SPECIAL COUNCIL MEETING
Tuesday, March 22, 2016, 4:30 p.m.
Casper City Hall
Council Chambers

2015 CITY COUNCIL GOALS

	Council Goals Scorecard *Actions to Date*
Downtown - The City of Casper will foster growth and prosperity of the City's core through infrastructure development, creating public spaces and supportive facilities.	**18**
Infrastructure - The City of Casper will create the conditions for economic development by expanding and maintaining its physical assets and equipment, including streets, water lines, parking garages, fire stations, buildings and parks.	**106**
Recreation - The City of Casper will support, maintain and upgrade its current recreational facilities and programs and develop recreational opportunities that provide citizens and visitors with a variety of affordable activities for all ages that serve to enhance quality of life.	**46**

AGENDA

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. MINUTE ACTION

   A. Consent

      1. **Adopting the 2015 Natrona County Emergency Operations Plan as the City of Casper's Emergency Operations Plan.**

4. ADJOURNMENT

March 3, 2016

MEMO TO: V.H. McDonald, City Manager

FROM: Kenneth King, Fire Chief

SUBJECT: Emergency Operations Plan

Recommendation:

That Council, by resolution, adopts the 2015 Natrona County Emergency Operations Plan as the City of Casper's Emergency Operations Plan.

Summary:

Staff is recommending that Council adopt the 2015 Natrona County Emergency Operations Plan. Wyoming State Statutes require that every jurisdiction in the State operate under an existing Emergency Operations Plan. Historically, the City of Casper has, on a regular basis, adopted and worked within the guidelines of the plan. The current Natrona County Emergency Operations Plan includes actions essential to establish legal and organizational basis for emergency operations with all entities throughout Natrona County, Wyoming, in response to any type of disaster or large-scale emergency situation. It assigns broad responsibilities to local government officials, agencies and support organizations for disaster mitigation, preparedness, response, and recovery. Effective use of the plan will ensure that any casualties and property damage will be minimized and that essential services will be restored as soon as possible following a large scale emergency or disaster situation.

At this time, staff is recommending formal adoption of the 2015 County plan.

A resolution has been prepared for Council's consideration.

NATRONA COUNTY

Emergency Operations Plan

2015

The Natrona County Emergency Operations Plan is an all-discipline, all-hazards plan that provides general guidelines and principals for managing and coordinating the overall response and recovery activities before, during and after major emergencies and disaster events that affect all areas of Natrona County.

NATRONA COUNTY
EMERGENCY
MANAGEMENT

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Board of County Commission
Natrona County

NATRONA EMERGENCY OPERATIONS PLAN
PROMULGATION

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

The Natrona County Emergency Operations Plan provides a comprehensive framework for county wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies in Natrona County.

The Natrona County Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of Natrona County government and with the authority vested in me as the Chairman of the Board of County Commission of Natrona County, I hereby promulgate the Natrona County Emergency Operations Plan.

_____

Chairman, Board of County Commission
Natrona County

This plan supersedes the 2012 Natrona County Emergency Operation Plan.

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the incident commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The Natrona County Emergency Operations Plan delegates the Chairman of the Natrona County Board of County Commission authority to specific individuals in the event that he or she is unavailable. The chain of succession in a major emergency or disaster is as follows:

1. (Position Title)
2. (Position Title)
3. (Position Title)
4. (Position Title)

_____
Date

_____
Chairman, Board of County Commission
Natrona County

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NIMS RESOURCE LIST LINK

DISTRIBUTION LIST

Natrona County:

- Board of County Commission
- Legal Department
- Coroner's Office
- Risk Management
- Emergency Management
- Road and Bridge
- Sheriff's Office
- Agriculture Extension Office
- Planning and Building Office

City of Casper:

- Office of the Mayor
- Risk Management
- Police Department
- Public Safety Communications Center
- Fire and EMS Department
- City Manager's Office
- City Attorney
- Metro Animal Control
- Public Services

Town of Bar Nunn:

- Office of the Mayor
- Fire Department
- Emergency Management

Town of Edgerton:

- Office of the Mayor

Town of Evansville:

- Office of the Mayor
- Emergency Management
- Fire Department
- Police Department
- Public Works Department

Town of Midwest:

- Office of the Mayor
- Emergency Management
- Police Department
- Salt Creek Emergency Services

Town of Mills:

- Office of the Mayor
- Emergency Management
- Police Department
- Fire Department
- Public Works Department

Other Agencies:

- American Red Cross
- Army National Guard Liaison
- Bureau of Land Management – Casper Office
- Bureau of Reclamation
- Casper Amateur Radio Club
- Casper College
- Casper Mountain Fire District
- Casper Natrona County Health Department
- Elkhorn Valley Rehabilitation Hospital
- Mountain View Regional Hospital
- Natrona County Fire Protection District
- Natrona County International Airport
- Natrona County School District
- NWS
- Regional Vet Coordinator
- Dr. Schwann
- Wyoming State Forestry – Casper Office
- The Salvation Army
- Wyoming Medical Center
- Elkhorn Rehabilitation Hospital
- Bureau of Reclamation

The Natrona County Emergency Operations Plan is an all-discipline, all-hazards plan that provides general guidelines and principals for managing and coordinating the overall response and recovery activities before, during and after major emergencies and disaster events that affect unincorporated areas of Natrona County. The plan's guidelines are consistent with the standards and principles of the National Incident Management System (NIMS) endorsed by the Department of Homeland Security.

Since each disaster is different in important ways, this plan recognizes that it is impossible to plan for every contingency. ***Highly detailed operational plans are not included in this plan.*** *All-hazards disaster planning is based on the premise that all major emergencies and disaster events present similar consequences. The intent of this plan is to provide Natrona County officials with a basis for the coordinated management of disaster incidents so that impacts to people, property and public services are minimized and normal community conditions can be restored as quickly as possible.*

The Natrona County Emergency Operations Plan consists of three components: (1) a basic plan, which identifies legal authorities, purpose/general concepts, planning assumptions and agency responsibilities, (6) functional annexes and (5) hazard specific appendices.

This plan should be reviewed and updated on a continuing basis. The Natrona County Emergency Management Office is responsible for regularly scheduled plan updates and revisions, with input from Natrona County elected officials and department heads from all incorporated response agencies.

BASIC PLAN

Legal Authorities:

Federal:

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments (P.L. 93-288, as amended by P.L. 100-707).
2. The National Response Plan, December 2004.
3. Homeland Security Presidential Directive 5: Management of Domestic Incidents.
4. Homeland Security Presidential Directive 8: National Preparedness.
5. National Incident Management System (NIMS).

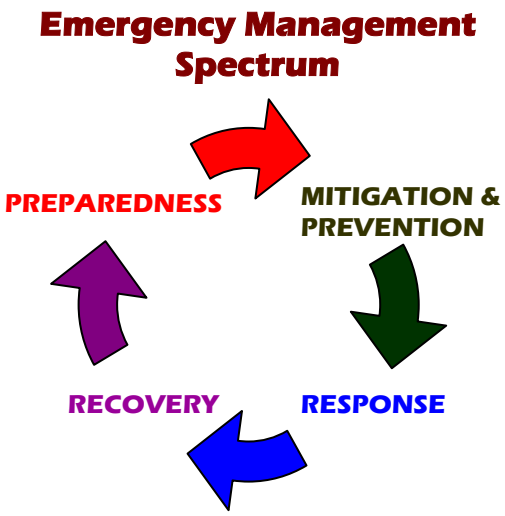
State:

1. Wyoming Homeland Security Act, WSS Title 19, Chapter 13, Wyoming Revised Statutes, 1998 as amended.

Local:

1. Natrona County Resolution No. 105-04 – Resolution adopting the Natrona County Emergency Operations Plan.

Purpose



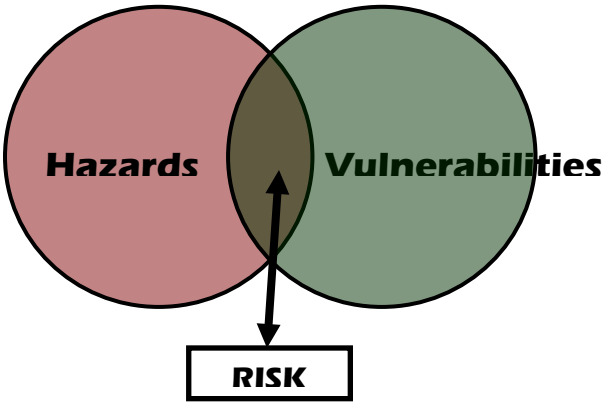
The purpose of the Natrona County Emergency Operations Plan (EOP) is to provide general guidelines and principles for managing and coordinating the overall response and recovery efforts of major emergencies and disaster events in Natrona County.

The Natrona County EOP focuses on an all hazards approach to the Preparedness, Response and Recovery activities that are directly related to an evolving incident or potential incident rather than the highly specialized strategies required for Mitigation and Prevention activities conducted in the absence of a specific threat or hazard.

Hazards + Vulnerability = Risk

NATURAL HAZARDS:

- Earthquake
- Flooding
- Flash Flooding
- Severe Storm
- Wind
- Hail
- Tornado
- Wild land Fire
- Drought
- Power Outages
- Winter Storm
- Disease/Epidemics



MAN MADE HAZARDS:

- Hazardous Material Release
- Technical and Industrial Accidents
- Civil Unrest
- Criminal Acts
- Acts of Terrorism

VULNERABILITES:

- Population including Special Needs
- Critical Infrastructure
- Residential Homes and Businesses
- Economy
- Mental Health
- Environment
- Animal Populations

Natrona County is subject to a wide range of natural and human caused hazards. All of these hazards present some degree of danger to our communities. Risk is the highly variable relationship between hazards and vulnerabilities. Risk that has not been reduced by prevention and mitigation must be addressed through effective preparedness, response and recovery. By basing this plan on a concept of all-hazards preparedness, response, and recovery, it is intended to provide a flexible, effective structure that can readily adapt to the many variables that ultimately shape much of our response and recovery efforts.

General Concepts

Incidents or Disasters may:

- Occur at any time with little or no warning in the context of a general or specific threat or hazard.
- Require significant information sharing across multiple jurisdictions and between public and private sectors.
- Involve multiple, high varied hazards or threats on a local, regional, or national scale.
- Result in numerous casualties, fatalities, displaced people, property loss, disruption of normal life support systems, essential public services, basic infrastructure; and significant damage to the environment.
- Impact critical infrastructures across sectors.
- Overwhelm capabilities of local governments and private sector infrastructure owners and operators.
- Attract a sizeable influx of independent, spontaneous volunteers and supplies.
- Require prolonged, sustained incident management operations and support activities.
- Incidents of mass casualties, mass fatalities (with no apparent cause), hazardous material leaks, and explosions must have consideration of being a man caused possible terrorism incident.

Governmental Concepts:

- The Natrona County EOC may not be adequate, or may be unavailable due to damage, for coordinating disaster response activities for all emergency conditions.
- Close coordination with neighboring jurisdictions as well as intra-county jurisdictions, will be necessary to identify special considerations, secondary threats, damage assessments, and available resources. This coordination may be difficult with normal routes of communication being inoperable.
- Communications systems may be down due to one or more of the following: Destruction or damage to the system, power outages or surges, equipment breakdown, lack of equipment, lack of radio frequencies, inadequate training of personnel, system overloads, telephone systems overload, lack of systems compatibility.
- Public warning systems may be inoperable.
- Some citizens will ignore, not hear, or understand warning of impending disaster broadcast over radio or television and in some areas outdoor warning siren systems. Mobile public address system and door-to-door warnings may be required and take a great deal of time.
- The American Red Cross may not be able to provide all assigned sheltering duties. Spontaneous volunteers may be needed to assist them.
- Close coordination with the Casper Natrona County Health Department will be needed to identify persons with special needs in evacuation areas.
- Local Community Emergency Response Teams (CERT) may be activated to assist during disaster operations.
- Local volunteer groups may be available to assist during disaster operations however, should not be assumed to automatically help.
- Volunteers will be covered for injuries incurred during disaster operations and while working under the direction of the Natrona County Emergency Management Office. The local government also assumes liability for all volunteers working under the direction of the Natrona County Emergency Management Office.
- All on duty emergency services resources will be used up within approximately 10 minutes. This time frame will be longer with smaller disasters but shortages may still occur.
- Called back personnel may not be able to be reached and/or able to report to their normal work location.
- In the event of a major disaster, normal day-to-day operations of governmental administrative offices may have to be suspended.
- Additional personnel will be needed to assist with the administrative workload due to the disaster**.**
- Some vital records may have to be reconstructed, if not protected, after the disaster.
- Governmental offices should take mitigation efforts before any disaster to safeguard vital records and continuity of government and operations.
- Land use regulations and building codes may mitigate the damage effects of many disasters.
- Fast and accurate preliminary damage assessments are vital to effective disaster response activities.
- Higher levels of government will provide assistance in developing reports to support request for disaster declarations.

- Chief Elected Official should consider possibility of closing grocery stores, establishing curfews, limiting automobile use, etc. under the direction of the Policy and Control Group in the EOC.
- Water supplies may be limited.
- Waste processing systems may be inoperable or limited.
- Fuel supplies may be contaminated, limited or non-existent.

Emergency Services:

- Existing emergency service personnel and equipment (i.e. law enforcement, fire, and emergency medical services) may be unable to handle all of the emergency situations during a mass disaster situation due to manpower, training, equipment resource limitations and wide spread damages and debris. Mutual aid agreements should be made both intra-county as well as inter-county with neighboring counties and jurisdictions.
- Ultimate responsibility for providing fire and law enforcement service lies with local governments.
- The responsibilities of fire services in disaster situations are basically the same as in daily operations, with the primary responsibility being firefighting. Fire services will also be involved in rescue operations and hazardous materials including radiological monitoring. Fire Services may also be called upon to supplement warning by assisting law enforcement.
- The responsibilities of law enforcement in disaster situations are basically the same as in daily operations, with the primary responsibility being enforcement of laws and special ordinances/resolutions pursuant to the disaster. However, Law enforcement will be the lead agency for warning and evacuation.
- Private security may be used for non-enforcement activities.

Health and Medical:

- Emergency Medical response is most critical within the first phase of the disaster.
- Jurisdictions may be on their own without Emergency Services for a period of time. Community Emergency Response Teams (CERT) may self deploy to assist in their individual neighborhoods.
- Most jurisdictions will have limited equipment and manpower.
- Most injuries, including minor and severe, will be self-treated.
- Many injured persons will be transported to medical facilities and fire stations by private means.
- There may not be adequate local capability to meet the demands of a disaster situation. Support may be necessary from state and federal resources.

Public Works and Utilities:

- Public works and utility personnel and equipment resources may be limited.
- The use of private contractors should be considered with pre-disaster agreements in place.
- Local contractors may not have adequate personnel/equipment to handle disaster situations.

Top Priorities for Incident Management:

- Save lives and protect the health and safety of the public, responders, and recovery workers.
- Respond to all incidents and emergency utilizing the Incident Command System.
- Ensure security.
- Prevent an imminent incident, including acts of terrorism, from occurring.
- Protect and restore critical infrastructure and key resources.
- Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution.
- Protect property and mitigate damages and impacts to individuals, communities, and the environment.
- Facilitate recovery of individuals, families, businesses, governments, and the environment.

Planning Assumptions

The Natrona County Emergency Operations Plan is based on the following planning assumptions and considerations.

- Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.
- Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS) by use of the Incident Command System (ICS).
- The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations (NGOs) will be required to prevent, prepare for, respond to, and recover from incidents or disasters.
- These agencies, private sector and NGOs may be required to deploy to incidents or disasters on short notice to provide timely and effective mutual aid and/or intergovernmental assistance

Organizational Structure

The organizational structure addresses both site specific incident management activities and the broader county issues related to the incident, such as impacts to the rest of the county. The plan identifies immediate county or regional actions required to avert or prepare for potential subsequent events and management of multiple threats incidents (specifically those that are non-site specific, geographically dispersed, or evolve over a long period of time).

The structure for incident management establishes a clear progression of coordination and communication from the local level to the state level. This example of the Incident Command System structure is diagrammed in Figure 1 on page 11 and Figure 2 on page 12.

Incident Command Post (ICP)

The tactical level, on-scene incident command and management organization is located at the ICP and is responsible for directing on-scene incident management and maintaining command and control of on-scene incident operations. It is typically comprised of designated incident management officials and responders from local agencies, as well as private sector and nongovernmental organizations.

When multiple command authorities are involved, the ICP may be led by a Unified Command, which is comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. In accordance with NIMS processes, resource and policy issues are addressed at the lowest organizational level practicable. If the issues cannot be resolved at that level, they are forwarded up to the next level for resolution.

The ICP is usually located at or in the immediate vicinity of the incident site. The location is selected by the agency having primary jurisdictional authority for managing the incident at this level. Generally, there is one ICP established for each incident. Depending on the number and location of incidents, there may be multiple Incident Command Posts managed by an Area Command.

Natrona County Emergency Operations Center (EOC)

The support and coordination components consist of an emergency operations center (EOC) and multi-agency coordination entities. EOCs provide central locations for operational information sharing and resource coordination in support of on-scene efforts by utilizing the Incident Command System Structure as defined in the EOC Annex .

The Natrona County EOC is presently located on the second floor of the Hall of Justice – 201 N. David. An Alternate EOC location has been identified for the county at the Casper Natrona County Health Department, 475 Spruce Street in the event that the primary EOC is not accessible or uninhabitable.

Natrona County Multi-Agency Coordination Group (MACG)

The Natrona County MACG aids in establishing priorities among the incidents and associated resource allocations, resolving agency policy conflicts, and providing strategic guidance to support incident management activities. This group is made up of County, City and Town department heads and all other outside agency heads with authority to make decisions and commit resources. This group is typically located within the EOC.

Joint Information Center (JIC)

The Natrona County JIC serves as a focal point for the coordination and dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation. The JIC develops, coordinates, and disseminates unified news releases. News releases are cleared through the MACG to ensure consistent messages, avoid release of conflicting information, and prevent negative impact on operations. This formal approval process ensures protection of law enforcement sensitive information. Agencies may issue their own news releases related to their policies, procedures, and capabilities; however, these should be coordinated with the JIC. The JIC is located within the EOC. All agencies and jurisdictions must ensure a trained Public Information Officer is available to report to the JIC during an incident.

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Figure 1: Incident Command Organizational Chart

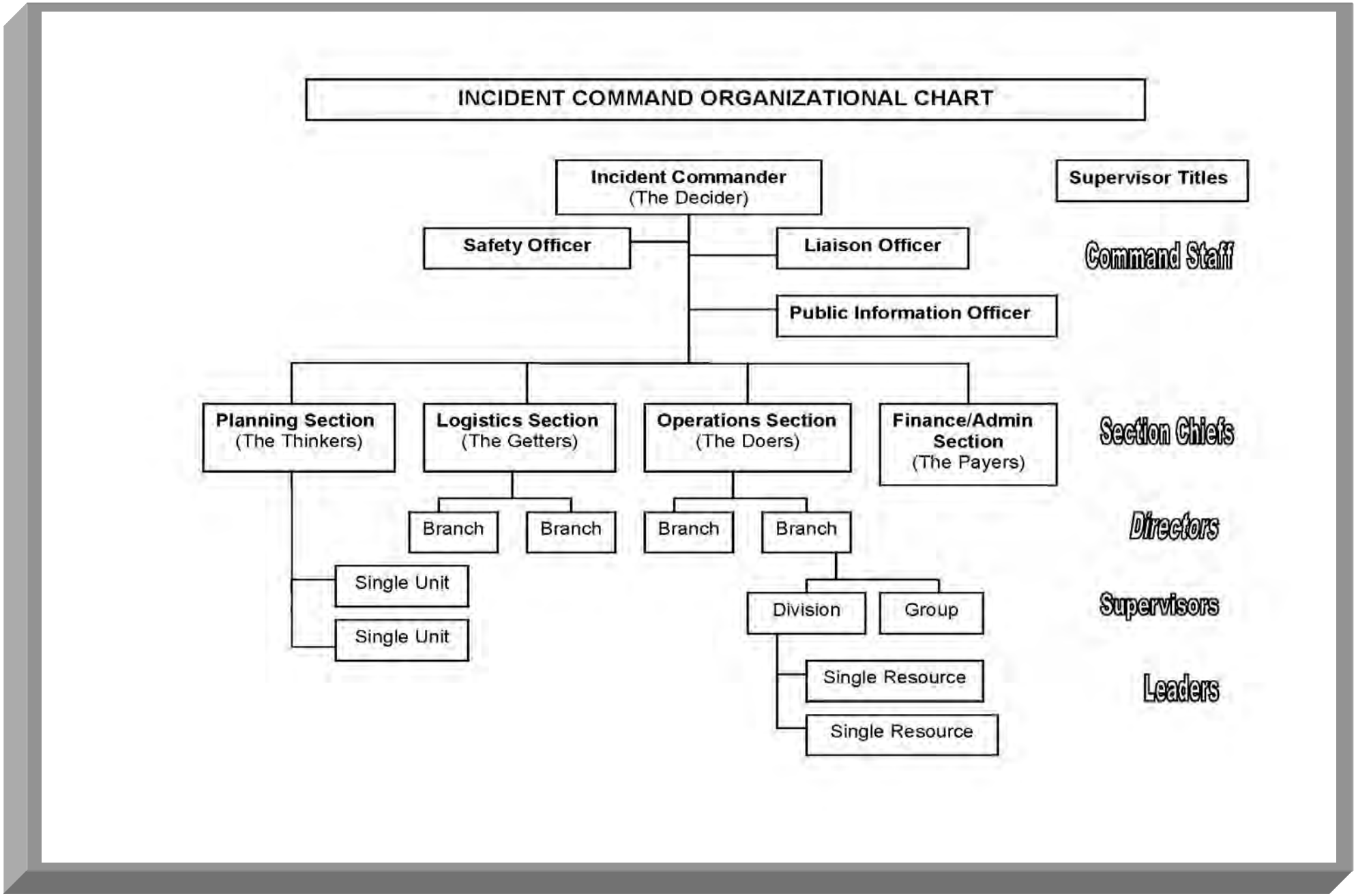


Figure 2 – Structure for Natrona County Emergency Operations Plan Coordination

NIMS Framework

The structure for the Natrona County EOP coordination is based upon the NIMS concept: ICS/ Unified Command on-scene supported by an Area command (if needed), Emergency Operations Center and Multi-agency Coordination Groups.

Coordination Structures

Multi-agency Coordination Group (MACG)

- Strategic Coordination
- Prioritization between incidents and associated resource allocation
- Focal point for issue resolution

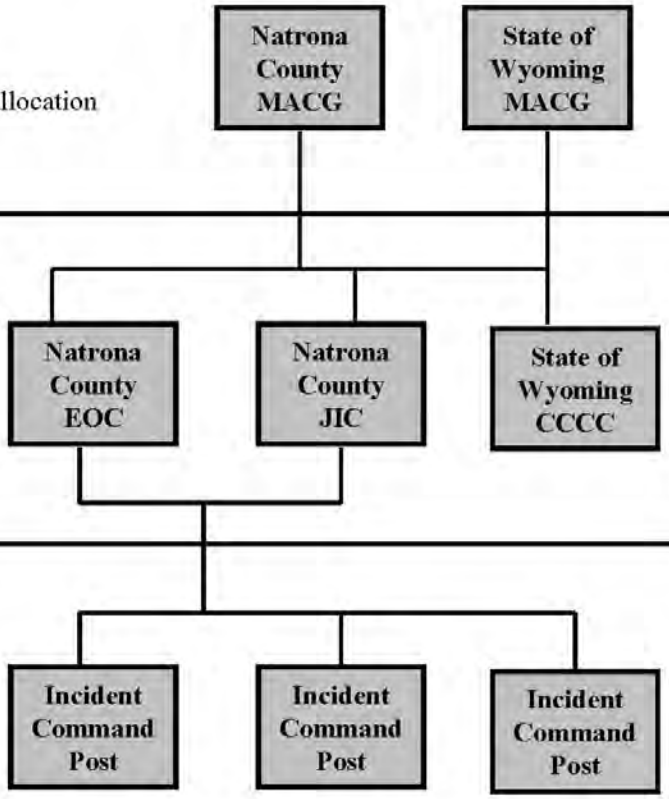
Emergency Operations Center (EOC/JIC)

- Support and Coordination Facility
- Identifying resource shortages and issues
- Gathering and providing information
- Implementing multi-agency coordination entity decisions

Command Structures

Incident Command/Unified Command (IC/UC)

- Directing on-scene incident management



Roles and Responsibilities

ELECTED and APPOINTED OFFICIAL CHECKLIST

PREPAREDNESS:

- ☐ Participate in hazard analysis and identify vulnerabilities in area of government
- ☐ Recommend and/or review suggested local resolutions/ordinances as necessary to mitigate effects of potential or anticipated disasters/emergencies. Provide legal authority and status to persons, departments and agencies carrying out emergency management functions as needed.
- ☐ Coordinate with planning commission to ensure that new constructions do not increase hazard or vulnerability threat.
- ☐ Review emergency staffing plans
- ☐ Establish plans to coordinate the continuation of government activities during emergencies/disasters.
- ☐ Participate in emergency management exercises.
- ☐ Become familiar with NIMS/Incident Command System

RESPONSE:

- ☐ Report to the EOC as requested.
- ☐ Alert and activate, as needed, county personnel
- ☐ Assist with decision making process for response and recovery phase.
- ☐ Institute emergency resolutions/ordinances
- ☐ Sign local disaster declaration.
- ☐ Establish and maintain log of events/actions taken by officials
- ☐ Evaluate situation with coordination of emergency service heads.
- ☐ Work with Emergency Management in activating mutual aid agreements after first using all available local resources.
- ☐ Request state disaster/federal disaster assistance through Emergency Management.
- ☐ Keep in mind priorities: Life safety, Incident Stabilization, and Property Conservation.
- ☐ Re-establishing essential services should be a priority. These include, but are not limited to; Electrical Power, Gas, Phones, roads etc.

SAMPLE DECLARATION

WHEREAS, **Natrona County** suffered damage to roads, bridges, culverts, farmlands, homes, businesses, and other public facilities caused by _____ occurring _____; and

WHEREAS, the cost of cleanup, repair and replacement of such damaged facilities is far in excess of County resources available,

NOW, THEREFORE, BE IT RESOLVED that the Board of Natrona County Commissioners of Natrona County, Wyoming declare this to be a disaster area,

DATED at _____, Wyoming this _____ day of _____, 19_____.

_____
Chairman, County Commissioners

_____
County Commissioner

_____
County Commissioner

ATTEST:_____
County Clerk

COUNTY HEALTH OFFICER CHECKLIST

PREPAREDNESS:

- ☐ Assist with county/community assessment of hazard/vulnerability analysis to identify likely disaster scenarios.
- ☐ Recommend local resolutions/ordinances as necessary to mitigate the effects of potential or anticipated disasters/emergencies.
- ☐ Develop programs and plans for:
  - Immunization
  - Continuous health inspections
  - Specialized training for public and employees for disaster/emergencies
  - Epidemic intelligence, evaluation, prevention, and detection of communicable diseases.
  - Assist with planning on possibility of terroristic threat involving biological and/or chemical incidents
  - Emergency Response Plan to include quarantine.
- ☐ Coordinate health and medical planning with health and medical agencies, Emergency Management Coordinator, and American Red Cross for health issues in sheltering.
- ☐ Provide legal authority and status to persons, departments, and agencies carrying out emergency response functions as needed.
- ☐ Develop and periodically test alerting system for health and medical personnel.
- ☐ Participate in Emergency Management Exercises.
- ☐ Coordinate with other appropriate agencies on plans to prevent and control epidemic disease, prevent contamination of food, water, medicines and other supplies.
- ☐ Prepare mutual aid contracts with other agencies/entities/private organizations
- ☐ Coordinate with Emergency Medical Director, Medical Facilities and Hospital CEO's
- ☐ Train personnel in response roles and use of NIMS/Incident Command System

RESPONSE:

- ☐ Have representative report to the Emergency Operations Center (EOC) if needed.
- ☐ Provide support to other emergency services
- ☐ Establish/Fall within Incident Command System
- ☐ Coordinate with medical on assignment of personnel
- ☐ Coordinate with medical operations for provision of special needs groups, assisting Red Cross with health and medical needs/issues at shelters.
- ☐ Coordinate requisitioning of medical supplies, equipment and drugs.
- ☐ Coordinate with medical on establishment of additional or alternate hospital facilities.
- ☐ Coordinate/order isolation and quarantine if needed.
- ☐ Coordinate with all agencies/jurisdictions with emergency measures to ensure clean water supply and ensure potability and/or issue boil water order if needed.
- ☐ Coordinate with Public Information Officer (PIO) on information on home emergency disinfection of water, solid waste hazards, and action required.
- ☐ Assist with responses to chemical or other toxic materials.
- ☐ Inspection of food establishments providing emergency food, food supplies, water/ice, and medicine supply.
- ☐ Coordinate with County Coroner plans for emergency internment.
- ☐ Provide sampling for laboratory testing of water, food and other supplies.
- ☐ Prepare for post-emergency immunization and health measures.
- ☐ Report to Emergency Council on health and medical service status.
- ☐ Coordinate with Religious Organizations, mental health/counseling organizations and Red Cross for appropriate needs of disaster victims.
- ☐ Maintain status records and prepare situational reports
- ☐ Request Federal Assistance from the Strategic National Stockpile (SNS).

EMERGENCY MEDICAL DIRECTOR CHECKLIST

PREPAREDNESS:

- ☐ Assist with county assessment of hazard/vulnerability analysis to identify likely disaster scenarios.
- ☐ Monitor first responder training for members of the public
- ☐ Recommend local resolutions/ordinances necessary to mitigate the effects of potential or anticipated disasters/emergencies.
- ☐ Develop and test periodically an alerting system for medical personnel.
- ☐ Provide disaster/emergency training for personnel
- ☐ Participate in Emergency Management exercises.
- ☐ Obtain mutual aid agreements intra-county as well as inter-county.
- ☐ Prepare plans dealing with mass casualty events related to disasters.
- ☐ Prepare plans dealing with mass casualty event stemming from a hazardous materials release/terroristic release of biological/chemical intentional release
- ☐ Prepare plans to deal with mass decontamination of patients arriving at facility.
- ☐ Coordinate with County Health department, Hospital CEO, other health facility CEO(s).
- ☐ Be familiar with and train personnel in NIMS/Incident Command System

RESPONSE:

- ☐ Have representative report to Emergency Operations Center (EOC) or other location(s) as needed.
- ☐ Provide damage estimation of medical infrastructure, to Emergency Council.
- ☐ Coordinate with Red Cross and County Health to provide medical services to special needs victims of disaster with provisions for elderly, physically impaired, non-English speaking groups
- ☐ Alert and/or activate Emergency Medical personnel
- ☐ Coordinate assignment of Emergency Medical Personnel
- ☐ Request mutual aid
- ☐ Coordinate with Red Cross on medical care at emergency shelters
- ☐ Maintain Emergency Medical services log and status of manpower, equipment, supplies, drugs and vehicles.
- ☐ Provide situational reports
- ☐ Estimate post-disaster needs
- ☐ Coordinate with other emergency services
- ☐ Establish Incident Command System if event involves facility.

FIRE SERVICES CHECKLIST

PREPAREDNESS

- ☐ Normal fire prevention strategies and inspections
- ☐ Establish mutual aid agreements inter-county as well as intra-county.
- ☐ Keep inventories of equipment, manpower and supplies.
- ☐ Review hazard/risk analysis to determine the community's potential vulnerability;
- ☐ Assess fire station location in relation to hazardous areas, and take appropriate planning steps, as necessary.
- ☐ Coordinate training for fire service members.
- ☐ Coordinate rescue planning and warning with emergency management and law enforcement.
- ☐ Coordinate with water utility for adequate water supply.
- ☐ Coordinate with private utilities for shut down of gas and electricity.
- ☐ Coordinate with public works to ensure debris-removing equipment is available.
- ☐ Review communication capabilities.
- ☐ Participate in Emergency Management Exercises.
- ☐ Ensure radiological monitoring capabilities.
- ☐ Establish alerting system for stations and employees
- ☐ Train personnel in disaster/emergency fire suppression and NIMS/ICS
- ☐ Establish SOPs and/or Disaster/Emergency plan for department and coordination with other fire departments.
- ☐ Coordinate with social service agencies/groups to determine locations any special needs groups (visually impaired, hearing impaired, other handicapped, elderly, non-English speaking, etc.) that may need special consideration during fire operations.

RESPONSE:

- ☐ Have representative report to Emergency Operations Center (EOC) if requested.
- ☐ Coordinate activation of fire services.
- ☐ Verify that communication links are operational
- ☐ Coordinate response and establish operational staging areas, if needed.
- ☐ Prioritize responses
- ☐ Coordinate with law enforcement on rescue, traffic control, reconnaissance, and evacuation.
- ☐ Assist Red Cross on fire safety in temporary lodging facilities.
- ☐ Provide damage assessment of departments' equipment and facilities.
- ☐ Establish "fire watch" if needed.
- ☐ Review effectiveness of fire codes, post-disaster.
- ☐ Activate mutual aid agreements if needed.
- ☐ Keep EOC briefed on status and limitations.
- ☐ Brief EOC on status and limitations of Fire Dept. capabilities
- ☐ Coordinate a rapid and effective response to ensure appropriate assistance/response to special needs groups (visually impaired, hearing impaired, other handicapped, elderly, non-English peaking, etc.)
- ☐ Provide damage estimation information, as available.
- ☐ Submit after action reports and participate in after action debriefings.

LAW ENFORCEMENT CHECKLIST

****Please note: The Sheriff will coordinate law enforcement activities from the EOC during a major disaster. If the emergency is only within one jurisdictional area, the chief law enforcement official responsible for that jurisdictional area shall provide direction and control of law enforcement activities.**

PREPAREDNESS:

- ☐ The Sheriff is the lead law enforcement official for all countywide Disaster/Emergency Operations. When necessary and if requested, the Sheriff will coordinate activities affecting a single jurisdiction with that jurisdiction's Chief of Police.
- ☐ Coordinate rescue planning and warning with fire services.
- ☐ Coordinate with Red Cross on providing law enforcement personnel in shelters, if needed.
- ☐ Establish mutual aid agreements with other inter-county and intra-county law enforcement agencies.
- ☐ Establish evacuation and special contingency planning for law enforcement.
- ☐ Establish evacuation plans (Sheriff) and alternate sheltering area for Natrona County Detention Center inmates and staff.
- ☐ Analyze hazards and determine law enforcement requirements.
- ☐ Identify agencies, organizations, businesses, and citizens capable of providing support services.
- ☐ Identify key and critical facilities requiring special security during an emergency.
- ☐ Provide emergency/disaster training to employees to include NIMS/Incident Command System.
- ☐ Participate in county exercises.
- ☐ Review communications capabilities for law enforcement and supporting agencies.

LAW ENFORCEMENT CHECKLIST (CONT)

RESPONSE:

- ☐ Report to Emergency Operations Center (EOC), if required.
- ☐ Alert law enforcement personnel
- ☐ Check communications and monitor capability
- ☐ Coordinate assistance from other special law enforcement organizations:
    - National Guard
    - Game & Fish
    - Brand Inspectors.
    - Law Enforcement Reserves
    - State Forestry
    - BLM
    - Private Security Forces
    - INS
    - FBI
    - ATF
    - US Marshals

- ☐ Coordinate a rapid and effective response to ensure appropriate assistance/response to special needs groups (visually impaired, hearing impaired, other handicapped, elderly, non-English speaking, etc.)
- ☐ Prioritize response to calls
- ☐ Establish Incident Command System if not previously done.
- ☐ Assist fire services with rescue, traffic control, and reconnaissance missions.
- ☐ Brief Emergency Council on status and limitations of law enforcement capabilities
- ☐ Activate mutual aid agreements
- ☐ Respond with Red Cross to shelters to assist at shelters with law enforcement problems.
- ☐ Coordinate evacuations
- ☐ Maintain log of activities, status of equipment and personnel and damage estimates to equipment.
- ☐ Assist with damage assessments of community
- ☐ Submit after action reports and participate in after action debriefings.

OFFICE OF EMERGENCY MANAGEMENT CHECKLIST

PREPAREDNESS:

- ☐ Coordinate rescue planning and warning with fire services.
- ☐ Establish mutual aid agreements both intra county and with surrounding counties.
- ☐ Establish county evacuation plans
- ☐ Analyze hazards and determine resource requirements.
- ☐ Identify agencies, organizations, businesses, and citizens capable of providing support services.
- ☐ Identify key and critical facilities requiring special security or protection during an emergency.
- ☐ Recommend local resolutions/ordinances as necessary to mitigate the effects of potential or anticipated disasters/emergencies.
- ☐ Provide emergency/disaster training to employees/volunteers to include NIMS/Incident Command System.
- ☐ Coordinate with National Guard manpower, equipment, and communications.
- ☐ Participate in disaster exercises.
- ☐ Coordinate evacuation and special contingency planning with other agencies.
- ☐ Coordinate with County Roads & Bridges/Street Department(s) on plans for prioritizing restoration of utilities and road/street clearance.
- ☐ Review communications capabilities for emergency response and supporting agencies.
- ☐ Coordinate with Warning Point Supervisor (PSCC Supervisor) to ensure systems operability.

RESPONSE:

- ☐ Activation and management of the Natrona County EOC
- ☐ Coordination of resources to support the Incident Command requirements
- ☐ Coordination of mutual aid and outside assistance
- ☐ Conduct and coordinate search and rescue operations.
- ☐ Provision of aviation support to include search and rescue, rapid transportation, and aerial observation
- ☐ Coordination, with the fire departments, of wild land fire suppression in unincorporated areas of Natrona County
- ☐ Activation of the Amateur Radio Emergency Services (ARES) to augment EOC communications, as needed.
- ☐ Emergency situation assessment and recommendations to the County Commissioners and the Sheriff concerning the need for local disaster declarations, evacuation orders, etc
- ☐ Providing situation reports and damage assessment reports for the County Commissioners and the Sheriff
- ☐ Establishment of communications with Wyoming Office of Homeland Security in order to provide situation reports and forwarding requests for state assistance
- ☐ Plan maintenance, training and exercises

RED CROSS AND V.O.A.D. CHECKLIST

PREPAREDNESS

- ☐ Recruit and train personnel to man shelters as shelter managers, nurses, crisis counselors, and other staff as needed.
- ☐ Develop pre-disaster shelter agreements with owners of buildings that could be used for sheltering .i.e. churches, schools, hotels, etc.
- ☐ Develop plan for sheltering other than the use of existing buildings in case all buildings are damaged and unusable.
- ☐ Establish plans with other groups and volunteer organizations active in disasters (VOAD) to assist in providing clothing, food delivery, potable water, etc.
- ☐ These other groups include but are not limited to ;
    - Wyoming Southern Baptist Convention
    - Service Organizations
    - The Salvation Army
    - Religious Organizations
    - Commercial Eating Establishments
    - Fraternal Organizations
    - Department of Family Services
    - Natrona County School District
    - Private Schools

- ☐ Establish a check-in procedure for shelters.
- ☐ Develop sheltering activation plan
- ☐ Coordinate family crises counseling program for victims effected by disaster
- ☐ Exercise internal plans and make appropriate adjustments.
- ☐ Assist in community education programs to have citizens prepare their families, homes and businesses.
- ☐ Participate in community exercises
- ☐ Establish resource listing of facilities that may provide for mass feeding, location of food outlets, and potable water providers.
- ☐ Develop plan to deal with spontaneous volunteers.
- ☐ Work with Sheriff to assist with alternate shelter for inmates housed at Natrona County Detention Center- up to 250 persons.
- ☐ Work with Wyoming Medical Center on sheltering in the case of the Medical Center being evacuated. 200 ambulatory patients. 100 non-ambulatory patients.
- ☐ Work with senior citizen groups on issues of evacuation of seniors both ambulatory and non-ambulatory.
- ☐ Train personnel on use of NIMS/Incident Command System

AMERICAN RED CROSS VOAD CHECKLIST (CONT)

RESPONSE:

- ☐ Activate Disaster Action Response Team(s)
- ☐ Activate shelter in a safe area by request and direction of Natrona County Emergency Management Office or Emergency Council.
- ☐ Staff Shelter and reception area.
- ☐ Have a representative report to the EOC if activated and requested.
- ☐ Coordinate with EOC and law enforcement to ensure routes to shelters are marked and appropriate traffic control is established.
- ☐ Work within ICS in assisting PIO(s) to disseminate proper information.
- ☐ Provide food, water, crisis counseling to victims and coordinate with other agencies to assist in these services.
- ☐ Establish documentation of all costs, listing of victims sheltered, and sheltering situational status reports to EOC.
- ☐ Assist with special needs sheltering. I.E. Wyoming Medical Center evacuation/Natrona County Detention Center/Senior Citizens both ambulatory and non-ambulatory persons.
- ☐ Coordinate with emergency services for return of evacuees to their homes.
- ☐ Assist with coordinating facilities for disaster assistance centers.

PUBLIC WORKS, UTILITIES, AND ENGINEERING CHECKLIST

The above includes city, town, and county engineers; Municipal public works; Wyoming Department of Transportation; County Parks, Roads and Bridges; and Privately owned utility companies.

PREPAREDNESS:

- ☐ Participate in hazard analysis and identify vulnerabilities in public works.
- ☐ Identify local private contractors who can provide support during emergencies.
- ☐ Recommend local resolutions/ordinances as necessary to mitigate effects of potential or anticipated disasters/emergencies. Provide legal authority and status to persons, departments and agencies carrying out emergency management functions as needed.
- ☐ Work with planning commission to ensure that new constructions do not increase hazard or vulnerability threat.
- ☐ Coordinate Public Works planning and the establishment of mutual aid agreements/letter of understanding for Public Works.
- ☐ Maintain public works resources inventory for the county
- ☐ Coordinate training for public works personnel in emergency procedures.
- ☐ Review emergency staffing plans.
- ☐ Coordinate establishment and testing of an alerting system for public works and utilities.
- ☐ Review equipment status:
    - Spare parts.
    - Fuel.
    - Communications
- ☐ Coordinate with fire services (County Fire Warden) to determine water supply needs.
- ☐ Participate in Emergency Management exercises.
- ☐ Ensure that storm sewers are in good repair.
- ☐ Establish debris removal plan
- ☐ Train personnel on establishing/use of NIMS/Incident Command System
- ☐ Ensure that adequate barrier and roadblock materials and equipment are available.
- ☐ Review and update all utility and public works maps of jurisdiction.
- ☐ Secure all equipment against damage.
- ☐ Place standby equipment in operational readiness.
- ☐ Coordinate communications procedures with EOC
- ☐ Review contingency plans and coordinate with other agencies and volunteer groups
- ☐ Develop procedures to expedite condemnation proceedings in the event of a disaster.
- ☐ Coordinate with WYOWARN on resource needs

PUBLIC WORKS, UTILITIES, AND ENGINEERING CHECKLIST (CONT)

RESPONSE:

- ☐ Report to EOC as requested.
- ☐ Alert and activate, as needed, public works and utilities personnel. Provision of personnel and heavy equipment in support of search and rescue operations
- ☐ Coordinate actions of all public works and utilities departments with other emergency services.
- ☐ Repair and maintain all roads and facilities within the county. Restoration of damaged county roads and bridges and other related infrastructure
- ☐ Repair and maintain streets, power, water, gas, and sewage systems in jurisdiction.
- ☐ Removal of debris, clearance of public right-of-ways, and planning for street/road recovery operations, with priority assigned to critical emergency services access.
- ☐ Provision of transportation services in support of emergency response and recovery efforts (movement of county personnel, equipment and supplies).
- ☐ Provision of fuel and vehicle support.
- ☐ Provision of personnel, equipment, supplies and materials for flood control and flood hazard mitigation measures
- ☐ Ensure debris and refuse is removed. Debris should not be taken from private or public property until the damage assessment is completed. The exception being if the debris poses a health hazard as prescribed by County Health Officer or as a hazard designated by city or county engineer.
- ☐ Document damage prior to debris removal.
- ☐ Brief EOC on public works and utility status.
- ☐ Establish a repair and maintenance area for mutual aid and support equipment.
- ☐ Establish and maintain a log of activities and other required or appropriate records.
- ☐ Evaluate situation and prioritize public works and utilities response.
- ☐ Ensure garbage and solid waste collection/disposal. Coordinate with County Health Officer.
- ☐ Coordinate with Fire Warden for fire services water needs.
- ☐ Ensure adequate/necessary water supplies. Coordinate with County Health Officer to ensure water is potable, and for decontamination purposes.
- ☐ Coordinate with law enforcement and fire services evacuation procedures and cordon control as appropriate.
- ☐ Coordinate repairs and recovery of vital facilities, including city, county and state roads and bridges and public utilities.
- ☐ Brief Emergency Operations Center on public works and utilities status.
- ☐ Provide damage assessment information for damaged county roads and bridges and other related infrastructure.
- ☐ Coordinate provision of utilities to temporary housing sites as approved by the Multi-Agency Coordination Group (MACG).

NATRONA COUNTY CLERKS OFFICE

RESPONSE:

- ☐ Issuance of legal permits/documents, i.e. burial permits, death certificates, etc.
- ☐ Repository for all recorded official county documents and files.

NATRONA COUNTY PLANNING DEPARTMENT

RESPONSE:

- ☐ Provision of personnel for structure and facility inspections to determine safety of individual structures (commercial, residential and public) and to identify needed repairs/implementation of condemnation procedures.
- ☐ Participation in long-term disaster recovery and hazard mitigation planning to ensure the compatibility of redevelopment plans and hazard mitigation measures with the comprehensive county land use plan and other relevant plans.

Additional Available Resources

Non-governmental Organizations (NGO's)

Nongovernmental organizations (NGOs) collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources.

The National Voluntary Organizations Active in Disaster (NVOAD) is a consortium of more than 50 recognized national organizations of volunteers who are active in disaster relief. Such entities provide significant capabilities to incident management and response efforts at all levels. Examples of VOAD Agencies include but are not limited to: The Salvation Army, Citizen Corps Volunteers, American Red Cross, Religious Groups, etc.The private sector coordinates with the government sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from incidents or disasters.

Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause. In the case of an incident or disaster, these private-sector organizations are expected to mobilize and employ the resources necessary and available in accordance with their plans to address the consequences of incidents at their own facilities or incidents for which they are otherwise responsible. Local government should maintain ongoing interaction with the critical infrastructure and key resources industries to provide coordination for prevention, preparedness, response, and recovery activities. When practical, or when required under Federal law, private-sector representatives should be included in planning and exercises. The government may, in some cases, direct private-sector response resources when they have contractual relationships, using government funds.

Citizen Involvement

Strong partnerships with citizen groups and organizations can provide support for incident management prevention, preparedness, response, recovery, and mitigation.

Citizen Corps brings these groups together and focuses efforts of individuals through education, training, and volunteer service to help make communities safer, stronger, and better prepared to address the threats of terrorism, crime, public health issues, and disasters of all kinds. Natrona County has an established Citizen Corps Council and established Citizen Corps Programs to include the Community Emergency Response Team Program (CERT) and the Medical Reserve Corps Program (MRC).

Emergency Support Functions (ESF)

The Natrona County Emergency Operations Plan applies an all-hazards functional approach that groups the capabilities of local departments and agencies into Emergency Support Functions (ESF) to provide the planning, support, resources, program implementation, and emergency services that are most likely to be needed during incidents or disasters. The response to actual or potential incidents/disasters is typically provided through a full or partial activation of the ESF structure as necessary.

Each ESF is composed of primary and support agencies. The Natrona County Emergency Operations Plan identifies primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area.

The resources provided by the ESFs reflect the resource kind and type categories identified in the National Incident Management System (NIMS). The scope of each ESF is summarized in Figure 2 (page 28). ESFs are expected to support one another in carrying out their respective roles and responsibilities.

FIGURE 2: Emergency Support Functions

ESF	Scope
ESF #1 – Transportation	**Civil transportation support** **Restoration/recovery of transportation infrastructure** **Movement restrictions** **Damage and impact assessment**
ESF #2 – Communications	**Coordination with telecommunications industry** **Restoration/repair of telecommunications infrastructure** **Protection, restoration, and sustainment of info. Resources**
ESF #3 – Public Works and Engineering	**Infrastructure protection and emergency repair** **Infrastructure restoration** **Engineering services, construction management** **Critical infrastructure liaison**
ESF #4 – Firefighting	**Firefighting activities** **Resource support**
ESF #5 – Emergency Management	**Coordination of incident management efforts** **Management of Emergency Operations Center (EOC)**
ESF #6 – Mass Care, Housing, and Human Services	**Mass Care** **Disaster housing** **Human Services** **Sheltering**
ESF #7 – Resource Support	**Resource support (facility space, office equipment and supplies, contracting services, etc.)** **Financial Management**
ESF #8 – Public Health and Medical Services	**Public Health** **Medical (EMS and Hospitals)** **Mortuary services** **Mental Health**
ESF #9 – Search and Rescue	**Life-saving assistance**
ESF #10 – Hazardous Materials Response	**Hazardous materials response (CBRNE)** **Environmental safety** **Short-and long-term cleanup**
ESF #11 – Agriculture	**Nutrition Assistance** **Animal and plant disease/pest response** **Food safety and security**
ESF #12 – Energy & Public Utilities	**Energy infrastructure assessment, repair, and restoration** **Energy industry utilities coordination** **Energy forecast**
ESF #13 – Public Safety and Security	**Warnings – Notifications – Evacuations** **Facility and resource security** **Security planning and technical and resource assistance** **Public safety/security support** **Support to access, traffic, and crowd control** **Law Enforcement**
ESF #14 – Long Term Community Recovery And Mitigation	**Social and economic community impact assessment** **Long-term community recovery assistance to local governments, and the private sector** **Mitigation analysis and program implementation**
ESF #15 – External Affairs	**Emergency public information and protective action guidance** **Media and community relations** **Support to on scene incident management**

ESF Roles and Responsibilities

Primary Agencies

A local agency designated as an ESF primary agency serves as a local executive representative to accomplish the ESF mission. When an ESF is activated, the primary agency is responsible for:

- Orchestrating local support within their functional area for an affected jurisdiction
- Provide staff for the operations functions at fixed and field facilities
- Notifying and requesting assistance from support agencies
- Managing mission assignments and coordinating with support agencies,
- Working with appropriate private-sector organizations to maximize use of all available resources
- Supporting and keeping other ESF and organizational elements informed of ESF operational priorities and activities
- Executing contracts and procuring goods and services as needed
- Ensuring financial and property accountability for ESF activities
- Planning for short-term and long-term incident management and recovery operations
- Maintaining trained personnel to support interagency emergency response and support teams

Support Agencies

When an ESF is activated in response to an incident, support agencies are responsible for:

- Conducting operations, when requested by the designated ESF primary agency, using their own authorities, subject-matter experts, capabilities, or resources.
- Participation in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first responder standards.
- Assisting in the conduct of situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by the ESF primary agency.
- Participation in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.
- Providing information or intelligence regarding the agency's area of expertise.

PRIMARY AND SUPPORT DESIGNATIONS

Designation of Natrona County Primary and Support agencies

Emergency Support Functions (ESF)															
Dept./Agency	#1 Transportation	#2 Communications	#3 Public Works & Engineering	#4 Firefighting	#5 Emergency Management	#6 Mass Care, Housing, Human	#7 Resource Support	#8 Public Health and Medical	#9 Search and Rescue	#10 Hazardous Mat. Response	#11 Agriculture	#12 Energy and Public Utilities	#13 Public Safety & Security	#14 Community Recovery &	#15 External Affairs
BOCC	S	S	S	S	S	S	S	S	S	S	S	S	S	P	P
County Administration	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Assessor							S							S	S
County Attorney					S		S						S	S	S
Emergency Management	P	S	S	U	P	P	P	S	S	U	S	U	S	S	S
Sheriff	S			S	S		S		P	U	S	S	P	S	S
Bldg & Planning			S		S		S						S	S	S
Public Health/Environment					S	S	S	P		S	S		S	S	S
Coroner					S		S	S					S	S	S
Public Relations	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Information Systems		U			S		S						S	S	S
Finance					S		S							S	S
Human Services					S	S	S						S	S	S
Road & Bridge			U		S		S		S			S	S	S	S
County Engineer			U		S		S					S		S	S
Human Resources					S		S							S	
ARES		S			S		S							S	
Red Cross	S				S	P							S	S	
VOAD	S				S	S	S						S	S	
Public Utilities					S		S					U		S	
Local, State and Federal Agencies	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Hospitals					S		S	S						S	
PSCC	S	U	S	S	S	S	S	S	S	S	S	S	S	S	S
Private Sector Resources			S	S	S		S		S	S	S	S		S	S
School Districts	S				S	S	S							S	
Extension Office					S		S				P			S	
Fire Districts /Dept.		S		U	S		S	S	S	U			S	S	S
NWS	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S

P = ESF Primary Agency ***U = ESF Unified Agency*** ***S = ESF Support Agency***

Note: Unless a specific component of a department or agency is the Primary Agency, it is not listed in this chart. Refer to the ESF Annexes for detailed support by each of these departments and agencies.

ESF #1: Transportation

Definition: Provides for coordination, control and allocation of transportation assets in support of the movement of emergency resources including the evacuation of people, and the redistribution of food and fuel supplies.

Activation Process: Natrona County Emergency Management will activate this ESF to meet known or anticipated transportation needs during disaster response and recovery operations.

Lead Agency: Emergency Management.

Supporting Agencies: BOCC, County Administration, Sheriff's Office, Public Relations, Red Cross, VOAD, Local, State and Federal Agencies, PSCC, School Districts.

Roles and Responsibilities: Notify, order, track and document transportation resources used in support of emergency and disaster response and recovery operations. Coordinate with other ESFs as needed.

ESF #2: Communications

Definition: Provides communications, IT support and data products to response and recovery efforts of first responders and county agencies. Provides emergency warning information and guidance to the public. Facilitates the requirements and resources needed to provide for backup capability for all means of communication.

Activation Process: The Public Safety Communications Center Director will activate this ESF for communications services. The Information Systems Director will activate this ESF to meet known or anticipated information technology services, GIS services and computer support needs during disaster response and recovery operations.

Lead Agency: Natrona County Public Safety Communications Center and Information Systems Department.

Supporting Agencies: BOCC, County Administration, Emergency Management, Public Relations, Amateur Radio Emergency Services (ARES), Local, State, and Federal Agencies, Fire Districts/Departments.

Roles and Responsibilities: Coordinates and supports telecommunications requirements during an emergency and disaster response and recovery operations. The Natrona County Public Safety Communications Center has authority to activate two separate warning systems; or the Emergency Alert System (EAS) to effectively notify and warn citizens and the Emergency Outdoor Warning Sirens. Incident communication actions are consistent with the template established in the National Incident Management System (NIMS). Coordinate with other ESFs as needed.

ESF #3: Public Works and Engineering

Definition: Evaluate, maintain and restore public roads, bridges and drainage. Support private sector access in support of the restoration of critical private infrastructure (i.e., electrical, gas, communications and water lines). Debris Management: Provide for debris clearance, roads, highways and bridge repairs, engineering, construction, repair and restoration of essential public works systems and services, and the safety inspection of damaged buildings.

Activation Process: The Natrona County Road and Bridge Director will activate this ESF to meet known or anticipated needs for public works and engineering support during disaster response and recovery operations.

Lead Agency: Natrona County Road and Bridge Department and the County Engineer.

Supporting Agencies: BOCC, County Administration, Emergency Management, Building and Planning, Public Relations, Local, State and Federal Agencies, Public Safety Communications Center, Private Sector Resources.

Roles and Responsibilities: Provide public works and engineering expertise, staff, equipment and materials in support of emergency and disaster response and recovery operations. Coordinate with other ESFs as needed.

ESF #4: Firefighting

Definition: Provides for fire fighting resource mobilization and deployment; leads in coordinating all resources to combat urban and wild land incidents; provides incident management teams to assist on-scene incident command and control operations.

Activation Process: The Natrona County Emergency Management Office will activate this ESF thru coordination with Casper Fire and EMS, Natrona County Fire Protection District, Casper Mountain Fire District, Mills Fire Department, Evansville Fire Department, Salt Creek Emergency Services, the County Fire Warden, other volunteer fire resource units and the state and federal fire agencies within the county, to meet known or anticipated fire fighting needs during disaster response and recovery operations.

Lead Agency: Emergency Management, Fire Districts/Departments.

Supporting Agencies: BOCC, County Administration, Sheriff's Office, Public Relations, Local, State and Federal Agencies, Public Safety Communication Center, Private Sector Resources.

Roles and Responsibilities: Support wild land field operations through a close coordination with local, state and federal fire agencies. Coordinate fire fighting resources in support of emergency and disaster response and recovery operations that may not be directly fire related. Coordinate with other ESFs as needed.

ESF #5: Emergency Management

Definition: Provides for the overall management and coordination of the county's emergency operations in support of local response agencies and jurisdictions. Activates the County Emergency Operations Centers as needed. Collects, analyzes, and disseminates critical information on emergency operations for decision making purposes. Identifies the roles and responsibilities of county government in coordinating mutual aid, state, and federal assistance.

Activation Process: Natrona County Emergency Management will activate this ESF to meet known or anticipated emergency management needs during disaster response and recovery operations.

Lead Agency: Emergency Management.

Supporting Agencies: BOCC, County Administration, County Attorney, Sheriff's Office, Building and Planning, Public Health/Environment, Coroner, Public Relations, Information Systems, Finance, Human Services, Road and Bridge, County Engineer, Human Resources, ARES, Red Cross, VOAD, Public Utilities, Locan, State and Federal Agencies, Hospitals, Public Safety Communication Center, Private Sector Resources, School Districts, Extension Office, Fire Districts, Departments.

Roles and Responsibilities: Serves as support for all local departments and agencies across the spectrum of incident management from preparedness to mitigation to response and recovery. Facilitates information flow in the pre-incident phase in order to place assets on alert or to pre-position assets for quick response. Provides the informational link between the County EOC and the State EOC. Maintains the ability through mutual aid requests to provide surge capacity to perform essential emergency management functions on short notice and for varied duration. Coordinates participation of departments and agencies in the incident action planning process

ESF #6: Mass Care, Housing and Human Services

Definition: Manages and coordinates sheltering, feeding, first aid, and special human needs, to include critical child and adult protection situations, for disaster victims. This assistance may continue well after the emergency phase of the response. Will assist in the coordination and management of volunteer resources.

Activation Process: Natrona County Emergency Management, in concert with the Casper Natrona County Health Department, Red Cross, Salvation Army and VOADs, will activate this ESF to meet known or anticipated mass care needs during disaster response and recovery operations.

Lead Agency: Emergency Management.

Supporting Agencies: BOCC, County Administration, Public Health Department/Environment, Public Relations, Human Services, Red Cross, VOAD, School Districts, Local, State and Federal Agencies, Public Safety Communication Center and School Districts.

Roles and Responsibilities: Provide mass care resources used in support of emergency and disaster response and recovery operations. Coordinate with other ESFs as needed.

ESF #7: Resource Support

Definition: The effective coordination of all resources used in support of emergency and disaster response and recovery operations. Facilitates logistical and resource support, other than funds, to local emergency recovery efforts, including personnel, equipment, supplies, and similar items not included in other ESFs

Activation Process: Natrona County Emergency Management will activate this ESF to meet known or anticipated resource needs during disaster response and recovery operations.

Lead Agency: Emergency Management.

Supporting Agencies: BOCC, County Administration, and all other County agencies and departments, local, state, federal and private sector resources.

Roles and Responsibilities: Secures resources through mutual aid agreements, volunteer organizations, and procurement procedures for all ESFs as needed. Provides for coordination and documentation of personnel, equipment, supplies, facilities, and services used during disaster response and initial relief and recovery operations. Support effective reception and integration of augmentation resources. Coordinates with other ESFs as needed.

ESF #8: Public Health and Medical Services

Definition: Provides on-scene triage, first aid, life support, and transportation of the injured. Coordinates with local hospitals to ensure timely and appropriate delivery of injured to primary care facilities. Ensures provision of comprehensive medical care to disaster victims (including veterinary and/or animal health issues), supplements and supports disrupted or overburdened local medical personnel and facilities, and relieves personal suffering and trauma. Initiates Mass Casualty response as appropriate.

Public Health and Environment: Mobilizes trained health and medical personnel and other emergency medical supplies, materials and facilities. Provides public health and environmental sanitation services, disease and vector control.

Activation Process: The Casper Natrona County Health Department, in concert with local EMS providers and hospitals, will activate this ESF to meet known or anticipated public health and medical service needs during disaster response and recovery operations.

Lead Agency: Casper Natrona County Health Department.

Supporting Agencies: BOCC, County Administration, Emergency Management, Coroner, Public Relations, Local, State and Federal Agencies, Wyoming Medical Center, Mountain View Hospital, Elkhorn Valley Rehabilitation Hospital, Emergency Medical Director, Local, State and Federal Agencies, Public Safety Communication Center, Fire Districts/Departments.

Roles and Responsibilities: Provide timely triage, treatment and transportation of the injured in coordination with EMS agencies and private sector hospitals. Mobilizes regional, statewide and/or federal health and medical resources. Coordinates with other ESFs as needed.

ESF #9: Search and Rescue

Definition: Search and Rescue rapidly deploys local resources to provide specialized life-saving assistance in a disaster or large event. Activities include locating, extricating, and providing onsite medical treatment to victims trapped in collapsed structures. Also provides resources for ground, water, and airborne activities to locate, identify, and remove persons lost or trapped from a stricken area.

Activation Process: The Natrona County EMA Office will activate this ESF to request regional, state or federal SAR/USAR resource needs during disaster response and recovery operations.

Lead Agency: The Natrona County Sheriff's Office

Supporting Agencies: BOCC, County Administration, Emergency Management, Public Relations, Road and Bridge, Local, State, and Federal agencies, Public Safety Communication Center, Private Sector Resources, All Jursidictional Fire Districts/Departments.

Roles and Responsibilities: Coordinate the timely request, reception, and integration of local, state and federal SAR/USAR resources and task forces used in support of emergency and disaster response and recovery operations. These task forces are staffed primarily by local fire department and emergency services personnel who are highly trained and experienced in collapsed structure search and rescue operations and possess

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ESF #10: Hazardous Material Response and Recovery

Definition: Provides support for response, identification, containment and cleanup of an actual or potential discharge and/or uncontrolled release of oil or hazardous materials.

Activation Process: Jurisdictional Fire Districts/Departments will activate this ESF to meet known or anticipated hazardous materials needs during disaster response and recovery operations.

Lead Agency: Jurisdictional Fire Districts/Departments.

Supporting Agencies: BOCC, Natrona County Emergency Management Office, County Administration, Public Health/Environment, Public Relations, Local, State and Federal agencies, Public Safety Communication Center, Private Sector Resources and the LEPC.

Roles and Responsibilities: Coordinates the ordering, tracking and documentation of local, state, and federal hazardous materials resources used in support of emergency and disaster response and recovery operations. Coordinate with other ESFs as needed.

ESF #11: Agriculture, Food Supply and Natural Resources

Definition: The Agriculture and Natural Resources function ensures an adequate and safe food supply; mitigates the loss of crops, livestock, and wildlife; and protects significant natural and cultural resources and historic properties.

Activation Process: The Natrona County Agricultural Extension Office will activate this ESF to meet known or anticipated agricultural and natural resource needs during disaster response and recovery operations.

Lead Agency: Extension Service

Supporting Agencies: BOCC, County Administration, Emergency Management, Sheriff's Office, Casper Natrona County Public Health/Environment, Public Relations, Local, State and Federal agencies, Public Safety Communication Center and private sector resources.

Roles and Responsibilities: Coordinates the ordering, tracking, and documentation of local, state, and federal agricultural resources used in support of emergency and disaster response and recovery operations. Determines nutrition assistance needs, obtaining and distributing appropriate food supplies, and authorizing disaster food stamps. Provides for animal, plant disease, and pest response. Assures that animal, veterinary, and wildlife issues in disasters are supported. Ensures that the commercial food supply is safe and secure. Coordinate with other ESFs as needed.

ESF #12: Energy and Public Utilities

Definition: Provides for the rapid restoration of emergency and governmental services, roads, bridges and publicly held critical facilities. Supports the restoration of private sector critical infrastructure. Coordinates the rationing and distribution of emergency power and fuel.

Activation Process: Natrona County Emergency Management will activate this ESF thru coordination with the private sector, to meet known or anticipated energy needs during disaster response and recovery operations.

Lead Agency: Emergency Management.

Supporting Agencies: BOCC, County Administration, Sheriff's Office, Public Relations, Road and Bridge, County Engineer, Local, State and Federal agencies, Public Safety Communication Center and Private Sector Resources.

Roles and Responsibilities: The restoration of public services is primarily the responsibility of the private sector. This restoration requires close coordination with local, state, and federal agencies. The energy restoration process includes projected schedules, percent completion of restoration, geographic information on the restoration and other information as appropriate. Coordinate with other ESFs as needed.

ESF #13: Public Safety and Security

Definition: Provides for the protection of life and property by enforcing laws, orders and regulations. The Public Safety and Security function integrates state public safety and security capabilities and resources to support the full range of incident management activities. **Please note: The Sheriff will coordinate law enforcement activities from the EOC during a major disaster. If the emergency is only within one jurisdictional area, the chief law enforcement official responsible for that jurisdictional area shall provide direction and control of law enforcement activities.

Activation Process: The Natrona County Sheriff will activate this ESF to meet known or anticipated public safety/security needs during disaster response and recovery operations.

Lead Agency: Natrona County Sheriff's Office

Supporting Agencies: BOCC, County Administration, County Attorney, Emergency Management, Building and Planning, Public Health/Environment, Coroner, Public Relations, Information Systems, Human Resources, Road and Bridge, Red Cross, VOAD, Local, State and Federal Agencies, Public Safety Communication Center, Fire Districts/Departments, National Weather Service.

Roles and Responsibilities: Provides a mechanism for coordinating and providing support to include investigative/criminal law enforcement, public safety, and security capabilities and resources during incidents. ESF #13 capabilities support incident management requirements including force and critical infrastructure protection, security planning and technical assistance, technology support, and public safety in both pre-incident and post-incident situations. ESF #13 generally is activated in situations requiring extensive assistance to provide public safety and security.

