

LINCOLN COUNTY EMERGENCY OPERATIONS PLAN



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EXECUTIVE SUMMARY

USE OF THE EOP

Contained herein is the integrated Emergency Operations Plan (EOP) for Lincoln County, Wyoming and the municipalities therein. This plan supersedes any previous emergency management or civil defense plans promulgated by the county for this purpose. The plan provides a framework in which the departments of each municipality and the county can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing Emergency Management Planning by all jurisdictions of government within Lincoln County.

This plan attempts to be all inclusive in combining the four phases of Emergency Management:

1. **Mitigation:** Those activities which eliminate or reduce the probability of disaster;
2. **Preparedness:** Those activities which government, organizations, and individuals develop to save lives and minimize damage to property and environments;
3. **Response:** To prevent loss of lives and property and provide emergency assistance.
4. **Recovery:** Short-term and long-term activities which return the community to normal or with improved standards.

According to the Homeland Security Presidential Directive (HSPD) 5, all agencies, departments and organizations having responsibilities delineated in this EOP will act according to the National Incident Management System (NIMS). This system will allow proper coordination between local, state and federal organizations.

The Incident Command System (ICS), as mandated by NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the Incident Command System.

This EOP is written in accordance with existing Federal, State and local statutes. The Lincoln County Board of County Commissioners and Wyoming Office of Homeland Security (WOHS) have approved it. Neither Lincoln County, nor any of the agencies that are party to this EOP waive sovereign immunity or any defenses available to them

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pursuant to law by implementing this EOP. This document will be revised and updated as required. All recipients are requested to advise the Lincoln County Office of Homeland Security Coordinator of any changes which might result in the plans improvement or increase its usefulness.

- This Emergency Operations Plan (EOP) describes the management and coordination of resources and personnel during periods of major emergency.
- Defines emergency response in compliance with mandated EOP process.
- Establishes emergency response policies that provide departments and agencies with guidance for the coordination and direction of county and municipal plans and procedures.
- Provides a basis for unified training and response exercises.
- The plan consists of the following components:
 - A. **Basic Plan:** describes the structure and processes comprising a county approach to incident management designed to integrate the efforts of municipal governments, the private sector, and non-governmental organizations. The Base Plan includes the: legal basis, purpose, situation, assumptions, concept of operations, organization, assignment of responsibilities, administration, logistics, planning and operational activities.
 - B. **Appendixes:** provide other relevant supporting information, including terms, definitions, and authorities.
 - C. **Emergency Support Function Annexes:** detail the missions, policies, structures, and responsibilities of county agencies for coordinating resource and programmatic support to municipalities during Incidents of Critical Significance.
 - D. **Support Annexes:** prescribe guidance and describe functional processes and administrative requirements necessary to ensure efficient and effective implementation of incident management objectives.
 - E. **Incident Annexes:** address contingency or hazard situations requiring specialized application of the EOP. The Incident Annexes describe the missions, policies, responsibilities, and coordination processes that govern the interaction of public and private entities engaged in incident management and emergency response operations across a spectrum of potential hazards. Due to security precautions and changing nature of their operational procedures, these Annexes, their supporting plans, and operational supplements are published separately.

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A “disaster” is defined as a great misfortune, catastrophe or sudden calamitous event which brings great damage, loss or destruction. The Lincoln County area is vulnerable to natural, man made, and/or technological related disasters.

Terrorism defined by The Federal Bureau of Investigation (FBI) “ 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.”

When a disaster threatens or strikes, county and municipal governments will take the lead in homeland security emergency management public health, safety and welfare services. The response will be widespread, extending beyond the usual boundaries of departments providing emergency services and requiring cooperation of governmental and private sector units which do not normally respond to emergency situations. Since the state and federal governments will provide only supporting services for disaster mitigation, response and recovery, the leadership of the legislative authorities is of critical importance.

The Lincoln County EOP is for the use of officials in providing homeland security\emergency management preceding, during and following disasters.

This document references the policies, information, recommendations and guidance necessary for the officials making operational decisions.

To ensure a workable plan, department heads and agency managers are directed to:

- Support the planning efforts.
- Adhere to this plan.
- Develop supporting documents (Standard Operating Procedures & check list).
- Implement this plan for their departments/agencies.
- Assure that all personnel within their departments or agencies are trained in the application of this EOP and their responsibilities in emergency and disaster operations.

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CHANGES

TO: Mr. Jay Hokanson
Homeland Security Coordinator, Lincoln County
421 Jefferson, Suite 416
Afton, Wyoming 83110

Recommended Changes, Corrections, Additions, and Deletions to the EOP

Any user of this plan is encouraged to recommend changes to this plan that the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to Lincoln County Office of Homeland Security (LCOHS/EMA), at the above address, for coordination, comment, concurrence, and approval. The format of suggested changes should be by Basic Plan or Annex, Section, Paragraph/Sub-paragraph and page number.

CHANGE:

SHOULD READ:

Submitted by:
(Name & Phone #)

(Date)

CHANGES, MAINTENANCE, AND REVIEW PROCESS

Plan changes will be published annually either using an entire new publications, by subsection, or by publishing only those pages that have changed on a Record of Revisions form.

The normal review period will be every four years. It is the intent of LCOHS/EMA, to conduct a formal review of 25 percent of the plan each year and publish the appropriate changes annually.

BASIC PLAN

This plan has been developed to provide a comprehensive, all-hazard emergency management program for Lincoln County. It seeks to mitigate the effects of hazards, prepare for measures to be taken which will preserve life and minimize damage to property and environment, enhance response during emergencies and provide necessary assistance, and establish a recovery system to return the county and the municipalities to their normal state of affairs.

This plan attempts to define who does what, when, where, and how, in order to mitigate, prepare for, respond to, and recover from the effects of natural disasters, technological accidents, nuclear incidents and other major incidents/hazards.

SITUATION AND ASSUMPTIONS

Situation

1. Lincoln County is located in the most western portion of the Wyoming, it border's Idaho, and Utah. The Population of Lincoln County in 2005 is 15,999 with housing units at 7,763 with 4,069 Squire miles. The southern part of the County is in the high plains, home to major energy and natural recourses, the northern portion of the County is farmland and is surrounded by Bridger Teton National Forrest.

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2. The county is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Potential hazards which may occur in or around the county are, floods, tornadoes, winter storms, civil disorder, earthquakes, dam failure, HAZMAT incident-fixed facility, HAZMAT incident-highway, nuclear incidents, power failure, radiological incident-transportation, subsidence, rural or urban fires and acts of terrorism.
3. Geographical separation of the population centers requires developing plans and procedures that are sensitive to the unique needs of each community while retaining central coordination in order to ensure uniform county wide response and recovery, as appropriate.

Assumptions

1. Lincoln County and its municipalities will continue to be exposed to the hazards identified above as well as others which may develop in the future.
2. Government officials will continue to recognize their responsibilities with regard to the public safety and exercise their authority to implement this emergency operations plan in a timely manner when confronted with real or threatened disasters.
3. If properly implemented, this plan will reduce or prevent disaster related losses.

Limitations

No guarantee is expressed or implied by this plan of a perfect response system. The possibility of local resources becoming overwhelmed is a reality, the participating jurisdictions can only endeavor to make a reasonable effort to respond based on the situation, information and resources available at the time of the disaster.

