource has arrived is sent back through the system to the Logistics Section at the State Emergency Operations Center.

The Logistics Section will usually plan and prepare for the demobilization process at the same time they begin the resource mobilization process. Early planning for demobilization:

- (1) facilitates accountability
- (2) makes transportation of resources as efficient as possible;
- (3) keeps costs as low as possible; and
- (4) keeps delivery as fast as possible.

7. Tracking and Reporting Resources.

Resource tracking is a standardized, integrated process conducted throughout the life cycle of an incident by all agencies at all levels.

This resource tracking process:

- a. provides incident managers with a clear picture of where resources are located;
- b. helps staff prepare to receive resources;
- c. protects the safety of personnel and security of supplies and equipment; and
- d. enables the coordination of movement of personnel, equipment, and supplies.

The Logistics Section will use established procedures to track resources continuously from mobilization through demobilization.

The Logistics Section will provide this real-time information to key decision makers within the Governor’s Unified Command, the State Unified Command, and the applicable Area Command(s) as needed.

All personnel involved in the resource management process will follow all applicable federal, state, and/or local procedures for acquiring and managing resources, including reconciliation, accounting, auditing, and inventorying.

- 8. Recovering Resources. Recovery involves the final disposition of all resources. During this process, resources are rehabilitated, replenished, disposed of, and retrograded:

- a. Nonexpendable Resources.

These are fully accounted for at the incident site and again when they are returned to the unit that issued them. The issuing unit then restores the resources to fully functional capability and readies them for the next mobilization.

In the case of human resources adequate rest and recuperation time and facilities must be provided.

- b. Expendable Resources.

These are also fully accounted for. Restocking occurs at the point from which a resource was issued.

Resources that require special handling and disposition (e.g., biological waste and contaminated supplies, debris, and equipment) must be dealt with according to established regulations and policies.

- 9. Reimbursement.

Reimbursement provides a mechanism to fund critical needs that arise from incident-specific activities.

Processes and procedures, including mechanisms for collecting bills, validating costs against the scope of the work, ensuring that proper authorities are involved, and accessing reimbursement programs, must be in place to ensure that resource providers are reimbursed in a timely manner.

The State will pursue all available sources of reimbursement for resources expended during a disaster incident. These would include, but are not limited to:

- a. Federal mission assignments
- b. FEMA Public Assistance program
- c. Mutual aid agreements
- d. Donations

If these programs are not available, the incident management organization bears the costs of expendable resources.

V COMMUNICATIONS AND INFORMATION MANAGEMENT

A. Concepts and Principles

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

- c. prepare for potential requirements and requests supporting incident management activities; and
- d. develop and maintain overall awareness and understanding of an incident within and across jurisdictions.

B. Managing Communications and Information.

The National Incident Management System (NIMS) provides the essential functions of communications and information systems at all levels in two ways:

1. Incident Management Communications.

Interoperable communications systems are necessary to ensure effective communications exist between all response and recovery entities.

All jurisdictions and entities involved in response and recovery operations will use common terminology, as prescribed by the NIMS, for communication.

2. Information Management.

Successful response and recovery operations are dependent on the dissemination of accurate and timely information. There are several standard mechanisms that can be used to disseminate disaster-related information. These include:

- a. Incident Action Plan (IAP)
- b. Situation Reports
- c. Standard interoperable communications
- d. Coordinated and approved press releases
- e. Face to face personnel contact

All of these must be used to conduct successful disaster response and recovery operations. Reliance on any one method to the exclusion of the others will hinder effective disaster operations.

The State Emergency Management Agency (SEMA) is responsible for the development and distribution of Situations Reports related to on- going disaster activities.

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

VI DIRECTION AND CONTROL

A State Unified Command will be activated at the SEOC in Jefferson City. This is the state level command where Direction and Control will be exercised for the statewide response. The senior official from the state, as designated by the Governor of the State of Missouri to lead the State Unified Command, is the Director of Public Safety or their successor. The Director of Public Safety, will be the Principal State Official (PSO) responsible for the State Unified Command and for coordinating with all departments, commissions and agencies on behalf of the Governor. The Governor delegates authority to the Principal State Official to perform these functions but remains as the Chief Elected Official of the State and serves as the final responsible official for the State and its responsibilities.

Although the Director of SEMA manages and coordinates operations within the State Emergency Operations Center (SEOC), his or her authority does not exceed that of department heads, unless the Governor so designates (see Basic Plan, Section IV.B.3). The SEMA Director provides chief technical advice on emergency management related issues to the PSO and the State Unified Command.

Under overall guidance of the Governor (or Principal State Official), each participating department, agency, or organization maintains operational control of its resources. Mission assignments are coordinated from the SEOC. When the SEOC is activated, all actions must be reported to the SEOC to ensure a rapid and efficient response.

Requests for federal and/or state assistance can come only from the chief elected official of the affected jurisdiction or that official's authorized successor (see Appendix 4 to the Basic Plan). To ensure proper coordination and format, the SEMA staff must coordinate all these requests.

VII CONTINUITY OF GOVERNMENT

A. The line of succession for management of incidents is:

1. Governor or Principal State Official
2. State Unified Command
3. Area Command

B. The line of succession for the State Emergency Management Agency (SEMA) is:

1. Director
2. Deputy Director
3. Chief of Operations

C. The line of succession for the Operations Branch within the State Emergency

Management Agency (SEMA) is

1. Chief of Operations of SEMA
2. Current designated second in command of the Operations Branch
3. The first Operations Shift Supervisor who becomes available

See Annex S (Continuity of Operations) of the State Emergency Operations Plan for additional information.

Lines of authority follow the lines of succession identified above. As the line of succession progresses to the next individual, the lines of authority associated with that position also progress to that individual. That transition is in effect until the event is terminated or someone in a position of higher authority assumes command.

VIII ADMINISTRATION AND LOGISTICS

A. Administration

Requests for assistance, all general messages, and all reports are handled via procedures and format specified in the State Emergency Operations Center (SEOC) Standard Operating Guide (SOG). The use of reports varies according to type of emergency.

Each department and/or agency is responsible for maintaining its own records of expenditures for later reimbursement.

Security personnel at the entrance maintain a record of all persons entering and departing the SEOC. All personnel are issued access cards to be worn while in the SEOC.

Upon activation of the SEOC, roster updates must occur to facilitate personnel access to the SEOC or to any other Direction and Control sites cited earlier in this annex. An individual not on these updated rosters is denied admittance until the appropriate agency issues proper authorization.

B. Logistics

SEMA provides office supplies to personnel of other agencies assigned to work in the SEOC. Unusual or extraordinary amounts must be obtained by the appropriate agency.

The SEOC is equipped to meet the needs of procedures outlined in this annex. The SEOC Floor Supervisor (SEMA) should be notified if the equipment or the physical capabilities of the SEOC are not sufficient for an agency to meet its mission. This then becomes a shortfall to be added to the long range

development plan.

Each agency is responsible for furnishing its own transportation for Direction and Control activities. If specialized transportation is required, the agency should contact the SEOC.

Shower facilities are available at the SEOC for use by any staff working in the SEOC. Also, sleeping quarters are available in the Ike Skelton Missouri Army National Guard Training compound. These are only available in the most severe emergency situations and when made available by the Missouri National Guard (MoNG).

During SEOC operations, SEMA usually provides light snacks and drinks for break periods. The MoNG operates a cafeteria that would usually be available to SEOC staff during major occurrences.

IX APPENDIX DEVELOPMENT AND MAINTENANCE

- A. This appendix was developed by SEMA and supported by documentation developed by participating agencies.

SEMA initiates an annual review and update of this annex. Agencies formulate necessary updates and furnish them to SEMA for incorporation in the plan.

Tests, exercises, and drills are conducted regularly. Lessons learned from these initiatives are incorporated into any changes/revisions to this annex.

X AUTHORITIES AND REFERENCES

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

ANNEX B

COMMUNICATIONS AND WARNING

ESF #2

I. PURPOSE

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

Although communications and warning systems designed to meet day-to-day needs of government are already in existence in St. Joseph, it is necessary to plan for the effective use of these resources in the event of a disaster. This Annex is developed to provide information and guidance concerning available or potentially available communications and warning capabilities and the means for augmenting them.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. St. Joseph could find itself subjected to many hazards (See Basic Plan, Situation and Assumptions) that would require activating emergency communications and warning operations.
2. St. Joseph receives its initial warning information from the Missouri State Highway Patrol, Troop H Headquarters in St. Joseph. The NAWAS point for St. Joseph is located in the Communications Center of the Law Enforcement Center in St. Joseph. The warning is dispersed throughout the County.
3. The Communications Center is staffed on a 24-hour basis by dispatch personnel. Dispatching is provided for the Buchanan County Sheriff's Department; City of St. Joseph police and fire departments; Buchanan County EMS (direct line); and rural fire departments.
4. The outdoor warning sirens located in St. Joseph are activated from the Communications Center or remotely from the EOC in Fire Station 12. (See Appendix 3 to this Annex for further information.) Warnings in St. Joseph will be supplemented with mobile public address operations by the Sheriff and Police Departments. Radio and television stations will also broadcast the warning.

5. This system is adequate to deal with most emergency situations in St. Joseph, but in a severe emergency, augmentation may be required.

B. Assumptions

1. It is assumed that the existing communications and warning system in St. Joseph will survive and remain functional regardless of the type of disaster that strikes the area. (The exception would be nuclear attack which would require actions to ensure survivability).
2. This Annex, upon its completion, will aid timely emergency responses during disasters by ensuring coordination of all communications and warning systems.
3. If the situation is such that local systems are overtaxed, the State will be able to augment local resources during the response and recovery phases.
4. Regardless of how well developed a warning system is, some citizens will ignore, not hear, or not understand warnings of impending disasters broadcast over radio or television, or sounded by local siren systems. Mobile public address and even door-to-door operations may be required in some disaster situations.
5. In most cases the Communications Center (dispatching personnel), in conjunction with the Public Safety Officer on the scene, will make the initial determination that a “classified” emergency has occurred or is developing. (See Appendix 3 to the Basic Plan, Emergency Classification, Control and Alerting Procedures.)

III. CONCEPT OF OPERATIONS

A. General

1. The City has the ultimate responsibility for developing and maintaining a communications and warning capability for emergency operations.
2. The communications and warning operations for the City will be controlled from the Communications Center located in the Law Enforcement Center. Shifts will be established to provide for 24-hour staffing of communications facilities during emergencies.
3. During classified emergencies, curtailment of routine actions will be necessary. The degree of this curtailment will be determined by the Communications Center Manager and will depend upon the severity of the situation.

4. During emergency operations, all departments will maintain their existing equipment and procedures for communicating with their field operations. They will keep the EOC informed of their operations at all times and will maintain communications with the EOC.
5. Communications between the State and the EOC will be primarily through land line telephone links.
6. Telephone services, HAM radio operators, Operation Secure Network satellite communications system, and amateur communications networks in the area will be utilized to expand communications capabilities during disaster situations.
7. Although most warning alerts come from outside sources (i.e., State, National Weather Service, etc.), the City has developed and maintains the capability to identify potential problems and ensure a timely warning on its own.
8. When emergency situations requiring public warning occur at industrial sites that have hazardous materials, or at water impoundments, the procedure for alerting government officials will be the guidelines contained in Annex H of this Emergency Operations Plan.
9. When an emergency situation occurs, all available systems will be utilized to alert and warn private residences, schools, nursing homes, hospitals, etc. Methods of warning include: television, radio, outdoor warning sirens, Nixle, social media and tone alert devices. A warning notification call-down list is kept in the Communications Center.
10. Tests and educational programs will be conducted regularly to ensure the public understands the various warnings.
11. The SOG for handling information collection procedures for monitoring similar complaints/symptoms reported is found in Annex M.

B. Tasks to be Accomplished by Time Frame

1. Mitigation
 - a. Revise and update this Annex and its Appendices at least yearly.
 - b. Formulate long-range plans for improvements and follow through with them.
 - c. Conduct training for all personnel (full-time, part-time, and

supplementary) in:

- 1) Weather spotting
 - 2) Message flow when EOC is activated
 - 3) Emergency classification
 - 4) Damage assessment
 - 5) Warning systems activation procedures
 - 6) Other subjects as required to support other functions
- d. Participate in a regular schedule of tests and exercises.
 - e. Inspect and maintain all equipment on a regular basis.
 - f. Identify private sector resources (i.e. telephone companies) that can augment local capabilities to include repair and supply.
 - g. Analyze equipment locations with regard to possible destruction from hazards.
 - h. Coordinate Communications and Warning capabilities with neighboring jurisdictions.
 - i. Ensure that a repair capability exists under emergency conditions.
 - j. Develop procedures to provide coverage should any equipment become disabled.
 - k. Work with PIO to distribute information to the media and public for educational purposes.
 - l. Develop procedures to warn and/or communicate information to functional needs groups (persons with hearing and vision impairments, non-English speaking groups, etc.).
2. Preparedness
 - a. Initiate personnel call-up as necessary, depending upon the potential of the situation.
 - b. Activate appropriate warning systems.
 - c. Run equipment readiness checks to include emergency power.
 - d. Activate alternate systems and procedures if necessary.
 - e. Provide adequate communications support to EOC staff.

- f. Check communications links with State and Federal agencies.
3. Response
- a. Activate warning system if not already done.
 - b. Activate all necessary personnel to meet communications needs.
 - c. Provide communications capabilities for agencies in the field.
 - d. Make the emergency classification if necessary.
 - e. Maintain and provide information to decision makers.
 - f. Report Communications and Warnings systems status to EOC staff.
 - g. Make necessary repairs or switch to alternate systems as breakdowns occur.
4. Recovery
- a. Continue response level operations until orders to discontinue operations are received.
 - b. Provide communication support to Damage Assessment team.
 - c. Make repairs and inventory equipment and supplies. Report status to EOC staff.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The organizational chart for the City's communications and warning function is set forth in Appendix 1 to this Annex.
- B. Assignment of Responsibilities

Overall coordination and control of the City's communications and warning function is the responsibility of the Communications Center Manager.

V. DIRECTION AND CONTROL

- A. For incidents that have reached an emergency classification (see Appendix 3 to the Basic Plan), overall direction and control will be from the designated EOC within the affected area or subdivision.

- B. Specific department heads may be designated to maintain operational control of their own communications systems, but will coordinate with the EOC during emergency operations. All departments must become familiar with the procedures outlined in this Annex.
- C. When a classified emergency occurs, normal procedures can be altered as necessary to ensure adequate direction and control.
- D. Outside communications and warning resources used to support emergency operations will remain under the direct control of the sponsoring organization, but will be assigned by the EOC to respond as necessary.

VI. CONTINUITY OF GOVERNMENT

- A. Line of Succession - Communications and Warning:
 - 1. Communications Manager
 - 2. Communications Supervisor
 - 3. Communications Lead
- B. In the event the primary communications and warning facilities become inoperable, Standard Operating Guidelines (SOGs) should be developed to provide for backup equipment or an alternate facility.
- C. All records vital to the continued function of the communications and warning section should be duplicated and maintained at another location. If this is not possible, plans should be developed to move documents to an alternate site.

VII. ADMINISTRATION & LOGISTICS

- A. Administration
 - 1. Mutual aid agreements and agreements of understanding regarding communications and warning operations will be maintained.
 - 2. Notification/recall lists for all departments, to include each individual in the chain of command, will be updated regularly and provided to the Communications Center dispatchers. This list should include telephone numbers and radio frequencies of neighboring jurisdictions and State agencies. A communication system to implement call-down rosters for personnel assigned to the EOC, etc., must also be maintained.

3. It is the responsibility of each agency to ensure that its personnel are adequately trained and familiar with communications and warning procedures as outlined in this Plan and the agencies' own SOGs.
4. Record keeping and accounting procedures will be according to appropriate City regulations, ordinances, etc.

B. Logistics

1. SOGs for the security and protection of communication equipment will be developed for the following:
 - a. Protection from lightning and wind.
 - b. Overload (telephone)
 - 1) Line-load control
 - 2) Priority of service restoration
2. Requisition & Supply. (See Resource and Supply, Annex G.)

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

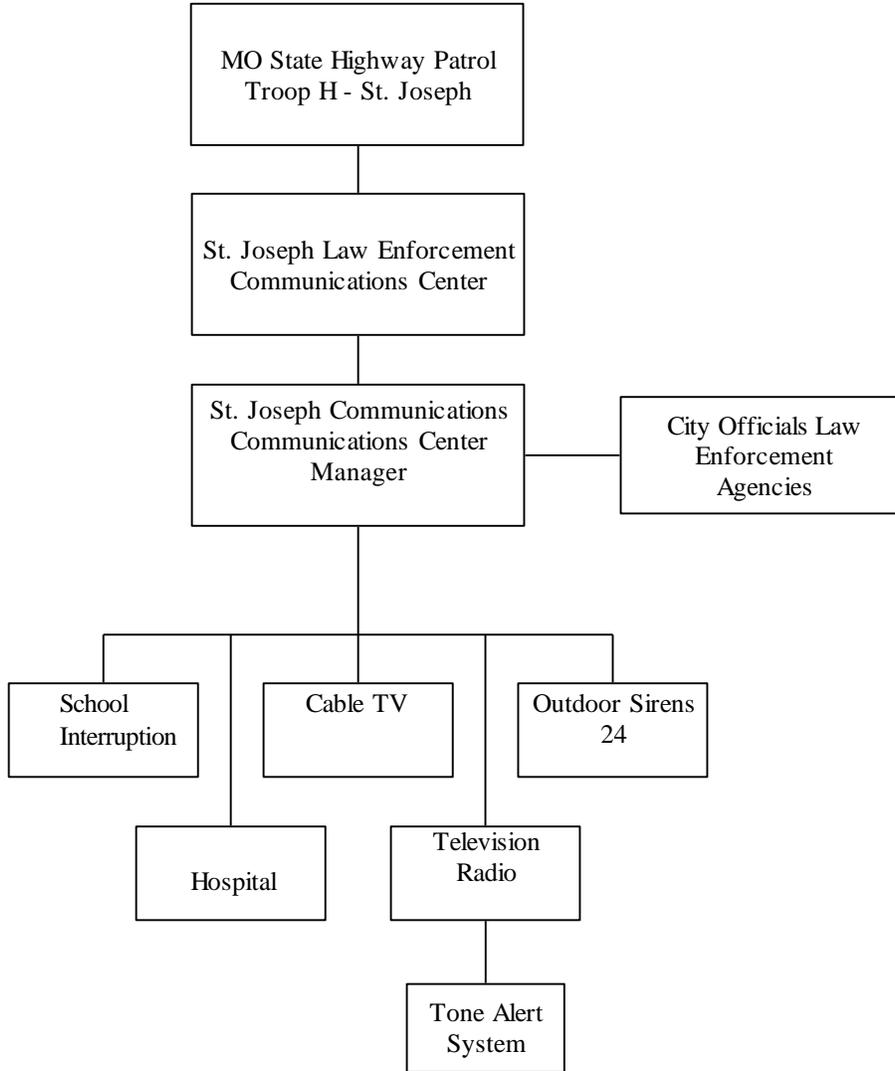
This Annex will be reviewed, updated, and modified as necessary, but not less than annually.

Appendices

1. Communications and Warning Diagram
2. Communications Capabilities by Department
3. Warning Capabilities

Appendix 1 to Annex B

COMMUNICATIONS & WARNING DIAGRAM



Appendix 2 to Annex B

COMMUNICATIONS CAPABILITIES BY DEPARTMENT

A. Law Enforcement - Communications Center

[Operates the Enhanced 9-1-1 System for the entire county, including St. Joseph]

The Communications Center has BOB a remote dispatch terminal that allows set up at any location and access to CAD and 911.

The 800 MHz trunking system is a Motorola SmartZone 7.1 System. The System ID is 01A8 Hexadecimal or 424 Decimal. Frequencies used by the system and licensed to Buchanan County are:

| | | Transmit | Receive |
|-----|------------------------|----------|----------|
| 1. | System Control Channel | 868.0875 | 823.0875 |
| 2. | Voice Channel Pair 1 | 868.3875 | 823.3875 |
| 3. | Voice Channel Pair 2 | 868.5750 | 823.5750 |
| 4. | Voice Channel Pair 3 | 867.7500 | 822.7500 |
| 5. | Voice Channel Pair 4 | 867.9500 | 822.9500 |
| 6. | Voice Channel Pair 5 | 867.3500 | 822.3500 |
| 7. | Voice Channel Pair 6 | 867.5375 | 822.5375 |
| 8. | Voice Channel Pair 7 | 866.9500 | 821.9500 |
| 9. | Voice Channel Pair 8 | 866.0875 | 821.0875 |
| 10. | Voice Channel Pair 9 | 866.5500 | 821.5500 |

| TG# | Owner | TG Name | TG Alias | T | D | FS | P |
|-----|-------|---------|----------|---|---|----|---|
|-----|-------|---------|----------|---|---|----|---|

| |
|--------------------|
| Talk Groups |
|--------------------|

| TG# | Owner | TG Name | TG Alias | T | D | FS | P |
|----------|---------|---------------|----------|---|---|-----|-----|
| 800085 | Police | Police 1 | PD 1 | Y | Y | 1 | 4 |
| 800003 | Police | Police 2 | PD 2 | Y | Y | 2 | 4 |
| 800005 | Police | Police 3 | PD 3 | Y | Y | 1 | 5 |
| 800007 | Police | PD Supervisor | PD Admin | Y | N | 2 | 5 |
| 800009 | Police | PD Command | PD Cmd | Y | Y | 1 | 5 |
| 800011 | Police | PD Detective | PD Det | Y | N | 2 | 5 |
| 800013 | Police | PD Tact/SRT | PD Tact | Y | Y | 2 | 4 |
| 800015 | Police | PD Event 1 | PD E1 | Y | Y | 2 | 6 |
| 800019 | Police | PD Event 2 | PD E2 | Y | Y | 1 | 6 |
| 800101 | Fire | SJ Fire 1 | FD 1 | Y | Y | 3 | 4 |
| 800103 | Fire | SJ Fire 2 | FD 2 | Y | Y | 4 | 4 |
| 800105 | Fire | SJ EMS | FD EMS | Y | Y | 3 | 4 |
| 800107 | Fire | SJ Fire Gnd 1 | FD Gnd1 | Y | N | 4 | 4 |
| 800109 | Fire | SJ Fire Gnd 2 | FD Gnd2 | Y | N | 3 | 5 |
| 856.2375 | Fire | SJ Fire Gnd 3 | FD Gnd3 | N | N | N/A | N/A |
| 800111 | Fire | SJ Fire Admin | FD Admin | Y | N | 4 | 5 |
| 800201 | Sheriff | Sheriff 1 | SO 1 | Y | Y | 5 | 4 |

| | | | | | | | |
|--------|---------|-----------------|---------|---|---|---|---|
| 800203 | Sheriff | Sheriff 2 | SO 2 | Y | Y | 6 | 4 |
| 800205 | Sheriff | Sheriff TAC 1 | SO TAC1 | Y | Y | 5 | 4 |
| 800207 | Sheriff | Sheriff TAC 2 | SO TAC2 | Y | N | 6 | 5 |
| 800209 | Sheriff | Sheriff Command | SO Cmnd | Y | N | 5 | 5 |

| | | | | | | | |
|----------|---------|------------------------|-----------|---|---|-----|-----|
| 800211 | Sheriff | Sheriff Invest. 1 | SO Inv 1 | Y | Y | 6 | 4 |
| 800213 | Sheriff | Sheriff Invest. 2 | SO Inv 2 | Y | N | 5 | 5 |
| 800215 | Sheriff | Investigation Shard | Inv SOPD | Y | Y | 6 | 5 |
| 858.0625 | Sheriff | Sheriff Jail 1 | Jail 1 | N | N | N/A | N/A |
| 800217 | Sheriff | Sheriff Jail 2 | Jail 2 | Y | N | 5 | 5 |
| 800219 | Sheriff | Court Marshals | Marshal | Y | N | 6 | 5 |
| 800221 | Sheriff | Juvenile Office | Juvenile | Y | Y | 9 | 5 |
| 800223 | Sheriff | Health Department | Health | Y | N | 9 | 6 |
| 800225 | Sheriff | Sheriff Event 1 | SO E1 | Y | Y | 5 | 6 |
| 800301 | DSF | DSF 1 | DSF 1 | Y | Y | 5 | 4 |
| 857.2375 | DSF | DSF 2 | DSF 2 | N | N | N/A | N/A |
| 800401 | EMS | Heartland EMS Disp | Amb Disp | Y | Y | 4 | 4 |
| 800403 | EMS | Hosp Emer. Room | Amb ER | Y | Y | 8 | 4 |
| 800405 | EMS | Heartland EMS 3 | Amb 3 | Y | Y | 4 | 5 |
| 800407 | EMS | Heartland Shuttle | Hosp Shtl | Y | Y | 8 | 6 |
| 800409 | EMS | Heartland Security | Hosp Sec | Y | N | 4 | 5 |
| 800411 | EMS | Heartland Security TAC | Hosp TAC | Y | N | 8 | 5 |
| 800501 | Co Fire | Buchanan Co Fire 1 | BC Fire1 | Y | Y | 4 | 4 |
| 800503 | Co Fire | Buchanan Co Fire 2 | BC Fire2 | Y | N | 4 | 5 |
| 800601 | County | Buch Co Hwy 1 | Hwy East | Y | Y | 9 | 5 |
| 800603 | County | Buch Co Hwy 2 | Hwy West | Y | N | 9 | 5 |
| 800605 | County | Buch Co TAC | Hwy Tac | Y | N | 10 | 6 |
| 800607 | County | Buch Co Hwy Supv | Hwy Supv | Y | N | 10 | 6 |
| 800609 | County | Buch Co Commiss. | Comm/EMD | Y | N | 10 | 5 |
| 800701 | MWSU | MO West Univ | MWSU 1 | Y | N | 7 | 4 |
| 800703 | MWSU | MO West Univ | MWSU TAC | Y | N | 7 | 5 |
| 800801 | Interop | Event 1 | Event 1 | Y | Y | 7 | 6 |
| 800803 | Interop | Event 2 | Event 2 | Y | Y | 7 | 6 |
| 857.2375 | Interop | Event 3 | Event 3 | N | N | N/A | N/A |
| 804094 | Interop | Citywide | Citywide | Y | Y | | |
| 800805 | Interop | Regroup | Regroup | Y | Y | 8 | 4 |
| 858.0625 | Interop | Talk Around Law 1 | Law TAC | N | N | N/A | N/A |
| 800807 | Interop | Interop - Multi Agency | Interop | Y | Y | 8 | 5 |
| 800809 | Interop | VHF Mutual Aid Link | V Mu Aid | Y | Y | 8 | 5 |
| 866.0125 | Interop | NPSPAC MUTUAL AID | Mu Aid C | N | Y | N/A | N/A |
| 866.5125 | Interop | NPSPAC MUTUAL AID | Mu Aid 1 | N | Y | N/A | N/A |
| 867.0125 | Interop | NPSPAC MUTUAL AID | Mu Aid 2 | N | Y | N/A | N/A |

The columns headed above are: TG#=Talk Group Number, T=Trunked, D= Monitored by Dispatch, F=Failsoft Assignment, P=User Priority.

Those listed in blue font above are Simplex talk around channels. They are not trunked and not monitored by the Communications Center.

Call signs are broadcast in code on the Control Channel and are no longer announced by the dispatchers. These radio channels are available for the departments listed below, but are not available in the Communications Center unless listed above also.

| | | |
|-----|------------------------------------------------|---------|
| 1. | Buchanan County Sheriff, Freq. | 154.755 |
| 2. | Buchanan County Sheriff Statewide | 144.730 |
| 3. | Sheriff, Missouri to Patrol..... | 155.730 |
| 4. | St. Joseph Public Works, car to car..... | 155.985 |
| 5. | St. Joseph Ambulance Service HEAR Channel..... | 155.220 |
| 6. | St. Joseph Ambulance HEAR Channel..... | 155.340 |
| 7. | St. Joseph Ambulance..... | 460.025 |
| 8. | St. Joseph Ambulance..... | 460.975 |
| 9. | Missouri Patrol, car to car | 42.060 |
| 10. | Missouri Patrol, car to base..... | 42.220 |
| 11. | Missouri Patrol, Channel 4 | 42.120 |
| 12. | Missouri Patrol, repeater | 154.695 |
| 13. | Missouri Mutual Aid..... | 155.475 |
| 14. | F.B.I. | 165.370 |
| 15. | U.S. Weather, St. Joseph..... | 162.400 |

B. City of St. Joseph Trunking System

1. Police Department
2. Fire Department
3. Public Works Department
4. Health Department
5. City Wide Emergency
6. City Government TV Cable Channel

C. Buchanan County Sheriff’s Department

| | |
|-----------------------------------------|---------|
| Buchanan County Sheriff..... | 154.755 |
| Buchanan County Sheriff Statewide | 155.730 |
| Sheriff, Missouri to Patrol..... | 155.370 |
| Missouri Mutual Aid..... | 155.475 |

Thirty-three (33) patrol cars are radio equipped. Seventy-one (71) hand held radios are available.

Buchanan County has one mobile radio communication unit.

D. Buchanan County Highway Department

County Highway DepartmentTrunked PS System

The Department has two base stations. One is located at each District Warehouse. There

are eleven portable radios, 6 at Eastern District and 5 at Western. The Eastern District has 34 mobile radios and the Western District has 34.

E. Rural Fire Departments

- 1. Clarksdale Fire Department154.415
- 2. DeKalb Fire Department.....154.430
- Buchanan County Sheriff.....154.755

The Department is dispatched through the Communications Center. They have two mobile radios, two hand held radios and 12 pagers.

- 3. Edgerton-Trimble Fire Protection District 155.625
- 4. Gower Fire Protection District.....154.310
- 5. Rushville Fire Department151.250
- 6. South Central Buchanan County Fire Department151.250
- Buchanan County Sheriff 154.755
- Fire Mutual Aid.....155.280
- Statewide Sheriff.....155.730

The Department has fifteen pagers activated by the Communications Center. They have eight hand held radios with these four frequencies and seven mobiles with the same frequencies.

Appendix 3 to Annex B

WARNING CAPABILITIES

A. Outdoor Warning Sirens

St. Joseph has twenty-four warning sirens located strategically throughout the City. One facility has their own outdoor warning sirens:

Western Reception Diagnostic Correctional Center1

All of the St. Joseph outdoor warning sirens can be activated from the Communications Center. The Communications Center can activate either all of the City's sirens at once and/or all of those located in Buchanan County.

The dispatcher will activate the sirens as authorized by the Emergency Manager or other official with adequate knowledge. The sirens are tested the first Monday of every month at 9:30 a.m. (weather permitting). A Nixle message and accompanying social media notification is sent prior to the test to inform the public it is only a test.

B. Tone Alert System

Tone activated receivers are located throughout St. Joseph in schools, nursing homes, hospitals, etc. This system is activated from the Communications Center and is tested every Monday morning at 10:00 a.m. The following are notified by this system:

1. All mobile St. Joseph Police units
2. All mobile St. Joseph Fire units
3. St. Joseph Public Works dispatcher
4. City public schools
5. County public schools
6. KQTV
7. KFEQ radio - EAS
8. KKJO radio
9. KGNM radio
10. Mosaic Life Care
11. Northwest Missouri Regional Psychiatric Center
12. Noyes Children's Home

C. National Warning System (NAWAS)

The NAWAS warning point for St. Joseph is located in the Communications Center. This system is used for receiving national warnings and for communications to other warning points in the State for natural and technological emergencies. The Standard Operating Guideline for this system is available in the Communications Center.

D. Emergency Alert System (EAS)

There are eleven counties located in the St. Joseph EAS Operational Area. The Common Program Control Station 1 (CPCS-1) for the area is radio station KFEQ-AM, 680 and the CPCS-2 is KSFT-AM, 1550. Both stations are located in St. Joseph. The primary EAS television station for St. Joseph is KQTV-TV, Channel 2, in St. Joseph.

The Communications Center has a direct-dial capability in the phone system to reach both local radio and television. The EAS radio system is tested quarterly by either the Chief Engineer or Station Manager of KFEQ radio.

The following officials in Buchanan County and St. Joseph are authorized to activate EAS:

Presiding Commissioner, Buchanan County
Emergency Management Director, Buchanan County
Sheriff, Buchanan County Chief of Police, St. Joseph Mayor, St. Joseph
Emergency Manager, St. Joseph
Chairman of St. Joseph Operational Area and Manager KFEQ Radio
Commander, Troop H, State Highway Patrol, St. Joseph

A copy of the EAS Operational Plan which details the local St. Joseph Operational Area is available in the Communications Center.

Appendix 4 to Annex B

CONCEPT OF OPERATIONS

I. PURPOSE

Although this SOG is intended primarily to cover emergencies resulting from natural causes, the same principles and procedures will apply insofar as possible as a result of man-made incidents.