ESF #14: Long Term Community Recovery and Mitigation

Definition: Determine and identify responsibilities for recovery activities and provide effective community recovery efforts. Ensure that procedures and experts are available to provide preliminary estimates and descriptions.

Activation Process: Natrona County Emergency Management, in concert with the Board of County Commissioners will activate this ESF to meet known or anticipated recovery/mitigation needs during disaster response and recovery operations.

Lead Agency: Board of County Commissioners.

Supporting Agencies: County Administration, and all other County agencies and departments, local, state, federal and private sector resources.

Roles and Responsibilities: Provide for a systematic damage assessment process that will help to ensure timely recovery assistance, as well as maximizing state and federal financial disaster assistance in state and Presidential declared disasters.

ESF #15: External Affairs

Definition: Provides the resources and structure for the implementation of the Natrona County Emergency Operations Plan. This is accomplished through the leadership of the Board of County Commissioners and all elected officials. Ensures that sufficient assets are deployed to the field during a potential or actual incidents to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the local populace.

Activation Process: Natrona County Emergency Management will activate this ESF to meet known or anticipated external affairs needs during disaster response and recovery operations.

Lead Agency: Board of County Commissioners

Supporting Agencies: County Administration, Assessor, County Attorney, Emergency Management, Sheriff's Office, Building and Planning, Public Health/Environment, Coroner, Public Relations, Information Systems, Finance, Human Services, Road and Bridge, County Engineer, Local, State and Federal Agencies, Public Safety Communication Center, Private Sector Resources, Fire Districts/Departments.

Roles and Responsibilities: The BOCC declares county emergencies and disasters and authorizes requests for state and federal assistance. The BOCC retains fiscal authority for all county agencies and is accountable for community public health and safety. The Public Information Officer or Joint Information Center provides effective collection, control and dissemination of information to inform the general public of emergency conditions and available assistance.

Annex A

Emergency Support Functions

Emergency Support Function #1 – Transportation Annex

Purpose

The Transportation Emergency Support Function (ESF) #1 ensures the coordination of transportation route repair and restoration. In addition, it ensures transportation support for agencies requiring access to significant events.

Key Functions	Responsible Agency
⌗ Damage Assessment	Primary Agency: • Natrona County Emergency Management Support Agencies: • Municipal Emergency Management Agencies • Municipal Public Works • Municipal Street Department • County Road and Bridge • Municipal Engineering Departments
⌗ Maintain/Restore Essential Transportation Infrastructure	Primary Agency: • Municipal Street Department • County Road and Bridge
⌗ Maintain Traffic Control and Flow on Essential Streets, Highways and Roads.	Primary Agency: • Municipal Street Department • County Road and Bridge • Wyoming Department of Transportation
⌗ Vehicle Support	Primary Agency: • Local Jurisdictions
⌗ First Responder Family Transport	Primary Agency: • Local Jurisdictional Fire Departments

Scope

ESF #1 is designed to provide transportation support to assist in state and local incident management. Activities within the scope of ESF #1 functions include: reporting damage to transportation infrastructure as a result of the incident; coordinating alternate transportation services; coordinating the restoration and recovery of the transportation infrastructure; and coordinating and supporting prevention/preparedness/mitigation among transportation infrastructure stakeholders at the State and local levels.

Agencies	Roles and Responsibilities
Natrona County Emergency Management **Municipal Emergency Management Agencies**	• Liason with transportation departments in order to compile all damage assessments. • Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • Coordinate alternate transportation services • Coordinate the restoration and recovery of

	the transportation infrastructure • Coordinate and support prevention, preparedness and mitigation efforts with all transportation infrastructure stakeholders.
Municipal Public Works **Natrona County Road and Bridge Department**	**PREPAREDNESS:** • Participate in hazard analysis and identify vulnerabilities in public works. • Identify local private contractors who can provide support during emergencies. • Recommend local resolutions/ordinances as necessary to mitigate effects of potential or anticipated disasters/emergencies. Provide legal authority and status to persons, departments and agencies carrying out emergency management functions as needed. • Work with planning commission to ensure that new constructions do not increase hazard or vulnerability threat. • Coordinate Public Works planning and the establishment of mutual aid agreements/letter of understanding for Public Works. • Maintain public works resources inventory for the county • Coordinate training for public works personnel in emergency procedures. • Review emergency staffing plans. • Coordinate establishment and testing of an alerting system for public works and utilities. • Review equipment status: a. Spare parts. b. Fuel. c. Communications • Coordinate with fire services (County Fire Warden) to determine water supply needs. • Participate in Emergency Management exercises. • Ensure that storm sewers are in good repair. • Establish debris removal plan • Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • Ensure that adequate barrier and roadblock materials and equipment are available. • Review and update all utility and public works maps of jurisdiction. • Secure all equipment against damage. • Place standby equipment in operational readiness.

	• Coordinate communications procedures with EOC • Review contingency plans and coordinate with other agencies and volunteer groups **RESPONSE:** • Report to EOC as requested. • Alert and activate, as needed, public works and utilities personnel. • Coordinate actions of all public works and utilities departments with other emergency services. • Repair and maintain all roads and facilities within the county. • Repair and maintain streets, power, water, gas, and sewage systems in jurisdiction. • Clear debris from vital transportation routes and areas. • Ensure debris and refuse is removed. Debris should not be taken from private or public property until the damage assessment is completed. The exception being if the debris poses a health hazard as prescribed by County Health Officer or as a hazard designated by city or county engineer. • Document damage prior to debris removal. • Establish a repair and maintenance area for mutual aid and support equipment. • Establish and maintain a log of activities and other required or appropriate records. • Evaluate situation and prioritize public works and utilities response. • Ensure garbage and solid waste collection/disposal. Coordinate with County Health Officer. • Ensure adequate/necessary water supplies. • Coordinate with Fire Warden for fire services water needs. • Coordinate with County Health Officer to ensure water is potable, and for decontamination purposes. • Coordinate with law enforcement and fire services evacuation procedures and cordon control as appropriate. • Coordinate repairs and recovery of vital facilities, including city, county and state roads and bridges and public utilities. • Provide damage assessment information. • Coordinate provision of utilities to temporary housing sites as approved by the Emergency

	Council.
Municipal Engineering Departments	• Recommend local resolutions and ordinances as necessary to mitigate effects of potential or anticipated disaster/emergencies. • Work with planning commissions to ensure new constructions do not increase hazard or vulnerability threats. • Develop procedures to expedite condemnation proceedings in the event of a disaster. • Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • Provide damage assessment information.
Wyoming Department of Transportation	• Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • Assist with transportation needs as necessary on all highways and major transportation routes.

Emergency Support Function #2 - Communications

Purpose

To ensure the coordination and use of county-wide interoperable communications systems, to ensure the dissemination of disaster information and the exchange of information between all agencies, elected and appointed officials and for the coordination of county-wide support to local governments.

Key Functions	Responsible Agency
⌗ Contingency Planning • Plan for all possible contingencies from a temporary or short- term disruption to a total communications failure. • Consider the everyday functions performed by your facility and the communications, both voice and data, used to support them. • Prioritize all facility communications. Determine which should be restored first in an emergency. • Establish procedures for restoring communications systems and services. • Determine needs for backup communications to include messengers, telephones, portable microwave, amateur radios, point-to-point private lines, satellite, high-frequency radio.	Primary Agency: • Public Safety Communications Center Support Agencies: • Natrona County Emergency Management • Town of Mills • Town of Bar Nunn • Town of Midwest • Town of Edgerton • Town of Evansville • City of Casper • Natrona County Fire Protection District • Casper Mountain Fire District • Natrona County Government Agencies • Natrona County Information Technology Department • City of Casper Information Technology Department
⌗ Emergency Planning • Emergency responders • Responders and the Incident Commander (IC) • The IC and the Emergency Operations Center (EOC) • The EOC and outside response organizations • The EOC and neighboring counties • The EOC and responder families • The EOC and the public • The EOC and media	Primary Agency: • Natrona County Emergency Management Support Agencies: • Public Safety Communications Center • Radio Amateur Civil Emergency Service • Natrona County Information Technology Department • City of Casper Information Technology Department
⌗ Notification and Warning	Primary Agency: • Natrona County Emergency Management Support Agencies: • Public Safety Communications Center

Scope

ESF #2 coordinates all actions to provide for the restoration of the telecommunications interface between state and local governments, and with outside organizations including the federal government, private nonprofit organizations, and business/industry. This includes radio, telecommunications, broadcast cables, and electronic networks. The U.S. Department of Homeland Security has the capability to provide alternate communications systems and such requests for assistance must be coordinated through the Natrona County Emergency Management Office.

Agencies	Roles and Responsibilities
Public Safety Communications Center **Natrona County Information Technology Department** **City of Casper Information Technology Department**	• Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • Serves as the on-scene Frequency Manager and coordinates the assignment and use of all local radio frequencies at the incident site in accordance with the incident. • Provides a focal point for the public and private sector regarding cyber security. • Identifies, analyzes, and reduces threats and vulnerabilities to cyber systems. • Disseminates threat warning information in conjunction with Natrona County Emergency Management Office and National Weather Service. • Coordinates cyber incident preparedness, response, and recovery activities. • Facilitates interaction and collaboration between and among local agencies, the private sector; and non profit organizations related to cyber security. • Fulfills additional responsibilities for monitoring, detecting, preventing, and recovering from threats to disrupt or impair the availability or reliability of critical information.
Natrona County Emergency Management	• Provides telecommunications and IT equipment and services at the EOC as required. • Provides communications support to State and local officials to assist in disseminating warnings to the populace concerning risks and hazards. • Plans for and provides, operates, and maintains telecommunications services and facilities to support its assigned emergency management responsibilities. • Develops, in cooperation with the Federal Communications Commission (FCC), plans

	and capabilities for, and provides policy and management oversight of, the EAS. • Maintains an audit trail of all equipment and services provided. • Acts as the single government point of contact in the incident area for industry for all telecommunications requests and actions; • Assesses the need for mobile or transportable equipment; • Prepares and processes any required reports. • Maintains local Web EOC functions
Amateur Radio Emergency Service (ARES)	• Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • Maintain amateur radio equipment in the Emergency Operations Center. • Conduct communication exercises on a regular basis. • Assist with development of alternate communications system plans.

Emergency Support Function #3 – Public Works and Engineering

Purpose

The Public Works and Engineering Function ensures coordination for pre- and post incident assessments as well as repair and restoration of essential facilities, utilities, and other public works.

Key Functions	Responsible Agency
⌗ Damage Assessment • Development of procedures for rapidly assessing damage • Develop short-term and long-term recovery plans as requested • Report impact on agency personnel and facilities • Provide analysis of estimated property and revenue loss.	Primary Agency: • **Respective Jurisdictional Public Works Department**
⌗ Public Buildings • Assess damage to public buildings/facilities/equipment Coordinate the repair and restoration of public buildings and equipment. • Coordinate and assist with the procurement of temporary office space for local government agencies, as needed	Primary Agency: • **Respective Jurisdictional Public Works Department**
⌗ Public Utilities and Energy • Assess damage to energy supply systems, estimate demand, and determine requirements to restore supply systems • Assist energy suppliers in obtaining needed equipment, labor, and transportation for repair and restoration of energy systems	Primary Agency: • **Respective Jurisdictional Public Works Department**
⌗ Water Control • Coordinate operations of water control structures to minimize flood damage • Coordinate emergency inspection and repair to dams or appurtenants	Primary Agency: • **Respective Jurisdictional Public Works Department**
⌗ Debris Removal • Coordinate debris removal support to local governments • Provide technical assistance on disposal procedures and requirements	Primary Agency: • **City of Casper Garbage and Hazardous Waste Department**
⌗ Water Waste Collection and Treatment	Primary Agency: • **Respective Jurisdictional Public Works Department**

⌗ Parks and Recreation Facilities • Assess damage to parks and recreational facilities, and determine suitability as temporary shelter locations • Coordinate repair and restoration of facilities and services	Primary Agency: • **Respective Jurisdictional Parks and Recreations Department**

Scope

ESF #3 is structured to provide public works and engineering-related support for the changing requirements of local incident management to include preparedness, prevention, response, recovery, and mitigation actions. Activities within the scope of this function include conducting pre-and post-incident assessments of public works and infrastructure; executing emergency contract support for life-saving and life-sustaining services; providing technical assistance to include engineering expertise, construction management, and contracting and real estate services; providing emergency repair of damaged infrastructure and critical facilities; and coordination with the local Emergency Operations Plans, DHS/Emergency Preparedness and Response, Federal Emergency Management Agency (FEMA) Public Assistance Program and other recovery programs as needed and/or requested.

Emergency Support Function #4 - Firefighting

Purpose
Firefighting enables the detection and suppression of wildland, rural, and urban fires. The function provides for a coordinated application of available resources, and also provides for assistance to local governments and entities.

Key Functions	Responsible Agency
⌗ Urban Fires • Coordinate urban fire suppression operations as appropriate. • Coordinate application of available resources as needed	Primary Agency: • City of Casper Fire and EMS Support Agencies: • Natrona County Fire Protection District • Natrona County Emergency Management • Bar Nunn Volunteer Fire Department • Mills Volunteer Fire Department • Evansville Volunteer Fire Department • Salt Creek Emergency Services • Casper Mountain Fire District • Bureau of Land Management
⌗ Rural and Wildland Fires • Coordinate rural fire suppression operations as appropriate. • Coordinate application of available resources as needed	Primary Agency: • Natrona County Fire Protection District Support Agencies: • City of Casper Fire and EMS • Natrona County Emergency Management • Bar Nunn Volunteer Fire Department • Mills Volunteer Fire Department • Evansville Volunteer Fire Department • Salt Creek Emergency Services • Casper Mountain Fire District • Bureau of Land Management

Scope
Emergency Support Function #4 manages and coordinates firefighting activities, including the detection and suppression of fires, and provides personnel, equipment, and supplies in support of all local entities involved in rural and urban firefighting operations. State and Federal departments may provide direct assistance in accordance with the provisions of active mutual aid agreements and annual operating plans.

Agencies	Roles and Responsibilities
City of Casper Fire and EMS **Natrona County Fire Protection District** **Natrona County Emergency Management** **Bar Nunn Volunteer Fire Department** **Mills Volunteer Fire Department** **Evansville Volunteer Fire Department** **Salt Creek Emergency Services** **Casper Mountain Fire District** **Bureau of Land Management**	• Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • Normal fire prevention strategies and inspections • Establish mutual aid agreements inter-county as well as intra-county. • Keep inventories of equipment, manpower and supplies. • Review hazard/risk analysis to determine the community's potential vulnerability; • Assess fire station location in relation to hazardous areas, and take appropriate planning steps, as necessary. • Recommend local resolutions/ordinances to mitigate the effects of potential or anticipated disasters/emergencies. • Coordinate training for fire service members. • Coordinate rescue planning and warning with law enforcement. • Coordinate with water utility for adequate water supply. • Coordinate with private utilities for shut down of gas and electricity. • Coordinate with public works to ensure debris-removing equipment is available. • Review communication capabilities. • Participate in Emergency Management Exercises. • Ensure radiological monitoring capabilities. • Establish alerting system for stations and employees • Train personnel in disaster/emergency fire suppression • Establish SOPs and/or Disaster/Emergency plan for department and coordination with other fire departments. • Coordinate with social service agencies/groups to determine locations any special needs groups (visually impaired, hearing impaired, other handicapped, elderly, non-English speaking, etc.) that may need special consideration during fire operations. • Have representative report to Emergency Operations Center (EOC) if activated. • Coordinate activation of fire services. • Verify that communication links are

	operational • Coordinate response and establish operational staging areas, if needed. • Prioritize responses • Coordinate with law enforcement on rescue, traffic control, reconnaissance, and evacuation. • Assist Red Cross on fire safety in temporary lodging facilities. • Provide damage assessment of departments' equipment and facilities. • Establish "fire watch" if needed. • Review effectiveness of fire codes, post-disaster. • Activate mutual aid agreements if needed. • Keep Emergency Council briefed on status and limitations. • Brief Emergency Council on status and limitations of Fire Dept. capabilities • Coordinate a rapid and effective response to ensure appropriate assistance/response to special needs groups (visually impaired, hearing impaired, other handicapped, elderly, non-English peaking, etc.) • Provide damage estimation information, as available. • Submit after action reports and participate in after action debriefings.

Emergency Support Function #5 – Emergency Management

Purpose
Emergency Management supports overall activities of local incident management that involves the all agencies and jurisdictions within Natrona County. ESF #5 provides the core management and administrative functions in support of the Emergency Operations Center(s) and Joint Information Center(s).

Key Functions	Responsible Agency
⌗ Emergency Operations Center and/or Joint Information Center • Develop standard operating procedures, provide on-site facilitator and contact information lists.	Primary Agency: • Natrona County Emergency Management Support Agencies: • Elected and Appointed Officials • All agencies and jurisdictions
⌗ Assessment and Planning • Develop procedures for collecting, analyzing, and disseminating accurate information. Manage information within the operations center and between agencies. • Report impacts on agency personnel and property, predict course and impacts of event, develop recovery plans, provide information- gathering resources to assess damage in impact area, brief policy makers, media and general public.	Primary Agency: • Natrona County Emergency Management Support Agencies: • Elected and Appointed Officials • All agencies and jurisdictions
⌗ Records and Documentation • Assist agencies with data collecting, cataloging, and archiving of documents.	Primary Agency: • Natrona County Emergency Management Support Agencies: • Elected and Appointed Officials • Natrona County Emergency Management • All agencies and jurisdictions
⌗ Legal • Monitor state response and recovery activities, provide legal counsel, monitor for consumer fraud, develop public service announcements, and develop registration system for contractors. Review plans and practices, interstate compacts, and contracts/MOU's for compliance with state and federal statutes and regulations.	Primary Agency: • Natrona County Attorney Support Agencies: • Elected and Appointed Officials • Legal Staff of all jurisdictions

⌗ Public Information and Warning • Coordinate release of incident-related information, conduct news conferences/briefings, manage VIP briefings/tours, establish rumor control system with local officials • Develop Public Service Announcements • Educate public on preparedness measures	Primary Agency: • Natrona County Emergency Management Support Agencies: • National Weather Service • All agencies and jurisdictions
⌗ Continuity of Operations • Generate County Continuity of Operations Plan (COOP), coordinate assistance through activation of Emergency Operations Center, and support Emergency Operations Plan. • Develop and maintain agency-specific COOP, evacuation procedures, and emergency guidance • Provide for succession of agency officials	Primary Agency: • Natrona County Emergency Management Support Agencies: • Elected and Appointed Officials • All agencies and jurisdictions
⌗ Financial Management • Implement event accounting procedures, serve as pass-through and administrative agency for federal disaster funds. • Track all expenses related to the event	Primary Agency: • Elected and Appointed Officials Support Agencies: • Natrona County Emergency Management • All agencies and jurisdictions

Scope

ESF #5 serves as the support for all departments and agencies across the spectrum of local incident management from prevention to response and recovery. ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 transitions and is responsible for support and planning functions. ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations. This includes alert and notification, deployment and staffing of emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for Federal assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

Agencies	Roles and Responsibilities
Elected and Appointed Officials	• Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • Participate in hazard analysis and identify vulnerabilities in area of government • Recommend and/or review suggested local resolutions/ordinances as necessary to mitigate effects of potential or anticipated disasters/emergencies. • Provide legal authority and status to persons, departments and agencies carrying out emergency management functions as needed. • Coordinate with planning commission to ensure that new constructions do not increase hazard or vulnerability threat. • Review emergency staffing plans • Establish plans to coordinate the continuation of government activities during emergencies/disasters. • Participate in emergency management exercises. • Report to the EOC as requested. • Alert and activate, as needed, county personnel • Assist with decision making process for response and recovery phase. • Institute emergency resolutions/ordinances • Sign local disaster declaration. • Establish and maintain log of events/actions taken by officials • Evaluate situation with coordination of emergency service heads. • Work with Emergency Management in activating mutual aid agreements after first using all available local resources. • Request state disaster/federal disaster assistance through Emergency Management. • Keep in mind priorities: Life safety, Incident Stabilization, and Property Conservation. • Re-establishing essential services should be a priority. These include, but are not limited to; Electrical Power, Gas, Phones, roads etc.

Emergency Support Function #6 – Mass Care, Housing, and Human Services

Purpose
Mass Care, Housing, and Human Services supports efforts to address the non-medical mass care, housing, and human services needs of individuals and/or families impacted by disaster events.

Key Functions	Responsible Agency
⌗ Mass Care • Establish mutual support relationships with other entities that may assist or expand shelter and feeding services, distribution of food and water, clothing, and supplies. Coordinate provision of mass care services with local government. Ensure liaison with private relief agencies and federal agencies. • **Coordination.** This includes coordination of assistance in support of non-medical mass care services, and gathering information related to sheltering and feeding operations in the impacted area. • **Shelter:** Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or the temporary construction of shelters, and use of similar facilities outside the incident area, should evacuation be necessary. • **Feeding:** Feeding is provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding operations are based on sound nutritional standards to include meeting requirements of victims with special dietary needs to the extent possible. • **Emergency First Aid:** Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care facilities and at designated sites. • **Disaster Welfare Information (DWI):** DWI collects and provides information regarding individuals residing within the affected area to immediate family members outside the affected area. The system also aids in	Primary Agencies: • American Red Cross • Salvation Army Support Agencies: • Natrona County Emergency Management • Casper-Natrona County Health Dept. • Natrona County Community Emergency Response Teams • Natrona County Medical Reserve Corps.

reunification of family members within the affected area. • **Bulk Distribution:** Emergency relief items to meet urgent needs are distributed through sites established within the affected area. These sites are used to coordinate mass care food, water, and ice requirements, and distribution systems.	
⌗ Housing/Sheltering	Primary Agency: • American Red Cross
⌗ Special Needs Care and Sheltering	Primary Agency: • Natrona County Emergency Management Support Agencies: • Casper Natrona County Health Dept. • Natrona County Community Emergency Response Teams • Wyoming Medical Center • Casper Area Transportation Coalition • Natrona County School District
⌗ Human Services • Coordinating and assessing the situation and implementing an appropriate plan based on the resources available to assist all victims. • Supporting various services impacting individuals and households, including a coordinated system to address victims' incident related recovery efforts through crisis counseling and other supportive services. • Coordinating and identifying individuals with special needs within the impacted area, to include the elderly, people with disabilities, and people communicating in languages other than English (including sign language). • Supporting immediate, short-term assistance for individuals, households, and groups dealing with the anxieties, stress, and trauma associated with a disaster, act of terrorism, and/or incident of mass criminal violence.	Primary Agency: • Wyoming Medical Center • Casper-Natrona County Health Dept. • Central Wyoming Counseling Center • Wyoming Behavioral Institute

Scope

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual incidents. ESF #6 includes three primary functions: Mass Care, Housing, and Human Services. Mass Care involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items. Housing involves the provision of assistance for short- and long-term housing needs of victims. Human Services include providing victim-related recovery efforts such as counseling, and identifying support for persons with special needs.

Agencies	Roles and Responsibilities
American Red Cross	• Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • Recruit and train personnel to man shelters as shelter managers, nurses, crisis counselors, and other staff as needed. • Develop pre-disaster shelter agreements with owners of buildings that could be used for sheltering .i.e. churches, schools, hotels, etc. • Develop plan for sheltering other than the use of existing buildings in case all buildings are damaged and unusable. • Establish plans with other groups and volunteer organizations active in disasters (VOAD) to assist in providing clothing, food delivery, potable water, etc. (a) These other groups include but are not limited to ; Wyoming Southern Baptist Convention Service Organizations The Salvation Army Religious Organizations Commercial Eating Establishments Fraternal Organizations Department of Family Services Natrona County School District Private Schools • Establish a check-in procedure for shelters. • Develop sheltering activation plan • Develop family crises counseling program for victims effected by disaster • Exercise internal plans and make appropriate adjustments. • Assist in community education programs to have citizens prepare their families, homes and businesses. • Participate in community exercises

	• Establish resource listing of facilities that may provide for mass feeding, location of food outlets, and potable water providers. • Develop plan to deal with spontaneous volunteers. • Activate Disaster Action Response Team(s) • Activate shelter in a safe area by request and direction of Natrona County Emergency Management Office or EOC. • Staff Shelter and reception area. • Have a representative report to the EOC if activated and requested. • Coordinate with EOC and law enforcement to ensure routes to shelters are marked and appropriate traffic control is established. • Work within ICS in assisting PIO(s) to disseminate proper information. • Provide food, water, crisis counseling to victims and coordinate with other agencies to assist in these services. • Establish documentation of all costs, listing of victims sheltered, and sheltering situational status reports to EOC. • Assist with special needs sheltering. I.E. Wyoming Medical Center evacuation/Natrona County Detention Center/Senior Citizens both ambulatory and non-ambulatory. • Coordinate with emergency services for return of evacuees to their homes. • Assist with coordinating facilities for disaster assistance centers.
Natrona County Emergency Management	• Work with Sheriff to assist with alternate shelter for inmates housed at Natrona County Detention Center- up to 250 persons. • Work with Wyoming Medical Center on sheltering in the case of the Medical Center being evacuated. 200 ambulatory patients. 100 non-ambulatory patients. • Work with senior citizen groups on issues of evacuation of seniors both ambulatory and non-ambulatory. • Activate Natrona County Community Emergency Response Teams to assist as needed.
Casper Natrona County Health Department	• Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • Assist with special needs sheltering. I.E. Wyoming Medical Center evacuation/Natrona

	County Detention Center/Senior Citizens both ambulatory and non-ambulatory • Have a representative report to the EOC if activated and requested. • Coordinate health and medical planning with health and medical agencies, Emergency Management Coordinator, and American Red Cross • Provide support to other emergency services
Casper Area Transportation Coalition	• Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • Provide additional transportation as needed for disaster victims. • Assist in identifying special needs populations. • Coordinate with emergency services for return of evacuees to their homes. • Provide transportation support to other emergency services
Natrona County School District	• Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • Provide additional transportation as needed for disaster victims. • Assist in identifying special needs populations. • Coordinate with emergency services for return of evacuees to their homes. • Provide transportation support to other emergency services • Have a representative report to the EOC if activated and requested. • Provide food, water, crisis counseling to victims and coordinate with other agencies to assist in these services. • Assist with coordinating facilities for disaster assistance centers. • Participate in community exercises • Establish resource listing of facilities that may provide for mass feeding, location of food outlets, and potable water providers.

Emergency Support Function #7- Resource Support

Purpose
Emergency Support Function (ESF) #7 facilitates logistical and resource support, other than funds, to local emergency recovery efforts, including personnel, equipment, supplies, and similar items not included in other ESFs.

Key Functions	Responsible Agency
⌗ Resource Management • Provide Emergency Operations Center with access to county inventory list. • Provide resource personnel to emergency operations center(s). • Locate and facilitate procurement of resources necessary to support response and recovery efforts. • Provide the ESF-5 Financial Management Function with necessary documentation to assure proper contracting, payment of fees, etc • Compile and maintain current list of internal and external resources within Natrona County. • Maintain current Continuity of Operations Plans.	Primary Agency: • Natrona County Emergency Management Support Agencies: • All agencies and jurisdictions

Scope
ESF #7 provides resource support to local jurisdictions, consisting of facility space, office equipment and supplies, telecommunications, emergency relief supplies, personnel, transportation services (equipment, personnel, supplies), contracting services, and logistical support.

Emergency Support Function #8 – Public Health and Medical Services

Purpose
Emergency Support Function (ESF) #8 ensures provision of comprehensive medical care to disaster victims (including veterinary and/or animal health issues), supplements and supports disrupted or overburdened local medical personnel and facilities, and relieves personal suffering and trauma.

Key Functions	Responsible Agency
⌗ Human Health • Develop a comprehensive county-wide disaster health and medical program. • Provide personnel to emergency operation centers. • Coordinate emergency health/medical services, including mental health, with local government officials. • Provide technical assistance to assure safe drinking water supplies and disposal of waste water. • Arrange for and coordinate the alerting and deployment of additional medical personnel from outside the disaster area. • Supply county officials with a list of special populations. • Coordinate provision of Critical Incident Stress Debriefing teams with local jurisdictions. • Coordinate health, environmental, and medical related public information with Operations Centers and JIC. • Coordinate Quarantine / Isolation procedures	Primary Agency: • Casper-Natrona County Health Dept. Support Agencies: • Wyoming Medical Center – Medical Facility Chief/Executive Officer/Administrator • Mountain View Regional Hospital – Medical Facility Chief/Executive Officer/Administrator • Elkhorn Valley Rehabilitation Hospital – Administrator On Call • Emergency Medical Director • Natrona County Emergency Management • All agencies and jurisdictions
⌗ Coroner Operations • Identify morgue facilities and request national disaster mortuary team if needed. • Provides mortuary services and advises on methods for interment of the dead.	Primary Agency: • Natrona County Coroner
⌗ Animal Health • Protect the health of livestock and companion animals by ensuring the safety of the manufacture and distribution of food and drugs given to animals.	Primary Agency: • Regional Vet Coordinator • County Vet Coordinator • Metro Animal Control

Casper-Natrona
COUNTY HEALTH DEPARTMENT
Healthy People, Healthy Communities

To protect the health of the community and to prevent the potential spread of disease, I am hereby acting on the Delegated Authority of the City of Casper-Natrona County Health Officer. The following orders are based on W.S. 35-1-227, 229, and 240; 35-4-101, 103-106, 109 and 110, and are ordered as delegated on the reverse of this page.

The following action is ordered:

___ Close a facility: Name: _____
Address: _____
_____
City State Zip

___ Prevent Public Gathering

___ Boil Water Order

___ Restriction of Individual Travel or Movement:
Name: _____
Address: _____
_____
City State Zip
Phone: _____

___ Impose Isolation or Quarantine

___ Order Shelter-in-Place

___ Other:

When the Casper-Natrona County Health Officer is available, this order shall be reviewed, validated, modified, or lifted, as they determine in their best judgment.

You have the right to appeal this order in writing to the Casper-Natrona County Board of Health within five (05) days of receipt.

Delivered to: Name: _____ Name: _____
Signature for Receipt Print

Presented by: Name: _____ Date:_____ Time:_____

ISOLATION & QUARANTINE TRACKING

Name:	Address:	Phone:	Start Date & Time
Isolation ( )	Quarantine ( )	Place:	

Date and Time	Signs and Symptoms	Comments

Scope
ESF #8 provides supplemental assistance to local jurisdictions in identifying and meeting the public health and medical needs of victims. This support is categorized in the following core functional areas: Assessment of public health/medical needs (including behavioral health); Public health surveillance; Medical care personnel; and Medical equipment and supplies.

Agencies	Roles and Responsibilities
Casper Natrona County Health Department	• Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • Assist with county/community assessment of hazard/vulnerability analysis to identify likely disaster scenarios. • Recommend local resolutions/ordinances as necessary to mitigate the effects of potential or anticipated disasters/emergencies. • Develop programs and plans for: a. Immunization b. Continuous health inspections c. Specialized training for public and employees for disaster/emergencies d. Epidemic intelligence, evaluation, prevention, and detection of communicable diseases. e. Assist with planning on possibility of terroristic threat involving biological and/or chemical incidents f. Emergency Response Plan to include isolation and quarantine. • Coordinate health and medical planning with health and medical agencies, Emergency Management Coordinator, and American Red Cross • Develop and periodically test alerting system for health and medical personnel. • Participate in Emergency Management Exercises. • Coordinate with other appropriate agencies on plans to prevent and control epidemic disease, prevent contamination of food, water medicines and other supplies. • Prepare mutual aid contracts with other agencies/entities/private organizations • Coordinate with Emergency Medical Director, Hospital CEO, and other Medical Facility CEO(s). • Have representative report to the Emergency Operations Center (EOC) if needed. • Provide support to other emergency services

	• Coordinate with medical facilities and agencies regarding assignment of personnel • Coordinate with medical operations for provision of special needs groups, assisting Red Cross with health and medical needs/issues at shelters. • Coordinate requisitioning of medical supplies, equipment and drugs. • Coordinate with medical on establishment of additional or alternate hospital facilities. • Coordinate/order isolation and quarantine if needed. • Supervise emergency chlorinating of water supply and ensure potability. • Coordinate with Public Information Officer (PIO) on information on home emergency chlorinating of water, solid waste hazards, and action required. • Assist with responses to chemical or other toxic materials. • Inspection of food establishments providing emergency food, food supplies and medicine supply. • Coordinate with County Coroner plans for emergency internment. • Provide sampling for laboratory testing of water, food and other supplies. • Prepare for post-emergency immunization and health measures. • Report to Emergency Council on health and medical service status. • Coordinate with Religious Affairs Coordinator, mental health/counseling organizations and Red Cross for appropriate needs of disaster victims. • Maintain status records and prepare situational reports
Coroner	• Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • Maintain mortuary operations plans and mass fatality procedures.
Wyoming Medical Center – Medical Facility Chief/Executive Officer/Administrator **Mountain View Regional Hospital** **Elkhorn Rehabilitation Hospital**	• Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • Assist county with assessment of hazard/vulnerability analysis to identify likely disasters • Recommend local resolutions/ordinances as

	necessary to mitigate the effects of potential or anticipated disasters/emergencies. • Provide legal authority and status to persons, departments and agencies carrying out emergency management function as needed. • Prepare facility plans and coordinate with Emergency Medical Director, County Health Officer and Emergency Management Coordinator. • Review and update facility plan. • Periodically exercise plan. • Maintain an inventory of facility resources. • Ensure training of personnel in disaster/emergency operations • Acquire mutual aid agreements with other facilities locally and in other counties. • Participate in community Emergency Management Exercises • Develop an alerting system for facility personnel and test annually. • Coordinate and plan with Emergency Medical Director, County Health Officer and County Coroner on mass casualty and mass fatality situations. • Prepare plans for when called back personnel are unable to get to facility. • Alert and activate facility personnel • Coordinate activities with Emergency Medical Director and Health Director • Have a representative report to the Natrona County Emergency Operations Center (EOC). • Coordinate with Emergency Medical Director and Health Director on establishing additional and/or alternate medical facilities, manpower and equipment for these facilities. • Activate Mutual Aid agreements • Maintain a log of activities • Prepare a situational report on damage assessment to facility and report to the County Emergency Council. • Maintain status record of facility and personnel
Emergency Medical Director	• Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • Assist with county assessment of hazard/vulnerability analysis to identify likely disaster scenarios. • Monitor first responder training

	• Recommend local resolutions/ordinances necessary to mitigate the effects of potential or anticipated disasters/emergencies. Provide legal authority and status to persons, departments, and agencies carrying out emergency response functions as needed. • Develop and test periodically an alerting system for medical personnel. • Provide disaster/emergency training for personnel • Participate in Emergency Management exercises. • Obtain mutual aid agreements intra-county as well as inter-county. • Prepare plans dealing with mass casualty events related to disasters. • Prepare plans dealing with mass casualty event stemming from a hazardous materials release/terroristic release of biological/chemical intentional release • Prepare plans to deal with mass decontamination of patients arriving at facility. • Coordinate with County Health department, Hospital CEO, other health facility CEO(s). • Have representative report to Emergency Operations Center (EOC) or other location(s) as needed. • Provide damage estimation of medical infrastructure to EOC. • Coordinate with Red Cross and County Health to provide medical services to special needs victims of disaster with provisions for elderly, physically impaired, non-English speaking groups • Alert and/or activate Emergency Medical personnel • Coordinate assignment of Emergency Medical Personnel • Request mutual aid • Coordinate with Red Cross on medical care at emergency shelters • Maintain Emergency Medical services log and status of manpower, equipment, supplies, drugs and vehicles. • Provide situational reports • Estimate post-disaster needs • Coordinate with other emergency services • Establish Incident Command System

Emergency Support Function #9 –Search and Rescue

Purpose
Emergency Support Function (ESF) #9 –Search and Rescue rapidly deploys local resources to provide specialized life-saving assistance in a disaster or large event. Activities include locating, extricating, and providing onsite medical treatment to victims trapped in collapsed structures. Also provides resources for ground, water, and airborne activities to locate, identify, and remove persons lost or trapped from a stricken area.

Key Functions	Responsible Agency
⌗ Response – Initial Actions • Develops recommendations on the type and quantity of resources to be activated. • Provides overall management and coordination of all deployed resources	Primary Agency: • Natrona county Sheriff's Office Support Agencies: • Emergency Management • All local fire departments
⌗ Regional Response • Develops recommendations on the type and quantity of resources to be activated. • Provides overall management and coordination of all deployed resources	Primary Agency: • Regional Response Team 2 Support Agencies: • Emergency Management • All local fire departments

Scope
The system is built around a core of task forces prepared to deploy immediately and initiate operations in support of ESF #9. These task forces are staffed primarily by local fire department and emergency services personnel who are highly trained and experienced in collapsed structure search and rescue operations and possess specialized expertise and equipment.

Emergency Support Function #10 –Hazardous Material Response and Recovery

Purpose

Emergency Support Function (ESF) #10 provides support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials.

Key Functions	Responsible Agency
⌗ Manage the Community Right-To-Know Program. ⌗ Manage all Sara Title III reporting requirements and documentation ⌗ Manage use of CAMEO program	Primary Agency: • Local Emergency Planning Committee Support Agencies: • Natrona County Emergency Management • All jurisdictional fire departments
⌗ Response • Provide environmental monitoring, assessment and control. • Provide guidance for area clean-up and termination of incident. • Identify hazardous materials at scene of release and make recommendations to limit loss of life and damage to the environment. • Provide guidance for disposal of released hazardous materials. • Provide technical expertise and assistance regarding procedures for clean-up and future mitigation following a release. • Notify neighboring counties or other downstream water users when an incident threatens them. • Maintain detailed reports of hazardous materials incidents. • Assist with response to spills of pesticides and herbicides. Assist local jurisdictions, farmers, and ranchers in matters pertaining to agriculture impacted by a hazardous material incident. Coordinate health issues with health department. Assist in crop damage assessment. • Provide response assistance to combat fire resulting from hazardous materials incident. • Assist with the identification of materials involved in the exposure of workers or the general public • Request use of federal CHEMPAK if necessary.	Primary Agency: • All jurisdictional fire departments Support Agencies: • Casper-Natrona County Health Dept. • Natrona County Emergency Management • Regional Response Team 2

⌗ Recovery • As lead agency, monitor all cleanup activity until standards are met. • Maintain lists of hazardous materials cleanup contractors. • Identify hazardous materials at scene of release and make recommendations to limit loss of life and damage to the environment. • Provide guidance for disposal of released hazardous materials. • Provide technical expertise and assistance regarding procedures for clean-up and future mitigation following a release. • Coordinate hazardous materials related health issues with the Environmental Protection Agency (EPA), Dept. of Energy (DOE), and the Center for Disease Control (CDC)	Primary Agency: • Wyoming Department of Environmental Quality (WDEQ) Support Agencies: • Casper-Natrona County Health Dept. • Natrona County Emergency Management • Wyoming Game and Fish Department
⌗ Oversee surveillance programs to assure the public that water supply and wastewater treatment systems will provide adequate service with no adverse public health effects.	Primary Agency: • Casper-Natrona County Health Dept.

Scope

ESF #10 provides for a coordinated response to actual or potential oil and hazardous materials incidents. ESF #10 includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents. This includes certain chemical, biological, and radiological substances considered weapons of mass destruction (WMD).

ESF #10 describes the lead coordination roles, the division and specification of responsibilities among local response organizations, personnel, and resources that may be used to support response actions Appropriate response and recovery actions can include efforts to detect, identify, contain, clean up, or dispose of released oil and hazardous materials. Specific actions may include stabilizing the release through the use of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or to decontaminate or mitigate its effects; drainage controls; fences, warning signs, or other security or site-control precautions; removal of highly contaminated soils from drainage areas; removal of drums, barrels, tanks, or other bulk containers that contain oil or hazardous materials; and other measures as deemed necessary.

Emergency Support Function #11 – Agriculture, Food Supply, and Cultural Resources

Purpose
The Agriculture and Natural Resources function ensures an adequate and safe food supply; mitigates the loss of crops, livestock, and wildlife; and protects significant natural and cultural resources and historic properties.

Key Functions	Responsible Agency
⌗ Provision of Food Supply • Emergency Food Assistance Program • Disaster Food Stamps • National School Lunch Program • Acquisition and distribution of drinking water.	Primary Agency: • American Red Cross • Salvation Army Support Agencies: • Casper Natrona County Health Dept. • Natrona County Emergency Management • All agencies and jurisdictions • Natrona County School District
⌗ Animal and Plant Disease and Pest Response • Livestock • Wildlife • Crops • Epidemiology • Veterinary • Bio-terrorism • Food Safety	Primary Agencies: • Natrona County Agricultural Extension Office • Natrona County Weed and Pest Dept. • Metro Animal Control • County Public Health Vet • Regional Vet Support Agencies: • Wyoming Livestock Board – State Veterinarian (Livestock) • Wyoming Game and Fish Department (Wildlife) • Wyoming Department of Agriculture (Crops) • Casper Natrona County Health Dept.
⌗ Protection of Natural, Cultural, and Historic Resources and Properties	Primary Agencies • Natrona County Road, Bridge and Parks Department • City of Casper Parks and Recreation Department Support Agencies: • Department of State Parks and Cultural Resources – Cultural Resources Division • Bureau of Land Management

Scope
ESF #11 includes four primary functions:

Provision of food supply: Includes determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of the supplies, and authorizing disaster food stamps.

Animal and plant disease and pest response: Includes implementing an integrated Federal, State, and local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation. Ensures, in coordination with ESF #8 – Public Health and Medical Services, that animal/veterinary/wildlife issues in natural disasters are supported.

Assurance of the safety and security of the commercial food supply: Includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food borne disease surveillance; and field investigations.

Protection of natural, cultural, and historic resources and properties: Includes appropriate response actions to conserve, rehabilitate, recover, and restore NCH resources.

Emergency Support Function 12- Energy

Purpose
The Energy Support Function is intended to restore damaged energy systems and components after a disaster. In addition, it guides the restoration of energy supply.

Key Functions	Responsible Agency
⌗ Damage Assessment • Provide liaison to appropriate oil and gas producers/distributors • For those parts of the Nation's energy infrastructure owned and/or controlled by DOE, DOE undertakes all prevention, preparedness, response, and recovery activities. • Provides resources for technical assistance for the assessment of hydroelectric facilities and flood control actions as they affect energy production.	Primary Agency: • Natrona County Emergency Management Support Agencies: • Local Emergency Planning Committee • Private Industry and Suppliers • Department of Energy • Bureau of Reclamation • Bureau of Land Management
⌗ Energy System Restoration • Assist energy suppliers in obtaining equipment, specialized labor, and transportation for repair or restoration of energy systems.	Primary Agencies: • Natrona County Emergency Management Support Agencies: • Wyoming Office of Homeland Security

Scope
The function leads to the collection, evaluation, and sharing of information on energy system damage and estimations on the impact of energy system outages within affected areas. The term "energy" includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components. Additionally, ESF #12 provides information concerning the energy restoration process such as projected schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.

Emergency Support Function 13-Public Safety and Security

Purpose
The Public Safety and Security function integrates state public safety and security capabilities and resources to support the full range of incident management activities. **Please note: The Sheriff will coordinate law enforcement activities from the EOC during a major disaster. If the emergency is only within one jurisdictional area, the chief law enforcement official responsible for that jurisdictional area shall provide direction and control of law enforcement activities.

Key Functions	Responsible Agency
⌗ Law Enforcement and Security • Coordinate public safety and security support provided to any affected local entity. This includes communications, personnel, and equipment. • Provide public safety and security support	Primary Agency: • Natrona County Sheriff's Office Support Agencies: • Casper Police Department • Mills Police Department • Evansville Police Department • Midwest Police Department • Wyoming Highway Patrol • Wyoming State Parks • Wyoming Game and Fish Department • Public Service Communications Center • Natrona County Emergency Management
⌗ Search and Rescue • Primary Response	Primary Agencies: • Natrona County Sheriff's Office Support Agencies: • City of Casper Fire and EMS • Natrona County Fire Protection District • Wyoming Medical Center • Civil Air Patrol • Natrona County Emergency Management
⌗ Incident Management Activities • **Pre-Incident Coordination:** Supporting incident management planning activities and pre-incident actions required to assist in the prevention or mitigation of threats and hazards. This includes the development of operational and tactical public safety and security plans to address potential or actual incidents, the conducting of technical security and/or vulnerability assessments, and the deployment of Federal public safety and security resources in response to specific threats or potential incidents. • **Technical Assistance:** Providing	Primary Agencies: • Natrona County Sheriff's Office Support Agencies: • Casper Police Department • Mills Police Department • Evansville Police Department • Midwest Police Department • Wyoming Highway Patrol • Wyoming State Parks • Wyoming Game and Fish Department • Public Service Communications Center • Natrona County Emergency Management • Wyoming Office of Homeland Security • Federal Bureau of Investigation • Immigrations Customs Enforcement

expertise and coordination for security planning efforts and conducting technical assessments (e.g., vulnerability assessments, risk analysis, surveillance sensor architecture, etc.). • **Public Safety and Security Assessment:** Identifying the need for ESF #13 support and analyzing potential factors that affect resources and actions needed, such as mapping modeling, and forecasting for crowd size, impact of weather, and other conditions on security, etc. • **Badging and Credentialing:** Assisting in the establishment of consistent processes for issuing identification badges to emergency responders and other personnel needing access to places within a controlled area, and verifying emergency responder credentials. • **Access Control:** Providing security forces to support State and local efforts to control access to the incident site and critical facilities. • **Site Security:** Providing security forces and establishing protective measures around the incident site, critical infrastructure, and/or critical facilities. • **Traffic and Crowd Control:** Providing emergency protective services to address public safety and security requirements. • **Force Protection:** Providing for the protection of emergency responders and other workers operating in a high-threat environment. • **Security Surveillance:** Conducting surveillance to assist in public safety and security efforts, and providing appropriate technology support, as required. • **Specialized Security Resources:** Providing specialized security assets such as traffic barriers; chemical, biological, radiological, nuclear, and high-yield explosives detection devices; canine units; law enforcement personal protective gear; etc.	• Drug Enforcement Administration

⌗ Terrorism • Chemical • Biological • Radiological • Nuclear • Explosive/Incendiary	Primary Agency: • Federal Bureau of Investigation Support Agencies: • All Agencies and jurisdictions • Wyoming Office of Homeland Security • Regional Response Teams • Casper Natrona County Health Dept.

Scope

ESF #13 provides a mechanism for coordinating and providing support to include investigative/criminal law enforcement, public safety, and security capabilities and resources during incidents. ESF #13 capabilities support incident management requirements including force and critical infrastructure protection, security planning and technical assistance, technology support, and public safety in both pre-incident and post-incident situations. ESF #13 generally is activated in situations requiring extensive assistance to provide public safety and security.

Agencies	Roles and Responsibilities
Law Enforcement Agencies • Natrona County Sheriff's Department • Casper Police Department • Mills Police Department • Evansville Police Department • Midwest Police Department • Public Service Communications Center • Natrona County Emergency Management	• Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. • The Sheriff is the lead law enforcement official for all countywide Disaster/ Emergency Operations. When necessary and if requested, the Sheriff will coordinate activities affecting a single jurisdiction with that jurisdiction's Chief of Police. • Coordinate rescue planning and warning with fire services. • Coordinate with Red Cross on providing law enforcement personnel in shelters, if needed. • Establish mutual aid agreements with other inter-county and intra-county law enforcement agencies. • Establish evacuation and special contingency planning for law enforcement. • Establish evacuation plans (Sheriff) and alternate sheltering area for Natrona County Detention Center inmates and staff. • Analyze hazards and determine law enforcement requirements. • Identify agencies, organizations, businesses, and citizens capable of providing support services. • Identify key and critical facilities requiring special security during an emergency. • Recommend local resolutions/ordinances as necessary to mitigate the effects of potential or anticipated disasters/emergencies.

	• Provide emergency/disaster training to employees to include NIMS/Incident Command System. • Coordinate rescue planning and warning with fire services. • Coordinate with National Guard manpower, equipment, and communications. • Participate in Emergency Management exercises. • Coordinate evacuation and special contingency planning with other agencies. • Coordinate with County Roads & Bridges/Street Department(s) on plans for prioritizing restoration of utilities and road/street clearance. • Review communications capabilities for law enforcement and supporting agencies. • Coordinate with Warning Point Supervisor (PSCC Supervisor) to ensure systems operability. • Coordinate evacuation and special contingency planning with other agencies. • Report to Emergency Operations Center (EOC), if required. • Alert law enforcement personnel • Check communications and monitor capability • Coordinate assistance from other special law enforcement organizations: a. National Guard b. Wyoming Game & Fish Department c. Brand Inspectors. d. Law Enforcement Reserves e. Bureau of Land Management f. Private Security Forces g. Immigration Customs Enforcement h. Federal Bureau of Investigation i. Bureau of Alcohol, Tobacco and Firearms j. US Marshals • Coordinate a rapid and effective response to ensure appropriate assistance/response to special needs groups (visually impaired, hearing impaired, other handicapped, elderly, non-English speaking, etc.) • Prioritize response to calls • Assist fire services with rescue, traffic control, and reconnaissance missions. • Brief Emergency Council on status and limitations of law enforcement capabilities

	• Activate mutual aid agreements • Respond with Red Cross to shelters to assist at shelters with law enforcement problems. • Assist Emergency Management with all evacuations • Maintain log of activities, status of equipment and personnel and damage estimates to equipment. • Assist with damage assessments of community • Submit after action reports and participate in after action debriefings.

EMERGENCY SUPPORT FUNCTION #14 – LONG TERM RECOVERY

Purpose
The Long-Term Community Recovery and Mitigation Function provides a framework to local governments, non-governmental organizations (NGOs), and the private sector designed to enable community recovery from the long-term consequences of a significant incident. Many recovery programs are tied to Federal programs.

Key Functions	Responsible Agency
⌗ Banking • Provide liaison to appropriate financial and banking institutions	Primary Agency: • Elected/Appointed Officials • Natrona County Emergency Management Support Agencies: • All local government entities and jurisdictions • Wyoming Office of Homeland Security • Federal Emergency Management Agency
⌗ Consumer Protection • Crisis Counseling • Emergency Food Stamps.	Primary Agencies: • Natrona County Emergency Management • Department of Family Services Support Agencies: • Wyoming Office of Homeland Security • Central Wyoming Counseling Center • Other counseling non-governmental organizations. • Federal Emergency Management Agency
⌗ Special Needs Populations • Housing loans • Insurance Information	Primary Agencies: • Natrona County Emergency Management • Department of Family Services • Private Non-Profit Organizations • Other non-governmental organizations. Support Agencies: • Wyoming Office of Homeland Security • Federal Emergency Management Agency
⌗ Grants, loans and technical assistance to strengthen community and rural infrastructures • Unemployment Insurance	Primary Agencies: • Natrona County Emergency Management • Department of Unemployment Support Agencies: • Wyoming Office of Homeland Security • Federal Emergency Management Agency

• Long Term Recovery, protection, prophylaxis and health concerns	Primary Agencies: • Casper Natrona County Health Dept

Scope

Based on an assessment of incident impacts, ESF #14 support may vary depending on the magnitude and type of incident and the potential for long-term and severe consequences. ESF #14 will most likely be activated for large-scale or catastrophic incidents that require Federal assistance to address significant long-term impacts in the affected area (e.g., impacts on housing, businesses and employment, community infrastructure, and social services). Federal Assistance is summarized in the National Response Framework.

Emergency Support Function #15 – External Affairs

Purpose

Emergency Support Function (ESF) #15 – External Affairs ensures that sufficient assets are deployed to the field during a potential or actual incident to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the local populace.

Key Functions	Responsible Agency
⌗ Public Affairs • Coordinating messages with Federal, State, local governments and establishing a Federal Joint Information Center (JIC). • Gathering information on the incident. • Providing incident-related information through the media and other sources to individuals, families, businesses, and industries directly or indirectly • Using a broad range of resources to disseminate information. • Monitoring news coverage to ensure that accurate information is disseminated. • Handling appropriate special projects such as news conferences and press operations for incident area tours by government officials and other dignitaries. • Providing basic services, such as communications and supplies, to assist the news media in disseminating information to the public. • Overseeing the key function of media relations.	Primary Agency: • Board of County Commission Support Agencies: • Natrona County Emergency Management • All Elected/Appointed officials • Public Information Officers • Joint Information Centers • Emergency Operations Centers
⌗ Community Relations • Preparing an initial action plan with incident-specific guidance and objectives, at the beginning of an actual or potential incident. • Conducting the external affairs function in a joint manner between Federal and State personnel, when available. • Identify community leaders (e.g., grassroots, political, religious, educational, business, labor, ethnic) and neighborhood advocacy groups to assist in the rapid dissemination of	Primary Agency: • Natrona County Emergency Management • Emergency Operations Centers Support Agencies: • Public Information Officers • Joint Information Centers

information, identify unmet needs, establish an ongoing dialogue and information exchange, and facilitate collaborative planning and mutual support for disaster recovery.	

Joint Information Center (JIC)

The JIC is a physical location where public information officers from agencies and organizations involved in incident management activities work together to provide critical emergency information, crisis communications, and public affairs support. The JIC may be established at an on-scene location in coordination with all agencies depending on the requirements of the incident. The JIC develops, coordinates, and disseminates unified news releases. News releases are cleared through the Incident Commander to ensure consistent messages, avoid release of conflicting information, and prevent negative impact on operations.. Agencies may issue their own news releases related to their policies, procedures, programs, and capabilities; however, these should be coordinated with the JIC.

JIC ESTABLISHMENT CHECKLIST

Because of the critical nature of providing emergency information to disaster victims, one of the most pressing needs we face in a crisis is arranging for necessary work space, materials, telephones, and staff to properly establish a Joint Information Center. The following list will assist in standing up a JIC.

- Coordinate with Incident Command and/or local Emergency Operations Centers to identify the optimum JIC site for all participants
- Brief JIC staff on concept of joint operations and policy on release of information
- Identify staffing needs and request inter-agency support as needed.
- Determine JIC staffing hours (scope of response/level of media interest may require staffing beyond core EOC hours of operations)
- Obtain desks/tables and chairs
- Obtain telephones and phone lines (dedicate one line with multiple phones as news desk number)
- Obtain a telephone answering machine to answer dedicated lines
- Obtain computers loaded with software for internet browsing, word processing (e.g., Microsoft Word), presentations (e.g., Microsoft PowerPoint), databases, e-mail, and communication systems
- Obtain internet access (Wi-Fi or landline)
- Obtain photocopiers
- Obtain telephone directories, including Media /Governmental Yellow Books

- Obtain pens/pencils/note paper/staplers, etc.
- Obtain computer printers
- Obtain two fax machines with broadcast capability
- Obtain power strips with surge protector
- Obtain Associated Press stylebooks
- Obtain dry erase boards or flip charts
- Obtain a color poster printer (or access to one)
- Obtain AM/FM Radio
- Obtain televisions/monitors
- Obtain VHF/DVD players/recorders
- Obtain broadcast operations package (sat truck and crew)
- Obtain pipe and drape (blue curtains)
- Obtain podium, microphone, speakers and multi-box
- Obtain media camera riser/platform
- Obtain sufficient seating for press briefings

Scope

ESF #15 coordinates all actions to provide the required external affairs support to incident management elements. This annex details the establishment of support positions to coordinate communications to various audiences. ESF #15 applies to all departments and agencies that may require public affairs support or whose public affairs assets may be employed during an incident.

Annex B

Emergency Public Information

Authorities

See Section I of the Basic Plan for general authorities.

Purpose

The purpose of this annex is to outline the means, organization, and process by which Natrona County will provide appropriate information and instructions to the public during emergency situations. These emergency situations include: Tornadoes, Power Outages, Floods, Civil Disturbances, Earthquakes, Heavy Snow, Wildfire, Toxic Chemical Leaks or any occurrence which poses a danger to life or property. This annex also provides for disaster-related public education to be conducted in advance of emergency situations to reduce the likelihood that citizens will place themselves in hazardous situations that may require an emergency response.

Explanation of Terms

Acronyms

ARC	American Red Cross
EAS	Emergency Alert System
EMC	Emergency Management Coordinator
EM	Emergency Management
EOC	Emergency Operations Center
EPI	Emergency Public Information
FEMA	Federal Emergency Management Agency
Hazmat	Hazardous Materials
IC	Incident Commander
ICP	Incident Command Post
JIC	Joint Information Center
LWP	Local Warning Point
NOAA	National Oceanic & Atmospheric Administration
PIO	Public Information Office or Officer
PSCC	Public Safety Communications Center
SOP	Standard Operating Procedures
TV	Television

Definitions

Emergency Public Information (EPI)

Information provided to citizens during emergency situations about the emergency situation, together with instructions on how to protect personal health, safety, and property or how to obtain assistance.

Situation and Assumptions

Situation

1. Natrona County faces a number of hazards which may cause emergency situations; see the Basic Plan for a summary of those hazards and their possible impact.

2. During emergencies, the public needs timely, accurate information on the emergency situation and appropriate instructions regarding protective actions that should be taken to minimize injuries, loss of life and damage to property.

3. For some slowly developing emergency situations (such as river flooding), there may be several days for local government and the media to provide detailed information about the hazard and what citizens should do.

4. For other emergency situations, there may be no warning, leaving the public information system unable to react rapidly enough to properly inform the public about the hazard and what to do about it. For this reason, it is important that the public be advised of likely hazards and what protective measures should be taken to lessen the effect of an emergency and/or disaster.

Assumptions

1. An effective program combining both education and emergency information can significantly reduce loss of life and property. However, many people are unconcerned about hazards until they may be affected and will not participate in or retain pre-emergency education; therefore, special emphasis must be placed on the delivery of emergency information during emergencies and disasters.

2. Local media will cooperate in disseminating warning and emergency public information (EPI) during emergency situations and may participate in pre-disaster awareness programs and other disaster education activities.

3. Some emergency situations may generate substantial media interest and draw both local media and media from outside the local area, overwhelming the available EPI staff.

Concept of Operations

General

Emergency information efforts should focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter. Appendix 2 describes some basic emergency information needs.

A special effort should be made to keep the public informed of the general progress of events. Reporting positive information regarding emergency response will help to reassure the community that the situation is under control. Rumor control must be a major aspect of the informational program. Public feedback should be used as a measure of the program's effectiveness.

Education efforts are to be directed toward increasing public awareness about potential hazards and how people should prepare for them. All information and education efforts will rely heavily on the cooperation of every type of media organization

Information Dissemination

In the initial stages of an emergency situation, the Local Warning Point (LWP) may have to take action on time-sensitive hazards. Within the limits of the authority delegated to it, the LWP, located at the PSCC, in conjunction with Natrona County Emergency Management, will determine if a warning needs to be issued, formulate a warning if necessary, and disseminate it. Pre-scripted emergency messages have been prepared for likely hazards and are included in the Warning Annex a list of these messages is provided in Appendix 5. These pre-scripted messages may be used as written or tailored as needed for specific circumstances.

As Emergency Alert System (EAS) messages are limited to two minutes, EAS warning messages may have to be supplemented with Special News Advisories prepared by the Public Information Office (PIO) staff that contain amplifying emergency information. Special News Advisories are generally disseminated to media outlets by fax and email.

a. Broadcasters and cable companies must carry national security warnings and messages initiated by the President; they may broadcast alerts and messages initiated by state and local governments. The Federal Communications Commission encourages licensees to broadcast local warning and instruction messages, but the final decision on broadcasting such messages rests with the broadcasters.

b. Broadcasters and cable operators will expect EAS to be used for life-threatening emergencies.

When an incident command operation is activated for an emergency situation, the Incident Commander (IC) will normally warn the public in and around the incident site. A designated PIO at the Incident Command Post (ICP), assisted by the Natrona County PIO staff if necessary, will normally provide information on the emergency situation to the media if the Emergency Operations Center (EOC) has not been activated.

Once the EOC has been activated for an emergency situation, the EOC Supervisor will normally determine the need for additional warning and instructions. The PIO staff will formulate additional warning messages and public instructions, using the sample messages contained in the Warning Annex as a basis, where appropriate. The LWP will normally execute such warnings by activating the warning system, including transmitting EAS messages to broadcasters. The PIO staff will disseminate Special News Advisories and other EPI materials to the media directly using its contact list.

In the case of large-scale emergencies or disasters where there are substantial external responders from other jurisdictions and/or state or federal agencies and the response and recovery effort may continue for an extended period, a Joint Information Center (JIC) may be established. The JIC is a working facility where the emergency public efforts of all participating jurisdictions, agencies, volunteer organizations, and other responders can be coordinated to ensure consistency and accuracy. The East Conference Room, 2nd Floor Hall of Justice, has been designated as a JIC for the Natrona County EOC. In federally declared disasters, a JIC will typically be set up as part of the Disaster Field Office.

The following means will be used to provide emergency information and instructions to the public:

1. EAS broadcasts by radio, television (TV), and cable companies.
2. Special news broadcasts by radio, TV, and cable companies.
3. Local newspapers.
4. Cable local government access channel: Channel 3
5. Electronic Emergency Notification System: Phone, email, text
6. All Hazards Outdoor Warning Siren System
7. Mobile units with public address systems.
8. Internet social network sites: Facebook, etc.
9. Informational Hotline
10. Portable electronic signs
11. The local government Internet site: www.natronacounty-wy.gov

Providing Emergency information to Special Populations

Special populations will be provided information on emergency situations and appropriate instructions by the following methods:

1. Visually-impaired: EAS messages and news advisories on radio, NOAA Weather Radio, or by door-to-door notification
2. Hearing-impaired: Captioned EAS messages and news advisories on TV, print media, text messaging (SMS)
3. Non-English Speakers:

Resources

The PIO shall maintain a Media Roster that contains the names, telephone and facsimile numbers, and E-mail addresses of each of the media resources servicing Natrona County. See Appendix 1 for media resources.

Emergency Alert System (EAS) Procedures

CASPER, WYOMING EAS OPERATION AREA INCLUDES THE FOLLOWING COUNTIES:

CONVERSE
NATRONA

INTRODUCTION

This plan was prepared by the Casper, Wyoming Operational Area Emergency Communication Committee, It provides specific procedures for the broadcast media to disseminate emergency information and warning to the general public in the Casper, Wyoming Operational Area or any portion thereof within the stations broadcast coverage capability at the request of designated local, State, and Federal officials. This local EAS plan may be activated on a day-to-day basis in response to such emergencies as: Tornadoes, Power Outages, Floods, Civil Disturbances, Earthquakes, Nuclear Power Plant Accidents, Heavy Snow, Toxic Chemical Leaks or any occurrence which poses a danger to life or property.

Acceptance of/or participation in this plan shall not be deemed as a relinquishment of program control, and shall not be deemed to prohibit a broadcast licensee from exercising independent discretion and responsibility in any given situation. Stations originating EAS emergency communications shall be deemed to have conferred rebroadcast authority. The concept of the management of each broadcast of EBS emergency information and instructions to the general public is provided by FCC Rules and Regulations.

AUTHORITY

Part 73, Subpart G, Federal Communications Commission Rules and Regulations.

KEY EMERGENCY ALERT SYSTEM STATIONS

CPCS-1:	KTWO, Casper, Wyoming
STATION CONTACT:	Randy Evans
TELEPHONE:	266-5252 WORK,
UNLISTED TELEPHONE:	265-2751 HOME
OFF-HOURS TELEPHONE:	265-0000
ON-THE-AIR HOURS:	24
COMMUNICATIONS FACILITIES:	VHF, UHF, 2 WAY 3 Frequencies

AUTHENTICATION

Return phone call to appropriate number (listed in Annex A)
Note: National Weather Service weather warnings received via NOAA Weather Wire or AP/UPI do not require additional authentication.

IMPLEMENTATION

Procedures for Designated Officials

1. Request activation of the EBS facilities through the CPCS-1 (or CPCS-2 if the CPCS-1 cannot be contacted via phone or other available communication facilities. *Note: When "severe weather" warnings are issued by the National Weather Service, the NWS will contact the Public Safety Communications Center directly, as well as activating the NOAA All Hazards Warning Radio which will notify the CPCS-1 directly.*

2. Designated officials use the following format when contacting the key EAS station:
   a) "THIS IS (NAME/TITLE) OF (ORGANIZATION). I REQUEST THAT THE EMERGENCY ALERT SYSTEM BE ACTIVATED FOR THE CASPER, WYOMING OPERATIONAL AREA BECAUSE OF (DESCRIPTION OF EMERGENCY SITUATION).

3. Upon authentication, designated officials and station personnel determine broadcast details (i.e., live or recorded, immediate or delayed). Officials provide emergency program material including description of the nature of the emergency, actions being taken by local governments, and instructions to the public.
4. For an emergency situation not involving the entire operational area, designated officials may request EAS activation through a broadcast station serving only the affected area.

Procedures for Station Personnel

1. Upon receipt of a request to activate the local EAS from the appropriate authority (verify authenticity via method described in paragraph IV above), the CPCS-1) may proceed as follows:

a. Broadcast the following announcement and broadcast the emergency material:
   i. "WE INTERRUPT THIS PROGRAM BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INSTRUCTIONS WILL FOLLOW."

b. Transmit the Emergency Alert System TWO Tone Attention Signal.
c. Broadcast the following announcement and broadcast the emergency material:
   i. "WE INTERRUPT THIS PROGRAM TO ACTIVATE THE EMERGENCY ALERT SYSTEM FOR THE CASPER, WYOMING OPERATIONAL AREA BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INSTRUCTIONS WILL FOLLOW."
   ii. Follow with emergency program

d. To terminate EAS programming, make the following announcement:
   i. "*THIS CONCLUDES EAS PROGRAMMING. ALL BROADCAST STATIONS MAY NOW RESUME NORMAL BROADCAST OPERATIONS."*

2. All other broadcast stations are monitoring the key EAS station via EAS monitor receiver/decoders and will be alerted by the two-tone attention signal. Each broadcast station upon receipt of the two-tone alert will, at the discretion of station management, perform the same procedures as outlined above in step 1 by re-broadcasting the emergency programming received from the CPCS-1

3. Upon completion of the above transmission procedures, resume normal programming. Appropriate notations should be made on the station log, and a brief summary may be sent to the FCC for information only.

TESTS

Tests of these Emergency Broadcast procedures shall be conducted on a random or scheduled basis from a point which would originate the common emergency program. The date and time of each test shall be recorded on the operating log.