Not all emergency situations can be foreseen. The community emergency management system must be able to adapt rapidly to unique conditions. This may include multi-jurisdictional situations as well as simultaneous events. No attempt will be made in this document to specify all the possibilities and intricacies associated with disaster which might conceivably develop.

The disaster response and relief activities of government may be limited by:

1. Inability of the general citizenry to survive on their own for more than three days

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without additional supplies of water, food, shelter and medical supplies.

2. Lack of police, fire, emergency medical services and public works response due to damage to facilities, equipment and shortages of personnel.
3. The shortage of critical drugs and medicines at medical facilities.
4. The shortage of trained response personnel and equipment needed to handle a disaster
5. Damage to lifelines, such as roads, rail, utilities and communication networks.
6. Damage to response communication networks, telephone and/or overload of the 9-1-1 system.
7. The delay of arrival of outside assistance from either the state or federal level.
8. The limited number of public safety responders in a rural jurisdiction.
9. There is no guarantee of a perfect response system. Resources may be overwhelmed and response limited.

CONCEPT OF OPERATIONS

General

1. It is the responsibility of government to undertake comprehensive management of emergencies in order to protect life and property and environment from the effects of hazardous events. This plan is based upon the concept that the emergency support functions(ESF) performed by various groups responding to an emergency will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.
2. Within Lincoln County, the County Policy Group will contact Local municipalities Policy Groups and request response resources, which are not available within county government, to manage events that occur in the unincorporated portions of the county. Local government, because of its proximity to these events, has the primary responsibility for emergency management activities. Other levels of government provide resources not available at the local level. When the emergency exceeds local government's capability to respond, assistance from the state government will be requested through the State of Wyoming Emergency Operations Center. The Federal Government will provide assistance and resources to the state where needed. Federal assistance usually is extended to aid in recovery from major disasters.
3. Day-to-day functions which do not contribute directly to response actions to an emergency may be suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of those resources.
4. A comprehensive emergency management plan is concerned with all types of hazards which may develop in the community. As shown below, it is more than an operations plan because it accounts for activities before, during, and after the disaster.

Phases of Management

- Mitigation: Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. It also includes those long-term actions which lessen the undesirable effects of unavoidable hazards.
- Preparedness: Preparedness actions serve to develop the response capabilities needed in the event an emergency should arise. Planning, training and exercises are

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among the activities conducted under this phase.

- Response: Response is the actual providing of emergency services during a crisis. These actions help to reduce casualties and damage, and speed recovery. Response activities include warning, evacuation, rescue, and similar operations.
- Recovery: Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and to provide the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. Examples of recovery actions include restoration of non-vital government services and reconstruction in damaged areas. The recovery period offers an opportune time to institute mitigation measures, particularly those related to the recent disaster.

TASK ORGANIZATION AND RESPONSIBILITIES

General

Most of the departments within county government have ESF's in addition to their normal duties. Consequently, each department is responsible for developing and maintaining its own emergency standard operating procedures (SOP's) to fulfill these responsibilities. Specific responsibilities are outlined under "Task Assignments" and amplified in the ESF annexes, and specific annexes in this plan.

Organization

- Lincoln County: **Policy Group** The Board of County Commissioners.
- Each City: Mayor and Council members or Trustees.
- The Emergency Services **Coordination Group** is composed of the following positions as assigned to the officials (coordinators) listed below:
 1. **Chief of Operations:** the Governor appoints County Office of Homeland Security Coordinator.
 2. **EOC Staff Coordinator:** Selected by the Coordinator of the Lincoln County Office of Homeland Security (LCOHS/EMA).
 3. **Law Enforcement Service:** Lincoln County Sheriff. Local Police Chiefs.
 4. **Fire/Rescue Service:** Fire Chiefs. Lincoln County Fire Warden
 5. **Health/Medical Service:** County Health Officer. Department Heads, and Medical Centers Administrators.
 6. **Shelter/Mass Care Service:** American Red Cross, County LCOHS/EMA Municipal EMA. Local church groups and volunteers.
 7. **Resources Management Service:** County LCOHS/EMA Coordinator.
 8. **County and Municipal Maintenance/Public Works/Engineering Services:** County Maintenance Supervisor. Municipal Maintenance Departments
 9. **Independent School District Services** (as required): Superintendent(s) of Schools.

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10. **Public Utility Services** (as required): Managers of companies that provide natural gas, electricity and telephone services within the county.
11. **Manpower Services** (as required): To be appointed by the LCOHS/EMA Coordinator.

• The **Operations Staff** is composed of the following sections:

1. **Communications/Message Center Section.**
2. **Damage Assessment Section.**
3. **Public Information Section.**
4. **Warning Section.**
5. **Shelter/Evacuation Section.**
6. **Administration Section.**
7. **Transportation Section.**

Note: In the event one or more of the above listed officials is incapacitated or otherwise unable to function, an assistant or deputy will replace them.

Emergency Service Coordinators

Emergency service coordinators are directors of departments within the county and municipal governments and volunteers with functional expertise required to adequately respond to most emergencies. They are responsible for the operation of their departments and/or coordinating their actions with other departments and volunteer agencies to efficiently apply all available resources to the emergency confronting the county/municipalities.

EOC Support and Special Staff

EOC support and special staff members are volunteers who have skills and training in areas needed to provide a total response to an emergency. They may assist the emergency service coordinators in the accomplishment of their duties, perform functions within the EOC to enhance efficiency, or perform critical tasks outside of the scope of government departments.

Task Assignments and Responsibilities

- **Office of Homeland Security Coordinator and Municipal Emergency Management Coordinators** are responsible for:

1. Coordination of all phases of emergency management.
2. EOC communication capability.
3. Public information and education.
4. EOC operation.
5. Comprehensive emergency management planning.
6. EOC staff training.
7. Warning system planning.
8. Damage assessment planning.

- **Sheriff's Office and Police Departments** are responsible for:

1. Maintaining law and order.
2. Traffic control.
3. Access control of restricted areas.
4. Security of vital facilities.
5. Operation of the warning system.
6. Communication system support.
7. Liaison with other law enforcement agencies.
8. Search and rescue operation support.

- **Fire Departments** are responsible for:

1. Fire suppression.
2. Fire prevention and education.
3. Supporting the operation of the warning system.
4. Urban search and rescue operations (USAR).
5. Hazardous materials decontamination.