The City Manager shall be responsible for directives to the public; for responding to requests for aid from other jurisdictions and agencies in conjunction with the City council; and for overall policy decisions under emergency situations.

II. ORGANIZATION

The City Manager will be responsible for general direction and control of all emergency resources and operations. The Emergency Manager will act as principal coordinator for the City Manager during emergencies. Key staff, or their alternates, operating under the direct supervision of the City Manager, will be responsible for emergency functions as specified in the balance of this plan. Emergency operations will be conducted by City forces, supplemented as necessary by trained auxiliaries and by manpower available within the City.

III. MISSION

The direct mission is to provide for the preservation and maximum utilization of existing structures, equipment and facilities necessary for the protection of people and essential supplies; to restore essential facilities destroyed or damaged by a disaster, and to assist in the operations of essential facilities during emergencies.

IV. CONCEPT OF OPERATIONS

- A. Situations may occur where normal departmental policies and procedures are no longer suitable. In such instances, all units and individuals must react promptly, vigorously, and intelligently to prevent and reduce casualties and then reestablish essential facilities and services as quickly as possible.
- B. To preclude confusion and ensure coordinated effort, all actions will be taken, insofar as possible, under the general supervision of the Emergency Manager.

Appendix 5 to Annex B

MANAGEMENT NOTIFICATION PROCEDURES

I. PURPOSE

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

II. ORGANIZATION

Refer to Annex B.

III. 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 City Manager 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 communications center personnel. Department heads are encouraged to periodically counsel all their employees about their expected roles and responsibilities, and with 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 expected to personally be in the EOC. However, they should maintain contact with their subordinates in the EOC via telephone.
5. 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.

IV. EXECUTION

Based on the available information, the City Manager or his/her designee may declare the following emergency conditions are in effect and the following related emergency actions will be taken:

1. The City Manager or his/her designee will instruct the Emergency Manager to notify the appropriate personnel of a condition requiring “Emergency Deployment”.
2. Under “Emergency Deployment” conditions, the City Manager may limit the departments placed under this procedure as the situation may warrant. In this case, the emergency management agency will notify only those personnel as directed by the City Manager.
3. Department heads, their alternates or other personnel indicated will instruct their personnel to staff emergency work areas and positions. Department heads may be required to instruct their subordinates to staff emergency work areas without the benefit of the “Emergency Standby” condition. The emergency management agency will specify which condition prevails.

V. 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 City Manager will instruct the Emergency Manager 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 communications center manager should be advised of the transfer of operational responsibility from one person to another by the person relinquishing control.

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

VI. EMERGENCY CONTROL TEAM

The Emergency Control Team shall consist of the following:

- A. City Manager
- B. Police Chief
- C. Fire Chief
- D. Public Works Director
- E. Public Health Director
- F. Communications Center Manager
- G. Emergency Manager
- H. Parks and Recreation Director
- I. Administrative Services Director

Appendix 6 to Annex B

GENERAL EMERGENCY POLICY

I. PURPOSE

This SOG establishes guidelines to be followed in the event of a disaster. The purpose is to significantly reduce the vulnerability of the community as a whole from danger, injury, and loss of life and property resulting from natural and/or man-caused catastrophes, riots, and hostile military or paramilitary actions. It provides for the execution of prompt and efficient rescue operations; the care and treatment of those persons affected by the disaster's creation of an environment conducive to the orderly and expeditious rehabilitation of persons and the restoration of services affected by the disaster. It is intended to strengthen the roles of the executive officers, the departments and agencies of local government in the preparation for, response to, and recovery from major disasters.

II. ORGANIZATION

A. The executive line of succession is the City Manager, Emergency Manager, Public Works Director, Chief of Police, Chief of the Fire Department, Health Director, and City Council members shall act in the capacity of advisors on general emergency policies.

B. City Manager

The City Manager of the City of St. Joseph shall act as chief of operations for the purpose of this plan, and is directly responsible for meeting the dangers presented by disasters to the City of St. Joseph and its people. He shall be guided by "The Missouri Civil Defense Act", Chapter 44, Revised Statutes of Missouri, 1978, and General Ordinance No. 4623, City of St. Joseph, October 6, 1980.

C. Coordinator of the Emergency Management Agency

The Emergency Manager shall be guided by General Ordinance No. 4623, City of St. Joseph, October 6, 1980, and the Missouri Civil Defense Act, Chapter 44, Revised Statutes of Missouri, 1978. Under this guidance, he shall have direct responsibility for the organization, administration and operations of local emergency planning subject to the direction and control of the City Manager.

III. MISSION

The departments and agencies of City government shall represent the organized response for the purposes of this plan. Each department or agency shall be responsible to the chief of operations (City Manager). Departments and agencies shall have supervision of their respective personnel, resources, and services under major disaster conditions. Upon evaluation of the disaster condition, each executive officer, or his representative, may

designate a field chief to be in charge of all operations at the disaster scene. Each department or agency of City government shall maintain standard operating procedures for the purposes of this plan.

These procedures to be subject to annual review. Each department or agency shall have general duty functions as follows, in addition to their daily duties.

- A. Perform emergency functions closely related to those they perform during normal operations.
- B. Each department or agency shall maintain lists covering manpower, equipment, and resources for augmentation purposes in event of a major disaster. These shall be known as “emergency action documents”.
- C. Mutual aid will not be initiated without first notifying the City Manager.

IV. CONCEPT OF OPERATIONS

The City of St. Joseph could be subjected to a major disaster with or without advance warning. Such a disaster could evolve from any of numerous sources. This plan or operation is predicated upon those emergency conditions occurring due to a most severe disaster. Specific phases of operations are necessary to provide for the capability to expand or modify as is appropriate to the conditions created by a major disaster.

- A. Requirements
 - 1. Pre-emergency actions to increase community awareness appropriate to conditions -- communications with adjacent political entities.
 - 2. Emergency actions taken during the emergency.
 - a. Supervision and assistance.
 - b. Establish communication and effect liaison with state and other affiliated agencies.
 - 3. Post-emergency actions for recovery and rehabilitation.
- B. Communications
 - 1. Local City-owned radio communications.
 - 2. Point-to-point radio and teletype to adjacent communities and the State Highway Patrol, available through the communications center radio system, and dedicated land-line to the National Weather Bureau.

3. Common carriers.

C. Emergency Operations Center (EOC)

The EOC located at 2807 St. Joseph Ave., Firehouse #12 will be used in the event of a disaster. Space for the Chief Executive Officer and other City officials will be provided.

V. **EXECUTION**

- A. A major disaster emergency may be declared by the City Manager or his successor if it is found that a major disaster has occurred, or that occurrence or the threat thereof is imminent. The state of threat of a major disaster emergency shall continue until the City Manager finds that the threat or danger has passed or the major disaster has been dealt with to the extent that emergency conditions no longer exist.
- B. During the continuance of any state of major disaster emergency, the City Manager is in command of the organized and/or unorganized response to the disaster.
- C. The City Manager, as director of emergency operations, will take whatever action necessary to ensure that the safety and well-being of all persons within the City of St. Joseph are protected. He will issue directives and/or verbal orders as deemed necessary to cope with emergency conditions as they are anticipated or exist.

VI. **TASK**

A. General

This standard operating guideline has been prepared to provide immediate dissemination of warnings and severe weather information. This plan provides for notification of appropriate agencies and departments and for warnings to the public through the use of Emergency Warning Sirens and tone-activated receivers.

The St. Joseph, Missouri Communications Center is designated as the official warning point for the City of St. Joseph, Missouri. All warnings will be disseminated from the communications center.

Warnings and other announcements pertaining to a national emergency will originate from the National Warning Center, Colorado Springs, Colorado or alternative sites at Denton, Texas and near Washington, D.C. and will be passed to the St. Joseph Communications Center by NAWAS and from the State Highway Patrol, Troop H Headquarters, St. Joseph, Missouri.

Warnings will be received at NAWAS Warning Points and the State Warning Point at Troop "F", Missouri Highway Patrol, Jefferson City, Missouri. When the message is received at the communications center, this SOG becomes effective.

Severe weather information will include tornado watches, tornado warnings, severe thunderstorm watches and warnings, and other severe weather forecasts. All severe weather advisories originate from the U.S. Weather Bureau, Kansas City, Missouri.

B. Actual Warnings and Other Emergency Announcements.

Upon receipt of an emergency announcement or a warning, the operator on duty at the communications center will:

1. Activate the emergency warning system to give the proper signal (alert or warning) as necessary.
2. Repeat to all mobile units, via two-way radio, the emergency message.
3. Alert other personnel on duty in the communications center to telephone those persons and agencies listed on the notification schedule and repeat the message exactly as received.

C. There are two emergency warning signals that may be sounded via outdoor warning devices.

1. Warning Signal. The warning signal is a wavering tone on sirens, or a series of short blasts on horns or other devices repeated as necessary. The warning signal shall mean that protective actions should be taken immediately. This signal will also be used as a warning to commence in place sheltering in the event of a hazardous materials incident. (This is activated in the Communications Center from the encoder utilizing the wail city and/or county button.)
2. Attention or Alert Signal. The attention or alert signal is a steady tone on sirens, or other devices. The attention or alert signal shall mean TORNADO OR HIGH WINDS WARNING-- TAKE COVER IMMEDIATELY. (This is activated in the Communications Center from the encoder utilizing the tornado city/county siren buttons.)

After the warning is disseminated, the operator on duty shall closely monitor the radio system or other facility through which the warning was received. Follow-up information is to be disseminated using the procedure described under Appendix 2, Annex O.

D. Tests and Exercises.

1. The emergency warning sirens will be tested on the first Monday of each month at 9: 30 a.m.

2. Scheduled exercises of the State Warning System will be conducted periodically. Ordinarily advance notice will be given that tests are to be made; however, unannounced tests may also be carried out. The following code words will be used: "CHECKERBOARD" meaning simulated warning, "FADEOUT" meaning end of the exercise.

E. Flash Reports.

State and local emergency management agencies will forward initial report of natural disaster and aircraft search and rescue operations to the National Warning Center and to FEMA Region VI over NAWAS through the Missouri State Warning Point in Jefferson City.

F. Log.

All information received or disseminated regarding actual warnings or tornado warnings shall be recorded in the daily log. (Tape recordings of this information are acceptable substitutions for the daily log). The log shall reflect the following:

1. Date
2. Time
3. Message
4. Initials of Person
5. Equipment and/or circuit malfunction
6. Time malfunction reported to Telephone Company
7. Time malfunction was cleared
8. Notify the Emergency Manager of any malfunctions.

G. Radiological, Biological and Chemical Warning.

Information concerning radiological fallout, biological and chemical warfare will be disseminated through proper authorities in charge. DO NOT ACTIVATE SIRENS.

H. Report of Downed Aircraft.

Communications Center personnel receiving reports of downed aircraft should first notify the Emergency Manager, and then notify the nearest FAA facility using the most expeditious means available.

These reports should include, if possible:

1. Location (as exact as possible).
2. Time of crash or sighting.
3. Type and number of aircraft and identifying markings (military or civilian,

bomber, fighter, commercial, carrier, etc.)

4. If fire or explosion resulted, a description of it.
7. Whereabouts and condition of crew and passengers, if known.
8. Name and address of person to be contacted for further information.

I. Accidental, Unauthorized, or Prolonged Activation of Sirens.

In the event of accidental activation of emergency sirens, the communications radio operator shall immediately:

1. Notify the Emergency Manager.
2. The communications shift supervisor shall release the following statement to the news media if more than one siren is accidentally activated.

“Emergency Warning Sirens in St. Joseph, Missouri have been accidentally activated through a malfunction of the control signal. The sirens will be turned off soon. Please disregard these sirens”.

3. Take the necessary action to have the sirens turned off; which means have the electrical power arms to the sirens turned off if the sirens cannot be terminated by depressing the encoder cancel button.

J. Severe Weather Conditions and Watches.

1. Tornado Watches. The National Weather Service issues a tornado watch for areas where tornadoes may occur during a specified time interval. The size of an average watch area is approximately 120 miles wide and 250 miles long. The object of a watch is to alert the public in the area covered by the watch to the possibility of tornadoes, and to advise them to be ready to take precautionary action in case tornado warnings are issued. However, people should go about doing their work as usual. Once a tornado has actually formed and its existence becomes known to the National Weather Service, a public tornado warning will be issued.
2. Severe Thunderstorm Watches. The National Weather Service also issues other severe weather advisories such as severe thunderstorm watches, and forecasts of damaging winds, large hail, severe storms, flooding, heavy snow, etc.
3. National Weather Service Announcements of Severe Conditions. To issue a severe thunderstorm watch, severe thunderstorm

warning, the National Weather Service will precede the announcement with a long ring (approximately 5 seconds) on the NAWAS line. The long ring of the bell will precede any severe weather announcement.

4. Action Taken.

a. Communications Center Operators. On receipt of a tornado watch, severe thunderstorm watch, or other severe weather watches from the National Weather Service at Kansas City, Missouri, the Communications Center Radio Operators shall:

- 1) Initiate notification of the Emergency Manager, designated departments, agencies, and personnel. The communications operator shall repeat the information exactly as received from the National Weather Service.
- 2) Be alert for the “tornado warning” that may follow.
- 3) Carefully monitor the weather circuit for further information.
- 4) Relay to the National Weather Service all severe weather information reported by police, fire personnel, and the public.

5. Cancellation of Watches. The communications operator will cancel all National Weather Service cancellations of tornado watches and severe thunderstorm watches. Sirens are not sounded when the National Weather Service’s issues the “all clear”.

K. Tornado Warnings.

1. A tornado warning means that a tornado has actually been sighted in the area or its presence has been detected by radar. The warning will indicate where the tornado was discovered, the area through which it is expected to move, and the time periods during which the tornado will move through the area warned.

Following issuance of a tornado warning, persons in the indicated path of the tornado should immediately take safety precautions.

2. Action Taken for Tornado Warning.

a. Communications Operator. On receipt of a tornado warning for St. Joseph from the National Weather Service or emergency

management agency, the communications operator shall take the following actions:

- 1) Notify the Emergency Manager.
 - 2) Refer to St. Joseph Police Department Communications Center Policies & Procedures Manual.
 - 3) In the event that one or more of the City's sirens are not functioning, this information is relayed to the police department on-duty patrol supervisor who will ensure that police units are assigned to respond to these areas to warn the residents of the impending danger by means of the vehicles' emergency equipment.
3. Cancellation of Warnings. No sirens are sounded when a tornado warning has been cleared.
 4. Tornado Warnings without confirmation from the National Weather Service or emergency management agency.
 - a. Refer to St. Joseph Police Department Communications Center Policies & Procedures Manual.
 - b. If the communications operator has any doubt as to the validity of the report, he/she shall first check with the National Weather Service by telephone and act on their advice. When time permits, the police should be asked to verify public reports.

ANNEX C

EMERGENCY PUBLIC INFORMATION

EST # 15

I. PURPOSE

To provide for the timely release of accurate information to the residents of St. Joseph in the event of a disaster or emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

The public needs timely and accurate information regarding disasters. This information is needed before, during, and after disasters.

All organizations involved in disaster preparedness and response in the City of St. Joseph maintain the capability to provide information to the public at some level. Many of these organizations maintain capabilities and procedures for coordinating the release of emergency public information and perform the activity on a regular basis.

A variety of tools may be used when notifying and disseminating information to the public. These include the Emergency Alert System (EAS), NOAA All-hazards Weather Radios, Nixle, the City of St. Joseph website, television, ARES, and social media outlets such as Twitter and Facebook. Due to the effects of a disaster, some forms of communications may be inoperable.

The Emergency Manager will work with the Incident Commander and the city PIO to determine the most effective ways of disseminating information to the citizens based on the particular limitations of the situation.

All information disseminated to the public must be approved by the Incident Commander and/or the Emergency Manager in order to provide a unified message.

B. Assumptions

Timely dissemination of accurate, well-coordinated emergency public information will reduce the impact to life and property as well as help to maintain public trust and confidence.

PIOs collect and maintain a file of fact sheets, instructions and procedures, and other readily available pre-scripted information on a wide range of topics to support the rapid dissemination of public information. Pre-scripted information is verified on a regular basis to ensure that it is current and accurate.

Many disasters can occur rapidly, hampering the ability of response organizations and local government to provide comprehensive information to everyone impacted at the onset. For this reason, it is important to ensure the public is aware of potential hazards and know the appropriate protective efforts before a disaster occurs.

Disasters may impact individuals' ability to receive public information due to displacement, or limited access to television, phone, newspaper, the internet, social networks, etc., making it necessary for PIOs to use as many forms of communication as possible.

Rumors or misinformation may be spread before, during, and after a disaster. This can cause unnecessary distress among the public, provoke counter-productive public actions, and impede response and recovery efforts.

All equipment and systems relied upon to notify/inform the public are operational and tested on a regular basis.

All PIOs will have basic PIO training and receive training on relevant plans and procedures specific to the emergency public information function.

II. CONCEPT OF OPERATIONS

A. Media Relations

PIOs should establish and maintain solid working relationships with the media. Additionally, the media should be involved with public information planning, training, and exercises when appropriate. PIOs will maintain a current media directory with points of contact and programming information for radio, television, newspaper, and other media outlets.

Radio, television, print media, NOAA all-hazard radios, fliers, posters, brochures, social media, emergency notification systems, and the City of St. Joseph website are all established methods for providing information to the public. The primary EAS television stations for St. Joseph are KQTV-TV, Channel 2 and Fox Channel 3. The choice of media used will be dependent upon the urgency of the information, the intended audience, and the functionality of the modes available.

B. Obstacles

During power outages it may be necessary to provide information to the community via bullhorns or door drops from local law enforcement or other volunteer organizations, in each neighborhood.

Public Communications methods may require "special" support for some population segments such as:

1. Economically disadvantaged
2. Those whose first language is not English
3. People with disabilities – physical, mental, cognitive or sensory
4. Age vulnerable (under 5 or over 65)
5. Culturally/geographically isolated

Organizations responsible for providing emergency notifications/public information are responsible for maintaining the capability to do so. Specific planning efforts may include developing and maintaining the plans, procedures, checklists, contact lists, and other materials needed to implement the public information function.

During routine emergencies, notification and public information will be handled by an incident commander (IC) and/or a single organization's Public Information Officer (PIO).

When the EOC is fully activated, the city PIO will lead the Public Information Team in the EOC and support the Emergency Manager.

C. Information Dissemination

During disasters, city departments are responsible for public information activities within the scope of their department and according to their organization's plans and procedures. This dissemination is coordinated with the PIO, the Public Information Team, the Joint Information Center (JIC) (when activated) and with any of the following (as appropriate): surrounding counties, local jurisdictions, nongovernmental organizations, organizational districts, and state and federal agencies. Through this coordinated effort, the following information will be disseminated to the public:

1. The risk of hazards and appropriate preparedness actions
2. Sheltering or evacuation information;
3. Lifesaving or health preservation instructions
4. Disaster assistance and recovery information
5. Information in response to public or media inquiry
6. Information to resolve any conflicting information or to dispel rumors
7. Donations/volunteer instructions

The mission of the Public Information Team is to ensure the provision and coordination of accurate, consistent, and timely information to meet the needs

generated by disasters affecting the City of St. Joseph. The Public Information Team will orchestrate the city-wide coordination required to fulfill this mission.

When deemed appropriate, the PIO will establish a Joint Information Center (JIC) to facilitate the collection, coordination, and dissemination of public information for the county. The JIC provides an expanded capability with liaisons to work closely with public information representatives of various county departments and agencies, nongovernmental organizations, organizational districts, government officials from local jurisdictions, and state & federal governments.

Information to be released will be determined by the Incident Commander and the Emergency manager.

III. ROLES AND RESPONSIBILITIES

The following tasks will be accomplished through Public Information in coordination with the Joint Information Center (when applicable):

- A. Develop a capability to rapidly release accurate emergency instructions and information to the public.
- B. Coordinate periodic media briefings throughout an emergency or disaster as appropriate. A logistically suitable media briefing center may be established at the JIC or other locations on short notice.
- C. Receive inquiries from the media and the public concerning an emergency situation and respond with official information or relay inquiries to the appropriate function.
- D. Obtain reports or situation summaries from EOC representatives of all response organization elements to maintain situational awareness.
- E. Prepare media releases, key messages, and talking points.
- F. Develop and maintain an emergency online web presence for the city to provide emergency information to the media and public.
- G. Deploy information officers into the field if requested by the Emergency Manager.
- H. Conduct situation briefings for visitors, media, other government agencies, representatives, or interested or affected parties.
- I. Participate in after action reviews.
- J. Identify and implement mitigation activities to prevent or lessen the impact of future incidents.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. A chronological file of all news releases during a disaster will be maintained in the EOC to include a log of these releases (see Appendix 5, this Annex.)
2. A historical chronological file of all disaster related events will also be maintained for future reference.
3. All other administrative functions will be the responsibility of Emergency Management.

B. Logistics

1. Communications support will be furnished by the communications center manager.
2. All other logistical support will be the responsibility of and provided as necessary by the City Manager's Office.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

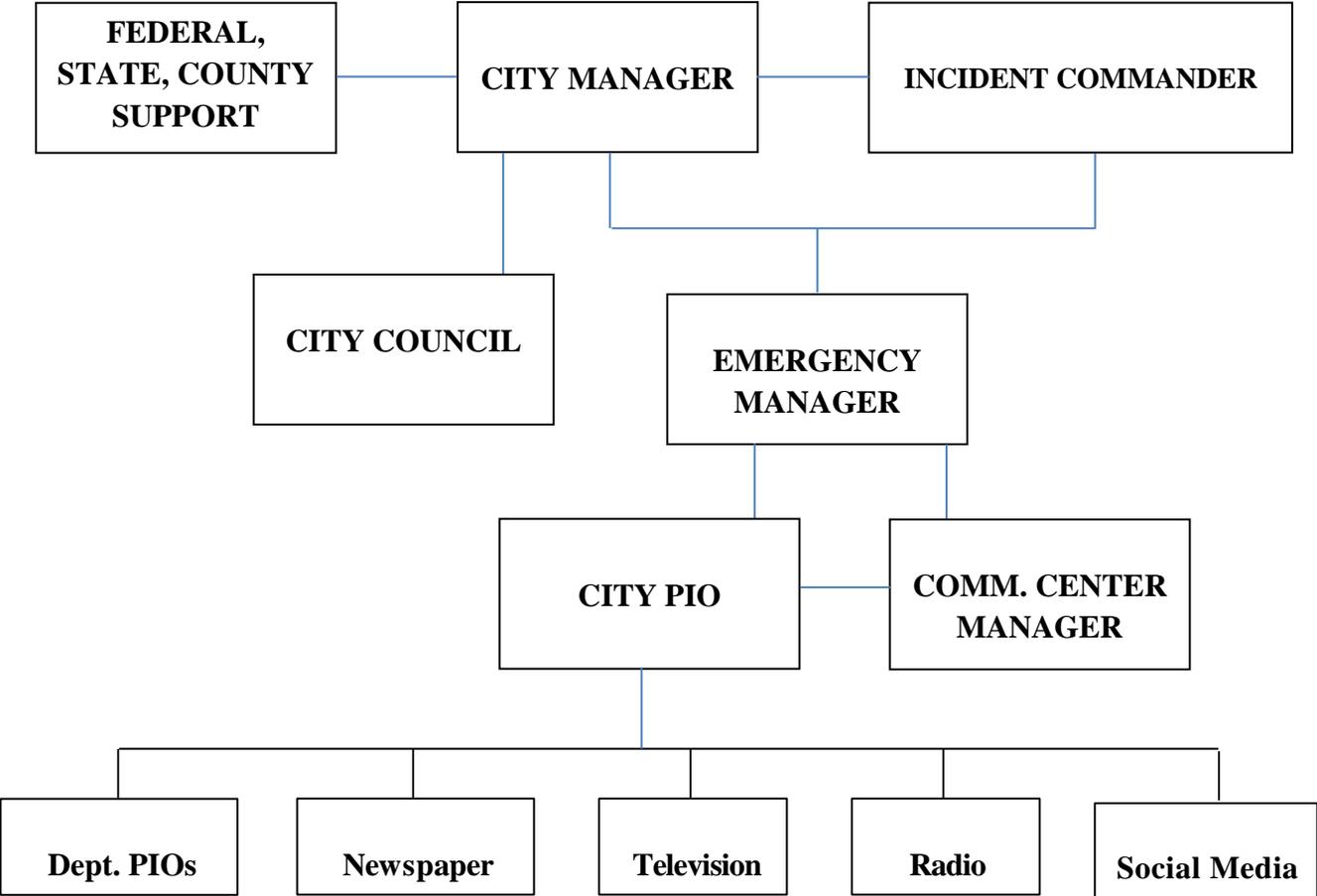
- A. This Annex and its supporting documents will be maintained by the PIO.
- B. This annex and the procedures contained therein will be reviewed and tested annually and revised as necessary.

Appendices

1. EPI Organizational Chart
2. Format and Procedures for News Releases
3. Statement of Understanding for Emergency Public Information Operations
4. News Media
5. News Release Log
6. Public Information Procedures for Terrorist Incidents
7. Sample News Releases

Appendix 1 to Annex C

EMERGENCY JOINT INFORMATION ORGANIZATIONAL CHART



Appendix 2 to Annex C

FORMAT AND PROCEDURES FOR NEWS RELEASES

A. Format

1. Name, address, and phone number of 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 St. Joseph, hereinafter referred to as the City, to provide emergency information to the citizens of the City of St. Joseph whenever a threat to life and property exists from natural or man-made causes.

When a threat to life and property exists or threatens the City, the Emergency Operations Center (EOC) of the City 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 St. Joseph will:

1. Provide the media with a description of the threat and the actions that the emergency staff of the City 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 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 when 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 for inclusion in regular news programs or as special news bulletins or to be printed as emergency guidance for the purpose of saving lives 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 any damage to or outages of such equipment.
3. Test any equipment provided by the City by brief two-way transmissions on the last Friday of each month at 11:00 a.m. local time.

THIS STATEMENT OF UNDERSTANDING BETWEEN THE CITY AND THE MEDIA IS IN NO WAY INTENDED TO ABRIDGE THE FREEDOM OF THE PRESS OR TO CONSTRAIN THE EDITORIAL RESPONSIBILITY INHERENT IN AN OPEN SOCIETY. THE SOLE PURPOSE OF THIS STATEMENT OF UNDERSTANDING IS TO ESTABLISH A SOURCE OF INFORMATION FOR THE MEDIA WHEN A THREAT OR POTENTIAL THREAT EXISTS TO THE LIFE AND PROPERTY OF THE CITIZENS OF THE CITY.

Media Representative

City Representative

*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 Names are kept by the Emergency Manager and the EPI Officer.

- A. Newspapers
- St. Joseph Gazette and News-Press
9th and Edmond
P.O. Box 29, St. Joseph..... 271-8500
- St. Joseph Telegraph
2400 Frederick, St. Joseph..... 364-1323
- B. Radio Stations
- Eagle Communications
KFEQ-AM 680, KKJO-FM 105.1 and KSFT-FM 1550
4104 Country Lane, St. Joseph.....233-8881
- KGNM-AM 1270
2414 S. Leonard Rd., St. Joseph..... 233-2577
- C. Television Stations
- KQTV St Joe Channel 2 (ABC)
40th & Faraon Streets, St. Joseph364-2222
- FOX TV, Channel 4 (NBC)
3030 Summit, Kansas City, MO 64108753-4567
- KCTV-TV, Channel 5 (CBS)
4500 Johnson, Drive, Fairway, KS 66205913-677-5555
- KMBC-TV, Channel 9 (ABC)
1049 Central, Kansas City, MO 64105..... 221-9999
- D. Cable Television Service
- Suddenlink Communications
102 N. Woodbine, St. Joseph..... 279-1234
- Channel 3 KNPB 271-8595

Appendix 6 to Annex C

PUBLIC INFORMATION PROCEDURES FOR TERRORIST INCIDENTS

I. Purpose

To develop and disseminate timely, accurate, and appropriate information during a suspected or actual terrorist incident, utilizing all forms of media available. Such measures will help substantially to: ensure public safety, maintain order, minimize rumors and misinformation, and to the best extent possible, satisfy the demands of the news media in reporting the unfolding event.

II. Situations and Assumptions

Initially, the public information function for any emerging disaster/emergency event will be handled by local officials, possibly in conjunction with incoming state and federal responders, depending on the scope of the incident. The fact that an emergency/disaster situation is a result of a terrorist act may not be known immediately during the initial emergency response, and it may take days or weeks until that is fully determined. Standard public information procedures elsewhere in this annex would be carried out in the initial phase.

A. Assumptions

1. A terrorist incident impacting lives and property will draw statewide, national and eventually worldwide media attention in a rapid period of time.
2. No single agency at the local, state, federal or private level possesses the authority and expertise to act unilaterally in response to threats/acts of terrorism, particularly if Weapons of Mass Destruction (WMD) are involved.
3. Terrorist response operations require a coordinated and integrated approach in the dissemination of public information through a Joint Information Center (JIC).
4. The media provides a service to government and the public in alerting the public of potential or actual hazardous situations, and providing the means to disseminate protective action guidance quickly (if needed).
5. The type of information gathered by the media and the manner in which it is disseminated could possibly precipitate additional actions by the terrorist group, or compromise the effectiveness, safety, and security of emergency operations, or jeopardize the lives of emergency workers, hostages, or the general population.
6. Media must be sensitive to the requests of incident managers and show

restraint/discretion in reporting the evolving event. Some media have already established guidelines in handling terrorist events.

II. City Public Information Officer (PIO) Responsibilities:

A. Before the Incident

1. Become familiar with the local, state and federal response plans and how to integrate information release.
2. Maintain close working relationships with the news media.
3. Direct news media as to how the media can reduce the level of terrorist success.
4. Become familiar with the terminology in terrorism response.
5. Become familiar with the type of information commonly requested by the news media.
6. Establish plans for rapid operation of an information center.
7. Establish security procedure for press credential verification.

B. During the Incident

1. Prepare situation reports.
2. Only release information approved by the Incident Commander to ensure the safety of the first responders.
3. Establish security procedure for press credential verification.
4. Work with FBI/FEMA to establish a Joint Information Center (JIC).
5. Activate rumor control hotline.
6. Provide central number for public inquiries.
7. Coordinate the dissemination of Emergency Alert System (EAS) messages for protective actions to the public, or other emergency public information messages, as needed.
8. Report factually on what government is doing to protect the public.
9. Maintain communication with response agencies via the Liaison.
10. Arrange for media to get visual information without disruption of response operations.
11. Maintain availability for news media to get accurate information live to the public.
12. Urge media to act in such a way as to not jeopardize the effectiveness of the response.

C. Information During Incident Where WMD/CBRNE Devices Are Used

1. Instructions on immediate protective, first aid, and self -decontamination measures that can be taken.
2. Who is at risk of being exposed, or of imminent exposure?
3. Health hazards of the agent involved.
4. Location of casualty collection points and medical facilities to which victims can report for evaluation and treatment.

5. Whether evacuation or shelter-in-place is recommended.
6. Location of shelters for evacuees.
7. Evacuation routes, street closings, and alternative routes so as to bypass the event and keep travel corridors open for emergency vehicles.
8. If in-place shelter is used, provide citizens with steps to be taken to further protect themselves.

D. After the Incident

1. Prepare post response news conference.
2. Assist in preparing after action/lessons learned reports.

Additional procedures concerning St. Joseph's response to a terrorist incident can be found in Annex N (Terrorism) of this plan.

Appendix 7 to Annex C

SAMPLE RADIO/TV MESSAGE FLOOD EVACUATION ORDERED

This is _____. The flooding situation continues in parts of _____ (city) and may worsen.

For your safety, I am asking that you leave the _____ area as soon as possible (give boundaries of local area, evacuation routes).

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

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

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

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

. Do not allow your pet to run loose. If you cannot make arrangements for your large animals, (give instructions).

SUMMARY STATEMENT FOR MEDIA

HAZARDOUS MATERIALS INCIDENT (To be adapted according to the situation.)

At approximately ____ am/pm today, a spill/release of a potentially hazardous substance was reported to this office by ____ (a private citizen, city employee, etc. . (Police/Fire) units were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be ____ (describe) ____, a (hazardous/harmless) ____ (chemical, gas, substance, material) ____ which, upon contact, may produce symptoms of _____.

Precautionary evacuation of the ____ (immediate/X-block) ____ area surrounding the spill was (requested/required) by ____ (agency).

Approximately ____ (number) ____ persons were evacuated.

Clean-up crews from ____ (agency/company) ____ were dispatched to the scene and normal traffic had resumed by ____ (time), at which time residents were allowed to return to their homes.