DESIGNATED OFFICIALS

	Work	24 Hour
Clear Channel/K@ Radio Engineer	266-5252	
Stewart Anderson/EMA Coordinator	235-9205	262-1899
Theresa Simpson /Dep. Coordinator	235-9307	262-9678
Natrona County Sheriff	235-9302	
Converse County Sheriff	358-4700	
EMA Converse County	358-3441	
National Weather Service	234-1202	
Public Safety Communications Center Supervisor	235-9300	
Casper Police Chief	235-8252	

BROADCAST STATIONS

City	Station	Phone	Frequency
Casper	KMGW Radio	266-2442	FM 94.5
	KTWO Radio	266-5252	AM 1030
	KQLT Radio	265-1984	
	KTRS Radio	235-7000	FM 95.5
	KUYO Radio	577-5896	AM 830
	KCSP Radio	265-5414	FM 106.9
	KTWO TV	237-3711	CHAN 8
	KCGY TV	265-1111	CHAN 13
	Bresnan Cable	265-3136	CHAN 3
Douglas	**KWIV Radio**	**358-2768**	**AM 1470**

Actions by Phases of Emergency Management

Mitigation

- Conduct hazard awareness programs.
- Develop systems to enhance information dissemination during emergency situations.

Preparedness

- Develop and distribute educational materials; conduct public education programs.
- In coordination with the Emergency Management Coordinator (EMC), prepare pre-scripted warning and public instruction messages for known hazards. See Appendix 5 to this annex for a list of those messages; the messages are included in the Warning Annex.
- Brief local media on local warning systems and coordinate procedures for transmitting emergency information to media.
- Conduct public education on warning systems and the actions that should be taken for various types of warnings.
- Train public information staff.
- Brief local officials and emergency responders on working with the media. See Appendix 3.
- Maintain this annex.
- Identify suitable facilities for a Joint Information Center (JIC).

Response

- Develop and release EPI.
- Conduct media monitoring to determine the need to clarify issues and distribute updated public instructions
- Manage rumor control.
- Conduct news conferences and arrange interviews as needed.

Recovery

- Provide public information relating to recovery process and programs
- Compile record of events.

- Assess effectiveness of public information and education program.

Organization and Assignments of Responsibilities

General

1. The overall responsibility for providing emergency information and instructions to the public rests with the County Emergency Manager.

2. The County Emergency Manager shall provide general guidance for EPI programs and appoint a PIO.

3. The PIO will manage and coordinate all EPI related activities and direct such staff as may be assigned or recruited to assist in those activities.

4. Trained public information specialists will staff PIO positions at the ICP and in the EOC.

Task Assignments

The County Emergency Manager will:

a. Appoint a Public Information Officer (PIO).
b. Ensure that an EPI and education program is developed and maintained.
c. Provide emergency information to the public, when appropriate.
d. Authorize release of information to the media during emergencies.

The PIO will:

a. Coordinate the EPI efforts of local government.
b. Serve as the official Natrona County spokesperson during emergencies or serve as the County's representative in the JIC, if such a facility is activated.
c. Conduct public education programs as an ongoing activity.
d. Based on all hazards likely to confront this jurisdiction, develop and disseminate EPI materials and maintain a stock of materials for emergency use. Such materials should include:
    1) General materials dealing with the nature of hazards and basic protective actions to take in the event of an emergency, including shelter-in-place and evacuation.
    2) Hazard specific instructions on "where to go and what to do" in an emergency.
    3) Information on how emergency warnings are disseminated and the meaning of warning signals.
e. In coordination with agency head and the EMC develop pre-scripted warning messages for known hazards for use by the LWP and the EOC.
f. Develop methods (i.e., newspaper supplements, prepared TV/radio scripts for broadcast stations) for distribution of EPI materials to the public, to include materials for non-English speaking groups, if appropriate.
g. In cooperation with the EMC, coordinate with broadcasters (radio and TV stations and cable TV companies) to develop procedures for local government to disseminate warning messages and emergency information through the broadcast media.
h. Authenticate sources of information and verify for accuracy before issuing news releases.
i. Provide news releases to the media while keeping the (County Commissioners/Mayors/City Manager) informed of message content.
j. Monitor media coverage of emergency operations for accuracy of reports and issue corrections where necessary.
k. Take action to control rumors.

l. Brief potential ICs, department heads and key staff, and the EOC staff on basic public information needs, working with the media, and media access during emergency operations. See Appendices 2, 3 and 4 for further information on these subjects.
m. Maintain a media briefing area in proximity of the EOC.
n. Periodically brief the media on local warning systems and warning procedures.
o. Maintain a Media Contact Roster. See Appendix 1 for a sample.
p. Compile printed and photographic documentation of the emergency/disaster.
q. Develop EPI checklists for known hazards. See Appendix 6.
r. Anticipate and be prepared to handle unscheduled inquiries from the media and the public.
s. Train a group of government employees and/or volunteers to staff PIO positions at the ICP and in the EOC.

The Natrona County Emergency Management will:

a. Advise the County Commission on when to disseminate emergency instructions to the public.
b. Coordinate with the PIO in the development of pre-scripted emergency messages.
c. Work with the PIO in public education activities relating to emergency management.
d. Identify concerns raised by the public, rumors, and other issues involving citizens to the PIO so they may be addressed in public information activities.

All local government departments and agencies will:

a. To the extent possible, refer media inquiries during emergency situations to the PIO.
b. Assist the PIO in responding to requests for information from the public or the media.

Media companies are expected to:

a. Disseminate warning messages and special news advisories provided by local government to the public as rapidly as possible.
b. Participate in periodic tests of the EAS and other warning systems.
c. Provide coverage of emergency management activities.
d. Work with PIO and EMC on public educational programs relating to emergencies.
e. Check accuracy of information on emergency operations with the PIO or Emergency Management.

Direction and Control

General

1. The County Commission Chair has overall responsibility for the EPI program, shall provide general guidance for emergency-related public education and information activities, shall appoint a PIO, and may choose to review information to be released to the news media before such information is released.

2. The PIO shall direct all EPI activities, coordinating as necessary with other individuals, departments, and agencies performing other emergency functions.

3. To the extent possible, the PIO shall release all information to the public and the media during emergency operations. During emergency operations, departments and agencies shall refer media inquiries to the PIO.

Continuity of Government

The line of succession for the PIO is:

1. Public Information Officer
2. Assistant Public Information Officer

Readiness Levels

Readiness Level 4-Normal Readiness

See the mitigation and preparedness activities in Section V.E, Emergency Management Activities by Phase.

Readiness Level 3-Increrased Readiness

1. Monitor the situation.
2. Check and update Media Contact Roster.
3. Alert media of the increased threat so they are aware of the situation and are prepared to disseminate warnings and public instructions if necessary.

Readiness Level 2-High Readiness

1. Monitor the situation.
2. Review pre-scripted warning messages and public instruction messages; draft updated versions or additional messages tailored for the impending threat.
3. Alert personnel for possible emergency operations; identify personnel for increased staffing during primary vulnerability period.
4. Determine requirements for additional pre-EPI and instructions and produce and disseminate those materials.
5. Consider placing public information personnel on shifts to provide for increased situation monitoring and to conduct additional public information planning.

Readiness Level 1- Maximum Readiness

1. Monitor the situation.
2. Update warning messages as necessary.
3. Update public information materials based on current threat and disseminate.
4. Provide information to the media on local readiness activities.
5. Place selected off-duty personnel on standby to increase staffing if necessary
6. Staff public information positions in the EOC or at the ICP when activated.

Administration and Support

Media Contact Roster

The PIO shall maintain a contact roster for the media organizations that are involved in local emergency management programs. A sample is provided in Appendix 1.

Records

The PIO shall maintain a file of all news advisories and press releases issued during emergency operations

The PIO shall also compile and maintain copies of newspaper articles, video recordings of emergency operations and news broadcasts relating to an emergency, and other media materials distributed for use in post-incident analysis and future training activities.

Educational Programs

The PIO and the EMC shall conduct disaster educational programs to increase citizen preparedness. Educational programs may include presentations in schools and for community organizations, displays at local public gatherings, community meetings, distribution of educational materials, and other activities. The local media may be willing to assist with such activities and local businesses may be willing to sponsor such events and assist with costs. Educational brochures may also be distributed with regularly scheduled government, utility, or business mailings.

The PIO is expected to obtain and maintain materials for disaster-related public education. A wide variety of educational materials dealing with emergency management and disaster preparedness are available. Materials include pamphlets, posters, videotapes, CD-ROMs, and complete training curricula for school children. Many publications are available in ready-to-distribute form or as fact sheets whose content can be incorporated into locally developed materials. Materials available include emergency preparedness information of general interest and specialized preparedness publications for school children, the elderly, and people with various disabilities. Public education materials relating to emergency management are available in a variety of foreign languages.

The principal providers of disaster-related educational materials are the Federal Emergency Management Agency (FEMA) and the American Red Cross (ARC). Many agencies and volunteer organizations also published specialized disaster-related educational materials. FEMA publishes a catalog of their publications and both FEMA and the ARC include educational materials on their web sites; see Section XI, References, for their addresses.

Training

Members of the EPI staff for whom public information is not their primary daily work should attend public information training, preferably training focusing on EPI activities. FEMA offers PIO training.

Plan Development and Maintenance

Development

Natrona County Emergency Management is responsible for developing and maintaining this annex.

Maintenance

This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.

Operating Procedures

The PIO is responsible for developing and maintaining SOPs covering recurring EPI tasks.

References

1. FEMA, *FEMA Publications Catalog*
2. FEMA, *Guide to All-Hazard Emergency Operations Planning* (SLG-101)
3. FEMA web site: www.fema.gov
4. American Red Cross web site: www.redcross.org

Appendicies

Appendix 1	Media Contact Roster
Appendix 2	Emergency Public Information Needs
Appendix 3	Working With the Media
Appendix 4	Media Access & Identification
Appendix 5	List of Pre-scripted Emergency Messages
Appendix 6	Emergency Public Information Checklists
Tab A	Emergency Public Information Checklist for Flooding
Tab B	Emergency Public Information Checklist for Hazmat Incident
Tab C	Emergency Public Information Checklist for Hurricanes

APPENDIX 1: Media Rosters

Emergency Alert System (EAS) Stations Service Natrona County

Natrona County comprises a single EAS activation area, with KTWO-AM as the primary Local Program (LP-1) station. Alert tones transmitted by KTWO-AM activate receivers in all other broadcast stations in the county. As the LP-1 station, emergency management officials are assured that emergency messages are heard by 100 percent of the radio listeners and television viewers in the market.

Emergency Alert Stations Service Natrona County

LP-1
KTWO-AM
1030 Khz, 24-hour operation
50,000 watt clear-channel station

KTWO radio is the input station for the Emergency Alert System, and monitors the national Weather Service NOAA All Hazards radio for weather-related and other emergencies. The stations maintain separate dial telephone lines for voice and fax access to the emergency Operations Center during activation. KOFR-AM/FM share technical facilities and master control operations with KRUL-TV.

KGWC TV Channel 14
KTWO TV Channel 2

Both Television stations also can activate the emergency Alert System in Natrona County with its radio counterparts through the NWS receiver, or the separate dial/fax telephone lines to access the Emergency Operations Center during activation. .

In addition to distribution of news and emergency information by radio and television broadcast, these stations maintain major Internet websites.

Other Natrona County Broadcast Stations

Local Television Stations

Station	Channel	Affiliate	Phone	Contact	Address
KTWO	2	ABC	237-3711		
KGWC	14	NBC	234-1111		
Bresnan	3	Cable co.	265-3136		

Radio Facilities

Station	Frequency	Phone	Contact	Address
KTWO	1030	265-0000	Bob Price	104 N. Nichols
KMGW	94.5	266-2442		
KQLT		265-1984		
KTRS	95.5	235-7000		
KUYO	830	577-5896		
KCSP	106.9	265-5414		

Natrona County Newspapers

- Casper Star Tribune
- Casper Journal

APPENDIX 2: Emergency Public Information Needs

Background

During emergency situations, it is important to provide the general public with adequate information on the situation as rapidly as possible to alleviate concerns and reduce the likelihood of panic or inappropriate actions. The news media are the primary means of disseminating such information, by providing up-to-date information quickly to a wide audience. The information they provide reduces the time and manpower that local government would have to divert from response and recovery tasks to deal with what could be an overwhelming number of inquiries from the public. Every effort should be made to cooperate with the news media in providing information and in recognition of the rights of the news media to perform their proper function.

Information Needs

The following types of information shall be provided to the public as soon as possible in as much detail as possible.

1. What Happened
   a. Nature of incident or emergency
   b. Location
   c. Time of occurrence
   d. Situation resolved or response on-going
   e. Cause (Until an investigation has determined the cause with reasonable certainty, do not speculate.)

2. Current Response Actions
   What actions have been or are being taken to protect public health and safety and public and private property?

3. Known Damages
   a. Homes
   b. Businesses
   c. Government buildings
   d. Infrastructure – roads, bridges, parks, etc.

4. Casualties
   a. Number dead and apparent cause
   b. Number injured and nature/severity of injuries and where being treated
   c. Number missing and circumstances
   d. General identification of casualties – age, sex, situation (employee, homeowner, responder, etc.
   e. Names of casualties – only released by Natrona County Coroner after next of kin have been notified

5. Evacuations
   a. Areas and facilities evacuated
   b. Approximate number of evacuees

6. Shelter & Mass Care
   a. Shelters open – name and location
   b. Approximate number of persons being housed in shelters

   c. Mass feeding site or other mass care facilities in operation – name, location, and number of persons being served.

7. Status of Utilities
   a. Electric service
   b. Telephone system
   c. Water system
   d. Sewer system
   e. Natural gas distribution

8. Road and Facility Closures
   a. Organizations Responding
   b. Local government
   c. State agencies
   d. Federal agencies
   e. Volunteer groups

9. Means of contacting evacuees

10. Areas to which access is restricted and the reason(s) for such restriction

11. For ongoing emergency situations, planned response activities

12. In the recovery phase:
    a. Disaster assistance programs available
    b. How to apply for disaster assistance

Collection and Dissemination of Information

Information shall be collected and disseminated as soon as possible by the appropriate personnel as follows:

1. Where an ICP has been established and a qualified public information staff member is at the scene, that individual may provide information directly to the media if the EOC is not activated. If no qualified public information staff member is present at the scene, the IC or a member of his staff should pass situation information to the PIO for release to the media.

2. Where an ICP has been established and the EOC has been activated, information from the incident scene will normally be passed to the PIO at the EOC. The PIO will utilize reports from the scene and other available pertinent information to brief the media and prepare news advisories for release to the media.

3. The Shelter and Mass Care Officer is responsible for collecting information on shelter and mass care activities and providing that information to the PIO.

4. The Power, Gas and Utilities representatives in the EOC is responsible for obtaining information on the status of utilities and providing it to the PIO.

5. Law Enforcement and Public Works/Engineering are responsible for obtaining information on road closures and facility closures and providing it to the PIO.

6. The PIO is responsible for collection of information from the IC, the EOC staff, and other sources and agencies. The PIO staff is responsible for preparation of news releases, for the dissemination of information directly to the news media, and, where appropriate, for making arrangements for announcements directly to the public via radio and/or television hookups.

7. Hospitals are responsible for dissemination of information concerning casualties. They generally have policies restricting the release of detailed information without permission of patients or their families. This information that they choose to release will normally be disseminated directly to the news media. The PIO should request that the EOC be provided copies of any information released to the media

Appendix 3: Working with the Media

What to do When Working With the Media

1. Identify your spokesperson beforehand.
2. Have a number the media know to call when they need information.
3. Make certain the person answering the phones knows to whom to direct media calls.
4. Get all the information you can from those in charge before you talk with the media.
5. Write out the answers to these questions for **your** use:
   a. What happened?
   b. When did it happen?
   c. Where did it happen?
   d. Why did this happen?
   e. Who's--responsible, involved, injured?
   f. How many were hurt or killed? What are their names/ages/addresses?
   g. Can I shoot video/take photos? How close can I get?
   h. Who can I talk to?
   i. What is your agency doing about it?

When Taking With the Media

1. Tell the truth.
2. Be courteous and don't play favorites.
3. Avoid "off the record" remarks.
4. Never say anything you would not want to see printed or broadcast.
5. Stay on top of the interview by listening to the reporter's questions.
6. Don't accept the reporter's definitions of what happened.
7. Pause, think; ask for more time if you need it.
8. Respond only to the question you've been asked. Don't speculate.
9. Stick to the core message

Appendix 4: Media Access and Identification

Media Access

1. In recognition of the public's right to know as much information as possible about a disaster, local response agencies will cooperate with legitimate news media representatives and provide equal access to information and, within the limits of safety and other response needs, access to incident scene to various news organizations. News media representatives are required to cooperate with response personnel as directed for safety and efficient operation.

2. The IC or his designated representative will allow media such access to the incident scene as is consistent with safety and does not disrupt critical operations.

3. The EMC, in coordination with the PIO, shall establish rules for media access to the EOC. When the EOC is activated, representatives of news media may be provided access to those areas of the EOC designated by the EMC. As a general rule, press briefings will not be conducted in the EOC because they can disrupt on-going EOC operations; briefings will normally be conducted in the press area of the EOC. Photo shoots and interviews may be conducted in the EOC, but these should be scheduled so as to minimize disruption.

4. Hospitals establish their own rules of access for news media representatives and these may vary for individual circumstances. For emergency situations where there have been substantial casualties, it may be desirable for hospitals to provide a press room or other designated area with access to telephones for the use of news media representatives.

5. When incident scenes are on private property, the property owner may establish and enforce policies with regard to access by the media and other persons who are not emergency responders.

Media Identification

1. Representatives of news media will be considered to have satisfactory identification if they have:
   a. A media company identification card with photo that identifies them as a media representative, unless there is reason to believe that the identification is not genuine.
   b. Press identification card.
   c. A press identification card issued by the Natrona County Emergency Management Office.

Appendix 5: Prescripted Messages

The following pre-scripted emergency messages have been prepared and are included in the Warning Annex:

1. Warning – General Incident
2. Warning – Road/Facility Closure
3. Warning – Shelter-in-Place
4. Special News Advisory – Pre-Evacuation
5. Warning – Urgent Evacuation

WARNING- GENERAL INCIDENT SCRIPT

(INSERT LOCATION/AREA) has experienced a (INSERT INCIDENT). For your safety the (INSESRT AGENCY NAME) agency requests that the public take the following actions: (INSERT ACTIONS TO TAKE). Further information on this incident will be made available at (INSERT TIME).

OPTIONAL: For more information, call the informational hotline at (INSERT NUMBER) or go to www.natronacounty-wy.gov

I repeat:

WARNING- ROAD/FACILITY CLOSURE SCRIPT

(INSERT LOCATION/AREA) has experienced a (INSERT INCIDENT) Due to the (INSERT INCIDENT) the following roads (or facilities) have closed: (INSERT ROAD NAMES OR NUMBERS AND/OR FACILITY NAMES HERE). Further information on when the roads (or facilities) may reopen will be available at (INSERT TIME).

OPTIONAL: For more information, call the informational hotline at (INSERT NUMBER), or to (INSERT WEB SITE).

I repeat:

WARNING- SHELTER IN PLACE SCRIPT

(INSERT LOCATION/AREA) has experienced a (INSERT INCIDENT)

Due to the (INSERT INCIDENT) the public should take the following actions to shelter in place at their homes or businesses:

- Immediately go inside and bring all pets indoors.
- Choose a room with little or no windows and only one door.
- Close and lock all doors and windows and use wet towels to help seal bottom of doors.
- Close as many interior doors as possible.
- Shut down all HVAC (heating, ventilation air conditioning) systems, or set them to recirculate
- Seal up any vents or sources of outside air with plastic including dryer vents, bathroom vents, stove vents and fireplaces.
- Turn on a battery operated radio, television and/or NOAA all hazards radio for information.

- (INSERT AGENCY) will determine when it is safe to come out of sheltering and it is all clear.
- After being advised that it is no longer necessary to shelter in place, you will need to open windows and doors to ventilate your home or business.

I repeat:

WARNING- URGENT EVACUATION SCRIPT

Due to (INSERT INCIDENT TYPE) people living or working in the area of (INSERT DESCRIPTION OF THE AREA TO BE EVACUATED) should evacuate immediately.

All people evacuating should go to (NAME A LOCATION) for further information and instructions.

OPTIONAL: All people evacuating should go to (NAME THE SHELTER LOCATION) to register and sheltering assistance.

- Please lock all door and windows and close all curtains/blinds when leaving.
- If you are unable to self evacuate, or need assistance in evacuating, please call (INSERT INFORMATIONAL NUMBER).
- Do not call 911 unless it is an emergency
- Notify relatives/friends via text messaging or email so as not to overload the phone system.

I repeat:

SPECIAL NEWS ADVISORY- PRE-EVACUATION SCRIPT

(INSERT LOCATION/AREA) may require evacuation due to (INSERT INCIDENT)

Now is the time for the public to prepare themselves as well as their homes and/or businesses in case the need to evacuate arises.

Please take the following actions now.

- Have your emergency response kit ready to take with you.
- Take all necessary items with you: i.e. medications, eye glasses/contacts, if you are on oxygen take an extra bottle, diapers, pet food for pets
- Make sure your vehicle is fueled
- Charge your cell phone
- Get important documentation i.e. birth certificates, licenses etc gathered together.

For further information on what actions to take now before an evacuation, please go to www.natronacounty-wy.gov

I repeat:

Appendix 6: Emergency Public Information Checklists

This appendix includes the following Emergency Public Information Checklists:

Tab A	Emergency Public Information Checklist for Flooding
Tab B	Emergency Public Information Checklist for Hazmat Incidents
Tab C	Emergency Public Information Checklist for Hurricanes

TAB A, APPENDIX 6
EMERGENCY PUBLIC INFORMATION CHECKLIST FOR FLOODING

✓	**Pre-Emergency Phase**
	1. Conduct public education and distribute preparedness materials highlighting local flood risk areas, precautionary actions, and protective actions.
	2. In coordination with the EMC, maintain a set of pre-scripted warning and public instructions messages ready for use.
	3. Coordinate with school authorities/PIOs on policies/procedures for announcing school closures.
	4. Review local Hazard Analysis and the Evacuation Annex to EM Plan to identify potential flood risk areas and evacuation routes.
	5. Coordinate with Animal Control, Animal Shelter, and other organizations to determine availability of facilities for evacuated pets and large animals.
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	Readiness Phase
	1. Ensure PIO receives current information on flood watches & warnings.
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites.
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	4. In coordination with the EMC, update precautionary action and evacuation message(s).
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.
	6. Disseminate property protection and evacuation preparedness information to public through media.
	Emergency Response Phase
	1. Provide evacuation area and evacuation route maps to media.
	2. Release evacuation recommendation through warning system.
	3. Release information on how transportation will be provided for those who lack it.
	4. Release public instructions on securing property, evacuation routes, and what to take with you.
	5. Release information to media on shelter and mass care facilities available.
	6. Release information to media on where persons needing assistance should call.
	7. Release special instructions for those evacuating pets.
	8. Release information on curfews and travel restrictions in effect within evacuation areas.
	9. Release information on disaster welfare inquiry procedures.
	10. Advise the public not to return to the evacuation area until told to do so.
	11. Inform media of emergency response actions and organizations participating.
	12. Release information on food and water safety and/or restrictions

✓	**Post-Emergency Phase**
	1. Coordinate with Law Enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.
	2. Coordinate with EMC to obtain and release damage assessments to media, updating as additional information becomes available.
	3. Release information to media on return of evacuees and preferred reentry routes, if any.
	4. Release information to media on access controls for damaged areas, if any.
	5. Provide public information on safety precautions for entering damaged buildings and the need to document damage and contact insurance companies.
	6. Release information on disaster relief/recovery programs and facilities.
	7. Release information to media on termination of shelter operations
	8. Release information on debris removal activities.
	9. Release information on volunteer assistance for home cleanup and repair.

Note: This public information checklist is designed for slowly developing floods. For a fast-breaking flood situation, it may be infeasible to conduct some of the readiness activities listed.

TAB B, APPENDIX 6
EMERGENCY PUBLIC INFORMATION CHECKLIST FOR HAZMAT INCIDENTS

✓	**Pre-Emergency Phase**
	1. Review local Hazard Analysis and the Evacuation Annex to obtain information on potential Hazmat risk areas and evacuation routes.
	2. Conduct public education and distribute preparedness materials highlighting local Hazmat risk areas, precautionary actions, and protective actions.
	3. In coordination with the EMC, maintain a set of pre-scripted warning and public instructions messages ready for use.
	4. Coordinate with school authorities, other PIOs, and local media on policies/procedures for announcing school closures or evacuations.
	5. Coordinate with special facilities or special needs populations and local media on policies/ procedures for announcing closures or evacuations.
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	7. Coordinate with local media to insure thorough understanding of Hazmat response operations and protective actions such as shelter-in-place and evacuation.
	8. Disseminate evacuation preparedness information to the public.
	Readiness Phase
	1. Insure PIO receives current information on potential Hazmat incidents.
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites.
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	4. In coordination with the EMC, update precautionary action and evacuation message(s)
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.
	Emergency Response Phase
	1. Provide information to the media and public about the incident to include information on the nature of the incident, the expected duration of the incident, instructions to the community on evacuation or shelter in place procedures, symptoms of contamination, and potential health-risks.
	2. Disseminate property protection and evacuation preparedness information to public through the media.
	3. Shelter in Place Actions
	a. Release shelter in place recommendation through the media.
	b. Provide shelter in place instructions to the media.
	c. Provide maps of geographic area that will shelter in place.

	Emergency Response Phase (Continued)
	4. *Evacuation Actions*
	a. Release evacuation recommendation through media.
	b. Provide evacuation area and evacuation route maps to media.
	c. Release information on how transportation will be provided for those who lack it.
	d. Release public instructions on securing property, property protection, and what to take with you.
	e. Release information to media on shelter and mass care facilities available.
	f. Release special instructions for those evacuating pets, and insure that you have the information on which shelters will accept pets or available sheltering facilities for animals.
	5. *General Actions*
	a. Release information to media on where persons needing assistance should call.
	b. Release information on curfews and travel restrictions in effect within evacuation areas.
	c. Release information on disaster welfare inquiry procedures
	d. Advise the public not to return to the evacuation/shelter in place area until told to do so by the proper authorities.
	e. Inform media of emergency response actions and organizations participating.
	Post-Emergency Phase
	1. Coordinate with law enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.
	2. Coordinate with EMC to obtain and release damage/contamination assessments to media, and update them as additional information becomes available.
	3. Release information to media on return of evacuees and preferred reentry routes, if any
	4. Release information to media on access controls for damaged areas, if any.
	5. Provide public information on safety precautions for entering damaged areas and the need to document damage and contact insurance companies.
	6. Release information on disaster relief/recovery programs and facilities.
	7. Release information on termination of shelter operations.
	8. Release information on decontamination activities.
	9. Release information on volunteer assistance.
	10. Release information on clean-up/decontamination activities, if needed.
	11. Keep public and media informed of long-term clean-up activities, potential long-term health effects, liability information, and future mitigation efforts.

Note: As most Hazmat incidents occur without significant warning, it may be infeasible to conduct some of the activities listed in the Readiness Phase.

TAB C, APPENDIX 6
EMERGENCY PUBLIC INFORMATION CHECKLIST FOR WILDFIRES

✓	**Pre-Emergency Phase**
	1. Conduct public education and distribute preparedness materials highlighting local wildfire risk areas, precautionary actions, and protective actions.
	2. In coordination with the EMC, maintain a set of pre-scripted warning and public instructions messages ready for use.
	3. Coordinate with school authorities/PIOs on policies/procedures for announcing school closures.
	4. Review local Hazard Analysis and the Evacuation Annex to EM Plan, to identify potential wildfire risk areas and evacuation routes.
	5. Disseminate information on the availability of facilities for evacuated pets and large animals.
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	7. Disseminate information emphasizing the need for ride sharing during an evacuation.
	Readiness Phase
	1. Ensure PIO receives current information on current wildfires in progress
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites that could be used during the recovery phase.
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	4. In coordination with the EMC, update precautionary action and evacuation message(s). See the Warning Annex to the Basic Plan.
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.
	6. Disseminate property protection and evacuation preparedness information to public through media.
	7. Disseminate information to special need facilities and those in higher risk areas for possible early evacuation.
	Emergency Response Phase
	1. Provide evacuation area and evacuation route maps to media.
	2. Release evacuation recommendation through warning systems.
	3. Release information on how transportation will be provided for those who lack it.
	4. Release public instructions on securing property, evacuation routes, and what to take with you.
	5. Release information to media on shelter and mass care facilities available.
	6. Release information to media on where persons needing assistance should call.
	7. Release special instructions for those evacuating pets.
	8. Release information on curfews and travel restrictions in effect within evacuation areas**.**
	9. Release information on disaster welfare inquiry procedures.
	10. Advise the public not to return to the evacuation area until told to do so.
	11. Inform media of emergency response actions and organizations participating.

✓	**Post-Emergency Phase**
	1. Coordinate with Law Enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.
	2. Coordinate with EMC to obtain and release damage assessments to media, updating as additional information becomes available.
	3. Release information to media on return of evacuees and preferred reentry routes, if any.
	4. Release information to media on access controls for damaged areas, if any.
	5. Provide public information on safety precautions for entering damaged buildings and the need to document damage and contact insurance companies.
	6. Release information on disaster relief/recovery programs and facilities.
	7. Release information to media on termination of shelter operations
	8. Release information on debris removal activities.
	9. Release information on where to obtain disaster mental health/crisis counseling services.
	10. Release information on volunteer assistance for home cleanup and repair.

Annex C

Public Warning Plan

Warning Procedures

Situation

A. Purpose: To warn people of Natrona County of impending or actual disaster/emergencies. The Warning systems may be utilized to warn or alert officials, emergency response personnel, and/or the general public in event of (for example):
   1. National disaster/emergency.
   2. Natural/technological disaster/emergency.

B. Vulnerability of the Warning systems
   1. Destruction/damage to repeaters
   2. Power outages/surges, lack of emergency power for all warning equipment
   3. Break down of equipment
   4. Terrorism
   5. Inadequate training of emergency warning personnel
   6. Dependence on telephone lines
   7. Lack of specific procedures for utilizing warning systems for disasters

C. Warning Resources
   1. Outdoor warning system sirens
   2. Mobile sirens and public address systems on Law Enforcement and other emergency response vehicles will be used.
   3. The All Hazards NOAA Weather Radio via the National Weather Service, Riverton Wyoming.
   4. The primary County 24 hour Warning Point for the State Warning systems is located in the Public Safety Communications Center 1st floor, Hall of Justice. Other Warning Points are:
      a. Evansville Police Department – M-F days only
      b. Mills Police Department - 8 hours
      c. Highway Patrol
   5. The primary County 24 hour Warning Point for the State Warning system is located in the Public Safety Communications Center 1st floor, Hall of Justice. Other Warning

      a. EAS System located in the PSCC.
      b. EM Alert/ Warning paging System
      c. KTWO 1030 am (EAS Station for Natrona County located at Casper).
      d. KQLT 103.7 fm
      e. KMGW 94.5 fm
      f. KASS 106.7 fm
      g. KUYO 830 am
      h. KVRK 107.7 fm
      i. KISS 104.7 fm
      j. KAWY 95.5 fm
      k. KMLD 97.3 fm
      l. KCWY Channel 13
      m. KTWO TV Channel 2
      n. WYO Media

   4. Bureau of Reclamation has radio coverage countywide.
   5. BLM radio coverage countywide.
   6. Game & Fish has radio coverage countywide.

7. Other methods of Warning:
    a. RACES/ARES (Ham radio).
    b. Telephone Fanout.
    c. Radio Scanners.
    d. Door-to-door.
    e. Any other means available.

E. Resources (State):
1. National Warning System (NAWAS)-
2. State Warning Point is the Highway Patrol.
3. Law Enforcement Teletype System (LETS).
4. Mutual Aid - Highway Department.
5. Wyo-Link radio system

F. Resources (Federal):
1. National Warning System (NAWAS).
2. All Hazards NOAA Weather Radio
3. NOAA Weather Wire through teletype
4. Bureau of Reclamation Control Center.

G. References: See Reference Glossary.

Execution

A. Concept of Operations:
1. The Warning systems consists of:
    a) Outdoor warning sirens
    b) 800 MHz Mayday talk group
    c) WYO-LINK Mutual Aid talk groups
    d) Warning Fan-out (Appendix 1).
    e) Emergency Alert System.
    f) Mobile Sirens and Public Address Systems
    g) Person-to-person contact (telephone or door-to-door)
    h) EM Alert And Warning System.
    i) Emergin paging system

2. All warning information received or disseminated shall be recorded in a warning log. All trouble on the net and the action taken will also be reported
3. Public Safety Communications Center can receive warning messages directly from the State Warning Point (State Highway Patrol Dispatch) via the NAWAS phone.
4. The Public Safety Communication Center will fan-out warning messages according to the Warning Fan-out-Appendix 2.
5. Municipal Warning Points will fan-out warning messages
    a) Mayor
    b) City Manager
    c) Council
    d) Police chief
    e) Fire Chief
    f) Emergency Management Coordinator
    g) Others as directed

6. Upon receipt of an immediate disaster warning, the dispatcher on duty will notify activate the fan-out. If any questions the dispatcher will contact the Natrona County Emergency Management Agency.
7. For warning messages received by means other than the NAWAS phone, the agency receiving the message will notify the Public Safety Communications Center to fan-out the message as appropriate.
8. The Warning Point Supervisor or other appropriate official shall, contact other warning points and give message as received.
    a) Casper Police.
    b) Evansville Police.
    c) Mills Police Department.
    d) Midwest Police Department.
    e) All Fire Department via pagers and radios

9. Broadcast the warning over all available state/county/municipal to all bases and mobile units
10. After the initial responsibility has been completed, the dispatcher on duty will closely monitor the radio and will disseminate all changes and new information using the same instructions as for a warning.
11. Termination of Warning and EAS Alert: When desired over the warning systems to terminate a warning and EAS radio alert, disseminate the information exactly as received, in accordance with the procedure outlined above for the dissemination of a warning
12. Natural Disaster: Natrona County Emergency management will forward initial reports of natural disasters to the Wyoming Office of Homeland Security.
13. Severe Weather Warnings:
    a. Natrona County will receive the warning from the Weather Service Office at Riverton.
    b. The operator on duty at the County Warning Point shall disseminate the warning as received as per Appendix 2-Warning Fan-out.
    c. No evaluation or interpretation of the Message will be made. It will be quoted verbatim with the authority ascribed to the National Weather Services Office issuing the message.
    d. In the event unusual weather conditions are observed in the County and reported to the County Warning Point, the operator on duty will:
        - Report this information to the National Weather Service Office at Riverton.
        - Contact Emergency Management Agency.
        - Upon verification of the unusual weather conditions activate the warning systems according to guidelines

B. Natrona County Law Enforcement Agencies' responsibilities in the event of an immediate disaster warning and/or in the event of a need for evacuation:
    1. Fan-out Warning to Residents.
    2. Warning Methods:
        a. EMAlert/ Paging System
        b. Public Address Systems on emergency vehicles.
        c. Telephone.
        d. Radio Contact.
        e. Personal contact (door-to-door).
    3. Coordinate the evacuation of residents will be the responsibility of the Emergency Manager per State Statute.

C. Fire Departments within Natrona County will, in the event of an immediate disaster situation and/or in the event of a need for evacuation, if there are no fire control responsibilities:

1. Fan-out the warning to area residents.
2. Warning Methods:
    a. Public Address Systems and sirens on emergency vehicles.
    b. Telephone.
    c. Radio contact.
    d. Personal contact (door-to-door).
3. Assist Law Enforcement with evacuation of area residents

D. Task Assignment & Implementation.

1. Warning Point Supervisor (Communications Supervisor):
    a. Responsible for supervision of warning capability in the county.
    b. Development of Warning Fan-outs for particular emergencies/disasters and Standard Operation Procedures (SOP's) for Warning Point Operators.
    c. Responsible for training Warning Point Operators (dispatcher on duty) on their duties and functions.
    d. Provide guidance on whether or not to activate warning. If situation warrants, takes charge of the warning functions.
    e. Ensure fan-out of warning to appropriate Governments within Natrona County. (See Appendix 3 for checklist)

2. Warning Point Operator (Dispatcher on duty).
    a. Contacts First Alert Personnel
    b. Fan-out warning as appropriate.
    c. Activate EAS.
    d. Notify all emergency agencies.
    e. Establish a Warning Point Log.
    f. Monitors further communications/warnings
    g. Alert fire chiefs..
    h. Activate Police and Fire Warning Procedures.

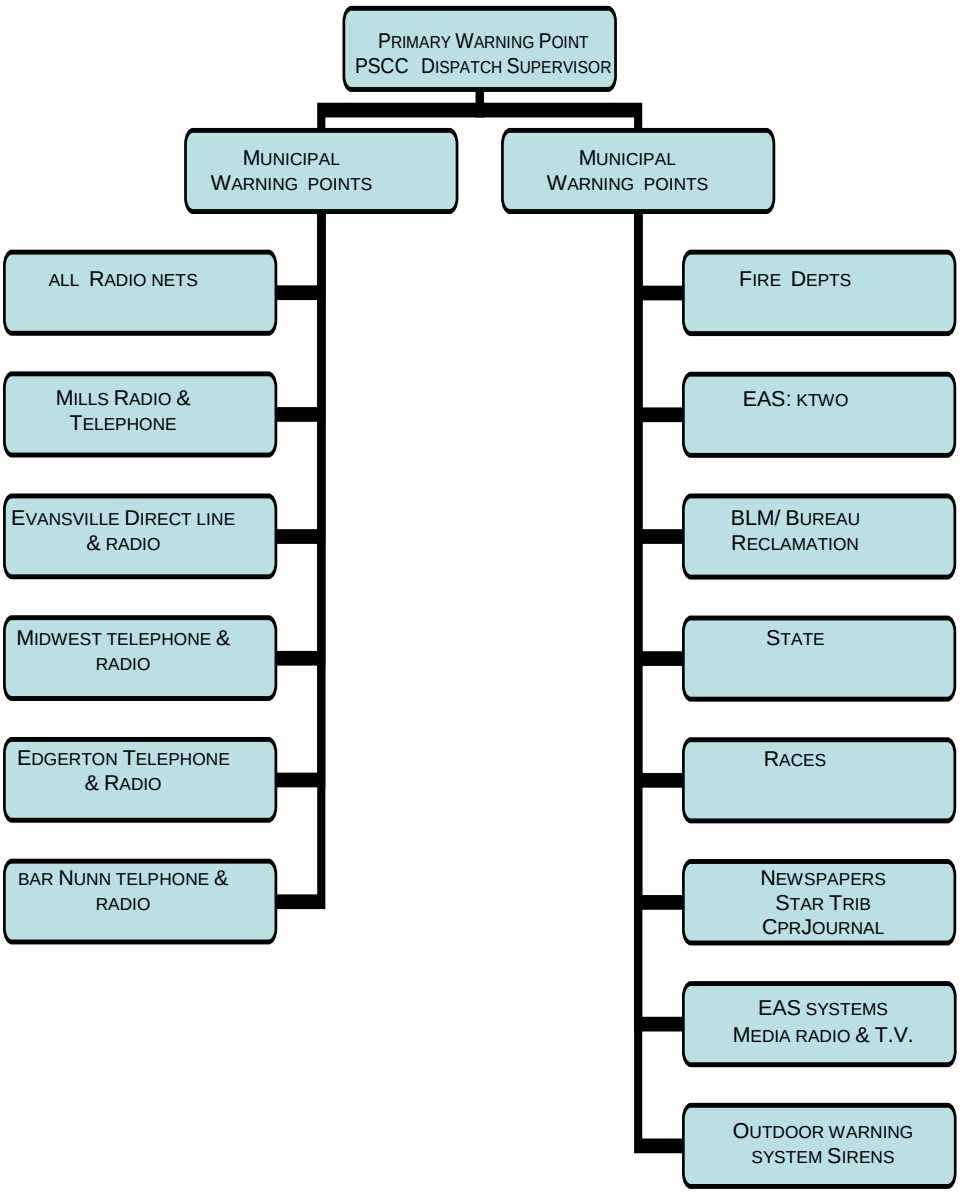
3. Natrona County Public Safety Communications Center, and all Municipal Base Stations:
    a. After receiving warning/alert, responsible for fanning out the warning/alert throughout their agency/department or city.
    b. If the warning/alert is initiated by them, they are responsible for contacting Natrona County Emergency Management Agency to provide warning/alert information.
    c. Review Checklists Appendixes 2 & 3 to determine what tasks apply to the Communications Center/Base Station to carry out those duties.

4. Law Enforcement Agency Head:
    a. Coordinates warning dissemination by law enforcement personnel.
    b. Coordinates evacuation of area residents, as required.

5. Fire Chiefs:
    a. Coordinates warning dissemination by fire personnel
    b. Coordinates fire departments assistance on evacuation procedures, as required.

6. Agency/Department Heads:
    a. After receiving the warning/alert, they are responsible for fanning out the warning/alert throughout their agency/department.
    b. May also have additional assigned fan out duties according to the Warning Fan out.

Control and Coordination - Organizational chart



B. The primary County 24 hour Warning Point for Natrona County in the Statewide Warning System is the Public Safety Communications Center. They are responsible for ensuring that the warning is fanned out to the appropriate governments within Natrona County.

C. Each municipal Warning Point will fan-out the warning within the municipality and will notify the Natrona County Public Safety Communications Center of any Warning originating in their municipality.

NATRONA COUNTY WARNING FANOUT

Call received by the PSCC.

PSCC NOTIFIES

Emergency Management Office	235-9205
All Law Enforcement Agencies	pagers/radio – 800 MAYDAY CHAN
All Fire Department Agencies	pagers/radio – 800 MAYDAY CHAN
Emergency Management Coordinator	262-1899
Emergency Management Deputy Coordinator	262-9678
Town of Bar Nunn	237-7269
Town of Edgerton	437-6763
Town of Evansville/Police Dept.	234-1306
Emergency Alert System	
KTWO Television	237-3711
KTWO Radio	265-0000
24 hours a day	237-3713
Natrona County Road & Bridge	235-9311
Wyoming Highway Patrol	265-9488
Dept. of Public Works	235-8283
Board of Public Utilities	235-8266

EMERGENCY MANAGEMENT NOTIFIES:

Natrona County Commissioners	235-9202
Casper City Manager	235-8224
Wyoming Medical Center	577-2188
Casper College	268-2518
Natrona County School District #1	253-5271
Little America Refinery	265-2800
Qwest	235-2634
Kinder Morgan	235-1541
Rocky Mtn. Power	234-8941
Federal Building	261-5427
American Red Cross	237-8436
ARES (Amateur Radio)	234-5504

Checklists

WARNING POINT SUPERVISOR CHECKLIST
(Communications Center Supervisor)

**Applies when National Emergency Contingency Plans are activated.*
May apply in some peacetime emergencies also.

PHASE I: PREPAREDNESS

- Analyze equipment locations in relation to potential hazards and disaster conditions.
- Recommend local resolutions/ordinances as necessary to mitigate the effects of potential or anticipated disasters/emergencies (see Hazard/Vulnerability Tab), and as needed, provide legal authority and status to persons, departments and agencies carrying out emergency management functions.
- Analyze warning resource requirements.
- Identify warning resources available to the EOC.
- Identify and designate private and public service agencies, personnel, equipment, and facilities that can augment the jurisdictions' warning capabilities.
- Survey warning equipment sites for power sources and locations.
- Identify a repair capability available under emergency conditions.
- Participate in EOC Direction & Control Exercises, Reception & Care Exercises, and National Emergency Exercises, etc.
- Activate EM Alert/Paging EAS and other warning means as necessary.

PHASE II: RESPONSE

- Provide any update information to Warning Point Operators (dispatchers) for distribution.
- Call in additional Warning Point Operators if needed.
- Maintain Log of Activities and other required records.

PHASE III: RECOVERY

- Turn over Log of Activities/records to Emergency Management Coordinator, as required.
- Ensure distribution of Warning Annex revisions.

Checklists

WARNING POINT OPERATORS CHECKLIST
(Dispatcher On-Duty)

PHASE I: PREPAREDNESS

- Receive training on Warning Point Operator functions/duties.
- Test warning equipment as required.
- Utilize Warning Point Log for recording:
  - Disaster warnings.
  - Tests & Exercises.
  - Equipment malfunctions.
  - Severe weather warnings.
  - Radiological, biological and chemical incident warnings.
  - Unauthorized /accidental activation.

PHASE II: RESPONSE

- Activate EM Alert/Paging and EAS system as necessary.
- Determine the needs to provide warning to visually impaired, hearing impaired, illiterate, other handicapped, elderly, and non-English speaking, etc. If need activate procedures
- Utilize fanout procedures/guidelines to contact First Alert Key People.
- Contact relief dispatcher(s) and Warning Point Supervisor as required.
- Contact EAS Radio Station with Disaster/Emergency Warning.
- Notify Duty office with WOHS via Highway Patrol or Wyoming Emergency Management Agency
- Distribute updated information on the situation via the Warning Fanout as necessary.
- Maintain Log of Activities and other required records.
- Utilize fanout procedures/guidelines to contact First Alert Key People, if they have not been alerted already.
- Provide EAS Radio Station with updated information (via the Public Information Officer).

PHASE III: RECOVERY

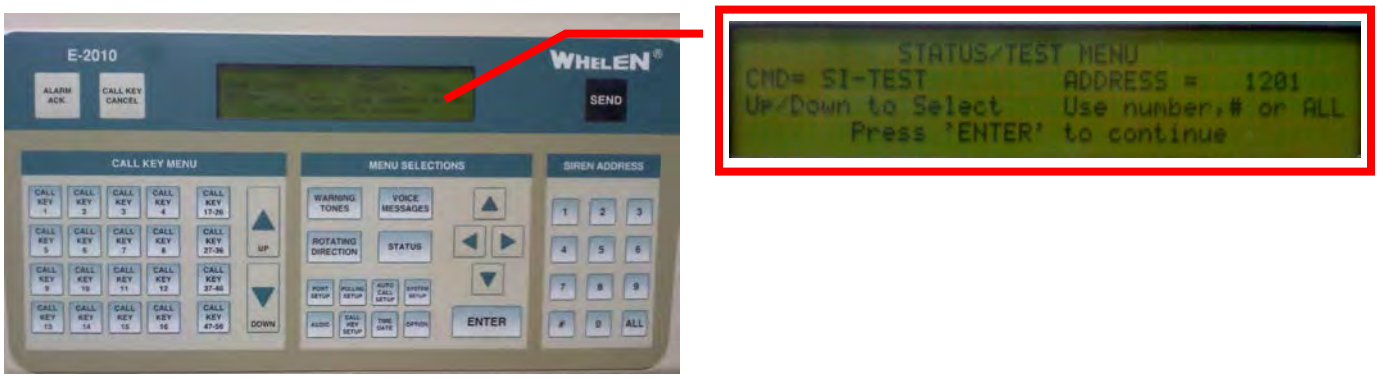
- Terminate Warning (Warning Fadeout) utilizing the Warning Fanout procedures/guidelines.
- Turn over Log of Activities and other records to Warning Point Supervisor.
- Provide Warning Point Supervisor with evaluation/critique/debrief-evaluation/critique/ debriefing of the emergency. Suggest necessary revisions to the Warning Annex and SOP.

All Hazards Outdoor Warning Siren System

SILENT TEST PROCEDURE

YOU MUST USE THE CONSOLE WITH THE WHELEN WARNING SYSTEM CONTROL BOARD!!

1. **You MUST BE SELECTED UP TO SO Repeater channel**
2. **Push the "CANCEL" button on the warning system console.**
3. **Push the "STATUS" button under the "menu selection" section.**
4. **Now enter a four digit number using the numeric key pad under the "siren address" section for the individual siren you want tested. You can only test one siren at a time. You cannot test a group of sirens. See attached list for addresses.**



5. **Push the "ENTER" button TWICE**
6. **Push the "SEND" button located on the upper right hand side of panel.**

All Hazards Outdoor Warning Siren System

ACTIVATION PROCEDURE

YOU MUST USE THE CONSOLE WITH THE WHELEN WARNING SYSTEM CONTROL BOARD!!

1. **You MUST go to SO Repeater channel**
2. **Push the "CANCEL" button on the warning system console.**
3. **Push the "WARNING TONES" button under the "menu selection" section.**
4. **Use the arrows in the "menu selection" area to scroll up or down to "Alert"**
5. **Now enter a four digit number using the numeric key pad under the "siren address" section for the siren or group of sirens you want activated. See attached list for addresses.**
6. **Push the "ENTER" button TWICE**
7. **Push the "SEND" button located on the upper right hand side of panel.**
8. **Wait 30 seconds- Push "VOICE MESSAGES" button under "menu selection"**
9. **Use up and down arrow keys to scroll through message numbers 1 through 16. See list for appropriate message.**
10. **Once message is selected, push "ENTER" button TWICE.**
11. **Push "SEND" button. Wait 30 seconds and repeat starting with step 3.**

Siren Addresses

LOCATION	ZONES				GROUP ZONES	GROUP ZONES
MIDWEST FIRE HALL	1	1	5	1	MIDWEST 111#	ALL RURAL AREAS USE INDIVIDUAL SIRENS OR GROUPS
EDGERTON FIRE HALL	1	1	5	3		
MIDWEST GAS PLANT CAMP	1	1	5	5		
POWDER RIVER	1	1	6	1	POWDER RIVER	
ANTELOPE HILLS (UNKNOWN LOC)	*1*	*1*	*7*	*1*	NORTH 117#	
HOMA HILLS	1	1	7	2		
VISTA WEST PARK	1	1	8	1	WEST 118#	
TEN MILE RD	1	1	8	3		
ZERO RD & POISON SPIDER RD	1	1	8	5		
12 MILE RD AREA (UNKNOWN LOC)	*1*	*1*	*8*	*7*		
AIRPORT	1	1	8	9		
BAR NUNN NORTH	1	1	9	1	BAR NUNN 119#	
BAR NUNN SOUTH	1	1	9	3		
EAST GEARY DOME ROAD	1	2	0	1	EAST 120#	
COLE CREEK SOUTH	1	2	0	3		
COLE CREEK NORTH	1	2	0	5		
CASPER MTN TOWER HILL	*1*	*2*	*1*	*1*	MOUNTAIN 121#	
CASPER MTN 800 MHZ TOWER West Micro Road	*1*	*2*	*1*	*3*		
HWY 220 & HWY 487	1	2	2	1	ALCOLVA 122#	
ALCOVA LAKE AREA (UNKNOWN LOC)	*1*	*2*	*2*	*3*		
MILLS FIRE STATION	1	4	0	1	MILLS 140#	ALL METRO AREA 14##
PARK LOWER MILLS	1	4	0	3		
EVANSVILLE WATER TOWER	1	4	1	1	EAST 141#	
CASPER EVENTS CENTER	1	4	1	2		
EVANSVILLE FIRE HALL	1	4	1	3		
BROOKHURST	1	4	1	5		
(UNKNOWN LOCATION)	*1*	*4*	*1*	*9*		
ROBERTSON ROAD AREA (BUCKBOARD & HERRINGTON	1	4	2	1	SOUTHWEST 142#	
VALLEY HILLS WATER TOWER	1	4	2	2		
PARADISE VALLEY AREA	*1*	*4*	*2*	*3*		
WOLF CREEK ROAD	1	4	2	5		
WEBB CREEK WATER TOWER	1	4	2	6		
COUNTY FIRE STATION	1	4	2	7		
GRANT SCHOOL	1	4	3	1	SOUTHEAST 143#	
SUNRISE BAPTIST CHURCH / MCKINELY & WYO BLVD	1	4	3	2		
(UNKNOWN LOCATION)	*1*	*4*	*3*	*3*		
25TH & RIDGECREST	1	4	3	4		
COUNTRY CLUB WATER TOWER	1	4	3	5		
WASHINGTON PARK	1	4	3	6		
CENTENNIAL HILLS AREA	*1*	*4*	*3*	*7*		
SUNRISE SOUTH WATER TOWER	1	4	3	9		

RECORDED MESSAGES
TORNADO: "Warning! A tornado warning has been issued for our location. Please take shelter immediately!"
THUNDERSTORM: "Thunderstorm warning! Large hail and high wind is possible. Listen to radio and TV details."
FLASH FLOOD: "Attention: A flash flood warning is in effect for your area. Avoid low areas. Be alert for rising waters."
CHEMICAL RELEASE: "Chemical Release! Stay inside buildings and close windows and doors unless advised by authorities to evacuate the area."
CHEMICAL ACCIDENT: "Attentiion: There has been a chemical accident in your area. Go inside, tune your radio or television to a local station for additional information!"
TERRORIST ALERT: "Terrorist alert. A terrorism alert has been issued, please follow procedure."
ALL CLEAR: "All clear! The emergency is over. All Clear! The emergency is over. All Clear. The emerency is over!

CALL KEYS	
1	TORNADO WARNING
2	SEVERE THUNDERSTORM WARNING
3	FLASH FLOOD
4	TEST
5	CHEMICAL RELEASE
6	CHEMICAL ACCIDENT
7	TERRORIST ALERT
8	ALL CLEAR
9	
10	*(ANADARKO 1)*
11	(ANADARKO 2)
12	(ANADARKO 3)

UPDATED 4/11/2011 9:48 AM

Storm Ready

Natrona County is a designated Storm Ready Community. This designation emphasizes the capabilities to warn the public in the event of a potentially disastrous weather related event. Natrona County places a strong emphasis on utilizing effective means of warning notification procedures and systems that will save lives and protect property when hazardous weather strikes. There are several Storm Ready Guidelines that Natrona County adheres to.

Guideline 1: Communications & Coordination Center

Effective communication is the key to disaster management. This is especially true in natural hazard emergencies (e.g., flood, wildfire) where rapid changes may permit only short lead-time warnings that require an immediate, educated response.

1. **24-Hour Warning Point**. To receive recognition under the Storm Ready Program, an applying agency will need a 24-hour warning point (WP) to receive NWS information and provide local reports and advice. Typically, this is a law enforcement or fire department dispatching point. For cities or towns without a local dispatching point, another jurisdiction within the county may act in that capacity for them. The warning point will need to have:
    - 24-hour operations.
    - Warning reception capability.
    - Warning dissemination capability.
    - Ability and authority to activate local warning system(s).

2. **Emergency Operations Center.** All agencies must have an emergency operations center (EOC). The EOC will need to be staffed during hazardous weather events and, when staffed, assume the warning point's hazardous weather function. The following summarizes the weather-related roles of an EOC:
    - May assume weather-related duties of warning point, when staffed.
    - Activated based on predetermined guidelines related to NWS information and/or weather events.
    - Staffed with emergency management director or designee.
    - Warning reception capability. (See guideline 2)
    - Ability and authority to activate local warning system(s). Must have capabilities equal to or better than the warning point.
    - Ability to communicate with adjacent EOCs/Warning Points.
    - Established communications link with NWS to relay real-time weather information to support the warning decision making process.
    - Real-Time Storm Reports. An integral part of the warning decision-making process is timely reports of real-time weather information. StormReady communities must relay these reports to the local National Weather Service forecast office. At a minimum, these reports should include the type, location, and time of significant weather events.

Guideline 2: National Weather Service Warning Reception

Warning points and EOCs each need multiple ways to receive NWS warnings. The StormReady Program guidelines for receiving NWS warnings in an EOC/WP require a combination of the following, based on population:

- All Hazards NOAA Weather Radio: receiver with tone alert. Specific Area Message Encoding is preferred. *Required for recognition only if within range of transmitter*.
- Emergency Management Weather Information Network (EMWIN) receiver: Satellite feed and/or VHF radio transmission of NWS products.
- Statewide law enforcement telecommunications: Automatic relay of NW products on law enforcement systems.
- Amateur Radio transceiver: Potential communications directly to NWS office.
- Wireless Devices: From a provider not directly tied to a local system such as EMWIN.
- Television: Local network or cable TV.
- Local Radio: (Emergency Alert System - LP1/LP2).
- National Warning System: (NAWAS) drop: FEMA-controlled civil defense hotline.
- NOAA Weather Wire drop: Satellite downlink data feed from NWS.

Guideline 3: Hydrometeorological Monitoring

While receipt of warnings is crucial to the success of any EOC or warning point, there should also be a means of monitoring weather information, especially radar data. To obtain StormReady recognition, each EOC/WP (based on population) should have some combination of the following recommended means of gathering weather information:

- Internet
- Television/Cable TV/Radio
- Two-way radio
- Emergency Management Weather Information Network (EMWIN)
- Local systems for monitoring weather

Guideline 4: Warning Dissemination

Once NWS warnings are received, or local information suggests an imminent weather threat, the local emergency officials should communicate with as much of the population as possible. To be recognized as StormReady, a community must have NOAA Weather Radio in the following facilities:

Required Locations:

- 24-hour warning point
- Emergency operations center
- City Hall
- School superintendent office

Recommended Locations:

- Courthouses
- Public libraries
- Hospitals
- All schools
- Fairgrounds
- Parks and recreation areas
- Public utilities
- Sports arenas

- Transportation departments

In addition, recognition will be contingent upon having one or more of the following means of ensuring timely warning dissemination to citizens:

- Cable television audio/video overrides.
- Local Flood warning systems with no single point of failure.
- Other locally-controlled methods like a local broadcast system or sirens on emergency vehicles.
- Outdoor warning sirens.
- A countywide communications network that ensures the flow of information between all cities and towns within its borders. This would include acting as a warning point for the smaller towns.

Guideline 5: Community Preparedness

Public education is vital in preparing citizens to respond properly to weather threats. An educated public most likely will take steps to receive weather warnings, recognize potentially threatening weather situations, and act appropriately to those situations.

- Conduct or facilitate safety talks for schools, hospitals, nursing homes, and industries quarterly. These may be a part of multi-hazard presentations affecting local communities/regions (e.g., flood, wildfire, tornado).
- Accomplish weather-related safety campaigns which include publicity for All Hazards NOAA Weather Radios. These may be a part of multi hazard presentations affecting local communities/regions (e.g. flood, wildfire, tornado).
- EOC/Warning point staff and storm spotters will need to attend NWS storm spotter training sessions at least every other year. Natrona County will need to host/co-host a spotter training session every year.
-

Guideline 6: Administrative

No program can be successful without formal planning and proactive administration. To be recognized in the StormReady Program: Approved hazardous weather action plans must be in place. Plans will need to address, at a minimum, the following:

- Hazards/risk assessment.
- Warning-point procedures relating to natural hazards.
- EOC activation criteria and procedures.
- Storm spotter activation criteria and reporting procedures.
- Storm spotter roster and training record.
- Criteria and procedures for activation of sirens, cable television override, and/or local systems activation in accordance with state Emergency Alert System (EAS) plans.
- Annual exercises relating to natural hazard.
- To facilitate close working relationships, Natrona County Emergency Management will need to visit the supporting NWS office at least every other year.
- NWS officials will visit accredited Natrona County annually to tour EOC/Warning points and meet with key officials.