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6. Hazardous materials operations.
 7. Assisting in damage assessment.
 8. Communication system support.
- County Maintenance Department and Municipal Maintenance Departments are responsible for:
 1. Debris clearance.
 2. Providing engineering advice.
 3. Maintaining roads and bridges.
 4. Assisting with damage assessment of public property.
 5. Assisting in decontamination operations.
 - School District Superintendents for the disaster location are responsible for:
 1. Providing public shelters.
 2. Providing buses for transportation during disaster relief operations.
 - County Corner's Office, when committed, is responsible for:
 1. Collecting, identifying and coordinating interment of deceased victims caused by disaster.
 2. Coordinating funeral home support of disaster operations.
 - Public Health, when committed, is responsible for:
 1. Investigating sanitation conditions and establishing safe standards for crisis relocation, emergency shelter or disaster relief operations.
 2. Coordinating medical support and epidemic control.
 3. Inspecting food and water supplies.
 4. Providing public health education.
 - Office of Homeland Security, when committed, is responsible for:
 1. Providing provisions and funds for emergency aid.
 2. Coordination with the Red Cross and other related agencies.
 - National Guard, when committed, is responsible for assisting in:

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1. Radiological protection.
 2. Law enforcement and traffic control.
 3. Search and rescue operations.
 4. Providing military engineer support and assistance in debris clearance.
 5. Providing logistical support with supply, transportation, maintenance, and food service support.
 6. Providing communication support.
- State and Federal Support is responsible for:
 1. Public welfare assistance.
 2. Financial and Equipment Resources.
 3. Law enforcement.
 4. Health and medical.
 5. Debris clearance.
 6. Information and education.
 - American Red Cross, when committed, is responsible for:
 1. Providing reception, care, food, lodging and welfare assistance throughout Lincoln County.
 2. Coordinating all personnel relief activities for any type disaster.
 3. Operating shelters for disaster relief.
 4. Providing damage assessment of private property.
 5. Providing First Aid Support and blood supply to disaster relief medical operations.
 6. Providing counseling services.
 - Salvation Army is responsible for:
 1. Supporting shelter care operations.
 2. Providing mobile and fixed feeding sites.
 3. Providing case management services and direct aid for disaster victims.

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4. Providing spiritual counseling service.
- Ministerial Alliance/Church Volunteer Groups are responsible for:
 1. Assisting with lodging, feeding and welfare operations in support of disaster relief or relocation.
 2. Assisting with reconstruction efforts.
 3. Providing volunteer manpower.
 4. Providing counseling service.
 - Medical Service Providers are responsible for:
 1. Emergency medical care for disaster victims.
 2. Health care.
 3. Transportation.
 - County Mental Health
 1. Crisis counseling.
 - County and Municipal Clerks
 1. Administrative duties.
 - County Treasurer
 1. Fiscal duties.
 - District Attorney
 1. legal and emergency information services and will act on an advisory committee.
 - County Excise Board and the Lincoln County Associate District Judge
 1. Act with the District Attorney on the Advisory Committee to the Board of County Commissioners.
 - All other County Agencies
 1. Officers and employees of the county government will support and implement this plan as directed by the County Commissioners.

DIRECTION AND CONTROL

- The final responsibility for all emergency management belongs to the elected officials of the County and municipalities who are members of the **Emergency Management Policy Group**. This group is the decision making group for all policy level decisions and is the executive head of the emergency service coordinators and EOC staff. During response operations, the members of the policy group will act in concert and direct the activities of the entire response organization through the EOC emergency service coordinators. They will also be available to constituents to address non-routine matters.
- The LCOHS/EMA Coordinator is responsible for coordinating the emergency management program. He/she makes routine decisions and advises the Policy Group on alternatives when major decisions are required of that body. During emergency operations, he/she is responsible for the proper functioning of the EOC and its staff. The Coordinator also acts as liaison with other local, county, state and federal emergency management agencies.
- Specific persons in departments or agencies are responsible for fulfilling their responsibilities as stated in this Basic Plan and the annexes thereto. Department supervisors will retain control of their employees and equipment during response operations. Standard Operating Procedures (SOPs) are required of each department having responsibilities in this plan. These SOPs must include:
 1. Recall of personnel during non-duty hours.
 2. Prioritization of tasks to guide recovery work.
 3. Procedures to be followed which deviate from normal.
 4. Specific emergency authorities that may be assumed by the designated successor during emergency situations.
- During some periods of an emergency, department supervisors will be required to remain in the EOC and direct their departments from that facility. During any large scale emergency, the EOC will, in fact, become the seat of county government for the duration of the crisis.
- According to the Homeland Security Presidential Directive (HSPD) 5, all agencies, departments and organizations having responsibilities delineated in this EOP will use the **National Incident Management System (NIMS)**. This system will allow proper coordination between local, state and federal organizations.
- The **Incident Command System (ICS)**, as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational

structure. All on-scene management of incidents will be conducted using the Incident Command System.

CONTINUITY OF GOVERNMENT

Succession of Leadership

The line of succession for continuity of government (COG) for Lincoln County is as follows:

- County
 1. Chairman, County Commissioners
 2. Vice Chair, County Commissioners.
 3. County Commissioner
- Municipalities
 1. Mayor
 2. Vice Mayor
 3. Senior Council member or Trustee
- LCOHS/EMA
 1. HLS Coordinator
 2. Deputy Coordinator
 3. Other designee
- Line of succession for each agency/department head is according to the department rules and/or SOP's established by each department.
- Continuity of Operations (**COOP**) will be ensured by identifying alternate locations for each EOC and department command post. Procedures will be developed for the process to determine when to relocate, what staff and equipment is needed and what documentation will be transferred or duplicated.

Preservation of Records

In order to provide normal government operations following a disaster, vital records must be protected. The principal causes of damage to records are fire and water; therefore, essential records will be protected accordingly in the Lincoln County Courthouse or in local safety deposit vaults.

ADMINISTRATION AND LOGISTICS

Emergency Authority

- A summary of existing Wyoming legislation pertaining to emergency management is listed in the Wyoming Homeland Security Act. §19-13-102.
- Provisions for local emergency powers are found in the Wyoming State Statutes and local ordinances which include but are not limited to:
 - a. Declaration of States of Emergency.
 - b. Contracts and Obligations.
 - c. Control of Restricted Areas.
 - d. Liability.

Agreements and Understandings

Should county resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capability. All agreements and understanding will be entered into by duly authorized officials and will be formalized in writing whenever possible.

Reports and Records

Required reports will be submitted to the appropriate authorities in accordance with instructions in annexes to this plan. All records of emergency management activities will be maintained at the EOC.

Relief Assistance

All individual disaster assistance provided by the government will be administered in accordance with policies set forth by the Wyoming Office of Homeland Security (WOHS), and those Federal agencies providing such assistance.

Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the Wyoming Attorney General's Office.

Nondiscrimination

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency management functions. This policy applies to all levels of government, contractors, and labor unions.

Administration and Insurance Claims

Insurance claims are normally handled on a routine basis by the commercial insurance companies and adjustment agencies. Adjusters of private insurance companies are usually dispatched to a disaster area to assist with claim problems.

Management of Manpower (Paid and Volunteer)

Manpower, both paid and volunteer, will be managed by LCOHS/EMA.

Duplication of Benefits

No person will receive assistance with respect to any loss for which he has received financial assistance under any other program or for which he/she has received insurance or other compensation. This also applies to business concerns or other entities.

Use of Local Firms

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms and individuals living or doing business primarily in the areas affected.

Preservation of Historic Properties

The Lincoln County Historical Society will be notified when the Governor declares that a state of

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emergency exists as the result of a disaster.