There were no injuries reported -OR- _____ persons, including ____ (fire/police) personnel, were treated at area hospitals for _____ and ____ (all/number) were later released. Those remaining in the hospital are in _____ condition.

Response agencies involved were _____.

SAMPLE MEDIA MESSAGE Joint

NO INFORMATION AVAILABLE

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 informed as reports come in. Meanwhile, be prepared for aftershocks.

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

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.

ANNEX D

DAMAGE ASSESSMENT

I. PURPOSE

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

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

II. SITUATION AND ASSUMPTIONS

A. Situation

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

B. Assumptions

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

III. CONCEPT OF OPERATIONS

A. General

1. Damage Assessments in St. Joseph will be made by survey teams dispatched from the EOC.
2. These teams will consist mainly of city officials and personnel, but also may include skilled persons from the private sectors (real estate agents, insurance agents, contractors, etc.), and/or the National Weather Service.
3. There are three types of Damage Assessments:
 - a. Those made before an emergency exists. These assessments are made every day by city/county employees or the man on the street. They simply indicate a certain potential problem exists and should be examined. It is the responsibility of each department head to recognize these and act accordingly.
 - b. Next are the damage reports that come in during actual emergency response operations. Again, they can come from government employees operating in the field or from private citizens. They are useful in allocating resources during the disaster and in prioritizing recovery operations after.
 - c. The third type is the assessment completed after the disaster. It is made by selected individuals (damage survey teams) and is important in developing recovery plans, seeking outside assistance, and mitigating future disasters.
4. Communication support for the survey team will be provided by local law enforcement agencies (See Annex E). Other support will be required by the various emergency sections.
5. When federal/state damage survey teams are working in City of St. Joseph, they will be accompanied by a member of the local damage survey team and/or a local official.
6. There will be two types of damage surveys completed. One will be of private damage and the other will be for public (government) losses.

B. Actions to be taken by Operating Time Frames

1. Mitigation
 - a. Participate in the hazard vulnerability analysis and identify potential hazard zones.

- b. Prepare damage assessment procedures and formats (See SEMA website: (www.sema.dps.mo.gov)).
- c. Recruit and train Damage Assessment personnel.
- d. Identify and establish liaison with private individuals or companies who could provide assistance in Damage Assessment.
- e. Review communications procedures with Communications and Warning Section.
- f. Maintain a file of maps and pre-disaster photos.
- g. Work to pass and enforce building codes that discourage development in hazard prone areas.
- h. Review the Red Cross damage assessment procedures and guidelines.
- i. Conduct Damage Assessment drills, tests, and exercises.

2. Preparedness

- a. Alert personnel of potential hazard.
- b. Ensure that an adequate amount of maps and damage assessment forms are available.
- c. Review communications plans and procedures.
- d. Identify potential problem areas and report to Direction and Control.
- e. Review the potential hazards effects.
- f. Maintain increased readiness status until response begins or the situation returns to normal.

3. Response

- a. Activate enough Damage Assessment personnel to survey damaged areas in a timely manner.
- b. Deploy personnel to affected areas.
- c. Collect damage information and facilities requiring priority repairs.

- d. Maintain a list of damaged critical facilities requiring priority repairs.
 - e. Develop public information releases on unsafe areas and report these to Direction and Control and the Emergency Public Information Officer.
 - f. Assist in documenting emergency work performed.
 - g. Support other emergency activities as much as possible as directed by Direction and Control.
 - h. Prepare Damage Assessment forms for use in recovery phase.
4. Recovery
- a. Post unsafe buildings and roads.
 - b. Assist in establishing priorities for emergency repairs.
 - c. Conduct Private Damage Assessment.
 - d. Conduct Public Damage Assessment.
 - e. Advise elected officials on requesting federal and state assistance.
 - f. Accompany and assist federal and state damage assessment teams.
 - g. Assist in preparing damage repairs reports to receive federal aid.
 - h. Participate in recovery activities until the situation returns to normal.
 - i. Participate in after-action reports and critiques.
 - j. Incorporate changes in plans and procedures.

IV. **ASSIGNMENT OF RESPONSIBILITIES**

A. Assignment of Responsibilities

- 1. Overall coordination and operational control of Damage Assessment section for City of St. Joseph will be the responsibility of the Customer Assistance Director.
- 2. Communications support for the Damage Assessment functions will be provided by local law enforcement agencies (See Annex B).

3. Transportation support will be provided by the Resource and Supply section.
4. Preparing recommendation from damage reports to mitigate the effects of future disasters will be the responsibility of the City of St. Joseph Emergency Manager.
5. The Emergency Manager has the responsibility to participate in and support all the activities in this function.

V. DIRECTION AND CONTROL

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

VI. CONTINUITY OF GOVERNMENT

- A. Line of Succession – Damage Assessment
 1. Customer Services Director
 2. Safety Risk Officer
 3. Building Regulations Supervisor
- B. The Damage Assessment section will control their operations from the primary EOC or, if relocated, from an alternative EOC.

VII. ADMINISTRATION AND LOGISTICS

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

B. Logistics

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

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

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

A. The individuals named in Part IV of this annex, Organization and Assignment of Responsibilities, are responsible for developing, maintaining, and updating this annex and its appendices.

B. The Emergency Manager will initiate an annual review and updating.

Appendices

1. Damage Assessment Organizational Chart
2. SEMA Disaster Damage Forms <http://sema.dps.mo.gov/disaster.htm>
3. Disaster Assistance Resource Contact List

Appendix 1 to Annex D
DISASTER ASSISTANCE FORMS

Damage Assessment Forms

Complete and return to the EOC

Address/Area/Street Range: _____

Date: ___/___/___

Time: ___:___

Name/Team# of person completing this form: _____

Please circle if the property listed on this form is a residential structure or an outbuilding?

residential

outbuilding

From the damage level pictures shown below, please circle the picture (1, 2, 3 or 4) that most closely resembles the damage to the Area/Street Range/Property.



From Manatee County Emergency Management

DAMAGE ASSESSMENT - Residential

Respondent Information

Date: _____

Name: _____

Agency: _____

Phone: _____

Fax: _____

Location: _____ (City) _____ (County)

Resident Information

Name: _____

Permanent Mailing Address: _____

Permanent Phone Number: _____

Current Address: _____

Current Phone Number: _____

Number of Occupants by Age: _____ Under 21
_____ 21 - 64
_____ 65 +

Income Level of Residents (check one): _____ Under \$12,320
_____ \$12,320 - \$57,680
_____ Over \$57,680

Property Information

Damaged Property Location: _____

Is home inaccessible? Yes No

Is property habitable? Yes No

Is the property (circle): a) Urban Rural
b) Single-family Multiple-family Mobile Home
c) Owned Rented

| | | |
|----------------------------------------------------------|--------------------------|----------------------|
| If property is rented: | | Name of owner: _____ |
| | | Address: _____ |
| | | Phone: _____ |
| Damage Assessment | | |
| FEMA Designation (check one): | <input type="checkbox"/> | Destroyed |
| | <input type="checkbox"/> | Major Damage |
| | <input type="checkbox"/> | Minor Damage |
| | <input type="checkbox"/> | Affected Habitable |
| Is residence insured: | Yes | No |
| Does residence have flood insurance? | Yes | No |
| Dollar damage of residence: | | \$ _____ |
| Dollar estimate of insurance recovery: | | \$ _____ |
| Dollar damage to personal property: | | \$ _____ |
| Dollar estimate of personal property insurance recovery: | | \$ _____ |
| Insurance Information | | |
| Name of insurance company: | _____ | |
| Insurance Agent: | _____ | Phone: _____ |
| Other Information | | |
| Is residence a primary or secondary home? | Primary | Secondary |
| Will residence be repaired or rebuilt? | Yes | No |
| Will residence be repaired/rebuilt in same community? | Yes | No |

From FEMA's EMI course IS-1 *Emergency Manager: An Orientation to the Position*

If property is rented: _____

Name of owner: _____

Address: _____

Phone: _____

Damage Assessment

FEMA Designation (check one): _____ Destroyed
 _____ Major Damage
 _____ Minor Damage
 _____ Affected Habitable

Is residence insured? Yes No

Does residence have flood insurance? Yes No

Dollar damage of residence: \$ _____

Dollar estimate of insurance recovery: \$ _____

Dollar damage to personal property: \$ _____

Dollar estimate of personal property insurance recovery: \$ _____

Insurance Information

Name of insurance company: _____

Insurance Agent: _____ Phone: _____

Other Information

Is residence a primary or secondary home? Primary Secondary

Will residence be repaired or rebuilt? Yes No

Will residence be repaired/rebuilt in same community? Yes No

From FEMA's EMI course IS-1 *Emergency Manager: An Orientation to the Position*

DAMAGE ASSESSMENT – Business

Collect information for each business on a separate form.

Respondent Information

Date: _____

Name: _____

Agency: _____

Phone: _____ Fax: _____

Location: _____
(City) (County)

Business Information

Business Name: _____

Permanent Mailing Address: _____

Permanent Phone Number: _____

Current Mailing Address: _____

Current Phone Number: _____

Property Information

Damaged Property Location: _____

Is business inaccessible? Yes No

Is the business (circle one): Home-based Stand-alone

Is the property (circle): a) Urban Rural

b) Owned Rented

If property is rented: Name of owner: _____

Address: _____

Phone: _____

DAMAGE ASSESSMENT – Public Facilities

Collect information for each facility on a separate form.

The categories for damage to public facilities are listed below. When asked for the damage category, simply list the appropriate letters.

- A. Debris Clearance
- B. Protective Measures
- C. Roads Systems
- D. Water Control Facilities
- E. Public Building and Equipment
- F. Public Utility Systems
(Do not include privately-owned utilities)
- G. Parks/Recreation/Other

Respondent Information

Date: _____
Name: _____
Agency: _____
Phone: _____ Fax: _____
Location: _____
(City) (County)

Infrastructure

Answer this section for damages to infrastructure (roads, bridges, parks, etc.)

Type of Facility: _____
Site #: _____
Address/Map Location/Directions: _____
Name of Local Contact: _____
Phone: _____ Fax: _____
Damage Category (circle one): A B C G
Description of Damage: _____

Impact of Damage: _____

Percent of repairs completed: _____ %
Estimated cost of repairs: \$ _____
Damages covered by Insurance: \$ _____
 federal assistance: \$ _____
 state assistance: \$ _____

**State Emergency Management Agency (SEMA)
Disaster Assessment Summary**

Completion Instructions

SUMMARY:

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

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

1. **Jurisdiction(s) Affected:** Please include the name of the area affected, including county, and date of report.
2. **Disaster:** List the type, time and date of incident.
3. **Report by:** List name of person submitting report, his/her title, home and work phone numbers. This person will be SEMA's point of contact for additional information.
4. **Affected Individuals:** List affected individuals based on the category the individual fits in. Please assign individuals to only one of the six categories. For example, do not assign someone to the "injuries" category if they are already assigned to "hospitalized".
5. **Property Damage:**
 - a. **Residence:** List the number of residential properties damaged as a result of the disaster (separated either by single family, multi family or mobile homes) in the categories provided. Provide a total dollar amount in estimated losses to residences.
 - b. **Business:** List the number of business properties damaged as a result of the disaster in the categories provided. Provide a total dollar amount in estimated losses to businesses.
 - c. **Public Facilities:** List the estimate in dollars, the number of sites, and a brief description of damages in the six categories under Type of Work or Facility. Provide a total dollar amount in estimated losses to public facilities.



Initial Supplemental Disaster Assessment Summary

1. Jurisdiction(s) Affected _____ Date: _____

2. Disaster Type: _____ Date: _____ Time: _____

3. Report Completed By: _____ Title: _____

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

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

5. Property Damage:

Residential

| | # Destroyed | #Major | #Minor | #Inaccessible | # Ensured |
|---------------|-------------|--------|--------|---------------|-----------|
| Single Family | | | | | |
| Multi Family | | | | | |
| Mobile Homes | | | | | |

Estimated Losses to Residence \$ _____

Business

| # Destroyed | # Major | # Minor | # Ensured |
|-------------|---------|---------|-----------|
| | | | |

Estimated Loss to Business \$ _____

Public Facilities

| Type of Work or Facility Categories | Estimate | # of Sites | Brief Description of Damages |
|------------------------------------------------------------|-----------|------------|------------------------------|
| <input type="checkbox"/> Debris Removal | | | |
| <input type="checkbox"/> Protective Measures | \$ | | |
| <input type="checkbox"/> Roads & Bridges | \$ | | |
| <input type="checkbox"/> Water Control | \$ | | |
| <input type="checkbox"/> Buildings/Equipment | \$ | | |
| <input type="checkbox"/> Utilities | \$ | | |
| <input type="checkbox"/> Parks and Recreation ^s | \$ | | |
| Total Estimate | \$ | | |

SEMA fax number – (573) 634-7966

Attachment B of Appendix 1 to Annex D

Initial Damage Estimate Form

Completion Instructions

SUMMARY:

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

These forms are intended to be "cumulative". If you submit additional reports, all of the columns **MUST** show current totals. For example, if the first form you submitted showed sixteen (16) residential structures damaged and you identify four (4) more damaged residential structures, the next form you submit **MUST** show twenty (20) damaged residential structures. This way the previous form can be destroyed without losing any information.

The form is divided into three (3) main sections. These sections are as follows:

1. Incident:
 - a. **INCIDENT:** Briefly describe the incident that generated the submission of this report. Include the areas affected, the date of the incident, and the time of the incident.
 - b. **NAME OF POLITICAL SUBDIVISION:** List the name of the affected city, town, county, etc.
 - c. **POINT OF CONTACT:** List the name of the individual we can contact if there are any questions concerning the report.
 - d. **TITLE:** List the Point of Contact's title (Mayor, Commissioner, Emergency Manager, etc.)
 - e. **COUNTY:** List the County where the affected jurisdiction is located.
 - f. **BUSINESS TELEPHONE:** List the office telephone number where the Point of Contact can be reached.
 - g. **HOME TELEPHONE:** List the telephone number where the Point of Contact can be reached after normal work hours.
 - h. **BUSINESS ADDRESS:** List the complete address of the Political Subdivision.

2. INDIVIDUAL ASSISTANCE:

a. INDIVIDUALS:

- 1) # FATALITIES: List the number of fatalities associated with the incident. (Do not include these numbers in the Number Affected.)
- 2) # INJURIES: List the number of individuals who are injured as a result of the incident. (Do not include these numbers in the Number Affected.)
- 3) # AFFECTED: List the number of people affected by the incident (excluding fatalities and injured.)
- 4) # SHELTERS OPEN: List the number of shelters that are currently open as a result of the incident.
- 5) # IN SHELTERS: List the number of people that are currently located in the shelters.

NOTE: Items 1, 2, and 3 do NOT duplicate each other. For example, a "fatality" would not also be counted as "injured" or "affected". The intent is that we would be able to add all three of these items together without duplicating any numbers.

b. STRUCTURES:

- 1) RESIDENTIAL DAMAGED: List the number of residential properties that were damaged as a result of the incident.
- 2) RESIDENTIAL DESTROYED: List the number of residential properties that were destroyed as a result of the incident.
- 3) COMMERCIAL DAMAGED: List the number of commercial properties that were damaged as a result of the incident.
- 4) COMMERCIAL DESTROYED: List the number of commercial properties that were destroyed as a result of the incident.

3. PUBLIC ASSISTANCE:

This section is divided into seven (7) separate categories. When providing estimates of your incident related costs please separate those costs into the most appropriate category.

The seven categories are as follows:

a. CATEGORY A (DEBRIS REMOVAL) ESTIMATE:

b. CATEGORY B (PROTECTIVE MEASURES) ESTIMATE:

- c. CATEGORY C (ROAD SYSTEMS) ESTIMATE:
- d. CATEGORY D (WATER CONTROL FACILITIES) ESTIMATES:
- e. CATEGORY E (BUILDINGS AND EQUIPMENT) ESTIMATE:
- f. CATEGORY F (PUBLIC UTILITY SYSTEMS) ESTIMATE:
- g. CATEGORY G (OTHER) ESTIMATE:

Initial Disaster Estimate

INCIDENT (Brief Description and date of incident):

Name of Political Subdivision

Point of Contact

Title

County

Business Address

Business Telephone

Home Phone

INDIVIDUAL ASSISTANCE

INDIVIDUALS

Fatalities (*):

Injuries(*):

Shelters Open

In Shelters

Affected

****DO NOT INCLUDE THESE IN # AFFECTED!***

STRUCTURES

Residential:

Damaged:

Destroyed:

Commercial:

Damaged:

Destroyed:

| CATEGORY | TYPE | PUBLIC ASSISTANCE DESCRIPTION | ESTIMATE (\$) |
|----------|-----------|----------------------------------|----------------------|
| A | Emergency | DEBRIS CLEARANCE | <input type="text"/> |
| B | Emergency | PROTECTIVE MEASURES | <input type="text"/> |
| C | Permanent | ROAD SYSTEM | <input type="text"/> |
| D | Permanent | WATER CONTROL FACILITY | <input type="text"/> |
| E | Permanent | BLDGS AND EQUIPMENT | <input type="text"/> |
| F | Permanent | PUBLIC UTILITY SYSTEMS | <input type="text"/> |
| G | Permanent | OTHER | <input type="text"/> |

Appendix 2 to Annex D

DISASTER ASSISTANCE CONTACT NUMBERS

Individual Assistance: 1-800-621-FEMA (3362)

Division of Labor Standards
Wage & Hour Section: 1-800-475-2130
Fax: 573-751-3721

Department of Natural Resources: 1-800-361-4827

Community Development Block Grant: (573) 751-4146
Fax: 573-526-4157

Department of Insurance 1-800-726-7390
Fax: 573-526-4898 (Consumer Affairs)

Department of Health 1-573-751-6400
Fax: 573-751-6041

Department of Agriculture: 573-751-4211

Disaster Unemployment Assistance: 1-800-788-4002

Missouri Bar Association Disaster Legal Aid:
http://www.americanbar.org/groups/young_lawyers/disaster_legal_services.html

State Emergency Management Agency: 573-741-2748 (24 hours) for elected officials only

Planning and Disaster Recover Branch SEMA - 573-526-9112

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ANNEX E

LAW ENFORCEMENT

ESF # 13

I. PURPOSE

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

During a disaster, however, these resources could be exhausted before a situation is brought under control. This Annex will organize local law enforcement personnel and develop procedures that will enable St. Joseph to provide law enforcement services regardless of the situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

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

B. Assumptions

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

III. CONCEPT OF OPERATIONS

A. General

1. The law enforcement activities described in this Annex are an extension of normal day-to-day activities and deal only with extraordinary situations that may completely saturate available resources and involve several jurisdictions (see Appendix 3 to the Basic Plan).
2. In addition to being the lead agency in certain response situations (i.e. riots, hostage situations, etc.) The law enforcement section will provide security and support in all other emergencies that threaten life and property.
3. Local law enforcement agencies will primarily perform law enforcement functions, while outside and support agencies will be used for traffic and crowd control.
4. Emergency operations will be directed from the EOC or forward command post within the affected area. Questions concerning a lead agency in such a disaster situation will be resolved in the EOC (see Appendix 3 to the Basic Plan).
5. According to the St. Joseph/Buchanan County LEPC, law enforcement personnel will be trained to the Awareness Level for hazardous materials situations (see Annex H).
6. In the event that the disaster is believed to be terrorist-related, care must be taken to preserve the crime scene, while at the same time allowing rescue operations to be performed (see Annex N for additional information).

B. Checklist of Actions during Operation Time Frames

1. Mitigation

- a. Prepare plans (SOGs) to deal with projected law enforcement requirements (refer to the hazards identified in the Basic Plan, Situation and Assumptions).
- b. Identify facilities and resources that will require special security during a disaster and establish procedures to provide protection.
- c. Train law enforcement personnel and volunteer augmenters in special procedures (hazardous materials identification, etc.).
- d. Locate and establish liaison with local organizations outside government that could provide assistance (veteran's groups, private security, etc.).
- e. Develop and maintain mutual aid agreements with nearby local law enforcement agencies to ensure proper coordination.
- f. Review procedures for obtaining assistance from State and Federal law enforcement agencies.
- g. Review other Annexes of this plan to determine where law enforcement support will be needed by other agencies.
- h. Develop and maintain a security-pass system to allow admittance to restricted areas (damaged or otherwise).
- i. Review and update plans, procedures and checklists annually.
- j. Participate in tests, exercises and drills.

2. Preparedness

- a. Begin personnel alerting procedures.
- b. Check status of equipment and facilities for readiness and safety.
- c. Analyze threat to anticipate required response, and then check procedures.
- d. Assist in warning as required (see Annex B).
- e. Provide security and traffic control at the EOC.

- f. Review status of streets and roads in case an evacuation is necessary.
- g. Assemble materials for security-pass system to restricted areas.
- h. Report status of actions taken to Direction and Control.
- i. Order units to shelter if necessary.
- j. Review plans to relocate and house prisoners in custody from the county/City jail to a nearby facility.

3. Response

- a. Activate necessary personnel to meet the situation.
- b. Maintain law and order.
- c. Provide traffic and crowd control.
- d. Provide security to critical facilities and resources.
- e. Control access to the incident scene and evacuated area(s).
- f. Assist in search and rescue operations.
- g. Provide security in the disaster and other affected areas to ensure that private and public property are protected.
- h. Participate in the EOC operations (Direction and Control, Annex A).
- i. Assist in the dissemination of warning to the public (mobile units).
- j. Provide security and traffic control for in-place shelter operations (Annex K).
- k. Assist Damage Assessment by identifying damaged areas.
- l. Maintain records and report regularly to the EOC.
- m. Activate mutual aid and private resources and deploy them as necessary.
- n. Assist other emergency services as directed by the EOC.

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

IV. **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. Organization

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

B. Assignment of Responsibilities

1. The St. Joseph Police Chief is responsible for and will control all law enforcement operations within the boundaries of St. Joseph.
2. Communications for such activities will be provided for by the appropriate law enforcement agency.
3. The Emergency Manager will be responsible to ensure specialized training is available (hazardous materials, etc.).

4. During an FBI/Law Enforcement response to a terrorist incident. The FBI will establish a Joint Information Center (JIC) and the police PIO would be assigned to the JIC. (See Annex C for responsibilities).

V. DIRECTION AND CONTROL

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

VI. CONTINUITY OF GOVERNMENT

- A. Lines of succession - Law Enforcement
 1. Chief of Police
 2. Commander
- B. The department will develop SOGs to enable them to perform their assigned responsibilities as outlined within this plan. All SOGs shall be submitted to the City Manager and Emergency Manager for review.
- C. All departments must be prepared to operate from an alternate EOC if the designated EOC becomes inoperable or unusable.
- D. Records and documents vital to the functioning of the law enforcement section should be duplicated and stored in another location. If this is not possible, plans should be developed to move these documents to an alternate site.

VII. ADMINISTRATION AND LOGISTICS

- A. Administration
 1. The Police Department will develop plans and procedures to ensure a timely submission of all reports and records.

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

B. Logistics

1. Normal purchasing and procurement procedures can be circumvented with written permission of the City Manager or City council.
2. Providing communications support and communications equipment for the emergency functional areas will be handled and maintained by law enforcement.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

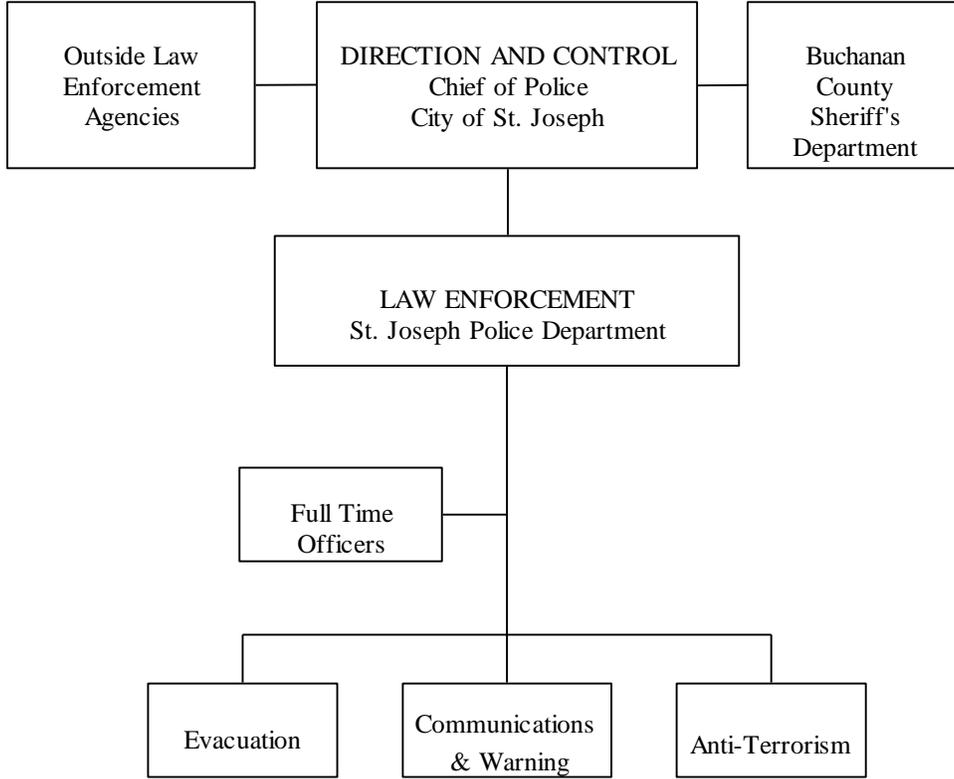
- A. Each operating law enforcement agency will be responsible for developing and maintaining written procedures to accomplish their assigned tasks in this annex.
- B. It will be the responsibility of the Police Chief to instigate a review and updating of all law enforcement plans, call-up lists, procedures,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

Appendices

1. Organizational Chart
2. Law Enforcement Resources
3. Attachment A Terrorism Resources

Appendix 1 to Annex E

LAW ENFORCEMENT ORGANIZATIONAL CHART



Appendix 2 to Annex E

LAW ENFORCEMENT RESOURCES

A. City of St. Joseph Police Department
Law Enforcement Center, 501 Faraon, St. Joseph
Emergency only911
Communications Center..... 271-4777
..... 271-4789
Other Crimes or Information 271-4774
Chief’s Office 271-4701

B. Missouri State Highway Patrol
General Headquarters, Jefferson City573-751-3313
Troop H, St. Joseph..... 816-387-2345
Troop A, Lee’s Summit816-622-0800

C. Surrounding Law Enforcement Agencies

County Sheriff Departments
Andrew County Sheriff – Savannah 816-324-4114
Clinton County Sheriff..... 818- 539-2156
Jackson County Sheriff816-524-4302
DeKalb County Sheriff 816- 449-5802
Platte County Sheriff.....816-858-2424
Doniphan County, Troy, Kansas.....785-985-3711
.....785-985-3543
Ray County Sheriff816-776-2000

Buchanan County Sheriff’s Office
Administration816-236-8812
Emergency only911
Communications Center.....816-271-4777 or 911
Evenings, Nights, Weekends816-271-4777

D. Municipal Police Departments

| | |
|----------------------------------|--------------|
| Excelsior Springs | 816-630-2000 |
| Gladstone Public Safety | 816-436-2228 |
| Holt | 816-320-3909 |
| Independence | 816-325-7300 |
| Kansas City – North Patrol | 816-234-5540 |
| Kearney | 816-628-3925 |
| Lawson | 816-580-7210 |
| Mosby | 816-628-4875 |
| North Kansas City | 816-274-6013 |
| Oakview | 816-436-9150 |
| Platte City..... | 816-858-5848 |
| Pleasant Valley..... | 816-781-7373 |
| Smithville..... | 816-532-0500 |

Attachment A to Appendix 2
TERRORISM RESOURCES

For a CHEMICAL incident call:

1-800-424-8802
(National Response Center)

For a BIOLOGICAL incident call:

1-888-872-7443
(Medical Research Institute of
Infectious Diseases)

Local Resources

Haz-Mat Team – Region H is the closest hazardous materials response team is with St. Joseph and Buchanan County HSRT St. Joseph, MO 816-271-4777 or 816-383-0604

State Resources

DNR Environmental Emergency Response Office 24-hour573-634-2436

DNR Drinking Water - Office hours573-751-4988
After hours573-634-2436

State Fire Marshall’s Office Arson Hotline800-392-7766

Missouri State Highway Patrol Bomb Retrieval and Disposal Unit.....573-751-3313

Department of Health Bureau of Environmental Epidemiology
Office hours573-751-6160

SEMA Duty Officer (will contact other state and federal agencies)573-751-2748

Federal Resources

Federal Bureau of Investigations (FBI) 816-512-8200

Urban Search and Rescue Team402-441-8371
Fax.....402-441-7098

All Emergency Contact numbers available in the Communications Center and EOC

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ANNEX F

FIRE AND RESCUE

ESF # 4

I. PURPOSE

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

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

II. SITUATION AND ASSUMPTIONS

A. Situation

1. St. Joseph is subject to many hazards that could present difficulties with regard to fire protection (see Basic Plan, Situation and Assumptions).
2. The fire department is primarily dispatched from the Communications Center.
3. There are three fire protection districts located in Buchanan County: Lake Contrary, Maxwell Heights, and Colony Hills. Fire services for these districts as well as Bessie Ellison School are provided by the St. Joseph Fire Department. The Air National Guard also has a fire department located at the Rosecrans Memorial Airport.
4. Situations could arise that would hinder firefighting capabilities or overwhelm local resources. Outside assistance (Federal, State or other local governments) is available should the need arise.
5. Fire services are responsible for search and rescue activities, and first aid.
6. Fire services provide support to other fire agencies through mutual aid agreements. St. Joseph has formal Mutual Aid Agreements with the Buchanan County Fire Chiefs, Doniphan County Rural Fire Department (Elwood, Kansas) and the Airport Fire Department.

C. Assumptions

1. Existing fire personnel and equipment should be adequate to deal with most emergency situations, through existing mutual aid agreements with surrounding communities.
2. Trained personnel and specialized equipment are somewhat limited, therefore, outside assistance could be required for certain situations that could arise (i.e., hazardous materials and radiological incidents).
3. Other City departments or agencies will respond to provide support as detailed in this plan.
4. State and federal agencies will respond when necessary.
5. The fire department will maintain the equipment and level of training necessary to perform the fire protection functions.
6. If relocation is necessary, sufficient personnel will be available to assist law enforcement personnel with the movement and evacuation while at the same time providing fire protection.

III. CONCEPT OF OPERATIONS

A. General

1. The primary task of the fire service is the same as its day-to-day mission, protection of persons and property from the threat of fire.
2. Other important tasks of the fire service will be:
 - a. Deal with hazardous materials incidents and inform the decision-makers about the risks associated with hazardous materials, as well as the circumstances for using water, foams, etc., for extinguishing, diluting, or neutralizing hazardous materials. (See Annex H for Hazardous Materials Response details.)
 - b. Alert all emergency support services to the dangers associated with hazardous materials and fire during emergency operations.
 - c. Conduct search and rescue operations.
 - d. Provide initial emergency medical care.
3. Fire and rescue personnel and equipment will be deployed to the location of greatest need in the event of an emergency.

4. In all cases, the fire service will follow the Emergency Classification and Control Procedures outlined in Appendix 3 to the Basic Plan.
5. The fire service will provide support as requested by other agencies as long as it does not affect the fire protection capability.
6. Mutual aid agreements will be utilized to ensure the best possible protection for all residents.
7. In case of an emergency due to a terrorism incident, response procedures are found in Annex N.

B. Tasks to be accomplished by Operational Time Frame

1. Mitigation

- a. Review hazard analysis results (Basic Plan, Situation and Assumptions) to identify all emergency operations in which fire service would play a major role.
- b. Following the review, determine if any specialized equipment or training are required for fire and rescue personnel and volunteer augmentees to meet potential threats (hazardous materials, etc.).
- c. Develop fire safety programs to include disaster situations and present to the public.
- d. Locate facilities that store or use hazardous materials and identify the materials and problems each could cause. Maintain a map and list of these facilities.
- e. Identify facilities that could create special problems such as nursing homes, hospitals, and schools. (See Appendix 2 to Annex J).
- f. Participate in tests, exercises, and drills to include those in support of other agencies.
- g. Develop and maintain mutual aid agreements with private area resources that could be useful for fire prevention or suppression.
- h. Develop SOGs to meet projected needs.
- i. Review and update the annex and SOGs at least annually. Call-Up lists should be reviewed twice a year.

2. Preparedness

- a. Alert key personnel as per guidelines set up in departmental call-up

lists.