Weather Spotter Listing

Station Name	Elev	Lat	Lon	Last Name	First Name	Year Trained	Home Phone	Mobile Phone	Work Phone	OK Call Time	Email
Casper	5162	42.84755	-106.31674	Adams	Mark	2008	234-0632	267-9291		Anytime	KE7ICZ@yahoo.com
Casper	5235	43.84352	-106.29617	Ahearn	Frank	2010	472-0534			Anytime	frankahearn@yahoo.com
11 NE Midwest	5261	43.53393	-106.12674	Allemand	Mary	2008	437-6408	259-2479	233-4900	7a-8p	allemandna@yahoo.com
Casper	5336	42.83064	-106.27747	Allmaras	Rick	2009	472-5549	262-8394			rallmaras@trihydro.com
Casper	5269	42.83320	-106.29906	Andersen	Dane	2010		(605) 212-5215	266-5732	Anytime	dane.andersen@hotmail.com
Bar Nunn	5290	42.91405	-106.34574	Anderson	Chuck	2009	234-9030	262-9315		Anytime	
Casper	5283	42.83217	-106.30163	Anderson	Stew	2007					
Casper	5277	42.82203	-106.34290	Anderson	Debbie	2009	235-0121	258-0237	472-6688x10	Anytime	danderson@iflycasper.com
Midwest	4846	43.41140	-106.28009	Anderson	Mickey	2007	437-6203	262-9652		Anytime	mickeya@rtconnect.net
Casper	5188	42.83407	-106.33346	Ashbaugh	Pete	2010	265-9590			6p-10p	
Casper	5370	42.82876	-106.28178	Atkinson	Barbara & Phil	2009	473-8596	251-4837	232-8091	Anytime	batkinson@trihydro.com
Mills	5144	42.84175	-106.36494	Atkinson	Kellie	2007	267-1605		577-4538	Anytime	kgo2006@aim.com
Casper Mountain	7755	42.71801	-106.31057	Barton	Jim	2010	266-5843	262-3651	235-8322	Anytime	smokeshowing1073@aol.com
Bar Nunn	5349	42.91875	-106.34518	Beamon	P.J.	2008	473-1132			Anytime	pjb_46@yahoo.com
5 WSW Casper	5147	42.82874	-106.39990	Belden	Tate & Stephen	2008	472-4452	259-3925	473-4924		kc7zru@arrl.net
6 SW Casper	5163	52.80463	-106.43963	Bell	Sharon	2009	472-4090	258-1288	268-2634		shell@caspercollege.edu
Casper	5140	42.85338	-106.28138	Bernardoni	Mary	2009		267-9783	995-3619	Anytime	mary.bernardoni@dhs.gov
Bar Nunn	5279	42.91068	-106.35612	Birchfield	Dan	2007	267-6783			Anytime	
2 SW Mills	5154	42.82774	-106.40051	Boehm	Tony	2007	265-0205	258-6588	235-9405	8a-10p	antonb@bresnan.net
Evansville	5100	42.86146	-106.26361	Bond	Michael	2009	473-3093	251-2158		Anytime	ke7wqp@casperarc.net
Mills	5234	42.84659	-106.39264	Bowen/Cribari	Charles/Randy	2008	472-0725	251-7288	237-8600	Anytime	
7 SSW Casper	6005	42.77613	-106.35276	Bower	Suzi & Mark	2007	237-2741	267-2126	577-2163	Anytime	suzibow@hotmail.com
3 SW Casper	5424	42.81135	-106.35186	Braley	Michael	2010	473-5771	262-2661		Anytime	mlbraley@bresnan.net
1 S Bar Nunn	5271	42.89827	-106.34700	Branson	Heath	2009		259-4841	265-8410	Anytime	theace112000@yahoo.com
Bar Nunn	5290	42.91405	-106.34574	Brewer	Nikki	2009	237-8101	(757) 870-8341		Anytime	
Midwest	4882	43.41431	-106.27260	Brinkerhoff	Loresa	2009	431-9813		268-4876	Anytime	smllattnspn21@hotmail.com
6 NW Mills	5304	42.89424	-106.45198	Broome	John	2009		315-5264		Anytime	john.broome@dhs.gov
Casper	5240	42.82784	-106.34899	Brown	Katie	2009	266-0020	258-0416		Anytime	shootingstardesigns@bresnan.net
2 SSW Casper	5563	42.80537	-106.33197	Brown	Ted & Nancy	2010	266-0124	277-0541	472-3670	Anytime	tbrown@midwesthose.com
Casper	5295	42.83620	-106.27985	Brownlee	Jim	2005	237-7427	262-3859	577-3432		jim.brownlee@hilltopnationalbank.com
4 SW Casper	5264	42.80089	-106.41313	Buck	Roy	2009	266-2105	262-2085		Anytime	roybuck@bresnan.net
Bar Nunn	5303	42.91455	-106.33985	Burgess	Kevin	2006	472-3070		232-0770		kchrisburgess@hotmail.com
Casper	5237	42.84187	-106.31132	Burgess	Cindy	2009		267-5091	268-2110x0	Anytime	cburgess@caspercollege.edu
Homa Hills	5352	42.96905	-106.36420	Busch	Daniel	2006	265-3198	259-4093			dnsbusch2@bresnan.net
Bar Nunn	5290	42.91405	-106.34574	Butler	Ken	2009	265-2950	262-8791		Anytime	butlerenterprises@live.com
Casper	5123	42.85316	-106.31112	Butters	Lonnie & Mary	2009	265-3551	259-8609		Anytime	lmbutters@msn.com
Evansville	5127	42.86245	-106.26703	Calder	Dennis D.	2007	237-7116			Anytime	
Casper	5278	42.82605	-106.30932	Candelaria	Peggy	2009	259-0535	259-0016	268-2394	Anytime	pcandel@caspercollege.edu
Mills	5178	42.84595	-106.38676	Carrico	John	2007	266-3374	258-1112		Anytime	
Casper	5159	42.85120	-106.28647	Carubie	Tim	2009		277-1013	235-9292	Anytime	timothycarubie250@msn.com
Bar Nunn	5300	42.91320	-106.34100	Chapman	Curt	2005	266-2717				
Midwest	4859	43.41148	-106.27658	Chapman	Marc	2005	437-9243	258-8117	437-6406		husqvarna@rtconnect.net
Bar Nunn	5278	42.91298	-106.35192	Christensen	Jeremiah	2009	473-2015	799-7419		Anytime	miah-g-christensen@yahoo.com

Casper	5133	42.85559	-106.32518	Clemens	Jerry	2009		797-6585	577-9758	Anytime	clemjrry@gmail.com
Casper	5203	42.83935	-106.28544	Coles	Siri & Wallace	2009	473-5774		232-3108	Anytime	wcoles@trihydro.com
Casper	5288	42.84153	-106.27020	Coley	Mike	2005	237-0777	262-1305		10a-10p	ke7azf@yahoo.com
Casper	5301	42.83245	-106.29796	Connely	Melissa	2009	472-0605	251-8767	268-2017	Anytime	mconnely@caspercollege.edu
Casper	5302	42.83519	-106.25631	Cool	Amy	2005	237-4496	262-6013			
Casper	5193	42.83229	-106.34642	Cooper	Donald	2009		267-3276		8a-10p	sdcooper@coffey.com
Bar Nunn	5290	42.91405	-106.34574	Costenhauer	Jeff	2009	333-5237	315-2479		Anytime	jnsresto@aol.com
Evansville	5108	42.86552	-106.27457	Crotty	Garrett	2010		(605) 641-3950	266-5732	Anytime	mr_crotty@hotmail.com
4 SW Casper	5163	42.79387	-106.39674	Crowder	Allen	2010	237-3075	840-1682		Anytime	alfc2@yahoo.com
2 SW Casper	5315	42.80825	-106.36680	Davin	Peter	2010		251-1096			aj3020@bresnan.net
Casper	5155	42.84972	-106.30412	de Vries	Janet	2009	237-4545	721-7101	268-2446	Anytime	jdevries@caspercollege.edu
Casper	5220	42.84663	-106.28726	Dernbach	Theresa	2007	472-1811		253-4619	Anytime	theresa_dernbach@ncsd.k12.wy.us
Casper	5315	42.84001	-106.26901	Dever	Brian	2007	234-5629	267-7698	577-4600	Anytime	brian_dever@ncsd.k12.wy.us
Midwest	4849	43.41015	-106.28005	DeWitt	Riley	2009	437-6220	277-7735		Anytime	
Casper	5142	42.85324	-106.28326	Dressendorfer	Casey	2009		277-7780	333-1586	Anytime	cdressendorfer@yahoo.com
Casper	5266	42.83064	-106.29314	Dupuy	Danielle	2007		405-7722		Anytime	ddupuy@k2tv.com
Casper	5227	42.82801	-106.34195	Dye	Rodney	2009	472-5230		268-2688	8a-10p	
Casper	5316	42.82367	-106.31329	Dyrek	Ami	2009		277-7965	268-3882	Anytime	adyrek@caspercollege.edu
Mills	5144	42.84254	-106.36832	Elseroad	Mary A.	2007	472-0010	258-9839		Anytime	
4 E Casper	5143	42.82446	-106.40814	English	Tris	2009		258-8408	266-0546	Anytime	trisenglish@hotmail.com
Casper	5164	42.84100	-106.31689	Erickson	Phil	2010		247-3187		Anytime	metalxhead08@yahoo.com
Casper	5364	42.82488	-106.30131	Evans	Lynn	2009	234-1196	259-9273		Anytime	jldevans@hotmail.com
Casper	5174	42.84516	-106.28043	Feldick	Steve	2009	472-0129	262-1828		Anytime	stevefeldick@hotmail.com
1 N Casper	5279	42.89926	-106.34711	Fisher	Ted	2007	333-1271	970-986-9945		Anytime	tedcpht@gmail..com
4 S Casper	5599	42.79174	-106.34409	Fletcher	Lynn	2009	265-5902		268-2211	7a-11p	jltfletcher@bresnan.net
2 SW Mills	5135	42.82538	-106.40946	Forster	Maureen	2005	265-3920	259-6262	234-3654		jnfors@bresnan.net
Casper	5195	42.83402	-106.33154	Gaither	Michael	2009	237-6771	259-6191	232-8091	8a-9p	mgaither@trihydro.com
11 WSW Casper	5214	42.76144	-106.52157	Gallegos	Andy	2009	235-0020	267-0826	259-9724	Anytime	andycr500r@aol.com
Casper	5247	42.83751	-106.29163	Gardner	Tom	2009	235-4030	277-0091	258-4270		
Casper	5163	42.84158	-106.32704	Gibbs/Smith	Michelle/Michael	2008	333-5315	277-9641	266-5252	Anytime	mig1reno@aol.com
2 SW Mills	5157	42.82392	-106.39646	Gibson	Traci	2007	333-5906	247-2053	233-1516	Anytime	tracikins@bresnan.net
Casper	5156	42.84241	-106.33176	Gillham	Linda	2005	266-2206	262-1414	577-4474		
3 WSW Casper	5130	42.82642	-106.37909	Gilmore	Wesley	2009	333-2611	259-3871	266-5667	Anytime	westwindwolf@hotmail.com
Casper	5154	42.83149	-106.35596	Glenn	Carole	2006	265-6129	277-0081			cglenn191@bresnan.net
Bar Nunn	5346	42.92106	-106.34977	Gochenour	Pam	2010	266-3001	258-4618		After 7p	pgmonkey13@msn.com
Casper	5189	42.86663	-106.31308	Grace	Dan	2009	265-2500	262-6998		7a-10p	
Casper	5293	42.83020	-106.30791	Gurnsey	Brent	2008		258-1550	473-8200	Anytime	wyogizmo@hotmail.com
3 SW Casper	5651	42.80058	-106.33310	Haid, Jr.	John	2005	237-2622	258-8244			johnhaid@msn.com
Mills	5203	42.84781	-106.38917	Haines	Tami & Leanza	2008	333-4607	258-1308	577-9751	Anytime	tamih@cnchd.org
2 SW Mills	5155	42.82609	-106.39907	Hallock	Tyler	2009	265-0053	251-0795		Anytime	thallock@trihydro.com
Bessemer Bend	5186	42.76560	-106.51443	Hamar	Pam	2010	472-6507			Anytime	
Bessemer Bend	5208	42.74731	-106.52121	Harley	Dave	2008	472-2927	262-9328	235-8352	Anytime	wharley@cityofcasperwy.com
6 E Evansville	5094	42.85876	-106.13750	Hauck	Vickie	2009	237-7122		253-2261	Anytime	vickie_cawthra@ncsd.k12.wy.us
Casper	5212	42.84675	-106.27159	Hedges	Tom	2010		259-0109	265-0450	Anytime	thedges266@gmail.com
2 SW Mills	5157	42.82045	-106.39796	Hendershot	Mike & Heidi	2009	473-2041	258-8899	265-2298	Anytime	nurserachet2@excite.com

Casper	5348	42.81601	-106.34952	Herold	Brigid	2009		212-873-0803	268-2131	Anytime	spottedfawns@hotmail.com
Casper	5282	42.83413	-106.28080	Hines	Ann	2010	266-3160			8a-10p	wilmerhines@bresnan.net
1 S Bar Nunn	5321	42.91697	-106.34624	Hinkle	James	2009		267-8564	472-2157	Anytime	hinkle@bresnan.net
Paradise Valley	5162	42.82131	-106.39941	Hittel	F. Earline	2010	266-6056			Anytime	fernanda@bmi.net
Casper	5297	42.82674	-106.31052	Hjejmstad	Jenny & Bill	2010	237-4210			6a-10p	jennyhj@att.net
Bar Nunn	5292	42.91296	-106.34921	Hoover	Robert	2009	473-2015	277-2914	472-2157	Anytime	roberthoover@leppertassociates.com
5 WSW Casper	5144	42.81866	-106.41478	Hopkins	Michael	2010	472-1052			6a-9p	zaphodb777@gmail.com
3 SW Casper	5367	42.81669	-106.34721	Houston	Bill	2006	234-4063	277-8241	235-5035		liamhouston@bresnan.net
2 S Casper	5668	42.79752	-106.33307	Hunzicker	Etta	2010	265-3241	259-3642		Anytime	ettahunzicker@yahoo.com
Casper	5201	42.84639	-106.27965	Husted	Chris	2007	473-8993			Anytime	
Casper Mountain	7640	42.75087	-106.32394	Icenogle	Chris & Mellody	2006	472-0684	259-1764	436-2712		chris.icenogle@pacificorp.com
Evansville	5105	42.86451	-106.26486	Jefcoat	Vickie	2009	265-6643		233-7000x614	7a-11p	vjefcoat@bresnan.net
Bar Nunn	5321	42.91554	-106.34442	Johnson	Chuck & Diane	2006	235-6937	267-0119	237-7269		
Bar Nunn	5290	42.91405	-106.34574	Johnson	Shawn & Rachel	2009	277-7377	277-7379		Anytime	
Midwest	4856	43.41171	-106.27775	Jones	Jaime & Marcia	2009	437-9223	262-9234	437-6509	Anytime	jaimejones@rtconnect.net
3 W Casper	5161	42.82942	-106.40375	Keyser	Wesly	2010	235-4150	710-2610		8a-10p	fastwes1000@yahoo.com
2 S Casper	5613	42.80002	-106.33576	Khapp	Kathy	2010	577-7703	259-2165		Anytime	kathyaknapp@hotmail.com
11 W Mills	5465	42.85140	-106.58852	Kler	Joyce	2007	472-3942	267-6193	577-4555	Anytime	jkler@yahoo.com
Casper	5291	42.83173	-106.25519	Kumor	Ron	2007	237-4272	259-1254		Anytime	rgkau8r@ucn.com
Casper	5174	42.83819	-106.32824	Kurtz	Steve	2010	237-9384	797-9603		Anytime	kurtz307@bresnan.net
1 SE Casper	5304	42.83054	-106.25786	Lamming	Tyler	2010		267-1336		Anytime	ty.lamming@gmail.com
Casper	5353	42.82993	-106.28176	Landen	Bill	2009	237-4067	259-4194	268-2337	Anytime	blanded@caspercollege.edu
7 SW Casper	5350	42.78110	-106.44207	Lenihan	Daniel	2009		251-3599	258-5293	Anytime	dan.lenihan@dhs.gov
Midwest	4879	43.41225	-106.27310	Lingo	Steven	2009	437-6215	286-6516	437-9509	Anytime	lingosteve83@hotmail.com
1 N Casper	5280	42.87405	-106.31354	Logue	Judy	2007	265-8887	259-2647		Anytime	
3 SW Casper	5397	42.81830	-106.35006	Long	Jeffrey	2007	237-7031		233-7071	8a-8p	jcltlong@bresnan.net
Casper	5213	42.84526	-106.27931	Luck	Joe & Wendy Dawn	2005	472-5491		237-0843		wendydawnluck@aol.com
5 NW Mills	5297	42.87667	-106.44867	Magrum	Marie	2009	266-4919	259-6474	237-0823		mmagrum@crosswindavi.com
Midwest	4882	43.41431	-106.27260	Malson	Pat	2009	437-6219	259-0232	262-9783	Anytime	cwboymedic@rtconnect.net
Midwest	4851	43.41003	-106.27920	Marker	Justin	2009	437-6281	315-1004	258-2740	Anytime	justin.marker@andarko.com
Casper	5262	42.83621	-106.28350	Martin	Jay	2008	333-5013	259-2451		Anytime	jlmarton@bresnan.net
2 S Casper	5386	42.81592	-106.34115	Mattern	Allan & Diane	2008	235-8614	262-1411	259-1388	Anytime	mattern@bresnan.net
Casper	5256	42.83065	-106.29326	Mayes	Nathan	2009		315-2839		Anytime	sftmayes@gmail.com
Casper	5266	42.84260	-106.29526	Mayfield	Bill	2009		258-7278	277-7315	3p-12a	
2 S Casper	5659	42.80018	-106.33328	McBeath-Van Damme	Stephanie	2009	234-3414	239-9084	253-5263	Anytime	sclly2@aol.com
Casper	5283	42.83183	-106.25449	McCann	Christina	2008			265-3436	Anytime	drckmccann@bresnan.net
4 SW Casper	5162	42.81877	-106.39810	McDonald	Bruce	2009	237-2695	262-5995		Anytime	bruce625@bresnan.net
Midwest	4846	43.41206	-106.27932	McGowen	Judy & Kagen	2009	437-6307	262-7399		Anytime	sces@rtconnect.net
Casper	5245	42.84526	-106.29494	McJunkin	Patrick	2010	333-4649	267-4501	235-8322		pmcjunkin@bresnan.net
7 NE Evansville	5455	42.92667	-106.16566	Meyer	Bobbi	2007		259-7214	235-9205	Anytime	ctrykidz@hotmail.com
Casper	5224	42.84335	-106.27202	Millan	Teresa	2009		258-7975	268-2235		
Casper	5348	42.82483	-106.29922	Moffett	Dallas	2009	265-0844	262-8897	237-7269	Anytime	dallasm@bresnan.net
Casper	5156	42.84057	-106.32539	Monroe	Tim	2009	234-3880	251-2300		Anytime	timmonroe@tribcsp.com
9 E Evansville	5059	42.85810	-106.08299	Morrison	Brian & Robin	2007	266-4015	267-7229	234-9311	Anytime	morrdoll1@msn.com
Edgerton	4911	43.41495	-106.24854	Morse	Danny	2009	437-6890	262-8615	437-9558	Anytime	danny.morse@andarko.com

Midwest	4851	43.41177	-106.27865	Mortenson	Wallace	2005	437-6329	267-3543	437-6358		
2 SW Mills	5261	42.83158	-106.25223	Muirhead	T. Chris	2007	265-2127	262-7280	265-4311	Anytime	tcmuirhead@pmch.com
2 S Casper	5701	42.79714	-106.33171	Murray	Jack	2007	680-5566	259-9724	259-9724	8a-10p	lmurray@trihydro.com
Casper	5306	42.82861	-106.31361	Nading	Rusty	2010		262-9162		Anytime	
7 S Casper	6545	42.76967	-106.31868	Nelson	Chuck & Patti	2009	234-2557	259-8258	577-2132	Anytime	pnelson@wmcnet.org
Midwest	4869	43.41124	-106.27416	Nelson	Josh	2009	437-6339	277-5352	258-9395	Anytime	josh.nelson@andarko.com
Casper	5378	42.82777	-106.31660	Nelson-Allender	Deborah	2008		262-7298	234-3428		
Casper	5251	42.83408	-106.32472	Nesterenko	Dmitriy	2009	473-2357		268-2050	8a-10p	dnesterenko@caspercollege.edu
2 N Casper	5305	42.89140	-106.35203	Nutt	Laurali	2007	333-5946		266-0066		mnutt@bresnan.net
Casper	5250	42.84309	-106.26947	Orr	Alfred	2010	237-1964			9a-1p	alorr11@gmail.com
Midwest	4867	43.41041	-106.27428	Osterman	Tristan	2009	437-6234	262-3906		Anytime	tzjr600@yahoo.com
Casper	5241	42.83866	-106.29079	Ott	John	2010	266-1516			Anytime	joott@tribcsp.com
Midwest	4882	43.41431	-106.27260	Palmer	Jesse	2009	437-6469	262-3740		Anytime	jesse_2903@hotmail.com
Casper	5247	42.82705	-106.33592	Parrish	Donna	2010	265-4463	797-74050			parrish@bresnan.net
Casper	5168	42.82010	-106.40042	Parson	Elmer	2007	234-1782	262-5029	234-5753	Anytime	elmerp@tribcsp.com
1 SW Casper	5419	42.80674	-106.35131	Pedersen	Llewellyn	2010	265-7802			Anytime	bruluped@aol.com
5 WSW Casper	5159	42.81790	-106.41838	Pedry	Michael	2009		258-1596		Anytime	
Casper	5392	42.81792	-106.35024	Phillips	Kiki	2008	473-8145	258-6694	233-4901	After 6p	kiki.phillips@rmotc.doc.gov
Casper	5351	42.82052	-106.34864	Pollock	Vicki	2009	577-3062	702-0319	268-2097	7a-12a	vpollock@caspercollege.edu
4 WSW Casper	5164	42.82032	-106.39938	Ponson	Elmer	2010	234-1782	262-5029	234-5853	Anytime	elmerp@tribcsp.com
Casper	5164	42.84073	-106.31910	Pullen	Glenda	2009	266-2842		268-2229	Anytime	pullen@bresnan.net
11 W Casper	5285	42.89021	-106.51909	Quickel	Jake	2005	237-5574	267-0306			
Casper	5187	42.84595	-106.27925	Radden	Jerry	2010	235-8735	262-2195		Anytime	gerald.radden@gmail.com
Casper	5269	42.83320	-106.29906	Ramsey	Corey	2010		(605) 280-6455		Anytime	ramjet232007@yahoo.com
3 S Casper	5541	42.79603	-106.34488	Reiner	Beverly	2010	268-8529			Anytime	whirlwindart@bresnan.net
Casper	5141	42.84567	-106.31794	Rennick	Ron	2009		262-7741		After 2p	
Casper	5138	42.85087	-106.32654	Rinker	Shane J.	2007	265-6888	259-9984		Anytime	chink005@msn.com
Horna Hills	5402	42.98263	-106.37053	Robinson	Marty	2010	235-1730	247-3629		Anytime	gener@tribcsp.com
Casper	5243	42.83619	-106.30765	Rogers	Chancey	2009	266-6721		268-2688	AM	
Bessemer Bend	5184	42.76562	-106.52459	Rose	Cindy	2007	472-1195			Anytime	crose61514@wyoming.com
Casper	5302	42.84254	-106.26263	Saini	Deepak	2007		277-7461		Anytime	dsaini@kcwy13.com
6 NE Evansville	5366	42.91067	-106.17642	Samet	James	2007	237-8917	247-0150		Anytime	jsamet@csptrib.com
Casper	5147	42.85162	-106.30112	Schumacher	Carla	2009		277-2691		6a-9p	
3 SW Mills	5146	42.82189	-106.42233	Scott	William	2005	234-6068	267-4782	235-8281		bscott@cityofcasper.com
Casper	5302	42.84254	-106.26263	Shaffer	Aaron	2007		251-0628		Anytime	anshaffer@gmail.com
Casper Mountain	7924	42.73765	-106.35312	Shields	John	2009	472-4640	262-2357		Anytime	shields.john@msn.com
Casper	5306	42.83900	-106.26910	Simpson	Brittney & Jerry	2010		258-0333	251-5678	Anytime	leothelop@gmail.com
Casper	5121	42.85107	-106.32659	Simpson	Theresa	2010		258-6182	262-9678	Anytime	
4 SW Casper	5323	42.80081	-106.38611	Smith	Craig	2009	232-8569	258-2668	232-8091	Anytime	csmith@trihydro.com
4 NW Mills	5277	42.88120	-106.42550	Spence	Waynette	2007	472-5435	262-7613	266-0283	Anytime	wspence@alluretech.net
8 E Casper	5122	42.85652	-106.14396	Stafford	Marilyn	2010	235-1016	258-4433		Anytime	mstafrd@tribcsp.com
1 E Casper	5288	42.84052	-106.25978	Stenhaug	Kellan	2010		359-4279		Anytime	firekell@yahoo.com
Casper	5364	42.82376	-106.30094	Stewart	Nancy	2010	265-8796	259-4643		Anytime	tonytorino70@hotmail.com
Casper	5222	42.83755	-106.32798	Stoneking	Matt	2009		258-2022		Anytime	
6 NW Evansville	5384	42.92971	-106.18302	Strauss	Steven	2008	237-0770	277-2101		Anytime	WA2SMS@aol.com

5 SW Casper	5139	42.81766	-106.41712	Stuart	Travis	2006	577-9427				
Casper	5269	42.84053	-106.27240	Swenson	Mark & Jane	2007	237-4303	267-4007	235-8283	Anytime	
Mills	5161	42.84053	-106.36586	Swenson	Lori	2005	237-6641	267-5521	266-2291		
3 WSW Casper	5216	42.82888	-106.34702	Tennant	Juan	2010	266-6712	267-7639	235-8222		jtennant18@gmail.com
3 S Casper	5589	42.80268	-106.33257	Thatcher	Kathleen	2009	234-9400	277-7870	268-2349	Anytime	kthatcher@caspercollege.edu
Casper	5303	42.83609	-106.27286	Thorvaldson	Gerry	2010		259-0659		Anytime	
Casper	5243	42.84224	-106.30891	Tower	Erin	2010		258-9136		Anytime	ertower@gmail.com
Casper	5311	42.83053	-106.25783	Trotter	Ralph & Virginia	2006	234-6268	262-2152	266-7252		rtrotter@bresnan.net
Bar Nunn	5290	42.91405	-106.34574	Tuiner	Vincent	2009		262-2928		Anytime	derby-boy-540@yahoo.com
3 SW Casper	5705	42.79804	-106.33211	Underwood	Denise	2005	234-9763	259-4944			fellintrail@aol.com
Homa Hills	5318	42.98353	-106.34035	Ungerer	Shirlee	2008	267-1971	267-7914	233-7000x6086	Evening	ungerershirlee@yahoo.com
Edgerton	4915	43.41410	-106.24791	Ungo	Angela	2005	437-6614	259-7350			
Casper	5659	42.80020	-106.33328	Van Damme	Meghan	2007	234-3414	258-0366		Anytime	vandamme8291@hotmail.com
Casper	5295	42.83288	-106.30644	Von Seggern	Egbert & Jody	2006	237-5160	797-0017			vonokee@excite.com
Casper	5358	42.82206	-106.31443	Vreeland	Jason	2007		259-8265	232-8091		jvreeland@trihydro.com
1 N Paradise Valley	5160	42.83107	-106.40131	Wanbaugh	Robert	2010	237-5129			Anytime	bettybob56@hotmail.com
Bar Nunn	5290	42.91405	-106.34574	White	Kathy	2009	265-9147	267-2070	232-3118	Anytime	kwhite@trihydro.com
Casper	5509	42.80266	-106.34619	Whitfield	Stephanie	2009	472-4149	259-9723	232-8091	7a-6p	swhitfield@trihydro.com
Casper	5249	42.84429	-106.27429	Williams	Judy	2005	266-5783				
Bessemer Bend	5182	42.76155	-106.51245	Wyatt	Karen	2010	472-7971			Anytime	delandkaren@atwy.net
2 SW Casper	5551	42.80778	-106.33293	Zach	T.R.	2006	235-2056	259-8768	234-3757		Trach_3@hotmail.com

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NOAA All Hazards Weather Radio

Midland WR-100 NOAA All-Hazards Weather Radio

Overview

The Midland WR-100 is a clock, alarm clock, and weather alert radio. It monitors continuous weather broadcasts originating from NOAA Weather Radio (NWR) transmitters operated by the National Weather Service (NWS). See map on reverse side. All Hazards NOAA Weather Radio provides quick, direct access to warning information during times of severe weather, sending alerts within seconds of issuance. Live weather broadcasts may be monitored at any time, or the radio may be placed into standby alert mode where it will remain silent until a watch, warning or advisory is issued by the National Weather Service. In addition, the WR-100 has the ability to receive non-weather hazard information from Emergency Management officials.

This radio utilizes S.A.M.E. (Specific Area Message Encoding) technology. When local alerts are issued by the National Weather Service, a series of digital tones are encoded with each alert, specifying the type of alert, valid time and counties affected. The internal circuitry in this radio will decode these digital codes, and then decide whether or not to activate an alarm based on the counties selected by the user. If no specific county codes are programmed by the user (over-riding the S.A.M.E. circuitry), the radio will alert for all counties in the transmitter's broadcast area.

Three AA batteries should always be inserted for backup power. Keep the radio plugged in at all times and place it in a location with good reception. Users must select the appropriate NWR frequency for their area before placing this radio in service.

Controls

ON / OFF ... Right side of unit. Only the time display will function with this switch in the off position.
WEATHER / SNOOZE ... Toggles between continuously monitoring weather broadcasts and standby alert mode.
MENU ... Used to program time, alarm clock, NWR transmitter, county codes, alert type, alert test and display lighting.
SELECT ... Used in program mode.
ARROW KEYS ... Used in program mode.
VOLUME KEYS ... Control audio level.

Programming Options

1) TIME (Set current time)
2) ALARM (Set alarm clock)
3) CHANNEL (Select one of seven NWR transmitter frequencies for best reception)
4) SAME SET (Program radio to receive alerts for up to 25 counties)
5) ALERT TYPE (DISPLAY - text only, VOICE - 8 second alert tone then voice, TONE – 5 minute continuous alert)
Some radios, depending on the firmware version, also have these two additional programming options:
6) ALERT TEST (Press to sound the alert tone)
7) LIGHT (Choose whether or not the display is backlit)

How to Program the WR-100

The radio may be programmed with the power switch in either the ON or OFF position. Press MENU to enter program mode and to "back out" of menu options once in program mode. UP and DOWN arrows scroll through program options. The SELECT button is used to choose menu options as well as save to memory. Before programming "Channel" and "Same Set", see map on reverse side for the nearest weather radio station and county codes for your area.

TIME: Press MENU. "TIME" appears. Press SELECT. Use UP, DN, LFT, RGT arrows to set time. Press SELECT to save the correct time. Press MENU.

ALARM: Press MENU. Press UP until "ALARM" appears. Press SELECT. Use UP, DN to toggle alarm on/off. Press SELECT. Use UP, DN, LFT, RGT arrows to set alarm time. Press SELECT. Press MENU twice.

CHANNEL: Press MENU. Press UP until "CHANNEL" appears. Press SELECT. Use UP, DN arrows to scroll through 7 available channels (frequencies) until closest transmitter is found. Press SELECT. Press MENU.

SAME SET: Press MENU. Press UP until "SAME SET" appears. Press SELECT. Press UP to scroll through 3 choices:

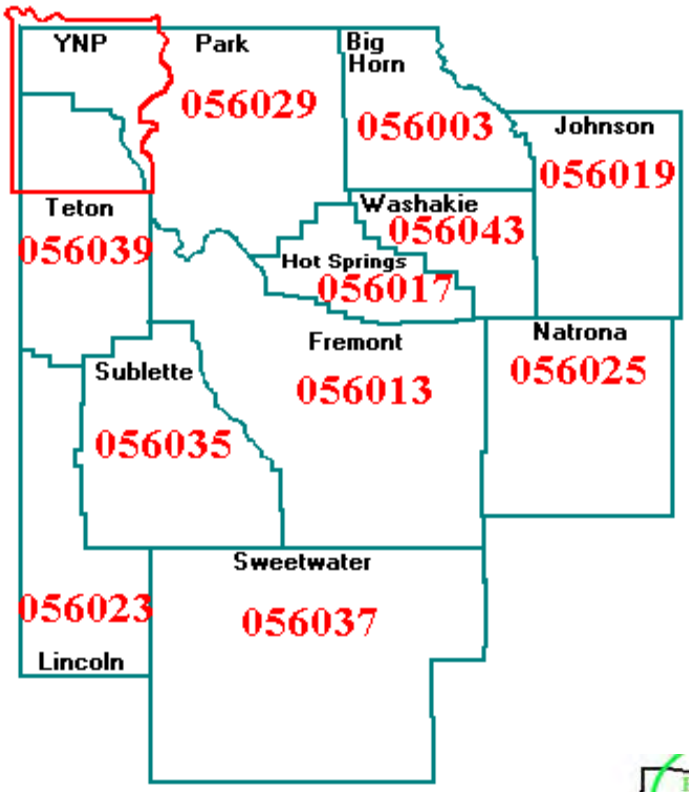
1) If you choose **ANY** you will receive alerts for all counties in the broadcast area (normally not a good choice ... you will find the radio triggers too often for your liking). Press SELECT. Press MENU.
2) If you choose **SINGLE** you will receive alerts for a single county. Press SELECT. When "SAME 01" appears, press SELECT. Use the arrow keys to enter the six-digit code. Press SELECT. Press MENU.
3) If you choose **MULTIPLE** you will receive alerts for more than one county, up to 25. Press SELECT. When "SAME 01" appears, press SELECT. Use the arrow keys to enter the six-digit code. Press SELECT. Press UP until "SAME 02" appears, press SELECT. Continue until all counties are programmed. Press MENU twice.

ALERT TYPE: Press MENU. Press UP until "ALERT TYPE" appears. Press SELECT. Press UP to scroll through 3 choices:

1) If you choose **VOICE** you will receive an 8-second audio burst with each alert, then the radio will change to the normal weather broadcast for 5-minutes. Press SELECT. Press MENU.
2) If you choose **TONE** you will receive a continuous 5 minute audio burst with each alert (normally not a good choice as you will become annoyed at the length of the loud audio burst). Press SELECT. Press MENU.
3) If you choose **DISPLAY** you will receive no audio with an alert but the text window will display the alert type.

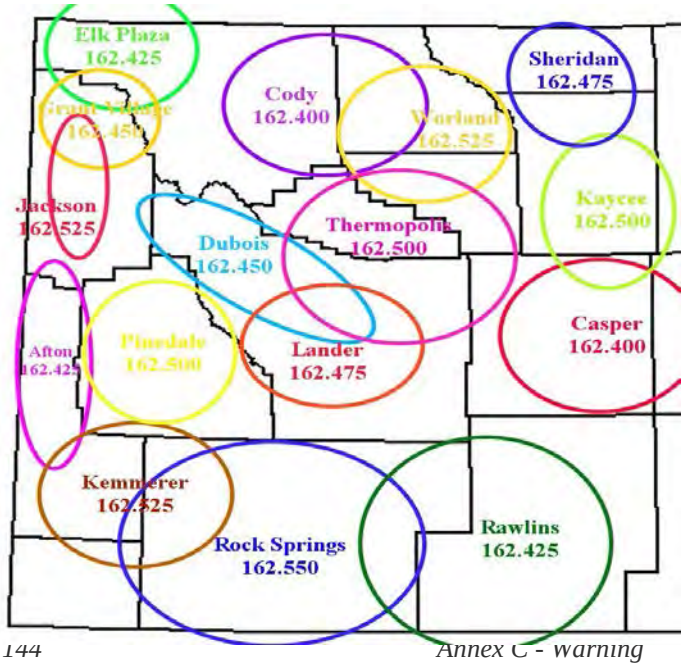
ALERT TEST: Radio must be ON for this programming step. Press MENU. Press UP until "ALERT TEST" appears. Press SELECT to test the alert tone. Press MENU.

LIGHT: Press MENU. Press UP until "LIGHT" appears. Press SELECT. Press UP to choose between BLT NORM (backlit display off), or BLT ON (backlit display always on). Press SELECT. Press MENU.



NWR SAME / FIPS (County) Codes For Western and Central Wyoming NWR Transmitters

NWR Transmitters and Associated Frequencies (MHz) Across Western and Central Wyoming



NOAA All Hazards Weather Radio Placement

NOAA All-Hazards Weather Radios have been placed in the following locations throughout Natrona County.

Natrona

Schools	Address	City	State
APPLETREE LEARNING CENTER	60 1/2 MAGNOLIA STREET	CASPER	WY
BAR NUNN ELEMENTARY	100 SIEBKE DRIVE	CASPER	WY
EVANSVILLE ELEMENTARY	452 TEXAS STREET	EVANSVILLE	WY
GRANT ELEMENTARY	1536 OAKCREST AVENUE	CASPER	WY
MCKINLEY ELEMENTARY	1217 WEST 14TH	CASPER	WY
MIDWEST SCHOOL	256 LEWIS STREET	MIDWEST	WY
MILLS ELEMENTARY	420 2ND STREET	MILLS	WY
MONTESSORI SCHOOL OF CASPER	1147 SOUTH WALNUT	CASPER	WY
MOUNT HOPE LUTHERAN SCHOOL	2300 S HICKORY STREET	CASPER	WY
MOUNTAIN VIEW ELEMENTARY	400 NORTH THIRD	CASPER	WY
NATRONA COUNTY HEAD START CENTER	301 W B ST	CASPER	WY
NORTH CASPER ELEMENTARY	1014 GLENARM	CASPER	WY
PARADISE VALLEY CHRISTIAN SCHOOL	3041 PARADISE DRIVE	CASPER	WY
PARADISE VALLEY ELEMENTARY	22 MAGNOLIA	CASPER	WY
SAGEWOOD ELEMENTARY	2451 SHATTUCK STREET	CASPER	WY
UNIVERSITY PARK ELEMENTARY	600 NORTH HUBER DRIVE	CASPER	WY
WESTWOOD ELEMENTARY	2300 BELLAIRE DRIVE	CASPER	WY
MTN ROAD CHRISTIAN SCHOOL	2657 CASPER MOUNTAIN RD	CASPER	WY
MT HOPE LUTHERAN SCHOOL	2300 S HICKORY ST	CASPER	WY
PARADISE VALLEY CHRISTIAN SCH	3041 PARADISE DR	CASPER	WY
ST ANTHONY TRI-PARISH SCHOOL	218 E 7TH ST	CASPER	WY
NATRONA COUNTY SAFE SCHOOLS	970 GLENN ROAD	CASPER	WY
WILLARD ELEMENTARY	129 NORTH ELK	CASPER	WY

Public Buildings	Address	City	State
NATRONA COUNTY EMERG. MGMT	201 NORTH DAVID	CASPER	WY
NATRONA CNTY HEALTH DEPT.	475 S. SPRUCE STREET	CASPER	WY
24 HOUR WARNING POINT	201 NORTH DAVID	CASPER	WY
CITY OF CASPER - CITY HALL	200 NORTH DAVID	CASPER	WY
NATRONA CNTY ROAD & BRIDGE		MILLS	WY
CITY HALL	200 NORTH DAVID	CASPER	WY
NATRONA COUNTY LIBRARY	307 EAST 2ND STREET	CASPER	WY
CENTRAL WYO. FAIRGROUNDS	1700 FAIRGROUNDS ROAD	CASPER	WY
WYOMING MEDICAL CENTER	1223 EAST 2ND STREET	CASPER	WY

MOUNTAIN VIEW REGIONAL HOSP.	6550 EAST 2ND STREET	CASPER	WY
CITY OF CASPER LEISURE SERV.	PARADISE VALLEY POOL	CASPER	WY
	MIKE SEDAR PARK POOL	CASPER	WY
	MARION KREINER PARK POOL	CASPER	WY
	EAST CASPER COMMUNITY POOL	CASPER	WY
	WASHINGTON PARK POOL	CASPER	WY
	RECREATION CENTER	CASPER	WY
	AQUATICS CENTER	CASPER	WY
TOWNSEND JUSTICE CENTER	115 N CENTER	CASPER	WY
ST ANTHONY MANOR	211 EAST 6TH STREET	CASPER	WY
NATRONA COUNTY COURTHOUSE	200 N CENTER	CASPER	WY

Annex D

Emergency Operations Center

STANDARD OPERATING PROCEDURES

The purpose of this SOP is to define operating procedures of the Natrona County Emergency Operations Center during minimal to full operations. The Natrona County Emergency Management Coordinator is responsible for insuring that the EOC is ready for Emergency Operations.

OPERATIONS

In any type of emergency or disaster, the EOC will be activated to a level that directly corresponds with the degree of the emergency/disaster. This could be minimal to full. Activation of the EOC can be at the discretion of the Natrona County Emergency Manager, City/town Emergency Manager, County Commission Chair, or Commission member in the absence of the Chair; any Mayor of any town or city, or council member in the absence of the Mayor; Appointed officials. Level of activation will be incident specific. The National Incident Management System (NIMS), Incident Command System (ICS), and/or a Unified Command (UC) and/or a Multi-Agency Coordination System will be used.

Authorization

The following individuals of any jurisdiction are authorized to request the activation of the EOC:

- Emergency Management
- County Commission
- Chief Elected Official
- City Manager
- Mayor

General Responsibilities

The general responsibilities of the EOC are to assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action. Work with representatives of emergency services to determine and prioritize required response actions and coordinate their implementation. Provide resource support for emergency operations. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events. Organize and activate large-scale evacuation and mass care operations and to provide emergency information to the public.

Minimal Operations

A minimal operation will generally be handled by the Emergency Management, Elected Officials, and First Response Agencies only. It would be low-key and possibly non-life threatening, slow to emerge, and perhaps slow to rectify. The possibility of assistance through State or Federal agencies and/or volunteers services may exist, however, few of these personnel will be present in the EOC. As additional personnel are needed to perform various functions, they will be requested by the Emergency Management Coordinator through personal contact or other alert procedures. Requests for person(s) with specific skills will be made as required.

Possible emergencies that would fall into this category would be, but not limited to the following:

- Blizzards and snow emergencies
- Freezes and Ice storms
- Hay-drops for livestock
- Minor flooding events
- Small hazardous material incidents

Full Operations

A full operation would involve full-scale EOC staffing and in all areas of operation. When the operation attains this level, other organizations, primarily State and Federal, may become involved in disaster relief activities. As the emergency operation dictates, volunteers may be requested from the community, from local government and other areas by the EOC Manager to augment the work force and thus reduce the workload on each individual. Volunteers will be requested based on the task to be performed, thus eliciting response of persons by talent. The registration and control of these people must be undertaken to prevent the loss of talents due to improper accounting procedures being utilized. The County Job Service agencies and/or Red Cross have the potential of providing and registering personnel thus reducing the workload of EOC Staff/personnel while providing a superior service through job knowledge and expertise.

Direction and Control

Direction And Control will be managed through the Emergency Management chain of command beginning with the Natrona County Commission Chairman and passing down-line. Coordination with the applicable state and federal disaster relief agencies will take place on an accelerated pace. Those agencies may provide in-place personnel for guidance in the EOC, or on-site guidance as required.

Communications

Communications will be conducted through normal means via commercial telephone, teletype, Emergency Services High-band radio frequencies or 800 MHz radio frequencies, Public Safety Communications Center, Radio Amateur Civil Emergency Services, established Hot Line or others as available. A communications officer or assistant must be assigned and may be augmented by others as dictated by the situation. All communications will be given message numbers from the communications log (radio and information log) and documented.

The Message Center

The Message Center will continue operations from its locations by the Communications Room with one and possibly two full-time staff personnel assigned to the Message Center. This will be in addition to the Operations Chief, in order to ensure the complete and accurate use of the Center. It is imperative that the Message Center be fully utilized in all phases of operation, but especially when the operation escalates in size and complexity. Absolute control of input/output message, data, and direction are maintained through the Center by the Operations Chief. Data received via phone, radio, teletype, fax, and social media outlets or by anyone in the EOC must be immediately logged into the Message Center and disseminated at the discretion of the Operations Chief for action. Proper use of all logs, emergency forms must be stressed so that complete, accurate information is obtained and disseminated. This also ensures that procedures are standardized throughout the EOC

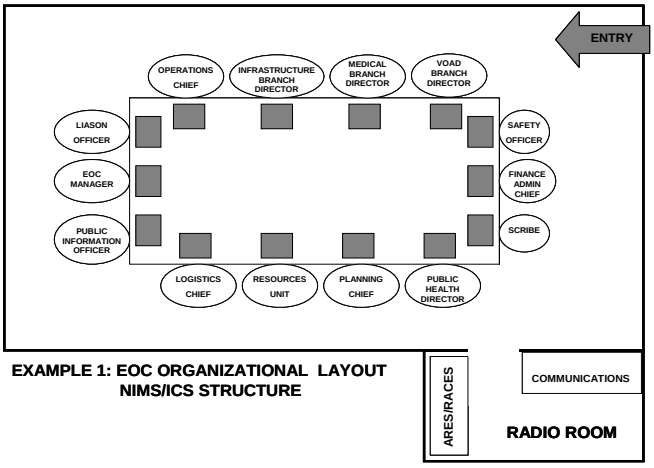
staff users.

Staffing

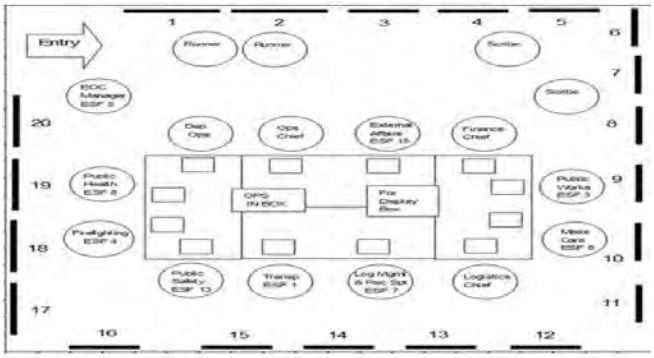
Staffing of the EOC may include all available EOC response personnel and support personnel to include a representative from all local jurisdictions and agencies. State and Federal personnel may also be requested as well as volunteer agencies and individuals, all of which will be requested by the Natrona County Emergency Management Office in an effort to control the emergency situation and alleviate the problem. Care must be taken to coordinate and control staffing as to not "over staff", to ensure contributing, rather than detracting from the disaster relief operation. Operational periods will be determined by the situation and at the discretion of the EOC Manager, Operations Chief, and Planning Chief. Eight (8) hour shifts will be assigned if at all possible.

EOC Operational Layout and Design

EOC Layout and operations area will be essentially the same as for normal day-to-day operations. The area will be set up as necessary for efficient operations. The EOC is located in the Hall of Justice – 2nd Floor, 201 N David. In addition to the designated area established for the EOC, the Sheriff's Office Briefing Room, as well as the Sheriff's Office Civil areas may be utilized as needed. The East Conference room on the 2nd floor Hall of Justice is also equipped with multiple telephone lines, internet access, and projection capabilities. This room can be utilized as a Joint Information Center (JIC) and or expansion for regular EOC functions. Examples of EOC layout designs can be found below.



EXAMPLE 1: EOC ORGANIZATIONAL LAYOUT NIMS/ICS STRUCTURE



EXAMPLE 2: EOC ORGANIZATION LAYOUT USING EMERGENCY SUPPORT FUNCTIONAL GROUPS

Security

Security of the EOC may consist of securing all "exterior" doors into the EOC except the South entrance, therefore controlling personnel access as people come into the EOC through this entrance. A law enforcement officer may be required to maintain a post at the desk at the entrance of the EOC to control access and to perform other functions at that post as required. As visitors to the EOC arrive and depart, they will be logged in with date and time, name, organization represented, person they are visiting or aiding, etc., and reason for visit. Additional security control measures will be initiated at the discretion of the EOC Manager and may include the assistance of a Law Enforcement Agency.

Visual Displays and Status Boards

Maps, charts, status boards, and displays for the EOC operations may include the following as needed or required:

- Organizational Chart
- Emergency Briefing Information and Status Boards
- Bulletin Boards
- Resource Status Board
- County and City Maps, as needed

Support Groups

Support Groups for the County EOC may include:

- Essential EOC Staff
- Communications Specialists (including amateur radio operators, hot-line personnel, etc.)
- State government personnel as required
- Federal government personnel as required
- American Red Cross
- Salvation Army
- Media personnel
- VOAD Representatives
- Natrona County Safe Schools Representative(s)
- Others as required

Public Information

Public Information dissemination to all internal and external stakeholders as well as Emergency Alert System (EAS) and other means of mass notification will be conducted as follows:

- The Public Information Officer (PIO) or Joint Information Center (JIC) will be assigned a telephone number. The PIO will be required to conduct briefings in designated areas as well as and coordinate with all media outlets as appropriate. The Public Information Officer may establish a Joint Information System and assign additional Public Information Officers to support the Joint information Center and to coordinate all aspects of information dissemination.
- The Emergency Alert System (EAS) will be activated by Public Safety Communications Center, at the discretion of the EOC Manager as well as the PIO or JIC and may consist of any additional warnings or civil service messages as needed. The EAS system is an all hazards warning system. (SEE EMERGENCY ALERT SYSTEM (EAS) ANNEX)
- The All Hazards Outdoor Warning Siren System has the capability of broadcasting alert and warning tones as well as a public address system to advise citizens of additional warnings or pertinent information as the situation dictates.
- A hotline number has been established and can be utilized for any event. The hotline is a useful tool for information dissemination as well as gathering pertinent information from citizens. This hotline can be activated at any time, providing there is staff to manage the call volume and telephone lines. The hotline number is **307-235-9555**.
- Additional social media outlets have been established and all means of information disseminations should be effectively utilized, monitored, and maintained. Such

additional outlets include but are not limited to the following:

- Natrona County Website at www.natronacounty-wy.gov
- City of Casper Website at www.casperwy.gov
- Face Book Pages to include:
  - Natrona County Emergency Management
  - Casper Public Safety Communications Center
  - Natrona County Medical Reserves
  - Natrona County Fire District
  - Natrona County School District
- Natrona County Twitter
- Natrona County NIXLE

Health and Medical

Health and Medical requirements for operations will be for coordination between both Mountain View Regional Hospital and Wyoming Medical Center and/or field operations only. Health and Medical personnel will not be required in the EOC unless it is for a staff meeting where Health and Medical Consultation is required to aid in the overall evaluation and alleviation of the particular problem or for coordination between both facilities. "On-scene" action and control of a threatening health or medical problem is an essential element and services coordination is the only necessary requirement accomplished from the EOC.

Dining

Dining during operation will consist of either individual owned, packaged, self-prepared servings; food brought in by individuals; or food purchased and delivered; or minimum preparation of small amounts of food by EOC duty personnel.

Sleeping Facilities

Sleeping Facilities for EOC personnel will be accomplished with cots with mattresses. Sleeping Facilities will be established in the Exercise Room for the men, and in the Sheriff's Office Break Room for the Women. It is anticipated however, that even with 12-hour shifts, personnel can and prefer to return to their homes at the end of a shift to maintain cleanliness, dine and sleep, thereby eliminating the majority of the problems and logistics involved with sleeping and dining in the EOC.

Telephone Communications

Multiple analog telephone lines are active in the Emergency Operations Center and are available on an as needed basis. In addition, several digital extensions can also be utilized as needed. The listed telephone numbers and extensions are available in either the EOC or the East Conference Room.

LOCATION	NUMBER	TYPE
EMA MAIN OFFICE	307-235-9205	*DIGITAL*
EMA MODEM	307-235-9222	*ANALOG*
EMA COORDINATOR	307-235-9289	*DIGITAL*
EMA DEPUTY COORDINATOR	307-235-9307	*DIGITAL*
EMA SGT	307-235-9466	*DIGITAL*
EOC RADIO ROOM	307-235-9621	*ANALOG*
EOC BUSINESS EXT	307-235-9297	*ANALOG*
EMALERT/PAGING	307-235-9677	*DIGITAL*
EMA FAX LINE	307-9652	*DIGITAL*
EMERGENCY OPERATIONS CENTER ACTIVE TELEPHONE NUMBERS	307-235-9591	*ANALOG*
	307-235-9592	*ANALOG*
	307-235-9593	*ANALOG*
	307-235-9594	*ANALOG*
	307-235-9595	*ANALOG*
	307-235-9596	*ANALOG*
	307-235-9597	*ANALOG*
	307-235-9598	*ANALOG*
	307-235-9599	*ANALOG*
	307-235-9676	*ANALOG*
	307-235-9678	*ANALOG*
	307-235-9679	*ANALOG*
	307-235-9682	*ANALOG*
	307-235-9687	*ANALOG*
	307-235-9689	*ANALOG*
	307-235-9690	*ANALOG*
	307-235-9691	*ANALOG*
	307-235-9692	*ANALOG*
	307-235-9693	*ANALOG*
	307-235-9695	*ANALOG*
	307-235-9696	*ANALOG*
	307-235-9697	*ANALOG*
	307-235-9698	*ANALOG*
	307-235-9699	*ANALOG*
HOTLINE NUMBER MAIN	307-235-9555	*ANALOG*
HOTLINE ROLLOVER TRUNK LINES	307-235-9554	*ANALOG*
	307-2359556	*ANALOG*
	307-235-9557	*ANALOG*
	307-235-9558	*ANALOG*
	307-235-9559	*ANALOG*

Deploying/Removing EOC Telephones

When the EOC is NOT deployed, calls coming into 307-235-9555 will ring into the five Hotline Rollover trunk lines (235-9554, 235-9556, 235-9557, 235-9558, and 235-9559). If all 5 lines are busy, the caller will get a recording stating "we're sorry, all operators are busy at this time, please hold for the next available operator". This is announcement #771. The emergency operations center telephones are set up and ready to go 24/7.

When the EOC is activated, voice-mail is available. To activate voice-mail services button 16 must be pressed on the 235-9307 or 235-9289 digital extension lines. Once the voice mail service is activated, all incoming calls to the 235-9555 Hotline number will be sent to voice mail ext 277. After the caller leaves a message, voice mail has the ability to notify a designated representative. The following instructions detail how to establish and activate this feature:

1. Dial extension number 750
2. Enter the extension number 277 followed by #
3. Enter the password followed by #
4. After voice mail has announced "Emergency Operations Center of Natrona County"…select option "6". When prompted to hear a list of options, press "0". Listen to the instructions then press "1" to change the out calling number (remember to add "9" at the beginning of the number), then press "Y" to turn feature ON or "N" to turn feature off.

To retrieve messages from voicemail, enter the extension number followed by #, and then enter the password followed by #. A list of options will be available to choose from.

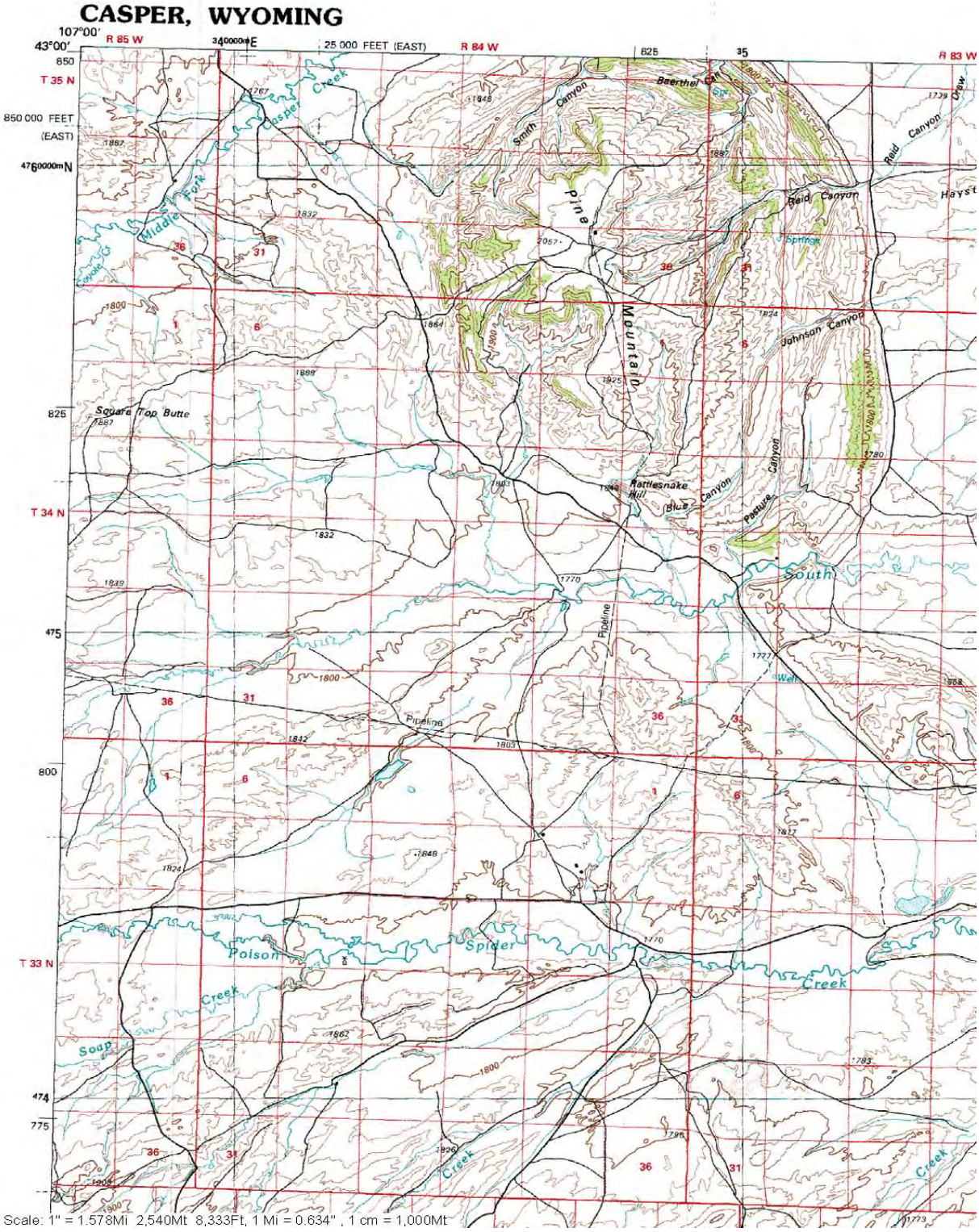
The following instructions detail how to change the outgoing announcement:

1. At any difinity telephone, pick up the receiver and dial "101"…you should hear a dial tone.
2. Dial the 3 digit announcement number "771"…you should hear a dial tone.
3. Dial "1", you should hear a short "beep"… you may begin your recording.
4. At the end of your recording, dial "1" again, then hang-up.
5. To listen to your recording, wait 1 minute, then dial the announcement number "771"…listen to your recording.

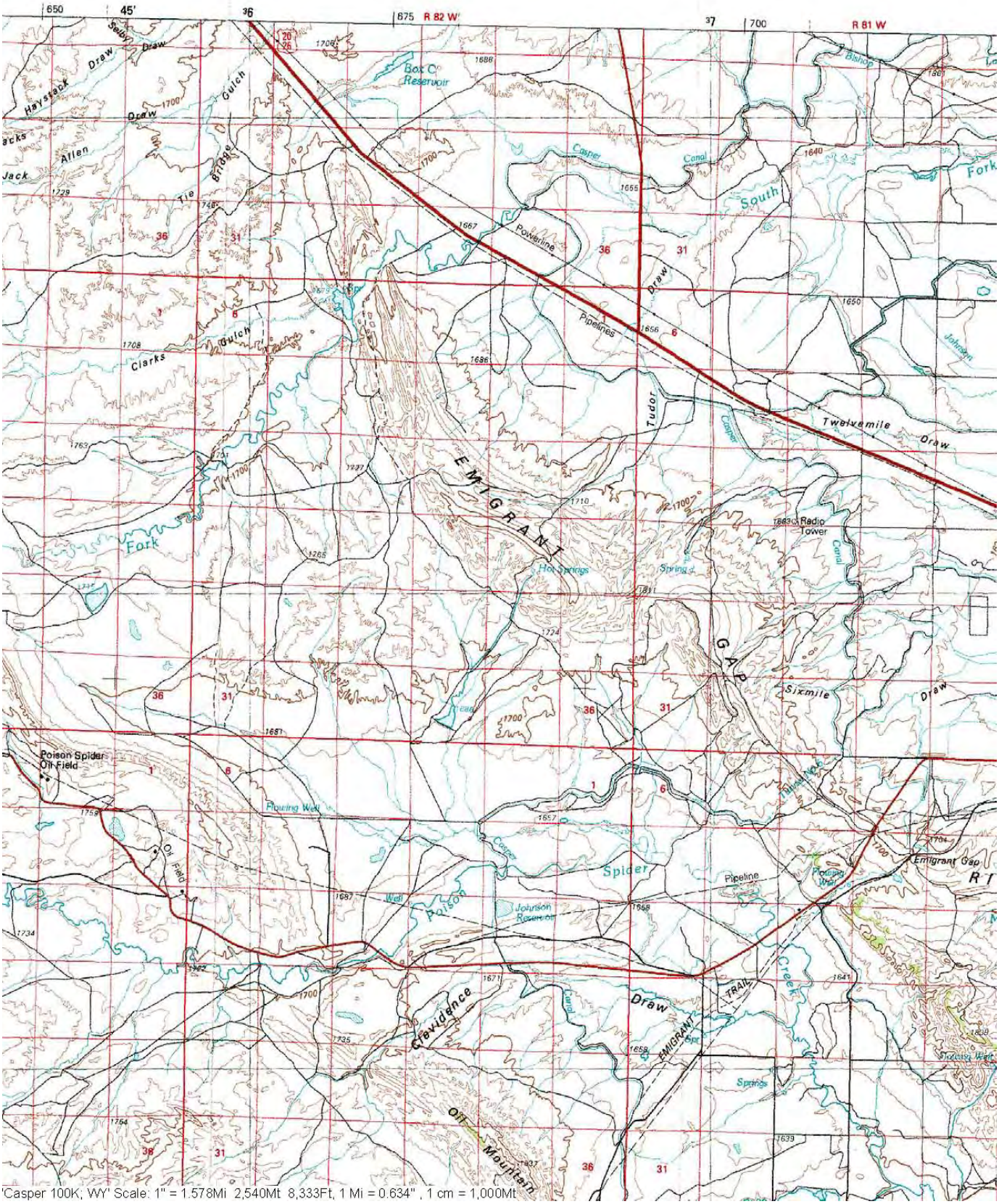
Maps

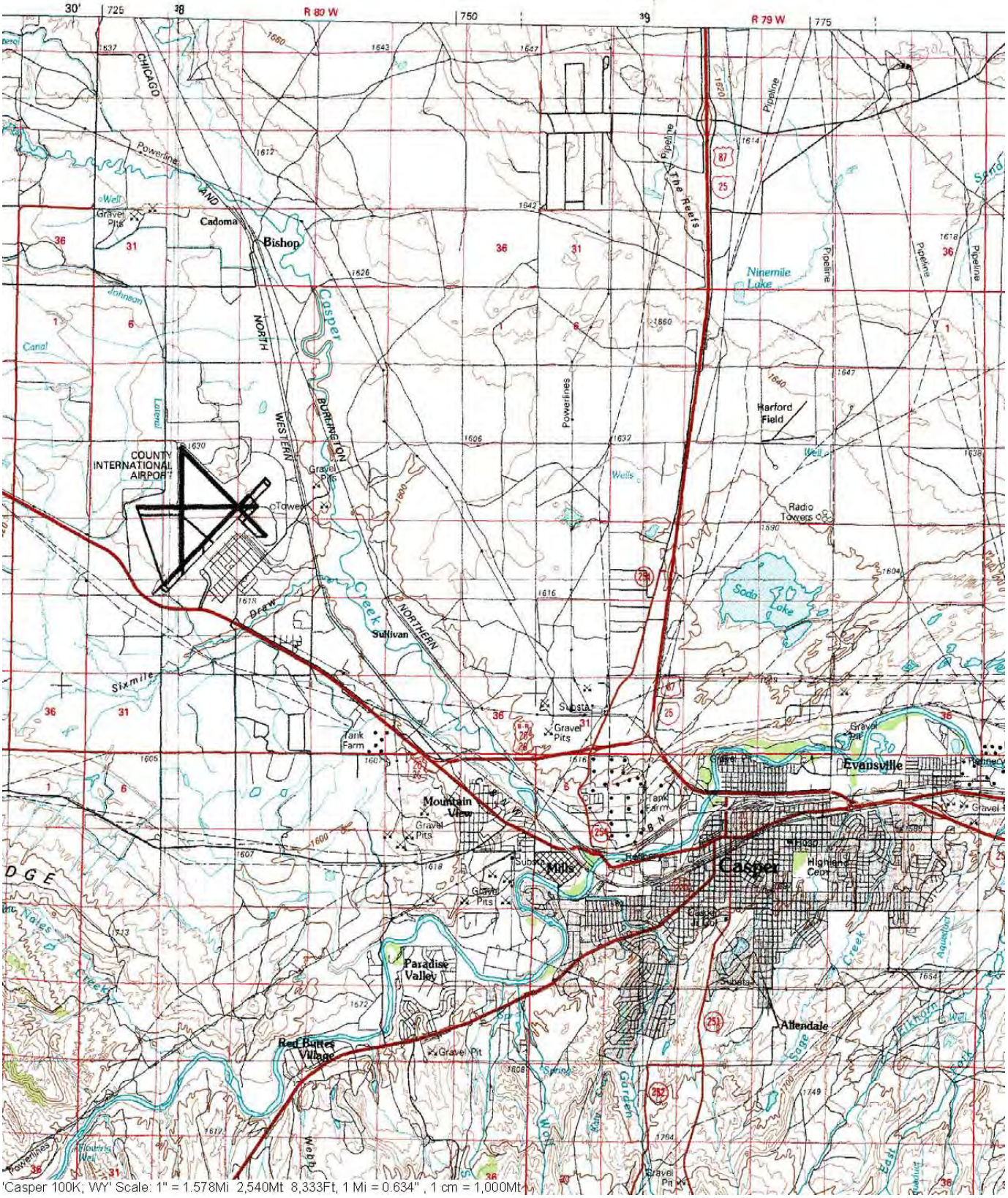
Area Map

These Topographic Area Maps depict a large area surrounding the local communities. These maps are constructed in mosaic fashion of 1:100,000 scale topographic sheets published by the Geological Survey (Department of Interior).