PLAN DEVELOPMENT AND MAINTENANCE

- The contents of this plan must be known and understood by those people responsible for its implementation. The LCOHS/EMA Coordinator, and municipal emergency management agency (EMA) Coordinators are responsible for briefing staff members and county and municipal officials concerning their role in emergency management and the contents of this plan in particular.
- Department directors are responsible for development and maintenance of their respective segments of this plan and their appropriate supporting SOPs as stated here and set forth in each of the ESF, and Annex.
- The Policy Group will ensure an annual review of this plan is conducted by all officials involved in its execution. The LCOHS/EMA Coordinator will coordinate this review and any plan revision and distribution found necessary.
- The plan will be tested at least once a year in the form of a simulated emergency exercise in order to provide practical, controlled experience to those emergency managers tasked within the plan.

AUTHORITIES AND REFERENCES

Legal Authority

Federal Civil Defense Act of 1950, Pub. L. 81- 920 as amended.

Disaster Relief Act of 1974, Pub. L. 93-288 as amended.

Emergency Management and Assistance, 44 U.S. Code 2.1 (Oct. 1, 1980).

Homeland Security Act of 2002, Pub. L. 107-296.

The Hazard Mitigation Act of 2000

Aviation Transportation Security Act

Enhanced Border Security and Visa Entry Reform Act of 2002

Terrorism Risk Insurance Act of 2002

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Public Health Security and Bioterrorism Preparedness Response Act of 2002

Terrorism Bombings Convention Implementation Act of 2001

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT Act) Act of 2001

Presidential Decision Directive-39 (PDD-39)

Presidential Decision Directive-62 (PDD-62)

Homeland Security Presidential Directive-5 (HSPD-5)

Homeland Security Presidential Directive-7 (HSPD-7)

Homeland Security Presidential Directive-8 (HSPD-8)

Homeland Security Presidential Directive-12 (HSPD-12)

National Incident Management System (NIMS)

National Response Plan (NRP)

Wyoming Homeland Security Act (W.S. Title 19, Chapter 13)

Wyoming Emergency Response Act (W.S. Title 35, Chapter 9)

The National Preparedness Goals

The National Preparedness Guidance

Planning Scenarios

Universal Task List

Target Capabilities Listing Public Law 93-234, as amended, Flood Disaster Protection Act of 1973.

Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Act of 1988, as amended July 1997

Aviation Disaster Family Assistance Act of 1996

All other Public Laws or Executive Orders enacted or to be enacted which pertain to events, emergencies, and disasters.

APPENDIX ONE - EMERGENCY OPERATION CENTERS (EOC)

I. PURPOSE

This annex establishes workable procedures for the development, staffing, and operation of emergency operation center(s) within Lincoln County to coordinate government's response to emergency situations. The center(s) will be activated when the threat of loss of life and/or excessive property damage may occur. This applies to both natural and man-made disasters.

II. CONCEPT OF OPERATIONS

- **General**

An effective Emergency Operations Center (EOC), also referred to as a “Multi-agency Coordination System” in the **National Incident Management System (NIMS)**, is the key to successful response operations. The gathering of persons in authority, along with supporting staff personnel, in one location facilitates the prompt and effective employment of resources. It also enhances the coordination of activities that will ensure all required tasks are accomplished without duplication of effort. The LCOHS/EMA coordinator will activate the EOC and alert those persons designated to occupy EOC positions when a danger is recognized.

III. TASK ORGANIZATION AND RESPONSIBILITIES.

- **General**

There are three (3) parts to the **Direction and Control Organizations**:

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1. **Policy Group**, which is comprised of the County Commissioners and Municipal Officials. This is the group making the highest decisions and/or approvals.
2. **Coordination Group** which is comprised of the major county department/agency heads who will coordinate their efforts and apply the actions most needed to the emergency situation at hand. The majority of these service supervisors or representatives will be located at the EOC. The coordination of activities of the Emergency Services will be under the direction of the Chief of Operations and/or LCOHS/EMA coordinator. Their activities and responsibilities are contained in this plan.
3. **Operations Staff** which is comprised of several staff officers or Officers-in-Charge (OIC) of sections that have many functions that are vital when operating in emergency situations. The functional responsibilities for each OIC will be referred to in this plan. Each OIC will be located in the EOC. He/She will work under the direction of the LCOHS/EMA coordinator and will coordinate with the Coordination Group department or agency heads when necessary.

The EOC may be activated by any policy group member when it appears that any portion of Lincoln County is or may be threatened with loss of life or extensive property damage.

Each department or agency director tasked to serve on the Coordination Group, or his designated replacement, will immediately report to the EOC to direct and coordinate his agency's response to the emergency confronting the community.

The LCOHS/EMA coordinator or designee will maintain and activate the procedures to assemble the EOC staffs.

• **Task Assignments and Responsibility**

1. **Policy Group**
 - a. The elected or legally appointed officials are responsible for the protection of life and property within the boundaries of their jurisdictions.
 - b. The policy group will exercise all normal powers contained in the State of Wyoming Emergency Response Act (W.S. Title 35) Wyoming Homeland Security Act (W.S. Title 19) and local ordinances and resolutions, in performance of direction and control duties for emergencies confronting

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the citizens.

- c. Control of all crisis operations is vested in the policy group and may be delegated to responsible individuals as stated in this plan, or to an appropriate designee as shift arrangements dictate.

2. **Emergency Services Coordination Group**

- a. Chief of Operations (Selected and Appointed by the Policy Group) is responsible for (with assistance by the EOC Staff Coordinator/Deputy):
 - 1. Coordinating EOC staff activities to supply aid to disaster victims or areas.
 - 2. Makes routine decisions and advises the policy group on courses of action and/or decisions required.
 - 3. Responsible for insuring those local agencies who have been assigned primary responsibility for any of the ESF's identified in the National Response Framework (NRF) are available in the EOC to facilitate coordination with the state and federal agencies providing the assistance.
 - 4. Responsible for keeping the EOC in an operational ready state.
 - 5. Assigns qualified people to EOC staff positions and keeps a current roster of the staff.
 - 6. Responsible for developing an alert system and for alerting the policy group and the EOC staff of any impending emergency.
 - 7. Responsible for activating the EOC (after consulting with the policy group if time permits) and recalling the EOC staff.
 - 8. Supervises the EOC Operations staff and coordinates with the Coordination Group to assure timely aid or assistance is rendered to victims of the emergency.
 - 9. Schedules the EOC staff for a two shift, around the clock, operation.
 - 10. Arranges for feeding of the staff.
 - 11. Updates the alert and staff rosters and this Annex at least once each year.
 - 12. Holds briefings for the policy group and the coordination group to

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update their knowledge of the emergency situation.

13. Makes provisions for displaying pertinent information, (major events, damage survey information, requests for assistance, etc.), in the EOC for the policy group and the coordination group.
14. Coordinates with the Policy Group and makes provisions for relocating staff members to an alternate EOC if the primary EOC becomes inoperable.
15. Makes provisions for notifying all agencies involved in the emergency situation, (local, state, federal, and the private sector), that operations have been shifted to the Alternate EOC if the primary EOC becomes inoperable.

b. Resources Coordinator

1. Compile an inventory of personnel, equipment, materials and facilities which may be needed in an emergency. This inventory will constitute the Lincoln County Resource Data Book (LCRDB).
2. Provide manpower, supplies, material and/or equipment required by other coordinators to provide relief to the emergency situation.
3. Ration or establish priority use of critical or scarce resources during any emergency.
4. Maintain records of all expenditures for emergency resources obtained and give them to the appropriate official for disposition.
5. As developed, uses the equipment typing system in accordance with the NIMS guidelines.