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

3. Emergency Response

- a. Respond as required on a priority basis.
- b. Direct search and rescue operations for victims.
- c. Activate mutual aid if needed.
- d. Report damages observed to include potential problem areas.
- e. Coordinate activities with other agencies.
- f. Coordinate fire service response of departments responding from outside the jurisdiction.
- g. Alert or activate off-duty and auxiliary personnel as required by the emergency.
- h. If hazardous materials are involved, initiate hazardous materials plans to include possible evacuation, area, control, and clean-up.
- i. Maintain emergency response status until the situation is under control or ordered to discontinue operations by the EOC.

4. Recovery
 - a. Participate in clean-up and Damage Assessment support.
 - b. Inspect damaged areas to ensure fire safety.
 - c. Develop after-action reports to include:
 - 1) actions taken;
 - 2) materials expended;
 - 3) personnel costs;
 - 4) assistance received from and given to other agencies; and
 - 5) problem areas to include corrective measures.
 - d. Review plans and guidelines with key personnel and make revisions and changes.
 - e. Report on all activities to Direction and Control.
 - f. Replenish supplies and repair damaged equipment.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

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

B. Assignment of Responsibilities

1. Overall responsibility for fire protection lies with local government.
2. Overall responsibility of coordination lies with the senior fire officer at the scene of the disaster within the affected area.

V. DIRECTION AND CONTROL

- A. The chief of the fire department will be responsible for controlling fire operations within the defined boundaries of its jurisdiction.
- B. Operations will be controlled by the senior fire officer at the scene and/or from the EOC.
- C. Routine operations will be handled by normal SOGs.

- D. Fire and rescue resources from other jurisdictions will be controlled by the guidelines outlined in mutual aid agreements. They will remain under the direct control of the sponsoring agency but will be assigned by the EOC to respond as necessary.

VI. CONTINUITY OF GOVERNMENT

The Lines of Succession for Fire and Rescue are as follows:

- 1. Fire Chief
- 2. On-Duty Battalion Chief
- 3. Called In Battalion Chief
- 4. Chief Training Officer
- 5. Chief of Fire Prevention

VII. ADMINISTRATION & LOGISTICS

A. Administration

- 1. Procedures for dealing with expenses incurred and liability for actions and injuries are outlined in mutual aid agreements, state laws, and local ordinances.
- 2. Reports and records will be developed and maintained in accordance with established guidelines.

B. Logistics

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

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

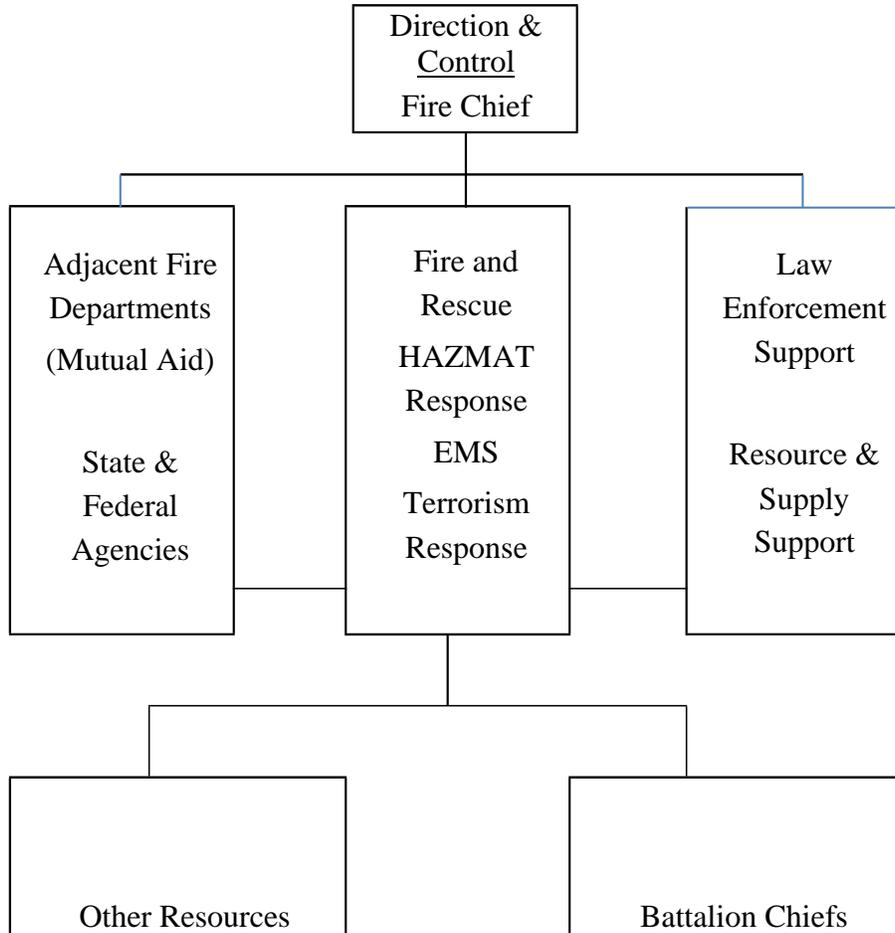
- A. The Chief of the St. Joseph Fire Department will be responsible for reviewing this plan and updating it on a yearly basis.
- B. This Annex will be tested on a yearly basis with the resulting revisions and changes being made and distributed immediately.
- C. The fire department chief will review and update the mutual aid agreements on a yearly basis. He will also be responsible for maintaining and updating their resource and inventory lists.
- D. The Fire Chief shall be responsible for developing and maintaining SOGs to accomplish all tasks assigned within this plan. SOGs will be submitted to the City Manager for review.

Appendices

- 1. Fire and Rescue Organizational Chart
- 2. Fire Departments and Resource Lists
- 3. Incident Management System

Appendix 1 to Annex F

FIRE AND RESCUE ORGANIZATIONAL CHART



Appendix 2 to Annex F

FIRE DEPARTMENT RESOURCE LIST

The City of St. Joseph maintains a current Resource List at Fire Headquarters which can be accessed on a 24-hour basis.

Missouri

| | |
|----------------------------------------------------------------------------------------|------------------------------------|
| Camden Point Fire, 2 nd & Camden St., Camden Point, MO | 816-280-3521 |
| Central Jackson Co Fire Protection District, 805 NE Jefferson, Blue Springs, MO .. | 816-229-2522 |
| Central Platte Fire, 201 Main Street, Platte City, MO | 816-858-2231 |
| Chillicothe Fire, 700 2 nd St., Chillicothe, MO | 660-646-2139/Dispatch 660-646-2121 |
| Dearborn Fire, 313 Mapleleaf, Dearborn, MO | 816-992-8919 |
| Edgerton/Trimble Fire, 500 Belt, Edgerton, MO..... | 816-227-3476 |
| Excelsior Springs Fire, 1120 Tracy, Excelsior Springs, MO..... | 816-630-3000 |
| Fort Osage Fire Protection District, PO Box 287, Buckner, MO | 816-650-5811 |
| Gladstone Public Safety, 7010 N. Holmes St., Gladstone, MO..... | 816-436-3550 |
| Independence Fire, 950 N Spring, Independence, MO..... | 816-325-7123 |
| Kansas City, MO Fire, 635 Woodland, Kansas City, MO..... | 816-924-1700 |
| Kearney Fire & Rescue Protection District, 201 E 6 th Kearney, MO..... | 816-628-4122 |
| Lee's Summit Fire, 207 SE Douglas St., Lee's Summit, MO | 816-251-2343 |
| Liberty Fire, 200 W Mississippi St., Liberty, MO..... | 816-792-6078 |
| North Kansas City Fire & EMS, 710 E 18 th Ave., North Kansas City, MO | 816-274-6025 |
| Riverside Dept. of Public Safety, 4500 NW High Drive, Riverside, MO | 816-741-1191 |
| Smithville Area Fire Protection District, East 92 Hwy, Smithville, MO | 816-532-4902 |
| Sni Valley Fire Protection District, 1601 S. Broadway St., Oak Grove, MO..... | 816-625-4161 |
| Southern Platte Fire, 10811 NW 45 Hwy, Parkville, MO | 816-741-2900 |
| Sugar Lake Fire, 136 Cedar St., Rushville, MO | 816-579-5115 |
| West Platte Fire, 18325 H Hwy, Weston, MO | 816-640-9927 |

Ambulance Services

| | |
|----------------------------------------------------------|--------------|
| Atchison Co., 1321 N. 3 rd Atchison, KS | 913-367-4323 |
| American Medical (AMR) 300 S. Main, KCMO | 816-836-1594 |
| Lifeflight, 201 Lou Holland Dr., KCMO..... | 816-283-9710 |
| Emergency | 800-422-4030 |
| LifeNet, 13421 W. 151 St., Olathe, KS | 800-981-3062 |
| KCFD Medical Bureau | 816-924-1700 |
| NRAD, East 92 Hwy, Smithville, MO | 816-532-0850 |
| Platte City, 242 Main St., Platte City, MO | 816-858-4450 |
| West Platte Medic 50, 18325 H Hwy, Weston, MO..... | 816-640-2724 |
| Buchanan County EMS..... | 816-271-6675 |
| Andrew County Ambulance | 816-324-3341 |

All Buchanan County Fire Departments and Rosecrans Fire can be reached
Through the St. Joseph Communications Center.

All other Mutual Aid contacts outside Region will be through MO Fire Mutual Aid

Contact numbers: Bill Lamar - 816-2387-3269
Eric Hartman - (C) 573-821-0937 or (W) 573-522-4046

Appendix 3 to Annex F

INCIDENT MANAGEMENT SYSTEM

The City of St. Joseph fire departments use the Incident Management System as a management system for every incident.

The first arriving fire person at an incident will establish command using the street name, business name or a name that will identify that incident.

The dispatcher will refer all communication to that command name. Example: Engine 1 on the scene investigating Miller Street command.

Radio transmissions from the scene will be Miller Street command, or command to _____.

It is important to use the command name in the event of multiple incidents at the same time.

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ANNEX G

RESOURCE AND SUPPLY

ESF # 7

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

1. As this annex is designed to provide for the management of the resources in St. Joseph, a priority should be given to those resources which could be used to combat the hazards identified in the Basic Plan, under Situation and Assumptions.
2. Procedures will be set up to request assistance both within the county and from outside.
3. A system must be set up to ensure an adequate inventory of response resources is available.
4. The local resources and supply function will have to anticipate resource needs for all types of hazards and provide the coordination necessary for the proper allocation of these resources.
5. Local resources will have to be used first before outside assistance is required.

B. Assumptions

1. During an emergency of a disaster magnitude, persons who own or control private resources will cooperate without giving first thought to payment.
2. Funds to provide payment for the use of private resources will be available either from local government or (if the disaster is severe enough) from the federal government.
3. St. Joseph City officials will not request outside assistance until all

local resources have been depleted.

4. If the emergency response period lasts more than 24 hours, outside assistance will probably be required.
5. During a disaster, normal supply requisition procedures may be suspended.
6. Following an emergency of this magnitude, private resources will be available that have not been included on the resource lists (especially manpower).

V. **CONCEPT OF OPERATIONS**

A. General

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

B. Action to be taken by Emergency Operating Time Frames

1. Mitigation
 - a. Review hazards that threaten St. Joseph (see the Basic Plan, Hazard Analysis) to determine what types of resources would be necessary to deal with them.
 - b. Locate the required resources in the community.
 - c. Maintain agreements of understanding with the private sector organizations who have the required resources to include points of contact.
 - d. Identify those required resources that are not available locally and find their nearest location.
 - e. Develop procedures that can circumvent normal

procurement procedures during an emergency period.

- f. Participate in exercises and drills to train personnel in the proper allocations of resources to include procedural arrangements.

2. Preparedness

- a. Analyze potential of the emergency situation to what types of resources would be needed.
- b. Check on the availability of needed resources making lists of those available and unavailable.
- c. Contact private sector organizations and neighboring jurisdictions to indicate the possible need for assistance.
- d. Coordinate activities with other response agencies (i.e., Red Cross) to ensure a coordinated and efficient allocation.
- e. Report on status and actions taken by the EOC staff.

3. Response

- a. After activating resource and supply personnel, work with the EOC staff to establish priorities and allocate resources.
- b. If necessary, establish staging areas from which resources can be distributed to: (1) emergency response teams, and (2) disaster victims.
- c. Assist in developing lists of outside resources that are required.
- d. Coordinate with the PIO in informing the public of the location of available assistance.
- e. Coordinate resource requirements and requests of other response agencies.
- f. Maintain records of services rendered and resources utilized.

4. Recovery

- a. Review damage assessments and estimate resources needed for recovery.

- b. Compile resource requests of other local government agencies.
- c. Assess the impact of the disaster on the community.
- d. Identify unused resources in the community.
- e. Calculate total costs of utilized resources.
- f. Participate in after action reports and critiques.
- g. Set up staging areas to receive and distribute recovery resources.
- h. Perform other duties as required until the situation returns to normal.

IV. **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. Organization

B. Assignment of Responsibilities

- 1. The coordinator of the Resource and Supply function for the City of St. Joseph will be the Financial Service Director.
- 2. The Resource and Supply coordinator will also be responsible for the following supply areas.
 - a. Food: procurement, storage, and equitable distribution of food supplies as required by the situation.
 - b. Sustenance supplies: procurement, storage, and equitable (Except food) distribution clothing, sanitary supplies, bedding, etc.
 - c. Fuel and energy: procurement, storage, and equitable distribution of fuel products.
 - d. Transportation: coordination and use of all modes of transportation utilized in the county to support emergency operations.
 - e. Construction: procurement, storage, and distribution equipment and of construction supplies.
 - f. Manpower: ascertain and utilize those personnel who are available in the City and to determine, obtain, and equally apportion the

personnel manpower needs.

3. The aforementioned tasks can be delegated to deputy coordinators including, but not limited to, the Purchasing Agent.

V. DIRECTION AND CONTROL

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

VI. CONTINUITY OF GOVERNMENT

- A. Line of succession - Resource and Supply
 1. Financial Services Director
 2. City Purchasing Agent
 3. Revenue Manager
- B. Vital Documents
 1. Records of purchases will be duplicated when possible.
 2. Transfer of these documents will occur by direction of the EOC.

VII. ADMINISTRATION AND LOGISTICS

- A. Administration
 1. When normal purchasing procedures are bypassed, official approval must be given by the City Manager or his designee.
- B. Logistics
 1. Manpower -- City personnel will be the first pressed into service. Missouri National Guard troops must be requested by the chief elected official (i.e., Mayor) from the Governor of Missouri. SEMA should also be informed.

2. Communications will be the responsibility of the communications center manager.
3. Transportation of supplies will be accomplished by:
 - a. Requesting agency;
 - b. City government resources (i.e., Public Works);
 - c. Private transport (hired or volunteer).

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

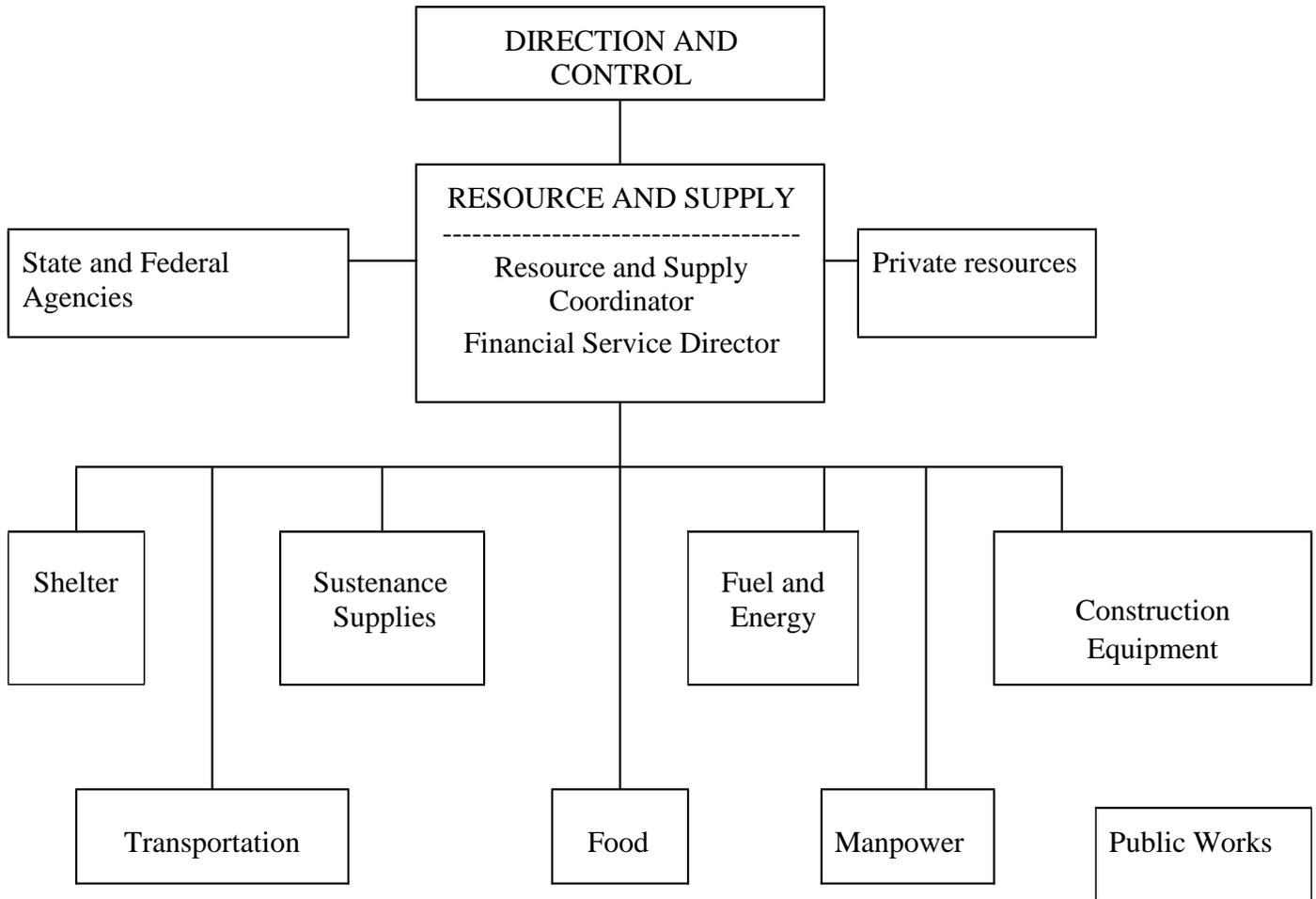
- A. After initial compilation of the resource lists, they will be updated and maintained by the Emergency Manager.
- B. All updates and revisions of this annex will be completed by the Resource and Supply Coordinator.

Appendices

1. Resource and Supply Organizational Chart
2. Resource Lists

Appendix 1 to Annex G

RESOURCE AND SUPPLY FUNCTIONAL DIAGRAM



Various departments within City government such as Public Works, Parks & Recreation, Police, etc., can support the resource management 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 are maintained and kept on file by the Emergency Management Coordinator and Resource and Supply Coordinator.

TRANSPORTATION:

Apple Bus
St. Joseph Transit

FOOD:

American Red Cross
Major Markets

SANDBAGS:

SAND:

Holiday Sand Company

WATER PUMPS:

GENERATORS:

PETROLEUM:

BOOM TRUCKS:

Altec Industry
Cablevision
KCP&L

DOZERS/HIGH LIFTS:

Caterpillar

ROAD GRADERS:

Caterpillar
Buchanan County

BACKHOES:

TRACKHOES:

Caterpillar
Ideker Inc.

FORK LIFTS:

Ideker Inc.

LIGHT PLANTS:

CRANES:

Ideker Inc.

DUMP TRUCKS:

LOW BOYS:

Caterpillar

HARDWARE AND LUMBER:

Lowe's

Brown Lumber

COMPRESSORS:

Rentals

PORTABLE TOILETS:

Bud Sewer

Rental

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ANNEX H

HAZARDOUS MATERIALS RESPONSE

ESF # 10

I. INTRODUCTION

A. Emergency Response Notification Summary

1. When a hazardous substance spill occurs, notification of the St. Joseph communications center may come from several sources:
 - a. Citizens
 - b. Fixed Facilities
 - c. County or City agency such as highway or street department
 - d. County or City response agency

2. The Dispatcher receiving this first report must give priority to alert the fire department. The dispatcher must then try to obtain as much information as possible from the first source or the first responder (Appendix 7).
 - a. Identification of caller and how contact may be maintained.
 - b. What happened? Where and When?
 - c. Injuries?
 - d. Chemical name or identity (placard).
 - e. Estimated quantity.
 - f. Type and condition of containers.
 - g. Shipping information.
 - h. First estimate of incident level.

3. The dispatcher then alerts Law Enforcement, EMS, EMD's and the County Coroner, passing on above information to all responding units (Appendix 2).

When the incident Management Post (ICP) is established at the site, the Incident Commander will determine the Response Level for this event and set the Response Functions described in this annex in motion.

B. Scope of Hazardous Material Response

St. Joseph is continually at risk for a hazardous materials incident because of the number of fixed sites using hazardous materials locally and the city is vulnerable to accidents involving these materials. Release of hazardous

Material releases can come from fixed sites but are more likely to occur from transportation incidents on highways in the city.

This annex is developed to help city officials and first responders prepare for and deal with hazardous materials incidents.

The plans and procedures compiled here recognize that St. Joseph has limited resources to respond to a Hazardous Materials Incident. Initial response will be defensive, focusing on safety of the affected population and of first responders at the scene. Defensive actions will be executed until outside response teams with proper equipment arrive at the scene of the incident.

II. PURPOSE

Hazardous Materials Response is written as Annex H to the St. Joseph all-Hazard Emergency Operations Plans under the guidelines of Title III of the Superfund Amendments and Reorganization Act (SARA Title III).

This plan establishes the policies and procedures under which St. Joseph will operate in the event of a hazardous materials incident.

This plan defines the roles, responsibilities and relationships of government and private organizations in response to a hazardous materials incident.

This plan provides assurance of appropriate response to protect the population, property and the environment of St. Joseph in the event of a hazardous materials incident involving transportation, use storage or processing of hazardous materials.

III. SITUATION AND ASSUMPTIONS

A. Situation

1. St. Joseph is located in Buchanan County in Northwest Missouri and surrounded by Andrew County to the North, Clinton County to the East, Platte County to the South and Doniphan County, Kansas to the West. According to the 2010 Census, St. Joseph has a population of 76,780.
2. The major highways crossing the county are: U.S. 36, state highways 169 and 59, and interstates 29 and 229, (Appendix 4).
3. There are two railways running through the city.

4. There is one navigable river in the city.
5. There are several fixed facilities in the city that use or store hazardous and extremely hazardous substances (EHS) (Appendix 6).
6. Resources in St. Joseph for response to a major HAZMAT incident are limited. Response to a serious incident (level II or Level III) will, in most cases, require outside resources including, mutual aid assistance, state and federal government and the private sector.

B. Assumptions

1. Proper implementation of this annex and its supporting procedures will reduce or prevent releases and related exposure to the public and environmental damage.
2. The greatest threat of a serious hazardous materials incident in St. Joseph is posed by transportation related accidents. Such incidents are more likely to affect segments of the general population in the city.
3. There are a small number of fixed site facilities reporting Extremely Hazardous Substances. Planning for these facilities will be carried out using a three-tiered Hazard Analysis. Present levels of inventories reported via Tier II forms by fixed site facilities storing and /or processing hazardous materials pose a relatively small threat to the general population.
4. Protective actions for the general population may include in-place sheltering and/or evacuation. Many of the residents in the risk area will evacuate to private homes or shelter of their own choosing.

IV. CONCEPT OF OPERATIONS

A. General

1. St. Joseph does not have the resources to neutralize the effects of a serious hazardous substance release and must turn to outside government and private agencies for assistance. The city has the capability to provide logistical support for these outside agencies and to coordinate off-site protective actions.
2. St. Joseph has the capability to make a first response to a

hazardous materials release with local response agencies with personnel who are trained at the awareness or operations level. This response will be defensive and is to assess the severity of the incident, classify the emergency as shown below and start the notification chain and/or the response chain.

B. Levels of Response

LEVEL I - PROBABLE EMERGENCY CONDITION

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

LEVEL II - LIMITED EMERGENCY CONDITION

An incident involving a greater hazard or larger area that poses a potential threat to life or property and which may require a limited evacuation of the surrounding area. These incidents may require outside assistance if it is necessary to stop the release. Examples of this level may be releases of significant quantities of volatile organics at fixed facilities or cargo tank releases in transpiration. EOC partially staffed.

LEVEL III - FULL EMERGENCY CONDITION

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

V. **ORGANIZATION, RESPONSIBILITIES AND ASSIGNMENT OF TASKS**

A. Organization and Responsibilities

1. Local Government

The City Manager has overall responsibility for hazardous materials preparedness in the City of St. Joseph.

2. Local Emergency Planning Committee

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

County Hazardous Materials Annex. A list of LEPC members is given in Appendix 2.

3. Emergency Services

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

B. Task Assignments for Response and Government Agencies

1. St. Joseph City Government

- a. The Emergency Manager works with the Region H Hazmat Team and the Local Emergency Planning Committee (LEPC) for Hazmat response coverage for the City of St. Joseph.

2. Local Emergency Planning Committee (LEPC)

- a. The LEPC holds scheduled meetings to establish short- and long-range plans regarding the County's Hazardous Emergency Preparedness Program.
- b. Compiles the annual Hazardous Materials Inventory for Buchanan County based on the Tier II reporting.
- c. Develops and maintains a hazardous materials response annex that provides for timely, effective response by the public and private sector.
- d. Outlines methods and schedules training and exercise on hazardous materials in coordination with local government officials, schools and available private participants.
- e. Serves as the point of contact for Community Right-to-Know activities.
- f. Keep the public notified of all LEPC activities and distribution requirements of the emergency response plan.
- g. Designate an information officer to receive and approve information requests on emergency response plans.

3. City Elected Officials
 - a. Appoint a representative to manage hazardous materials systems, and to report all chemical incidents to the LEPC and other agencies as required by state and federal laws.
 - b. Set policy and adopt budgets to allow administrators with the technical skills and authority to be responsible for Incident Management in the event of a hazardous materials incident,
 - c. Maintain an accurate and responsive data bank for all vital information arising from a chemical release incident in/or affecting their jurisdictions.
4. City Attorney
 - a. Act as legal advisor on items related to public health and safety.
 - b. Assist in resolution of legal problems that may arise due to Title III implementation or specific chemical release incidents.
 - c. Initiate legal action against responsible parties for the release of chemical hazards that violate state and/or federal regulations.
5. Incident Commander: Fire Chief (or the highest-ranking department officer on the scene)
 - a. Takes charge as Incident Commander on-site and implements the Incident Management System. Directs response operations including:
 - 1) Determining the nature of the hazardous material.
 - 2) Establishing site security areas and hazard exclusion zones within the hazardous sector.
 - 3) Based on estimates of likely harm, activating the response chain shown in Section B Response Functions.
 - b. Coordinates with all private and public agencies on-site at the Incident Management Post. Provides information as necessary for law enforcement and medical authorities on the hazards and risks posed by the materials spilled.
 - c. Develops and maintains the Fire Service HAZMAT Response Standard Operating Guidelines (SOGs). This effort should also include mutual aid resources.

6. All Emergency Services

- a. Each emergency responding agency shall report to the Incident Commander upon arrival on-scene for coordination of all activities. The Fire Chief has the authority to direct the overall operations, select mitigation concepts and methods, and resolve conflicts.
- b. It is the responsibility of the Incident Commander to recommend evacuation actions after close coordination with all agencies involved and discussion with the appropriate officials to assure proper warning, transportation, shelter and care for the evacuees.
- c. The cleanup, removal and disposal of contamination is the responsibility of the manufacturer or carrier who released the materials. Assistance in removal and disposal oversight, technical considerations and funding may be obtained through the Missouri Department of Natural Resources and the U.S. Environmental Protection Agency.
- d. A post-incident analysis and critique shall be the responsibility of the Incident Commander with input solicited from all involved agencies. Copies of all post- incident reports shall be submitted to the LEPC within 30 days of incident stabilization for review, conducting debriefs, plan modifications and future use in training and exercise programs.
- e. Provide staff support to the LEPC.

7. Fire and Rescue

- a. Provides fire and rescue services consistent with training (minimum Operations Level) and available protective gear.
- b. Contains the release from a safe distance to keep it from spreading and prevent exposures.
- c. Provides site support for federal state or privately dispatched HAZMAT teams (consistent with available protective gear) in the CONTAMINATION CONTROL and SAFE ZONES.

8. Law Enforcement

- a. Provides field operations support to the Incident Command Post or Incident Commander consistent with training (minimum Awareness Level).
- b. Provides traffic control for the area affected by the incident.

- c. Implements the order for evacuation.
 - d. Maintains security for vital facilities.
9. Emergency Medical Services
- a. Provides medical support to the Incident Management Post consistent with the training (minimum Awareness Level).
 - b. Transports, treats and distributes victims to medical facilities.
 - c. Provides medical surveillance of response personnel in the exclusion perimeters.

10. City/County Health Department

Will help staff nurses at emergency shelters.

11. State and Federal Support

- a. Planning, training and on-site assistance are available through state and federal agencies. Those are:
 - 1) Missouri Emergency Response Commission (MERC)
 - 2) Missouri Division of Fire Safety
 - 3) State Emergency Management Agency (SEMA)
 - 4) Missouri Department of Natural Resources (MDNR)
 - 5) Federal Emergency Management Agency (FEMA)
 - 6) U.S. Environmental Protection Agency (EPA)
 - 7) National Response Center (NRC)

12. Private Sector Responsibilities

- a. Fixed Facilities
 - 1) Designate Facility Emergency Coordinator responsible for assisting in the preparation of this plan and for the preparation of compatible on-site contingency plans. These plans will include specific responsibilities notification and emergency response procedures and available resources.
 - 2) Notify the St. Joseph Communication Center of a HAZMAT incident. Provide the dispatcher with all the appropriate information to complete the Chemical Emergency

Notification Report (Appendix 7). Also, provide safe route of entry into the site for emergency response personnel.

- 3) Provide technical support as requested in the development of off-site risk assessments and contingency planning.
- 4) Provide technical support to the Incident Commander at the Command Post during an incident.
- 5) Provide personnel, technical expertise and equipment support, and participate in chemical hazard exercises and other training activities.
- 6) Notify appropriate officials/agencies of a chemical release incident as directed by Federal and State law.

b. Pipeline operators

- 1) Responsible for a plan that outlines the general actions and establishes policies to be followed in the event of a chemical release incident.
- 2) Provide technical guidance, personnel and hardware to support the training and exercise program directed by the LEPC.

c. Highway carriers

- 1) Notify Communication Center of a HAZMAT incident. Provide the dispatcher with all appropriate information to complete the Chemical Emergency Notification Report (Appendix 7). Also, provide safe routes of entry into designated staging areas for emergency response personnel.
- 2) Develop a chemical incident response plan.
- 3) Maintain a response capability in the event of a hazardous materials incident involving their stock.
- 4) Provide technical assistance, personnel and resources to the Incident Commander to mitigate incidents involving their stock or property.
- 5) Provide proper identification of all hazardous materials carried.
- 6) Provide technical expertise, personnel and hardware to support the training and exercise program of the LEPC.

- 7) Provide a list of major hazardous materials commodities shipped and periodically update the list.

VI. RELATIONSHIP TO OTHER PLANS

- A. The St. Joseph Emergency Operations Plan is the underlying document for the protection of health, safety and property of the public in City of St. Joseph from all natural and manmade disasters.
- B. The Hazardous Materials annex, Annex H, to the Emergency Operations Plan provides procedures to protect the public, from transportation, storage, fixed site and transfer point hazardous materials incidents.
- C. Each fixed facility having extremely hazardous substances is required to develop an on-site contingency plan that specifies notification, response activities and coordination procedures with outside agencies.
- D. The State of Missouri has developed the Hazardous Substance Emergency Response Plan which outlines the responsibilities of the appropriate state agencies in responding to hazardous substances emergencies that exceed county capability under paragraph d.
- E. The National Contingency Plan provides for a coordinated federal response to a large-scale hazardous materials incident. This plan is activated by request from the Incident Commander in case of a fixed facility incident, or through the shipper in case of a transportation-related emergency.

VII. RESPONSE FUNCTIONS

- A. Initial Notification of Response Organizations
 1. When a hazardous substance spill occurs, notification of the St. Joseph Communications Center may come from a variety of sources.
 - a. Citizens
 - b. Fixed Facilities
 - c. County or City agency such as highway or street department
 - d. County or City response agency

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

- a. Identification of caller and how contact may be maintained.
- b. What happened? Where and When?
- c. Injuries?
- d. Chemical name or identity (placard).
- e. Estimated quantity.
- f. Type and condition of containers.
- g. Shipping information.
- h. First estimate of incident level.

The dispatcher then alerts Law Enforcement, EMS and the Coordinator, passing on above information to all responding units (Appendix 2).