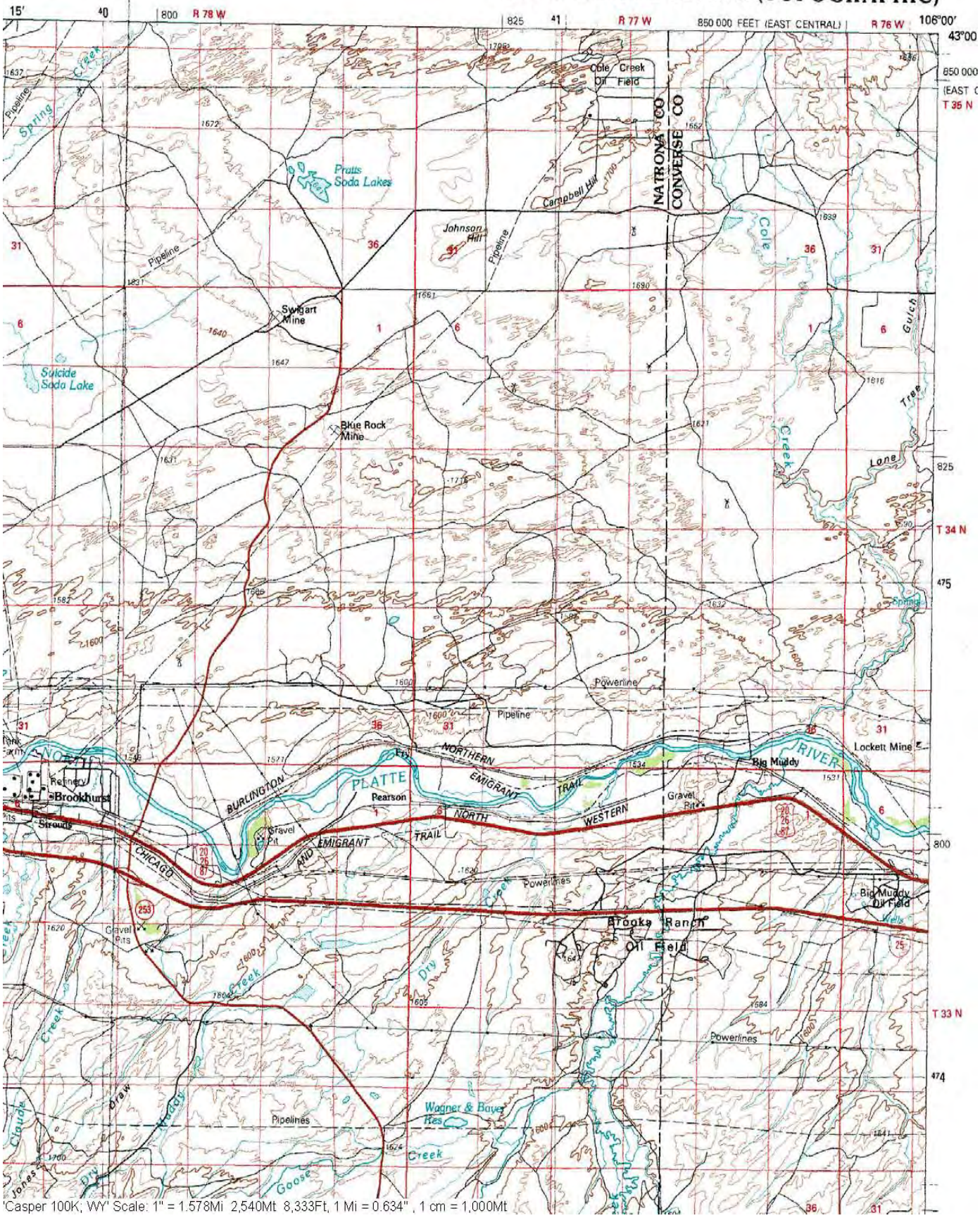


'Casper 100K, WY' Scale: 1" = 1.578Mi 2,540Mt 8,333Ft, 1 Mi = 0.634" , 1 cm = 1,000Mt


650
45'
36
875
R 82 W
37
700
R 81 W
Box C Reservoir
Haystack Draw
Selby Draw
Allen Draw
Jack
Tie Bridge Gulch
Clarks Gulch
Casper Canal
South Fork
Powerline
Pipelines
Tudor Draw
Twelvemile Draw
EMIGRANT GAP
Radio Tower
Hot Springs
Sixmile Draw
Poison Spider Oil Field
Flowing Well
Spider
Pipeline
Emigrant Gap
Johnson Reservoir
Providence Draw
EMIGRANT TRAIL
Sulphur Creek
Oil Mountain
Casper 100K, WY Scale: 1" = 1.578Mi 2,540Mt 8,333Ft, 1 Mi = 0.634" , 1 cm = 1,000Mt


R 80 W
R 79 W
CHICAGO
Powerlines
Cadoma
Bishop
Casper
NORTH
WESTERN
BURLINGTON
COUNTY
INTERNATIONAL
AIRPORT
Tower
Johnson
Canal
Lateral
Gravel Pits
Ninemile Lake
Pipeline
Harford Field
Radio Towers
Soda Lake
Sullivan
NORTHERN
Sixmile
Tank Farm
Mountain View
Mills
Casper
Evansville
Highland Cem
Paradise Valley
Red Butte Village
Allendale
Garden
Sage
Kilthorn
Wolf
Webb
Nales
Creek
Aqueduct
Substa
Gravel Pit
Spring
Well
Wells
Powerlines
'Casper 100K; WY' Scale: 1" = 1.578Mi 2,540Mt 8,333Ft, 1 Mi = 0.634" , 1 cm = 1,000Mt

30X60 MINUTE SERIES (TOPOGRAPHIC)



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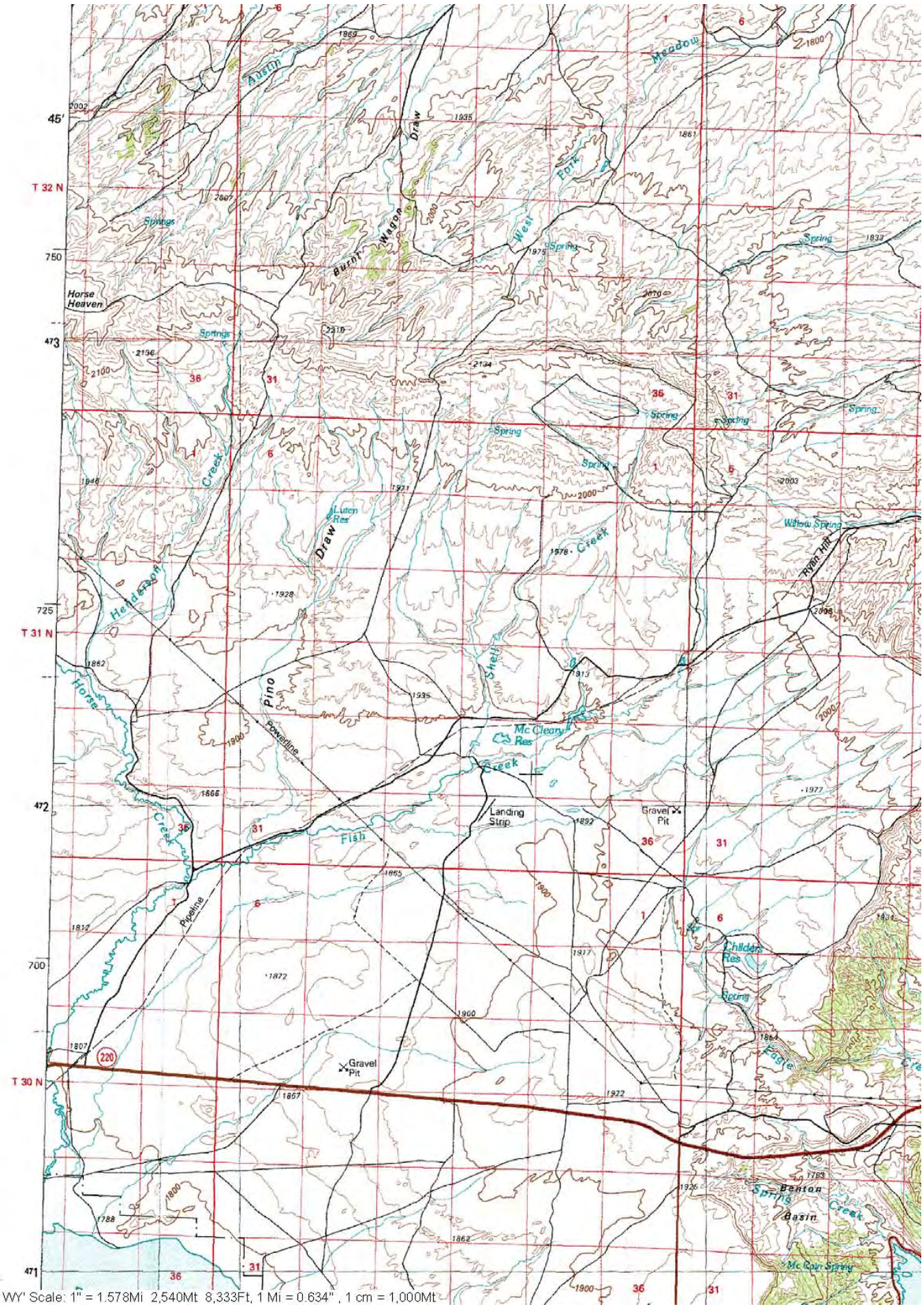

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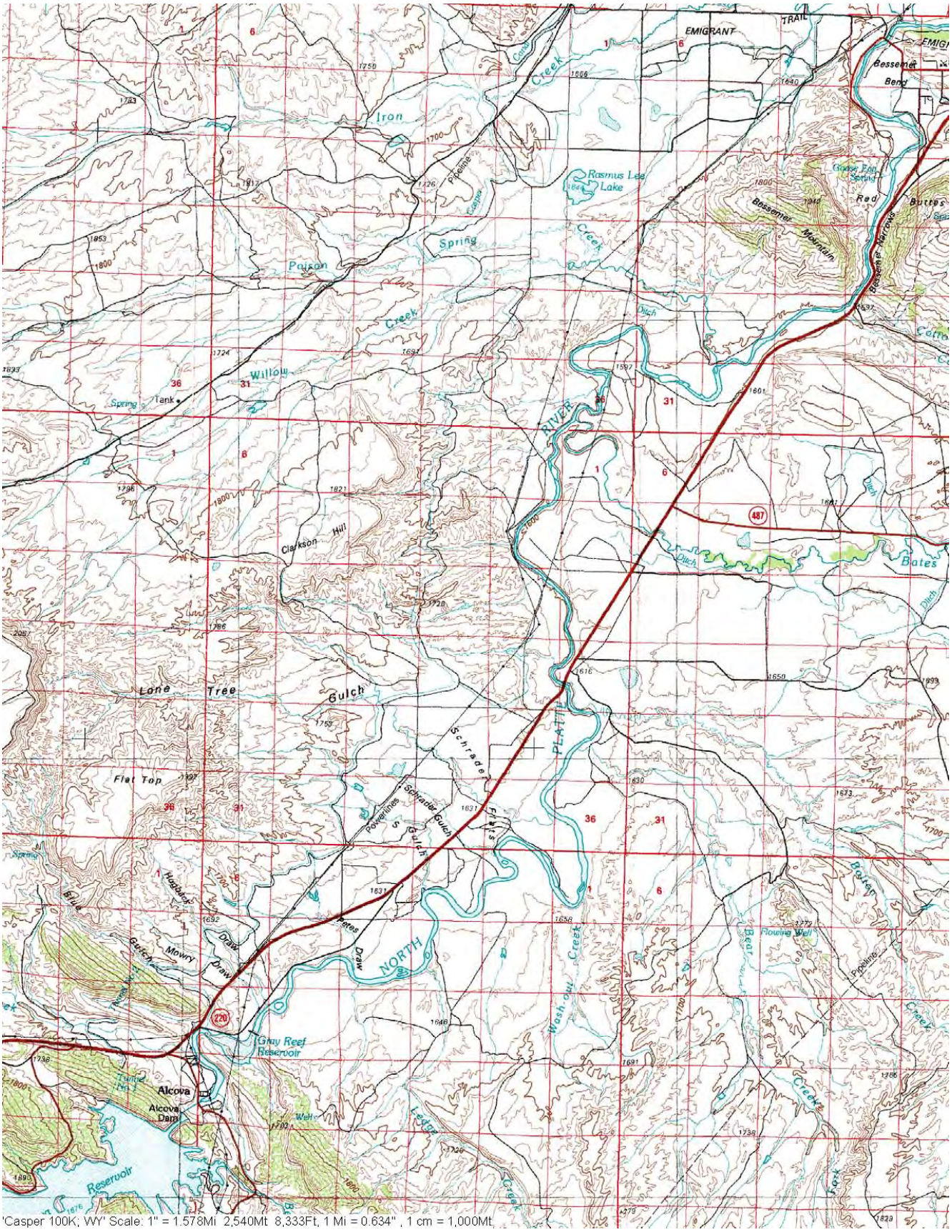
EMIGRANT
TRAIL
Bessemer
Bend
Iron
Creek
Rasmus Lee
Lake
Pipeline
Spring
Poison
Creek
Willow
Spring
Tank
Bessemer
Mountain
Red
Butte
Ditch
RIVER
PLATTE
487
Clarkson
Hill
Ditch
Bates
Lone
Tree
Gulch
Schrader
Flat Top
Schrader Gulch
Powerlines
Fitz's
Gulch
Hogback
Blue
Gulch
Mowry
Draw
Bates
Draw
NORTH
Washout
Creek
Bear
Flowing Well
Pipeline
Gray Reef
Reservoir
220
Alcova
Alcova
Dam
Well
Ledge
Creek
Reservoir
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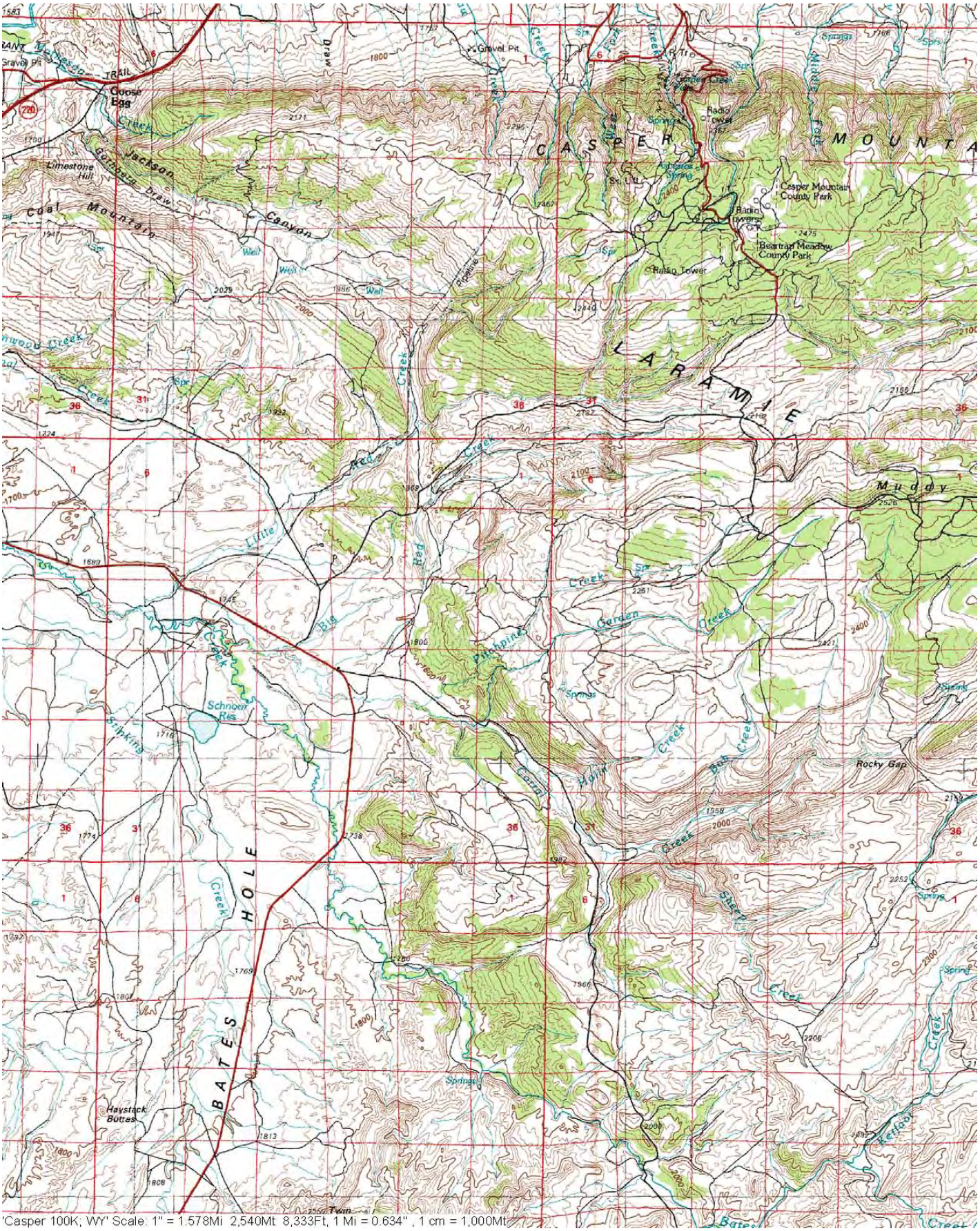
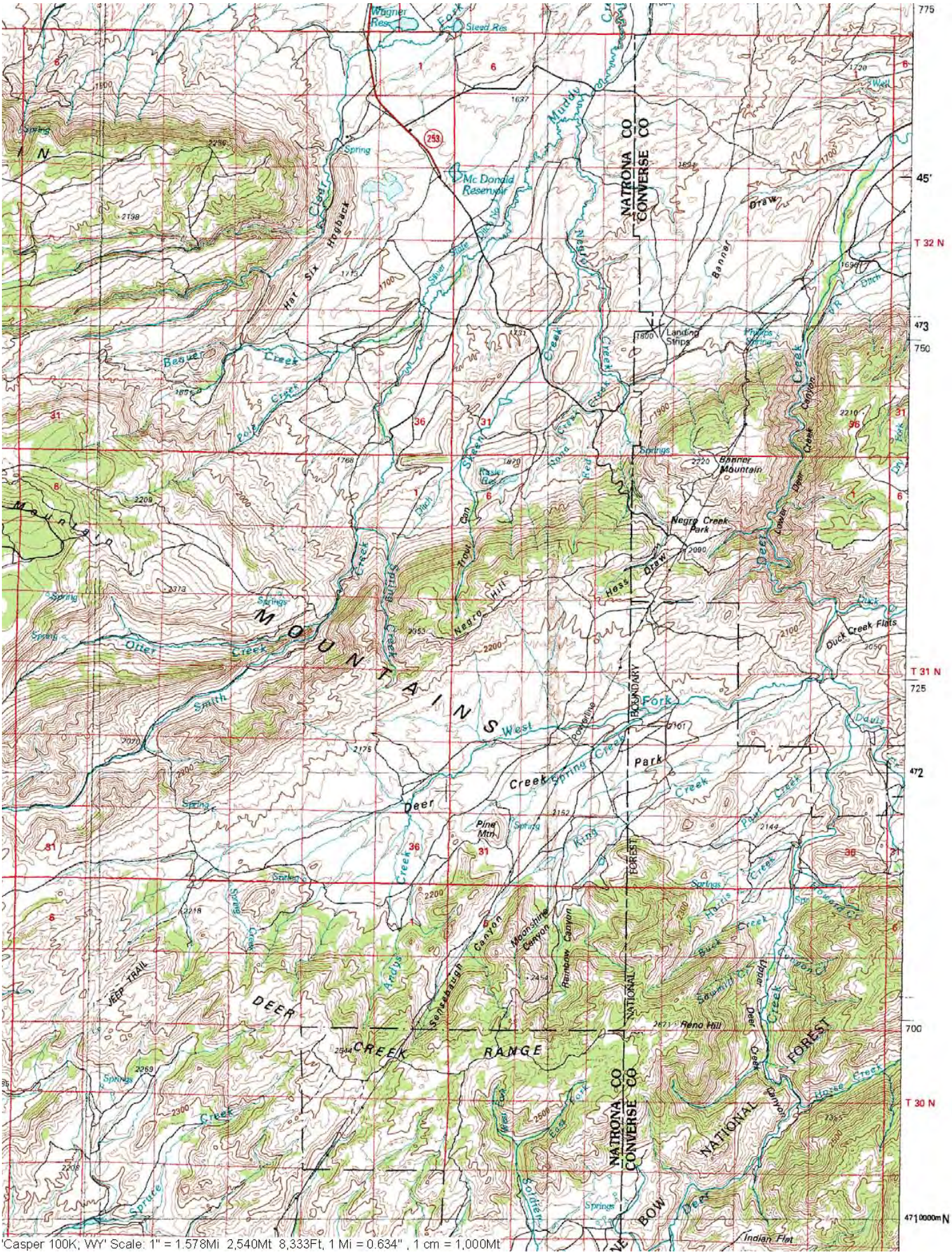
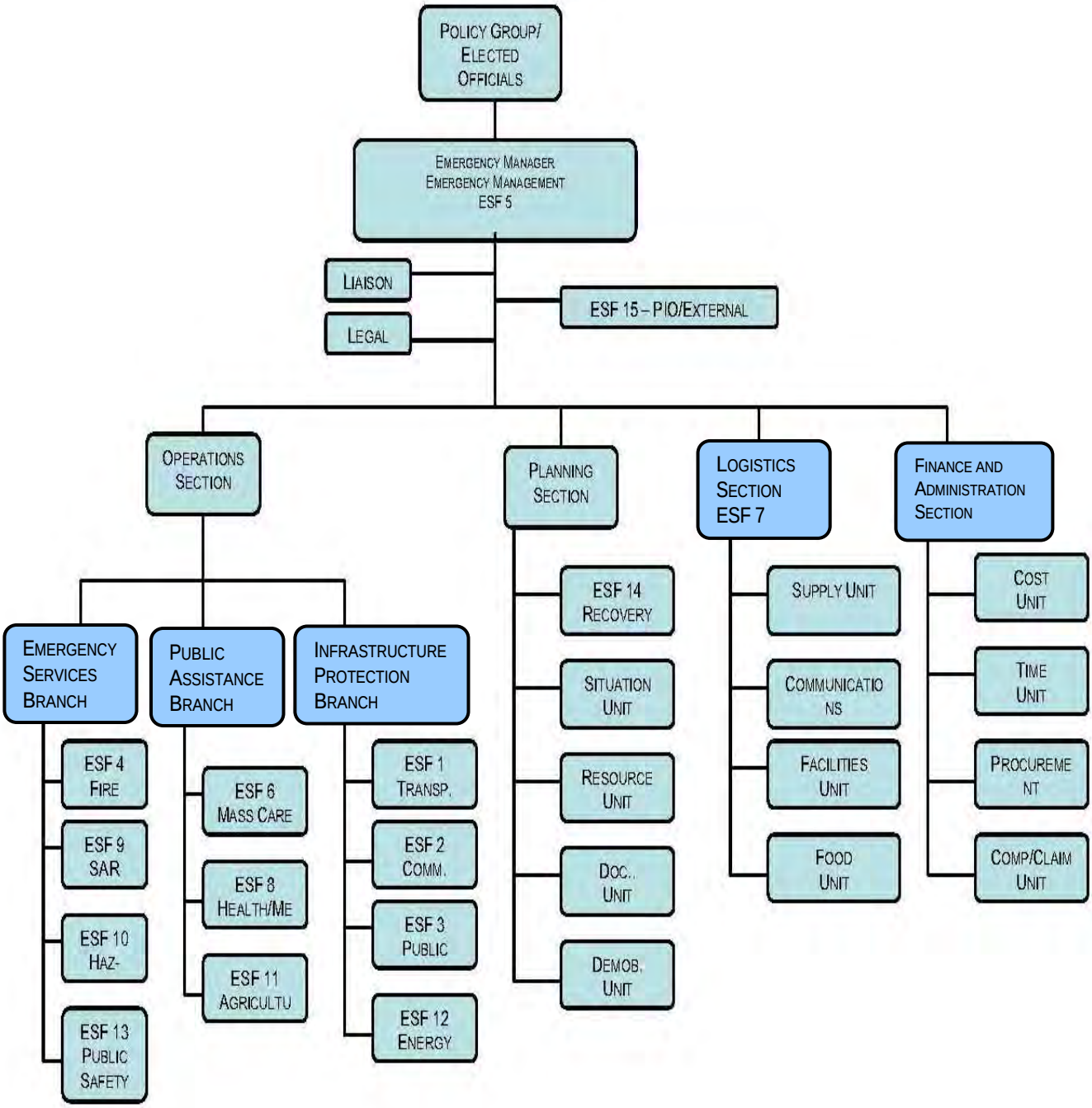

Gravel Pit
Goose Egg
Limestone Hill
Jackson Canyon
Coal Mountain
CASPER MOUNTAIN
Radio Tower
Casper Mountain County Park
Beartrap Meadow County Park
LARAMIE
Muddy
Little Red Creek
Big Red Creek
Pitchpine Creek
Garden Creek
Schnoor Res
Silpking Creek
Rocky Gap
Bull Creek
Sheep Creek
BATES HOLE
Haystack Buttes
Spring
Springs
'Casper 100K; WY' Scale: 1" = 1.578Mi 2,540Mt 8,333Ft, 1 Mi = 0.634" , 1 cm = 1,000Mt



'Casper 100K; WY' Scale: 1" = 1.578Mi 2,540Mt 8,333Ft, 1 Mi = 0.634" , 1 cm = 1,000Mt

EOC ORGANIZATION AND TASK ASSIGNMENT



STAFF

See EOC organizational chart and multiply by 2 for total number of personnel.
Complete listing of personnel follows:

GROUP	ORGANIZATION	NAME	WORK #	HOME #
POLICY GROUP	NATRONA COUNTY COMMISSIONERS	COMMISSION OFFICE MAIN	(307) 235-9202	
		BILL MCDOWELL	(307) 235-7577	(307) 262-3286
		TERRY WINGERTER	(307) 235-9332	(307) 237-2126
		ROB HENDRY	(307) 235-9204	(307) 259-6203
		ED OPELLA	(307) 235-9269	(307) 258-5422
		MATT KEATING	(307) 235-9492	(307) 259-8308
	CASPER - CITY MANAGER	JOHN C. PATTERSON	(307) 235-8224	
	CASPER - CITY COUNCIL	KENYNE SCHLAGER	(307) 234-8224	
		PAUL MEYER	(307) 237-7481	
		PAUL BERTOGLIO	(307) 235-4726	
		BILL BRAUER	(307) 235-1466	
		KEITH GOODENOUGH	(307) 237-3114	
		MAURY DAUBIN	(307) 265-1099	
		KIM HOLLOWAY	(307) 237-0373	
		CHARLIE POWELL	(307) 577-6042	
		KATE SAROSY	(307) 265-2199	
	MUNICIPAL MAYORS	PHIL HINDS - EVANSVILLE	(307) 234-1030	(307) 262-7566
		TANISE LAVERING - MILLS	(307) 472-5579	
		JERRY PETTY - BAR NUNN	(307) 237-7269	(307) 266-3602
		GUY CHAPMAN - MIDWEST	(307) 437-6513	
		H. H. KING	(307) 437-6763	
	NATRONA COUNTY SHERIFF	MARK BENTON - SHERIFF	(307) 235-9283	(307) 234-4181
		DAVID KINGHORN - UNDERSHERIFF	(307) 235-9291	(307) 473-1013
	COUNTY ATTORNEY	WILLIAM KNIGHT JR	(307) 235-9460	(307) 235-0343
		HEATHER DUNCAN-MALONE (DEPUTY ATTORNEY)	(307) 235-9460	
	CITY/TOWN ATTORNEYS	BILL LUBEN - CASPER	(307) 235-7503	(307) 234-7492
		PHIL WILLOUGHBY - EVANSVILLE	(307) 266-4549	(307) 472-3912
		ROB HAND - MILLS, MIDWEST, EDGERTON	(307) 234-3566	(307) 234-6825
		CHARLES CHAPIN - BAR NUNN	(307) 234-7321	(307) 235-9999
COORDINATION GROUP	MUNICIPAL EM COORDINATORS	MARK YOUNG - CASPER	(307) 235-8222	
		ANDY HENTZEN-MILLS	(307) 234-8481	(307) 267-1791
		ZACH GENTILE - EVANSVILLE	(307) 234-0897	(307) 473-9062
		JERRY PETTY - BAR NUNN	(307) 237-7269	(307) 266-3602
		JAIME JONES - MIDWEST	(307) 437-6509	(307) 262-9234
	COUNTY EMERGENCY MANAGEMENT	COUNTY EMA OFFICE MAIN	(307) 235-9205	
		STEWART ANDERSON - COORDINATOR	(307) 235-9289	(307) 262-1899
		THERESA SIMPSON - DEPUTY COORDINATOR	(307) 235-9307	(307) 262-9678
	MUNICIPAL POLICE CHIEFS	CHRIS WALSH - CASPER	(307) 235-8278	
		ZACH GENTILE - EVANSVILLE	(307) 234-0897	(307) 473-9062
		JERRY ENDRESON - MILLS	(307) 577-0968	(307) 237-9733
		JAIME JONES - MIDWEST	(307) 437-6509	(307) 262-9234
	PUBLIC SAFETY COMMUNICATIONS	MARK TRIMBLE - CAPTAIN		
		KAREN TATE	(307) 235-8405	(307) 237-1737
	CLERKS	RENEE VITO - NATRONA COUNTY	(307) 235-9210	
		CAROL PENDLEY - BAR NUNN	(307) 237-7269	(307) 234-2925
		CINDY AARS - EDGERTON	(307) 437-6763	
		JANELLE UNDERWOOD - EVANSVILLE	(307) 234-6530	(307) 234-2458
		DOLLY HARRISON - MIDWEST	(307) 437-6513	(307) 437-6809
		REANNE WEBER - MILLS	(307) 234-6679	(307) 234-3389
	NATRONA CO FIRE WARDEN	MIKE HAIGLER	(307) 235-8283	(307) 234-2871

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STAFF

See EOC organizational chart and multiply by 2 for total number of personnel.

GROUP	ORGANIZATION	NAME	WORK #	HOME #
COORDINATION GROUP	FIRE CHIEFS	MARK YOUNG-CASPER	(307) 235-8222	(307) 266-6225
		KEVIN FINN-COUNTY	(307) 265-8656	(307) 232-9198
		MIKE HENDERSHOT - NCIA FIRE & RESCUE	(307) 262-4534	(307) 473-2041
		LEO MALSOM-EVANSVILLE	(307) 266-5732	(307) 472-0964
		ANDY HENTZEN-MILLS	(307) 234-8481	(307) 267-1791
		CHUCK ANDERSON-BAR NUNN	(307) 237-7269	(307) 234-9030
		MIKE HUBER – MOUNTAIN FIRE	(307) 235-9266	(307) 266-4188
		DANNY MORSE-SALT CREEK EMS	(307) 437-6890	(307) 437-6490
	BLM	24-HOUR DISPATCH CENTER	(307) 261-7600	
	COUNTY HEALTH OFFICER	24-HOUR EMERGENCY PAGER	(307) 268-4172	
		AUDREY GREY - PREPAREDNESS COORDINATOR	(307) 262-9326	(307) 333-1290
		BOB HERRINGTON - DIRECTOR	(307) 235-9340	(307) 577-9722
	FBI	JAMES PATRICK	(307) 262-9079	(307) 237-3451
		KENT SMITH	(307) 262-0568	(307) 237-3451
	CASPER COLLEGE SECURITY	LANCE JONES	(307) 268-2688	(307) 268-2672
	AMERICAN RED CROSS	MAIN OFFICE	(307) 237-8437	
		TRACY AGUILAR - MANAGER	(307) 237-8436	(307) 262-1303
		RED CROSS ON CALL	(307) 277-9171	
	SALVATION ARMY	SUPERVISOR	(307) 234-2002	
	STREET DEPARTMENTS	COUNTY ROAD AND BRIDGE - MIKE HAIGLER	(307) 235-9311	(307) 258-2950
		COUNTY ROAD AND BRIDGE - SUSAN PHILLIPS	(307) 235-9311	(307) 262-9566
		CITY OF CASPER - MEL FARLEY	(307) 235-8283	(307) 267-1704
		CITY OF CASPER - LARRY GOMEZ	(307) 235-8245	
		CITY OF CASPER - FRED BARCLAY	(307) 267-1697	(307) 232-8119
		CITY OF CASPER - KEN STACK	(307) 267-1698	(307) 237-3555
		CITY OF CASPER - TRAFFIC DEPT	(307) 235-8293	(307) 267-1654
		TOWN OF MILLS - MAC MCPHERSON	(307) 265-1821	(307) 237-2348
		TOWN OF EVANSVILLE - BRIAN BOETTCHER	(307) 259-3455	
		TOWN OF EVANSVILLE - DALE BROWN	(307) 259-4561	
	ARES/RACES	TATE BELDEN	(307) 421-6020	(307) 472-4452
	NATIONAL WEATHER SERVICE	CHRIS JONES - WARNING COORDINATOR	(307) 857-3898	
		24 HOUR	(800) 211-1448	
OPERATIONS GROUP	EOC MANAGER	ON DUTY AS ASSIGNED	ON DUTY	
	DISPATCHER	FIRE DISPATCHER AS ASSIGNED	ON DUTY	
		LAW ENFORCEMENT AS ASSIGNED	ON DUTY	
		PUBLIC WORKS AS ASSIGNED	ON DUTY	
	UTILITY OPERATIONS REPS	AT&T	(307) 235-7991	
		QWEST	(800) 865-4807	
		ROCKY MOUNTAIN POWER	(888) 252-8670	
		ROCKY MOUNTAIN POWER - MEDIA LINE	(800) 775-7950	
		BRESNAN	(307) 265-3136	
		KINDER MORGAN	(307) 261-3244	
		REGIONAL WATER - DAVID HILL	(307) 436-8636	
		PIONEER WATER AND SEWER - FLOYD FIELD	(307) 472-7300	(307) 235-7008
	EMERGENCY MEDICAL REPS	WYOMING MEDICAL CENTER - ON DUTY	(307) 577-7221	
		MIKE MAGEE - EMERGENCY PREPAREDNESS	(307) 577-2603	(307) 258-5147
		WYOMING MEDICAL CENTER - ER	(307) 577-2222	
		MOUNTAIN VIEW REGIONAL - ON DUTY	ON DUTY	
		MOUNTAIN VIEW REGIONAL	(307) 995-8100	
	NCSD TRANSPORTATION	CHAD BRUSH	(307) 577-9007	(307) 315-3902
	NCSD SAFE SCHOOLS	SYD WEBER	(307) 253-5265	(307) 262-6413

Emergency Operations Procedures

For Natrona County Information Technology

February 14, 2015 Version

Natrona County Information Technology

Appendix 1: Natrona County Information Technology Procedures

PURPOSE

The purpose of this document is to establish known procedures for an EOC event so that the Information Technology staff as well as Emergency Operations personnel has a fast, responsive, and mutually beneficial relationship.

INFORMATION TECHNOLOGY RESOURCES

Natrona County IT can offer a variety of services, to emergency operations personnel and the public, in an EOC event:

1. Technologic Infrastructure and Support
    a. On-site EOC systems support (SO IT)
    b. Telephones
    c. Computer Networks, local and on the ground
2. Website
    a. Public relations
        i. On demand email, SMS, Facebook notifications
    b. Secure internal information repository
3. Geographic Information Systems (GIS)
    a. Public information and communications maps
    b. Internal information
        i. Maps
        ii. Projections

WHAT/WHEN/HOW WILL INFORMATION TECNNOLOGY GET INVOLVED?

When an EOC event occurs then IT will be involved. What is an EOC Event? An EOC event is anytime that the Emergency Operations Center is activated. Information Technology's involvement will vary depending on the type of event or specific needs for the EOC personnel.

Appendix 1: Natrona County Information Technology Procedures

INFORMATION TECHNOLOGY INVOLVEMENT LEVELS

These levels were not designed to mimic the TSA but to help the IT staff and EOC personnel communicate more effectively and understand each other's expectations.

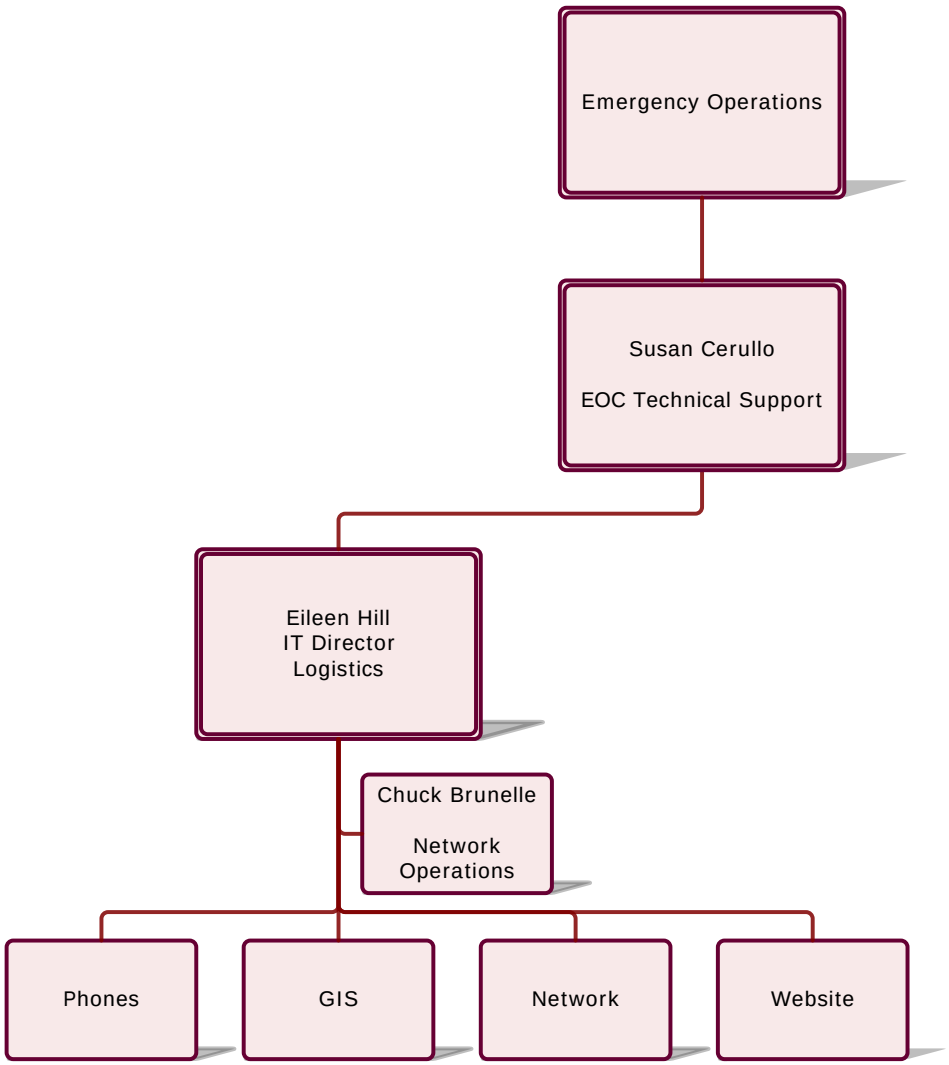
Level	Description	Availability
Level 1	A small or possible event May or may not require IT involvement beyond ensuring that the EOC is operational.	Normal Business Hours
Level 2	**Moderate Event** IT will be involved and will provide 90%-95% of their time during normal business hours; however it may require minimal hours outside of normal business hours.	24/7 on-call
Level 3	**Severe Event** At least some IT staff will be heavily involved or required to be available at all times.	24/7 on-call & on-site

This is not to say that IT must be involved and living in the EOC during a severe event; however it is to say that *if* that were required then here is what the IT department is willing to commit to.

Appendix 1: Natrona County Information Technology Procedures

CHAIN OF COMMAND

Information Technology has established the following chain of command for EOC events to help organization and effective use of information technology resources.



POINTS OF CONTACT

When the EOC is opened Susan Cerullo will be contacted for technical support. If GIS, networking, website or advanced phone resources are required; Susan or her appointed delegate, will contact either Eileen Hill or Chuck Brunelle (if Eileen is unavailable) to activate these resources. This is essential so that we can keep our resources organized effectively. Once the scope is communicated and tasks assigned and you are working with someone on a specific issue

then that does not need to be routed through Eileen unless the scope of work drastically changes.

Appendix 1: Natrona County Information Technology Procedures

DELEGATION AND RESPONSIBILITIES

As stated elsewhere it is important that all new requests come through the IT director. This is very important because a request may affect more than one area and coordination will need to take place. The IT director and or the logistics staff she has assigned will delegate and coordinate your requests.

REVERSE CHAIN OF COMMAND

It is also important that we have known points of contact for our issues to make sure we do not duplicate work or create work product that is useless, contradictory or inflammatory.

EVENT TIMELINE

Every event follows a pattern similar to the following (from an IT involvement perspective):

1. Pre-event
2. Event
3. Post-event

Some events happen so fast (i.e. tornadoes) that following this pattern from an IT perspective becomes impossible.

PRE-EVENT

This is the time in which the event is being assessed and data gathering begins. At this point GIS will provide services as needed and a website will be setup (if required). Work levels as well as estimated timelines will also be predicted.

EVENT

During the actual event IT will provide all the resources that are useful including GIS, public relations (SMS, email, website, facebook), infrastructure, etc.

POST EVENT DEBRIEFING

After the event has concluded the IT logistics staff will meet with an EOC representative to review how the plan was executed and where possible improvements could be made.

Appendix 1: Natrona County Information Technology Procedures

PUBLIC RELATIONS

The Natrona County Information Technology department has several resources available to it to help the emergency operations center with public relations.

WEBSITE

The Natrona County website is well suited for hosting information on emergency operations as it is geographically isolated from our area. This means that if an event were to happen where Natrona County / EOC were directly affected that the website would still be able to operate.
The website also offers subscription and notification services for citizens.
We can also setup 'shortcuts' so that a web address is easy for a PIO to relay to the press and easy for people to remember (i.e. www.natrona.net/flood)

EMERGENCY ALERTS (EMAIL, SMS/TXT)

Citizens can subscript to SMS (TXT) and/or email notifications on the website. Also the homepage is altered during an emergency event so that even unsubscribed visitors are alerted of the event.

INTERNAL INFORMATION DESSEMINATION

Natrona County can also host documents that are for EOC internal personnel only. This would allow the EOC to use the benefits of the World Wide Web in a secure fashion.
Work product intended for internal use only will be identified with a symbol and stamp that conspicuously marks the documents as such.

E.O.C. ACTION PLAN

CURRENT SITUATION

OPERATIONAL PERIOD

FROM **TO**

List the current situation as it is known. Include any statistics and/or potential threats. Include any goals, significant progress or benchmarks accomplished during last operational period. Attach diagrams, drawings or maps to the end of this Action Plan.

DOCUMENT PREPARED BY (Sit Stat Unit Leader)	APPROVED BY (E.O.C. DIRECTOR)	DATE PREPARED	TIME PREPARED

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E.O.C. GOALS & OBJECTIVES

OPERATIONAL PERIOD

FROM **TO**

The EOC Director is to set goals and objectives for the incident/event. List overall long-term goals and objectives in the General Goals & Objectives space, list specific goals and objectives to be accomplished within the Operational Period in the Operational Period Goals & Objectives space. (Goals & Objectives must be SMART: Specific, Measurable, Attainable, Realistic & Time specific)

GENERAL GOALS & OBJECTIVES:

OPERATIONAL PERIOD GOALS & OBJECTIVES:

Include any additional comments or factors that may impact the operational period. Include the weather forecast for this operational period.

ADDITIONAL COMMENTS

OPERATIONAL PERIOD WEATHER FORECAST
(To be completed by Planning & Intelligence Section)

DOCUMENT PREPARED BY (E.O.C. Management Support)	APPROVED BY (E.O.C. DIRECTOR)	DATE PREPARED	TIME PREPARED

E.O.C. STAFFING

OPERATIONAL PERIOD

FROM **TO**

E.O.C. MANAGEMENT STAFF
E.O.C. Director
E.O.C. Director
Deputy E.O.C. Dir.
E.O.C. Mgt. Support
E.O.C. Coordinator
Mayor's Office Rep
Public Info Officer
Liaison Officer

PLANNING SECTION
PLANS COORDINATOR
DPTY PLANS CORD
Situation Status
Resource Status
G.I.S. Mapping
Documentation
Recovery & Reconstruct.

AGENCY REPS	
AGENCY	NAME

LOGISTICS SECTION
LOGS COORDINATOR
DPTY LOGS CORD
Supply
Ground Support
Facilities
Technology
Personnel
Donation Management

FINANCE / ADMINISTRATION SECTION
F/A COORDINATOR
DPTY F/A CORD
Cost
Legal
Compensation / Claims
Risk Management

OPERATIONS SECTION
OPS COORDINATOR
DPTY OPS CORD
FIRE - RESCUE - E.M.S. BRANCH
BRANCH COORDINATOR
Fire Suppression
E.M.S.
U.S.A.R.
Haz-Mat
LAW BRANCH
BRANCH COORDINATOR
Enforcement
Traffic Control
Evacuation
TRANSPORTATION INFRASTRUCTURE BRANCH
BRANCH COORDINATOR
AVIATION BRANCH
BRANCH COORDINATOR

CARE & ASSISTANCE BRANCH
BRANCH COORDINATOR
Shelter Operations
Shelter Support (LAUSD)
Shelter Support (ARC)
Animal Resources Unit
Housing Unit
PUBLIC WORKS BRANCH
BRANCH COORDINATOR
Damage Asses/Inspect
Street Services
Sanitation
UTILITIES BRANCH
BRANCH COORDINATOR
Water
Power
Natural Gas
PORT BRANCH
BRANCH COORDINATOR

Branches, Groups and Units are to only be opened if necessary. If a Branch, Group or Unit is not opened and staffed, leave corresponding boxes blank. Use the blank left column under any Branch to add a Group or Unit not listed that requires staffing.

NOTES or COMMENTS:

DOCUMENT PREPARED BY: (Documentation Unit Leader)	APPROVED BY: (E.O.C. DIRECTOR)	DATE PREPARED	TIME PREPARED

E.O.C. MANAGEMENT

OBJECTIVES & TASK ASSIGNMENTS

OPERATIONAL PERIOD

FROM **TO**

Based on E.O.C. Director's intent, goals and objectives as well as standing position procedures, list specificobjectives to accomplish during this Operational Period.

E.O.C. PUBLIC INFORMATION OFFICER:

OPERATIONAL PERIOD OBJECTIVES for PIO:

NOTES or COMMENTS:

E.O.C. LIAISON OFFICER:

OPERATIONAL PERIOD OBJECTIVES for LIAISON:

NOTES or COMMENTS:

E.O.C. MANAGMENT SUPPORT

OPERATIONAL PERIOD OBJECTIVES for MANAGEMENT SUPPORT:

NOTES or COMMENTS:

E.O.C. COORDINATOR

OPERATIONAL PERIOD OBJECTIVES for EOC COORDINATOR:

NOTES or COMMENTS:

DOCUMENT PREPARED BY (EMD MANAGEMENT SUPPORT)	APPROVED BY (PLANS SECTION COORDINATOR)	DATE PREPARED	TIME PREPARED

E.O.C. OPERATIONS

OBJECTIVES & TASK ASSIGNMENTS

OPERATIONAL PERIOD	
FROM	TO

EOC OPS SECTION COORDINATOR		DEPUTY EOC OPS SECTION COORDINATOR	
SECTION COORD DESK PH #	SECTION COORD DESK EMAIL	DEP SECTION COORD DESK PH #	DEP SECTION COORD DESK EMAIL

NOTES or COMMENTS

List Operations Section Objectives and define tasks to accomplish the objective. Each Objective/Task must be assigned to specific Branch, Group, Unit or Specific Person.

OPERATIONAL PERIOD OBJECTIVE 1	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL PRIORITY:	
OPERATIONAL PERIOD OBJECTIVE 2	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL PRIORITY:	
OPERATIONAL PERIOD OBJECTIVE 3	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL PRIORITY:	
OPERATIONAL PERIOD OBJECTIVE 4	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL PRIORITY:	

OPERATIONAL PERIOD OBJECTIVE 5	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 6	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 7	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 8	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 9	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 10	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 11	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 12	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

DOCUMENT PREPARED BY: (Ops Sec Coord or Deputy)	APPROVED BY (E.O.C. DIRECTOR)	DATE PREPARED	TIME PREPARED

E.O.C. PLANNING

OBJECTIVES & TASK ASSIGNMENTS

OPERATIONAL PERIOD	
FROM	TO

EOC PLANNING SECTION COORDINATOR		DEPUTY EOC PLANNING SECTION COORDINATOR	
SECTION COORD DESK PH #	SECTION COORD DESK EMAIL	DEP SECTION COORD DESK PH #	DEP SECTION COORD DESK EMAIL

NOTES or COMMENTS

List Planning Section Objectives and define tasks to accomplish the objective. Each Objective/Task must be assigned to specific Branch, Group, Unit or Specific Person.

OPERATIONAL PERIOD OBJECTIVE 1	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL PRIORITY:	
OPERATIONAL PERIOD OBJECTIVE 2	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL PRIORITY:	
OPERATIONAL PERIOD OBJECTIVE 3	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL PRIORITY:	
OPERATIONAL PERIOD OBJECTIVE 4	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL PRIORITY:	

OPERATIONAL PERIOD OBJECTIVE 5	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 6	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 7	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 8	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 9	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 10	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 11	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 12	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

DOCUMENT PREPARED BY: (Plans Sec Coord or Deputy)	APPROVED BY (E.O.C. DIRECTOR)	DATE PREPARED	TIME PREPARED

E.O.C. LOGISTICS

OBJECTIVES & TASK ASSIGNMENTS

OPERATIONAL PERIOD	
FROM	TO

EOC LOGISTICS SECTION COORDINATOR		DEPUTY EOC LOGISTICS SECTION COORDINATOR	
SECTION COORD DESK PH #	SECTION COORD DESK EMAIL	DEP SECTION COORD DESK PH #	DEP SECTION COORD DESK EMAIL

NOTES or COMMENTS

List Logistics Section Objectives and define tasks to accomplish the objective. Each Objective/Task must be assigned to specific Branch, Group, Unit or Specific Person.

OPERATIONAL PERIOD OBJECTIVE 1	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL PRIORITY:	
OPERATIONAL PERIOD OBJECTIVE 2	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL PRIORITY:	
OPERATIONAL PERIOD OBJECTIVE 3	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL PRIORITY:	
OPERATIONAL PERIOD OBJECTIVE 4	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL PRIORITY:	

OPERATIONAL PERIOD OBJECTIVE 5	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 6	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 7	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 8	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 9	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 10	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 11	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 12	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

DOCUMENT PREPARED BY: (Logs Sec Coord or Deputy)	APPROVED BY (E.O.C. DIRECTOR)	DATE PREPARED	TIME PREPARED

E.O.C. FINANCE / ADMIN

OBJECTIVES & TASK ASSIGNMENTS

OPERATIONAL PERIOD	
FROM	TO

EOC FINANCE / ADMIN SECTION COORDINATOR		DEPUTY EOC FINANCE / ADMIN SECTION COORDINATOR	
0		0	
SECTION COORD DESK PH #	SECTION COORD DESK EMAIL	DEP SECTION COORD DESK PH #	DEP SECTION COORD DESK EMAIL

NOTES or COMMENTS

List Finance/Admin Section Objectives and define tasks to accomplish the objective. Each Objective/Task must be assigned to specific Branch, Group, Unit or Specific Person.

OPERATIONAL PERIOD OBJECTIVE 1	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL PRIORITY:	
OPERATIONAL PERIOD OBJECTIVE 2	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL PRIORITY:	
OPERATIONAL PERIOD OBJECTIVE 3	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL PRIORITY:	
OPERATIONAL PERIOD OBJECTIVE 4	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL PRIORITY:	

OPERATIONAL PERIOD OBJECTIVE 5	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 6	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 7	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 8	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

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OPERATIONAL PERIOD OBJECTIVE 10	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 11	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

OPERATIONAL PERIOD OBJECTIVE 12	TASK ASSIGNED TO: (Branch/Group/Unit Name)
TASK to ACCOMPLISH OPERATIONAL OBJECTIVE:	

DOCUMENT PREPARED BY: (F/A Sec Coord or Deputy)	APPROVED BY (E.O.C. DIRECTOR)	DATE PREPARED	TIME PREPARED

Annex E

Evacuation Procedures

Evacuation Procedures

Introduction

This section provides definitions of what is involved in the evacuation function as well as how to organize and manage those activities.

Purpose

In any emergency / disaster the need may arise to evacuate persons from an area of high risk to a location of greater safety. The determination of when to initiate an evacuation order in any incident will ultimately fall on the shoulders of an incident commander, unified command team, or the Policy Group in the EOC. At this time, there is no clearly written statutory authority on who may order an area evacuated. Policy leading to the evacuation decision derives from the chief elected official (or their designee) in the respective jurisdiction. This may involve anything from a small area up to, an including, the entire county. It should be clearly understood that no legal authority exists, at the local level, that can force removal of an individual from their legal residence, however, the answer to a successful evacuation lies in organization and order. Keep in mind that an evacuation is a cycle where individuals are removed, relocated, and returned. Evacuation should take place only if there is no option to Shelter-in-Place.

Mission

Overview

At any point in an emergency / disaster the protection of life, property, and the environment may depend on a structured evacuation. The order to evacuate is only the first of three action steps involved in the process. The point(s) of relocation and the orderly transition of returning the population in a timely manner to a safe environment will have a decided effect on the success or failure of any response efforts. The time frame for the population being able to return to a safe environment may be hours up to months.

Concept of Operations

- Coordination of all components is mandatory in the evacuation process. Failure to recognize this will lead into a secondary disruption that in and of itself will cause difficulties. The use of NIMS is essential to coordinate all three phases of an evacuation.

- All phases of evacuation, relocation, and return need to be administered as one operational element. This may last more than one operational period therefore, staffing considerations need to be made.

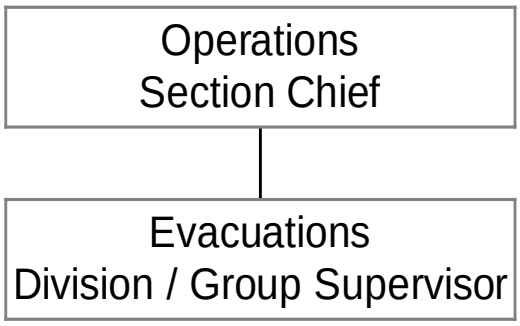
- The establishment of evacuation routes and reception areas must allow for maximum flexibility in both planning and execution. The nature of the emergency will dictate those routes and areas within and around Natrona County that can be utilized. If a county-wide evacuation is executed, reception areas and evacuation routes will be dependent upon direction within the State of Wyoming Evacuation Plan and/or the Wyoming Office of Homeland Security.

NIMS/ICS Organization & Involvement

Concept of Operations

The function of evacuation appears under the operations section of ICS and will report directly to the Operations Section Chief. Under ICS there is no specific title or position as such that will identify someone as an "evacuation officer." The position should be named as a division / group supervisor and report to the Operations Section Chief.

Evacuation within the incident command system



Involvement

The actual operation may involve one or more agencies depending on the size and complexity of the event. Law enforcement agency personnel are the primary persons tasked with the evacuation role, but other agencies, such as, fire service, EMS, public works, search and rescue, and Community Emergency Response Teams (CERT) may be needed.

Position Descriptions

This section will address the duties of personnel in charge of evacuation within the incident command structure. It should be noted that unlike other functions contained within this annex, there is no recognized position, per se, under ICS for the evacuation function.

The following are examples of those duties common to evacuation:

- Determine perimeter of the area(s) to be evacuated
- Identify those evacuation routes that allow greatest safety for the evacuees
- Identify areas of relocation that afford maximum protection
- Activate warning procedures
- Utilize incident public information officers for all public safety messages
- Develop an orderly flow of traffic into the evacuation routes
- Control ingress, perimeters, and egress of the actual evacuation route(s)
- Maintain security, ensure safety, and monitor both traffic and crowd control
- Coordinate with shelters and reception areas to insure accountability of evacuees
- Follow the same steps for release of evacuees when safety allows for the return of displaced populations

Planning

Evacuation is treated the same regardless of the nature of the emergency / disaster. Given that factor, the following considerations will always be areas of concern:

- Determination of risk areas
- Weighing the options of evacuation vs. sheltering in place
- Need for designation of transportation routes and host areas (shelters)

- Transportation issues
- Public information

The following considerations need to be addressed prior to dealing with specific task assignments:

- Authorities and references as they pertain to evacuation orders
- Establishment of primary and secondary evacuation routes
- What agencies will be tasked or involved with evacuation
- Coordination of shelter agreements and evacuation plans
- Mutual aid agreements and memorandums of understanding
- Alert and warning procedures

A procedure needs to be established to calculate the time needed for a full-scale evacuation. For example;

TD+TA+TM+TT = TN

TD = This is the time period from the actual onset of the event until the decision is made to evacuate

TA = How long does it take to alert the public of the need to evacuate. *(Use 60 minutes as an outside parameter).*

TM = How long it takes the public to mobilize. *(The time it takes for the public to be ready to leave after they have received the evacuation warning).*

TT = Time it takes to leave the impacted area to an area of safety. *(Guidelines suggest that 500 cars can pass a reference point in an hour).*

TN = Total evacuation time

Example

*An incident occurs that will require you to evacuate, the time it takes you to make this decision is 20 minutes therefore **TD =20 minutes**. Once the decision is made the alert and warning function is activated and in this case you go door to door, It takes 30 minutes therefore **TA= 30 minutes.** Once the alert has gone out it takes the population 20 minutes to mobilize **TM = 20 minutes**. From the time the public mobilize, it takes them 30 minutes to leave the area via designated routes, so **TT = 30 minutes**. Total evacuation time **[TN]** is then **1 hour and 40 minutes***

Special Considerations

Special considerations may include the following:

- Business communities
- Schools
- Congregate care facilities
- Long Term Care Facilities and Assisted Living Facilities
- Hospitals
- Detention Centers
- Other Special Needs Populations
- Utilities
- Livestock
- Household pets
- Additional Considerations

Business communities:

- Populations in shopping areas vary according to time of day.
- Accountability of this population is difficult.
- Building construction
- Parking may be some distance from the shopping areas.

Schools:

- School buses may or may not be available for use in evacuation.
- Evacuation of students by privately owned vehicles should not be allowed if it is not identified in the School District's plan.
- Whether you walk or transport students from a school, provide accountability on both departure and arrival.
- Parents should not be allowed to pick up children at any point other than at a pre-designated area established.

Congregate Care Facilities

- NOWCAP Services
- Eagle Ability
- IReach
- Circle C Resources
- ARC of Natrona County Inc.
- BIAW of Wyoming
- Reach 4A Star Riding Academy
- Independent Opportunities

Long Term Care Facilities and assisted living facilities within Natrona County to include, but not limited to: Shepherd of the Valley Care Center, Life Care Center of Casper, Poplar Living Center, Maurice Griffith Manor, Meadow Wind Assisted Living Community, Garden Square Assisted Living, Park Place Assisted Living, Primrose Retirement Community and Central Wyoming Hospice.

- Because of physical considerations, expectation of rapid evacuation is not practical.
- Busses and handicap vans will be the most practical resources to utilize.
- As in schools, don't arbitrarily release residents to family members, unless it is in accordance with the facility's plan.
- Ambulances and other special equipment may be needed.
- Reciprocal agreements should be established between facilities relocating or receiving clients.

Wyoming Medical Center, Mountain View Regional Hospital, Elkhorn Valley Rehabilitation Hospital and Wyoming Behavioral Institute:

- These facilities are resource intensive and will require mutual aid assistance.
- As with congregate care, busses and vans will be the best evacuation options.
- Remember that ambulances needed for evacuation of these facilities are not available for medical calls.
- Legal issues pertaining to emergency release must be addressed.

Detention Facilities to include the Natrona County Detention Center, Juvenile Detention Facility and Community Alternatives Center:

- Emergency release, by order of the courts, of some inmates may need to be considered.
- Additional law enforcement personnel will be needed to facilitate movement of inmates as well as security at reception areas.
- Vans and buses will be the most practical evacuation options.
- Reciprocal agreements should be established between facilities relocating or receiving inmates

Other Special Needs Population Considerations;

16.8% or 11,579, people over the age of 5 have been identified in the 2000 Census as having a disability.

- Some of these populations may not get warnings and alerts through use of the current existing systems. Other means of notification, i.e. door to door, may be necessary.
- Special transportation buses and vans may be needed.
- Special Needs Shelters will need to be established at the reception area.
- Mutual aid agreements will need to be in effect between all governmental entities involved.

Utilities:

- If evacuation of utilities is imminent assure the operation of backup power supply for all pertinent infrastructure.
- Address the concerns and needs of unoccupied utilities locations.

Livestock:

- Truck transport of livestock will provide congestion to all other traffic and should not be allowed for a sudden onset evacuation
- Herding of any kind should not be allowed until all other evacuation is complete and it is safe to do so
- Relocation of livestock may be permitted, providing there are collection points and care upon arrival at the designated reception areas.
- If livestock are transported across state lines, health documentation for all livestock must be provided.

Pets

- Pets are an accepted member of most families and acknowledging the need for providing for pets in evacuation / shelter situations will avoid discord and further problems.
- If pets are considered, off site locations away from normal shelter areas and continuous care must be provided.

Additional Considerations:

- Large events or gatherings.
- Inability to evacuate due to lack of transportation.
- Persons refusing to evacuate areas.
- Blocked evacuation routes due to damage or vehicle collisions
- Fuel shortages

Annex F

Resource Management

Legal Authorities

See Basic Plan, Section

Natrona County Purchasing Rules, and Procedures

Natrona County Inventory Rules and Procedures

Purpose

The purpose of this annex is to provide guidance and outline procedures for efficiently obtaining, managing, allocating, and monitoring the use of resources during emergency situations or when such situations appear imminent.

Explanation of Terms

Acronyms

EMC	Emergency Management Coordinator
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
MOU	Memorandum of Understanding

Situation and Assumptions

Situation

As noted in the general situation statement in the Basic Plan, Natrona County is at risk from a number of hazards that could threaten public health and safety and private and public property and require the commitment of local resources to contain, control, or resolve.

Resource management planning, during pre-disaster hazard mitigation activities, is designed to lessen the effects of known hazards. During pre-disaster preparedness activities it is designed to enhance the local capability to respond to a disaster. Throughout an actual response to a disaster or during the post-disaster recovery process, resource management is essential to ensure smooth operations. Hence, this jurisdiction must have a resource management capability that is based on sound business practices that can function efficiently during emergency situations.

Effective resource management is required in all types of emergency situations – from incidents handled by one or two emergency services working under the direction of an IC, to emergencies that require a response by multiple services and external assistance, to disasters that require extensive resource assistance from the state and/or federal government for recovery.

For some emergency situations, available local emergency resources will be insufficient for the tasks that may have to be performed. Hence, other local resources may have to be diverted from their day-to-day

usage to emergency response. Additionally, resources from other jurisdictions or the state may be requested. It might also be necessary to rent or lease additional equipment and purchase supplies in an expedient manner.

In responding to major emergencies and disasters, the Natrona County Emergency Management may issue a disaster declaration and invoke certain emergency powers to protect public health and safety and preserve property.

When a disaster declaration has been issued, the Natrona County Board of Commission may use all available local government resources to respond to the disaster and temporarily suspend statutes and rules, including those relating to purchasing and contracting, if compliance would hinder or delay actions necessary to cope with the disaster. The County Attorney should provide advice regarding the legality of any proposed suspension of statutes or rules. When normal purchasing and contracting rules are suspended, it is incumbent on the Natrona County Financial Officer to formulate and advise government employees of the rules that are in effect for emergency purchasing and contracting.

When a disaster declaration has been issued pursuant, the Natrona County Emergency Management may commandeer public or private property, if necessary, to cope with a disaster, subject to compensation. This procedure should be used as a last resort and only after obtaining the advice of the Natrona County Attorney.

Assumptions

1. Much of the equipment and many of the supplies required for emergency operations will come from inventories on hand.

2. Additional supplies and equipment needed for emergency operations will generally be available from normal sources of supply. However, some of the established vendors may not be able to provide needed materials on an emergency basis or may become victims of the emergency situation. Hence, standby sources should be identified in advance and provisions should be made for arranging alternative sources of supply on an urgent need basis.

3. Some of the equipment and supplies needed during emergency operations are not used on a day-to-day basis or stockpiled locally and may have to be obtained through emergency purchases.

4. Mutual aid agreements and Memorandum of Understandings (MOU's) will be invoked and resources made available when requested.

5. Some businesses and individuals that are not normal suppliers will be willing to rent, lease, or sell needed equipment and supplies during emergency situations.

6. Some businesses may provide equipment, supplies, manpower, or services at no cost during emergency situations. Developing agreements between local government and the businesses in advance can make it easier to obtain such support during emergencies.

7. Some community groups and individuals may provide equipment, supplies, manpower, and services during emergency situations.

8. Volunteer groups active in disaster will provide such emergency services as shelter management and mass feeding when requested to do so by local officials.

9. Donated goods and services can be a valuable source of resources.

Concept of Operations

General Guidelines

1. It is the responsibility of local government to protect the lives and property of its citizens and to relieve suffering and hardship. All available resources will be committed to do so. In the event of resource shortfalls during emergency situations, the senior officials managing emergency operations are responsible for establishing priorities for the use of available resources and identifying the need for additional resources.

2. As a basis for employing this jurisdiction's resources to their greatest capacity during emergency situations, a current inventory of the dedicated emergency resources and other resources that may be needed during emergency operations will be developed and maintained. See Appendix 1 to this annex for a general resource inventory.

3. In the event that all local resources have been committed and are insufficient, assistance will be sought from surrounding jurisdictions with which mutual aide agreements have been established and from volunteer groups and individuals. Where possible, agreements will be executed in advance with those groups and individuals for use of their resources.

4. Some of the resources needed for emergency operations may be available only from businesses. Hence, this jurisdiction has established emergency purchasing and contracting procedures.

5. Certain emergency supplies and equipment, such as drinking water and portable toilets, may be needed immediately in the aftermath of an emergency. The Resource Manager shall maintain a list of local and nearby suppliers for these essential needs items.

6. Although many non-emergency resources can be diverted to emergency use, certain personnel, equipment, and supplies may be required to continue essential community support functions, such a medical care and fire protection.

7. It is important to maintain detailed records of resources expended in support of emergency operations:

    1) As a basis for future department/agency program and budget planning.

    2) To document costs incurred that may be recoverable from the party responsible for an emergency incident, insurers, or from the state or federal government.

Management Operations

1. The Incident Commander (IC) is responsible for managing emergency resources at the incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. The Incident Command System (ICS) structure includes a Logistics Section, which is responsible for obtaining and maintaining personnel, facilities, equipment, and supplies committed to the emergency operation. The IC will determine the need to establish a

Logistics Section. This decision is usually based on the size and anticipated duration of the incident and the complexity of support.

2. If the Emergency Operations Center (EOC) is activated, the IC shall continue to manage emergency resources committed at the incident site. The Resource Manager in the EOC shall monitor the state of all resources, manage uncommitted resources, and coordinate with the IC to determine requirements for additional resources at the incident site. Departments and agencies involved in emergency operations that require additional resources should use the Emergency Resource Request form included in this annex to communicate their requirements to the resource management staff in the EOC.

3. If additional resources are required, the Resource Manager shall coordinate with the EOC Manager to:
    1) Activate and direct deployment of additional local resources to the incident site.
    2) Request mutual aid assistance.
    3) Purchase, rent, or lease supplies and equipment.
    4) Obtain donated resources from businesses, individuals, or volunteer groups.
    5) Contract for necessary services to support emergency operations.
    6) Commit such resources to the IC to manage.

4. If the resources above are inadequate or inappropriate for the tasks to be performed, the Resource Manager shall coordinate with the Natrona County Emergency Management to prepare a request for state resource assistance for approval by the County Commission to be forwarded to the State Disaster Coordinator.

5. The Resource Manager should be among those initially notified of any large-scale emergency. When warning is available, key suppliers of emergency equipment and supplies should be notified that short notice orders may be forthcoming.

6. The Resource Manager shall consult with the Natrona County Attorney to determine potential liabilities before accepting offers of donations of supplies, equipment, or services or committing manpower from individual or volunteer groups to emergency operations.

Actions by Phases of Emergency Management

Mitigation

- Review the local hazard analysis and, to the extent possible, determine the emergency resources needed to deal with anticipated hazards and identify shortfalls in personnel, equipment, and supplies.
- Enhance emergency capabilities by acquiring staff, equipment, and supplies to reduce shortfalls and executing mutual aide agreements to obtain access to external resources during emergencies.

Preparedness

- Establish and train an emergency resource management staff. Staff members should be trained to perform resource management in an incident command operation or in the EOC.
- Maintain the resource inventory in Appendix 1 to this annex and on status boards/the Resource Management computer in the EOC. This resource inventory should include resources not

normally used in day-to-day incident response that may be needed during emergencies and disasters.

- Establish rules and regulations for obtaining resources during emergencies, including emergency purchasing and contracting procedures.
- Maintain the list of local and nearby suppliers of immediate needs resources; see Appendix 2.
- Ensure Natrona County emergency call-out rosters include the Natrona County Resource Manager, who should maintain current telephone numbers and addresses for sources of emergency resources.
- Ensure that after-hours contact numbers are obtained for those companies, individuals, and groups who supply equipment and supplies that may be needed during emergency operations and that those suppliers are prepared to respond to on short notice during other than normal business hours.

Response

- Advise the County Commission and emergency services staff on resource requirements and logistics related to response activities.
- Coordinate and use all available resources during an emergency or disaster; request additional resources if local resources are insufficient or inappropriate.
- For major emergencies and disaster, identify potential resource staging areas.
- Coordinate emergency resource needs with local departments, nearby businesses, industry, volunteer groups, and, where appropriate, with state and federal resource suppliers.
- Coordinate resources to support emergency responders and distribute aid to disaster victims.
- Maintain records of equipment, supply, and personnel costs incurred during the emergency response.

Recovery

- In coordination with department/agency heads, determine loss or damage to equipment, supplies consumed, labor utilized, equipment rental or lease costs, and costs of contract services to develop estimates of expenses incurred in response and recovery operations.
- In coordination with department/agency heads, determine repairs, extraordinary maintenance, and supply replenishment needed as a result of emergency operations and estimate costs of those efforts.
- Maintain records of the personnel, equipment, supply, and contract costs incurred during the recovery effort as a basis for recovering expenses from the responsible party, insurers, or the state or federal government.

Volunteers

General

An individual will be considered a volunteer under the FLSA if the individual: (1) performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered; although a volunteer can be paid expenses, reasonable benefits, or a nominal fee to perform such services; (2) offers services freely and without pressure or coercion; and (3) is not otherwise employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer.

Volunteers Paid for Occasional or Sporadic Work

In addition, an individual may be compensated for performing occasional or sporadic work and maintain his or her "volunteer" status, provided that the following are true: (1) the individual was not converted unilaterally by the employer to volunteer status in order to avoid the minimum wage provisions or overtime protection of the FLSA; (2) the individual is serving as a volunteer for civic, charitable, or humanitarian reasons without promise, expectation, or receipt of compensation (although expenses, reasonable benefits or a nominal fee may be provided); (3) the individual offers his or her services freely and without coercion; and (4) the individual is not otherwise employed by the same public agency to provide the same services for which they volunteer.

Value of Volunteer Time

The value of volunteer time is based on the average hourly earnings of all production and non-supervisory workers on private non-farm payrolls (as determined by the Bureau of Labor Statistics) plus 12 percent to estimate for fringe benefits. Natrona County will use the estimated dollar value of volunteer time as provided at http://www.independentsector.org/volunteer_time?lh_print=1 or as otherwise documented in writing. This is only one way to show the immense value volunteers provide to Natrona County.

It is very difficult to put a dollar value on volunteer time. Volunteers provide many intangibles that can not be easily quantified. For example, volunteers demonstrate the amount of support an organization has within a community, provide work for short periods of time, and provide support on a wide range of projects, events or emergency situations.

It is important to remember that when a doctor, lawyer, craftsman, or anyone with a specialized skill volunteers, the value of his or her work is based on his or her volunteer work, not his or her earning power. In other words, volunteers must be performing their special skill as volunteer work. If a doctor is painting a fence or a lawyer is sorting groceries, he or she is not performing his or her specialized skill for the nonprofit, and their volunteer hour value would not be higher.

Organization & Assignment of Responsibilities

General

The function of resource management during emergency situations shall be carried out in the framework of our normal emergency organization described in the Basic Plan. Preplanning for resource management operations shall be conducted to ensure that staff and procedures needed to manage resources in an emergency situation are in place.

The Financial Officer shall serve as the Resource Manager and will be responsible for planning, organizing, and carrying out resource management activities during emergencies. The Resource Manager will be assisted by a temporary staff, described below, assembled from those departments and agencies with the required skills and experience.

During an emergency or disaster, the Resource Manager will fulfill requests for additional personnel, equipment, and supplies received from emergency response elements, identify resources to satisfy such requirements, coordinate external resource assistance, and serve as the primary point of contact for external resources made available to Natrona County.