3. The EOC Operations Staff

- a. Shall provide technical support and advice to the policy group and coordination group. This staff functions under the supervision of the LCOHS/EMA Coordinator.
- b. The Operations Staff is composed of the following sections. Each requires an OIC and other support personnel.

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1. Communications/Message Center.
2. Damage Assessment.
3. Public Information.
4. Administration.
5. Transportation.
6. Warning/Reporting.
7. Shelter Management and Evacuation.

IV. **CONTINUITY OF GOVERNMENT**

During any large scale emergency the EOC will become the center for all local government control. It will be from this center that all decisions and direction will emanate to the public concerning the emergency. Lines of succession for critical personnel have been established and presented in the Basic Plan.

APPENDIX TWO - ADMINISTRATION AND LOGISTICS

Emergency Operations Centers

1. Primary EOC

a. Location:

The Lincoln County conference rooms are is designated as the Emergency Operations Center(s) for Lincoln County. Municipalities in Lincoln County may establish EOCs in their facilities as required.

b. Facilities in the Lincoln County EOC:

1. The working area includes several work stations and the communication center.
2. Communications equipment necessary for conducting emergency operations is in place.
3. An emergency generator is available at the EOC(s) to provide backup power for operating lights and equipment. Fuel to operate the generator for 24 hours or more is available from the Sheriff's bulk fuel tank.
4. Food facilities at the Lincoln County are adequate to provide food for the EOC staff. Also, restaurants are nearby and food may be catered to the EOC as needed, if the situation permits.

c. Dependent on the type and severity of the situation; the municipal offices and equipment at the town halls, will be available to support emergency operations affecting their cities.

2. Alternate EOC

Should the primary county EOC become unusable, an alternate county EOC will be established at a separate facility as determined by MOUs. Communication equipment will be augmented with any that can be brought from the primary EOC. Radio equipped county-owned vehicles will augment alternate EOC requirements. Nearby restaurants will need to be used for feeding of EOC staff, or food may be catered in as needed.

3. Incident Command Post (ICP)

During emergency operations it may be necessary to set up an incident command post to coordinate response activities at the onsite location. Incident commanders will be responsible for establishing such required command posts.

4. Reports and Records

The type of emergency dictates the reports required.

- Initial Disaster Report: This short report is designed to provide the Wyoming Office of Homeland Security Web EOC with basic information about any emergency situation.
- Events Log: A record of major events and response actions will be compiled by members of the EOC support staff to provide a history of actions taken.
- Other Reports: Additional report forms can be found in the annexes of this plan.

5. Media

News conferences will be held at regular intervals. Media personnel may be allowed into the EOC in small numbers when accompanied by the Public Information Officer.

6. Plan Development and Maintenance

The LCOHS/EMA Coordinator is responsible for the content of this annex and for its currency. All EOC staff members must be familiar with its content.

7. Authority and References

- References

FEMA, Guide for Increasing Local Government Emergency Management Readiness During Periods of International Crisis; State and Local Guide (SLG) 100.

RESPONSE LEVELS

Planning and response actions will be based on the severity of the incident. Identification of plan conditions will provide for some activation to take place automatically, while retaining the necessary control over major commitment of resources at the legislative level.

Response levels may be terminated or reduced at any time by the same authority.

LEVEL 0:

Daily, routine emergency response. Disaster readiness is achieved by the maintenance of twenty-four hour coverage by local emergency services agencies operating on internal procedures.

LEVEL 1:

Unusual occurrences which can be dealt with using existing local resources without outside help (or minimal mutual aid assistance), and which are short term in nature and limited in scope. Incident command is routinely established in the event that the situation expands unexpectedly. A command post will be established, the concept of expanding dispatch can be used or the EOC can be activated Level 1 as a resource coordination center, as appropriate.

LEVEL 2:

Situations which are larger in scope and require the use of mutual aid resource, or special procedures for dealing with the emergency. Single jurisdiction or multi-agency events where broader applications of ICS protocols are required to ensure coordination. A command post will be established if site specific, and the EOC may be activated as appropriate.

LEVEL 3:

Broad scope community emergencies with long term impact representing a significant threat to life, property and/or the environment; requiring a substantial commitment of personnel, equipment and facilities; requiring considerable outside help. Multi-jurisdictional / multi-agency events which require unified command to ensure effective coordination. EOC should be activated to coordinate resources and information.

LEVEL 4:

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Are recovery activities. These activities include long-term reconstruction of public facilities, detailed damage assessment (joint local/state/federal teams), debris clearance, establishment of disaster assistance centers, and community restoration projects.

IMPLEMENTATION OF THE PLAN

LEVEL 1:

The appropriate incident command agency, or the first incident command agency representative on scene, may activate Level 1 protocols under the following guidelines:

- The incident falls within a specific category for activation of unusual occurrence protocols at Level 1 according to the plan.
- The incident is of such nature and scope as to appear to require unique direction and control protocols to ensure effective multi-agency coordination.

LEVEL 2:

The Sheriff/Coordinator of LCOHS/EMA or Chief Law Enforcement officer of the affected jurisdiction may order activation of Level 2 protocols under the following guidelines:

- The incident falls within a specific category for activation of the provisions of this plan at Level 2.
- The incident has occurred, or appears to be imminent based on the best information available, which is of such nature and scope as to require an extraordinary commitment of local emergency response and recovery resources to meet actual or potential community needs.
- The resources made active at Level 1 appear to be inadequate, and acceleration of response is necessary to meet emergency needs.

LEVEL 3:

The legislative body of each jurisdiction affected by the disaster (Board of County Commissioners/Mayors/City Councils) may activate this plan by proclamation of emergency under the following guidelines:

- An incident has occurred, or is clearly imminent based on the best information available, which is a significant threat to life, property or environment, and when such event is of such nature and scope as to exceed the ability of local government to

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respond effectively to the needs of the community without the imposition of emergency powers.

LEVEL 4:

- The legislative body, with the recommendation of either the Incident Commander, Sheriff / Coordinator of LCOHS/EMA or Chief Law Enforcement Officer may terminate the response phase (Level 1, Level 2 or Level 3) and move into a disaster recovery mode when appropriate.

EMERGENCY OPERATIONS FACILITIES

Mobile Command Post (MCP):

Incident command can be facilitated with a Mobile Command Post. The MCP can be used for site-specific direction and control of incidents or it can be used, as appropriate. The Mobile Command Post is maintained by LCOHS/EMA and can be self sufficient. The MCP is equipped with power generation capability.

Expanded Dispatch:

In the event an incident requires additional resource coordination, but does not warrant an EOC opening, dispatch can be expanded by use of OHS/EMA staff, working with the Lincoln County 9-1-1 Communications Center. With the close proximity of the EOC(s) to the Lincoln County 9-1-1 Center(s), the EOC(s) facilities can assist the 9-1-1 Center(s) during this phase.

Staffing Responsibility:

Each participating agency will identify and train personnel in incident command positions as identified in the plan, as appropriate.

STAFFING NOTIFICATION

It is recognized that the need for emergency staff will expand and contract during the various phases of the disaster, with the largest commitment of personnel required during the response phase. Actual staff's alerting procedures are outlined in the LCOHS/EMA Duty Officer Book, and includes the use of pagers and telephones.