- B. Depending on the classification of the incident, many emergency functions may be necessary for the appropriate response. Notifications will be made in accordance with procedures found in functional annexes of the St. Joseph Emergency Operating Plan. If a determination is made that the release exceeds the reportable quantity, the spiller must notify the Missouri Department of Natural Resources and the Local Emergency Planning Committee.
- C. PUBLIC WARNINGS will be issued in accordance with the procedure set forth in Annex B of the St. Joseph Emergency Operating Plan (EOP).
 1. EVACUATION. Evacuation can be completely effective if accomplished prior to the arrival of the toxic cloud (see Annex J of the St. Joseph EOP.)
 2. IN-PLACE SHELTERING. In some cases, advising people to stay indoors and attempting to reduce air flow into a structure may be the most effective protective action. (See Annex K of the St. Joseph EOP.)
 3. INGESTION ADVISORY. Drinking water and food crops may be contaminated by a chemical release. The public must be warned of a threat to food and water supplies.
 4. SEWAGE and RUNOFF. A hazardous chemical release may contaminate sewage systems or area streams and lakes. Such contamination could create a public health threat and serious environmental problems.

VIII. DIRECTION AND CONTROL

A. Incident Management System

Responders to a hazardous materials emergency Level II or III in St. Joseph will

operate using the Incident Management System (ICS). This system will affect the fastest response.

When responding to a hazardous materials incident, the Fire Chief will be the Incident Commander. In his absence, management will be assumed by the highest ranking department officer present. Incident Commanders must be qualified at IMS level.

First responders from the fire department must be qualified at operations level. The maximum level personal protection available to these responders is structural firefighting protective clothing in combination with positive-pressure self-contained breathing apparatus (SCBA). This protection is limited to a range of chemicals listed in the NAERG manual. Consequently, operations level response from St. Joseph agencies will be defensive and not compromise the safety of the responders (see Fire and Rescue).

When an incident is classified a magnitude II or III HAZMAT Emergency (beyond local response control), the Incident Commander must immediately request appropriate assistance at state and federal levels (see Fire and Rescue.)

In preparation for logistical support of outside assistance, the Incident Commander may request activation of the Emergency Operations Center (EOC).

B. Direction and Control Procedures

1. The Direction and Control function is the combined capability of the Incident Command Post (ICP) and the Emergency Operations Center (EOC) in a larger-scale chemical emergency, Level II or III. The command structure linking the ICP and the EOC is the Incident Command System (ICS). The Incident Commander will maintain control of the scene and coordinate all actions related to the incident and assigns specific responsibilities to the ICP and the EOC.
2. Incident Command Post. The purpose of the ICP is to provide, onsite, a unified command of all participating agencies to insure coordinated operations, simplification of communications, performance of logistical tasks, and to assist the Incident Commander with the overall management of incident activities.
3. Emergency Operations Center. The EOC, which is isolated by distance from the immediate pressures of ongoing mitigation at the scene, is the focal point for coordination of resource requirement in support of both on-site and off-site activities.

Typically On-Site support: Coordination of local resources with HAZMAT teams in transit to the emergency; transmittal and follow-up of requests for mutual aid or public works assistance; manning resource boards to track

incoming resources and optimizing use of available communications.

Typically Off-Site support: Coordination of evacuations, sheltering, public health and social services.

The EOC is a single point for collection, evaluation, display and dissemination of information to develop current status, to aid in decision making, to track costs and to provide documentation for investigative follow-up.

The EOC is located in the upper level of Fire Station #12, 2807 St. Joseph Ave.

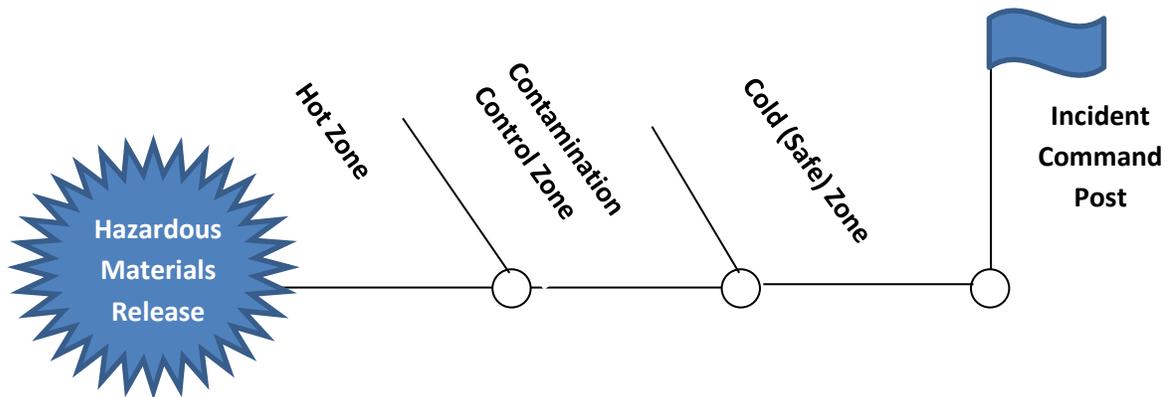
The Emergency Manager of the jurisdiction is in charge of EOC operations under the direction of the Incident Commander. The Incident Commander, at his discretion, may assign ICS personnel to the EOC for liaison or functional assignments.

For overall Direction and Control Procedures, see Annex A of the St. Joseph Emergency Operations Plan.

- C. Communications among Responders
During emergency operations, all departments will use their existing equipment and procedures to communicate with their field operations (Annex B).
- D. Response Personnel Safety
 - 1. To reduce the risks to first responders in the event of a hazardous materials incident, health and safety procedures have been developed that include:
 - a. Medical Surveillance in the Safe Zone
 - b. Establishment of Exclusion Zones
 - c. Personnel Protective Equipment

MEDICAL SURVEILLANCE: An EMT (or paramedic) from the Emergency Medical Service or the Rescue Squad should be charged with the responsibility for surveillance of the first response team for any indicators of the effects of toxic exposure.

EXCLUSION ZONES: Exclusion zones are the safety perimeters established around a hazardous material release. These are shown schematically in the following figure and are defined as follows:



HOT ZONE: The area of maximum hazard. All personnel entering the hot zone must wear prescribed levels of protective equipment. A single entry and exit checkpoint must be established at the perimeter of the hot zone to regulate and account for the flow of personnel and equipment into and out of the hot zone.

CONTAMINATION CONTROL ZONE: Surrounds the hot zone and is also a restricted area. The level of personnel protection required is less stringent than that of the hot zone. The decontamination unit (if needed) is located here, as is the Safety Office and immediate support and security personnel.

SAFE ZONE: The unrestricted area beyond the outer perimeter of the contamination control zone, the command post. The HAZMAT response team and support agencies are located here.

Exclusion zones must be set up for any HAZMAT incident. For a Level I incident this can be accomplished, at minimum, with a HOT ZONE and an informal command post. The guidebook lists many chemicals where SCBA and structural protective clothing provide some protection to permit control of a small release. Release of chemicals, where the NAERG shows that the above protective equipment is not effective, must be treated as a Level II incident.

Level II and Level III incidents require establishment of the three-tiered

exclusion zones (HOT, CONTAMINATION CONTROL and SAFE). The size of each perimeter must be determined by the nature of the material involved, atmospheric conditions and magnitude of the incident.

E. Personal Protective Equipment

Protective equipment available to St. Joseph first responders are structural fire fighter's protective clothing together with positive-pressure self-contained breathing apparatus (SCBA). This combination provides only limited protection for a number of chemicals shown in the NAERG.

Members of outside HAZMAT teams dispatched to enter exclusion zones of an incident occurring in St. Joseph will have a Level A and Level B protective equipment at their disposal because maximum respiratory protection is required when entering environments containing unknown substances or known substances in unknown concentrations.

1. Level A protection will be worn when the highest level of respiratory, skin, eye and mucous membrane protection is needed.
2. Level B protection will be selected when the highest level of respiratory protection is needed but with a lower level of skin and eye protection. Level B protection is the minimum level recommended on initial site entries until the hazards have been further identified.

F. Fire and Rescue

When the Communications Center Dispatch has notified the fire department in the appropriate jurisdiction of an incident involving a release of a hazardous material the officer in charge of the first unit at the scene shall implement the Management Structure of the Incident Command System.

During the initial phase of the incident, the Incident Commander shall:

1. Determine the level of the incident and initiate response activities commensurate with the severity of the incident. Resolution of a Level II or III incident in St. Joseph will always require outside assistance by federal, state or private agencies. The rules for notifications are summarized as follows:

TRANSPORTATION INCIDENTS: It is the shipper's responsibility to initiate emergency response once notified. The Incident Commander must call the emergency response telephone number given on the shipping papers. If not available or accessible, call CHEMTREC with as much information as can be obtained (placard number, labels on containers, how to contact the ICP or EOC, etc.). CHEMTREC will track down and notify the shipper or the manufacturer of the emergency in progress. At this point

responsibility for further action passes to the shipper or manufacturer, who will initiate on-scene assistance, up to notifying the NATIONAL RESPONSE CENTER. In the interim the shipper or CHEMTREC can provide guidance to the Incident Command (IC) for mitigation at the scene within local response capabilities.

FIXED SITE FACILITY INCIDENTS: Chemical incidents occurring within a fixed site facility are the responsibility of the facility emergency organization. If control is relinquished by the facility coordinator, or if the incident poses a threat outside the facility, the Fire Department is in charge and proceeds using ICS. The Incident Commander directs facility personnel to remove any chemicals that may increase or catalyze the fire, cause explosions, create toxic gas releases or cause environmental damage. For outside assistance, the Incident Commander notifies the NATIONAL RESPONSE CENTER directly (CHEMTREC is only for transportation related incidents). The NRC will initiate response through the Federal On-Scene Coordinator (OSC) assigned to Missouri. The OSC determines the federal course of action together with agency support from the state.

FEDERAL ON-SCENE COORDINATOR: The OSC acts as a consultant to the Incident Commander. The OSC, however, is in control of and directs all federal and state agencies on the scene that are committed as part of the National Contingency Plan. The OSC, if needed, can make available immediate disbursement of Superfund Monies.

The following table reviews incident levels and the appropriate response activities:

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>RESPONSE LEVEL I POTENTIAL EMERGENCY CONDITION</p> | <p>An incident or threat of a release which can be controlled by first responders and does not require evacuation of other than the structure or immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life and property.</p> |
| <p>RESPONSE: Active – Fire Department, Law Enforcement Standby – EMS, Partial EOC, Emergency Manager Notify – If required, MDNR (by spiller) If required shipper or CHEMTREC (transportation), NRC (fixed site)</p> | |

| | |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <p>RESPONSE LEVEL II City of St. Joseph EOP</p> | <p>LIMITED EMERGENCY SITUATION H-16 JAN 2004 UPDATED 4/2022</p> |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------|

An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require

a limited evacuation of the surrounding area.

RESPONSE:

Active – Fire Department, Law Enforcement, Regional Hazmat Team, EMS, EOC, Emergency Manager

Standby – Mutual Aid, Public Works, St. Joseph Health Department, Social Services

Notify – MDNR (by spiller)

Shipper or CHEMTREC (transportation), NRC (fixed site)

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>RESPONSE LEVEL III FULL EMERGENCY CONDITION</p> | <p>An incident involving a severe hazard or a large area which poses an extreme threat to life and property and will probably require a large-scale evacuation; or an incident requiring the combined expertise or resources of county, federal and private agencies.</p> |
| <p>RESPONSE: Active - Level I, II and Mutual Aid Agencies, Missouri Department of Health, U.S. EPA MDNR may not become actively involved in response but should be used as technical consultants. SEMA for large-scale support, i.e., mass evacuations, use of National Guard</p> | |

2. Establish Exclusion Zones (see RESPONSE PERSONNEL SAFETY).

Because personal protective equipment, available to St. Joseph first responders, is limited, operations in the HOT ZONE and CONTAMINATION CONTROL ZONE are restricted. Responders that have been imported via the response chain are either HAZMAT teams that have trained as a unit or contract specialists working together with individual HAZMAT technicians.

A typical HAZMAT team is comprised of: Entry Team – 2 members –

HOT ZONE

Safety Backup Team – 2 members – DECON Safety Officer – 1 member
– DECON HAZMAT Officer – 1 member – DECON
Decontamination Team – 2 members – DECON Equipment Removal
Team – 2 members – DECON

G. Law Enforcement

Law enforcement (Awareness Level recommended) is handled by the local police department.

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

EVACUATION. The order to evacuate must come from the Fire Chief or City Manager. When there are time constraints, limited evacuation can be ordered by the Incident Commander. The Law Enforcement agency designated by the IC or the EOC is in charge and will direct the evacuation effort.

1. Isolate affected area and permit only to appropriate response personnel.
2. Notify residents in the affected areas.
3. Assist resident in relocation and provide direction out of the area and to shelters.
4. Provide security for evacuated areas and reroute traffic around the affected area.
5. Coordinate all search efforts for missing persons.
6. Assist in return of residents, upon “all clear” order.

H. Emergency Medical Services (minimum awareness level)

Awareness Level recommended - Assigns priorities of medical treatment on the basis of urgency and for transporting casualties from the incident site to appropriate medical facilities. Only members of the HAZMAT Team under the direction of the Safety Officer can remove victims from the HOT ZONE and supervise appropriate decontamination procedures.

Provide a liaison between medical personnel and the Incident Commander. Notify area hospitals of what chemicals are involved and what decontamination and exposure situations will be necessary for proper handling and care of victims.

Provides medical assistance to Incident Commander on signs and symptoms of chemicals involved. Monitor decontamination (from SAFE ZONE) to insure victims are properly decontaminated, before accepting victims.

I. On-going Incident Assessments

During the active period of a continuing major release, resources dispatched by MDNR are responsible to monitor on-site quantity, concentration and movement of spilled material. Based on their recommendations, the Incident Commander must initiate immediate actions in terms of response personnel safety and citizens' protection.

Decisions dealing with citizens' protection on a large scale, particularly those dealing with residual effects such as short- or long-term contamination of food and water supplies as well as structure and soil, must rely on input from specialized resources dispatched by state and federal agencies.

J. Warning and Emergency Public Notification

Procedures to warn the public of any highly probable and immediate danger are found in Annex C of the St. Joseph Emergency Operations Plan.

K. Public Information

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

Personal Protection of Citizens

1. In-Place Sheltering

- a. When the progression of a HAZMAT incident indicates that segments of the population need to be isolated from a spreading chemical plume, in-place sheltering is the first consideration for protective action (See Annex K of the St. Joseph EOP).

In-Place Sheltering is viable when:

The nature and concentration of the chemical in the plume is not life-threatening (It may, however, be quite noxious.)

- 1) The size of the release and given atmospheric conditions indicates rapid dispersal of the chemical.
 - 2) When a toxic plume approaches so rapidly that timely evacuation cannot be carried out.
 - c. In-Place sheltering gets people out of the open into buildings with doors and windows closed. In older buildings that have relatively high air leakage rates, it is advisable to shut down air circulation systems (heating systems, air conditioning systems, particularly window-mounted units). In modern energy efficient buildings, air circulation systems tend to build up positive pressure inside which counteracts air leakage inside, but only if the fresh air supply is shut off.
2. Evacuation Procedures

The Hazardous Material Incident of sufficient magnitude to trigger an evacuation will most probably come from a transportation related accident. For that reason St. Joseph is not subdivided into pre-assigned Risk Zones. The area at risk must be determined from the site of the accident, taking into account the toxicity and magnitude of the release and atmospheric conditions. Inputs from the NAERG are invaluable.

Evacuation procedures are found in Annex J of the St. Joseph EOP, which also contains procedures to guide returning evacuees once the evacuated area is declared safe.

3. Other Public Protection Strategies

RELOCATION: Some hazardous materials incidents may contaminate the soil or water of an area and pose a chronic threat to people living there. It may be necessary for people to move out of the area for a substantial period of time until the area is decontaminated or until natural weathering or decay reduces the hazard.

WATER SUPPLY PROTECTION: Surface and ground water supplies can be contaminated by a hazardous chemical release. Local public works officials must provide quick identification of a threat to the drinking water supply and notification to the public. Officials should also notify the public of alternate sources for safe drinking water.

SEWAGE SYSTEM PROTECTION: A hazardous chemical entering the sewage system can cause serious and long-term damage to a treatment plant. It may be necessary to divert sewage, creating another public health threat and environmental problems.

L. Human Services

The various aspects of human services are coordinated by the Emergency Management Agency. Services on a small scale can be provided by local volunteer organizations. Larger scale requirements must be met by Disaster Assistance Agencies through their state or regional organization (American Red Cross, Salvation Army, and Missouri Division of Family Services).

Annex L of the St. Joseph EOP covers the procedures for Human Services in general terms.

M. Health and Medical Services (Awareness Level Training Recommended)

The Environmental Public Health Specialist will respond to an incident at the request of the Incident Commander or, if activated, the EOC staff.

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

N. Public Works (Awareness Level Training Recommended)

In the event of a hazardous materials incident, the Public Works Department will assist the Incident Commander or the EOC staff as needed. The Public Works services can extend to all or some of the following activities:

1. Debris removal.

2. Construction of earthen dikes to contain spills or reroute them around critical areas such as water supplies and sewer inlets.
3. Road and bridge repairs.
4. Barricade installation.
5. Evacuation assistance.

Annex I of the St. Joseph Emergency Operations Plan covers procedures for the deployment of Public Works.

O. Resource Management

Mitigation of problems caused by a HAZMAT incident may require resources found in the public and private sectors.

Annex G of the St. Joseph EOP covers procedures for Resource Management.

IX. CONTAINMENT AND RESTORATION

A. Responsibilities

The responsibility for selecting and implementing the appropriate counter measures is assigned to the Incident Commander in accordance with the EOC and appropriate technical resources.

The spiller is responsible by law for the costs of all cleanup and counter measures. The Incident Commander, together with state and federal resources, is responsible for determining these measures and monitoring the cleanup and disposal of contaminated materials. Federal and state resources have companies on contract to respond to HAZMAT incidents if the responsible parties are unknown, or are unwilling or unable to respond correctly.

The Incident Commander is responsible for monitoring the response activity to insure that appropriate containment and control techniques are being initiated. Containment methods may include:

- Dikes
- Berms and drains
- Trenches
- Booms
- Barriers in soil
- Stream diversion

- Patching and plugging containers and vessels
- Portable catch basins
- Over packed drums or other forms of containerization
- Reorientation of the container

The Incident Commander, in conjunction with the EOC, will secure private contractors for displacement techniques. These may include:

- Hydraulic and mechanical dredging
- Excavating
- Skimming
- Pumping
- Dispersion/dilution
- Vacuuming

Treatment of spilled hazardous substances can be physical, chemical or biological in nature. Treatment operations are the responsibility of the operator. Monitoring responsibility is assigned to Missouri Department of Natural Resources.

B. Restoration

The spiller, in conjunction with state and federal authorities, is in charge of restoration efforts.

Treatment of contaminated soils and sediments is the responsibility of the spiller.

When feasible, contaminated soils and sediments will be treated on the site. Technologists available include:

- Incineration
- Wet air oxidation
- Solidification
- Encapsulation
- Solution mining (soil washing or soil flushing)
- Neutralization/detoxification
- Micro degradation

Off-site transportation or storage, treatment, destruction or secure disposition off-site must be provided by the spiller in cases where State or Federal EPA determines such actions.

X. **DOCUMENTATION AND INVESTIGATIVE FOLLOW-UP**

A. Level I HAZMAT Incident

1. In case of a Level I HAZMAT incident the Incident Commander must

submit to the Chief of Fire Prevention a brief description of the incident and response rendered. Where the spill exceeds reporting requirements the Incident Commander must ascertain that the spiller has notified the appropriate state and federal agencies.

2. The Chief of Fire Prevention will complete a list of all HAZMAT incidents in St. Joseph.

B. Level II and III HAZMAT Incidents

1. The Chief of Fire Prevention is responsible for preparation of a report that summarizes the entire incident including cause of incident, damage assessment, and actual cost of response activities, incident critique and conclusion.
2. To assist the Chief of Fire Prevention, Communication Dispatcher and the Incident Commander are responsible for documenting the communications between the Incident Management Post, the Communications Dispatcher and all response agencies summoned. This documentation must contain location, material and quantity released owner or operator, source of spill, health or physical hazards generated, and response activities.
3. For incidents in a fixed facility, the owner or operator is required to submit a follow-up report similar to the above to Chief of Fire Prevention and the appropriate state and federal agencies.
4. The City Attorney is responsible for preparing an investigative report in order to facilitate cost recovery.

XI. TRAINING AND EXERCISING

- A. Training will be based on the duties and functions to be performed by each responder of an emergency response organization. The skill and knowledge levels required for all new responders, or those hired after the effective date of this standard, shall be conveyed to them through training before they are permitted to take part in an actual emergency operation on an incident. Responders who participate in a chemical emergency shall be given training in accordance with the following paragraphs:

1. **FIRST RESPONDER – AWARENESS LEVEL**

First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further actions beyond notifying the authorities (Communications Center) of the release. First responders at the awareness level shall have sufficient training or had

sufficient experiences to objectively demonstrate competency in the following areas:

- a. An understanding of what hazardous chemicals are and the risks associated with them in an incident.
- b. An understanding of the potential outcomes of an emergency where hazardous materials are present.
- c. The ability to identify the hazardous materials, if possible.
- d. An understanding of the role of awareness level first responders in the agency's emergency response plan and NAERG.
- e. The ability to recognize the need for additional resources.

2. FIRST RESPONDER – OPERATIONS

First responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property or the environment from the effects of the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. First responders at the operational level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas, in addition to those listed for the awareness level and the department shall so certify:

- a. Knowledge of the basic hazard and risk assessment techniques.
- b. Know how to select and use proper protective equipment provided to the first responder and operational level.
- c. An understanding of basic hazardous materials terms.
- d. Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit.
- e. Know how to implement basic demonstration procedures.
- f. An understanding of the relevant standard operating procedures.

3. INCIDENT MANAGER – ICS SYSTEM

Incident Manager, who will assume control of the incident scene beyond the

first responder awareness level, shall receive at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the department shall so certify:

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

4. Training/Refresher Training

Those responders who are trained in accordance with 29 CFR 1910.120 shall receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly.

A statement shall be made of the training competency, and if a statement of competency is made, the appropriate department shall keep a record of the methodology used to demonstrate competency.

The proposed training schedule is given in Appendix 11.

XII. EXERCISING

The St. Joseph\Buchanan County LEPC is responsible for designing, scheduling and evaluating all exercises and drills.

Each exercise will be followed by a critique to review the effectiveness of this annex and its support systems. This annex will be revised on the basis of the exercise critique.

The proposed exercise schedule for Buchanan County is given in Appendix 10 of their plan.

XIII. ANNEX MAINTENANCE

A. Updating the plan
City of St. Joseph EOP

H-26

JAN 2004
UPDATED 4/2022

1. Recommended changes to this annex will be made by the St. Joseph\ Buchanan County LEPC and submitted to the City Council for approval.

B. Record of Revisions

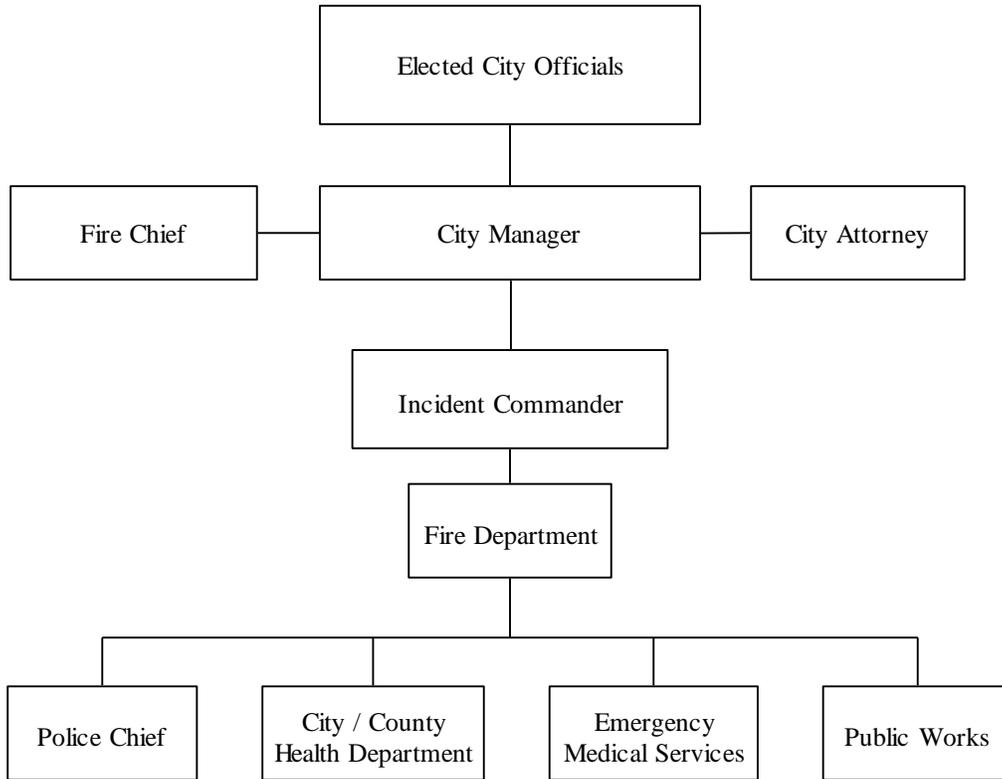
1. All revisions will be dated and recorded and provided to all holders on record. Revised pages will show date of change.

Appendices

- 1: HAZMAT Response Organizational Chart
- 2: LEPC Membership and Call up Roster
- 3: Response Agencies for HAZMAT Incidents
Attachment A: Concept of Operations
- 4: Transportation Routes (map)
- 5: Fixed Facilities with Hazardous Substances
- 6: Fixed Facilities with Extremely Hazardous Substances (EHS)
Attachment A: Fixed Facility Maps (CAMEO to provide mapping of are and ID facilities/schools/hospitals, etc.)
- 7: Chemical Emergency Notification Report
- 8: Checklist of Actions by Operating Time Frames
- 9: Radiological Incidents
- 10: Proposed Exercise Schedule
- 11: Proposed Training Schedule
- 12: Hazardous Materials Concept of Operations for the City of St. Joseph
Attachment A: 29 CFR 1910.120(q) Hazardous Waste Operations and Emergency Response

Appendix 1 to Annex H

HAZARDOUS MATERIALS RESPONSE ORGANIZATION CHART



Appendix 2 to Annex H

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Matt Thrans
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Carrie Koelzer

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Royal T. Turner

Community Affairs Manager

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Douglas Baggett

EHS Manager

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Pony Express Supply Chain & Storage Solutions

Pony Express Warehousing LLC

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COO

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Major
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CMSgt Patrick Jenkins

139th Communications Squadron
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816.236.3300

Appendix 3 to Annex H

RESPONSE AGENCIES FOR HAZARDOUS MATERIALS INCIDENTS

| State Assistance Numbers | Phone |
|------------------------------------------------------------------------------------------|--------------|
| Governor's Office | 573-751-3222 |
| Missouri National Guard..... | 573-751-9500 |
| Missouri Emergency Response Commission..... | 800-780-1014 |
| Division of Environmental Quality..... | 573-634-2436 |
| Missouri Department of Health | 573-751-6102 |
| Clean Water Commission | 816-229-3105 |
| Air Conservation Commission..... | 816-233-1321 |
| State Emergency Management Agency | 573-751-2748 |
| Hazardous Waste Management Commission | 573-796-4779 |
| Federal Assistance | |
| Federal Emergency Management Agency (24 hour) | 202-646-2400 |
| Agency for Toxic Substances and Disease Registry (24 hour)..... | 404-452-4100 |
| National Response Center (24 hour)..... | 800-424-8802 |
| Bomb Disposal and Explosive Team (24 hour)..... | 573-368-3814 |
| Nuclear Regulatory Commission (24 hour)..... | 301-951-0550 |
| U.S. Department of Energy, Radiological Assistance (24 hour) | 202-586-8100 |
| U.S. Department of Treasury – Bureau of Alcohol, Tobacco and Firearms (24 hour) | 816-426-7188 |
| Other Emergency Assistance | |
| CHEMTREC (24 hour)..... | 800-424-9300 |
| CHLOREP (24 hour) | 800-424-9300 |
| NACA (24 hour)..... | 800-424-9300 |
| Association of American Railroads – Bureau of Explosives (24 hour)..... | 202-639-2222 |
| NW Missouri Region “H” HAZMAT Response Team | 816-324-5919 |

**Attachment A to Appendix 3 to Annex H HAZARDOUS
MATERIAL RESPONSE AGENCIES**

Whenever a call is received concerning a possible hazardous material, the fire department covering that area will also be notified to respond, or will be contacted upon request of the on-scene Public Safety Officer.

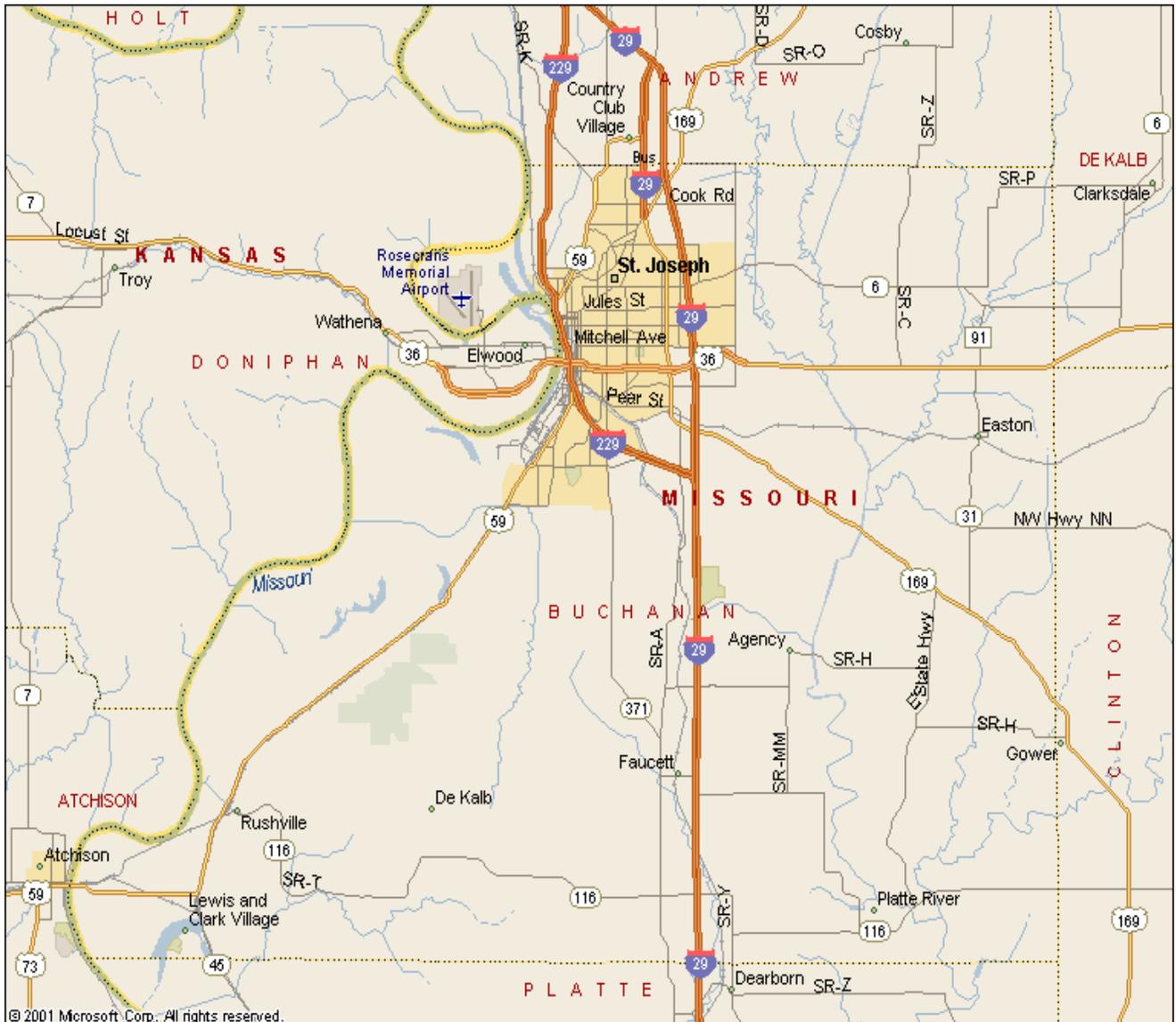
At that time the responding fire department will take over the on-scene Incident Commander and the St. Joseph Police Department will act as a support agency for traffic control, evacuation, etc. The on-scene fire department should handle any further mutual aid request required. The following are the names and numbers of the Class A Technical Responders for Hazmat in the Kansas City area.