Task Assignments

The Natrona County Commission Chair and/or chief elected official of jurisdiction(s) affected will

1. Will administer the rules and regulations regarding resource management during emergency situations established by the local governing body.
2. May provide general guidance on resource management and establish priorities for use of resources during emergency situations.
3. May issue a local disaster declaration, if the situation warrants, and use available public resources to respond to emergency situations. Furthermore, he or she may, under certain circumstances, commandeer private property, subject to compensation requirements, to respond to such situations. Issuance of a local disaster declaration is advisable if an emergency situation has resulted in substantial damage to private or public property and state or federal assistance will be needed to recover from the incident.
4. May request assistance from the State through the State Disaster Coordinator if local resources are insufficient to deal with the emergency situation. Cities must first request assistance from their county and exhaust mutual aid before requesting assistance from the state.

The Incident Commander will:

1. Manage resources committed to an incident site.
2. Monitor the status of available resources and request additional resources through the Logistics Section at the Incident Command Post (ICP).

The Resource Manager will:

1. Advise elected officials and department heads regarding resource management needs and the priorities for meeting them.
2. Maintain the resource inventory in this annex.
3. Provide qualified staff at the ICP and the EOC to track the status of resources -- those committed, available, or out-of-service.
4. Maintain a list of suppliers for emergency resource needs. Identify sources for additional resources from public and private entities and coordinate the use of such resources.
5. Determine the need for, identify, and operate facilities for resource staging and temporary storage of equipment and supplies, to include donated goods.
6. Monitor potential resource shortages and establish controls on use of critical supplies.
7. Organize and train staff to carry out the Logistics function at the ICP and the Resource Management function at the EOC.
8. The Resource Manager or a designated Supply and Distribution Coordinator will:
    1) Determine the most appropriate means for satisfying resource requests.
    2) Locate needed resources using resource and supplier lists and obtain needed goods and services.
    3) Coordinate with the Donations Coordinator regarding the need for donated goods and services.
    4) Coordinate resource transportation requirements.
    5) Direct and supervise the activities of the Supply and Distribution Officers if available.

The Distribution Officer (if assigned) will:

1. Arrange delivery of resources, to include settling terms for transportation, specifying delivery location, and providing point of contact information to shippers.
2. Advise the Supply and Distribution Coordinator when this jurisdiction must provide transportation in order to obtain a needed resource.

3. Oversee physical distribution of resources, to include material-handling.
4. Ensure temporary storage facilities or staging areas are arranged and activated as directed.
5. Track the location and status of resources.

The Supply Officer (if assigned) will:

1. Identify sources of supply for and obtain needed supplies, equipment, labor, and services.
2. Rent, lease, borrow, or obtain donations of resources not available through normal supply channels.
3. Keep the Distribution and Supply Coordinator informed of action taken on requests for supplies, equipment, or personnel.
4. Request transportation from and keep the Distribution Officer informed of expected movement of resources, along with any priority designation for the resources.

The County Treasurer shall:

1. Oversee the financial aspects of meeting resource requests, including record-keeping, budgeting for procurement and transportation, and facilitating cash donations to this jurisdiction (if necessary and as permitted by the laws of this jurisdiction).
2. Advise Natrona County officials and department heads on record keeping requirements and other documentation necessary for fiscal accountability.

The Natrona County Attorney shall:

1. Advise the resource management staff regarding procurement contracts and questions of administrative law.
2. Review and advise Natrona County officials on possible liabilities arising from resource management operations during emergencies.
3. Monitor reports of overcharging/price gouging for emergency supplies and equipment and repair materials and refer such reports to the Office of the Attorney General.

All Departments and Agencies will:

1. Coordinate emergency resource requirements that cannot be satisfied through normal sources of supply with the Resource Management staff.

Direction and Control

General

1. The County Commission shall provide general guidance on the management of resources during emergencies and shall be responsible for approving any request for state or federal resources.

2. The Resource Manager may provide advice regarding resource management to the County Commission, the IC, Emergency Management, EOC Manager and other officials during emergencies.

3. The IC will manage personnel, equipment, and supply resources committed to an incident, establishing a Logistics Section if necessary. If the EOC has not been activated, the IC may request additional resources from local departments and agencies and may request those local officials authorized to activate mutual aide agreements or emergency response contracts to do so to obtain additional resources.

4. When the EOC is activated, the Resource Manager will manage overall resource management activities from the EOC if one is assigned. In the event that a resource Manager has not been assigned, the EOC Manager is responsible for this function. The IC shall manage resources committed to the incident site and coordinate through the Resource Manager to obtain additional resources. The Resource Manager shall manage resources not committed to the incident site and coordinate the provision of additional resources from external sources.

5. The Resource Manager will identify public and private sources from which needed resources can be obtained during an emergency situation and originate emergency procurements or take action to obtain such resources by lease, rental, borrowing, donation, or other means.

6. The Resource Manager will direct the activities of those individuals assigned resource management duties in the EOC during emergency operations. Normal supervisors will exercise their usual supervisory responsibilities over such personnel.

Continuity of Government

The line of succession for the Resource Manager is:

1. Resource Manager

2. Assistant Resource Manager

Readiness Levels

Readiness Level 4-Normal Readiness

1. See the mitigation and preparedness activities above.

Readiness Level 3-Increrased Readiness

1. Review the potential emergency situation, determine resource management staff availability, and review emergency tasks assigned in the emergency operations plan and this annex.
2. Designate resource management personnel on call for emergency duty.
3. Update local resource inventory.

Readiness Level 2-High Readiness

1. The Resource Manager will review resource request procedures and any known resources limitations pertinent to the potential hazard facing the local area with Natrona County officials and the EOC staff.
2. The Resource Manager will brief assigned staff on the potential emergency situation and plans to deal with it should it occur and ensure that on-call staff members are available by telephone and ready to report to duty if called.
3. In coordination with Emergency Management and department heads, determine potential resource needs based on the potential threat.
4. Contact suppliers to advise them of threat and possible needs.
5. Consider relocation or other means of protecting resources at risk.

Readiness Level 1- Maximum Readiness

1. Designated resource management personnel will proceed to the ICP or to the EOC if requested.
2. Implement protective actions for resources.

Administration and Support

Maintenance of Records

All records generated during an emergency will be collected and maintained in an orderly manner so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

Preservation of Records

Vital resource management records should be protected from the effects of disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should obtained as soon as possible.

Training

Individuals who will be performing resource management duties in the EOC or at the incident command post shall receive training on their required duties and the operating procedures for those facilities.

Resource Data

The Resource Manager shall keep current the list of available emergency resources and the computerized resource database maintained in the EOC. The Resource Manager shall keep current information on the sources of essential disaster supplies and the computerized supplier list maintained in the EOC.

Support

The Resource Manager is responsible for coordinating standby agreements for emergency use of resources with businesses, industry, individuals, and volunteer groups. The Natrona County Attorney shall be consulted regarding such agreements and approve them.

Plan Development and Maintenance

A. The Emergency Management Coordinator, who serves as the Resource Manager, is responsible for developing and maintaining this annex.

B. This annex will be reviewed annually and updated in accordance with the schedule outlined in the Basic Plan.

Appendicies

Appendix 1	Resource Inventory
Appendix 2	Essential Disaster Supplies
Appendix 3	Requesting External Resources

Natrona County Resource Typing List

Natrona County Resource Typing List

Resource	Resource Type	Resource Name	Entity	Location
Air Ambulance (Fixed-Wing)	Type II	Fixed Wing Air Ambulance		Casper-Natrona County International Airport
Air Ambulance (Rotary-Wing)	Type IV	Rotor Wing Air Ambulance		Wyoming Medical Center
Ambulances (Ground)	Type II	MS-120		Wyoming Medical Center
Ambulances (Ground)	Type II	MS-121		Wyoming Medical Center
Ambulances (Ground)	Type II	MS-122		Wyoming Medical Center
Ambulances (Ground)	Type II	MS-123		Wyoming Medical Center
Ambulances (Ground)	Type II	MS-124		Wyoming Medical Center
Ambulances (Ground)	Type II	MS-125		Wyoming Medical Center
Backhoe Loader	Type III	Wheel Loader Backhoe		Natrona County Road and Bridge
Backhoe Loader	Type III	Wheel Loader Backhoe		Natrona County Road and Bridge
Backhoe Loader	Type III	Wheel Loader Backhoe		Natrona County Road and Bridge
Backhoe Loader	Type IV	Backhoe	Mike Hendershot	Casper-Natrona County International Airport
Brush Patrol, Firefighting (Type VI Engine)	Other	B-2	Chief Mark Young	Station 2
Brush Patrol, Firefighting (Type VI Engine)	Other	B-5 Type III	Chief Mark Young	Station 5
Brush Patrol, Firefighting (Type VI Engine)	Other	T-1	Chief Mark Young	Station 1
Brush Patrol, Firefighting (Type VI Engine)	Other	B-11-2		Bar Nunn Fire Department
Brush Patrol, Firefighting (Type VI Engine)	Other	B-11		Bar Nunn Fire Department
Collapse Search and Rescue Teams	Type III	Collapse Search and Rescue Team	Chief Mark Young	Casper Fire Dept
Dump Truck-On Road	Type II	Truck on Road Dump		Natrona County Road and Bridge
Dump Truck-On Road	Type II	Truck on Road Dump		Natrona County Road and Bridge
Dump Truck-On Road	Type II	Truck on Road Dump		Natrona County Road and Bridge
Dump Truck-On Road	Type II	Truck on Road Dump		Natrona County Road and Bridge
Dump Truck-On Road	Type II	Truck on Road Dump		Natrona County Road and Bridge
Dump Truck-On Road	Type III	Dump Truck 1	Mike Hendershot	Casper-Natrona County International Airport
Dump Truck-On Road	Type III	Dump Truck 2	Mike Hendershot	Casper-Natrona County International Airport
Dump Truck-On Road	Type III	Dump Truck 3	Mike Hendershot	Casper-Natrona County International Airport
Dump Truck-On Road	Type III	Dump Truck 4	Mike Hendershot	Casper-Natrona County International Airport
Engine, Fire (Pumper)	Type II	Natrona County Fire Protection District	Chief Kevin Finn	NCFPD
Engine, Fire (Pumper)	Type I	Engine 7-2	Chief Kevin Finn	NCFPD
Engine, Fire (Pumper)	Type I	E-4	Chief Mark Young	Casper Fire Dept
Engine, Fire (Pumper)	Type I	E-3-2	Chief Mark Young	Station 3
Engine, Fire (Pumper)	Type I	E-2	Chief Mark Young	Station 2
Engine, Fire (Pumper)	Type I	E-6	Chief Mark Young	Station 6
Engine, Fire (Pumper)	Type I	E-1	Chief Mark Young	Station 1
Engine, Fire (Pumper)	Type I	E-5	Chief Mark Young	Station 5
Engine, Fire (Pumper)	Type I	E-3	Chief Mark Young	Station 3
Engine, Fire (Pumper)	Type I	E-11-2		Bar Nunn Fire Department
Engine, Fire (Pumper)	Type I	E-11		Bar Nunn Fire Department
Engine, Fire (Pumper)	Type II	Structural Engine	Mike Hendershot	Casper-Natrona County International Airport
Fire Truck - Aerial (Ladder or Platform)	Type I	T-1 HP105 Aerial Platform Truck	Chief Mark Young	Casper Fire Dept
Fuel Tender (Gasoline, Diesel, AvGas, aka Gas Tanker)	Type I	T-11-3		Bar Nunn Fire Department
HazMat Entry Team	Type II	Hazmat Entry Team	Chief Mark Young	Casper Fire Dept
Incident Management Team, Firefighting	Type III	Incident Management Team, Firefighting	Chief Mark Young	Casper Fire Dept
Mobile Communications Unit (Law/Fire)	Type I	MCU-1	Chief Mark Young	Station 1
Mountain Search and Rescue Team	Type III	Mountain Search and Rescue Team	Chief Mark Young	Casper Fire Dept
Non-Typed Equipment	Other	R-1	Chief Mark Young	Casper Fire Dept
Non-Typed Equipment	Other	H-6	Chief Mark Young	Casper Fire Dept
Non-Typed Equipment	Other	Raft-1	Chief Mark Young	Casper Fire Dept

Non-Typed Equipment	Other	Air-1	Chief Mark Young	Casper Fire Dept
Non-Typed Equipment	Other	Dive	Chief Mark Young	Casper Fire Dept
Non-Typed Equipment	Other	USAR	Chief Mark Young	Casper Fire Dept
Non-Typed Equipment	Other	UTV-1	Chief Mark Young	Casper Fire Dept
Non-Typed Equipment	Other	RRT-2-1	Chief Mark Young	Casper Fire Dept
Non-Typed Equipment	Other	RRT-2-1 TRL	Chief Mark Young	Casper Fire Dept
Non-Typed Equipment	Other	RRT-2-2	Chief Mark Young	Casper Fire Dept
Non-Typed Equipment	Other	RRT-2-2 TRL	Chief Mark Young	Casper Fire Dept
Non-Typed Equipment	Other	RRT-2-ROV	Chief Mark Young	Casper Fire Dept
Non-Typed Equipment	Other	2 Man Snow Cat		Natrona County Road and Bridge
Non-Typed Equipment	Other	(COPY OF): 2 Man Snow Cat		Natrona County Road and Bridge
Non-Typed Equipment	Other	ATV 6X4		Bar Nunn Fire Department
Non-Typed Equipment	Other	Cargo Trl		Bar Nunn Fire Department
Non-Typed Equipment	Other	2008 Polaris 550 ATV		Midwest Police Department
Non-Typed Equipment	Other	Air Compressor		Natrona County Road and Bridge
Non-Typed Equipment	Other	Grader Attachment 1		Natrona County Road and Bridge
Non-Typed Equipment	Other	Grader Attachment 2		Natrona County Road and Bridge
Non-Typed Equipment	Other	Grader Attachment 3		Natrona County Road and Bridge
Non-Typed Equipment	Other	Grader Attachment 4		Natrona County Road and Bridge
Non-Typed Equipment	Other	Grader Attachment 5		Natrona County Road and Bridge
Non-Typed Equipment	Other	Grader Attachment 6		Natrona County Road and Bridge
Non-Typed Equipment	Other	Grader Attachment 7		Natrona County Road and Bridge
Non-Typed Equipment	Other	Grader Attachment 8		Natrona County Road and Bridge
Non-Typed Equipment	Other	Grader Attachment 9		Natrona County Road and Bridge
Non-Typed Equipment	Other	Grader Attachment 10		Natrona County Road and Bridge
Non-Typed Equipment	Other	Road Sweeper		Natrona County Road and Bridge
Non-Typed Equipment	Other	Snow Blower Loader Mounted--1		Natrona County Road and Bridge
Non-Typed Equipment	Other	Snow Blower Loader Mounted--2		Natrona County Road and Bridge
Non-Typed Equipment	Other	Trailer--1		Natrona County Road and Bridge
Non-Typed Equipment	Other	Trailer--2		Natrona County Road and Bridge
Non-Typed Equipment	Other	Flatbed--1		Natrona County Road and Bridge
Non-Typed Equipment	Other	Flatbed--2		Natrona County Road and Bridge
Non-Typed Equipment	Other	Truck Plow--1		Natrona County Road and Bridge
Non-Typed Equipment	Other	Truck Plow--2		Natrona County Road and Bridge
Non-Typed Equipment	Other	Truck Plow--3		Natrona County Road and Bridge
Non-Typed Equipment	Other	Truck Plow--4		Natrona County Road and Bridge
Non-Typed Equipment	Other	Truck Plow--5		Natrona County Road and Bridge
Non-Typed Equipment	Other	Truck Plow--6		Natrona County Road and Bridge
Non-Typed Equipment	Other	Truck Sewer Flusher		Natrona County Road and Bridge
Non-Typed Equipment	Other	Water Pump Dewatering 2 & 3" --1"		Natrona County Road and Bridge
Non-Typed Equipment	Other	Water Pump Dewatering 2 & 3" --2"		Natrona County Road and Bridge
Non-Typed Equipment	Other	Water Truck--1		Natrona County Road and Bridge
Non-Typed Equipment	Other	Water Truck--2		Natrona County Road and Bridge
Non-Typed Equipment	Other	Trailer Gooseneck--1		Natrona County Road and Bridge
Non-Typed Equipment	Other	Trailer Gooseneck--2		Natrona County Road and Bridge
Non-Typed Team	Other	12 Wyoming Certified Police Officers		Mills Police Department
Non-Typed Team	Other	K-9 Dog		Mills Police Department
Non-Typed Vehicle	Other	PREV	Chief Mark Young	Casper Fire Dept
Non-Typed Vehicle	Other	CH-4	Chief Mark Young	Casper Fire Dept
Non-Typed Vehicle	Other	CH-1	Chief Mark Young	Casper Fire Dept
Non-Typed Vehicle	Other	CH-2	Chief Mark Young	Casper Fire Dept
Non-Typed Vehicle	Other	SC	Chief Mark Young	Casper Fire Dept

Non-Typed Vehicle	Other	CH-3	Chief Mark Young	Casper Fire Dept
Non-Typed Vehicle	Other	Prev.	Chief Mark Young	Casper Fire Dept
Non-Typed Vehicle	Other	Prev.	Chief Mark Young	Casper Fire Dept
Non-Typed Vehicle	Other	Preven	Chief Mark Young	Casper Fire Dept
Non-Typed Vehicle	Other	1500 ARFF Truck 1	Mike Hendershot	Casper-Natrona County International Airport
Non-Typed Vehicle	Other	1500 ARFF Truck 2	Mike Hendershot	Casper-Natrona County International Airport
Non-Typed Vehicle	Other	ARFF Quick Response	Mike Hendershot	Casper-Natrona County International Airport
Non-Typed Vehicle	Other	Communications Vehicle 1	Mike Hendershot	Casper-Natrona County International Airport
Non-Typed Vehicle	Other	Communications Vehicle 2	Mike Hendershot	Casper-Natrona County International Airport
Non-Typed Vehicle	Other	Rescue 11		Bar Nunn Fire Department
Non-Typed Vehicle	Other	Squad 11		Bar Nunn Fire Department
Non-Typed Vehicle	Other	Squad 11-2		Bar Nunn Fire Department
Non-Typed Vehicle	Other	2005 Chevrolet 1/2 ton pick up truck		Midwest Police Department
Non-Typed Vehicle	Other	Bus		Natrona County Road and Bridge
Non-Typed Vehicle	Other	Police Vehicle 1		Mills Police Department
Non-Typed Vehicle	Other	Police Vehicle 2		Mills Police Department
Non-Typed Vehicle	Other	Police Vehicle 3		Mills Police Department
Non-Typed Vehicle	Other	Police Vehicle 4		Mills Police Department
Non-Typed Vehicle	Other	Expedition Police Vehicle		Mills Police Department
Non-Typed Vehicle	Other	F-150 Police Vehicle		Mills Police Department
Non-Typed Vehicle	Other	Narcotics K-9 Vehicle		Mills Police Department
Non-Typed Vehicle	Other	Unmarked Police Vehicle 1		Mills Police Department
Non-Typed Vehicle	Other	Unmarked Police Vehicle 2		Mills Police Department
Non-Typed Vehicle	Other	Coroner Vehicle 1		Natrona County Coroner's Office
Non-Typed Vehicle	Other	Coroner Vehicle 2		Natrona County Coroner's Office
Non-Typed Vehicle	Other	Coroner Vehicle 3		Natrona County Coroner's Office
Non-Typed Vehicle	Other	101055--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101075--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101082--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101090--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101101--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101115--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101116--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101117--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101118--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101119--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101127--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101128--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101135--Police vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101151--Police vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101152--Police vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101153--Police vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101154--Police vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101155--Police vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101156--Police vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101157--Police vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101158--Police vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101030--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101078--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101091--CPD Parking Enforcement		City of Casper Police Department
Non-Typed Vehicle	Other	101088--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101089--Police Vehicle		City of Casper Police Department

Non-Typed Vehicle	Other	101097--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101106--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101130--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101100--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101114--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101136--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101141--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101149--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101150--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101163--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101107--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101112--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101113--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101123--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101124--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101126--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101129--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101131--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101132--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101133--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101134--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101137--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101138--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101139--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101140--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101142--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101143--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101144--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101145--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101146--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101147--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101148--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101159--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101160--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101161--Police Vehicle		City of Casper Police Department
Non-Typed Vehicle	Other	101162--Police Vehicle		City of Casper Police Department
Swiftwater/Flood Search and Rescue Team	Type III	Swiftwater/Flood Search and Rescue Team	Chief Mark Young	Casper Fire Dept
Track Dozer	Type II	Track Dozer 1		Natrona County Road and Bridge
Track Dozer	Type II	Track Dozer 2		Natrona County Road and Bridge
Tractor Trailer	Type II	Truck Tractor Trailer		Natrona County Road and Bridge
Tractor Trailer	Type II	Truck Tractor Trailer		Natrona County Road and Bridge
Tractor Trailer	Type II	Truck Tractor Trailer		Natrona County Road and Bridge
Tractor Trailer	Type II	Truck Tractor Trailer		Natrona County Road and Bridge
Tractor Trailer	Type II	Truck Tractor Trailer		Natrona County Road and Bridge
Tractor Trailer	Type II	Truck tractor Trailer		Natrona County Road and Bridge
Water Tender, Firefighting (Tanker)	Type I	T-11-3 (Tender)		Bar Nunn Fire Department
Water Tender, Firefighting (Tanker)	Type IV	T-11-2		Bar Nunn Fire Department
Water Tender, Firefighting (Tanker)	Type IV	T-11		Bar Nunn Fire Department
Wheel Loaders (Medium 7 cy to 3 cy)	Type III	Wheel Loader 7-3 cy		Natrona County Road and Bridge
Wheel Loaders (Medium 7 cy to 3 cy)	Type III	Wheel Loader 7-3 cy		Natrona County Road and Bridge
Wheel Loaders (Medium 7 cy to 3 cy)	Type III	Wheel Loader 7-3 cy		Natrona County Road and Bridge
Wheel Loaders (Medium 7 cy to 3 cy)	Type III	Front end Loader	Mike Hendershot	Casper-Natrona County International Airport

Wilderness Search and Rescue Team	Type III	Wilderness Search and Rescue Team	Chief Mark Young	Casper Fire Dept
			UPDATED:	Thursday, October 28, 2010

Resource Inventory Sheet (Blank)

WARNING

Resource	Owner Source	Qty	Remarks
Bullhorns			
Public Address System			
Siren System, self-contained			

COMMUNICATIONS

Resource	Owner Source	Qty	Remarks
Base station, HF			
Base station, VHF			
Base station, FM			
Handheld radio -			
Handheld radio -			
Pager, alphanumeric			
Repeater, portable			
Telephone, cellular			
Telephone, satellite			

MASS CARE & HUMAN SERVICES

Resource	Owner Source	Qty	Remarks
Blankets			
Clothing, replacement			
Cots			
Fans, electric			
Food service, catered			
Heaters, portable, electric			
Heaters, portable, propane			
Meals, packaged			
Pads, sleeping			
Shelter kits			
Van, mobile food service			
Water, bottled			

RADIOLOGICAL PROTECTION

Resource	Owner Source	Qty	Remarks
Detector, beta-gamma - low			
Detector, beta-gamma - high			
Detector, alpha			

Area Monitor, beta-gamma			
Dosimeter, direct-reading			

EMERGENCY MANAGEMENT

Resource	Owner Source	Qty	Remarks
Mobile Command Post			
Damage Survey Kits			

FIREFIGHTING

Resource	Owner Source	Qty	Remarks
Air supply truck			
Brush truck – light duty			
Brush truck – medium duty			
Engine, 1000 GPM			
Engine, 1250 GPM			
Engine, 1500 GPM			
Fire command vehicle			
Tanker, 4000 gal with tractor			
Tanker, 4500 gal with tractor			
Tank truck, 3000 gal			
Lighting unit, trailer-mounted			
Truck, 85’ aerial ladder			
Truck, 100’ aerial ladder			

HAZARDOUS MATERIALS AND OIL SPILLS

Resource	**Owner Source**	**Qty**	**Remarks**

LAW ENFORCEMENT

Resource	Owner Source	Qty	Remarks
Command vehicle			
Mobile Crime Scene Unit			
Motorboat w/ trailer			
Motorcycle			
Patrol unit			
Patrol unit, 4 wheel drive			
Patrol unit, Park Police			
Patrol unit, License & Weight			
SWAT van			
Sedan, unmarked			

HEALTH & MEDICAL

Resource	Owner Source	Qty	Remarks
Ambulance, BLS. 2 EMTs			
Ambulance, ALS. 2 paramedics			
Ambulance, Helicopter. Pilot, flight nurse, physician			
First aid team			

SEARCH & RESCUE

Resource	Owner Source	Qty	Remarks
Airboat			
ATV			
Boat/outboard w/ trailer			
Dog team - search			
Dog team – cadaver search			
Dog team -			
Personal watercraft w/ trailer			
Rescue truck, heavy			
Rescue truck, light			
Snowmobile w/trailer			
Water rescue support truck			

PUBLIC WORKS & ENGINEERING

Resource	Owner Source	Qty	Remarks
Heavy Equipment			
Aerial bucket truck			
ATV			
Backhoe			
Crane - 2000#			
Dozer – heavy			
Dozer – medium			
Dragline			
Dump truck, 4 yd			
Dump truck, 8 yd			
Farm tractor			
Fork lift – 2000#			
Grader/Maintainer			
Loader, tracked			
Loader, wheeled			
Rock saw			
Trencher, tracked			
Wood chipper			
Work truck, ½ ton			
Work truck, ¾ ton			
Refueling truck			
Trailer, equipment, flatbed			
Water truck, 3000 gal			
Other Equipment			
Barricades – 3'			
Barricades – 8'			
Chainsaws			
Compressor, 250 cfm, towed			
Fencing, temporary			
Generator – 5 KW, on skid			
Generator – 10 KW, towed			
Generator – 30 KW, towed			
Jackhammers			
Lighting set, trailer-mounted			
Pump, 200 gpm, skid			
Pump, 400 gpm, towed			
Pump, 650 gpm, towed			
Sand bag filler			
Sign board, lighted, arrow			
Sign board, lighted, message			
Tub Grinder			
Welder, portable			
Welder, truck-mounted			

TRANSPORTATION

Resource	Owner Source	Qty	Remarks
Passenger			
Bus, charter, 44 passenger			
Bus, charter, 60 passenger			
Bus, school, 28 passenger			
Bus, school, 40 passenger			
Bus, school, 40 passenger			
Bus, school, 53 passenger			
Bus, transit, 15 passenger			
Sedan			
Station Wagon or SUV			
Van, 8-12 passenger			
Van, 15 passenger			
Cargo			
Semi-trailer, ~40' enclosed			
Semi-trailer, ~40' flatbed			
Semi-trailer, ~40' heavy equip			
Semi-trailer, ~40' refrigerated			
Tractor unit			
Trailer, 1 ton, open			
Truck, pickup, ½ ton			
Truck, pickup, ¾ ton			
Truck, pickup, 4x4			
Truck, stake bed			
Truck, cargo, ~20' box			
Van, moving ~24'			
Van, moving ~32'			
Specialized			
Bus, prisoner transport			
Hearse			

SANITATION

Resource	Owner Source	Qty	Remarks
Packer Truck, 3 CY			
Packer Truck, 4 CY			
Recycling Truck			

Essential Disaster Supplies

Planning Factors

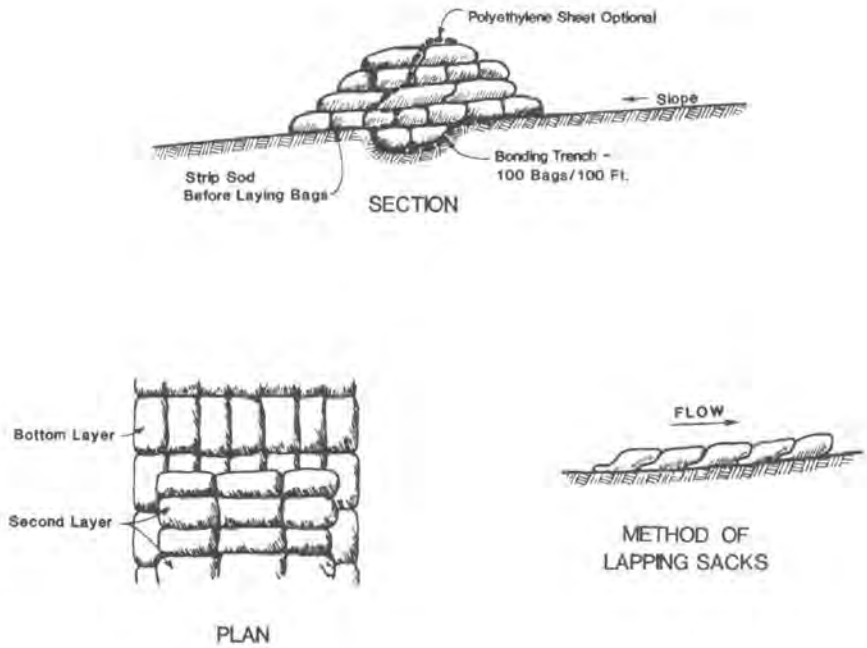
1. **Drinking Water.**
   a. The planning factor for drinking water is 3 gallons per person per day.
   b. Emergency drinking water is usually provided in the form of bottled water. Bottled water is available from a variety of sources already palletized and ready to ship.
   c. People sometimes request that water tankers be emplaced in specific areas as fill-it-yourself water stations. This arrangement is often undesirable because potable water tankers are generally in short supply, a distribution system of piping and faucets must be fabricated, and such facilities usually have to be staffed.
2. **Ice**
   a. Ice is needed to preserve food and medicines.
   b. The planning factor for ice is one 8 to 10 pound bag per person per day.
   c. Bagged ice is available from a number of distributors. When arranging for ice, keep in mind that ice is obviously perishable and you will probably need to retain the refrigerated delivery truck to preserve the product while it is being distributed.

2. **Portable Toilets**
   a. The general planning factor is 8 to 10 toilets per hundred people. In areas where people are well dispersed, additional toilets may be needed to keep the walk to sanitary facilities reasonable.
   b. In requesting portable toilets, ensure that the contract for providing the toilets includes the requirement to service them on a regular basis. A local or nearby firm that has existing arrangements for waste disposal is often preferable.
   c. Portable toilets should be sited at least 100 feet for any water source or cooking facility. To prevent disease, it is desirable to have hand washing facilities in the vicinity of toilets.

3. **Food**
   a. Shelter and mass care facilities and mobile feeding units generally aim to provide at least two, and preferably three, simple meals per day – cereal, sandwiches, and soup. When requesting feeding service, provide not only an estimate of the number of people that need to be fed, but also indicate the number of those who are infants and children 1 to 3 years of age so that suitable food can be provided.
   b. It may be possible to obtain packaged non-perishable meals for disaster victims who remain in their homes and cannot easily be served by fixed or mobile feeding facilities. A good estimate of the number of people who must be fed and for how long is vital in requesting such meals.

4. **Plastic Sheeting & Tarps**
   a. Plastic sheeting and tarps are used to protect damaged structures from further damage by foul weather.
   b. The planning factor for plastic sheeting is 1100 square feet per home. That amount covers half the roof of a typical 1800 square foot house.
   c. For plastic sheeting: 4 or 5 mil thickness, 8+ feet wide – the wider the better.
   d. For tarps: inexpensive polyethylene tarps are readily available. Tarps should have grommets.
   e. Rope can be used to install tarps that have grommets. Furring strips are usually needed to keep plastic sheeting on roofs and walls and may also be used with tarps.

5. **Sandbags**
   a. Sandbags may be used to protect structures from rising water.
   b. Sandbags are available in quantity from a number of commercial distributors.
   c. If you plan to use a substantial quantity of sandbags, a sandbag filling machine can expedite filling. These machines are available from a variety of commercial vendors; sandbag distributors may be able to provide such machines or contact information for those who do.

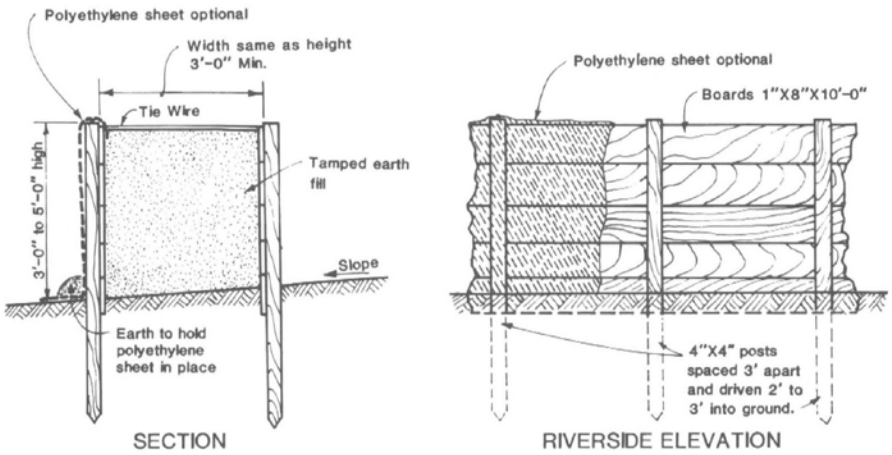


Notes:

1. ALTERNATE DIRECTION OF SACKS. I.E.: BOTTOM LAYER PLACED LENGTHWISE PARALLEL TO THE SLOPE; NEXT LAYER PLACED PERPENDICULAR TO FIRST, ETC.
2. LAP UNFILLED PORTION UNDER NEXT BAG.
3. TYING OR SEWING OF BAGS IS NOT NECESSARY
4. BAGS SHOULD BE APPROXIMATELY ONE-HALF TO TWO-THIRDS FULL.
5. TAMP THOROUGHLY IN PLACE.

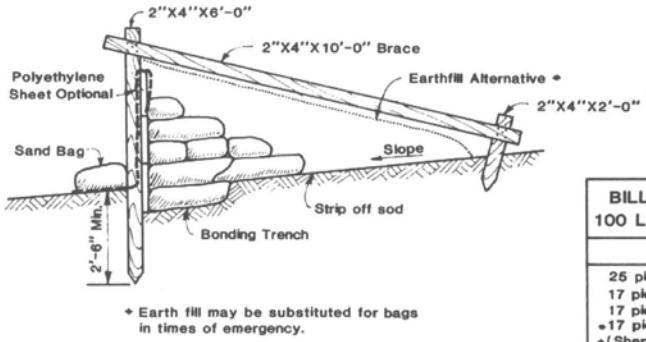
MATERIALS REQUIRED FOR 100 LINEAR FEET		
Height Above Ground	Approx. Bags Required	Cu. Yds.
1 Ft.	600-800	10-13
2 Ft.	1400-2000	23-33
3 Ft.	2200-3400	37-57
4 Ft.	5300	88
5 Ft.	7600	137
6 Ft.	10000	167

Figure IV-1. Sandbag Dike Construction Techniques

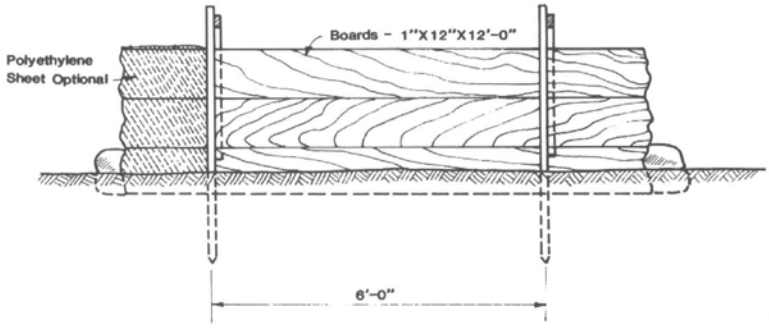


BILL OF MATERIAL FOR 100 LINEAR FEET OF EARTH CRIB		
3 FEET HIGH	4 FEET HIGH	5 FEET HIGH
66 pieces 4"X4"X 6'-0" posts (Sharpened) 100 pieces 1"X8"X10'-0" 7 1/2 lbs.-8d nails 400' No. 9 wire	66 pieces 4"X4"X7'-0" posts (Sharpened) 140 pieces 1"X8"X10'-0" 9 1/2 lbs.-8d nails 400' No.9 wire	66 pieces 4"X4"X 8'-0" posts (Sharpened) 180 pieces 1"X8"X10'-0" 11 1/2 lbs.- 8d nails 400' No. 9 wire

Figure IV-3. Earthfill Crib Retaining Wall



BILL OF MATERIAL FOR 100 LINEAR FEET OF WALL
LUMBER
25 pieces 1"X12"X12' 17 pieces 2"X4"X10' 17 pieces 2"X4"X6' *17 pieces 2"X4"X2' *(Sharpened)
NAILS
1 lb. 8d nails 2 lbs. 16d nails
SANDBAGS
1100 bags



RIVERSIDE ELEVATION

Figure IV-4. Earth and Timber Retaining Wall

Essential Disaster Suppliers (Not inclusive)

ESSENTIAL DISASTER SUPPLIERS		
DESCRIPTION	AGENCY NAME	CONTACT #
BOTTLED WATER	**CULLIGAN OF CASPER** 110 NORTH FOREST DRIVE - CASPER	(307) 234-3553
	HILLCREST WATER INC 315 NORTH WOLCOTT - CASPER	(307) 237-9863
	ALBERTSON'S 2625 EAST 2ND STREET - CASPER	(307) 237-9361
	SAFEWAY FOOD AND DRUG 300 SE WYOMING BLVD - CASPER	(307) 577-7060
	SMITHS FOOD AND DRUG 2405 CY AVENUE - CASPER	(307) 266-6242
	WALMART SUPERCENTER - WEST 4255 CY AVENUE - CASPER	(307) 232-9593
	WALMART SUPERCENTER - EAST 4400 EAST 2ND STREET - CASPER	(307) 237-0991
ICE	**INDIAN ICE COMPANY INC** 1950 PYRITE ROAD - CASPER	(307) 237-9222
PORTABLE TOILETS	**A-1 PORTABLES AND SERVICES** MILLS	(307) 237-6942
	R&R REST STOPS 1835 SKYVIEW DRIVE - CASPER	(307) 234-0325
DUMPSTERS	**AMERICAN DISPOSAL** POBOX 1180	(307) 237-9114
	WASTE CONNECTION OF WYOMING 3040 NORTH 6 MILE ROAD - CASPER	(307) 266-1161
PLASTIC SHEETING AND TARPS	**WALMART SUPERCENTER - WEST** 4255 CY AVENUE - CASPER	(307) 232-9593
	WALMART SUPERCENTER - EAST 4400 EAST 2ND STREET - CASPER	(307) 237-0991
	THE HOME DEPOT 4900 EAST 2ND STREET - CASPER	(307) 472-6505
	BLOEDORN LUMBER 665 SOUTH WALNUT STREET - CASPER	(307) 234-3545
	SUTHERLANDS 4015 CY AVENUE - CASPER	(307) 266-2755
	UNITED BUILDING CENTERS 4800 WEST YELLOWSTONE HWY - MILLS	(307) 237-8788
	MENARD INC 6220 MENARD DRIVE - CASPER	(307) 232-9410
	PRO-BUILD 4800 EAST YELLOWSTONE - CASPER	(307) 237-8788
SAND AND GRAVEL	**CITY OF CASPER - LANDFILL**	(307) 267-2664
	NATRONA COUNTY ROAD AND BRIDGE MIKE HAIGLER	(307) 235-9311
	71 SOIL AND STONE 1200 NORTH SALT CREEK HIGHWAY - CASPER	(307) 473-7100
	JTL GROUP INC 3000 BRYAN EVANSVILLE ROAD - CASPER	(307) 234-2100
	KNIFE RIVER INC 3000 BRYAN EVANSVILLE ROAD - CASPER	(307) 234-2100
	MCMURRY READY MIX 5684 OLD YELLOWSTONE HIGHWAY - CASPER	(307) 473-9581

Emergency Resource Request

EMERGENCY RESOURCE REQUEST NATRONA COUNTY	
REQUEST DATE	
REQUESTER NAME	
DEPARTMENT/ORGANIZATION	
CONTACT PHONE/FAX	
REQUESTER'S PRIORITY	Highest 1 2 3 4 5 Lowest

EMERGENCY RESOURCE REQUIRED (equipment, supplies, services)

FOR EQUIPMENT: ☐ **Purchase** ☐ **Rent/Lease for (period)**_____

WHEN REQUIRED?

DELIVERY INFORMATION:

DELIVERY CONTACT, IF OTHER THAN REQUESTER (NAME & PHONE NUMBER):

FOR RESOURCE MANAGEMENT USE ONLY: REQUEST #

Annex G

Community Emergency Response Team

Natrona County CERT Community Emergency Response Team

Community Emergency Response Team Procedures

Mission Statement

The Natrona County Community Emergency Response Team (C.E.R.T.) program is established as a resource under the Natrona County Emergency Management Office to better prepare our citizens in preparing for and responding to emergency and/or disaster types of incidents. The 1st priority is for team members to focus on their own safety as well as the safety of their families. Secondly, only after securing the safety of their families and themselves, they may deploy out in affected areas to supplement emergency response worker forces or assist in areas where emergency response workers have been unable to reach.

Safety

The first priority for all CERT members is that of safety. If the CERT member does not practice safe work practices, they may become part of the problem. All CERT members will always practice the following safety rules;

- Always wear appropriate personal protective equipment (PPE) such as; safety glasses, hard hats, leather gloves, latex or nitrile gloves, long sleeve shirt, boots
- Always know and work within your limitations.
- Always work in a buddy system and never be out of sight or sound of your buddy.
- Practice safe hygene by washing hands frequently and isolating contaminated or bodily waste.
- Size up all situations before taking action.
- Communicate everything with your buddy and team leader.

Deployment

All CERT members, when acting in their official CERT capacity, are a resource of the Natrona County Emergency Management Office. If any CERT member self deploys in a disaster or at an immediate emergency incident, the Natrona County Emergency Management Office must be notified as soon as practical. All call-out deployments of any CERT members must be coordinated through the Natrona County Emergency Management Office.

After completing all 32 hours of basic CERT training, members may volunteer to be placed on a call-out list. A phone tree with “phone captains” will be established with each phone captain being issued a list of CERT qualified volunteers. Phone captains will be notified either by phone, text messaging, or the EMAlert/Paging system. Upon receiving the notification, they will make the calls on their lists and report back to the Natrona County Emergency Management Office on the results. These notifications may be used for information, call outs or for exercising the notification system. Upon notification of call-outs, CERT members will deploy to designated staging areas for check-in.

In the event of a large area or community wide event, CERT members should establish their own families’ safety and then self deploy into their neighborhoods to do a size up and perform any CERT related functions in accordance with their training.

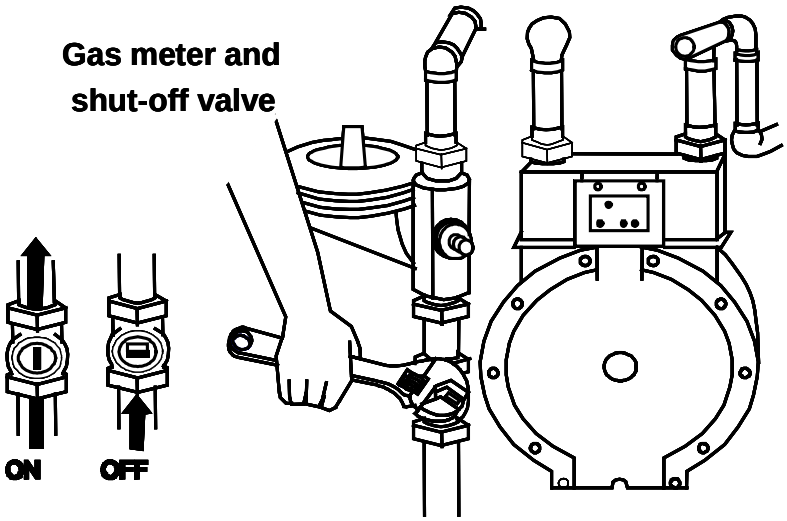
Building Size-up

- A size up will be performed on all structures before entry is made.
- A proper size-up includes a walk around all sides of structures and looking over the structure from the roof to the basement.
- No entry will be made on buildings that are heavily damaged, have rising water, are on fire or have visible heavy smoke coming from the structure.
- CERT members should only spend a minimum amount of time in moderately damaged structures.
- CERT members may enter and spend as much time as needed in lightly damaged structures

Fire Fighting

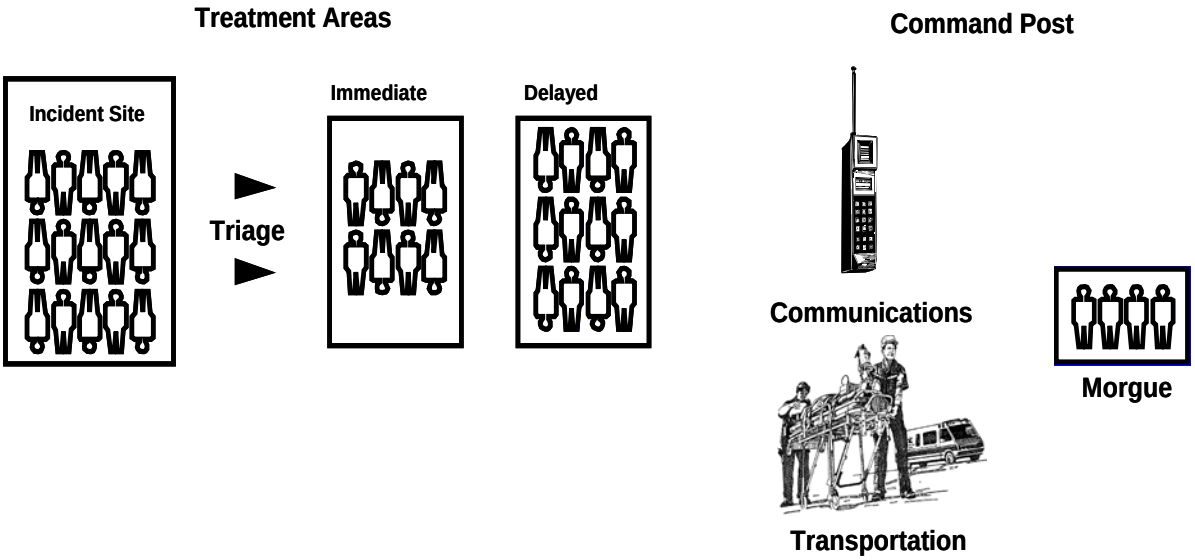
Always fight fires first before they spread.

- Always work in a buddy system
- Never enter a building that is smoke filled or has visible fire showing.
- Never fight a fire that is larger than a small desk.
- Never put the fire between you and your escape route.
- Use the proper fire extinguisher for the proper fuel.
- Locate utilities and shut off if necessary. i.e. Building is on fire, gas leak, water filling up basement, etc.



Medical Operations

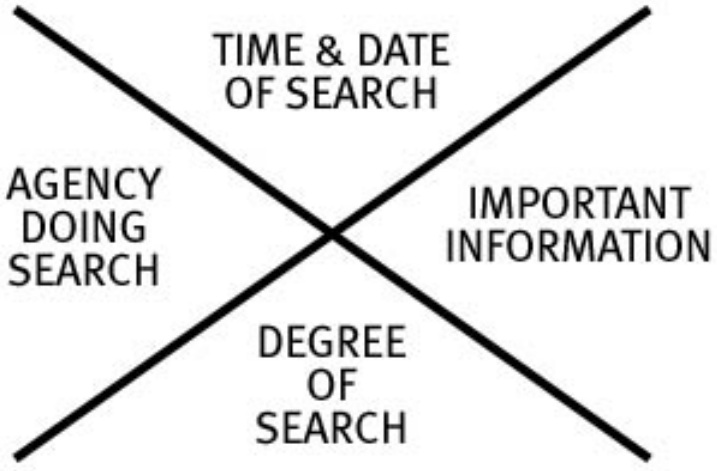
- Always perform triage before treatment
- All triage is divided into three categories
    1. Delayed- color coded green
    2. Immediate- color coded red
    3. Dead- Color coded black
- If victim is triaged as “dead” they should not be moved unless it is necessary to move them to gain access to live victims. The “dead” should never be transported.
- The only treatment performed during triage is for life threatening injuries;
    1. Obstructed airway
    2. Excessive bleeding
    3. Shock
- Establish treatment areas up hill and up wind of any hazards and in a safe area.
- Treatment areas should be able to expand, have access for transportation vehicles.
- If victims in a treatment area are triaged as “dead”, a morgue area should be set up in a location out of sight and sound of the treatment area. The “dead’ should then be taken to this area.
- Head to toe assessments as well as treatment of suspected fractures and/or dislocations, burns and/or other injuries should be performed in the treatment area. An example of area is shown below;



- If a CERT member experiences an blood/bodily fluid physical exposure, field wash the exposed area immediately and notify Natrona County Emergency Management Office as soon as practical after disaster.

Search and Rescue Operations

- Always do a full size-up before entering structures.
- CERTs should never enter structures with the following conditions;
    1. Heavily Damaged
    2. Rising Water
    3. Smoke Filled
    4. Involved in Fire
- Upon initial entry, call out to victims for walking wounded and to locate victims.
- Perform "right-hand" searches only.
- Use triangulation method to locate victims
- Always mark entrance with a slash
- Always mark any doorway with a slash before entering rooms.
- Upon exiting rooms, make the above mark an "X".

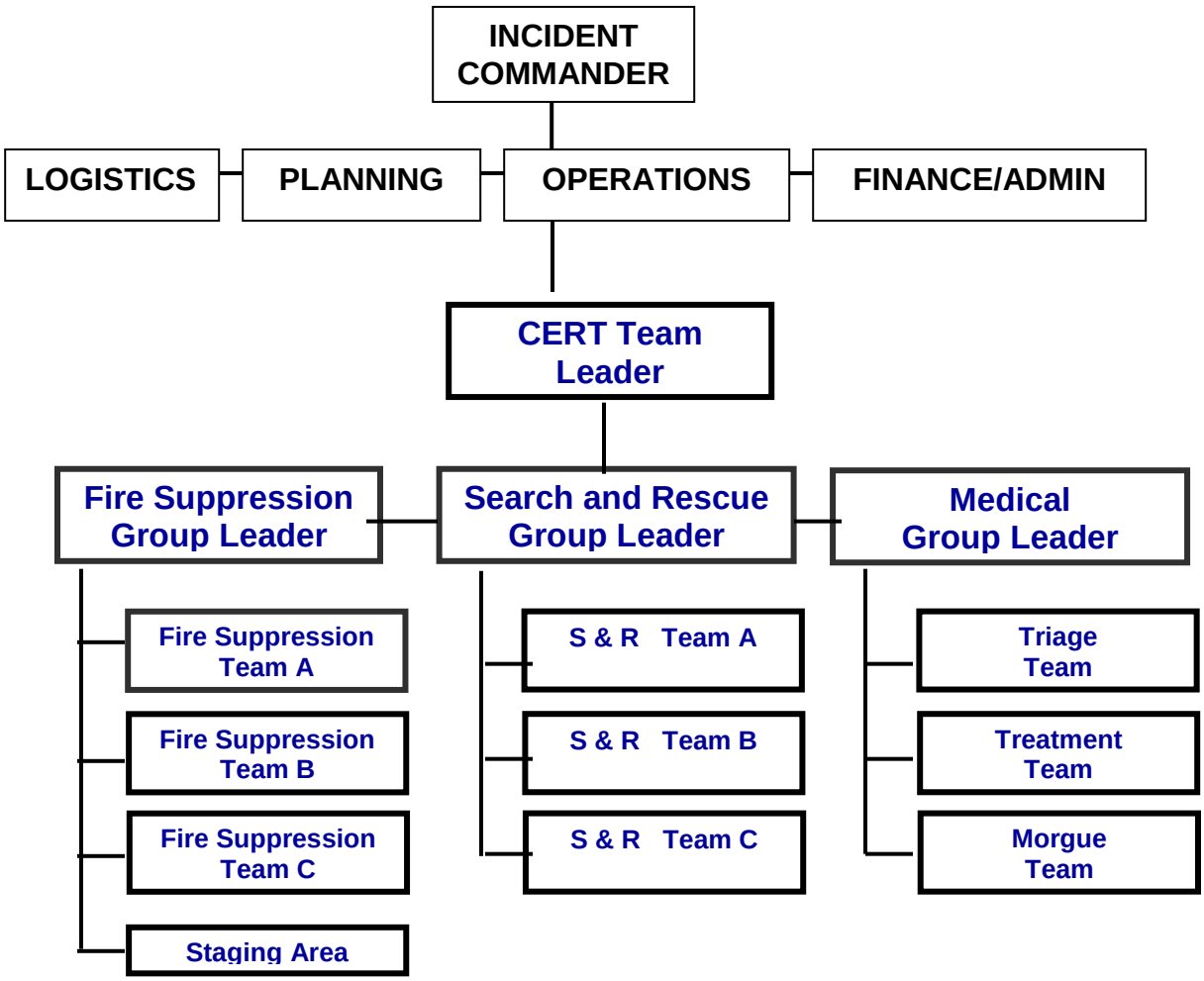


- Upon exiting structure, mark entrance with an "X" and provide information using method below:
- Upon locating victims, remove the "easy" rescues first starting with "walking wounded" and leaving heavily trapped/resource intense/time consuming rescues until last.
- Use blankets, chairs, doors, or other methods to carry victims who cannot self-rescue.
- Document areas searched and results of search.

Cert Organization

- Always document what you, your buddy and your team (if team leader) have done.
- Know that the CERT functions in the National Incident Management System (NIMS) Incident Command System (ICS).

CERT Command Structure



Disaster Psychology and Stress Awareness

All CERTs need to be aware of both psychological as well as the physiological signs and symptoms of stress resulting from a disaster

- Never make a victim's stress your own.
- Be prepared for victims who are angry, frustrated, fearful or sad.
- Make sure good nutrition, rest and plenty of water.
- Make sure to use buddy system to monitor each other.
- CERTs should be prepared to make a death notification to family members of victim who has died in treatment area.
- Attend Critical Incident Stress Debriefing (CISD) after the event.

Cert Functions and Terrorism Awareness

- Be aware of terrorists' goals.
- Terrorist type of weapons **B**iological, **N**uclear, **I**ncendiary, **C**hemical, **E**xplosive
- Biological may take days or weeks to manifest. Nuclear are currently lowest probability, Chemical will be immediate. Explosives will be immediate and are the most common.
- CERT members need to be aware of indicators; dead animals or fish, mass casualties with no apparent reason for injuries, vapors/clouds/ or mists, packages that are leaking, small explosions which cause no apparent damages, unusual odor or tastes, large numbers of people seeking medical attention for same signs and symptoms.
- Be aware of suspicious packages, move away from the area and notify authorities immediately from a safe area.
- If caught in an incident; Limit exposure time and get uphill and up wind of area, self decontaminate, try to guide others to safe area and have them self decontaminate.
- When decontaminating: Removing outer clothing will decontaminate you up to 80%. Wash hands before washing face. Use large amounts of water.
- Report to decon area, when established, for more thorough decontamination.

Annex H

Mass Fatality Plan

Mass Fatality Plan of Operation

A mass fatality incident is defined as an occurrence of multiple deaths that overwhelm the usual routine capability of the Natrona County Coroner's Office. In all incidents of this nature, the Incident Command System or Unified Command System will be used.

Evaluation Team

An evaluation team consisting of three or four individuals from the Natrona County Coroner's Office, i.e. the County Coroner, Chief Deputy Coroner, Deputy Coroner(s), and any other personnel designated by the County Coroner will go to the site of the mass fatality incident to evaluate the following:

A. Number of fatalities involved
B. Condition of the bodies, i.e. burned, dismembered
C. Difficulty anticipated in the recovery of the bodies and the types of personnel and equipment needed, i.e. fire search and rescue, heavy equipment, etc.
D. Location of the incident as far as accessibility and the difficulty that may be encountered in transporting bodies from the scene
E. From the information gathered at the scene, formulate a plan in regards to documentation, body recovery, and transportation
F. Assess types and numbers of personnel possibly needed to staff the morgue for identification, body examination, evidence collection, etc.
G. Anticipate the type of facility that would be the most useful for the families of the victims as far as a family assistance center, i.e. are most of the victims local whereby the families would also be local and housing would not be of a critical issue; is the incident one where the bodies are mostly from out of the particular area where they are located and the families would be in need of housing.
H. Evaluate the scene for possible chemical, radiological, or biological hazards.

Note: If this incident is of such magnitude that it is anticipated that personnel and equipment from outside of the Natrona County Coroner's office may be needed the following should be considered:

Disaster Mortuary Team

The Disaster Mortuary Unit (DMU) provided through NDMS will send an evaluation team to the location to help evaluate the personnel and equipment that may be necessary to take care of the mass fatalities incident. DMU can activate the evaluation team and have experienced reliable individuals on site within 8 to 12 hours. DMORT has temporary portable morgue facilities available.

Three Major Operations

Scene Group or Division: Body Recovery

Examination Center Group or Division: Body identification and processing

Family Assistance Center Group or Division: Ante mortem information, take care of families

A group or division supervisor must be assigned to be in charge of each operation. All three need to be set up and coordinated at the same time.

Things To Get In Place Early

- Communications: Telephones, hard lines and cellular
- Body Bags
- Refrigerated Trucks: Trucks at the scene and morgue
- Transportation: Transportation for personnel, i.e. cars & van
- Security: Security for scene, examination center, and family assistance center
- Identification: I.D. badges for all personnel

Examination Site Selection

- Natrona County Morgue
- Casper-Natrona County International Airport facilities.
- Leasing of adequate warehouse facilities
- National Guard Armories throughout the state

Family Assistance Center Selection

- Churches
- Hotels/ Motels
- Office Buildings
- Public buildings such as Casper Events Center, etc.

Scene

All equipment, personnel, support, communications and a plan must be in place before moving bodies.

1. **Equipment & supplies**- Someone under Logistics needs to be in charge of getting specialized equipment and supplies
2. **Protective Clothing**- Gloves, boots, coats, hard hats, rain suits, etc.
3. **Body Bags –** Good heavy bag with 6 handles, c-zipper, litters, litter stands
4. **Refrigerated trucks –** Metal walls and floors
5. **Transportation –** for personnel, i.e. cars, vans, etc.
6. **Transportation for bodies –** Funeral homes, contract services, etc.
7. **Tents and trucks –** For storage of supplies and equipment
8. **Paint –** White or fluorescent for numbering body bags and marking locations, areas etc.
9. **Flags –** Stakes for marking location of body, body parts, etc.
10. **Plastic toe tags –** Tags with Sharpie Permanent Pens to number them
11. **Biohazard bags and boxes –** For safe disposal of biohazard debris
12. **Documentation –** Document body location, body parts, and personal effects by griddling or laser surveying equipment.
13. **Food –** Specialized for the type of work being performed.
14. **Numbering –** All numbers will be assigned at scene. Use simple numbers, i.e. 1, 2, 3… Body numbers should be 1, 2, 3… Body part numbers should be P1, P2, P3… Personal effect numbers should be E1, E2, E3…
15. **Note:** Make number on body bag **12 inches** high with white paint!!! Place plastic toe tag on bag AND body!!!
16. **Worker safety –** Ensure that provisions are in place for the health of the scene workers.
17. **Writing and/or computer equipment –** Have scribe and computer operators for scene log maintenance.
18. **Photography equipment –** Have qualified photographer in charge of all pictures and equipment.

Scene Body Recovery Teams:

Body recovery teams – Comprised of one of each of the following:

- Coroner's Investigator
- Coroner Assistants – Police, fire, Military
- Scribe – Documentation
- Photographer
- Scene registrar
- Physical anthropologist

Body moving teams – Comprised of 4 people to move body out of scene to body staging area.

Examination Center

Make sure all personnel and specialized supplies are in place before processing bodies. Planning Chief should be tracking personnel, i.e. who, where they are from and the hours they work each day.

- **Security –** I.D. Badges
- **Refrigerated trucks –** Ramps into trucks
- **Protective clothing –** Gloves, scrubs, shoe covers, masks, coveralls, hats, etc.
- **Communications –** Telephones, cell phones, fax machines, etc.
- **Computers –** Programs, someone in charge of data processing
- **Records –** Postmortem and ante mortem; must have someone in charge
- **Office Equipment –** Copiers, typewriters, fax machine, etc.
- **Receiving –** Bodies at examination center; must have someone in charge
- **Body Handlers –** Need body handlers to move bodies
- **Numbering of Bodies –** Same numbers used on the body as marked on the body bag and as used at the scene, i.e. 1, 2, 3… This number should be used throughout the entire process.
- **Log Books –** Three: one for bodies, one for parts, one for effects
- **Case file –** Initiated with body number. File must stay with the body during entire processing. All forms and paperwork used should be available at each station. The case number should be placed on each form as it is used.
- **Body Receiving –** Someone must be in charge. Each body received should be documented in the log-in book by date, time received, person receiving the body and the person delivering the body. Person in charge of bodies must know location and final disposition of bodies at all times.
- **Body Trackers –** Personnel to escort body and all paperwork from station to station in the order so intended.
- **Station Processing System –** The stations and order may change with type of incident.
- **Worker Safety –** Ensure that provisions are in place for the health of the examination center workers.

Examination Center (Morgue)

If evidence is going to be collected, a law enforcement officer may also be present at the station to receive the evidence. The personal effects and clothing should be collected, inventoried and bagged with the appropriate case number. All personal effects and clothing should be placed in a secure area with a designated person in charge of the area or bagged and kept with the body. Pictures should be taken before clothing is removed.

All paperwork generated at this station should be placed in the case file to go with the body to the next station.

Anatomical Charting/Personal Effects/Clothing

Specialized Personnel Needed:

- Forensic Pathologist
- Pathologist Assistant

- Personal Effects Officer
- Photographer

Fingerprints

Specialized Personnel Needed:

- Fingerprint Specialist
- FBI Identification Squad, Washington, D.C.
- OSBI Fingerprint Specialist
- Local Law Enforcement Specialist

Fingerprint specialists should attempt to print all bodies. Fingers should only be removed on non-viewable bodies at the discretion of the Chief Medical Examiner. If fingers are removed they should be placed in a sealed bag with the case number and placed back with the body after processing.

Photography

Specialized Personnel Needed:

- Photographer
- Two Photography Assistants

Full body pictures should be taken of each body with the case number in each picture taken.

X-Ray/Radiology

Specialized Personnel Needed:

- X-ray Technicians
- Assistants

Equipment Needed**:**

- Portable x-ray units
- Film
- Developers

Type and number of x-rays will be determined depending on type of incident. All x-rays should be given to tracker to go with body through the rest of the stations.

Dental

Specialized Personnel Needed:

- Odentologists
- Dental Assistants

Jaws are only removed on non-viewable bodies and at the discretion of the Natrona County Coroner. Funeral Directors should be used to determine if the body is viewable.
All dental records become part of the case file.

Autopsy (if required)

Autopsy will be performed only if required by the Natrona County Coroner and/or if required by law.

Specialized Personnel Needed:

- Forensic Pathologist
- Pathologist Assistant

Optional Stations

- Toxicology
- Anthropology
- Area for examination of x-rays

Family Assistant Center (FAC):

A representative of the Coroner's office needs to be in charge during the initial setting up of the Family Assistance Center. Personnel may be recruited from the Wyoming Funeral Directors. The Family Assistance Center is a multi-agency organization and can not be handled by the Coroner's office alone. In the case of aviation disasters, the National Transportation Safety Board (NTSB) requires the airline involved to set up the FAC. DMORT has members assigned to this "go team."

1. **Site Selection –** It is extremely important that the site selected for the Family Assistance Center be functional for the incident that you're taking care of, i.e. if the families are coming from out of town the site may be a hotel or motel. If it is a local incident and the families are local then housing would not be a consideration and churches, business offices and other appropriate gathering areas should be considered. The location should not be close to the actual scene and it should be easily accessible to the families. Parking should be a consideration depending on the number of families expected. Security for the parking lot and the outside, as well as the inside, of the Family Assistance Center is the number one priority. The site selected should have the following involved:
2. **Medical Examiner/General Administration –** A separate room(s) available in order to have privacy while gathering ante Mortem records, family information and to make death notification.
3. **American Red Cross/Salvation Army –** Family support, transportation, housing, supplies, equipment, volunteer coordination.
4. **Security –** Parking lot, outside check points, inside check points, family escorts
5. **Food Service –** For the families and staff
6. **Communications –** Telephones, computers with internet connection and cell phones for families and Family Assistance Center workers
7. **Mental Health –** Quiet rooms for family support, staff support, to include member of the clergy with appropriate religions for the benefit of families and possibly assisting with death notification. Personnel from local mental health facilities and organizations should also be present to assist families.

8. **Medical –** Family care, staff care, assisting with death notification
9. **Site Support –** Custodial, site maintenance
10. **Briefing Room-** A room large enough to accommodate all family members and escorts comfortably to make general briefings, announcements or to answer questions for the good of the order.

Mass Fatalities Personnel Descriptions

Command and General Staff

Natrona County Coroner

- Will maintain overall responsibility and will be the Incident Commander or designate an Incident Commander for the entire operation.
- Will conduct meetings with key personnel during the operation to discuss problems encountered and to brief on the overall status of the operation as well as consultations with key personnel, when needed.
- Responsible for approving all final identifications made of the fatalities.

Operations Chief:

- Will implement mass fatalities plan
- Will coordinate and direct the entire tactical operation
- Will provide support and direction to all personnel to ensure a smooth operation
- Will keep the Coroner informed about the status of the operation

Safety Officer:

- Will ensure a safe working environment for all personnel in all locations.
- May have deputy safety officers assigned different locations, depending on size of the event.
- Ensure to monitor personnel for proper breaks and rest.
- Work with Operations and Logistics Chiefs to ensure proper personal protective equipment (PPE) is supplied to all personnel needing such equipment. Ensure a safety plan is in place and to require all personnel needing PPE that PPE is worn and correctly used.

Logistics Chief

- Responsible for the operation of the logistics section, including the acquisition, storage, issue, and accountability of all supplies and equipment necessary to support the operation.

Team Leader

- Will monitor the status of all procurement actions
- Will hand-carry, as necessary, all high-priority supply actions
- Will maintain expense data, accountability documents, procurement documents, and other information pertaining to the logistics operation and work with Finance/Administration

- Will ensure that the logistics section is staffed at all times during operating hours.
- Responsible for the acquisition of housing for morgue personnel

Supply Clerk

- Will perform duties assigned by the team leader to include, but not limited to, staffing the logistics section of the morgue, making supply runs, preparing supply documents, issuing supplies and equipment, etc.