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During a major emergency or disaster, it may become necessary to staff the EOC with personnel from varying departments. All Directors, Supervisors, Chiefs and other heads of departments, agencies and local political subdivisions will provide the requested personnel. Staffing for the EOC will include, but not limited to personnel from the following departments:

1. OHS/EMA Staff
2. Law Enforcement - Command-level staff
3. Public works / Road department - Road supervisor
4. Public Health
5. Building department - Administrative assistant
6. Fire services - Command level staff
7. Utilities
8. Public transportation
9. Legislative authorities of affected jurisdictions.
10. EMS and Hospitals.

LEVELS OF ACTIVATION

A. Limited Activation (Expanded Dispatch):

When careful scrutiny of an ongoing emergency is advisable limited activation of the County EOC may be desirable. This is done by using the concept of expanded dispatch. Personnel from LCOHS/EMA will augment the 9-1-1 Communication Center Staff to assist in incident coordination and resource coordination.

B. Full Activation:

As centralized direction, control and coordination of disaster response activities becomes necessary for management of large scale, full disaster operations, activation of the Emergency Operations Center may occur. At this level of operation, all components and sections will be staffed for the duration of the incident, or a period

estimated to be from two days or longer.

EQUIPMENT

1. Two way radios - The Lincoln Co. EOC is equipped with public safety radio communications capabilities. The EOC can communicate on all local public safety frequencies.
2. Amateur radios - The EOC has an amateur radio room with complete radio capability.
3. Telephones - The EOC has a bank of telephones to be used in the event the center is opened. The EOC also has fax capabilities
4. MIS IT - The EOC has internet hook-ups and the WOHS WebEOC.
5. Back-up generator - is located in the County 9-1-1 Communications Center(s) and is tested weekly under load. The generator(s) has a 24 hour fuel capacity.

APPENDIX THREE - WARNING AND PUBLIC INFORMATION

PURPOSE

This appendix provides the structure for immediate dissemination of warnings and alerts to key officials and the general public.

SCOPE

The warning and emergency public information system is to provide for coordination of information released to the news media and the general public in time of crisis along with warnings. These systems are multi-jurisdictional multi-agency process and effect all responding organizations.

ORGANIZATION

WARNING OFFICER:

The Sheriff/Coordinator of LCOHS/EMA (or designee) will act as warning officer for Lincoln County. The Sheriff/Coordinator may designate alternate warning officers, as appropriate.

PUBLIC INFORMATION OFFICER:

Each jurisdiction or agency will define how their information officer is appointed and the scope of their duties. The joint information center concept will be recognized if there is a multi-jurisdictional event.

NAWAS (National Warning System):

The primary NAWAS facility is located in the Lincoln County 9-1-1 center(s). The alternate NAWAS facility is located in the Lincoln County EOC(s).

EMERGENCY ALERTING SYSTEM (EAS):

The EAS can be activated by designated local officials to broadcast official information to the public via local broadcast outlets. LCOHS/EMA Coordinator will designate those officials who are authorized to active EAS.

NOAA WEATHER RADIO:

The National Oceanographic Atmospheric Administration weather alert radio system can be activated by the Warning officer and other locally designated officials.

LINCOLN COUNTY SHERIFFS OFFICE 9-1-1 COMMUNICATION CENTER(S):

Lincoln County 9-1-1 communication center(s) and their paging capabilities will be utilized to disseminate information throughout the public safety community, as appropriate.

OFFICER RESPONSIBILITIES

WARNING OFFICER:

The warning officer is responsible for the rapid dissemination of warnings to key officials and the general public. Twenty-four hour capabilities may be accomplished by the designation of alternate warning officers. The warning officer will use the following facilities:

PUBLIC INFORMATION OFFICER (PIO):

The information officer will be the point of contact for the news media. Responsibilities of the information officer are:

1. Establish a joint information center (JIC) when appropriate.

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2. Prepare information for release to the media and the public.
3. Obtain approval for all releases from the incident commander.
4. Coordinate all news media activities associated with the incident.
5. Coordinate the public information and rumor control process.
6. Monitor news media coverage of the incident.
7. Work with warning officer, as appropriate.

AGENCY RESPONSIBILITIES:

Wyoming Office of Homeland Security (WOHS):

1. Ensuring the receipt and dissemination of significant national and state warning information throughout the state.
2. Coordinating national, state, National Atmospheric and Oceanic Administration or other warnings via the National Alert Warning System (NAWAS) and the Law Enforcement Teletype system (NLETS).

Lincoln County Office of Homelaned Security & Emergency Management (LCOHS/EMA):

1. Prepares and maintains local warning plans, Suggested Operating Procedures and call lists.
2. Coordinates the enhancement and helps maintain county-wide communications capabilities which can be utilized for warning purposes.
3. Is the primary NAWAS answering point.
4. Coordinates with area's primary EAS station,s (KMER-KRSV radio) and ensures that the EAS plan is reviewed and updated, when appropriate.
5. Coordinates Emergency Public Information.

-

The Lincoln County Sheriff's Office 9-1-1 Communication center(s):

1. 24 hour point of contact for warning information for Lincoln County.
2. Act as NAWAS secondary answering point.
3. Disseminate warning information, as appropriate, to:
 - a. Lincoln County Office of Homeland Security & Emergency Management
 - b. Local Police Departments
 - c. All Local Fire Departments
 - d. Wyoming Highway Patrol
 - e. Lincoln County and Star Valley Search and Rescue (SAR)
 - f. All Local EMS Services
 - g. Appropriate administrative and field personnel
4. Test warning systems and devices (daily / weekly depending on the system).
5. Development and implementation of procedures.
6. Training of all essential communications personnel.
7. Maintaining warning point records.
8. Recording communications systems status and advising of deficiencies.

WARNING POLICIES AND OBJECTIVES

State-wide warning fan out will be received by the Kemmerer warning point at the Lincoln County 9-1-1 Communication Center over the National Warning system or the law Enforcement Teletype Access System. Upon receipt of warning or test information the Lincoln County Sheriff's Office in Kemmerer will contact the Afton office, both offices will fan out all warning information via, telephone, and voice radio, as provided in their emergency Standard Operating Procedures.

If there is any national, state, or local incident requiring warning dissemination, the Lincoln County Sheriff's Office or the initial agency contacted, will alert the LCOHS/EMA duty officer. The LCOHS/EMA duty officer will activate the warning procedures, as necessary.

Warning to the general public will be accomplished by all means available including the,

National Weather Service Alert Weather radio system, Emergency Alerting System (EAS) door to door, media, sirens, 2 way radio, paging or any other workable method.

EMERGENCY PUBLIC INFORMATION RESPONSIBILITIES

In the occurrence of a major local, state or national disaster situation affecting Lincoln County, the LCOHS/EMA Coordinator or a designated Public information Office will be responsible for the coordination, preparation and dissemination of all emergency information. Individual responding organizations or agencies, such as the Red Cross, Salvation Army, etc., will speak for their own operations, as they choose. It is not the intent of the PIO to be a spokesperson for all agencies. The PIO's primary purpose is to coordinate information to ensure accurate information is being provided to the public and to monitor rumor control.