- | | | |
|-------------------|------------------------|---------------------|
| 1 st : | Region H HSRT | 816-383-0604 or 911 |
| 2 nd : | Kansas City Fire Dept. | 816-842-2121 |
| 3 rd : | Tri-District Hazmat | 816-228-0150 |

If it becomes necessary to call upon Class A Technical responders for Haz-Mat, the Statewide Mutual Aid System may have to be activated.

Appendix 4 to Annex H
TRANSPORTATION ROUTES

| | | |
|---------------------------------|------------------------------|---------------------------|
| Interstate 29 | Interstate 229 | Highway 169 |
| Highway 59 | Highway 36 | Highway 6 |
| Highway 71 | Burlington Northern Railroad | Missouri Pacific Railroad |
| Atlantic-Transatlantic Railroad | Missouri River | Rosecrans Airport |



Appendix 5 to Annex H

FIXED FACILITIES WITH HAZARDOUS SUBSTANCES

Facility HAZMAT Data Amount Emergency Management Contact

Information available in CAMEO at Communications Center or Fire Headquarters

Appendix 6 to Annex H

FIXED FACILITIES WITH EXTREMELY HAZARDOUS SUBSTANCES

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

This data is kept by the Fire Chief and at St. Joseph Communications Center in CAMEO (CAMEO to provide mapping of area and ID facilities/schools/hospitals, etc.), as well as the Emergency Manager and Region H LEPC.

Appendix 7 to Annex H

CHEMICAL EMERGENCY NOTIFICATION REPORT

Date: _____ Time: _____ Rec'd by: _____

1. Caller Name _____ Representing _____

2. Call Back Nos. _____ Emergency Contact (Name) _____

3. Materials Released (Spell) _____ EHS yes/no

4. Amount Released _____ lbs/gals. Potential Release _____

5. Date of Release _____ Time _____ Duration _____ hour _____ minute _____

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

7. Location: City or County _____

Facility: (name) _____

(address) _____

8. Health Risks _____

9. Precautions (Public Safety Concern) _____

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

11. Type of Container: Truck _____ Railroad Car _____ Drum _____ Storage Tank _____

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

13. Weather Conditions _____ Wind Direction _____ Temperature _____

14. Agencies notified: _____

Local Fire yes _____ no _____ time

Local Emergency Director yes _____ no _____ time

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

National Response Center

800-424-8802 yes _____ no _____ time

CHEMTREC 800-424-8802..... yes _____ no _____ time

Other _____ yes no time
15. Comments/Remarks _____

Appendix 8 to Annex H

CHECKLIST OF ACTIONS BY OPERATING TIME FRAMES

Mitigation

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

Preparedness

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

Response

1. Initiate the hazardous materials annex or plans to include possible evacuation, area control and clean-up.
2. Alert or activate off-duty and auxiliary personnel as the emergency requires.
3. Notify DNR at 800-334-6946 or 573-634-2436.
4. Coordinate activities with other agencies.
5. Coordinate the response of those responding from outside the incident area.
6. Activate mutual aid agreements if needed.
7. Relay the damage reports. Advance warning of all potential problem areas should be included in the report to the SEOC.
8. Maintain records of actions, problems, and costs.

Recovery

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

Appendix 9 to Annex H
RADIOLOGICAL INCIDENTS

I. CONCEPT OF OPERATIONS

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

A. Reporting Requirements

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

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

D. Response Capability

1. State

a. Notification of an Incident – Point of Contact

- 1) Office of Emergency Coordination (OEC)
573-751-5152
- 2) Department of Natural Resources – Primary notification point for a hazardous materials incident,
24-hour number: 573-634-2436.
- 3) State Emergency Management Agency – 24-hour Duty Officer: 573-751-2748.

- b. Response Teams – Trained radiological response teams are available from the state to respond to an incident.**

c. Additional State Agency Assistance

- 1) Missouri State Highway Patrol – Troop H Headquarters, maintains a self-support kit to use for a radiological incident. Officers have received orientation training through SEMA.
- 2) Missouri Department of Transportation (MODOT) in St. Joseph has self-support kits available in the district offices that are along identified radiological highway corridors. Personnel are trained at the radiological monitor level through SEMA.

2. Local

- a. Fire departments and law enforcement agencies – Fire and law enforcement personnel receive, as a minimum, the awareness level training for hazardous materials as required under SARA Title III.
- b. Health and Medical Services – Nearest hospital will be contacted for Direction on handling victims.
- c. Emergency Management – SEMA can provide a list of people who have received radiological training through SEMA.

C. Monitoring Company

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

1. Self-support Kits:

A self-support kit is used by emergency response personnel to respond to a peacetime radiological incident. Radiological monitor training is required to operate these kits.

Each kit contains one CDV-715 high-range survey instrument, one CDV-700 low-range survey instrument, one CDV-750 dosimeter charger, two cdv-742 high-range personal pocket dosimeters, one CDV-730 low-range personal pocket dosimeter. Guidance manuals are included in each kit. Information on how many self-support kits are available and where they are located is available from SEMA.

D. Accident Assessment

1. First on-the-scene responders should follow the appropriate “Action Guides” for radioactive and other hazardous materials in the NAERG, North

American Emergency Response Guidebook. These Action Guides conservatively assume minimal specialized training by first responders; hence, response actions beyond those indicated in the Guide would depend on the particular accident contingencies and the expertise of the responders.

2. Since specialists with the expertise to assess the degree of the radiological hazards in an accident will seldom be at the scene of the accident in the initial response phase, provision should be made for rapid and reliable communications linkages between emergency first responders and radiological authorities, not at the scene.
3. Trained state and local radiological response teams should be established. Provisions should be made for rapid notifications and deployment capabilities of these teams on a 24-hour basis. Procedures for response by adequately trained teams from appropriate jurisdiction (i.e., state, local) should have responsibility for the following functions:
 - a. Assess need for first aid and lifesaving efforts, as appropriate.
 - b. Determine if radioactive materials and other nonradioactive hazardous materials, such as flammables and corrosives, are involved and, if so, which are separate hazards or which might interact with radioactive materials or their packaging.
 - c. Develop procedures for controlling access to and egress from the accident scene.
 - d. Develop and adopt safety measures for response team members to prevent injury from environmental factors not related to radioactive or other hazardous materials, such as avoiding electric shock, falls and fire.
 - e. Develop methods for obtaining all possible information regarding the type of packaging; the information from marking, labeling and placarding; the type, quantity and chemical form of the radioactive materials involved; and the observable indicators of release of radioactive materials from packaging.
 - f. Obtain information on the accident including location, condition of radioactive materials packages, fire potential, weather conditions, and any other relevant information.
 - g. Determine capability of commonly available radiological survey instruments to measure specific radionuclides identified on shipping papers or labels.
 - h. Measure radiation levels, as appropriate, if capability exists (see f

and g above).

- i. Perform preliminary dose projections, if needed, based on observation, measurements, and actual or potential radioactive releases, and
- j. Develop criteria for determining need and methods for taking environmental samples.

E. Protective Action for the Public

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

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

F. Decontamination

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

G. Cleanup

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

II. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The chain of command at the accident scene should be stated explicitly. There should be one person or agency with overall authority and responsibility for radiological assessment and control. (See Appendix 1)

III. DIRECTION AND CONTROL

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

IV. ADMINISTRATION AND LOGISTICS

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

Appendix 10 to Annex H
PROPOSED EXERCISE SCHEDULE

| | | |
|--------|------------|---------------------|
| HAZMAT | Full-scale | Each June |
| HAZMAT | Tabletop | Each February |
| HAZMAT | Functional | Every Other October |

Appendix 11 to Annex H
PROPOSED TRAINING

| <u>Type</u> | <u>Schedule</u> |
|-------------|-----------------|
| Awareness | Annually |
| Plan | Annually |
| Review | Annually |
| NIMS ICS | Annually |
| Operations | Annually |

Appendix 12 to Annex H

**HAZARDOUS MATERIALS CONCEPT OF OPERATIONS
FOR THE CITY OF ST. JOSEPH**

For the purpose of this proposed policy, the following definitions shall apply:

Level I Response -- An incident/accident which can be controlled by the standard resources of the City's first responding units. This level of response does not generally require specialized hazardous materials protective clothing for mitigation and does not pose a significant threat to life and property. Examples of Level I would include minor releases of fuel, oil or fluids from vehicular accidents, small releases of corrosives and illegally discarded hazardous material containers which show no danger of releasing substances.

Level II Response-- An incident/accident involving a greater hazard or larger area which poses a potential threat to life or property. These incidents may require the use of specialized hazardous material protective clothing and equipment to provide for safe mitigation by responders. Examples of Level II may be release of volatile organics at fixed facilities or cargo tank release in transportation.

Level III Response-- An incident/accident involving severe potential exposure for the responders or the general public. Mitigation may require a large scale operation and/or the expertise of resources of private industry and state and federal agencies.

The following description of training levels (Attachment A) shall be adopted as part of the City's response plan. These are taken from 29 CFR 1910.26(9).

City Department personnel shall be trained at the following levels:

| | | |
|----------------------|----|------------------|
| Fire Department | -- | Operations Level |
| City Landfill | -- | Operations Level |
| City Yards | -- | Operations Level |
| Property Maintenance | -- | Awareness Level |
| Police Department | -- | Awareness Level |
| Health Department | -- | Awareness Level |

In the event of a reported hazardous materials incident, the Communications Center will dispatch first the Fire Department units recommended by the CAD system. The first arriving fire unit will assess the scene and determine which response level best characterizes the incident. He will then institute the City's Incident Command System.

The response level determination will dictate which agencies will respond and the number of personnel needed for safe and appropriate action.

Appropriate actions in a Level I release (by agency) would be:

Fire Department - Respond, identify material and amount. Accumulate information on materials, advise other responders, determine if evacuation is needed, begin containment.

Public Works - Assist in identifying, apply absorbents, recover or contain as much of product as necessary and dispose of properly.

Police Department - Traffic control, evacuation (if necessary) and provide security for affected area. Assist in identifying and contacting party responsible for hazardous materials release.

Communications Center - Obtain information on hazardous materials being released from the responsible party, DOT Emergency Response Guidebook, ChemTrek, Missouri DNR or EPA. Contact the chairman of the County LEPC and the Missouri Emergency Response Commission. If a fixed facility, the Communications Center will be able to find relevant information through CAMEO. Level II Release:

The same response as Level I, with the exception that the Fire Department upon arrival must determine whether an outside agency must be called upon to contain or clean up the release.

Level III Release:

Initial responder's responsibilities are the same as Level I and Level II response, except contact with the party responsible should be immediate and determination as to evacuation or in-place sheltering shall be made by the Fire Department as soon as possible.

The Communications Center will begin an immediate call down from the Emergency Operations Plan. Those included in this call down are the City Manager, the Emergency Manager, Fire Chief, Police Chief, Public Works Director and Health Department Director. These people shall meet in the Emergency Operations Center, assess all available information, and determine what further action the City shall take.

In the event of all hazardous materials releases, the responsible party will be given the opportunity to supply the personnel and equipment to mitigate the problem prior to any action being taken by City personnel or a private contractor, if the Incident Commander determines the responsible party can accomplish the mitigation steps in a safe and timely manner.

Several St. Joseph chemical handling and storage facilities have formed a hazardous materials response team who may be called upon for advice and/or assistance for Level II or Level III releases. Contact can be made through the County LEPC.

There is also an independent licensed hazardous materials response contractor located within the City that may be called in Level II or Level III incidents: Environmental Technology and Services, 2207 Vories, 279-8137.

In the event a private contractor is called on for assistance or total mitigation, the party responsible for the release of the hazardous material shall be liable for all costs incurred.

The City may also bill and recover costs for any and all actions taken above those that would be incurred in a normal response.

Emergency Phone Numbers-- ChemTrek 1-800-424-9300

Missouri DNR 1-573-634-2436

EPA Region VII 1-913-326-2778

DOT 1-800-424-8802

This is listed as the National Response Center in County

LEPC Chairman 261-3852 (Adam Perry)

29 CFR 1910.120(q)

Hazardous Waste Operations and Emergency Response

Training shall be based on the duties and functions to be performed by each responder of an emergency response organization. The skill and knowledge levels required for all new responders, those hired after the effective date of this standard, shall be conveyed to them through training before they are permitted to take part in actual emergency operations on an incident. Employees who participate, or are expected to participate, in emergency response, shall be given training in accordance with the following paragraphs:

FIRST RESPONDER AWARENESS LEVEL

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

1. An understanding of what hazardous materials are, and the risks associated with them in an incident.

2. An understanding of the potential outcomes associated with an emergency created when hazardous materials are present.

3. The ability to recognize the presence of hazardous materials in an emergency.

4. The ability to identify the hazard, if possible.

5. An understanding of the role of the first responder awareness individual in the employer's emergency response plan including site security and control and the U.S. Department of Transportation's Emergency Response Guidebook.

6. The ability to realize the need for additional resources, and to make appropriate notifications to the communication center.

FIRST RESPONDER OPERATIONS LEVEL

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

(A) Knowledge of the basic hazard and risk assessment techniques.

Know how to select and use proper personal protective equipment provided to the first responder at the operational level.

_____ materials

Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit.

(E) Know how to implement basic decontamination procedures.

(F) An understanding of the relevant standard operating procedures and termination procedures.

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ANNEX I

PUBLIC WORKS

ESF # 3

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

1. St. Joseph is subject to many types of hazards in which public works could be involved (See Basic Plan, Situation and Assumptions). The public works section could be asked to perform any of a large number of assignments. The critical systems that generally comprise public works are potential targets for terrorists (i.e., electrical systems, power stations, reservoirs, water plants, etc.). For further information regarding targets and other terrorism information, see Annex N.
2. Public works services for St. Joseph are provided through the City Public Works Department.
3. The residents of St. Joseph are served by several different private utility companies. See Appendix 3 to this annex for a list of these companies.
4. Private resources are available in the county to assist in Public Works activities. Outside resources are available to assist should all local resources become committed.
5. For the purposes of this plan, *public works* refers to electric, natural gas, water, streets, sewer, sanitation, and telephone services.

B. Assumptions

1. Should a major disaster occur, the local public works department will not have adequate resources to deal with all potential problems immediately, and will have to assign tasks on a priority basis.
2. Local private resources should be adequate to supplement the public

resources.

3. Outside assistance (state and federal) will respond when called upon, but their ability to react may be limited.
4. When a disaster occurs, all public works equipment and personnel will be available for response.

III. CONCEPT OF OPERATIONS

A. General

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

B. Actions to be taken by Operating Time Frame

1. Mitigation

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

- 7) Flood control and snow removal
 - 8) Garbage disposal
 - 9) Evacuation
 - 10) Sheltering of personnel and equipment
 - 11) Support to other agencies
- e. Develop and maintain mutual aid agreements with private resources that could provide support for public works activities during an emergency.
 - f. Provide emergency backup electrical power to the EOC (or the alternate EOC), if necessary.
 - g. Establish a potable water supply for use in an emergency.
 - h. Participate in drills, tests, and exercises to include critiques and follow-up actions.
 - i. Take steps to protect the water supply and sewage system if threatened (i.e., hazardous materials incident, terrorism, etc.).
2. Preparedness
- a. When advised of potential hazards, check status of personnel, equipment, supplies, and facilities, especially those required to deal with the approaching hazard.
 - b. Activate call-up plans.
 - c. Check status of communications system.
 - d. Establish contact with the EOC or the person in charge at the scene.
 - e. Ensure protection of all public works personnel and equipment.
 - f. Maintain increased readiness status until the situation escalates or the order to discontinue operations is given.
3. Response
- a. Provide support on a priority basis as determined by the EOC or the site commander.
 - b. Restore utility service (water, sewer, etc.) to critical and essential facilities as required (i.e., hospitals, nursing homes, etc.).
 - c. Clear roads and assist in restoring utilities to facilitate emergency operations.

- d. Survey public works damage and report to the EOC.
- e. Close roads and construct barricades as directed.
- f. Make recommendations to the EOC on:
 - 1) priority of repairs
 - 2) outside assistance required
- g. Assist in search and rescue operations as required under direction of the Fire and Rescue service.
- h. Provide sanitation services during an emergency.
- i. In the event of a hazardous materials incident, county and city public works departments will assist the Incident Commander or the EOC staff as needed (i.e. provide barricades, construct dikes). It is recommended that public works personnel receive, at a minimum, awareness level hazardous materials training. See Annex H, Hazardous Materials Response, for additional information.

4. Recovery

- a. Repair public works and buildings on a priority basis.
- b. Participate in cleanup and recovery operations.
- c. Inspect, designate, and demolish hazardous structures.
- d. Coordinate utility repairs by outside agencies.
- e. Drain flooded areas where necessary.
- f. Following an earthquake, determine the safety of emergency operations facilities, public shelters, reception and care centers, and roads and bridges.
- g. Support decontamination if necessary.
- h. Participate in after-action reports and critiques.
- i. Make necessary changes in plans and procedures.
- j. Recommend changes in planning, zoning, and building to mitigate future disasters.
- k. In order to begin the recovery process while preserving evidence following a terrorist incident, debris at the disaster site may have to

be transported and analyzed at another secured location. Response and recovery operations may be complicated and delayed if debris is contaminated.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The organizations chart for the public works function is shown in Appendix 1 to this annex.

B. Assignment of Responsibilities

1. Public works operations in St. Joseph will be under the direction and control of the Public Works and Transportation Director.
2. The private utility companies are responsible for the direction and control of the services they provide to their customers. These companies are not under the day- to-day control of the county and City governments.

V. DIRECTION AND CONTROL

A. All public works personnel will be controlled and assigned from the EOC.

B. Public works department heads will operate from their normal day-to-day offices, but will send a representative to the EOC if needed. Public works personnel in the field will keep the EOC informed of their activities.

C. Outside resources will be under the direct control of their own supervisors, but will be deployed by the EOC and assigned missions by the site commanders.

VI. CONTINUITY OF GOVERNMENT

A. Line of Succession

1. Public Works Director
2. Assistant Public Works Director
3. Supervisor of Streets

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Overall administration of the public works service for St. Joseph will be the responsibility of the Director of Public Works.
2. Additional resources for this function will be requested through Direction and Control (Resources and Supply, Annex G).

B. Logistics

1. Normal hiring procedures for hiring outside contractors can be circumvented, but only when authorized in writing by the City Manager or his designee.
2. Public works services must provide necessary logistical support for food, emergency power, fuel, etc., for response personnel during emergency operations. In most situations, however, the resources and supply section (Annex G) will be available to assist with supply matters.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

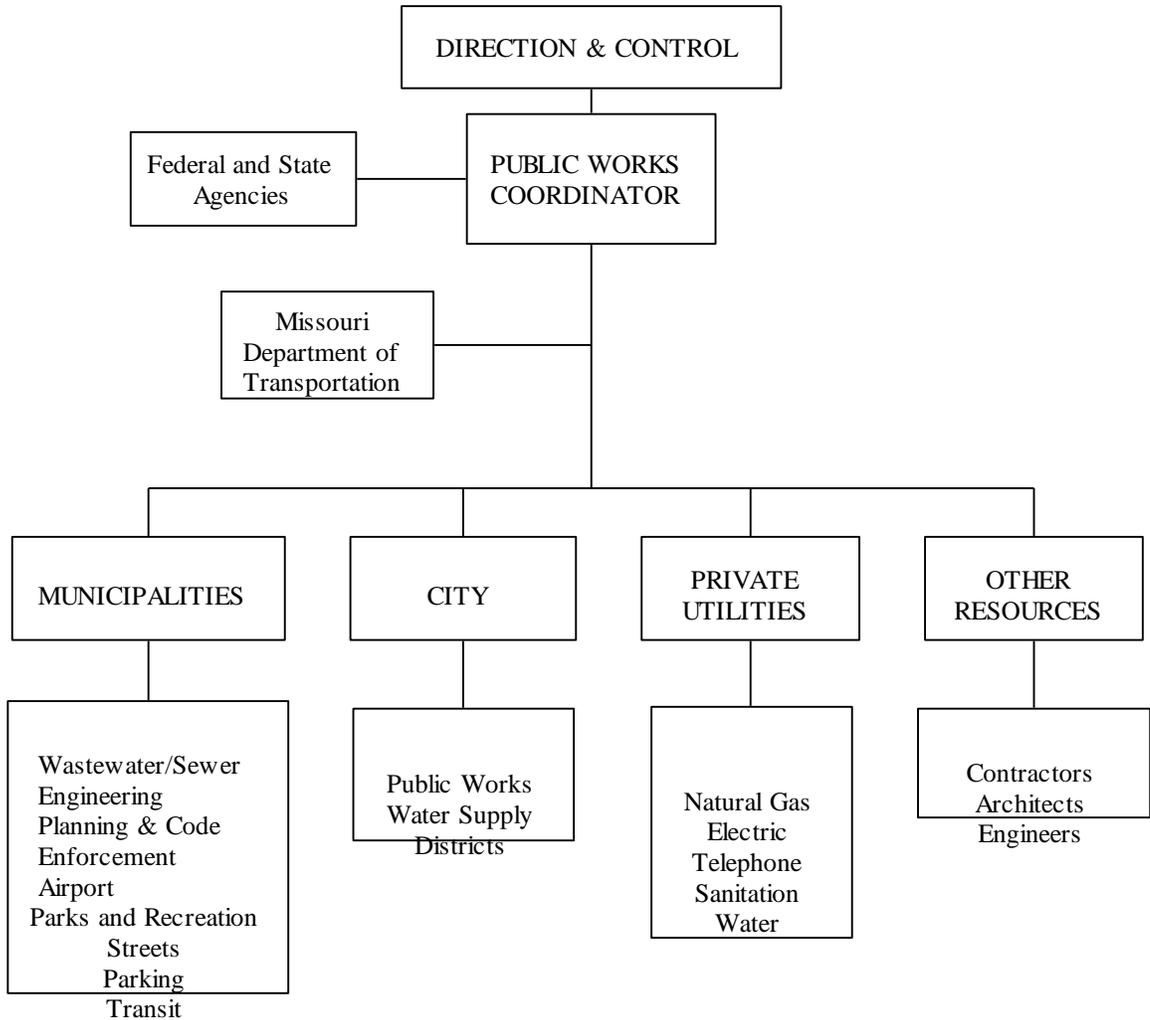
- A. It is the responsibility of the Public Works Department to maintain this functional annex.
- B. They will participate in regularly conducted drills and exercises and incorporate the results into the annex.
- C. The SOGs will be maintained by department heads as required.

Appendices

1. Public Works Organizational Chart
2. City of St. Joseph Inventory List
3. Utility Companies Serving St. Joseph

Appendix 1 to Annex I

PUBLIC WORKS ORGANIZATIONAL CHART



Appendix 2 to Annex I

CITY OF ST. JOSEPH PUBLIC WORKS INVENTORY LIST

Kept by the Director of Public Works

Appendix 3 to Annex I

UTILITY COMPANIES SERVING ST. JOSEPH

A. Water/Sewer

1. Missouri-American Water Company233-8844
1003 E. St. Maartens Dr.
2. South St. Joseph Industrial Sewer District238-3959
P.O. Box 4401
3. St. Joseph Water Pollution Control271-4746

B. Electric

1. Evergy
20 West 9th Kansas City, MO 64105
To Report an Emergency.....800-303-0752

C. Natural Gas

1. Empire gas, Inc. Of St. Joseph232-2591
4826 Hwy. 36, St. Joseph
2. Spire 800-582-1234
Emergency Service Only 800-582-0000

D. Telephone

1. AT&T Telephone.....913-451-6300
2. AT&T Long Distance Services 800-222-3000
3. FirstNet Authority(cellular)

E. Sanitation (Trash Hauling)

1. Haul-A-Way Trash Service667-5877
Rt. 1 - Box 151, St. Joseph
2. Midwest Trash Service238-4727
1602 Harmon, St. Joseph
3. Wheeling Disposal Service Company, Inc.....279-0815
1805 South Eighth, St. Joseph

- 4. Keep It Clean Trash Service, Inc.....233-4147
- 5. Deffenbaugh Disposable Service.....238-7900
- 6. RSP Trash Disposable 238-5461
- 7. ABC Disposal.....667-5099

Emergency Contact numbers will be kept with Public Works Dispatch

ANNEX J

EVACUATION

I. PURPOSE

This annex will outline evacuation operations for the City of St. Joseph, which would apply to either small, localized situations, as well as large-scale.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. St. Joseph is subject to several hazards (See Basic Plan, Situation and Assumptions) that could threaten the lives and property of its citizens and require evacuation operations.
2. St. Joseph has identified facilities which store, use, or produce hazardous materials. This listing is kept on file with the local fire departments and Buchanan County Local Emergency Planning Committee (LEPC).
3. There are several special facilities such as nursing homes, schools, etc., that will require special consideration if an evacuation is ordered. This listing is kept on file with the local fire department and Buchanan County Local Emergency Planning Committee (LEPC) and the City Emergency Management Office.

B. Assumptions

1. In almost every emergency situation requiring evacuation, a number of people will evacuate on their own volition.
2. Most of the persons in the affected area will receive and follow the evacuation instructions. However, a certain portion of the population will not get the information, will not understand it, or purposely not follow directions.
3. Panic by evacuees will not be a problem as long as adequate information is furnished by the government.
4. Evacuation will be primarily by family groups using privately-owned vehicles with transportation being provided for those persons without automobiles.

III. CONCEPT OF OPERATIONS

A. General

1. The ultimate responsibility for ordering an evacuation rests with local government; hence, it should only be implemented by the chief elected official or a designated successor. The Evacuation Coordinator for St. Joseph will be the responsibility of the City Manager. Responsibilities include:

- a. Estimation of the number of people requiring public transportation assistance (including functional needs populations).
- b. Develop and maintain a list of special facilities or groups requiring assistance in an evacuation (day care center, nursing homes, handicapped facilities etc.)

This Coordinator will control evacuation operations from the EOC when it has been activated, or on-scene in a limited evacuation.

2. During any evacuation, close coordination will be required with the following functions:

- a. Reception and Care -- The evacuees must have some place to go even if it is in another county, whether it is a full-fledged evacuation or a limited evacuation in scope.
- b. Law Enforcement -- Traffic control along movement routes and security for evacuated areas are an absolute necessity. Designate primary and alternate evacuation routes and indicate these routes on a map.
- c. Resource and Supply -- Transportation for persons without automobiles, food, clothing, and fuel will be required.
- d. The Public Works Coordinator will be responsible for assisting in the traffic movement by constructing barricades and removing debris from the roadways.
- e. Other support agencies -- Constant interface will be required with the state and federal government and private agencies such as the Red Cross.

3. The duration of the evacuation will be determined by the evacuation coordinator present based on technical information furnished by federal, state and local agencies.

4. Certain day-to-day governmental activities will be curtailed during

evacuations. The degree to which this is necessary will, of course, depend upon the amount of local resources that are committed.

5. Transportation will be provided for patients/ residents of various institutions requiring special care or attention (i.e., nursing homes, schools, etc.).
6. During the evacuation, staging areas and pickup points will be identified to provide transportation for those people without private automobiles or other means.

B. Tasks to be accomplished by Operating Time Frame

1. Mitigation

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

2. Preparedness

- a. Analyze all developing emergencies for potential evacuation situations to include number of evacuees.
- b. Alert reception and care of possible evacuation and obtain location of available reception centers.

- c. Identify necessary evacuation routes and check the status and condition of each one (coordinate with Law Enforcement).
- d. If appropriate, contact road service groups (wreckers, service stations, etc.).
- e. Locate transportation for all persons in threatened area.
- f. Through the Direction and Control section, alert all other emergency sections that an evacuation may be required.
- g. Check with law enforcement to provide for security and parking in the reception area.
- h. Inform the public of the potential evacuation to include the nature of the problem, the movement route to use, and the reception area to go to.
- i. If necessary, make plans to evacuate government and critical workers.

3. Response

- a. Order evacuation when necessary.
- b. Notify all appropriate agencies to include state and federal.
- c. Monitor the following actions to insure the evacuation functions smoothly:
 - 1) traffic flow
 - 2) reception areas
 - 3) security for evacuated areas
- d. Broadcast public information continuously during the evacuation to minimize confusion.
- e. Coordinate with and furnish information on the situation to the other emergency services.
- f. Assist in the transfer of necessary supplies and personnel to reception areas, especially if these areas are outside the affected jurisdiction.
- g. As the evacuation winds down, begin planning for the return.
- h. Designate rest areas along movement routes where evacuees can

obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities. (This would apply to evacuations that require a long distance of travel away from the affected area.)

- i. Provide for transportation for essential workers who might have to work in or near the hazardous areas.
 - j. Make provisions for the evacuation of handicapped, elderly, and institutionalized persons.
4. Recovery
- a. Initiate return when conditions will allow this to be done safely. This will include advising evacuees on what to do to re-enter the evacuated area (i.e., what return routes to use, instructing public to boil water, procedures for turning on gas, etc.).
 - b. Monitor all return activities until the return is completed.
 - c. Prepare and present after-action reports to governing authorities.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

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

B. Assignment of Responsibilities

1. In most cases, all major decisions pertaining to evacuation will be made by the Direction and Control section. It is the City Manager who is responsible for ordering an evacuation.
2. In St. Joseph the responding law enforcement/fire department will be the first responders, thus in charge initially.
3. Traffic control and site security will be the responsibility of the Law Enforcement section (Annex E). The police department will control these activities.
4. In some instances, when time is of the utmost importance, the chief law enforcement or fire official at the scene can initiate an evacuation. (An example here is a hazardous materials incident.)
5. Public transportation resources will be the responsibility of the Resource and Supply Coordinator (see Annex G).

6. The dissemination of information and instructions to inform and motivate residents to comply with evacuation plans will be the responsibility of the Emergency Public Information section (Annex C).
7. Other sections will provide support as necessary to meet the needs of the emergency.

V. DIRECTION AND CONTROL

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

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession for the Evacuation section will be from the City Manager, to the Emergency Manager, to the Police Chief, to the Fire Chief.
- B. If populations are evacuated to a neighboring jurisdiction, a local official from the evacuated area will be designated as liaison between the hazard and reception area. The evacuees will be subject to the laws of the reception area for the duration of their stay.
- C. Preservation of records will be a major priority during an evacuation. Resources will be allocated to move vital government records as necessary.

VII. ADMINISTRATION AND LOGISTICS

- A. Each jurisdiction is responsible for the procurement of its own essential supplies needed for evacuation operations, through normal procurement channels.
- B. Requisition of privately-owned property will be in accordance with the provisions of Chapter 44, RSMo.
- C. All City-owned transportation will be utilized to evacuate people and relocate essential resources to the reception area. Formal arrangements for outside resources should be made. Transportation resources available for evacuation include:
 1. Public Works trucks
 2. School buses
 3. Church buses

4. Campground buses
5. City Transit buses

VIII. PLAN DEVELOPMENT AND MAINTENANCE

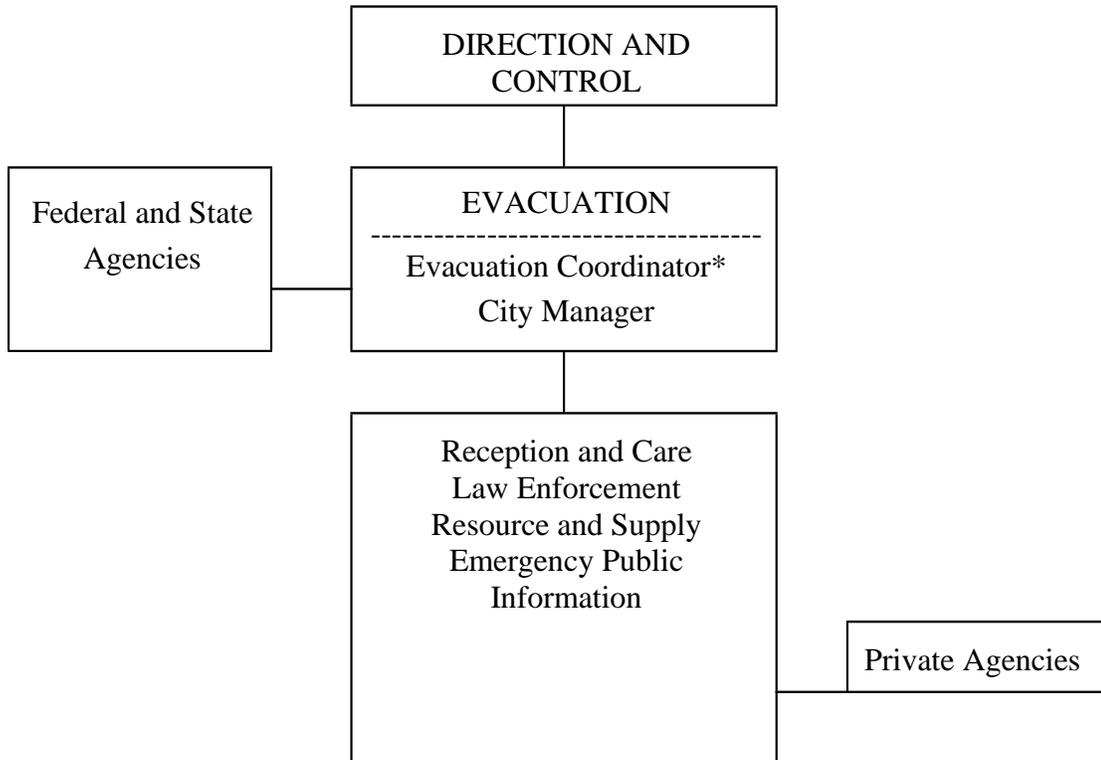
It is the responsibility of the St. Joseph Emergency Manager to maintain and update this annex at least yearly.