Finance/Administration Chief

- Responsible for all administrative matters with the exception of those related functions specifically performed by another component of the morgue, i.e. the Records Management Team.

Chief

- Responsible for the overall operation of the Administration Team.
- Will personally monitor all high-priority administrative matters.

Administrative Officer

- Responsible for the operation of the administrative section.
- Will supervise the administrative clerk(s) and work processing clerk(s)/clerk typist(s) in the performance of their duties.
- Will coordinate with the Records Management Team to establish procedures for the transfer and filing of paperwork after final typing.
- Responsible for collection of all purchase agreements, contracts, and receipts and other cost records for incident.
- Will maintain records of all personnel tasked to support operation.

Administrative Clerk(s)

- Will perform duties assigned by the Administrative Officer to include, but not be limited to, processing and hand-carrying paperwork, reviewing paperwork before submission to typists, reviewing paperwork, after typing but before return to originator, reviewing final product before filing, etc.

Public Information Officer (PIO)

- Responsible for the release of information to the public and news media concerning the operation
- Will coordinate with the Incident Commander and other General and Command Staff personnel concerning all press releases. Multiple PIOs may be needed or required and if so, a Joint Information System (JIS) should be established. If multiple PIOs are used, a Joint Information Center (JIC) will also be designated.
- All other Command and General Staff positions will be staffed as determined by the Incident Commander.

Search and Recovery Group

Responsible for the search operation at the disaster site, this includes searching for, locating, numbering, and recovering human remains and personal effects.

Search and Recovery Group Supervisor

- Responsible for the overall operation of the Search and Recovery Team(s)
- Will establish a search plan that provides for a thorough, deliberate, overlapping search of the disaster area by Search and Recovery Team personnel
- Will coordinate with other authorities to ensure that a secure perimeter around the disaster area, that access is controlled, and that remains and personal effects are not moved or disturbed in any way until approved by Search and recovery Group Supervisor
- Will ensure that a sufficient quantity of pre-numbered stakes and pre-numbered body tags are available for use at the disaster site
- Will ensure that a log is maintained to record numbers assigned to found remains/body fragments and that each number is used only once

- Will ensure that the exact location of a body or fragment is marked by placing a pre-numbered stake in the ground adjacent to the body/fragment, while at the same time, placing a pre-numbered tag, with the same number, on the remains
- -Will ensure that a meter-square, or other appropriate sized grid chart is prepared to accurately chart the location of each body or fragment in relation to other remains, natural landmarks, and significant debris or other evidence
- Will supervise the removal of remains from the disaster site
- Will ensure that personal effects found on a body are removed from the disaster site and transported with that body to the morgue, mortuary or other designated location.

Search and Recovery Team Members

- Will search for, number and process human remains, fragments, and personal effects as directed by the Search and Recovery Team Leader

Dental Consultant

- Will advise Search and Recovery Team members on the procedures for identifying and collecting dental fragments
- Will assist in the search operation
- Will ensure that, as necessary, the jaws of the human remains are wrapped with ace bandages, or the like, to prevent loss of dentition during movement and transportation of bodies

Photographer

- Will take photographs as directed by the Search and recovery Group supervisor

Scene Registrar

- Arrange for scene data entry into the total record system.
- - Work with planning to ensure a system is in place to electronically track used supplies throughout your system.

- Work with Finance/Admin Chief to ensure costs and billing information on supplies is processed
- NDMS can have acquisition program rapidly in place to assist.

Physical Anthropologist

- Will advise Search and Recovery Team members on the procedure for identifying and collecting human remains.
- Will assist in the search operation.

Forensic Dentistry Group

The Forensic Dentistry Group will utilize forensic methods in conducting dental examination of each set of remains in an attempt to effect identification or to assist in the identification process.

Group Leader

- Responsible for the overall operation of the Forensic Dentistry Team.
- Will brief all team personnel involved in charting records on the charting methods to be utilized to ensure consistency.
- Will review all identifications made by the team.
- Will ensure that information pertaining to each positive identification is provided to the Fingerprint Team to assist them with their fingerprint card identification process.
- Will monitor personnel working in the Dental Radiology Section for excessive exposure.

Postmortem Dental Examination Section

- Will accomplish a through postmortem dental examination on each set of remains, to include a thorough cleaning of dental structures and charting of all dental evidence on a Postmortem Dental Record Form.
- Will compare completed postmortem dental records and radiographs with assembled ante mortem records and radiographs in an attempt to effect an identification or exclusion.

Photographer

- Will take photographs as directed by the Forensic Dentistry Group Leader.

Security Group

Group Supervisor

- Responsible for the overall security of the operation
- Will establish an access control system to prevent unauthorized entry into controlled areas.
- Will brief personnel concerning security requirements, to include physical security, information security and communications security.

- Will ensure that only authorized photographers are allowed to take photographs or videotape in and around the controlled area.

Security Officer

- Will control check points, check ID badges and insure that authorized personnel only are allowed in to the controlled area.
- Other duties as assigned by team leader.

Records Management Team

Responsible for the acquisition, maintenance, and security of all records pertaining to the fatalities, i.e. medical, dental, completed morgue files, etc.

Team Leader

- Responsible for the overall operation of the Records Management Team.
- Responsible for collecting a list of all possible victims of the mass disaster so that acquisition of ante mortem records can begin at the earliest possible time.
- Will oversee the collection of pre-death information and the control of these files.

Registrar

- Responsible for all morgue files.
- Will maintain a control log for the records pertaining to each fatality, identifying which records are on-hand, when they were received, from whom they were received and where the records are or in whose possession they are at the time.
- -Will ensure that completed identification files are strictly controlled.

File Clerks

- Will perform duties assigned by the registrar.

Communication Section

- Will conduct telephone communications, as directed, to support the operation.
- Will communicate with those persons necessary to acquire records pertaining to the fatalities which may assist in the identification process.
- -Will not communicate directly with next of kin. Will, upon request from the Records Management Team Leader, coordinate with Family Assistance Center Group supervisor.

Photography Team

Responsible for all photographic support.

Team Leader

- Responsible for the overall operation of the photography team.
- Will identify which sections require ongoing photographic support and will assign photographers to work in those sections, i.e. in-processing, autopsy area, search & recovery, etc.

- Will review other requests for photographic support and dispatch photographers as applicable.
- Will ensure that all photographs taken of remains are identified by the number assigned to that set of remains.
- Responsible for the control and accountability of all file exposed of the operation

Photographers

- Will perform duties assigned by the Photography Team Leader.

Reception Team

Responsible for the initial receipt and processing of the remains at the morgue, integration into the morgue processing system, proper storage, and accountability of all remains.

Team Leader

- Responsible for the overall operation of the Reception Team
- Will ensure that a Morgue file is initiated on each set of remains.
- Will ensure that a log is maintained showing which remains have been processed and where they are at all times.
- -Will ensure that an escort is assigned to each set of remains.

Photographer

- Will take photographs as directed by the reception Team Leader.

Forensic Pathology Team

Will utilize forensic methods in an attempt to determine the cause of death and to discover individualizing and possibly identifying characteristics for each set of remains.

Team Leader

- Responsible for the overall operation of the Forensic Pathology Team.
- Will brief all team members concerning autopsy protocol and the procedures for handling toxicology specimens.
- Will oversee the autopsies and preparation of autopsy reports to ensure a uniformity of effort.
- Will periodically rotate the forensic pathologists between the various positions requiring their expertise.

Forensic Pathologists

- Will perform autopsies and/or thoroughly examine each set of remains, to include examination of clothing and detailed external examination of the body, in an attempt to determine the cause of death and to discover individualizing characteristics that may assist in identification.

- Upon direction by the Forensic Pathology Team Leader, will rotate to other positions and perform other duties requiring a forensic pathologist.

Toxicology Section

- Responsible for the receipt, chain of custody and proper store and control of toxicology specimens received from the forensic pathologists.
- Will assist in the autopsy area by preparing toxicology containers for each of the remains.

Forensic Anthropologist

- Will provide technical assistance to the forensic pathologists as required.

Photographer

- Will take photographs as directed by the Forensic Pathology Team Leader.

Fingerprint Team

Will examine all remains in an attempt to identify by fingerprints and/or footprints.

Team Leader

- Responsible for the overall operation of the Fingerprint Team.
- Will review all identification made by the fingerprint specialists.

Fingerprint Specialists

- Will utilize state-of-the-art methods in an attempt to identify remains based on fingerprints and/or footprints.
- Will annotate the control sheet in the morgue file indicating whether fingerprints/footprints could be obtained and whether the remains were identified.

Radiology Team

Team Leader

- Responsible for the overall operation of the Radiology Team.
- Will ensure that full-body radiographs are taken of all remains.
- Will review all radiographs to ensure they are adequate for use by the Forensic Pathology Team.
- Will monitor personnel working in the radiology area for excessive exposure.

Technicians

- Will perform duties assigned by the Radiology Team Leader.

Staging Officer

Controls and keeps track of personnel in Staging area ready to perform as a ready work force, responsible for various duty functions within the operation to include, but not limited to, moving

supplies and equipment, keeping work areas orderly and clean, and other duties assigned by the team Leaders.

Team Leader

- Responsible for the overall operation of the manpower.
- Will prioritize the missions assigned, when unsure of priority, will peak to the appropriate Team Leader or to request of the Operations Chief.

Team Members (Volunteers)

- Will perform duties assigned by the Staging Officer as requested from Operations.

Family Assistance Center

Responsible for taking care of the families which includes: gathering ante mortem information; sharing information with the families; developing a notification procedure; and to help provide information and services to family members that they may need in the days following the incident.

Team Leader

- Responsible for the overall operation of the coroner portion of the Family Assistance Center.
- Will establish a plan and assign personnel to receive ante mortem information as quickly as possible following the incident.
- Will coordinate with the records supervisor at the coroner's office to ensure the transmission of the collected ante mortem data to the medical examiner's office.
- Will conduct daily briefings with all family members to keep them updated on the progress of the incident.
- Will coordinate and implement a death notification procedure so that the family members are properly notified.
- Will ensure that the families are protected from the media and curiosity seekers.
- Will coordinate and cooperate with all of the other agencies involved at the Family Assistance Center.

- Will ensure that all of the data received from the families and the information received back concerning the identifications is kept confidential so that no information is released prior to the families notified.

Family Assistance Members

- Will meet with families and obtain ante mortem information.
- Will provide the families with any information that they may need.
- Will serve on the notification teams.
- Perform other duties as assigned by the Family Assistance Team Leader.

Numbering System

The numbers assigned to the bodies and body parts should be a simple numeric system.
For example:

Bodies 1, 2, 3, 4, 5, etc.
Body parts P1, P2, P3, P4, P5, etc…

These numbers should stay in the simple form until the body or body part has been identified. Once the identification has been made, then the normal medical examiner number can be assigned to complete the paper work and case file. A block of case numbers should be isolated to be used on the incident that will correspond with the body number. For Example: 09-02001, 09-02002, 09-02003, etc…

Forms and Paperwork

Several copies of needed forms should be kept at the Natrona County Coroner's Office and/or at the Natrona County Morgue. Forms may also be downloaded from the internet at www.dmort.org.

Additional Resource

Copies of the National Association of Medical Examiners (NAME) Mass Fatalities Plan are available on the internet at www.thename.org. This plan should be used as an addendum to the Office of the Natrona County Coroner's plan.

Resource List

American Red Cross
Local Branch Office: 307-237-8436

Attorney General
Drew Edmonson – (W) 521-3921; (H) 232-3710
Gretchen Zumwalt-Smith (W) 522-4448

Batteries
Wal-Mart

Biohazard Disposal & Supplies

Body Bags
Lynch Supply Co. – 800-777-3151
Pierce Chemical/Royal Bond, Dallas, TX – 800-527-6419

Body Handlers
Local Police Department

Local Fire Department
See National Guard
Natrona County Emergency Management

Boots, Steel Toe
Local shoe retailers

Chairs/Tents
Kistler Tent and Awning: 307-237-3020

Cleaning Supplies
Home Depot
Wal-Mart

Clergy
See American Red Cross
Local Clergy Association

Coats
Wal-Mart

Dental Personnel

Disaster Mortuary Team (D-MORT)
Wyoming Office of Homeland Security – 777-4900
DMORT: 1-800-USA-NDMS

Fax Machines
Staples
Office max
WalMart

Fingerprint Technicians
FBI – 307-237-3451 Colorado Regional Office 303-629-7171
Local Law enforcement
Wyoming DCI

Fire Marshall
Natrona County Fire Protection District

Flags and Stakes
Home Depot
Local Hardware Store
Gard Talbot's: 307-265-2990

Flashlights
Wal-Mart

Food & Beverage

Gloves, Leather
Grainger – 307-577-5797

Governor's Office
Wyoming Office of Homeland Security: 307-777-4900

Gridding & Laser Surveying Equipment
Gard Talbot's 307-265-2990
WLC: 307-266-2524
Trihydro: 307-232-8091

Hard Hats
Grainger – 577-5797

Health Department
Bob Harrington: 207-235-9340

ID Badges – Plastic

Laundry Service

Maintenance Supplies
Home Depot
Wal-Mart

Media
KTWO RADIO: 307-2665252
KTWO TV : 307-237-3711
KCWY TV: 307-577-0013
KUYO RADIO: 307-577-5896
CASPER STAR TRIBUNE: 307-266-0560

Medical Services
Wyoming Medical Center: 307-577-7222

Mental Health

CENTRAL WYOMING COUNSELLING CENTER: 307-237-9583
WYOMING BEHAVIORAL INSTITUTE: 307-237-744

Mobile Morgue

1-800-USA-NDMS

Morgue Supplies

Alko – 848-2556
Shandon – 800-547-7429
Statlab – 800-442-9573
Allegience – 205-1010

National Guard

NATRONA COUNTY EMERGENCY MANAGEMENT

Office Supplies

FEDEX KINKOS: 307-232-9292
Office Max: 307-234-4770
Staples: 307-472-0710

Wyoming Funeral Director's Association

Wyoming Division of Criminal Investigation (DCI)

Cheyenne 307-777-7181
Casper: 307

Photographers

Local Law enforcement

Protective Clothing

Aprons- Alko – 848-2556; Fisher – 800-640-0640; Allegience- 205-1010
Caps – Allegience – 205-1010
Coveralls – Alko 848-2556; Fisher – 800-640-0640
Gloves – Alko – 848-2556; South Central (regular) – 521-2133 (contract); Allegience (ortho) 205-1010
Masks – Alko – 848-2556; Fisher – 800-640-0640
Morgue Sheets- Allegience – 205-1010
Respirators & Filters – Grainger – 943-9631
Scrubs – Fashion Seal Uniforms – 800-727-8643
Shoe covers – Alko – 848-2556; Fisher – 800-640-0640
Sleeves – Alko – 848-2556; Fisher – 800-640-0640

Public Safety Communications Center

307-235-9300

Radiation Health, Environmental Quality
Dept of Environmental Quality – 307-473-3450
WY Dept of Health-307-

Rain Gear
Wal-Mart

Refrigerated Trucks
Wyoming Office of Homeland Security- 307-7774900
Private trucking companies.

Salvation Army
Division Commander, Maj. Steve Hedren – (W) 840-0735
Disaster Commander, Alton Gardner – (W) 840-0735
Rural Coordinator, Capt. James Siler – (W) 840-0735
Oklahoma County Coordinator, Alton Gardner – (W) 270-7800

Security
Natrona County Sheriff's Office 307-235-9282
Local law enforcement agencies
Wyoming Highway Patrol 1-800-442-9090

Spray Paint
Grainger – 943-9631
Wal-Mart

Wyoming Office of Homeland Security
307-777-4900
Duty Officer through Highway Patrol – 1-800-4432-9090

Tables
Kistler Tent and Awning 307-237-3020

Tents
Kistler Tent and Awning 307-237-3020
See National Guard

Toe Tags – Plastic

Trackers
See D-MORT

Trailers/Trucks for Storage

Budget Truck Rental: 307-237-6163
Jerry's Interstate Service & U-Haul: 307-234-9643
Ryder Truck Rental: 307-265-4273

Transportation of Bodies

Bustard's Funeral Home 307-234-7123
Newcomer Funeral Home & Crematory: 307-234-0324
Gorman Funeral Home (Douglas WY): 307-358-3843

Weather Services

National Weather Service – Riverton: 800-211-1448

X-Ray Personnel

X-Ray Supplies & Equipment

Annex I

Recovery Operations

Legal Authorities

Federal:

Public Law 93-28, Robert T. Stafford Disaster Relief, and Emergency Assistance Act, as amended.

State:

W.S. 19-13-410

Local:

See Section I of the Basic Plan.

Purpose

The purpose of this annex is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required for the local government and its citizens and businesses to recover from a major emergency or disaster.

Explanation of Terms

Acronyms

CFR	Code of Federal Regulations
DAO	Damage Assessment Officer
DFO	Disaster Field Office
DRC	Disaster Recovery Center
DSO	Disaster Summary Outline
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
JIC	Joint Information Center
IA	Individual Assistance
IAO	Individual Assistance Officer
PA	Public Assistance
PAO	Public Assistance Officer
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PW	Project Worksheet
SBA	Small Business Administration
SOP	Standard Operating Procedure

Definitions

1. **Individual Assistance (IA)**
   Financial or housing assistance provided to citizens or businesses who suffer losses in a disaster. The housing assistance is only for citizens.
2. **Public Assistance (PA)**
   Financial assistance to repair facilities and infrastructure provided to governments, public institutions, and certain private non-profit agencies that provide essential services of a governmental nature.
3. **Stafford Act**

The Robert T. Stafford Disaster Relief and Emergency Assistance Act.

4. **Primary and Secondary Agents**
   The individuals who will be representing this jurisdiction in the grant process.
5. **Project Worksheet (PW)**
   A Federal Emergency Management Agency (FEMA) document that lists the specifications of an approved PA project.

Situation and Assumptions

Situation

Natrona County is at risk from a number of hazards that have the potential for causing extensive property damage. In the event that such damage occurs, planned damage assessment and recovery procedures are essential for returning the community to normal after a major emergency or disaster.

The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies.

Federal assistance is governed by the Stafford Act and 44 Code of Federal Regulations (CFR), part 206.

Assumptions

1. Adopting and enforcing land use regulations can reduce much of the structural damage which would otherwise result from a disaster.
2. This jurisdiction must be prepared to deal with a major emergency or disaster until outside help arrives.
3. Timely and accurate damage assessment to private and public property forms the basis for requesting state and federal assistance for citizens (IA) and for repairs to infrastructure (PA) and should be a vital concern to local officials following a disaster.
4. State and federal assistance may be requested to assist citizens or government entities. State assistance is typically in the form of operational support such as equipment, manpower, or technical assistance. Federal assistance, if approved, will generally be in the form of financial reimbursement and will require considerable paperwork and take some time to deliver.
5. Volunteer organizations will be available to assist citizens in meeting some basic needs, but they cannot provide all needed assistance.
6. Damage assessment and recovery operations may commence while some emergency response activities are still underway.

Concept of Operations

General

A disaster recovery program will be conducted in five steps:

1. **Pre-Emergency Preparedness**
   Prior to an emergency, this annex shall be developed and maintained and key recovery staff members appointed, including the Damage Assessment Officer (DAO), Public Assistance Officer PAO, and Individual Assistance Officer (IAO). These individuals shall obtain training and develop operating procedures for recovery activities. Requirements for personnel to staff damage

assessment teams and assist in recovery programs shall be determined and basic training provided.

2. Initial Damage Assessment

An initial damage assessment is required to support the request for state and federal assistance. This assessment will be conducted as soon as possible, often while some emergency response activities are still underway. Local damage assessment teams will carry out the initial assessment under the direction of the DAO. During this phase, the County Manager should declare a local state of disaster; as such a declaration allows local officials to invoke emergency powers to deal with the disaster and is required to obtain state and federal disaster recovery assistance. Guidance on issuing a local disaster declaration is provided in the Legal Section below and provides amplifying information on the initial damage assessment process.

3. Requesting Assistance

State and federal disaster assistance must be requested in a letter to the Governor, which must be accompanied by a Disaster Summary Outline (DSO) reporting the results of the initial damage assessment and the local disaster declaration. Based on the information contained in the DSO and other information, the Governor may issue a state disaster declaration for the affected area and may request that the President issue a federal disaster declaration. Refer to Section V.C for specific procedures on requesting assistance.

4. Short Term Recovery Activities

Prior to a federal disaster or major emergency declaration, state disaster response and recovery assistance, which typically consists of equipment, personnel, and technical assistance, may be deployed as soon as it is requested through the Wyoming Office of Homeland Security. During the initial stages of recovery, state agencies and volunteer groups may assist disaster victims with basic needs, such as temporary shelter, food, and clothing. A local donations management program may be activated to distribute donated goods and funds to disaster victims and assign volunteer workers to assist victims and local government.

5. Post-Declaration Recovery Programs

Recovery programs authorized by the Stafford Act and other statutes begin when the President issues a disaster or major emergency declaration or other types of disaster declarations are issued. See below regarding these programs.

Damage Assessment

An extensive detailed damage assessment is the basis of most recovery programs at the state and federal levels. The County is responsible for compiling the necessary information regarding the loss of life, injuries, and property damage.

The Damage Assessment Officer (DAO) will manage the damage assessment function by organizing, training, and employing a Damage Assessment Team composed of local personnel.

Damage Assessment Teams

There will be two types of damage assessment teams. Public Assistance (PA) teams will survey damage to government property and private non-profit organizations. Individual Assistance (IA) teams will assess impact on citizens and businesses. Each team will have a designated team leader who will compile and report team findings to the DAO.

1. Public Assistance (PA) Team

This team will assess damage to publicly owned property. Damage will be reported in terms of dollars and impacts in the following categories:

a) Emergency services
b) Debris removal and disposal
c) Roadways and bridges
d) Water control facilities
e) Buildings, equipment, and vehicles
f) Publicly owned utilities
g) Parks and recreational facilities

2. Individual Assistance (IA) Team

This team will survey damage to homes and businesses. For damage to residential homes, the Disaster Summary Outline form, included in this annex provides a matrix used to report the following information:

- Damage to homes will be categorized by: Type of housing unit: single family, mobile homes, multi-family units and type of damage: destroyed, major damage, minor damage, affected
- For each type of housing unit, an estimate of average percent of units covered by insurance must be provided.

For damages to businesses, The *Business Losses/Impacts* section of the Disaster Summary Outline form should be used to report business damages to the state officials.
In addition to the information on the DSO, the following should also be obtained using the Site Assessment-Business Losses form. This information will be needed should this jurisdiction not qualify for Federal Emergency Management Agency (FEMA) assistance.

a. Business name and address
b. Owner's name and phone number
c. Type of business
d. Estimated dollar loss
e. Amount of anticipated insurance
f. Value of business
g. Fair replacement value of:
   i. Contents
   ii. Structure
   iii. Land
h. Number of employees
i. Number of employees for which unemployment insurance is carried
j. Estimated number of days out of operation
k. Percent of uninsured loss

Requesting Assistance

Requests for assistance should be forwarded to the Columbia Disaster Coordinator within 10 days of the disaster to allow state officials adequate time to prepare the necessary documentation required for a declaration.

If the Natrona County Emergency Management Agency determines that a disaster is of such severity as to be beyond the local capability to recover and that state or federal assistance is needed for long term

recovery, he/she should: Prepare a letter requesting disaster assistance and attach a completed DSO and local disaster declaration and forward the letter and its attachments to the local officials.
The Natrona County Commission Chairperson should then prepare a letter to the Governor requesting assistance and attach:

1. A DSO for incorporated areas of the county, if such areas suffered damage.
2. A consolidated DSO reflecting data from all cities and unincorporated areas that suffered damage.
3. A disaster declaration for the county if unincorporated areas suffered damage.
4. All letters from mayors with their attached DSOs and disaster declarations.
5. Forward the foregoing to the appropriate authorities/agencies.

Post-Declaration Emergency Programs

When a federal disaster declaration is issued, federal recovery programs are initiated, state and federal recovery staffs are deployed, and recovery facilities are established. A Disaster Field Office (DFO) staffed by state and federal personnel will normally be established in the vicinity of the disaster area to administer recovery programs. One or more Disaster Recovery Centers (DRC) staffed by state and federal agency personnel may be established to assist disaster victims in obtaining assistance; mobile DRCs may also be employed.

1. Individual Assistance (IA)

- The FEMA Tele-registration System is activated so that disaster victims may register by phone for federal disaster assistance.
- Federal, state, and local personnel conduct follow-up damage assessments.
- State and federal Outreach programs for disaster victims are initiated.
- IA activities for citizens and businesses may continue for months.

2. Public Assistance (PA)

- PA is provided to repair or rebuild public facilities affected by a disaster, including buildings, state or local roads and bridges, water supply and sewage treatment, flood control systems, airports, and publicly-owned electric utilities. PA is also available to repair or rebuild schools and public recreation facilities.
- As reconstructing infrastructure may require demolition and site cleanup, design and engineering work, the letting of bids, and a lengthy construction period, public assistance programs typically continue over a period of years.
- Virtually all federal public assistance programs are on a cost share basis. The federal government picks up a large percentage of the costs, but local government must cover the remainder. Hence, it is particularly important to maintain complete and accurate records of local response and recovery expenses.

3. Other Assistance

- Small Business Administration (SBA) Disaster Declarations. If the emergency situation does not meet the criteria for a Presidential disaster declaration, assistance in the form of loans may be available from the SBA. Limited assistance may also be available from several state programs.
- Agricultural Disaster Declarations. The Secretary of Agriculture is authorized to make agricultural disaster declarations for weather-related crop losses. When such declarations are made, farmers and ranchers become eligible for an emergency loan program.

Actions by Phases of Emergency Management

Mitigation

- Develop and enforce adequate building codes.
- Develop and enforce adequate land use regulations.
- Develop hazard analysis.
- Develop potential mitigation measure to address the hazards identified in the analysis.

Preparedness

- Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities.
- Identify damage assessment team members.
- Train personnel in damage assessment techniques.
- Maintain pre-disaster maps, photos, and other documents for damage assessment purposes.
- Identify critical facilities requiring priority repairs if damaged.
- Ensure that key local officials are familiar with jurisdiction's insurance coverage.
- Conduct public education on disaster preparedness.
- Conduct exercises.

Response

- Gather damage reports.
- Compile damage assessment reports.
- Complete DSO.
- Keep complete records of all expenses.

Recovery

- Identify unsafe structures and recommend condemnation.
- Monitor restoration activities.
- Review building codes and land use regulations for possible improvements.
- Communicate effectively with disaster victims.

Organization & Assignment of Responsibilities

Organization

The Natrona County organization for disaster recovery includes the general emergency structure described in the Basic Plan and the additional recovery positions described in this annex. Natrona County Emergency Management shall coordinate recovery efforts. The Emergency Management Coordinator will serve as the DAO or designate an individual to serve in that capacity. All departments and agencies may be called on to provide staff support for damage assessment and recovery activities.

Assignment of Responsibilities

The Natrona County Commission Chair and/or chief elected official of jurisdiction(s) affected will

1. Oversee the local disaster recovery program, including pre-disaster planning and post-disaster implementation.
2. Appoint an IAO, PAO, and Recovery Fiscal Officer who will carry out specific recovery program activities and report to the EMC.
3. In the aftermath of a disaster:

4. Review damage assessments and request state and federal disaster assistance if recovery from the disaster requires assistance beyond that which local government can provide.
5. Participate in recovery program briefings and periodic reviews.
6. Monitor and provide general guidance for the operation of the local recovery program when implemented.
7. Monitor the source and application of all funds.
8. Maintain information establishing the local cost share.
9. Ensure that all laws, regulations, and grant requirements are complied with.

The Natrona County Emergency Management will:

1. Serve as the DAO or designate an individual to fill that position.
2. Participate in recovery program briefings, meetings, and work groups.
3. Supervise local recovery operations, coordinating as needed with state and federal agencies and maintaining required records.
4. Provide guidance to and supervise recovery activities of the IAO, PAO, and Recovery Fiscal Officer.
5. Coordinate training for damage assessment team members and other individuals with disaster recovery responsibilities.
6. Assist the County Manager in preparing documents to request state and federal recovery assistance.
7. Develop appropriate public information relating to recovery programs, in coordination with the Public Information Officer (PIO).

The Damage Assessment Officer (DAO) will:

1. Develop a damage assessment program.
2. Organize and coordinate training for damage assessment teams.
3. In the aftermath of a disaster:
   a. Collect damage assessments from all departments, agencies, other governmental entities, and private non-profit facilities that may be eligible for disaster assistance.
   b. Compile damage assessment information and complete the DSO.
   c. Participate with state and FEMA representatives in the Preliminary Damage Assessment (PDA) process.

The Public Assistance Officer (PAO) will:

1. attend the following PA program meetings:
   a. Applicant's Briefing
   b. Kick-off Meeting.
   c. Other program meetings, as needed.
2. Obtain maps showing damage areas from PDA team leaders.
3. Prepare or assist state and FEMA teams in preparing recovery Project Worksheets (PW) for the local area.
4. Monitor all PA program activities and:
   a. Ensure deadlines are complied with or time extensions requested in a timely manner.
   b. Ensure the work performed complies with the description and intent of the PW.
   c. Ensure all environmental protection and historical preservation regulations are complied with.
   d. Request alternate or improved projects, when appropriate.
   e. Request progress payments on large projects, if appropriate.
   f. Request final inspections and audit when projects are completed.
   g. Prepare and submit Project Completion and Certification Report (P.4) as appropriate.
   h. Provide insurance information when needed.
   i. Ensure costs are properly documented.

j. Assist with final inspections and audits.
k. Monitor contract for de-barred contractors.

The Individual Assistance Officer (IAO) will:

1. Act as liaison with state and federal Outreach and Public Relations programs.
2. Assist in locating a local facility for use as DRC, if needed.
3. Act as the local government representative at the DRC, when needed.
4. Coordinate with the state and federal Outreach staff to arrange community meetings.
5. Act as an advocate for disaster victims who need assistance in dealing with state, federal, and volunteer agencies.
6. The duties of the IAO are further explained in the *Disaster Recovery Manual*.

The Public Information Officer (PIO) will:

1. Establish a media site, sometimes referred to as a Joint Information Center (JIC), to ensure that accurate and current information is disseminated to the public.

The County Treasurer will:

1. Administer fiscal aspects of the recovery program.
2. Ensure that the financial results of each project are accurate and fully disclosed.
3. Ensure that outlays do not exceed approved amounts for each award.
4. Coordinate between the grant managers (also known as Primary and Secondary Agents) and the accounting staff.
5. Ensure that all fiscal expenditures are approved by County Commission or authorized agents.

The Natrona County Assessors Office will:

1. Provide estimates of value of damaged and destroyed property to support the damage assessment process.
2. Estimate dollar losses to local government due to disaster.
3. Estimate the effects of the disaster on the local tax base and economy.

The Public Works Departments will:

1. Survey roads, bridges, traffic control devices and other facilities and determine extent of damage and estimate cost of restoration.
2. Determine extent of damage to government-owned water and wastewater systems and other utilities and estimate the cost of restoration.
3. Coordinate with local public non-profit utility providers to obtain estimates of damage to their facilities and equipment and estimates of the cost of restoration.

The Natrona County School District will:

1. Assess and report damage to their facilities and equipment and the estimated cost of repairs.
2. Estimate the effects of the disaster on the school district tax base.

All departments and agencies will:

1. **Pre-emergency procedures:**
   a. Identify personnel to perform damage assessment tasks.
   b. Identify private sector organizations and individual with appropriate skills and knowledge that may be able to assist in damage assessment.
   c. Participate in periodic damage assessment training.
   d. Participate in using geographic information systems (GIS) that may be used in damage assessment.

e. Periodically review forms and procedures for reporting damage with designated damage assessment team members.

2. **During the Emergency:**
   a. Make tentative staff assignments for damage assessment operations.
   b. Review damage assessment procedures and forms with team members.
   c. Prepare maps and take photos and videos to document damage.
3. **Post-emergency procedures:**
   a. Identify and prioritize areas to survey.
   b. Refresh damage assessment team members on assessment procedures.
   c. Deploy damage assessment teams.
   d. Complete damage survey forms and forward to the DAO.
   e. Catalog and maintain copies of maps, photos, and videotapes documenting damage for further reference.
   f. Provide technical assistance for preparation of recovery project plans.
   g. Maintain disaster-related records.

Direction and Control

A. The Natrona County Board of County Commissioners may establish local rules and regulations for the disaster recovery program and may approve those recovery programs and projects that require approval by the local governing body.

B. The Natrona County Emergency Management shall provide general guidance for and oversee the operation of the local disaster recovery program and may authorize those programs and projects that require approval by the chief elected official or chief operating officer of the jurisdiction and shall direct day-to-day disaster recovery activities and shall serve as the DAO or designate an individual to fill that position.

C. The Natrona County Board of County Commissioners shall appoint local officials to fill the positions of IAO, PAO, and Recovery Fiscal Officer. These individuals shall report to the Natrona County Emergency Management in matters relating to the recovery program.

Administration and Support

Reports

Survey Team Reports: Each damage survey team will collect data using the Site Assessment forms. Once completed, these forms should be utilized to determine priorities for beginning repairs and evaluating the need for requesting state and federal assistance.

Disaster Summary Outline (DSO): Totals from the Site Assessment forms and other reports will be compiled and transferred to the DSO. A copy of the DSO is provided in this annex.

Records

Each department or agency will keep detailed records on disaster related expenses, including:

1. Labor
   a. Paid (regular and overtime)
   b. Volunteer
2. Equipment Used
   a. Owned
   b. Rented /leased
   c. Volunteered

3. Materials
    a. Purchased
    b. Taken from inventory
    c. Donated
4. Contracts (see below)
    a. Services
    b. Repairs

Contracts

The Recovery Fiscal Officer should monitor all contracts relating to the recovery process. Contracts that will be paid from federal funds must meet the following criteria:

- Meet or exceed Federal and State Procurement Standards and must follow local procurement standards if they exceed the federal and state criteria.
- Be reasonable.
- Contain right to audit and retention of records clauses.
- Contain standards of performance and monitoring provisions.
- Fall within the scope of work of each FEMA project.
- Use line items to identify each FEMA project, for multiple project contracts.

The following contract-related documents must be kept:

- Copy of contract
- Copy of Project Worksheets
- Copies of requests for bids
- Bid documents
- Bid advertisement
- List of bidders
- Contract let out
- Invoices, cancelled checks, and inspection records

Training

The individual assigned primary responsibility for the recovery function shall attend disaster recovery training. A variety of disaster recovery training courses are offered by FEMA. Those individuals assigned duties as the IAO and PAO should also attend training appropriate to their duties. The DAO is responsible for coordinating appropriate training for local damage assessment teams.

Release of Information

Personal information, such as marital status, income, and Social Security numbers gathered during the damage assessment and recovery process is protected by state and federal privacy laws. Due care must be taken by all individuals having access to such information to protect it from inadvertent release. General information, such as the numbers of homes damaged and their general locations may be provided to private appraisers, insurance adjusters, etc.

References

1. FEMA, Public Assistance Applicant Handbook (FEMA-323).
2. FEMA, Debris Management Guide (FEMA-325).
3. Current FEMA Policy Letters. (Available online at www.fema.gov/r-n-r/pa/policy.htm)

Date:
Time:

Disaster Summary Outline

GENERAL

Jurisdiction (County\City):_____ Population: _____

Type of Disaster (Flood, Hurricane, Tornado, etc.) _____

_____

If this is a flood event, does the City/County participate in the National Flood Insurance Program (NFIP)? Yes/No

Inclusive dates of the disaster: _____

Was a local disaster declaration issued? Yes/ No (Not applicable for Agriculture assistance only)

Contact Person: _____ Title: _____

Address: _____ City: _____ Zip Code: _____

Phone ( ) _____ Fax ( ) _____

Pager ( ) _____ 24-Hour Duty Officer/Sheriff's Office ( ) _____

INDIVIDUAL ASSISTANCE

Casualties: (Contact local area hospitals)

A. Number of Fatalities _____
B. Number of Injuries _____
C. Number Hospitalized _____

Number of homes isolated due to road closure (high water, etc.):_____

Agricultural Losses: (Contact the Farm Service Agency in your county)

Is agricultural assistance needed? Yes/ No If yes, please attach USDA flash situation report.

Residential Losses - Primary Residence Only: (Local Damage Assessment) See guidelines on page 4.

Type of Homes	Destroyed	Major Damage	Minor Damage	Affected	% Covered by Insurance
Single Family Homes					
Mobile Homes					
Multi-Family Units					
Totals					

Estimated number of persons whose situation will <u>not</u> be satisfied by volunteer organizations (Contact local volunteer organizations) _____

Are shelters opened? Yes/No how many? _____

Name, location, capacity, and current occupancy of shelters?

_____

_____

Business Losses/Impacts:

	Number	# Covered by Adequate Insurance	Total estimated repair cost
Major Damage (greater than 40%)			**$**
Minor Damage (less than 40%)			**$**
Totals			**$**

How many businesses have ceased operations: _____

How many businesses have experienced economic injury: _____

Estimated number of persons unemployed because of this disaster_____
(Contact affected businesses and the local Workforce Commission Office)

PUBLIC ASSISTANCE
NOTE: All disaster related costs should be separated into the seven damage/work categories listed below:

Category	**Subcategory**	**No. of Sites**	**Estimated Repair Costs**	**Anticipated Insurance ***
Debris Clearance			**$**	**$**
Emergency (EMS, Fire, Police)			**$**	**$**
Road & Bridge	**Roads - Paved**		**$**	**$**
	Roads - Unpaved		**$**	**$**
	Bridges - Destroyed		**$**	**$**
	Bridges - Closed & Repairable		**$**	**$**
	Bridges - Damaged & Serviceable		**$**	**$**
	Culverts - Totally washed away		**$**	**$**
	Culverts - Damaged & still in place		**$**	**$**
Water Control Facilities (Dams, levees, dikes)			**$**	**$**
Buildings & Equipment			**$**	**$**
Public Utility Systems (Gas, Electric, Sewer, Water)			**$**	**$**
Other (Recreational Facilities, Airports, etc.)			**$**	**$**
Totals			**$**	**$**

* Anticipated insurance is normally calculated by subtracting any deductible, depreciation, or uncoverable loss from the estimated repair cost.

Total annual maintenance budget (i.e. Public Works, Road & Bridge): $_____

Start of Fiscal Year: Month_____

Others (Contact non-profit or governmental, medical, emergency, utility, educational, custodial care facilities, etc.)

Organization/ Facility	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
Totals		$	$

This form is for damage assessment reporting purposes only. In accordance with the State Emergency Operations Plan, if a Mayor/County Judge determines that a situation is of such severity and magnitude that an effective response is beyond the affected jurisdiction's capability to recover, a letter outlining the disaster impact and the need for supplemental State and/or Federal assistance, and a local state of disaster proclamation must accompany this DSO.

Once this form is completed, submit pages 1-3 to:

Natrona County Emergency Management Agency
201 North David – 2nd Floor
Casper, WY 82601
Phone: (307) 235-9205
Fax: (307) 235-9652
ncema@natronacounty-wy.gov

Date:
Time:

Disaster Assessment Summary (Cumulative)

1. **Jurisdiction(s) Affected**_____ **Date**:_____

2. **Disaster:** Type_____ Date_____ Time_____

3. **Report by:** _____
Name Title E-mail

_____
Work Phone Home Phone Pager Cell

Local Proclamation Declared? YES ☐ NO ☐

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

# Fatalities	# Injuries	# Hospitalized	# Missing	# Evacuated	# Sheltered (Motel/Hotel)	Mental Health Needs

5. Weather Impacts:

River flooding	River Name	Flood Stage	Current Level	Impact of flooding

Residential Flooding (type)	Power Outages	# of Homes Impacted (if known)

Street flooding	Street Name	Detours	

Wind damage impacts	Power Outages	Debris	# of Homes Impacted (if known)

Hail damage	Size (dime, nickel, quarter, etc.)	# of Homes Impacted (if known)

Tornado damage	Path Size - Width/Length	# of Homes Impacted (if known)

6. Residential Property Damage -- Note number of homes impacted if known:

	#	Hardest Hit Areas
Single Family		
Multi-Family		
Mobile Homes		

7. Business Damages:

Business Damages Noted	
Businesses Closed	

8. Public Infrastructure Damages -- Note any impacts in the following areas:

	# of Sites	Brief Description of Damages
Debris		
Roads / Bridges		
Public Buildings		

*Use additional page(s) for additional impact statements

RESIDENTIAL LOSS GUIDELINES

Destroyed: Structure is permanently uninhabitable and can not be repaired. Look for the following:

- Structure gone, only foundation remains;
- Major sections of walls missing or collapsed;
- Entire roof gone with noticeable distortion of the walls;
- Structure has shifted off of its foundation;
- More than 4 feet of water, over 12" for mobile homes.

Major: Structure is currently uninhabitable and extensive repair is required to make it habitable. Look for the following:

- Portions of the roof, including decking, missing;
- Twisted, bowed or cracked walls;
- Penetration of structure by trees or cars, etc.;
- 2 to 4 feet of water, 6" to 12" for mobile homes.

Minor: Structure is habitable with minor repairs. Look for the following:

- **Many** missing shingles, broken windows and doors;
- Siding loose, missing or damaged;
- Minor shifting or settling of foundation;
- Damaged septic systems (flood);
- 6" to 2 feet of water, less than 6" for mobile homes.

Affected: Structure is habitable. Some minor damage may be eligible for assistance. Look for the following:

- A **few** missing shingles;
- Some broken windows;
- Damage to cars;
- Damage to Air Conditioner Compressor only;
- Less than 6" of water.

Estimating Insurance: The following are general guidelines to estimating insurance coverage.

- Renters are less likely to have insurance.
- Low income residents are less likely to have insurance.
- Homeowners who are still paying off their mortgage will normally have the appropriate type of insurance.
- Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance.
- Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance.

SITE ASSESSMENT - BUSINESS LOSSES

(1) COUNTY_____ **(4) DAMAGE ASSESSMENT TEAM** **(5) INCIDENT PERIOD:** _____

(2) CITY _____ _____ **(6) DATE OF SURVEY:** _____

(3) INCIDENT: _____ _____ **(7) PAGE____OF ____**

_____

REF NO. (8)	NAME OF BUSINESS NAME OF TENANT/OWNER TYPE OF BUSINESS STREET ADDRESS PHONE NO. (9)	ESTIMATED DAYS OUT OF OPERATION (10)	EMPLOYEES		FAIR REPLACEMENT VALUE (13)	ESTIMATED DOLLAR LOSS (14)	AMOUNT OF ANTICIPATED INSURANCE (15)	% UNINSURED LOSS (16)	IF COL 16 IS:	
			NO. (11)	UI (12)					< 40% MIN (17)	> 40% MAJ (18)
					CONTENTS:$_____ STRUCTURE:$_____ LAND:$_____	$_____ $_____ $_____	$_____ $_____ $_____			
					CONTENTS:$_____ STRUCTURE:$_____ LAND:$_____	$_____ $_____ $_____	$_____ $_____ $_____			
					CONTENTS:$_____ STRUCTURE:$_____ LAND:$_____	$_____ $_____ $_____	$_____ $_____ $_____			
					CONTENTS:$_____ STRUCTURE:$_____ LAND:$_____	$_____ $_____ $_____	$_____ $_____ $_____			
					CONTENTS:$_____ STRUCTURE:$_____ LAND:$_____	$_____ $_____ $_____	$_____ $_____ $_____			
					CONTENTS:$_____ STRUCTURE:$_____ LAND:$_____	$_____ $_____ $_____	$_____ $_____ $_____			
					CONTENTS:$_____ STRUCTURE:$_____ LAND:$_____	$_____ $_____ $_____	$_____ $_____ $_____			
					CONTENTS:$_____ STRUCTURE:$_____ LAND:$_____	$_____ $_____ $_____	$_____ $_____ $_____			

Instructions for Site Assessment – Business Losses

(1) County where the business is located

(2) City, if in the corporate limits

(3) Note the type of incident

(4) Identify the team members

(5) Date(s) of the incident

(6) Date(s) of the survey

(7) Page number

(8) Reference number (for local use)

(9) Name of business, tenant/owner, street address and phone number and type of business; note that if the business is renting building space, the building space, the building owner will need to be contacted to determine the extent of structure damage and percent of uninsured loss.

(10) Estimated days business will be out of operation

(11) Total number of employees

(12) Number of employees in which unemployment insurance is carried

(13) Fair replacement value, for this purpose, is the cost to replace equivalent real/personal property or the fair market value of the pre-disaster property whichever is less, for <u>each</u> potential applicant.

(14) Estimated dollar loss

(15) The amount of anticipated insurance. Anticipated insurance is normally calculated by subtracting any deductible, depreciated, or uncoverable loss from the estimated repair cost.

(16) Percentage of uninsured loss. Uninsured loss for this purpose is the dollar amount of damage less any insurance received to repair that damage.

$$\frac{\text{Dollar value of uninsured loss}}{\text{Fair replacement value}} = \text{Percent of uninsured loss}$$

(17) If column 16 is less than 40%, it is considered minor damage

(18) If column 16 is greater than 40%, it is considered major damage

SITE ASSESSMENT - HOUSING LOSSES

(1) COUNTY_____ **(4) DAMAGE ASSESSMENT TEAM:** **(5) INCIDENT PERIOD:** _____

(2) MUNICIPALITY_____ _____ **(6) DATE OF SURVEY:** _____

(3) TYPE OF INCIDENT: _____ _____ **(7) PAGE** ____**OF**____

_____

(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
REF NO.	NAME ADDRESS PHONE	TYPE OF STRUCTURE SF MF MH	DAMAGE CATEGORY DESTROYED MAJOR MINOR	WATER LEVEL IN STRUCTURE (IN FEET)	ESTIMATED INCOME HIGH MIDDLE LOW	IS STRUCTURE OCCUPIED Y/N	STATUS OWN RENT	RESIDENCE PRIMARY OR SECONDARY	FAIR REPLACEMENT VALUE	ESTIMATED LOSS $	ANTICIPATED INSURANCE $	AMOUNT OF UNINSURED LOSS $	PERCENT OF UNINSURED LOSS
									_____ STRUCTURE _____ CONTENTS				
									_____ STRUCTURE _____ CONTENTS				
									_____ STRUCTURE _____ CONTENTS				
									_____ STRUCTURE _____ CONTENTS				
									_____ STRUCTURE _____ CONTENTS				
									_____ STRUCTURE _____ CONTENTS				
TOTALS		SF_____ MF_____ MH_____	DEST_____ MAJ_____ MIN_____		H _____ M _____ L _____	Y_____ N _____	O _____ R _____	p _____ S _____	_____ STRUCTURE _____ CONTENTS	$	$	$	

Instructions for Site Assessment – Housing Losses

(1) County where the damage is located

(2) City if in the corporate limits

(3) Note the type of incident

(4) Identify the team members

(5) Date(s) of the incident

(6) Date(s) of the survey

(7) Page number

(8) Locally established reference number—1, 2, 3…etc

(9) Name of occupant, street address, phone number.

(10) Type of Structure (SF—Single Family, MH—Mobile Home, MF—Multi-Family)

(11) Damage Category—Destroyed, Major, Minor

(12) Water Level in Structure (in feet)

(13) Estimated income (High, Medium, Low)

(14) Is structure occupied?

(15) Own/Rent

(16) Primary/Secondary Residence (If secondary structure is occupied; evaluate extent of damage and % of uninsured loss to the tenant'' property and evaluate extent of damage and % of uninsured loss to the owner'' property)

(17) Fair Replacement Value (structure and contents)

(18) Insurance coverage

Annex J

Animal and Pet Disaster Plan

Purpose

The purpose of this annex is to provide for the coordination of local and state resources in response to pet, farm, and wild animal care needs before, during, and following a significant natural disaster or man-made event. This includes protecting wild and domesticated animal resources, public health, the food supply, the environment, and ensuring the humane care and treatment of animals during disasters.

Explanation of Terms

Acronyms

EOC	Emergency Operations or Operating Center
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
IC	Incident Commander
ICP	Incident Command Post
NWS	National Weather Service
NOAA	National Oceanic and Atmospheric Administration

Definitions

Disaster - Any natural, technological, or civil event that causes injuries, death or property damage of sufficient severity and magnitude to disrupt the essential functions and services (i.e. water supply, electrical power, sanitation systems, roads, communication, hospitals) of the community.

Domestic Animal – All animals, including poultry that are kept or harbored as domesticated animals.

Emergency – An event that causes injury or property damage beyond the capability of the victim(s) to handle without outside assistance.

Emergency Operations Center (EOC) – A site from which civil government officials (municipal, county, state, or federal) exercise direction and control in a disaster.

Emergency Support Function – Administrative system used to plan, prepare and organize an effective disaster response and recovery effort. Twelve Emergency Support functions are used in the Federal Response Plan. Some states using this system have expanded the number of ESF's in their State Plan.

Euthanasia – The act of humanely ending an animal's life. Euthanasia is performed in accordance with the "1993 AVMA Panel on Euthanasia".

Federal Disaster Declaration - A determination by the president of the United States that the disaster is of such magnitude and severity to warrant major disaster assistance to supplement the efforts and available resources of the states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Livestock – Includes, but not necessarily limited to, all cattle, goats, sheep, swine, horses, or other equate, as well as domesticated strains of buffalo, bison, llamas, alpacas, emus, ostriches, yaks, elk (cervus elephus canadensis), fallo deer (dama dama), red deer (cervus elephus), reindeer (rangifer taradus).

Mitigation – The process of planning and preparation for the purpose of preventing the occurrence of a disaster or minimizing the severity of its impact. Activities that can help avoid a disaster or minimizing the severity of its impact. Activities that can help avoid a disaster or minimize its impact include locating buildings outside of the flood-prone areas or instituting appropriate building codes for sever storms, earthquakes, and wildfires.

Participating Agency – Any agency defined as having a role in either a primary or support agency's structure.

Primary Agency – The governmental agency or department assigned primary (lead) responsibility to manage and coordinate a specific Emergency Support Function (ESF). Primary agencies are designated on the basis of having the most resources, capabilities, or expertise relative to accomplishment of the ESF. Primary agencies are responsible for the overall planning and coordination with their support agencies and other ESF's.

Preparedness – Activities that enhance the abilities of individuals, communities, and businesses to better respond to a disaster. Preparedness activities include public education, disaster training, and disaster exercises/drills.

Recovery – Activities associated with the orderly restoration and rehabilitation of persons and property affected by disasters.

Rehabilitation – To restore to a former state of condition.

Response – Activities, during the immediate aftermath of a disaster (usually considered the first 72 hours in a major event), that use all systems, plans, and resources necessary to adequately preserve the health, safety and welfare of victims and property affected by disaster, with emphasis on meeting emergency needs and restoring essential community services. NOTE: In non-major events, even in small tornados, the response may be far less than 72 hours.

State of Emergency – A declaration by a Governor or Chief Elected Official of a local community (i.e. mayor, select board, town manager) when an emergency is beyond the scope of state or local governments ability to respond/protect population and property.

State Veterinarian – Staff member of the State Department of Veterinarian medicine.

Support Agency – Organization or agency designated to assist a primary agency with available resources, capabilities, or expertise to accomplish the mission of the Emergency Support Function (ESF) response and recovery operations under coordination of the primary agency.

Triage – A system designed to produce the greatest benefit from limited treatment facilities by degree of injury/stress.

Quarantine – A period of time during which and animal suspected of carrying a contagious disease is detained/observed under enforced isolation to prevent disease from entering into the general population or natural habitat.

Situation and Planning Assumptions

Situation

There are 53 million dogs and 59 million domestic cats in the United States (1997 U.S. Pet Ownership and Demographics Sourcebook). These animals rival the population of humans in this country. Should a significant natural or man-made disaster occur involving captive, domestic or wild animals, it could quickly overwhelm local government resources and their capability to provide necessary services. Such a disaster necessitates the need for a plan to mitigate the situation utilizing state and/or Federal assistance.

Any disaster that threatens humans threatens animals as well. Whether is a natural disaster or one related to human, activities, animals, either domesticated or wild, will pose special problems. Depending on the circumstances and nature of the catastrophe, it may be necessary to provide water, shelter, food and first aid for more animals than anticipated facilities can house or handle. It may require relocation or relief efforts for livestock, wildlife, or possible exotic animals.

A major disaster may pose certain public health and nuisance threats such as injured and displaced animals, dead animals, rabies and other animal-related disease. Also a major disaster may pose an economic loss to the animal industry. Additionally, these problems could tax human need response and resources.

Under some circumstances, there could be a shortage of equipment, trained personnel, or even the loss of sheltering resources. Emergency personnel may be in contact with panic stricken pet owners, people concerned about the welfare of animals, as well as some who do not prioritize emergency support for animals.

It will be necessary for emergency responders to develop and maintain various communication capabilities with people and organizations.

Assumptions

Natural, technological, or man-made catastrophes could affect the well being of domesticated or wild animals.

- Natural – Flood, earthquakes, hurricanes, tornadoes, ice storms and winter storms.
- Technological – Hazardous material accidents, oil spills and structure fires.

Animal protection planning will aid in proper care and recovery for animals during emergencies. These plans will include measures to identify housing and shelter, communicating information to the public and proper animal identification and release.

Public information will be issued through various forms of media. This information will include location where domestic and wild animals, farm animals, and pets may be accepted during emergency or disaster conditions.

All appropriate Natrona County agencies and departments will be involved in emergency operations, consistent with their functions and responsibilities, with respect to disaster animal issues.

State government, private sector, and volunteer agencies assigned responsibilities involving disaster animal issues will have established operating guidelines specifying their emergency support service actions and be able to communicate and coordinate these actions in an emergency to best utilize available capabilities.

Each agency/organization will operate under their mandated federal, state or organizational regulations and will maintain complete administrative and financial control over their own activities.

Scope

Natrona County has an estimated animal population of:
Companion Animals:

Animals	Households NC 200	% with Animals	Est. HH w/animals	Est. # of Animals/HH	Est. Total Animals
Dogs	29,882	36.5%	10,906.93	1.52	16,578.53
Cats	29,882	30.9%	9,233.54	1.95	18,005.40
Birds	29,882	5.7%	1,703.27	2.16	3,679.06
Horses	29,882	2.0%	597.64	2.54	1,518.01
Totals			**22,441.38**		**39781.00**

Estimates based on a 1992 American Veterinary Medical Association study of pets per household and 2000 Census figures.

Concept of Operations

General

Generally, when a disaster is imminent in Natrona County, the Natrona County Emergency Operations Center (EOC) is activated and representatives from selected State and local agencies gather for decision making. Metro Animal Control and Welfare and Natrona County Office of Emergency Management will be the conduits for information and assistance for animal-related needs as described in this plan.

Assistance provided to address animal issues in an emergency is a coordinated effort of Metro Animal Control Welfare, local Veterinarians, the Regional Veterinary Coordinator and other related animal agencies.

The primary and support agencies in this emergency support function will manage and coordinate local animal protection activities. This will be accomplished by mobilizing resources in support of animal protection at local and State levels. Established animal protection and support organizations, processes, and procedures will be used. Responsibility for situation assessment and determination of resource needs lies primarily with local Emergency Management Directors, local incident commanders in coordination with Metro Animal Control and Welfare, and if appropriate, the Federal Emergency Response Team (ERT), and the Disaster Field Office (DFO).

Requests for animal protection assistance and resources such as food, medicine, shelter material, specialized personnel, and additional veterinary medical professionals, will be transmitted from local emergency management offices to the Manager of Metro Animal Control and Welfare or designee. Should the need for Federal resources exist, the State Emergency Operations Center will coordinate requests for federal assistance.

The sheltering and protection of companion animals and livestock are the responsibility of their owners. Healthy wild animals should be left to their own survival instincts. In the event that wild animals are injured, orphaned or otherwise pose a threat to public health or safety they should be handled by Animal Control Officers, Wyoming Game and Fish Department, local Law Enforcement or an authorized Wildlife Rehabilitator.

Exotic animals, animals that are usually kept in a controlled environment, such as zoos, circuses, or carnivals will be handled by their owners or keepers, Wildlife Resources or Zoological personnel, and returned to controlled environments.

Local animal control personnel or others will handle domestic animals, livestock, and companion animals that are lost, strayed, homeless or otherwise in danger. Those animals will be sheltered, fed, returned to their owners, if possible, or disposed of properly.

Actual animal protection operations will be managed under the Incident Command System (ICS) philosophy. Situation assessment information will be transmitted through established procedures.

Organization

Local

- Animal owners are responsible for the protection of their animals. Animal owners should plan for animal care during disaster as they prepare their family preparedness plan. Animal Control Officers will assist domestic animals left homeless, lost, or strayed, as a result of the disaster to include rescue, shelter, control, feeding, preventative immunization of animals and emergency medical care as necessary.
- Municipal agencies that may or may not perform like function will coordinate with the local EOC. All authorized volunteer animal assistance organizations will coordinate directly with Metro Animal Control and Welfare.
- It is assumed (but not required) that the following activities have occurred prior to initiating the actions outlined in this plan:
    1. The local government has taking all necessary actions to respond to the emergency prior to requesting assistance from the State.
    2. The local government has responded to the emergency by activating its emergency response teams.
    3. The local government has called upon its local resources, implementing mutual aid and cooperative agreements for additional services and personnel.

State

State agencies will coordinate requests for assistance from municipalities when local resources are exhausted.

Federal

- There is no equivalent emergency support function for animal protection under the Federal Response Plan. However, the U.S. Department of Agriculture Emergency Coordination Center will be available for support through the USDA representative on the Federal Emergency Response Team and the Federal Coordinating Officer (FCO). Federal assistance may include animal feed, veterinary support, and other technical assistance.
- During a response, national animal rescue and support groups shall respond only when requested by and operate under the direction of Metro animal control and welfare.

Notification

This plan and implementing procedures will be activated in the event of a catastrophic disaster or other significant disaster resulting in the need for animal protection. Then Natrona County Coordinator of Emergency Management working with the Manager of Metro Animal Control and Welfare or designee will determine when it is necessary to initiate Animal Protection activities.

The Manager of Metro Animal Control and Welfare or designee, is responsible for notifying, activating and mobilizing all appropriate primary and support agencies and organizations involved in disaster animal issues.

Phases of Operations

Preparedness

- Metro Animal Control and Welfare will develop, train and within available resources maintain contact with the various animal rescue groups in the State.
- Public awareness campaigns will be an ongoing joint endeavor with any or all of the agencies involved in the animal planning effort.
- Metro Animal Control and Welfare will oversee the development, maintain and regularly update a database of available animal shelters and medical and non-medical agencies that will provide animal care assistance. This will include types of services being offered, resources available, contact telephone numbers and logistical abilities of each.

Response

The Manager of Metro Animal Control and Welfare or designee will notify all participating agencies to begin mobilization of resources and personnel to commence response actions.

- Each agency will staff facilities in accordance to their disaster function/plan.
- Activate appropriate animal rescue teams.
- Track the activities of available animal shelter facilities and confinement areas identified before, during and after the disaster.
- Assess the needs and numbers of affected animals.
- Support animal rescue personnel as required. Open existing animal shelters for stray, lost and homeless pets.
- Provide support to control wild and exotic animals.
- Arrange for collection and distribution of animal feed, including the establishment of storage sites and staging areas for animal feed and medical supplies.
- Keep the Natrona County EOC informed of emergency relief activities being provided.

Recovery

The Manager of Metro Animal Control and Welfare or designee will notify all participating agencies to begin mobilization of resources and personnel to commence recover actions.

- Assure necessary emergency operating facilities and reporting systems continue to operate.
- Maintain communications with EOC, obtain status reports and keep the Natrona County EOC informed of progress.
- Deactivate resources as the situation dictates.
- All volunteer disaster animal response agencies will coordinate directly with Metro Animal Control and Welfare.
- The Manager Metro Animal Control and Welfare or designee will identify, mobilize and deploy assessment teams to the disaster areas to determine the specific animal health and safety needs and priorities. The Manager Metro Animal Control and Welfare or

designee will coordinate with other primary and support agencies represented at the Natrona County EOC to provide support to relieve nuisance and health-related problems involving animals and their impact on human relief efforts.

- The Manager Metro Animal Control and Welfare or designee will coordinate the consolidation or closing of animal shelters or confinement areas, personnel and supplies as the need diminishes.
- All primary ad support agencies shall maintain appropriate records of costs incurred during the event.
- The primary and supporting agencies will continue to provide assistance in the following areas:
    1. Capture of injured and displaced animals
    2. Sheltering, medical care, feeding, relocation and reunification with owners.
    3. Support efforts to identify owners of lost, strayed, and homeless animals. Provide an extended network for the adoption of unclaimed animals.
    4. Supports efforts to adopt, sell or euthanize animals when return to rightful owners is not possible.
    5. Acquisition of additional food and supplies from vendors to support the relief efforts. All donated goods and monies will be handled appropriately.
    6. Continued coordination with other primary and support agencies for timely and proper carcass disposal.

Public Information

When the Natrona County Emergency Operations Center is activated, Public Information Officers will coordinate the release of public information. Each state or local agency referenced in this plan and/or stationed at the EOC may be called upon to provide information to the team. To the greatest extent possible, all state and local agencies will coordinate disaster public information activities with the Public Information Officers to avoid contradictory, confusing, incomplete or erroneous information being given to the public.

Animal related functions

Animal related services under this plan are categorized in the following functional areas indicated, with agency responsibility assignments. All primary and support agencies including local law enforcement agencies should have a thorough, up-to-date disaster plan of their own in order to remain effective. Copies of these documents will be provided to the Natrona County Emergency Coordinator.

Investigate animal bites and provide control from rabies and other zoonotic diseases.

- Metro Animal Control and Welfare
- Wyoming Game and Fish Department
- Audubon Society
- Casper-Natrona County Health Department

Assist in the capture of animals (within the scope of their expertise) that have escaped confinement, or have been displaced from their natural habitat.

- Metro Animal Control and Welfare

- Health Department
- Wyoming Game and Fish Department
- Audubon Society

Assist emergency response teams with animal related problems.

- Metro Animal Control and Welfare
- Central Wyoming Veterinarians
- Wyoming Game and Fish Department
- The Humane Society of the United States
- The American Humane Association
- The International Fund for Animal Welfare
- AVMA – Veterinary Medical Asst. Team

Provide humane care and handling of animals (within the scope of their expertise) before, during, and after disasters by providing emergency animal shelters as well as treatment/euthanasia assistance stations.

- Metro Animal Control and Welfare
- Central Wyoming Veterinarians
- The Humane Society of the United States
- The American Humane Association
- The International Fund for Animal Welfare
- AVMA – Veterinary Medical Asst. Team
- Central Wyoming Fairgrounds
- Casper College

Provide appropriate equipment and resources for pre and post disaster sheltering and rescue of horses and farm animals.

- Metro Animal Control and Welfare
- Central Wyoming Veterinarians Veterinary Medical Association
- Connecticut Humane Society
- The Humane Society of the United States
- The American Humane Association
- The International Fund for Animal Welfare
- AVMA – Veterinary Medical Asst. Team
- Central Wyoming Fairgrounds
- Casper College

Provide emergency care of injured animals

- Metro Animal Control and Welfare
- Central Wyoming Veterinarians
- AVMA – Veterinary Medical Asst. Team

Remove and/or provide technical assistance for the proper disposal of animal carcasses

- Metro Animal Control and Welfare
- City of Casper Solid Waste Division
- Central Wyoming Veterinarians

Release of information by responsible spokesperson from indicated agencies, to the general public, regardless such issues as quarantine areas, rabies alert, public service information announcements, etc.

- Metro Animal Control and Welfare
- Public Information Officers
- Local/Rgional Public Health Veternarian
- Casper-Natrona County Health Department

Organization and Assignment of Responsibilities

EOC Liaison and primary agencies

The following individuals/ agencies have been identified as having primary roles within this planning effort.

- Metro Animal Control and Welfare
- Natrona County Office of Emergency Management
- Central Wyoming Veterinarians
- Natrona County Health Department
- City of Casper Solid Waster Division
- Central Wyoming Fairgrounds
- Casper College

Responsibilities of EOC Liaison and Primary Agencies

Metro Animal Control and Welfare

1. Notifying, activating and mobilizing all appropriate agencies involved in disaster animal control issues.
2. Functioning as the metro Animal Control and Welfare representative/liaison to the Emergency Operations Center, primary and support agencies in performance of missions assigned.
3. Quarantining animals for disease control and observation.
4. Coordinating requests for assistance and additional resources necessary during performance of the mission with the appropriate agencies.
5. Making arrangements for the removal and disposal for dead animals.
6. Coordinating with the Natrona County Health Department for release of public information regarding animals and health issues.
7. Working with the Natrona County Office of emergency Management to maintain, improve and refine this plan.
8. With the assistance of the primary and support agencies identified in this plan, developing and maintaining and updating lists of volunteer organizations, agencies and individuals willing to assist in emergency response situations. This includes their specific mission (search and rescue, shelter, etc.) through Memorandums of Understanding (MOU); developing, maintaining and updating lists of equipment necessary to provide effective communications links, adequate facilities, transportation vehicles, and necessary supplies.
9. Facilitations the transportation of injured, stray, nuisance animals to animal care facilities.
10. Assisting emergency response teams with animal related problems.

11. Enforcing local and state animal control ordinances and laws, including investigation of animal abuse and neglect complaints.
12. Quarantining bite animals for observation.
13. Impounding animals at large.
14. Facilitating the capture of nuisance animals.
15. Providing emergency shelter staffing assistance.

Natrona County Office of Emergency Management

1. Providing initial notification to Metro Animal Control and Welfare that the Natrona County EOC is open and Operational and that there is a need to implement all or portions of this Annex.
2. Assisting in coordination requests for support between other agencies represented in the Natrona County EOC and federal government if deemed necessary.
3. Working in cooperation with the Metro Animal Control and Welfare EOC Liaison to maintain, improve and refine this plan.

Central Wyoming Veterinarians

1. Establishing triage units for the care of injured animals.
2. Providing emergency medical equipment and supplies for animals
3. Providing preventative care and/or treatment for diseases of animals in shelters if necessary.
4. Provide additional animal shelter support.
5. Euthanizing sick and injured animals, when deemed appropriate.
6. Assisting with the return of owned animals, in coordination with participating American Red Cross (ARC) chapters, local animal control authorities and members of the Connecticut Humane Society.
7. Providing documentation if injuries and deaths of animals for owners or for insurance purposes.