In localized emergency which involve a multiple agency response to a specific incident, a Public Information Officer may be assigned as part of the Incident Command Team conducting operations at the scene, normally working from a field command post.

In the event the Emergency Operations Center is activated, a PIO will be assigned to the EOC to coordinate information from PIO's in the field with incident command posts.

The EOC will coordinate information between operations by acting as the information collection point and then disseminating information back out to those operations.

Other emergency public information responsibilities include planning and coordination of procedures with the local media to ensure effective dissemination of emergency information and/or subsequent public instructions.

The PIO will establish an information center (joint, if appropriate) at a location that affords access by the media. The establishment of any type of information center will be incident specific and cannot be predetermined.

For each incident, the command agency will determine the media's official point of contact. The location of this point of contact shall be relayed to all appropriate communications center(s) and the EOC, if opened. During a large scale incident, the legislative authority of the affected political subdivision shall have the opportunity to determine the location of the media's point of contact. They may also allow that authority to remain with the incident commander.

All Agencies:

In a major emergency or disaster situation, the release of all emergency information to the public shall be coordinated as best it can be. The Lincoln County EOC(s) can act as coordination point, as appropriate.

Information concerning localized incidents will be released through the designated Public Information Officer at the scene or by the Incident Commander.

Media:

In a major disaster situation, designated members of the media may be assigned public information responsibilities at the Lincoln County EOC(s) or will function from a field location to provide real time emergency public information or instructions.

In an actual emergency, the LCOHS/EMA Coordinator or the designated Public Information Officer is responsible for:

1. Distribution of information regarding emergency preparedness activities, by all available means.
2. Coordination and dissemination of emergency information and authorized news release to the public.
3. Establishing liaison with neighboring counties and their Public Information Officers in regional disasters, to avoid information overlap.
4. Coordinating incident information between different commands and/or incident locations, when appropriate and disseminating information out to the appropriate commands and incidents.

EMERGENCY PUBLIC INFORMATION POLICIES AND OBJECTIVES

Prior to or during a local emergency, LCOHS/EMA will coordinate the dissemination of emergency information and subsequent instructions to the public, via the local media. Priorities for release to the public include:

1. Presidential Declaration and announcements by federal officials.

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2. Lincoln County and Municipality Governments instruction or announcements.
3. Gubernatorial Proclamations and announcements or other state official announcements.
4. Lincoln County general information on details and progress.
5. Lincoln County information concerns individuals and families or the effects of the emergency on the population and resources.
6. All public information released during an emergency will be coordinated through the Sheriff/Coordinator of the LCOHS/EMA, or a designated Public Information Officer to minimize confusion
7. The Emergency Alerting System and all available local communications and warning systems will also be utilized for disseminating emergency public information.

JOINT INFORMATION CENTER

In large events, or when more than one jurisdiction is impacted by the emergency, a Joint Information Center (JIC) may be established to coordinate the release of information. The designated information officers will equally and cooperatively staff and operate the JIC.

COOPERATION WITH THE JIC

All agencies and organizations involved in emergency response and recovery will contribute their designated information personnel to the JIC in order to ensure accurate information regarding their individual operation is released to the media. All response and recovery agencies are required to cooperate with the JIC to the fullest extent possible regarding the release of any information involving the incident. Each participating agency will assist in providing current information to the PIO/JIC.

DISSEMINATION OF WARNINGS AND INFORMATION TO SPECIAL POPULATIONS

Due to the technical nonsupport from state and federal organizations, there are limited provisions for special dissemination of warnings and information to persons who are hearing or visual impaired. Locally, Emergency Management addresses what these

special needs individuals should do to prepare and emergencies, including receiving warnings.

DISASTER VICTIM INFORMATION SYSTEM

The disaster victim information systems provide for central coordination of casualty lists and other victim information. The disaster victim information system is coordinated by the American Red Cross.

RUMOR CONTROL

The information officer(s) will activate, staff and supervise the rumor control system, if necessary. They will work in coordination with the JIC and other public information systems.

WARNING FAN OUT RESPONSIBILITIES

Warnings can be received in a number of ways. By way of NAWAS, Law Enforcement teletype, field units or the public. Notification will be made by the best way possible (phone, radio or teletype). The following are the fan out responsibilities of local agencies:

Lincoln County Sheriff's Office will notify:

- a. LCOHS/EMA
- b. All Fire Departments
- c. All EMS Services
- d. Lincoln County and Star Valley Search and Rescue
- e. All Local Police Departments
- f. Lincoln County Road and Bridge
- g. Local Hospitals and Health care providers
- h. School districts in Lincoln County

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- i. Any others identified in their warning SOP's

LCOHS/EMA will notify:

- a. Lincoln County Board of Commissioners
- b. Town Mayors and Town Coordinators
- c. Lincoln County public schools
- d. The media, through EAS / EBS
- e. Lincoln County R.A.C.E.S. Coordinator
 - The R.A.C.E.S. Coordinator will activate the R.A.C.E.S. plan and notify personnel.

WARNING SYSTEMS

Emergency Alerting System / Emergency Broadcast System

The primary EBS / EAS stations for the Lincoln County area is KMER (Kemmerer, Opal, Cokeville, LaBarge and outlying areas) or KRSV (Star Valley).

Local activation of the system can be done by:

1. Lincoln County Coordinator/Sheriff Lincoln County.
2. Lincoln County Sheriff, or designee.
3. Legislative authorities of:
 - a. Lincoln County
 - b. Municipalities of Lincoln County

To activate EBS / EAS:

1. Know what you want to tell the public:

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- a. Agency you represent
 - b. Nature of the emergency
 - c. What is expected of the public
 - d. How do you want the public to accomplish this goal. (i.e. if you want them to evacuate, tell them how much time do they have, where should they go and where they should not go.)
2. Contact KRSV/KMER and advise them you want to activate EBS/ EAS.
 3. Tell KRSV/KMER if you want it to go live, taped or live and to have it taped so it can be replayed.

NOAA Weather Alert Radio

To activate the NOAA Weather Alert Radio:

1. Coordinate with LCOHS/EMA
2. Approve script through Incident Commander
3. Contact National Weather Service
4. Advise the Riverton National Weather Service office of who you are and the message you want broadcast to the public.

CodeRED Public Alert System

To activate the CodeRED system:

1. Coordinate with LCOHS/EMA & LCSO
2. Approve script through Incident Commander
3. Activate system
4. Follow up on notification report and assess need for additional notifications

APPENDIX FOUR - ADMINISTRATION

INTRODUCTION

Purpose

To provide guidance to Lincoln County agencies, local jurisdictions, and organizations on administrative matters necessary to support operations during emergencies or disasters, and to preserve vital records.

CONCEPTS OF OPERATIONS

Lincoln County agencies and local jurisdictions or organizations with emergency management responsibilities will establish, maintain, and protect vital records. Department heads are responsible to ensure the preservation of vital records. Methods to preserve vital records include, but are not limited to:

1. Computer backups, kept offsite.
2. Fire proof file cabinets/vaults.

Reports are required from county agencies and local jurisdictions or organizations to provide the legislative authorities, OHS Coordinator, and other officials with information concerning the nature, magnitude, and impact of an emergency or disaster, and for use in evaluating and providing the most efficient and appropriate emergency or disaster response assets and services. Reports required include, but are not limited to:

1. Situation Reports.
2. Request for assistance.
3. Damage Assessment Reports.

Reports will be supplied to the County's Emergency Operations Center (EOC), or other location determined by LCOHS/EMA. It is the responsibility of the Emergency Management Specialists to administer this information and ensure that it is appropriately disseminated.