Appendices

1. Evacuation Organizational Chart
2. Staging Areas for Evacuation
3. Hazardous Materials Evacuation
4. Flood Evacuation
5. Evacuation Contact Record

Appendix 1 to Annex J

EVACUATION FUNCTIONAL DIAGRAM



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

Appendix 2 to Annex J

STAGING AREAS FOR EVACUATION

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

1. people who need transportation to evacuate
2. assembling equipment and supplies

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

Which sites to be used would be determined by the situation and prior agreement between the previously listed school districts and The American Red Cross.

Appendix 3 to Annex J

HAZARDOUS MATERIALS EVACUATION

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

1. St. Joseph is exposed daily to hazardous materials being transported across its highways, pipelines that transverse the county, and also from the storage of these materials in containment areas.

B. Assumptions

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

III. EVACUATION RESPONSE PROCEDURE

A. If no evacuation is required:

1. Secure the area. Since law enforcement personnel are able to respond quickly, they would cordon off the affected area.
2. Dispatch Fire Department.
3. Alert other departments/agencies. Other local governmental units such as fire, water, sewer, and street departments should be informed of the situation. Also, notify Missouri's Department of Natural Resources (DNR), the State Emergency Management Agency as required, and CHEMTREC if necessary.

B. If evacuation is required and an order is made to evacuate:

1. Designate the area to be evacuated. This information should be as clear and concise as possible in order to aid those who are assisting in the evacuation as well as for those being evacuated.
2. Establish perimeter security. The purpose is to limit, or prohibit, entry into the affected area.
3. Activate an emergency shelter plan if necessary. Many evacuees will stay with friends or neighbors for short periods of time; if duration is longer, the affected community should be relocated and it would become necessary to prepare evacuation facilities/centers for long-term occupancy.
4. Notify affected persons. All persons within the affected area must be contacted. This is best accomplished on a door-to-door basis, use of loud speakers, siren notification, or by government-manned telephones, depending upon the situation. Records should be kept of location of homes/buildings visited, times and dates, and results of attempted visits.
5. Return of affected persons. Once the area is declared safe, a public information program should so inform evacuees when to return, what to expect upon return (i.e., how to turn utilities back on, etc.), and how to request additional information. Also, local government should warn the citizens of other related hazards so as to alert them to changes in their environment.

Appendix 4 to Annex J

FLOOD EVACUATION

I. **PURPOSE**

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

II. **SITUATION AND ASSUMPTIONS**

A. Situation

1. St. Joseph is vulnerable to a wide range of atmospheric conditions that produce weather that is variable and subject to rapid change.
2. There are several waterways in St. Joseph which can pose significant flooding problems.

B. Assumptions

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

III. **INITIAL EVACUATION RESPONSE**

A. Receive warning

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

1. The National Weather Service also may issue a Flash Flood Watch which means heavy rains may result in flash flooding in a specified area. Residents

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

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

B. Notify public

It is the joint responsibility of the National Weather Service and/or the local government entity to issue a warning via radio, television, etc. Early warning, if possible, would enable those in flood hazard areas to move or safeguard their property, thus simplifying evacuation should it become eminent.

IV. EVACUATION

- A. Designate the flood hazard area to be evacuated. Use the flood hazard maps for street description and to determine areas to be evacuated.
- B. Establish a perimeter security. The purpose is to limit access to looters and sightseers, but to allow egress by victims.
- C. Establish shelter areas/relief services for victims. It must be decided when to open such facilities and where they should be located. Location of shelter areas and assistance in the form of food and clothing could be supplied by the Ministerial Alliances, local Red Cross, and Salvation Army, etc.
- D. Notify affected persons. If early warning is not effective, all remaining persons within the designated flood area must be contacted. This is best accomplished on a door-to-door basis, loud speakers on patrol cars, or government-manned telephones. A method to record location of visits, times, dates, and results of attempted visits should be devised.
- E. Return of flood victims. Once the flood waters recede, a public information program should so inform the evacuees when to return, what to expect upon return (i.e., how to turn the utilities back on, how to purify water, etc.) and of services being offered by local government, such as pumping basements and debris removal. Also, local government would warn of other related hazards so persons would be alert to changes in their environment.

ANNEX K

SHELTERING IN-PLACE

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

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

B. Assumptions

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

III. CONCEPT OF OPERATIONS

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

- A. Distribution of in-place shelter information to all residents of St. Joseph should be done prior to an emergency or disaster. (See Appendix 2 to this annex.) (MITIGATION)
- B. When possible, the In-Place Shelter Coordinator will operate from the EOC. The decision to evacuate or shelter in-place will be made by the chief elected official or his/her designated successor. (PREPAREDNESS AND EMERGENCY RESPONSE)
- C. If applicable to the situation, the public will be warned to seek appropriate protective shelter and to follow the information from the previously distributed brochures, as well as to stay tuned to their EAS station for further instructions. (PREPAREDNESS and EMERGENCY RESPONSE)
- D. Presenting accurate information to residents in protective shelter is one of the most important tasks local government will perform in this function. Therefore, residents will be encouraged to have a radio or television available to receive this information while in protective shelter. (PREPAREDNESS and EMERGENCY RESPONSE)
- E. Should in-place shelter be required for an extended period of time, arrangements will be made to deliver residents any essential medications, foods, etc., which they may need. (EMERGENCY RESPONSE and RECOVERY)

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The in-place shelter functional diagram is located in Appendix 1 to this annex.
- B. The chief elected official, or his/her designated successor will make the decision to shelter in-place. However, in hazardous materials situations, the Incident Commander will make this decision.
- C. The Emergency Manager will be the In-Place Shelter Coordinator for St. Joseph. This Coordinator will operate from the EOC and will coordinate with other EOC Direction and Control Staff. In hazardous materials situations, the Incident Commander will provide advice to the In-Place Shelter Coordinator.

This Coordinator will operate from the EOC and will coordinate with other EOC Direction and Control Staff.
- D. The In-Place Shelter Coordinator and the PIO are responsible for ensuring the public receives timely and accurate in-place shelter information.

V. DIRECTION AND CONTROL

All in-place shelter operations will be controlled from the EOC, when possible.

VI. CONTINUITY OF GOVERNMENT

The line of succession for the In-Place Shelter Coordinator is:

- A. Emergency Manager
- B. City Manager
- C. Director of Planning and Community Development

VII. ADMINISTRATION AND LOGISTICS

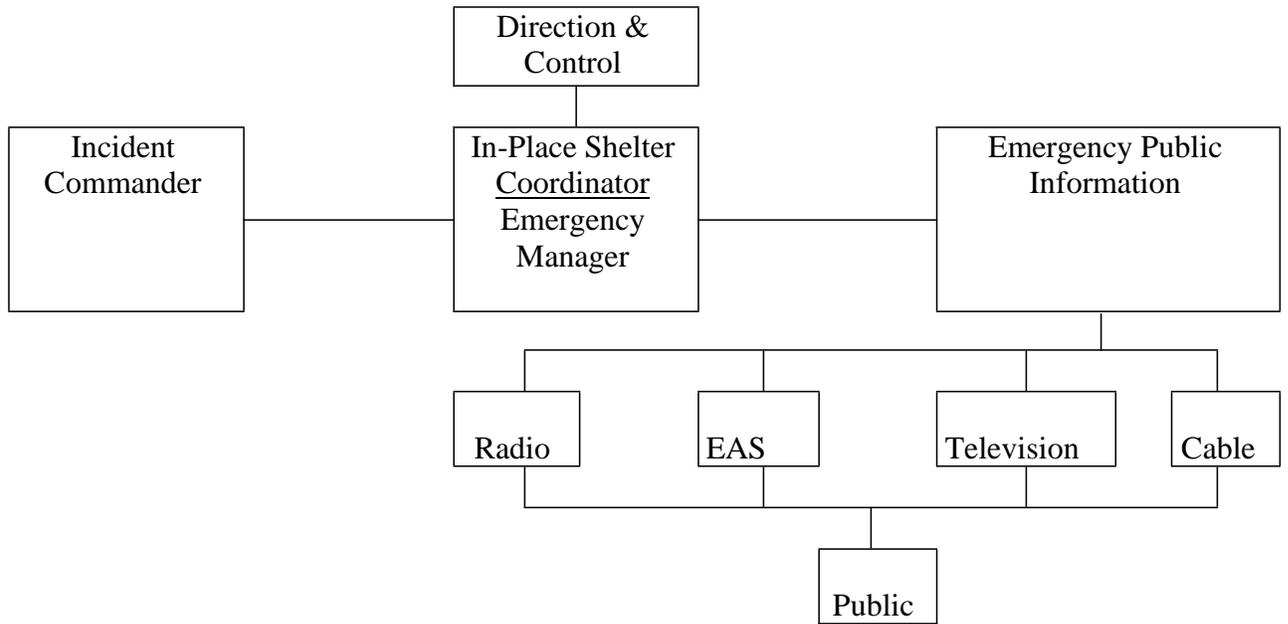
- A. The City of St. Joseph Emergency Manager has the responsibility for the development and maintenance of this annex.
- B. This annex and its associated appendices will be reviewed at least annually.
- C. All revisions will be incorporated immediately and appropriate changes will be made in the Emergency Public Information (EPI) materials.
- D. Notice of changes will be furnished to all persons of departments who have a role in this function.

Appendices

- 1. In-Place Shelter Functional Diagram
- 2. All-Hazard In-Place Shelter Guidance

Appendix 1 to Annex K

SHELTER IN-PLACE FUNCTIONAL DIAGRAM



Appendix 2 to Annex K

ALL-HAZARD SHELTERING IN-PLACE GUIDANCE

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

Warning for these hazards should be accomplished in accordance with Annex B. Information should be provided to the local media for broadcast during an emergency and a public awareness program should be developed to encourage residents to keep emergency supplies on hand and develop a family disaster plan.

TORNADO

If a tornado WARNING is issued, the best protection during a tornado is to quickly go to the lowest level in the building. The following protective actions should be relayed to the public:

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

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

STAY AWAY FROM OUTSIDE DOORS AND WINDOWS.

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

EARTHQUAKE

Since earthquakes happen with no warning, residents should be prepared to take in-place shelter in their homes for the first 72 hours following a seismic event. These in-place protective actions should be relayed to the public:

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

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

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

HAZARDOUS MATERIALS INCIDENT

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

TO REDUCE THE POSSIBILITY OF TOXIC VAPORS ENTERING YOUR HOME:

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

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

CLOSE ALL FIRE PLACE DAMPERS.

CLOSE AS MANY INTERNAL DOORS AS POSSIBLE.

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

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

IF YOU SUSPECT THAT GAS OR OTHER VAPORS HAVE ENTERED YOUR BUILDING, TAKE SHALLOW BREATHS THROUGH A PIECE OF CLOTH OR TOWEL.

REMAIN IN PROTECTED, INTERIOR AREAS OF THE BUILDING WHERE TOXIC VAPORS ARE REDUCED UNTIL YOU ARE INSTRUCTED TO DO OTHERWISE.

OTHER

Additional hazards which may require in-place shelter include flooding and winter storms. For more information on these hazards, as well as in-place sheltering, see *Are You Ready?--Your Guide to Disaster Preparedness* (H-34 September 2002), published by the Federal Emergency Management Agency.

ANNEX L

RECEPTION AND CARE

ESF # 6

I. PURPOSE

This annex will establish an organization and procedures to provide for the temporary reception and care of people displaced or evacuated from their residence because of an emergency or disaster situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Localized temporary evacuation within **the city of St. Joseph** is possible because of the various hazards that could confront the population, thus requiring the implementation of Reception and Care operations and the use of public shelters. These hazards include flooding, hazardous materials incidents, etc.
2. Facilities are available in **the city of St. Joseph** and its municipalities to temporarily shelter and feed those persons evacuated or displaced by an emergency or disaster. (See Appendix 2 to this Annex).
3. Outside assistance is available from both private and governmental sources.

B. Assumptions

1. Affected persons will respond as directed by local government officials.
2. A percentage of the evacuees will stay with friends or relatives.
3. All persons or groups who control or own potential shelters will cooperate and make their facilities available.
4. Assistance by relief agencies along with assistance from outside the county will be available if required and/or requested.

III. CONCEPT OF OPERATIONS

A. General

1. Local government has the responsibility for providing reception and care services.

2. Reception and Care operations will be directed and controlled by the American Red Cross. Operations will be directed and coordinated from the primary EOC or a facility designated at the time reception and care becomes necessary.
3. Support to Reception and Care operations will be provided by other County and/or City departments/agencies as required and private relief organizations as available. Such support would include law enforcement, public information, communication between shelters and the EOC, mass feeding, temporary housing, handlers for pets/service animals, etc.
4. The role of local government will be to:
 - a. Monitor Reception and Care operations and provide coordination.
 - b. Assist in locating and opening shelters.
 - c. Assist in locating animal shelters – preferably in close proximity to mass care shelter sites.
 - d. Identify shelters and care givers to support functional needs populations.
 - e. Resource assistance.
5. The Emergency Manager will assist the Reception and Care Coordinator in:
 - a. Emergency mass feeding operations.
 - b. Assigning and managing reception and care center teams.

B. Actions to be Taken by Operating Time Frames

1. Mitigation
 - a. Identify suitable shelter to protect people from the risk conditions assumed. Keep current records on facility locations, capacity, feeding capabilities, ownership, contact person, etc. (see Appendix 2 to this Annex).
 - b. Work with supporting county/city departments and private relief agencies to develop Reception and Care SOGs that establish registration procedures, develop necessary registration forms, etc.
 - c. Identify facilities appropriate for mass feeding.

- d. Identify population groups that would require special assistance (i.e., Institutionalized, those with functional access needs, etc.) and make special plans for them, including identifying appropriate lodging/shelter facilities.
- e. Recruit and enlist other organized groups (religious, civic, fraternal, etc.) to assist in Reception and Care operations.
- f. Provide necessary training for Reception and Care personnel.
- g. Maintain list of potential sources of supplies such as cots, blankets, food, eating utensils, etc.
- h. Develop procedures to allocate people to lodging and feeding facilities.
- i. Develop methods for managing reception and care activities (registration, staffing, lodging, feeding, pertinent evacuee information, etc.).

2. Preparedness

- a. Analyze pending emergency and alert appropriate Reception and Care personnel and/or groups and organizations.
- b. Establish contact with shelter owners/operators to determine the availability of identified shelters.
- c. Check on status of available supplies.
- d. Ensure forms are ready for registration.
- e. Report to Direction and Control on the situation status of Reception and Care operations.
- f. Participate in tests, exercises, and drills.
- g. Identify facilities within commuting distance of the hazardous area for essential workers and their families if appropriate.
- h. Identify facilities appropriate for sheltering pets/service animals and agencies capable of providing assistance.
- i. Identify medical, mental health and animal care functions that may be necessary at mass care facilities.

3. Response

- a. Open shelters and activate personnel to staff them as required by the situation. Upgrade shelters if necessary and where appropriate.
- b. Provide listing of shelters that have been activated to Direction and Control and the PIO for release to the news media.
- c. Register evacuees, assign shelters, and maintain listing of shelter population.
- d. Urge residents to share homes with evacuees (if applicable).
- e. Conduct feeding operations (this could be just assisting private agencies).
- f. Provide for rescue, care, shelter and essential needs of household pets/service animals owned by disaster victims. Provide these services prior to, during and following a disaster.
- g. Monitor sheltering operations to ensure an even distribution of victims to all shelters.
- h. Provide an information service for victims needing additional services (i.e., locating and reuniting them with their families/relatives).
- i. Compile records for use in Damage Assessment and recovery (i.e., statements of charges for supplies, damage to shelter, problems encountered with victims, etc.).
- j. Maintain contact and coordination with the EOC.

4. Recovery

- a. Maintain level of Reception and Care operations as required by the situation.
- b. Continue to assist in locating and reuniting victims and their relatives.
- c. Assist as required in the administering of federal and state disaster assistance.
- d. Continue operations until situation returns to normal.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The organizational chart for the reception and care function is shown in Appendix 1 to this annex.

B. Assignment of Responsibilities

1. Overall responsibility for reception and care operations rests with local government. The Area Red Cross Chapter and Salvation Army have been assigned joint responsibility for Reception and Care operations in City of St. Joseph.
2. The Reception and Care coordinator is responsible for seeing that necessary plans and procedures are developed to ensure a capability for Reception and Care operations which will include shelter and feeding operations.
3. Supplies and other resources will be the responsibility of the Resource and Supply section.
4. Medical care and public health measures in the shelters will be provided by the Health and Medical section.
5. Communications will be provided by the Communications Center and the St. Joseph Police Department.
8. Clerical support for compiling data will be provided by the Civic Facilities department and Emergency Management Office.

The City of St. Joseph Health Department Animal Control Division will coordinate rescue, care and shelter for household pets and service animals owned by disaster victims.

- a. The Humane Society of Missouri and the Missouri Veterinary Medical Association will assist with providing for animal needs outlined in this Annex.

V. DIRECTION AND CONTROL

- A. Direction and control of Reception and Care operations will vary according to the extent of the disaster or emergency situation. In a large- scale disaster, operations will be coordinated from the primary EOC.
- B. In a limited disaster or emergency situation, Reception and Care operations will be controlled from normal day-to-day office locations if possible, or at a site

designated at that time.

- C. All requests for outside assistance will be made by the EOC.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession for each operating reception and care organization/agency will be as explained in the standard operating guidelines established by each.
- B. Records of actions taken and resources expended will be maintained in the EOC and will be transferred with the EOC should it be moved.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

- 1. Reception and Care personnel will complete the necessary forms and compile essential information to include:
 - a. A record of shelters used (including name of owner/operator)
 - b. Number of people sheltered
 - c. Number of meals served
 - d. Public information releases
 - e. Supplies ordered and receipts for all goods obtained
 - f. Any damage to shelters
 - g. Shelter registration form (see sample in Appendix 3 to this Annex.)
- 2. Procedures should be developed for using all forms, compiling information, and providing data to the EOC.
- 3. Shelter management training should be instituted to train a small cadre of managers.

B. Logistics

- 1. If possible, procurement of necessary supplies will be accomplished through normal acquisition channels.
- 2. During unusual or life-threatening situations, normal purchasing procedures may be set aside and emergency procedures as set forth in Court orders and/or City ordinances will be implemented.
- 3. Local firms will be given preference when contracting for resources to cope with an emergency situation.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

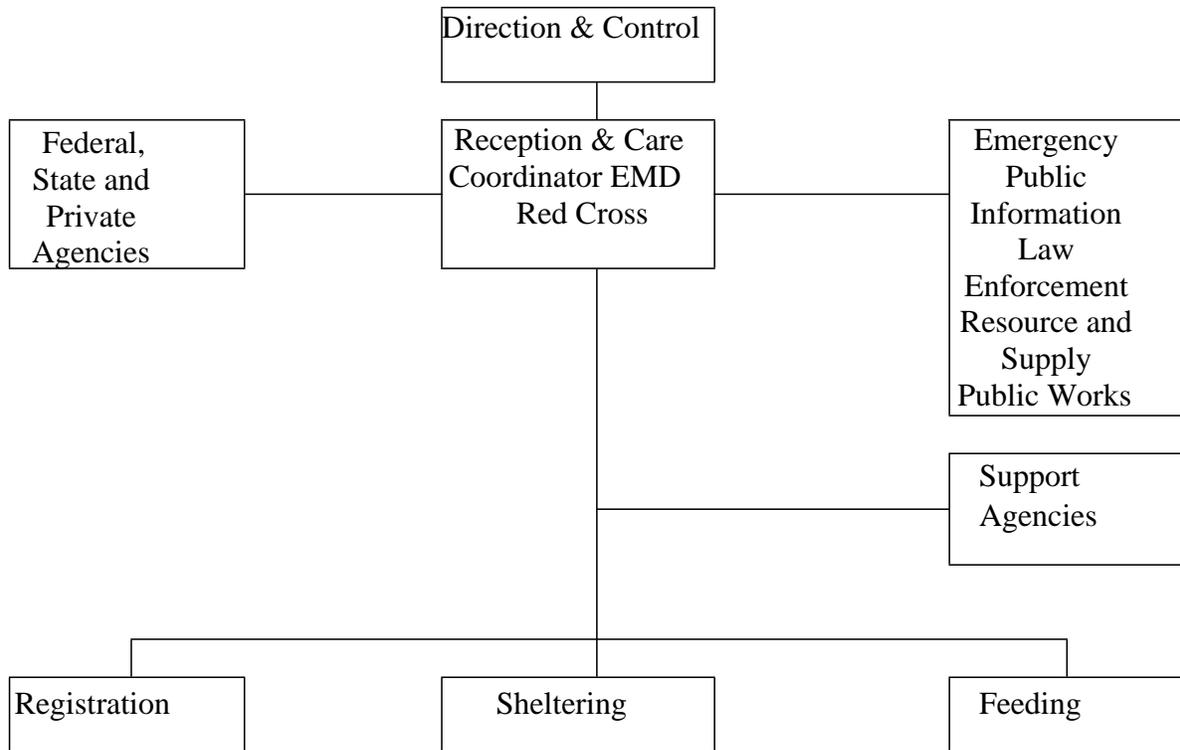
- A. Completed annually by the Reception and Care Coordinators in cooperation with the Red Cross, Salvation Army and St. Joseph's Emergency Manager.

Appendices

1. Reception and Care Organizational Chart
2. Reception and Care Resources
3. Shelter registration Form
4. Pets in Disaster Standard Operating Guide

Appendix 1 to Annex L

RECEPTION AND CARE FUNCTIONAL DIAGRAM



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

Appendix 2 to Annex L

RECEPTION AND CARE FACILITIES & RESOURCES

In an emergency, which results in a limited amount of people being evacuated, the Red Cross and Salvation Army have identified the following facilities as potential lodging and mass feeding sites in St. Joseph.

FACILITIES:

St. Joseph, junior high schools:

- a. Robidoux Middle School 4212 St. Joseph Ave. 816-671-4350
- b. Bode Middle School 720 North Noyes 816-671-4050
- c. Spring Garden Middle School 5802 S. 22nd 816-671-4380
- d. Truman Middle School 3227-45 Olive 816-671-4400

Salvation Army 622 Messanie 816-471-4337
Pager 816-840-2404

American Red Cross 401 N. 4th 816-232-8439
Midland Empire Chapter

RESOURCES:

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

Salvation Army 816-471-4337
<http://www.salvationarmy.usa.org> Pager 816-840-2404

Missouri Voluntary Organizations Active in Disasters (MOVOAD)
SEMA Statewide Volunteer Coordinator.....573-526-9132

Humane Society of Missouri <http://www.hsm.org> Missouri Veterinary
Medical Association <http://www.mvma.us> American Veterinary
Medical Association <http://www.avma.org> Search and Rescue
Council of Missouri <http://www.sarcom.org>
University of Missouri Extension <http://outreach.missouri.edu>
Northwest MO Medical Reserve Corps. through the St. Joseph Health Department:
Health Director/MRC Director 816-752-0846

Appendix 3 to Annex L

SHELTER REGISTRATION FORM

| FAMILY NAME _____ HOME ADDRESS _____ <u>Home and Cell Number</u> _____ | | | | | |
|------------------------------------------------------------------------------|-----|-----|------------|--------------|--------------|
| FIRST NAMES | AGE | SEX | OCCUPATION | OTHER SKILLS | DISABILITIES |
| 1. Head of family | | | | | |
| 2. Names and Relationship To Head of Family | | | | | |
| 3. Others | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| ASSIGNED SHELTER _____ | | | | | |

Appendix 4 to Annex L

PETS IN DISASTER STANDARD OPERATING GUIDE OF THE HUMANE SOCIETY OF MISSOURI

1. Coordinate shelter facilities using available facilities, confinement areas or develop temporary shelter areas in cooperation with local jurisdictions based on Humane Society of Missouri (HSM) standard operating guideline.
2. Coordinate the animal medical service needed for animal shelter and confinement areas based on HSM's standard operating guideline.
3. Coordinate disposition of unclaimed animals and shelter overflow based on HSM standard operating guideline.
4. Coordinate efforts to rescue and capture animals including relocation before the disaster.
5. Coordinate with local agencies to establish a system to register identification data in an effort to reunite animals with their owners based on HSM's standard operating guideline.
6. Track animal rescue and capture activities based on HSM's tracking system and information provided by local jurisdictions.
7. Track activities of animal shelter and confinement facilities based on HSM's tracking system and information provided by local jurisdictions.
8. Coordinate volunteer services for animal rescue, shelter and health care based on HSM's standard operating guideline.
9. Coordinate storage and distribution of animal food, water and medical supplies with the EOC.
10. Coordinate the consolidation or closing of animal shelters or confinement areas, personnel and supplies as the need diminishes with the EOC.
11. Coordinate with Donations/Volunteer Management to provide water, food, shelter and other physical needs to animals; and store and distribute animal food and medical supplies to the requesting jurisdiction.

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ANNEX M

HEALTH AND MEDICAL SERVICES

ESF 8

I. PURPOSE

This annex will establish an organization and procedures to provide needed health and medical services following an emergency/disaster of any type.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. St. Joseph is supported by two hospitals -- one general medical/surgical, one psychiatric hospital, and the St. Joseph Surgical Center. They are all located in St. Joseph (see Appendix 2 to this annex).
2. Public health for St. Joseph is the responsibility of the St. Joseph Health Department located in St. Joseph. The Health Department deals with communicable disease, animal control and rescue, environmental and food safety, and other health matters.
3. Ambulance service for St. Joseph is provided by Buchanan County EMS. Emergency calls to 911 are received by the St. Joseph Communications Center and transferred to Buchanan County EMS. Ambulances are dispatched through Buchanan County EMS. They serve the St. Joseph and Buchanan County area.
4. The hospitals in St. Joseph have developed emergency plans in accordance with state and federal regulations. Such plans are tested and exercised regularly.
5. Should the local organization become overtaxed or rendered inoperable, resources are available from the state and surrounding counties to help alleviate the situation. Depending upon the emergency, the hospitals in St. Joseph may have limited capability in decontaminating injured individuals that have been radiologically or chemically exposed. Injured individuals would be transported to Mosaic in St. Joseph.

6. The St. Joseph Health Department has adopted the Local Public Health Emergency Response Plan (LPHEP). The LPHEP, a multi-hazard, functional document is a separate appendix to this Annex.

B. Assumptions

1. A major disaster striking the St. Joseph area will create medical problems beyond the normal day-to-day capabilities of the medical system.
2. Outside assistance is available and will respond when needed.

III. CONCEPT OF OPERATIONS

A. General

1. First responder emergency medical care will be supplied by the ambulance services and support, if needed, will come from the fire and rescue services of the St. Joseph Fire Department.
2. All medical units responding to an emergency call will be dispatched as described in the Situation and Assumptions section of this annex.
3. Requests for outside medical assistance need not go through the EOC unless directed toward the state or federal government, but should be reported to the EOC immediately after they are made.
4. Immediately following initial emergency medical care, public health and mortuary services will have priority access to resources.

B. Actions to be taken by Operating Time Frames

1. Mitigation

- a. Review the identified hazards (Basic Plan, Situation and Assumptions) to determine the type of health and medical situations that could occur in the county. Provide realistic training for the types of situations that could arise. Review the Basic Plan Hazard Analysis in the LPHEP.
- b. Develop and conduct programs for the public on first-aid and public health practices.
- c. Train health and medical personnel and volunteer augmentees in special procedures (i.e., radiological and chemical decontamination).

- d. Develop and maintain mutual aid agreements with local health and medical services to ensure proper coordination during emergency operations.
- e. Exercise regularly with area hospitals to see that their emergency plans are up to date.
- f. Identify medical facilities that have the capability to decontaminate injured individuals that have been radiologically or chemically contaminated.
- g. Identify hospitals, nursing homes, and other facilities that could be expanded into emergency treatment centers for disaster victims.
- h. Participate in tests and exercises of the city, county and state Emergency Operations Plan.
- i. Become familiar with the LPHEP which contains guidelines that include, but are not limited to: Mass Fatalities, Nuclear and Chemical Incident, Food & Waterborne Incident, Mass vaccination and prophylactic treatment and Investigation. (See Appendix 4 to this annex).
- j. Support the health department location of storage sites of public health supplies to augment and/or satisfy expanded medical needs.
- k. Identify facilities such as schools and churches that could be used as sites to administer mass vaccinations or prophylactic treatment to exposed or potentially vulnerable populations.

2. Preparedness

- a. Analyze pending situation for potential health problems, in cooperation with the St. Joseph Health Department including procedures for isolation and/or quarantine of individuals at risk to themselves or others.
- b. Alert personnel and begin locating supplies and equipment, checking for availability.
- c. Report status to EOC.
- d. Begin reducing patient population in the hospitals, nursing homes and other health care facilities if evacuation becomes

necessary. Continue medical care for those that cannot be evacuated.

- e. Begin crisis augmentation of health/medical personnel such as nurses' aides, paramedics, Red Cross personnel, and other trained volunteers.
- f. Establish contact with hospitals in neighboring jurisdictions.
- g. Review plans for the inoculation of individuals to prevent the spread of disease.

3. Response

- a. Respond on a priority basis as established by the EOC, activating all necessary personnel.
- b. Perform triage as necessary.
- c. Begin instituting public health measures in reception centers, public shelters and at the disaster scene.
- d. Initiate activation of emergency mortuary plans.
- e. Set up and operate emergency clinics if necessary. (These could be required for essential workers in the hazardous

area following the evacuation of the general population.)

- f. Provide public health information to the P.I.O. for dissemination to the public.
 - g. Report to the EOC regularly on the medical situation.
 - h. Assist in the emergency distribution of food and water and in setting up emergency sanitation facilities.
 - i. Distribute antidotes, drugs, vaccines, etc. to shelters.
 - j. Track injured patients (i.e., hospitals, clinics, shelters, etc.).
 - k. Maintain this operational level until the medical situation has lessened.
 - l. Assure assistance in providing for security issues for quarantined or isolation orders imposed by the Director of the SJHD.
4. Recovery
- a. Conduct patient care as necessary.
 - b. Continue to survey community for public health problems. c. Provide a list of the deceased to the EOC.
 - d. Perform tasks as required to return the situation to normal. e. Inoculate individuals if warranted by the threat of disease.
 - f. Participate in clean-up and recovery operations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The organizational chart for the health and medical services is shown in Appendix 1 of this annex.

B. Assignment of Responsibilities

- 1. Coordination of health and medical services in St. Joseph will be

the responsibility of the Director, St. Joseph Health Department.

2. Patient care will be the responsibility of the receiving hospitals.
3. Emergency Mortuary procedures will be the responsibility of the Buchanan County Medical Examiner.
4. Medical supplies will be the responsibility of the responding agency or the Resource and Supply Section (Annex G), if necessary.
5. The Director of the St. Joseph Health Department will be responsible for public health matters, to include health education, and imposition of quarantine and or/isolation orders and or recommending to the highest elected official of the need to ensure that transmission of any disease or condition is limited.
6. The St. Joseph Fire Department and Heartland Paramedics Ambulance Service will be responsible for initial triage, emergency medical treatment, and patient transport.
7. The Community Mental Health Center will be responsible for providing counseling services for those persons affected by the disaster.

V. DIRECTION AND CONTROL

- A. The Director of Public Health will report to the EOC, or coordinate activities through a representative at the EOC.
- B. The EOC will not interfere with the internal operations of the area hospitals, but will provide support as required (i.e., assist with ambulance dispatching, evacuation operations if necessary, etc.).
- C. Decisions to evacuate the hospitals, nursing homes, etc., will be made by the institution staff and will be controlled from the EOC.
- D. Should the EOC be moved, operational coordination of medical services will be moved with it.