LCOHS/EMA will use Homeland Security workers as outlined in state law. "Homeland Security Worker" is defined in W. S. 19-13-113 through W. S. 19-13-115, and rules and

regulations concerning workers.

Liability coverage

LCOHS/EMA will obtain a state Incident Number. State incident numbers are assigned to local jurisdictions for all actions taken that are intended to protect life, property, and the environment during the incident period of any given event. They will be used for the duration of the incident and the recovery period.

Equipment and vehicles should only be used by trained, qualified personnel. Personal property not relevant to the mission will not be considered for compensation coverage.

Claims under a state incident number will be coordinated through the Lincoln County OHS.

APPENDIX FIVE - DEFINITIONS

ALOHA *Aerial Location of Hazardous Atmospheres* - Computer program developed by the National Oceanographic Atmospheric Administration (NOAA) for modeling plumes of chemical releases.

ARC *American Red Cross*

CAMEO *Computer-Aided Management of Emergency Operations* - Computer program developed by the National Oceanographic Atmospheric Administration (NOAA) to assist in the management of hazardous materials incidents. Included Response Information Data Sheets (RIDS) which gives information on chemical properties, health hazards, fire hazards, first aid and proper protective equipment.

EOP *Emergency Operation Plan*

LCOHS/EMA *Lincoln County Office of Homeland Security*

LCSO *Lincoln County Sheriff's Office*

DEQ Department of Environmental Quality

DFO *Disaster Field Office* - Local, temporary office established by the Federal Emergency Management Agency (FEMA) to provide a point of contact for programs after a community has suffered a disaster.

DSR *Damage Survey Reports* - Reports to gather information regarding the effects of a disaster. DSR are done and submitted to the State of Washington to determine eligibility for disaster recovery programs.

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DWI Disaster Welfare Inquires - An American Red Cross function for the tracking of displaced citizens after a disaster.

EAS Emergency Alerting System - Replaced the Emergency Broadcast System (EBS) for communicating emergency information electronically to the public via Television and Radio.

EMA Emergency Management Agency – Lincoln County Town(s) Emergency Management

EMS Emergency Medical Service - Medical First Responders, such as basic emergency care and emergency medical technicians.

EOC Emergency Operations Center - Location established for coordination of information and establishment of policy from legislative authorities during a disaster situation. Primary EOC for Lincoln County is located in the Kemmerer Sheriff(s) Office building. Secondary located in Afton Sheriff(s) office building.

EPA Environmental Protection Agency

ESF Emergency Support Functions - Support functions written as part of the overall plan.

Evacuation - The process of moving persons out of an area effected or potentially effected by a disaster situation.

FEMA Federal Emergency Management Agency

HAZ-MAT Hazardous Materials

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HVA *Hazard Vulnerability Analysis* - Analysis to identify hazards an area is vulnerable to.

IC *Incident Commander* - Person in charge of an incident. Usually the senior office on-scene.

ICS *Incident Command System* - Accepted system to manage an incident (functional management). Can expand or contract to the size of an incident.

IPP *In-Place-Protection* - Have persons stay inside during an incident. Used primarily during hazardous materials incidents.

LEPC *Local Emergency Planning Committee* - Made up of local public safety, community members, chemical facility representative, and other to prepare and plan for hazardous materials emergencies. Required under SARA Title 3.

PPE *Personal Protective Equipment*

PSAP *Public Safety Answering Point* - Communication centers where public safety 9-1-1 calls are answered and units dispatched.

RIDS *Response Information Data Sheets* - A section of the CAMEO program and provides information for responders on appropriate actions to take when faced with a hazardous materials incident.

SAR *Search and Rescue*

SARA *Superfund Amendments and Reauthorization Act* - Public law passed in 1986 to require community planning for hazardous material emergencies. Also allows the public

to be provided access to information about chemicals in their community.

SOP *Standard Operating Procedures*

USAR *Urban Search and Rescue* - SAR functions usually occurring after a building collapse or from an earthquake.

WOHS *Wyoming Office of Homeland Security*

W. **S.** *Wyoming State Statue*

APPENDIX SIX - TRAINING AND EXERCISES

I. INTRODUCTION

Purpose

To provide exercise, training, and public education programs to improve the skills of LCOHS/EMA personnel and to ensure maximum readiness for state and local jurisdiction officials, employees, and volunteers assigned emergency responsibilities, as well as, the public.

II. CONCEPT OF OPERATIONS

General

Homeland Security Emergency Management exercises, training and public education are vital to the effectiveness of the comprehensive OHS/EMA plan and its supporting procedures. These activities validate the operational concepts and resource preparations needed to carry out emergency functions.

Training

The training program is designed to enhance proficiency in general OHS/EMA subjects and to train OHS/EMA personnel for their roles under operational plans and procedures. These activities take place at every level of government, as well as, in volunteer organizations and private business.

Exercises and Drills

Exercises are conducted to determine if plans and procedures are operationally sound and to meet mandated requirements. Thorough critiques by participants, controllers, and evaluators identify strengths and weaknesses encountered during the exercise. Changes to plans and procedures are incorporated immediately, if necessary, or in the next review cycle. If an exercise reveals a proficiency problem, training is enhanced to address that need.

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Drills are supervised instruction sessions designed to maintain and develop skills in specified areas. A drill can be part of an exercise.

APPENDIX SEVEN - PUBLIC EDUCATION

Public education programs are a vital aspect of emergency and disaster mitigation, preparedness, response, and recovery. A prepared public is the first line of defense. Public education provides all-hazard awareness and preparedness programs for every facet of the countywide community. These programs will ultimately decrease the number of dead and injured, reduce the demand on emergency and other services and empower people to maintain control over the quality of their lives in times of disaster.

RESPONSIBILITIES

A. General

The LCOHS/EMA Coordinator is responsible for developing and implementing exercise, training, and public education programs to ensure LCOHS/EMA personnel are adequately prepared to meet emergency needs.

Local jurisdictions should conduct annual exercises to validate the effectiveness of their emergency preparedness plans and procedures. Exercises mandated by contract or other requirements may be used to satisfy this requirement.

State and local jurisdiction agencies may request and receive assistance from Wyoming Office of Homeland Security, in the development and implementation of training exercises for state and local emergency management plans. Financial assistance may be available through state OHS from the Federal government.

B. Local Jurisdictions

Determine local training and public education requirements in coordination with WOHS.

Ensure participation of emergency management staff and associated integrated emergency management personnel in professional development training.

Coordinate OHS exercises and training activities with other local agencies.

C. State Agencies

Wyoming Office of Homeland Security maintains overall responsibility for disaster exercise,

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training, and public education.

Other state agencies cooperate with WOHS and the Federal Emergency Management Agency to develop and implement ongoing emergency management training, to facilitate plan and procedure development and evaluation, and to assist OHS/EMA personnel as they carry out their emergency duties and responsibilities.