VI. CONTINUITY OF GOVERNMENT

- A. Line of succession - Health and Medical Coordinator
 - 1. Health Director, St. Joseph Health Department
 - 2. Assistant Director of St. Joseph Health Department
 - 3. Community Health Supervisor, St. Joseph Health Department
- B. The line of succession for each operating health and medical organization/agency will be as explained in departmental SOGs.

VII. ADMINISTRATION AND LOGISTICS

- A. Administration
 - 1. Statistics of various types will become very important during emergency periods. Some of those that should be kept and reported to the EOC are:
 - a. deaths;
 - b. injuries;
 - c. inoculations administered;
 - d. blood supply;
 - e. incidences of disease;
 - f. potential numbers of those exposed to the disease or element; and
 - g. Medical equipment and supplies received and distributed from state and federal resources.
 - 2. Records of hours worked and materials used must be reported to the EOC for use in determining the total cost of the incident.
- B. Logistics
 - 1. Communications will be the responsibility of the agencies that are operational during the emergency or disaster. They will be supplemented by the appropriate City government as necessary.
 - 2. Health and medical services must provide necessary logistical support (and can arrange the acquisition of necessities required for Health Department operations) for food, emergency power, fuel, etc., for response personnel during emergency operations. In most situations, however, the Resources and Supply Section (Annex G) will be available to assist with supply matters.

3. Supply requisitions will be made through normal channels as much as possible, but will be made through the EOC when necessary.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

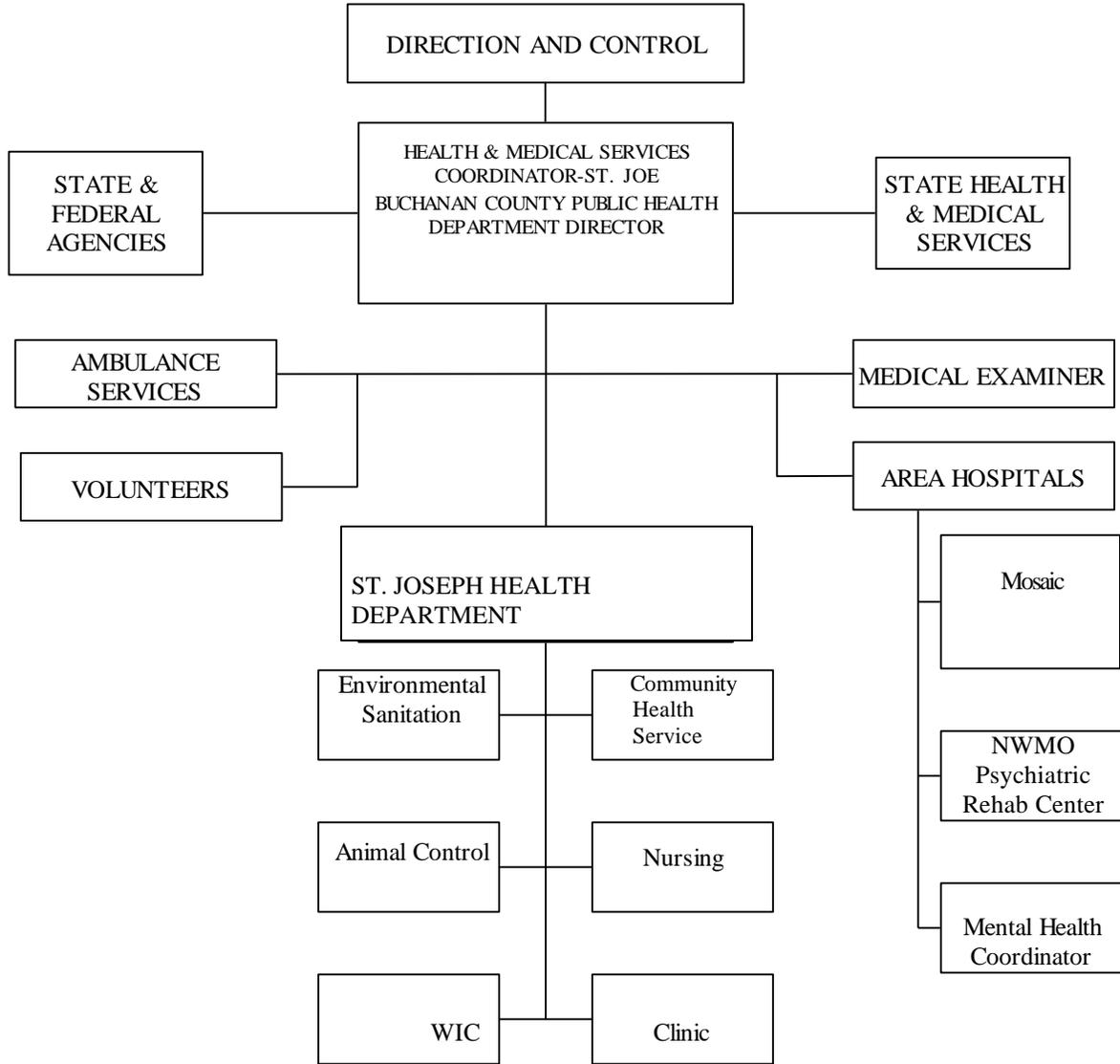
- A. This annex and its supporting documents will be maintained by the Director of Public Health.
- B. Each medical department/agency will update and maintain its own SOGs.
- C. An annual review and update will be initiated by the St. Joseph Emergency Manager.

Appendices

1. Health and Medical Organizational Chart
2. Area Health and Medical Services
3. Buchanan County Emergency Mortuary SOG
4. Local Public Health Emergency Plan- separate cover appendix

Appendix 1 to Annex M

HEALTH AND MEDICAL ORGANIZATIONAL CHART



Appendix 2 to Annex M

AREA HEALTH AND MEDICAL SERVICES

A. Hospitals

1. Mosaic Life Care..... 271-6000
5325 Faraon Street, St. Joseph
Service: General Medical-Surgical
Beds: 246 Licensed

2. Northwest Missouri Regional Psychiatric Rehabilitation Center 387-2300
3505 Frederick Ave, St. Joseph
Service: Psychiatric
Beds: 108 Staffed

3. The Surgical Center 271-4045
802 S. Riverside Rd.

B. Ambulance Service

1. Buchanan County Ambulance Service 396-9580
Emergency 911
5010 Frederick Ave, St. Joseph
Number of Vehicles: 11

2. Lifenet Air Ambulance Service1-800-981-3062

C. Health Services

1. St. Joseph Health Department 271-4636
Patee Market Health Center, 904 S. 10th, St. Joseph

2. Mental Health Coordinator 387-2300
3400 Frederick, St. Joseph

D. Mortuary Services

1. Bullock Family Chapel..... 364-2301
1903 Jules, St. Joseph
2. Clark-Sampson Funeral Home 238-0601
120 Illinois, St. Joseph
3. Simplify Cremations and Funerals..... 232-2722
2335 St. Joseph Ave., St. Joseph
4. Heaton-Bowman-Smith & Sidenfaden Chapel 232-3355
3609 Frederick, St. Joseph
5. Meierhoffer- Funeral & Home Crematory 271-0300
5005 Frederick Ave, St. Joseph
232-3366
6. Rupp Funeral Home 238-1797
6054 Pryor, St. Joseph
7. St. Joseph Crematory Co..... 232-3355
3609 Frederick, St. Joseph

Appendix 3 to Annex M

MORTUARY OPERATIONS

CONCEPT OF OPERATIONS

This appendix is designed to establish means and methods for the most reasonable and proper care and handling of the dead in multi-death disaster situations. In a mass casualty event, Emergency Manager will contact the state to request deployment of the Missouri Disaster Response System (MODRS) for mobile mortuary support. The state may also request deployment of the federal Disaster Mortuary Operations Team depending on the number of casualties. MODRS or DMORT will coordinate the recovery, evacuation, identification, sanitation, preservation (i.e., embalming if necessary), notification of the next of kin, and facilitating means for release of the identified dead to the next of kin or their agent.

COMMUNICATION PROCEDURES:

In the event of a disaster of any nature which has caused multiple deaths, the following persons should be notified immediately; preferably in the order shown below, but not limited to this order of priority.

1. Detective Richard Shelton, St. Joseph Police Department. Medical Examinations are scheduled through the St. Joseph Police Department with Frontier providing autopsy services.
2. SEMA

All disaster workers must have in their possession the necessary identification card or pass, etc., as prescribed by the Emergency Manager or responsible official to gain admission into the immediate disaster area. These workers and members of the MODRS or DMORT will be required to register their names and addresses at the EOC or area designated for such purpose.

Appendix 4 of Annex M

Local Public Health Emergency Plan Executive Summary

The Local Public Health Emergency Plan (LPHEP) outlines the actions to be taken by the Local Public Health Agency (LPHA), in conjunction with local government officials and cooperating private and volunteer organizations. A local public health emergency can best be described as an event, which threatens the safety and well-being of a number of people in an area, i.e. bio-terrorism incident, anthrax, smallpox, pandemic influenza, etc. To work towards a safer environment the plan has been developed to:

1. Reduce the vulnerability of citizens to any disasters that creates a local public health emergency.
2. Establish capabilities for protecting citizens from the effects of a local public health emergency.
3. Respond effectively to the actual occurrence of disasters, and;
4. Provide for recovery in the aftermath of any local public health emergency.

The City of St. Joseph LPHEP is a multi-hazard, functional plan that has three components:

1. A Basic Plan that serves as an overview of the LPHA's approach to a local public health emergency.
2. Annexes that address specific activities critical to emergency response and recovery, and;
3. Appendices which support each annex and contain technical information, details and methods for use in emergency operations.

In the Basic Plan you will find the Primary & support Responsibilities for the local health department as well as a Hazard Analysis for quick references. Some of the Annexes & Appendices not normally found in an Emergency Plan are: Homeland Security Advisory System, DHSS Activities Corresponding to the Homeland Security Threat Levels, Personnel Specialized in Bioterrorism Training, Mass Patient Care, Mass Fatality Management, Nuclear & Chemical Incident, Food & Water Borne Outbreaks and a major enclosure concerning the Smallpox Response Plan.

The importance of understanding the contents of the plan cannot be underestimated. All individuals who may have any involvement with the plan must be briefed and understand their roles in its implementation. Staff members of the LPHA will be responsible for maintenance, training, updating and developing exercises to improve the plan.

The entire LPHEP can be found in the LPHA or with the Emergency Manager.

ANNEX N

TERRORISM

I. **PURPOSE**

The purpose of this annex is to establish a unified approach for emergency response agencies of St. Joseph to respond to and recover from a threat or act of terrorism. Also, to establish a terrorism response system that prescribes responsibilities and actions required to respond to and recover from a terrorist event.

II. **SITUATION AND ASSUMPTIONS**

A. Situation

1. St. Joseph has assets that could be targets for terrorist activities. These include, but are not limited to:
 - a. Federal, state, county and municipal government facilities and structures.
 - b. Chemical Facilities
 - c. Medical facilities
 - d. Religious facilities
 - e. Businesses and manufacturing centers
 - f. Airports, railroads, highways and navigable rivers
 - g. Pipelines; power plants; public utilities; landmarks; and large public gatherings
 - h. Agriculture
2. Terrorism takes many forms: bombings, arson, infrastructure attacks (on water, electric, gas, or telecommunications systems), mass shootings, cyberspace failure or disruption, transportation attacks (hijacking, bombing, sabotage etc.), and common law torts.
 - a. Weapons of Mass Destruction (WMD). Any weapon designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon designed to release radiation or radioactivity at a level dangerous to human life (18 USC 2332a).
 - b. Chemical Agent. A chemical substance intended to kill, seriously injure, or incapacitate people through physiological effects. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (including munitions, sprayers, or aerosol generators), breaking containers, or covert

dissemination. A chemical agent attack might release a chemical warfare agent (such as a nerve or blister agent) or an industrial chemical that may have serious consequences. Whether an infectious agent or a hazardous chemical causes an outbreak may not be obvious early in an investigation; however, most chemical attacks are localized, and their effects become evident within a few minutes. Different chemical agents can be persistent or non-persistent. Persistent agents remain in the affected area for hours, days, or weeks. Non-persistent agents may have high evaporation rates, be lighter than air, or disperse rapidly; therefore the ability to cause casualties is significantly reduced over a relatively short period of time (although they may persist longer in small unventilated areas).

- c. **Biological Agents.** Living organisms or materials derived from them that cause disease; harm humans, animals, or plants; or deteriorate materials. Recognition of a biological hazard can occur by: identifying it as a credible threat; discovering bio-terrorism evidence (devices, agents, clandestine labs); diagnosing a disease caused by an agent identified as a possible bio-terrorism agent; or gathering and interpreting public health surveillance data. People exposed to a pathogen such as anthrax or smallpox may not know they have been exposed, and those infected or subsequently infected may not feel sick for some time. Infectious diseases typically progress with a delay between exposure and onset of illness -the incubation period. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, direct patient care providers and the public health community are likely to first detect a biological attack on civilians (See annex M and/or the LPHA ERP). Terrorists also could use biological agents to affect agricultural commodities (agro-terrorism). These agents include wheat rust or viruses that could devastate the local or even national economy.
- d. **Radiological/Nuclear.** High-energy particles or gamma rays emitted by an atom undergoing radioactive decay. Emitted particles can be charged alpha or beta particles, or neutral neutrons, or gamma rays. The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. Also, involvement of radioactive materials in an explosion may or may not be obvious; depending on what explosive device was used. The presence of a radiation hazard is difficult to ascertain unless the responders have the proper detection equipment and the training to use it. Most of the many detection devices available are designed to detect specific types and levels of radiation -they are not appropriate for measuring or ruling out the presence of all possible radiological hazards. Terrorists may use the following delivery methods:

- 1) An improvised nuclear device (IED) is any explosive device designed to cause a nuclear yield. Either uranium or plutonium isotopes can fuel these devices, depending on the trigger. While “weapons-grade” material increases the efficiency a device, materials of less than weapons grade can still be used.
 - 2) A radiological dispersal device (RDD) is any explosive device that spreads radioactive material when detonated. A RDD includes an improvised explosive device that could be used by placing it in close proximity to radioactive material. An RDD also includes devices identified as “dirty bombs”.
 - 3) A simple RDD spreads radiological material non-explosively (for example, medical isotopes or waste).
- e. Explosives. Conventional explosive devices or improvised bombs used to cause massive local destruction or to disperse chemical, biological, or radiological agents. Improvised explosive devices are categorized as explosive or incendiary -using high or low filler explosive materials to explode and/or cause fires. Bombs and firebombs are inexpensive and easily constructed. They are not technologically sophisticated. Of all weapons, these are the easiest to obtain and use. The components are readily available, as are detailed instructions for constructing these devices. They are the likeliest terrorist weapons.
- f. Cyber Terrorism. “Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation’s critical infrastructures ... in order to intimidate or coerce a government or civilian population ... in furtherance of political or social objectives.”
3. Homeland Security Regional Response System includes a response network developed regionally.

Several of the regions include hazardous materials response teams with enhanced capabilities for response to WMD incidents, including incidents involving nuclear or radiological materials, and biological and chemical agents. The following provides a general overview of their locations, number of teams and capabilities:

- a. There is currently a Homeland Security Regional Response System located throughout the State of Missouri. (See Appendix 2 to annex N)
- b. Many of the existing teams are continuing to develop their heavy and light search and rescue capabilities, acquire latest technology

detection equipment, expand decontamination capability and address logistical support requirements.

- c. For all terrorist response operations, the Unified Command System will be used for Direction and Control.

4. Request for Homeland Security Regional Response System (HSRRS):

- a. In order to deal with a terrorist event, a network of resources must already be in place (personnel, equipment and supplies). The current situation will determine the type of resources needed and techniques to be employed.
- b. These teams will be mobilized and deployed by the Division of Fire Safety through Statewide Fire Mutual Aid to support local jurisdiction response and recovery operations.
- c. Local jurisdictions must request support from the Division of Fire Safety. Call (573) 690-3782 or their regional Statewide Fire Mutual Aid coordinator (Bill Lamar 816-387-3269).
- d. If a terrorist attack should occur in St. Joseph, which does not have a Homeland Security Regional Response System (HSRRS) and will require support in responding to the terrorist incident, it is the local jurisdiction's responsibility to contact the Division of Fire Safety and request support.

B. Assumptions

- 1. St. Joseph recognizes the responsibility for public health and safety, and the need of a plan to set forth guidelines to deal with terrorism, and the need to exercise the procedures, policies, and guidelines set forth in this Annex.
- 2. Proper implementation of this Annex can reduce the effects a Terrorist attack and limit related exposure to the public.
- 3. No single agency at the Local, State, or Federal level possesses the authority and/or the expertise to act unilaterally on the many difficult issues that may arise in response to a threat or act of terrorism, particularly if a WMD is involved.
- 4. Should a terrorist incident be identified, St. Joseph could be acting alone pending mobilization and deployment of other local, State and Federal assets.
- 5. An act of terrorism involving WMD in St. Joseph could immediately overwhelm the local response capabilities.

6. Counter terrorism efforts including intelligence gathering and appropriate response training may reduce some incident potential, but incidents can occur with little or no warning.
7. If appropriate personal protective equipment (PPE) is not readily available, entry into the contaminated area (hot zone) may be delayed until the arrival of trained and equipped emergency response personnel. Responders must also be aware of secondary devices targeting first responders.

III. CONCEPT OF OPERATIONS

A. General

Upon authorization by the Division of Fire Safety, the Homeland Security Regional Response System (HSRRS) will be able to respond to any terrorism incident that will occur in their region.

B. Primary Objectives in Response to a Terrorist Act:

1. Protect the lives and safety of the citizens and first responders.
2. Isolate, contain, and/or limit the spread of any cyber, nuclear, biological, chemical, incendiary, or explosive device.
3. Identify the type of agent or devices used.
4. Identify and establish control zones for suspected agent used.
5. Identify appropriate decontamination procedure and/or treatment.
6. Ensure that responders have appropriate equipment and personal protective equipment (PPE).
7. Notify emergency personnel, including medical facilities of the danger and anticipated casualties.
8. Notify appropriate state and Federal agencies.
9. Provide accurate and timely public information.
10. Preserve as much evidence as possible to aid investigations.
11. Protect critical infrastructure.

C. Operational Time Frames

1. Mitigation

- a. Develop a method for processing information.
 - b. Analyze potential threats, targets, and potential hazards for the jurisdiction. Disseminate on a need to know basis when appropriate.
 - c. Identify facilities, agencies, personnel, and resources necessary to support a terrorist incident response.
 - d. Whenever possible, training exercises conducted by local jurisdictions should include terrorism (WMD) and the use of the HSRRS. The purpose is to provide a training opportunity, and to exercise HSRRS capabilities as required by the Office of Domestic Preparedness (ODP).
 - e. Review and become familiar with the SEOP.
2. Preparedness: St. Joseph will take the appropriate security measures. See Appendix 2 of this Annex for Federal and State Homeland Security Advisory System threat guidelines.
- a. Develop and review Plans and SOG's for response to a terrorist incident. Open and prepare the EOC for possible full activation.
 - b. Advise key personnel of the potential risk.
 - c. Make recommendation as to a possible course of action.
 - c. Maintain increased readiness status until the situation escalates or the decision to discontinue operations is given. Train personnel and maintain inventory of equipment and supplies.
3. Response
- a. Any individual who receives notification of a terrorist incident or who is responsible for making notifications must assure that every effort is made to contact primary and support personnel as identified in the Basic Plan and to immediately notify SEMA.
 - b. Once a terrorism incident is suspected, local law enforcement will report and request assistance from the state using existing operating guidelines and/or procedures.
 - c. Each Emergency Response agency shall send a representative to the EOC and may be required to provide a representative to the on-scene Unified Command.

- d. Local government departments will provide assistance to the EOC as dictated by the current situation.
- e. Designated local jurisdiction Public Information Officer (PIO) will coordinate all public information releases. (See Annex C)

4. Recovery

- a. Determine the extent of damages, prepare a damage assessment report and request assistance.
- b. Test, check, and exercise equipment to identify its serviceability.
- c. Restore essential public services to critical facilities.
- e. Inventory and replace supplies as necessary.
- e. Restore all public service to the general population.

Note: Team leaders/Team technicians will contact local jurisdictions to determine specific recovery action items that are specific to the jurisdiction.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Note: Team leaders/Team Technicians will check with each jurisdiction to determine their terrorism responses. If they prefer to use the standard functional guidelines for all hazards, a brief statement will be placed here. If not, the following organization is proposed for their review and editing.

A. Organization

A response organization for a terrorism incident will be under the Direction and Control of the Presiding Commissioner. The coordinated response will be conducted from the EOC. The primary responders for terrorism are normally local law enforcement, fire, and County Health and Medical personnel. All other departments are considered to be support. Each jurisdiction should prepare an SOG and functional check list for response to a terrorism incident as defined in the Basic Plan (P&S Chart). All participating agencies must comply with training requirements set-forth by SEMA. In addition, an up-to-date list of emergency response personnel will be maintained and available. The following provides a breakdown by functional areas:

B. Assignment of Responsibilities

- 1. EOC Function: (See Basic Plan and appropriate Annex's for additional Information.)

- a. The Federal Government is responsible to determine the Nations threat level. See Appendix 1 to Annex N for HOMELAND SECURITY TERRORIST WARNING SYSTEM CHART. However, it is up to the local jurisdiction to determine their appropriate threat level based upon their current situation.
- b. If notification of a terrorist incident is received, the Emergency Manager/Coordinator will immediately contact the Chief elected official and primary and support agencies as identified in the Primary & Support Responsibility Charts.
- c. If notification of an incident is received by other than the Emergency Management Office, the individual receiving the notification will contact the Emergency Management Office and/or the Chief elected official immediately.
- d. The Emergency Management Office is responsible to contact SEMA Staff Duty Officer and inform them of their current situation and threat. Other local departments will follow their respective SOG's for notifications.
- e. Activate the EOC at either the primary or alternate location. The EOC serves as the clearinghouse for local jurisdiction to collect, discuss, and disseminate information in regard to a particular event occurring within their jurisdiction. The EOC is responsible to maintain contact with appropriate State and Federal Agencies throughout the incident period.
- f. Review EOP and determine if pre-designated staging areas, mobilizations and reception centers are far enough away from the actual scene so that safety is guaranteed.
- g. If necessary, a Joint Operation Center (JOC) will be established by the Lead Federal Agency (LFA) and will be under the operational control of the Federal on Scene Commander (OSC). The JOC is the focal point and is responsible for coordinating requests from the State. The on Scene Commander may request that a representative from the impacted jurisdiction be assigned to the JOC.

2. Emergency Management:

- a. Direction and Control will originate from the EOC.
- b. Ensure the alternate EOCs are ready in the event that the primary EOC is not available.
- c. The EOC will be staffed in accordance with the Basic Plan.

- d. Coordinate with SEMA and other Federal, State or Local Agency's EOCs as necessary.
 - e. Prepare and distribute Situations Reports (SITREPS).
 - f. Coordinate response and recovery operations.
 - g. Identify and coordinate resource requirements.
3. Local Law Enforcement:
- a. Manage the incident scene. Set-up Incident Management System (ICS) to manage/coordinate with other departments and agencies using the Unified Command System.
 - b. Respond to requests for support/assistance from other departments; local, state, and federal.
 - c. Provide security, maintain order, prevent unauthorized entry, control and re- route traffic and maintain open access/egress for authorized vehicles into the terrorist incident scene.
 - d. Assist in evacuation/in place protection notification of the affected area as requested by the EOC or the on scene incident commander.
 - f. Develop and maintain Standard Operating Guides (SOGs) of duties, roles and responsibilities for any terrorism incidents involving Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE).
 - g. Ensure Scene Security and evidence preservation pending arrival of the FBI, and assist the FBI and other investigative authorities in determining responsibility.
 - g. Establish access control into and out of crime scene.
 - h. Provide security for Command Post and EOC.
 - i. Manage crowd control when necessary.
4. Fire Department
- a. Respond to all reports of terrorist incidents to determine the nature and scope of the incident.

- b. Provide a representative to the EOC and coordinate with St. Joseph law enforcement and other agencies for support and resource requirements.
- c. Establish site security areas and hazard exclusion zones in accordance with established procedures and guidelines.
- d. Determine the nature of the incident.
- e. Provide information on hazardous material/evaluation and environmental damage assessment.
- f. Develop and maintain internal guidelines to identify specific roles and responsibilities of fire service personnel in each of the major terrorism incidents involving CBRNE.
- g. Keep the EOC informed.

5. Health Department

- a. Provide personnel safety information to the EOC.
- b. Provide an environmental analysis, with help from the MO Dept. of Health and Senior Services and the Centers for Disease Control and Prevention. Coordinate with City Health Director on all health issues. The City Health Director is responsible to determine the health risk, and recommend epidemiological and toxicological solutions to deal with public health issues involved in a terrorist incident (See Annex M).
- c. Monitor response personnel and general public exposure to chemical, biological, and radiological agents.
- d. Monitor and track potential victims.
- e. Provide information regarding exposure and treatment to potential victims and workers.
- f. The City Health and Medical Director or a designated representative will assist the PIO on Health and Medical issues and in broadcasts concerning public and individual health issues.
- g. Keep the EOC informed.

6. Public Works

- a. Respond to emergency requests from the EOC by providing

resources, i.e. trucks, earth moving equipment and other needed assets/materials along with operators to reduce hazards, minimizing secondary damage.

- b. Provide barricades to assist in evacuation and/or scene security.
- c. Assist in providing temporary storage of equipment and materials until appropriate locations can be located.
- d. Coordinate with the EOC and the on scene commander to insure the area is safe to enter. Do not enter any area if it has not cleared and declared safe for reentry.

7. Emergency Medical Services

The Chief of Emergency Medical Service (EMS Heartland Hospital) is primarily responsible for directing the medical response and on scene operation within the impacted area. The EMS is responsible for identifying and anticipating resource requirements and allocates resources accordingly. EMS coordinates mutual aid in conjunction with the County Health Officer.

8. Public Information Officer (PIO)

Note: Team Leader/Team Technician: For information on this topic, see Annex C of this plan.

C. All departments, agencies, and individuals support the Direction and Control function as follows:

- 1. Initial response operations are the responsibility of the local jurisdiction. The FBI is the Lead Federal Agency for all terrorist attacks and will establish a JOC for Direction and Control if one is needed. The MSHP has primary responsibility for coordinating the state level response.
- 2. Local Public Information Operations will be coordinated from the EOC. Note: FEMA/FBI may establish a Joint Information Center (JIC).
- 3. Response and Recovery operations are the responsibility of the local jurisdiction. When making a formal request to SEMA for assistance, the local jurisdiction must have exhausted its capabilities and resources.

V. CONTINUITY OF GOVERNMENT

A. Line of Succession for Terrorism

- 1. The line of succession for the St. Joseph is through City Manager.

2. All local departments listed above are required to maintain a line of succession of at least three persons. See Basic Plan or appropriate annex for names and/or positions.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. To implement Annex N, an incident must be designated a suspected or actual terrorist threat or incident by the Chief elected official.
2. Procedure for dealing with expenses incurred and liability for actions and injuries are outlined in local ordinances, mutual aid agreements and this plan.
3. A post-incident report and critique shall be the responsibility of the lead agencies with input from all involved agencies. This will be used for plan modifications and training exercises.

B. Logistics

1. On Hand stockpiles of Critical Essential materials and supplies should be inventoried and updated annually to ensure its operational readiness or serviceability.
2. Emergency purchasing authority may be authorized by the chief elected official if a terrorist incident has occurred.
3. The cleanup, removal and disposal of contaminated materials will be handled with the same care that was used during the incident. The MO Department of Natural Resources and the US Environmental Protection Agency may provide assistance in removal, disposal oversight, technical considerations and funding.

Appendices

Appendix 1 - Homeland Security Regional Response System Overview

Appendix 1 to Annex N

Homeland Security Regional Response System Overview

In the late 1990s, the State Emergency Management Agency began to serve as a conduit for federal and state grant money that was provided to local jurisdictions in Missouri to both build basic hazmat response capability, as well as enhance already existing hazmat response capability. Some of this money was used to provide training for participants in the program, in addition to buying equipment. Participants were involved in the State Fire Mutual Aid system recognized by the State Fire Marshal's Office. However, there was little consistency between participants in expectations or commitment to the program.

After the terrorist attack and anthrax letters in the fall of 2001, and the advent of Homeland Security grant funding, additional money was made available to the participants involved in the hazmat program to focus on the terrorist threat. Existing participants were rolled into a Homeland Security Response Team (HSRT) program. Additional hazmat teams were brought into the program, and other emergency response capability such as SWAT and EMS were combined together to constitute 28 individual HSRT "Teams" throughout Missouri. However, there was no consistency from team to team as to size, types of emergency response disciplines involved, or under what circumstances they would respond outside of their own jurisdiction.

In some but not all instances, MOUs were entered into between the state of Missouri and the local jurisdictions who were participating in the HSRT program. However, there was no consistency in these MOUs from team to team. Some HSRT teams with lesser capabilities were designated as "forward teams" and received less funding than other teams, but there was no well thought out plan or strategy on deployment of the teams, under what authority they would be deployed, etc. There was no ability to ask for or deploy only the SWAT or hazmat component of the team if that is all that was needed.

To date, over 30 million dollars of federal Homeland Security grant money has been spent on the HSRT program in Missouri. The federal Department of Homeland Security recognized the lack of consistency and sustainability in Missouri's CBRNE/WMD initiative and when they awarded the FY-2006 Homeland Security grants, prohibited Missouri from spending any more money on this program until the program justification was re-designed and rewritten to truly reflect a sustainable, consistent, multi-hazard response capability.

In December 2005, with the oversight of the Governor's Homeland Security Advisory Council (HSAC) on the HSRT program, the Council decided that this program needed to evolve into a true regionally focused multi-hazard "CBRNE/WMD" response network or system that was scalable as the need dictated. The Homeland Security Coordinator and the Executive Director of the Missouri Emergency Response Commission were directed by the Advisory Council to become involved in the HSRT program and develop it into a regionally focused system of local resource that could receive homeland security grant funding and other state support. This was the start of the Homeland Security Regional Response System concept.

As a result of the HSAC mandates, an Executive Steering Committee for the Homeland Security Regional Response System was formed. The goal of the Executive Steering Committee was to help obtain regional and local input on moving from 28 multi-discipline teams to a concept of having a network or system in each homeland security region that can bring together individual disciplines as needed to respond to CBRNE/WMD incidents. The primary members of the Committee are generally comprised of the Homeland Security Response Team representatives who already serve on the nine (9) Homeland Security Regional Oversight Committees (RHSOC), as well as representatives from each of the two Urban Area Security Initiative areas of Kansas City and St. Louis. In several instances, the Executive Steering Committee members are not the RHSOC representatives, but have been elected by the consensus by the members of a working group in their region.

The Executive Steering Committee's mission is to provide operational and tactical guidance for the Homeland Security Regional Response System (HSRRS) program. Under the HSRRS, the funding for the program in each region is tied to a "threat matrix". This threat matrix is based on population, number of counties, and number of critical infrastructure and key assets as reflected in the Homeland Security Critical Infrastructure Data Base, in each region. The Governor's Homeland Security Advisory Council sets the overall funding level for this program, utilizing federal Homeland Security grant funding.

Primary and alternate representatives from each region who serve on the HSRRS Executive Steering Committee are responsible for setting up a working group within their regional to determine how that money will be spent to sustain a HSRRS program in their region. The money is administered through the State Administrative Agent, SEMA, to the individual jurisdictions through the regional working groups.

To participate in the HSRRS, a jurisdiction has to agree, in principal, that they are willing, under the existing mutual aid framework, to allow their participant disciplines such as a hazmat team or SWAT team, to respond to CBRNE/WMD emergencies within their region, and possibly statewide, as their availability and the situation warrants. It is recognized that the state has no authority to order deployment of HSRRS participants, and any response is within the guidelines of the existing Missouri mutual aid system. Part of the grant money acceptance documentation, which each grantee must sign before they receive federal homeland security grant money, articulates this expectation.

Participation in the old HSRT program does not mandate continuing participation in this program, and the expectations or lack thereof for any individual jurisdiction under the old HSRT program does not automatically carry over into the HSRRS.

The HSRRS recognizes that individual jurisdictions in each region have basic response assets and capabilities such as hazmat response teams, SWAT team, EMS, bomb squads, etc. The grant money provided through the HSRRS is not designed to sustain these basic core capabilities, nor establish new basic core capabilities in jurisdictions that do not already have them. The HS grant money from this program is meant to sustain CBRNE/WMD related enhanced capabilities for the above described response assets, such as the capability of a SWAT team to operate in a hazardous materials environment with level A or B or personal protection equipment (PPE), or a hazmat team

to operate at a higher “resource type” level than is expected of a basic hazmat team. The working groups in each region are expected to collectively agree on funding priorities, the number of different disciplines involved in the program in each region, and other related matters for their regions.