Casper-Natrona County Health Dept.

8. Investigate animal/human health issues, including the transmission of zoonotic diseases and animal bites.
9. Providing assistance for the diagnosis, prevention and control of zoonotic diseases, including rabies.

City of Casper Solid Waste Division

1. Approving the areas and methods for proper disposal of animal carcasses.

Central Wyoming Fairgrounds

1. Provide facilities for emergency housing of displaced animals.
2. Provide temporary milking facilities for dairy animals, if needed.
3. Providing assistance for care and management of farm animals.
4. Assisting in the establishment of housing for livestock and displaced animals.
5. Distributing animal information and education to the general public.
6. Assist in mobilizing volunteers to help with the capture and care of animals.

Casper College

1. Provide facilities for emergency housing of displaced animals.
2. Providing assistance for care and management of farm animals.
3. Assisting in the establishment of housing for livestock and displaced animals.
4. Assist in mobilizing volunteers to help with the capture and care of animals.

Support Agencies

The following agencies have been identified as having support roles within this planning effort:

- Wyoming Game and Fish Department
- The Humane Society of the United States
- The American Humane Association
- The International Fund for Animal Welfare
- AVMA Veterinary Medical Assistance Team (VMAT)
- USDA, Farm Service Agency

Support Agencies Responsibilities:

All Support agencies identified in the Annex are responsible for the following:

- Notifying, activating, and mobilizing all personnel and equipment to perform or support assigned functions as designated within this Annex.
- Designating and assigning personnel for staffing of all facilities required and providing representation when it is determined to be necessary.
- Coordinating all actions with the appropriate primary agencies when performing their assigned missions.
- Identifying all personnel and resource requirements to perform assigned missions that are in excess of the support agencies capabilities.

Wyoming Game and Fish Department.

- Providing for the management and care of displaced wild animals, including protected and endangered species.
- Returning captured wild animals to their natural environment.
- Providing expertise and assistance in the capture and control of wild and exotic animals.
- Providing wildlife information and education to the general public and commercial agencies.
- Capturing, sedating and handling of nuisance wildlife species.
- Providing expertise and assistance as requested for wildlife concerns.
- Providing wildlife information and education to the general public.
- Assisting with species submission for rabies monitoring.
- Coordinating integrated damage abatement activities, emphasizing non-lethal methods.
- Returning captured wild animals to their natural environment.
- Euthanizing and disposing of wild animals, when deemed necessary and appropriate.

The Humane Society of the United States (HSUS), the International Fund for Animal Welfare (IFAW), and the American Humane Association.

- Providing staffing and coordinating resources.
- Providing damage assessment personnel to assist in determining what resources may be needed from outside the state.
- Assisting in the coordination of the outside assistance and relocation of animals outside the affected area.
- Returning captured wild animals to their natural environment
- Euthanizing and disposing of wild animals, when deemed necessary and appropriate.

Central Wyoming Veterinarians

- Providing technical and epidemiological expertise and laboratory diagnostic support for animal disease related disasters.
- Providing veterinary and veterinary technician support.
- Providing assistance with animal carcass disposal procedures.

AVMA, Veterinary Medical Assistance Teams

- Assisting local veterinarians in providing care for animals at the site of a disaster.

USDA, Farm Service Agency

- Providing resources for food, feed and water in the State.
- Contacting agricultural producers for their assistance.
- In large-scale disasters, bring together USDA agencies to assist in recovery and coordination of other activities.

Wyoming Volunteers Active in Disaster (WYVOAD)

- Providing volunteers to assist with unmet needs following the event.

Plan Development and Maintenance

The Manger Metro Animal Control and Welfare will review this Annex to ensure that the necessary updates and revisions needed are prepared and coordinated, based on deficiencies identified in emergencies and/or exercises.

Changes to the Annex will be coordinated by the Manager Metro Animal Control and Welfare and Natrona County Coordinator of Emergency Operations. Copies of this annex will be made available to holders of the State Emergency Operations Plan.

Annex K

Utilities

Legal Authorities

See Basic Plan

Local:

Natrona County Purchasing Rules, and Procedures

Natrona County Inventory Rules and Procedures

State:

1. Public Utilities, Title 37 Wyoming State Statutes, 1998 as amended.

Purpose

The purpose of this annex is to describe the organization, operational concepts, responsibilities, and procedures to prevent, protect from, respond to, and recover from temporary disruptions in utility services that threaten public health or safety in the local area.

This annex is not intended to deal with persistent shortages of water due to drought or with prolonged statewide or regional shortages of electricity or natural gas. Measures to deal with protracted water shortages are addressed in the drought plans that must be maintained by each public water supply utility. Resolving protracted water shortages normally requires long-term efforts to improve supplies. Measures to deal with widespread energy shortages are normally promulgated by state and federal regulatory agencies. Local governments may support utility efforts to deal with long-term water and energy supply problems by enacting and enforcing conservation measures and providing the public with information pertinent to the local situation.

Explanation of Terms

Acronyms

Co-Op	Cooperative
COOP	Continuity of Operations Plan
EM	Emergency Manager
EOCC	EOC Coordinator
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
NIMS	National Incident Management System
NRF	National Response Framework
PUC	Public Utility Commission
RRC	Railroad Commission
SOC	State Operations Center
SOP	Standard Operating Procedures

Situation and Assumptions

Situations

1. As noted in the general situation statement and hazard summary of the Basic Plan, our area is vulnerable to a number of hazards. These hazards could result in the disruption of electrical power, telephone service, water and wastewater services, and natural gas service.

2. The loss of utility services, particularly extended utility outages, could adversely affect the capability of local personnel to respond to and recover from the emergency situation that caused the disruption of utility service and create additional health and safety risks for the general public.

3. Public utilities are defined as those companies and organizations authorized to provide utility services, including electricity, water, sewer service, natural gas, and telecommunications, to the general public in a specified geographic area. Utilities may be owned and/or operated by a municipality, a municipal utility district (MUD), a regional utility authority, investors, or by a private non-profit organization such as a member cooperative (co-op).

4. The public utilities serving our community include:
    a) Electric:
    b) Water/Wastewater:
    c) Telephone:
    d) Natural Gas:

5. The state and/or federal government regulate most utility providers. State regulators include:
    a) The Public Service Commission (PSC) for telecommunications companies and most electrical utilities, and gas utilities other than municipal electric utilities.
    b) The Department of Environmental Quality (DEQ) for most water suppliers and wastewater utilities.

6. Virtually all utilities are required by state regulations to have emergency operations plans for restoring disrupted service. Many utilities maintain emergency operations centers and those that do not normally have procedures to establish temporary facilities when they need them.

7. Extended electrical outages can directly impact other utility systems, particularly water and wastewater systems. In areas where telephone service is provided by aboveground lines that share poles with electrical distribution lines, telecommunications providers may not be able to make repairs to the telephone system until electric utilities restore power lines to a safe condition.

8. Municipal utilities and private non-profit utilities such as water cooperatives, may be eligible for reimbursement of a portion of the costs for repair and restoration of damaged infrastructure in the event the emergency situation is approved for a Presidential disaster declaration that includes public assistance (PA).

Assumptions

1. In the event of damage to or destruction of utility systems, utility operators will restore service to their customers as quickly as possible.

2. A major disaster or a disaster affecting a wide area may require extensive repairs and reconstruction of portions of utility systems that may take considerable time to complete.

3. Damage to electrical distribution systems and sewer and water systems may create secondary hazards such as increased risk of fire and public health hazards.

4. Each utility will direct and control its own resources and plan to carry out its own response operations, coordinating as necessary with local government and with other utilities.

5. Individual utility operators, particularly small companies, may not have sufficient physical or monetary resources to restore utility systems affected by a major disaster or one having widespread effects. Utilities typically obtain supplementary repair and restoration assistance from other utilities pursuant to mutual aid agreements and by using contractors hired by the utility.

6. Equipment and personnel from other city departments and agencies may be employed to assist a municipal utility in repairing its systems and restoring service to the public.

Concept of Operations

General Guidelines

Utility restoration activities may occur as part of a larger response to an emergency incident . Such incidents will be managed under the Incident Command System (ICS) with an Incident Commander (IC). The IC will maintain communications with the Emergency Operations Center (EOC) and may implement local and regional mutual aid agreements as required. Public and private utilities should plan for and train field restoration crews and supervisors to interface with on site ICS organizations.

In the event of a loss of utility service for any reason, local government is expected to rapidly assess the possible impact on public health, safety, and property, and on private property, and take appropriate actions to prevent a critical situation from occurring or to minimize the impact in accordance with the Continuity of Operations Plan. Where utility service cannot be quickly restored, the Natrona County Commission or affected municipal government will have to take timely action to protect people, property, and the environment from the effects of a loss of service.

Local governments are not expected to direct utility companies to repair utility problems. Utilities have a franchise that requires them to provide service to their customers and they have the ultimate responsibility for dealing with utility service outages. Virtually all utilities are required by state regulations to make all reasonable efforts to prevent interruptions of service and, if interruptions occur, to reestablish service in the shortest possible time. Utilities are

required to inform state officials of significant service outages and expected to keep their customers and local officials informed of the extent of utility outages and, if possible, provide estimates of when service will be restored.

Local governments that own or operate utilities are responsible for restoring service to local customers and may commit both their utility and non-utility resources to accomplish that task.

For utilities that are not government-owned, local government is expected to coordinate with those utilities to facilitate their efforts to restore service to the local area.

Natrona County, with input from municipalities, should identify critical local facilities and establish general priorities for restoration of utility service. This list of priorities must be communicated to the utilities serving those facilities. Examples of critical facilities may include:

1. The EOC
2. Police, fire, and EMS stations
3. Hospitals
4. Water treatment and distribution facilities
5. Sewage pumping and treatment facilities
6. Buildings serving as public shelters or mass feeding facilities
7. Fueling facilities
8. Critical communications facilities including 9-1-1 dispatch, radio and computer network control points, Internet access points, cable television and broadcast news media.
    a. Appendix 2, Utility Restoration Priorities for Critical Facilities, provides a sample of initial utility restoration priorities for critical facilities. These priorities are based on general planning considerations; they should be reviewed and, if necessary, updated based on the needs of a specific situation.
9. Utility companies may not be able to restore service to all critical facilities in a timely manner, particularly if damage has been catastrophic and a substantial amount of equipment must be replaced or if repairs require specialized equipment or materials that are not readily available. In large-scale emergencies, utility companies may have to compete with individuals, businesses, industry, government, and other utility companies for manpower, equipment, and supplies.

Local Government Response to a Utility Outage

1. It is essential for Natrona County and affected municipal officials to obtain an initial estimate of the likely duration of a major utility outage from the utility as soon as possible for response actions to begin. Once that estimate is obtained, local officials should make a determination of the anticipated impact and determine the actions required to protect public health and safety and public and private property.

2. Extended utilities outages may require Natrona County or affected municipalities to take action to protect public health and safety and public and private property. Such actions may include:

Water or Sewer Outage

1. Curtail general water service to residents to retain water in tanks for firefighting and for controlled distribution to local residents in containers.
2. Arrange for supplies of emergency drinking water for the general public and for bulk water for those critical facilities that require it to continue operations. The Human Services Branch at the EOC is responsible for providing emergency drinking water to affected areas.
3. If sewer service is disrupted, arrange for portable toilets and hand washing facilities to meet sanitary needs.

Electrical or Natural Gas Outage

1. Obtain emergency generators to power water pumping stations, water treatment facilities, sewage lift stations, sewage treatment facilities, fueling facilities, and other critical sites. See Appendix 3 to this annex.

2. During period of cold weather, coordinate with the Mass Care ESF# 6 to establish public shelters for residents who lack heat in their homes.

3. During periods of extreme heat, coordinate with the Mass Care ESF# 6 to establish "cooling sites" for residents who do not have air conditioning in their homes, or "heating sites" for residents who do not have heat.

4. Coordinate with the Mass Care ESF# 6 to request volunteer groups set-up mass feeding facilities for those without electrical or gas service and cannot prepare meals.

5. Coordinate with the Mass Care ESF# 6 to ensure ice is available locally to help citizens preserve food and medicines.

6. Arrange for fuel deliveries to keep emergency generators running at critical facilities.

Telecommunications Outage

1. Request telecommunications providers implement priority service restoration plans.

2. Activate amateur radio support.

3. Request external assistance in obtaining additional radios and repeaters or satellite telephones.

General

1. Isolate damaged portions of utility systems to restore service quickly to those areas where systems are substantially undamaged.

2. In cooperation with utilities, institute utility conservation measures. See Appendix 4 to this annex.

3. Coordinate with the Public Information Officer/Joint Information Center (JIC) to disseminate emergency public information requesting conservation of utilities.

4. Assist the Health and Medical ESF# 8 in relocating patients of medical facilities, residential schools, and similar institutions that cannot maintain the required level of service for their clients.

5. Coordinate with the Public Safety and Security ESF# 13 to provide law enforcement personnel to control traffic at key intersections if traffic control devices are inoperative.

6. Consider staging fire equipment in areas without electrical or water service.

7. Consider increased security patrols in areas that have been evacuated due to lack of utility service.

See Annex F, Resource Management, for planning factors for emergency drinking water, ice, portable toilets, and food.

Facilitating Utility Response

Local officials may facilitate utility response by:

a. Identifying utility outage areas reported to local government. Although many utility systems have equipment that reports system faults and customer service numbers for people to report problems, outage information reported to local government can also be helpful. Remember that many people in areas without telephone service will not be able to report utility outages. Damage assessment teams may thus provide critical information about utility outage areas.

b. Asking citizens to minimize use of utilities that have been degraded by emergency situations. See Appendix 4 for utility conservation measures.

c. Identifying local facilities for priority restoration of utilities.

d. Coordinating with the utility on priorities for clearing debris from roads which also provides access to damaged utility equipment.

e. Providing access and traffic control in utility repair areas where appropriate.

Large-scale Emergency Situations

a. In large-scale emergency situations which produce catastrophic damage in a limited area (such as a tornado) or severe damage over a wide area (such as an ice storm), Public works are typically faced with a massive repair and rebuilding effort that cannot be completed in a reasonable time without external support. In such circumstances, Public works typically brings in equipment and crews from other utilities and from specialized contractors. In these situations, the Public works may request assistance from Natrona County or other local jurisdictions in the region to assist with:
b. Identifying lodging for repair crews – hotels, motels, school dormitories, camp cabins, and other facilities.

c. Identifying restaurants to feed crews or caterers who can prepare crew meals.

d. Identifying or providing a staging area or areas for utility equipment coming from other locations and providing security for such areas.

e. Obtaining water for repair crews.

f. Identifying operational sources of fuel in the local area.

Protecting Resources and Preserving Capabilities

In the event of a slowly developing emergency, it is possible that the Public Works may be able to mitigate some of the effects of a major emergency or disaster by protecting key facilities and equipment. The critical facilities/key resources within our community are identified in *Appendix 2*.

a. In the event of a flooding threat, facilities such as sewage or water-treatment constructing dikes, sandbagging, or using pumps to prevent water from entering the facility may protect facilities or electrical substations. In some cases, in an effort to preserve pumps, electrical control panels, and other vital equipment, it may also be prudent to remove that equipment from facilities to prevent damage due to rising water.

b. In the event of a hazardous materials spill in rivers or lakes used for water supplies, contamination of water distribution systems may be avoided by temporarily shutting down water intakes.

c. Loss of power could severely affect critical functions such as communications, water pumping, purification, and distribution; sewage disposal; traffic control; and operation of critical medical equipment. Critical facilities that require back-up electrical power should have appropriate generation equipment on site if possible. If this is not feasible, emergency generator requirements should be determined in advance to facilitate timely arrangements for such equipment during emergency situations. Appendix 3 provides forms to record information on existing backup generators and to identify requirements for additional emergency generators.

Utility Support for Emergency Response Operations

The assistance of the Public Works Departments may be needed to support other emergency response and recovery operations. Such assistance may include:

a. Rendering downed or damaged electric lines safe to facilitate debris removal from roadways.
b. Cutting off utilities to facilitate the emergency response to fires, explosions, building collapses, and other emergency situations.
c. Facilitating search and rescue operations by cutting off electrical power, gas, and water to areas to be searched.
d. Establishing temporary utility hookups to facilitate response activities.

Utility Support for Disaster Recovery Operations

The Public Works Departments play a primary role in the recovery process and must coordinate closely with local government to:

a. Render electrical lines and gas distribution lines safe before local officials authorize reentry of property owners into affected areas to salvage belongings and repair damage to their homes and businesses.

b. Participate in inspections of affected structures to identify hazards created by damaged utilities and eliminate those hazards.

c. Determine the extent of damage to publicly owned utility infrastructure and equipment.

d. Restore utility systems to their pre-disaster condition.

Public Information

It is essential to provide the public current information on utility status, the anticipated time to restore service, recommendations on dealing with the consequences of a utility outage, conservation measures, and information on sources of essential life support items such as water. Locally developed emergency public information relating to utility outages should be developed in coordination with the utilities concerned to ensure that messages are accurate and consistent.

In some emergency situations, many of the normal means of disseminating emergency public information may be unavailable and alternative methods of getting information out to the public may have to be used.

Utilities are complex systems and service may be restored on a patchwork basis as damaged components are repaired or replaced. Some neighborhoods may have utility service restored while adjacent neighborhoods are still without power or water. In some cases, one side of a street may have power and the opposite side may not. In these circumstances, the quality of life for local residents can often be significantly improved by using public information messages to encourage those who have working utilities to take in their neighbors who do not. This approach can also significantly reduce the number of people occupying public shelters and using mass feeding facilities.

Actions by Phases of Emergency Management

Mitigation

With all utilities local officials should:

- Have emergency management personnel familiar with the local hazard assessment review proposed utility construction or renovation activities to determine if existing hazards will be increased by such activities.

Utilities owned or operated by Natrona County or a municipality in the County. Utility officials should:

- Assess the vulnerability of existing municipal electrical, gas, water, and sewer systems to known hazards and take actions to avoid or lessen such vulnerabilities. Maintain portable generators and pumps to meet unexpected needs and/or identify rental sources for such equipment that can respond rapidly during an emergency to avoid and/or reduce the effects of other incidents.

Preparedness

With all utilities local officials should:

- Contact local utilities to determine the type of damage assessment information that they can normally provide in an emergency. Provide utilities with names of key officials and contact information for those officials and the local SOC that utilities can use to provide information to local government during an emergency.
- Reduce vulnerability of new utility infrastructure to known hazards through proper site selection and facility design.
- Coordinate with the emergency management staff to develop plans to protect public utility facilities and equipment at risk from known hazards, and to maintain supplies and equipment to carry out such plans.
- Develop plans to install emergency generators in key facilities and identify emergency generator requirements for facilities where it is not possible to permanently install backup generators. See Appendix 3 for further information.
- Ensure the local EOC have emergency contact numbers for utilities serving the local area other than published customer service numbers.
- Coordinate with the occupants of critical governmental and non-government facilities to establish a tentative utility restoration priority list for such facilities; see Appendix 2 for utility restoration priorities for critical facilities. Provide the restoration priority list to appropriate utilities.
- Cooperate with social service agencies and volunteer groups to identify local residents with potential health or safety problems that could be immediately affected by utility outages and provide such information to utilities for action.
- Request utilities brief local officials and members of the EOC staff on their emergency service restoration plans periodically.
- Encourage utilities to participate in local emergency drills and exercises.
- Train workers, especially supervisors, to be familiar with ICS incident site procedures.
- Ensure mutual aid agreements are completed.

Utilities owned or operated by Natrona County or a municipality in the County. Utility officials should:

- Train and exercise personnel in emergency response operations, including the Incident Command System.
- Plan for adequate staffing during and after emergencies.
- Ensure emergency plans are kept up-to-date.
- Ensure emergency equipment is in good repair and secured against damage from likely hazards.
- Stockpile adequate repair supplies for likely emergency situations.

- Conclude utility mutual aid agreements and establish procedures for requesting assistance from other utilities.

Response

With all utilities local officials should:

- Request that each utility that serves the local area which has suffered system damage regularly report its operational status, the number of customers affected by service outages, and areas affected.
- Provide expedient substitutes for inoperable utilities at critical facilities to the extent possible or relocate those facilities if necessary. Update utility restoration priorities for critical facilities as necessary.
- If an extended utility outage is anticipated, take those actions necessary to protect public health and safety and private and public property and implement utility conservation measures. See Section V.B and Appendix 4 to this annex.
- Facilitate utility emergency response to the extent possible. See Section V.C of this annex.
- Include utility status information in the Initial Emergency Report and Situation Reports produced during major emergencies and disasters.

Utilities owned or operated by Natrona County or a municipality in the County. Utility officials should:

- For slowly developing emergency situations, take appropriate action to protect utility infrastructure from the likely effects of the situation. See Section V.D of this annex.
- Make emergency utility repairs as necessary. If a large number of utility customers or a wide area is affected, use the critical facility utility restoration priorities in Appendix 2 to this annex, as modified by the EOC, as a basis for initial actions.
- Request mutual aid assistance or contractor support if needed.
- If possible, provide trained utility crews to assist emergency services during emergency response operations.

Recovery

With all utilities local officials should:

- Continue to request regular reports from each utility serving the local area concerning its operational status, the number of customers affected by service outages, and areas affected.
- For major emergencies and disasters, obtain estimates of damages from municipal utilities or member-owned non-profit utilities for inclusion in local requests for disaster assistance. See Annex I, Recovery.
- Update utility restoration priorities for critical facilities as appropriate. See Appendix 2 to this annex
- Request utilities that participate in major emergency operations to participate in any local post-incident review of such operations.

Utilities owned or operated by Natrona County or a municipality in the County. Utility officials should:

- Provide regular updates to the EOC on utility damages incurred, the number of customers affected, and areas affected.
- Participate in utility damage assessment surveys with state and federal emergency management personnel.
- In coordination with the EOC staff, request mutual aid resources, contractor support, or state assistance, if necessary.

Organization & Assignment of Responsibilities

Organization

Utilities operated by local governments are managed by the Department Directors. This Director is expected to continue to manage the operations of that utility during emergency situations.

Individuals designated by the owners or operators of utilities that are not owned or operated by local government will manage the operation of those utilities.

The Department Directors shall coordinate emergency preparedness activities with utilities that may be needed during emergency, and act as a liaison with utilities during emergency operations.

Assignment of Responsibilities

The Natrona County elected official, or the Mayor of an affected municipality, with input from the Emergency Operations Policy Group, will:

- Provide general direction for the local government response to major utility outage that may affect public health and safety or threaten public or private property and within the limits of legal authority, implement measures to conserve utilities.
- For city-owned or operated utilities, the Natrona County elected official, or Mayor of an affected municipality may provide general guidance and recommendations regarding the utility response to emergency situations in the local area through individual utility managers.

Utility Managers are expected to:

- Ensure utility emergency plans comply with state regulations and are up-to-date.
- Respond in a timely manner during emergency situations to restore utility service. Advise designated local officials in the EOC of utility status, number of customers affected, and areas affected so that local government may take action to assist residents that may be adversely affected by utility outages.
- Train and equip utility personnel to conduct emergency operations.
- Have utility personnel participate in periodic local emergency exercises to determine the adequacy of plans, training, equipment, and coordination procedures.
- Maintain adequate stocks of needed emergency supplies and identify sources of timely re-supply of such supplies during an emergency.
- Develop mutual aid agreements to obtain external response and recovery assistance and identify contractors that could assist in restoration of utilities for major disasters.

- Ensure utility maps, blueprints, engineering records, and other materials needed to conduct emergency operations are available during emergencies.
- Obtain utility restoration priorities for critical local facilities for consideration in utility response and recovery planning.
- Take appropriate measures to protect and preserve utility equipment, personnel, and infrastructure, including increasing security when there is a threat of terrorism directed against utility facilities.

City owned or operated utilities will, in addition:

- Identify and train personnel to assist in damage assessment for public facilities.
- Where possible, provide personnel with required technical skills to assist in restoring operational capabilities of other government departments and agencies and in search and rescue activities.
- When requested, provide heavy equipment support for emergency response and recovery activities of local government.
- Draft regulations or guidelines for the conservation of power, natural gas, or water during emergency situations. If local officials approve such rules or guidelines, assist the Public Information Officer in communicating them to the public.
- Maintain records of expenses for personnel, equipment, and supplies incurred in restoring public utilities damaged or destroyed in a major emergency or disaster as a basis for requesting state or federal financial assistance, if such assistance is authorized.

The County Emergency Manager will:

- Coordinate with utilities to obtain utility emergency point of contact information and provide emergency contact information for key local officials and the EOC to utilities.
- Maintain information on the utilities serving the local area, including maps of service areas.
- Maintain the Utility Restoration Priorities for Critical Facilities (Appendix 2). In coordination with the EOC, update utility restoration priorities for critical facilities in the aftermath of an emergency situation if required.
- Maintain information on existing emergency generators and potential generator requirements. See Appendix 3.
- Coordinate regularly with utilities during an emergency situation to determine utility status, customers and areas affected, and what response, repair, and restoration actions are being undertaken, and provide information to the EOC.
- Advise the EOC what actions should be taken to obtain services for those without utilities or to relocate those where services cannot be restored where it appears outages will be long-term.
- Coordinate with the EOC and respond to requests from utilities for assistance in facilitating their repair and reconstruction activities or coordinating their efforts with other emergency responders.
- Request resource assistance from utilities during emergencies when requested by the Resource Management staff.
- Develop and maintain this annex.

The Public Information Officer will:

- Coordinate with the EOC, IC's or County and Local Officials, and utilities to provide timely, accurate, and consistent information to the public regarding utility outages, including communicating: Protective measures, such as boil water orders. Conservation guidance, such as

that provided in Appendix 4 and instructions, including where to obtain water, ice, and other essentials.

The Public Works and Engineering ESF# 3 and will:

- Upon request, provide heavy equipment and personnel support for restoration of government-owned or operated utilities.

Some emergencies will involve one or more incident sites each with an Incident Commander (IC) directing overall response actions. These ICs will coordinate utility related response issues through the EOC, if it has been activated, or through the Natrona County EM or directly with the utility or utilities affected if that facility has not been activated. The Incident Commanders may assign missions to utility crews that have been committed to an incident.

Direction and Control

A. The Natrona County elected officials and the Mayors of affected municipalities, with input from the Emergency Operations Policy Group, will provide general direction for the local government response to major utility outages that may affect public health and safety or threaten public or private property and may, within the limits of legal authority, direct implementation of local measures to conserve utilities.

B. The Incident Commander (IC) at the site of an emergency, to protect lives and property, can make operational decisions affecting all incident activities and workers at the incident site. The Incident Commander normally may assign missions to utility crews from government-owned or operated utilities that utility managers have committed to an incident or request other utilities to perform specific tasks to facilitate the emergency response.

C. The County Emergency Manager will monitor utility response and recovery operations, receive situation reports from utilities and disseminate these to local officials and the EOC, identify local utility restoration priorities to utility providers, coordinate utility support for the Incident Command Post, facilitate local government support for utility response and recovery efforts, request resource support from utilities, and perform other tasks necessary to coordinate the response and recovery efforts of utilities and local government.

D. Utility managers will normally direct the emergency response and recovery activities of their organizations. Utility crews will generally be directed by their normal supervisors.

E. Utility crews responding from other areas pursuant to a utility mutual aid agreement and contractors hired by utilities to undertake repairs will normally receive their work assignments from the utility which summoned or hired them. Organized crews will normally work under the immediate control of their own supervisors.

Administration and Support

Resource Support and Readiness

In general, utilities are responsible for obtaining and employing the resources needed to make repairs to or reconstruct their systems.

- Local governments may commit their non-utility resources to assist the utilities they own or operate in responding to emergency situations. Local governments may also utilize their utility resources in responding to non-utility emergencies unless local statutes preclude this.

- In general, local governments may not use public resources to perform work for privately owned companies, including utility companies. Privately owned utility companies are expected to use their own resources and additional resources obtained through mutual aid. They may also contract services in response to emergency situations. Most electric and telecommunications utilities are party to mutual aid agreements that allow them to request assistance from similar types of utilities within the region, within the State, or from other states. Some water and gas companies may also be party to mutual aid agreements. Many privately owned utility companies have contingency contracts with private contractors for repair and reconstruction.
- Although local government may not use its resources to perform repair work for privately owned utilities, it may take certain actions to facilitate the response of utilities, whether public or private, to an emergency situation. Some of these actions are outlined in Section V.C of this annex.
- In the event of a utility outage, Natrona County and municipalities are expected to use their own resources and those that they can obtain pursuant to mutual aid agreements or by contracting with commercial suppliers to protect public health and safety as well as public and private property. In the event that these resources are insufficient to deal with the situation, Natrona County may request resources from the State Operations Center. Cities must first seek assistance from the County before requesting state assistance.

Coordination

During emergency situations involving utility outages, the Emergency Manager is expected to maintain communications with utilities by any means possible. When the Natrona County
EOC is operational, that facility will act as the direct communications between Natrona County and utilities groups.

Critical Facilities List

The Emergency Manager will ensure that all utilities that serve any part of Natrona County are provided copies of the restoration priorities for local critical facilities.

Reporting

During major emergencies, the Emergency Manager should coordinate with utilities serving the local area to obtain information on their operational status, the number of customers and areas affected, and the estimated time for restoration of service. If possible, a schedule of periodic reporting should be established.

The Emergency Manager should provide utility status information to the EOC staff and provide utility status inputs for the Initial Emergency Report and periodic Situation Reports prepared during major emergencies and disasters.

Records

Certain expenses incurred in carrying out emergency response and recovery operations for certain hazards may be recoverable from the responsible party or, in the event of a Presidential disaster declaration, partially reimbursed by the federal government. Therefore, all government-owned or operated utilities should keep records of labor, materials, and equipment used and goods and services contracted for during large scale emergency operations to provide a basis for possible reimbursement, future program planning, and settlement of claims.

Municipal utility districts and electric cooperatives are also eligible for federal assistance in a Presidential declared disaster. Estimates of damage to these utilities should be included in damage reports submitted by the County/City to support a request for federal assistance. Hence, such utilities should be advised to

maintain records of repair expenses as indicated in the previous paragraph in order to provide a basis for possible reimbursement of a portion of those expenses.

Post Incident Review

Our Basic Plan provides that a post-incident review be conducted in the aftermath of a significant emergency event. The purpose of this review is to identify needed improvements in plans, procedures, facilities, and equipment. Utility managers and other key personnel who participate in major emergency operations should also participate in the post-incident review.

Local Utility Information

LOCAL UTILITY CONTACTS						
Name	*Utility*	*Phone*	*Emergency Phone*	*Emergency Contact*	*# of local Customers*	*Svc Area*
ELECTRICITY PROVIDERS						
High Plains Power Inc.	Electricity	(307) 856-9426	(800) 445-0613	Sid McDonald	12,400.00	Fremont, Hot Springs, Washakie, Natrona, Carbon, Big Horn, Johnson and Park Counties
Rocky Mountain Power	Electricity	(888) 221-7070	(877) 508-5088	Anyone at this number	1,779,151.00	Idaho, Utah, Wyoming
NATURAL GAS PROVIDERS						
Source Gas	Natural Gas	(307) 234-6216	(888) 477-1190	Marty Roessing	400,000.00	Arkansas, Colorado, Nebraska and Wyoming
Seminole Energy (Summit)	Natural Gas	(801) 869-1700	(307)259-8735 ©	Anyone at these numbers	42,000.00	Arapahoe, Bar Nunn, Bairoil, Casper, Edgerton, Ethete, Evansville, Ft. Washakie, Hanna, Hudson, Jeffery City, Landry, Laramie, Medicine Bow, Midwest, Mills, Rawlins, Riverton, Saratoga, Shoshoni and Sinclair
WPCA-Wy Producer Consumer Alliance (Summit)	Natural Gas	(877) 438-9722	(307)259-8735 ©	Anyone at these numbers	42,000.00	Arapahoe, Bar Nunn, Bairoil, Casper, Edgerton, Ethete, Evansville, Ft. Washakie, Hanna, Hudson, Jeffery City, Landry, Laramie, Medicine Bow, Midwest, Mills, Rawlins, Riverton, Saratoga, Shoshoni and Sinclair
Asgard Energy, LLC	Natural Gas	(719) 285-5155	(888) 379-1968	Anyone at these numbers	Information not available	Colorado, Kansas, Nebraska, W. Virginia and Wyoming
Kinder Morgan	Natural Gas	(888) 449-7539	(307) 259-0201	Mark Hegdahl	Information not available	National
COMMUNICATIONS PROVIDERS						
Bresnan Communications	Phone	(307) 265-3130	(866) 213-7344	Anyone at these numbers	320,000.00	Colorado, Montana, Utah and Wyoming
Qwest	Phone	(800) 244-1111	(866) 642-0444	Anyone at these numbers	156,000.00	Nationwide
WATER AND SEWER PROVIDERS						
City of Casper	Water & Sewer	(307) 235-8266	(307) 235-8233	Anyone at these numbers	Approx. 50,000	Casper Residents
North Platte Water and Sewer	Water & Sewer	(307) 237-1257	(307) 237-1257	Anyone at these numbers	Information not available	Natrona County Residents
Mills Water Department	Water & Sewer	(307) 234-6679	(307) 234-6679	Anyone at these numbers	Information not available	Mills Residents
Central Wyoming Regional Water	Water	(307) 265-6063	(307) 265-6063	Anyone at these numbers	Wholesale water distribution	Natrona County Residents

UPDATED 06/02/2011

Local Utility Information

The utility conservation measures outlined here are suggested measures. The specific measures to be implemented should be agreed upon by local government and the utilities concerned.

Conservation Measures for Natural Gas

1. Step 1. Discontinue:
   a. Use of gas-fueled air conditioning systems except where necessary to maintain the operation of critical equipment.
   b. All residential uses of natural gas, except refrigeration, cooking, heating, and heating water.
   c. Use of gas-fueled clothes dryers.

2. Step 2. Reduce:
   1) Thermostat settings for gas-heated buildings to 65 degrees during the day and 50 degrees at night.
   2) Use of hot water from gas-fueled water heaters.

Conservation Measures for Electric Power

1. Step 1. Discontinue:
   1) All advertising, decorative, or display lighting.
   2) Use of electric air conditioning systems except where necessary to maintain the operation of critical equipment.
   3) Use of electric ovens and electric clothes dryers.
   4) Use of all residential electric appliances, except those needed to store or cook food and televisions and radios.

2. Step 2. Reduce:
   1) Reduce thermostat setting for electrically heated buildings to a maximum of 65 degrees during the day and 50 degrees at night.
   2) Minimize use of hot water in buildings that use electric water heaters.
   3) Reduce both public and private outdoor lighting.
   4) Reduce lighting by 50 percent in homes, commercial establishments, and public buildings.

3. Step 3. Cut off electricity to:
   1) Non-essential public facilities.
   2) Recreational facilities and places of amusement such as theaters.

4. Step 4. Cut off electricity to:
   1) Retail stores, offices, businesses, and warehouses, except those that distribute food, fuel, water, ice, pharmaceuticals, and medical supplies.
   2) Industrial facilities that manufacture, process, or store goods other than food, ice, fuel, pharmaceuticals, or medical supplies or are determined to be essential to the response and recovery process.
   3) Office buildings except those that house agencies or organizations providing essential services.

Water Conservation Measures

1. Step 1.
    1) Restrict or prohibit outdoor watering and washing of cars.
    2) Close car washes.

2. Step 2
    1) Restrict or curtail water service to large industrial users, except those that provide essential goods and services.
    2) Restrict or prohibit use of public water supplies for irrigation and filling of swimming pools.
    3) Place limits on residential water use.

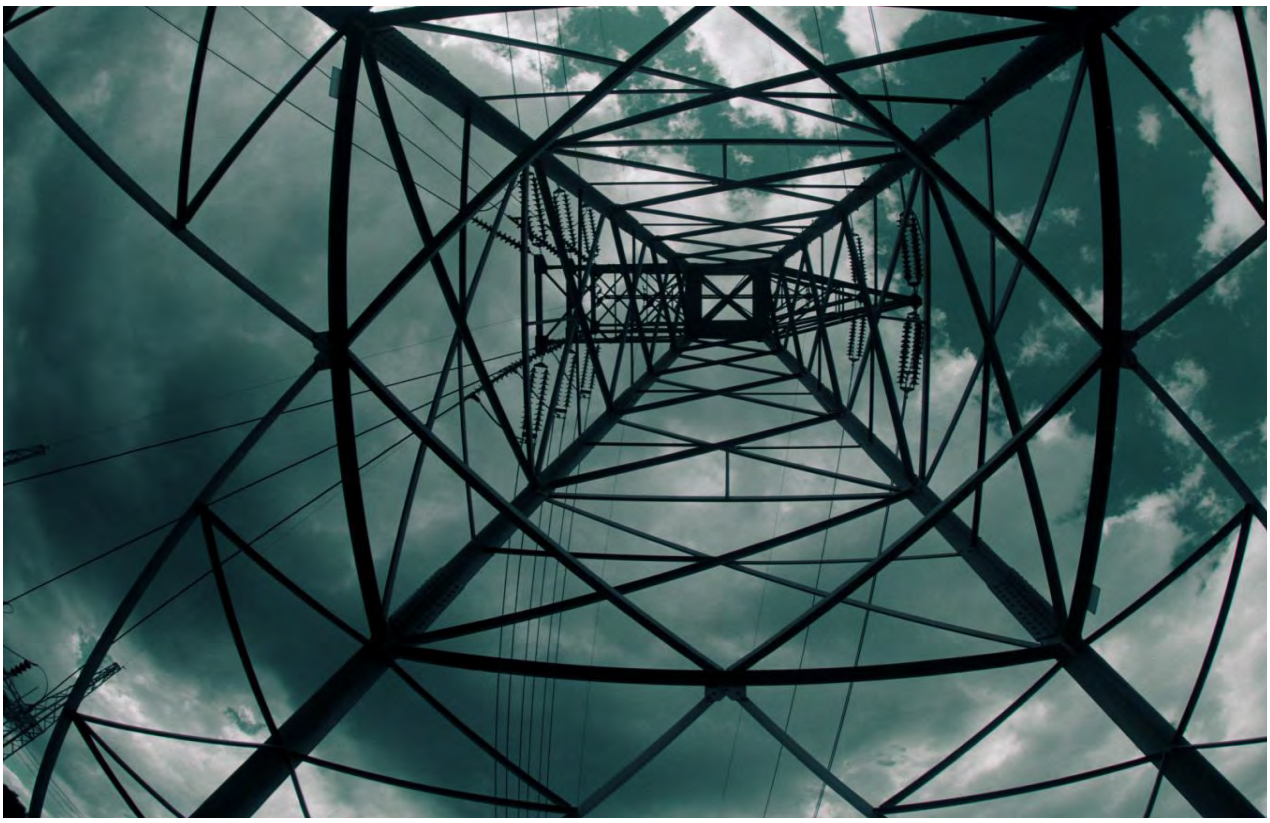
3. Step 3
    1) Restrict or cut off water service to industrial facilities not previously addressed, except those that provide essential goods and services.
    2) Restrict or cut off water service to offices and commercial establishments, except those that provide essential goods and services.

4. Step 4
    1) Restrict or curtail residential water use

City of Casper, Wyoming – Energy Assurance Project

Communitywide Vulnerability and Risk Profile

Submitted to the City of Casper, Municipal Utilities Customer Service Desk



Submitted by:

AMEC Environment & Infrastructure, Inc.

920 East Sheridan Street, Suite A

Laramie, Wyoming 82070

August 2011

City of Casper, Wyoming
Energy Assurance Project

Communitywide Vulnerability and Risk Profile

Submitted to:

City of Casper
Municipal Utilities Customer Service Desk
200 North David Street
Casper, WY 82601

Prepared by:

AMEC Environment & Infrastructure
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Laramie, WY 82070

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August 2011

Final

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ACRONYMS

CFS……Cubic Feet per Second

DFIRM……..Digital Flood Insurance Rate Map

FIRM……....Flood Insurance Rate Map

GIS……Geographical Information System

HAZUS……Hazard United States

HAZUS-MH…….……Hazard United States Multi-Hazard

HSIP…… ..... Homeland Security Infrastructure Program

LOMR……..Letters Of Map Revision

NASEO ..... National Association of State Energy Officials

NCDC ..... National Climatic Data Center

NFHL……National Flood Hazard Layer

NOAA……National Oceanic Atmospheric Administration

RMP .....Rocky Mountain Power

TAM-C……Targeted Actionable Monitoring Center

USGS .....United States Geological Survey

US-CERT……United States Computer Emergency Readiness Team

WUI .....Wildland-Urban Interface

1.0 Introduction

Natural, manmade, accidental, or systemic hazards can damage and disrupt power generation and distribution infrastructure, increase fuel supply and demand, and increase strain on distribution infrastructure. This Communitywide Risk and Vulnerability Assessment describes energy and power delivery systems, identifies interdependencies between energy providers, and identifies critical assets and facilities for the Casper Metropolitan area so that targeted mitigation and response strategies can be developed to mitigate the impacts of the hazards described above. Several approaches were used to accomplish this:

- A summary and analysis of past energy disruption events,
- An analysis of city-specific data to identify spatial vulnerabilities/trends in the system, and
- An assessment of energy infrastructure vulnerability to various hazards and its impact on the Casper Metropolitan area during an energy emergency.

The assessment is based on which sectors of the energy infrastructure and critical facilities could be adversely affected by a given hazard. In the following sections, this approach is described in detail, and the results of Casper's Risk and Vulnerability Assessment are presented in written and spatial format.

2.0 Energy Assurance Risk Selection

Risk is defined as ~~"t~~he probability of harmful consequences, or expected loss, resulting from interactions between a given natural hazard and vulnerable conditions" (UN, 2002). A risk assessment is the process of identifying, quantifying, and prioritizing the risks present in a system. The purpose of a risk assessment is to ~~"d~~etermine the nature and extent of risk by analyzing potential hazards and evaluating conditions of vulnerability" (UN, 2002). Risk assessment in the context of energy assurance planning involves assessing the hazards and vulnerabilities of energy infrastructures within a study area and predicting the probability of an energy disruption across various public and private sectors within the study area. For the City of Casper and surrounding areas, the continued operation of critical facilities during an energy emergency is considered in detail.

Risk assessments commonly involve an analysis of historic events that resulted in impacts to the study area by the hazard in question. This serves to establish historical frequency of the occurrence for the study area. These assessments also focus on causes and the direct consequences for the study area. Thus, a risk assessment involves determination of vulnerabilities and hazards to establish risks and risk probabilities in terms of frequency of occurrence, magnitude and severity, and consequences.

The simplified, standard formula for assessing the risk posed by natural hazards in the context of energy assurance planning is presented in the following equation:

Risk = Hazard x Vulnerability

Hazard – A given threat that has potential to adversely impact the energy infrastructure

Vulnerability – The susceptibility of a given sector of the energy infrastructure to a specified hazard event

Based on this equation, a highly vulnerable sector can be impacted significantly by even a moderate hazard. Conversely, an effective way to lower the risk of a hazard to an energy infrastructure sector is identify the vulnerability and work to reduce it. Assessment of a study area's ability to withstand a hazard is as important as assessing the hazard itself. Both hazard and vulnerability need to be carefully considered for an effective risk assessment.

Hazards

In the city of Casper and surrounding area, the hazards that lead to energy disruption can be simplified into four categories: natural hazards, deliberate attacks, accidental events, and systemic threats. Natural hazards include extreme weather such as tornadoes, blizzards, wind storms, earthquakes, and drought. Deliberate attacks include terrorist activities, vandalism, or other deliberate destruction of energy infrastructure. Systemic threats include spikes in demand that outweigh existing supply, technological failure, and the physical degradation of aging infrastructure. Accidental events can encompass a variety of scenarios, including but not limited to, accidental damage during construction activities and damage from vehicle or other collisions.

Vulnerability

In the context of energy assurance planning, vulnerability is the extent to which different sectors of the energy infrastructure and critical facilities will be adversely affected by a given hazard. The degree of vulnerability with respect to energy infrastructure depends on the risk of a particular hazard occurring as well as the degree of exposure of a particular energy sector being evaluated. Vulnerability levels are also affected by mitigation policies that are in place to reduce hazard impacts.

Energy Infrastructure and Profile

The local energy profile plays a large role towards determining the City of Casper‘s and the surrounding area‘s risk of an energy emergency. Most of the energy supplied to Casper and the surrounding area comes from outside the city and is largely outside the control of city and community officials and planners. Section 6.0 of this plan outlines energy sources and describes the infrastructure and distributors that are responsible for moving fuel and power from generating stations and transfer hubs outside the city to consumers and public facilities within the Casper community. Awareness of the intricacies and limitations of the local energy profile will enable city and community officials to be prepared for a broad range of scenarios that could impact the fuel and power supply.

3.0 Overview of Emergency Plans

3.1 Existing Emergency Preparedness Plans

3.1.1 Natrona County Multi-Jurisdiction Hazards Mitigation Plan, 2010

The purpose of the Natrona County Multi-Jurisdiction Hazards Mitigation Plan is to assess existing infrastructure, facilities, capabilities, and hazards in order to determine how emergency management capabilities can be improved. The plan analyzes natural and man-made hazards and their impact on the county. Main hazards identified include severe weather, winter storms, drought, hazardous materials, fires, flooding, earthquakes, and terrorism. For each hazard, mitigation strategies are established to minimize impacts.

Additionally, the plan provides a list of mitigation projects and goals to minimize impacts during an emergency. Power outages were mentioned as a threat to communities during natural and man-made disasters. One mitigation project in the City of Casper requires an emergency generator be installed at the Casper Events Center to provide uninterrupted electrical power for post-disaster housing and shelter activities. Another mitigation project requires an emergency generator to be installed at the Central Service Center to be able to service City heavy equipment and emergency service vehicles during power outages.

3.1.2 Wyoming Multi-Hazard Mitigation Plan, 2008

The Wyoming Multi-Hazard Mitigation Plan was created by several local, state, and federal organizations to identify activities to eliminate or reduce the risk of hazards to residents. It outlines vulnerabilities to the State and provides mitigation goals to reduce the impact of natural and man-made hazards. Hazards are thoroughly analyzed for probability and severity and include natural disasters, dam failures, hazardous materials and waste, meteor impacts, mine subsidence, toxic elements, and water quality. The plan also encourages the development of local mitigation plans to ensure communities are prepared for events that can threaten the health and safety of the population. The State collected and updated county-specific natural hazards data, completed hazards assessments, and prepared hazards maps and reports. It provided counties with this data to help them develop individual mitigation plans.

Eight specific goals are identified in the plan to increase disaster resistance through mitigation projects. One goal specifically addresses strengthening infrastructure and lifelines, including gas and electrical transmission and distribution lines, and communication lines. These goals are used as criteria to assess the vulnerability and capability of an area and to suggest mitigation projects.

As part of its capability assessment, the plan identifies existing county programs that help mitigate the effects of disasters. In Natrona County, existing plans include: flood programs, a Flood Mitigation Assistance Plan, an emergency alert system and cable interrupt, a Drought Task Force, an earthquake education and awareness program, a GIS mapping initiative, a hazardous materials ordinance and resolution review, a severe weather education and awareness program, identification of wildland fire areas, wildland fire mitigation programs, and MMMS mapping efforts.

3.1.3 Natrona County Wildfire Hazard Assessment Plan

This document considers vegetation, wind, rain, drought, insects, and diseases, and provides recommendations for high risk areas. The goals set out by the plan sought to provide a vision to reduce risk to homeowners and firefighters and to promote natural fire regimes where possible (prescribed burns and underbrush removal). Restoration protocols included ―fuel treatment, harvesting of forest product, prescribed fire, mechanical treatment, and other means of providing breaks in the forest fuel continuity."

The specifics covered in the plan focus on prairie fire hazards, forest land fire hazards, forest health and mountain areas. Natrona County is drastically aware of the combination of these hazards with the fire that occurred on the west end of Casper Mountain in 2005. Fuel build up, drought, and pine beetle damage have increased these hazards. Because of the arid climate, dead trees remain intact for long periods of time and add to the fuel load.

Wildland urban interfaces must be maintained. These are areas where people have chosen to place homes, lodges, recreation facilities, and other structures. Maintaining strict policies for defensible spaces through the current ―Firewise" program has brought the needed attention to the development within these areas.

The areas defined in the plan include:

1) 1. Alcova Reservoir
2) 2. Casper Mountain Community
3) 3. Goose Egg
4) 4. Rattlesnake Mountains
5) 5. South Bighorn

4.0 Casper Community Energy Profile

This section provides a description of the local energy profile for the City of Casper and surrounding communities. It includes energy consumption, a breakdown of energy sources, and where the energy is being used (residential, commercial, industrial, or public). Information was provided by the City of Casper and the Rocky Mountain Power (RMP).

4.1 Community Overview

The City of Casper and surrounding communities are located in Natrona County, in central Wyoming. The area of Natrona County totals 5,376 square miles while the City of Casper itself totals approximately 23 square miles (U.S. Census Bureau). The U.S. Census Bureau estimated the 2007 population of Natrona County to be 75,000 people, of which 52,089 reside within the City of Casper. Population centers within Natrona County include the communities of Bar Nunn, Casper, Edgerton, Evansville, Midwest, Mills, and unincorporated Natrona County. The population distribution within the county is as follows:

- Bar Nunn 936
- Casper 52,089
- Edgerton 169
- Evansville 2,255
- Midwest 408
- Mills 2,591

According to the Casper Area Economic Development Alliance, Inc. (http://www.caeda.net/, accessed 4/1/11), the top industries in Natrona County include:

1) Retail trade.

2) Health care and social assistance. Casper houses the Wyoming Regional Medical Center, Mountain View Regional Hospital, and the Elkhorn Valley Rehabilitation Hospital.

3) Accommodations and food services.

4) Mining.

4.2 Community Development Trends

Most communities within Natrona County have experienced growth and development, while Midwest and Edgerton have remained steady with no appreciable growth or decline in population. The Town of Mills has long been a center of industrial and commercial development, but has also recently seen some growth in multi-family residential development. They are expected to see development of single-family affordable housing on the southern corporate boundary within the next five years. The Town of Evansville has seen a large increase in single family residential development in the Eagle Estates subdivision along the

North Platte River. While the majority of the development does not lie within a designated floodplain, several parcels do intersect the 500-year floodplain.

Since the City of Casper is the highest population center in the county, it has consequently seen the most development. The majority of commercial and office development is located on the east and west sides of the City, in the McMurry Business Park and the Mesa/Mountain Plaza areas. The Old Yellowstone District Redevelopment Area in the City core will be a mixed use development when completed. Single-family residential development has seen a concentration in affordable housing and that trend is expected to continue over the next 10 years.

4.3 Major Energy Resources

Energy resources can be divided into three categories that meet the majority of energy needs in Casper: electricity, natural gas, and liquid fuels. RMP provides electric power, SourceGas provides natural gas, and several liquid fuel companies serve the Casper Metropolitan Area, including Sinclair, Homax Oil, Dooley Oil, and LSI, with Homax Oil being its primary supplier.

4.4 Electricity Consumption

According to data provided by RMP, there are 50,049 customers in the Casper area, and they are a mix of residential, commercial, and industrial consumers. They are supplied with electricity from the Dave Johnston Power Plant, located in Converse County, WY. The plant has a generating capacity of 772 MW and supplies power to 9 substations, as identified by RMP, and 9 additional alternate distribution substations in the Casper Metropolitan Area. At the present time, consumption data for residential, commercial, and industrial consumers is not available from RMP. If it becomes available, it will be incorporated into this report. The Department of Homeland Security‘s Homeland Security Infrastructure Program (HSIP) data indicates that there is an additional substation located in Mills, and there is a proposed substation in Evansville named Casper Wind (Chevron). There are currently a total of 19 substations in the Casper Metro Area.

4.5 Natural Gas Consumption

According to SourceGas, natural gas is purchased from other Company pipelines- largely Kinder Morgan in the Casper Metropolitan Area. Source Gas owns six natural gas interstate pipelines located in the Casper Metropolitan area to include two 20-inch pipes, two 16-inch pipes, and two 12-inch pipes and are connect to delivery terminals in the Casper area. At the present time, natural gas consumption for residential, commercial, and industrial consumers is not available. If it becomes available, it will be incorporated into this report.

4.6 Petroleum Fuels Consumption

Petroleum fuels are the third major category within energy resources. Unlike electricity and natural gas, there is no one provider of all the petroleum fuel in Casper. Rather, fuel is supplied through a network of surface transportation and distribution stations that serve government entities, private sector businesses, and individual consumers. Fuel distribution companies transport fuel from refineries to the Sinclair loading rack in Casper, where it is distributed to local

users. Fuel supply is obtained from refineries in Evansville (Sinclair), Sinclair (Sinclair), Cheyenne (Frontier), Rock Springs, Newcastle, Gillette, and Billings.

5.0 Critical Infrastructure

Critical assets to the energy infrastructure in the Casper Metropolitan Area include electric substations and transmission lines, natural gas pipelines and delivery terminals, and liquid fuel refineries and loading racks. It is important to keep these assets operational at all times to ensure the Casper Metropolitan Area does not experience energy disruptions.

5.1 Energy and Power Delivery Systems

Several energy and power delivery systems are routed through the Casper Metropolitan Area, serving interstate and local consumers. Significant infrastructure related to energy and power distribution includes: 19 working and one proposed electric substations; two electric transmission lines; six natural gas pipelines; one crude oil refinery; one crude oil storage facility, and; one refined petroleum product terminal. A more detailed description of energy and power delivery systems in Casper is outlined in the following sections.

5.1.1 Electricity

RMP, a division of PacifiCorp, provides electricity to all of Natrona County, including the Casper Metropolitan Area. Most of the electricity comes from coal power plants near Glenrock (Dave Johnston), Wheatland (Laramie River Station), and Point of Rocks (Bridger Teton). Electric power is pooled into the electric grid and used to serve Casper and other areas around the state. Less than half of the electricity produced by these power plants stays in Wyoming. Roughly 40-60% of power is sent out to other states located in the western United States. PacifiCorp owns 100 percent of the Dave Johnston power plant, which is a four-unit coal-fired plant supplying electricity to the City of Casper and surrounding area. The plant has a generating capacity of 772 MW and transmits power via a 57 kV transmission line to the Glendo Substation, two 69 kV transmission lines to the Casper and the Glenrock Coal Mine, two 115 kV lines to the Western Power Authority at Glendo, and six 230 kV transmission lines running to substations at Stegall, Laramie River, Difficulty, Casper, Reno, and Spence. There are 19 active power substations in the Casper Metropolitan area. In the event of a power plant disruption, electric power from other power plants should compensate and distribute adequate power supply to meet demand. Figure 5.2.1.1 shows the electrical power facilities in the Casper area.

5.1.2 Natural Gas

Source Gas owns six natural gas interstate pipelines located in the Casper Metropolitan area. Two 20-inch pipes, two 16-inch pipes, and two 12-inch pipes connect to delivery terminals in the Casper area. Natural gas suppliers include Seminole Energy Services, SourceGas Energy Services, Wyoming Producer-Consumer Alliance, Asgard Energy, and Wyoming Community Gas. SourceGas has retail facilities in Casper, Mills, Bar Nunn, and Evansville.

5.1.3 Liquid Fuels

Five pipelines transporting refined petroleum products are located near Casper. Three 8-inch pipes are owned and operated by Conoco, and two 10-inch pipes are owned and operated by Kaneb Pipeline Co. There are roughly 30 gas retailers and 15 diesel fuel retailers in Casper.

Additionally, there is 1 gasoline and diesel retailer in Edgerton, 4 gasoline and diesel retailers in Evansville, 1 gasoline and diesel retailer in Midwest, and 4 diesel retailers and 5 gasoline retailers in Mills. A summary of the number of liquid fuel retailers is given in Table 5.1.3.1.

Table 5.1.3.1 Number of Retail Liquid Fuel Distributors in the Casper Area

Location	Number of Gasoline	Number of Diesel Fuel
Casper	30	15
Bar Nunn	0	0
Edgerton	1	1
Evansville	4	4
Midwest	1	1
Mills	5	4

Source: WYDOT Fuel Tax Administration, Licensed Taxpayer List, October 2010

Liquid fuels are delivered to the Casper area via surface transportation and distribution stations. Although liquid fuel pipelines are routed through Casper, there are no loading facilities in the area. Fuel distribution companies transport fuel to Casper from refineries in Evansville (Sinclair), Sinclair (Sinclair), Cheyenne (Frontier), Rock Springs, Newcastle, Gillette, Denver and Billings. One delivery terminal is located at the Sinclair Refinery in Casper and is owned by Sinclair. At the delivery terminal, a loading rack allows distributors to load specific types of fuels for local consumers. Fuel is transported from the loading rack to local retail stations, City facilities, and other consumers. Fuel is also transported directly from refineries to local consumers without using the loading rack. Main fuel distributors in the Casper area include Homax Oil, Dooley Oil, and LSI. Homax is the primary supplier for the City of Casper, Dooley Oil is its second primary supplier, and LSI is its third supplier.

5.2 Spatial Data

Spatial data layers reflecting risk factors in the Casper metropolitan area were collected and incorporated into a geographical information system (GIS) geodatabase to complement the energy outage/disruption vulnerability assessment. The geodatabase which is attached as a secured appendix contains a number of spatial layers to include:

:

- City owned Critical facilities identified by the City of Casper
    - Sixteen(16) city owned buildings -
    - Seven (7) water distribution booster tanks
    - Seven (7) wastewater lift stations
    - Six (6) signalized intersections

- Thirty (30) non-city owned, local government operated, critical facilities identified by the City of Casper
- Metropolitan area substations layer
    - Nine (10) power substations
    - Nine (9) alternate distribution substations
    - One (1) proposed substation
- Address, building, utilities, and parcel data layers
- Political boundary, hydrology, road network, and other base map data layers
- HAZUS floodplain boundary data for Natrona County. Currently, there does not exist an effective Digital Flood Insurance Rate Map (DFIRM) for Natrona County and the municipalities within Natrona County.
- USGS probabilistic earthquake shake grid data layer
    - In the Methodology's probabilistic analysis procedure, the ground shaking demand is characterized by spectral contour maps developed by the United States Geological Survey (USGS) as part of 2002 update of the National Seismic Hazard Maps (Frankel et. al, 2002). The Methodology includes maps for eight probabilistic hazard levels: ranging from ground shaking with a 50% probability of being exceeded in 50 years (100-year return period) to the ground shaking with a 2% probability of being exceeded in 50 years (2,500 year return period). The USGS maps describe ground shaking demand for rock (Site Class B) sites, which the Methodology amplifies based on local soil conditions.
- FEMA's National Flood Hazard Layer (NFHL) 2010 for the State of Wyoming
- The National Flood Hazard Layer (NFHL) data incorporates all Digital Flood Insurance Rate Map (DFIRM) databases published by FEMA, and any Letters of Map Revision (LOMRs) that have been issued against those databases since their publication date. The DFIRM Database is the digital, geospatial version of the flood hazard information shown on the published paper Flood Insurance Rate Maps (FIRMs). The primary risk classifications used are the 1-percent-annual-chance flood event (100-year return period), the 0.2-percent-annual-chance flood event (500-year return period), and areas of minimal flood risk. The NFHL data are derived from Flood Insurance Studies (FISs), previously published Flood Insurance Rate Maps (FIRMs), flood hazard analyses performed in support of the FISs and FIRMs, and new mapping data where available.
- NOAA's natural hazards 2010 data layers
    - Wind-related events – a point spatial layer containing records dated 1955 to 2009 for wind speed events

- Hail-related events - a point spatial layer containing records dated 1955 to 2009 for hail storm events measured by diameter size and a polyline spatial layer containing hail swath locations
- Tornado touchdown events and tracks – a point spatial layer containing records dated 1955 to 2009 for tornado events measured by the Fujita Scale, the distance and width of the event on the ground at specific times of the day

- Power distribution infrastructure data layers
  - The vulnerability assessment utilized the Department of Homeland Security's HSIP data layers. The data layers included the following spatial layers:
    - Energy-related infrastructure – substations, transmission lines of varying voltage classes, and fuel type locations (gasoline and alternative fuels)
    - Oil and Gas Infrastructure – pipelines, oil terminal, oil facilities, refineries, gas station locations, and propane locations
    - Natural Gas Infrastructure – pipeline locations and diameter size as well as materials transferred

An inventory of critical assets to the energy infrastructure is included in Table 5.1.3.2

Figure 5.2.1.1 Electrical Power Facilities in the Casper Area

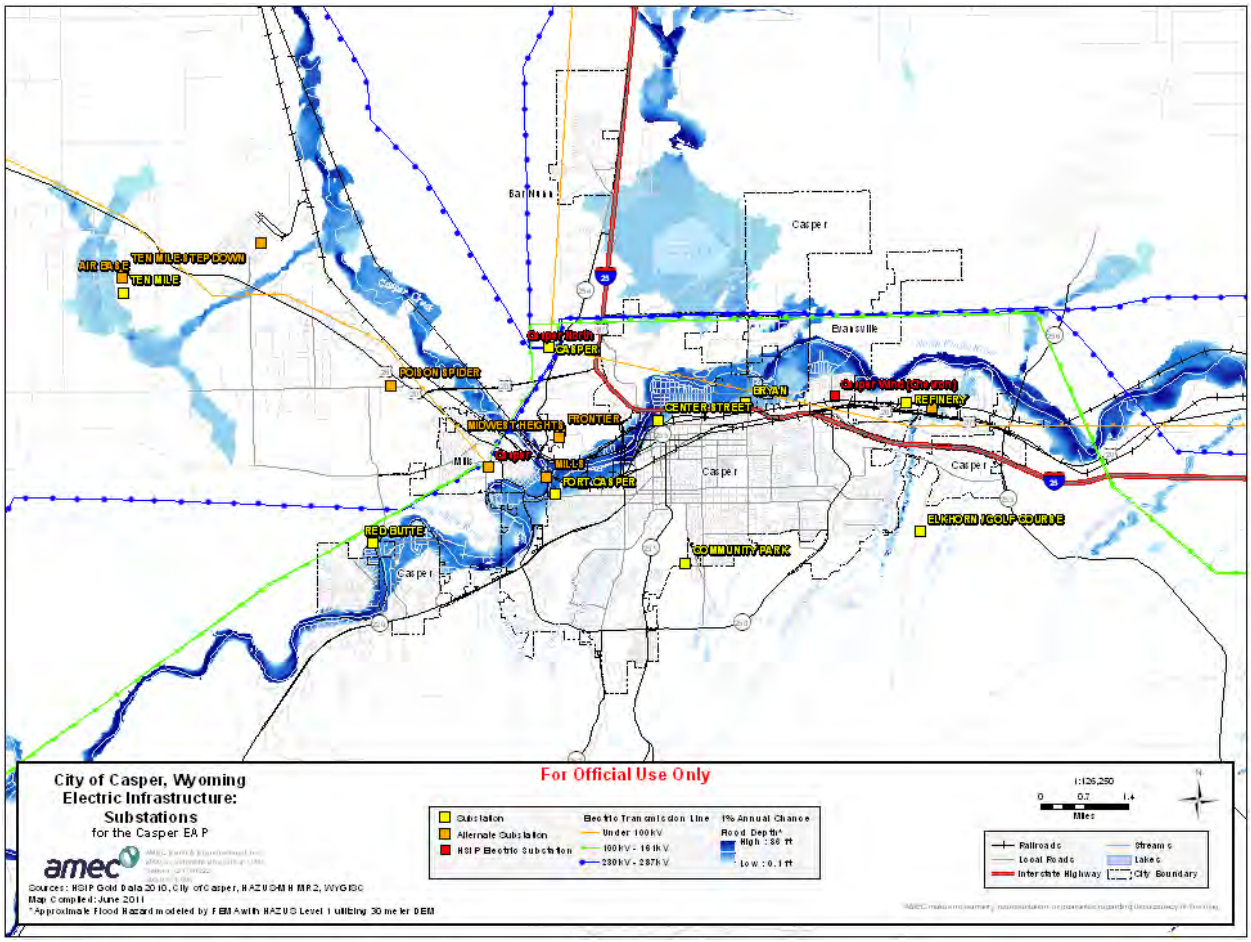


Table 5.1.3.2 Inventory of Electrical Infrastructure in Casper

ENERGY TYPE	CRITICAL ASSET	FUNCTION
Electricity	Substations (19)	Transmit and convert electrical power for use by end consumers.
	Transmission line, <100kV	Transport electricity from power plants to end users.
	Transmission line, 100kV-161kV	
	Transmission line, 230kV-287kV	
Natural Gas	Pump Station	Keep natural gas products flowing in pipeline.
	Pipeline	Transport natural gas and other energy products.
Liquid Fuel	Sinclair Refinery	Refine crude oil to produce petroleum products.
	Sinclair Loading Rack	Distribution facility for liquid petroleum products.
	Retail stations	Distribute petroleum products to end users.
	I-25	Allow liquid fuel distributors to obtain supply from other refineries in the region.
	HWY 26	

Source: HSIP Maps; Data collection guides.

5.3 Interdependencies

Electricity is the most critical element to energy distribution in the Casper area. Most distribution processes rely on power to operate. Liquid fuels production and distribution relies on the Sinclair Refinery and loading rack, which both require electricity to operate. Without electricity, the Sinclair Refinery cannot produce petroleum products and the loading rack will not distribute fuel for distributors. Additionally, without power, fuel pumps at retail gas stations will not function, preventing users from obtaining fuel. Natural gas is less dependent on electricity for its energy distribution operations. However, technologies such as furnaces that use natural gas for fuel usually require electricity to operate. Therefore, although end users may have access to natural gas, they may not be able to use it without power.

The electricity sector is dependent on liquid fuels for vehicle transportation to perform maintenance on electric infrastructure if there is an issue with transmission lines or substations. Similarly, the natural gas distribution system may be dependent on liquid fuels for vehicle transportation if pipelines rupture or other maintenance problem arises.

6.0 Hazards

This section provides descriptions of events in the Casper Metropolitan area that have historically or could potentially cause energy disruptions. These events describe potential hazards to the energy infrastructure, and will help City and community leaders be aware of events that threaten energy distribution and reliability.

The National Association of State Energy Officials' (NASEO) State Energy Assurance Guidelines identify four types of disruption events:

- **Deliberate attacks caused by people** (i.e. terrorists, disgruntled employees, criminals, etc.)
- **Natural events caused by nature** (i.e. floods, wildfires, tornadoes, hurricanes, etc.)
- **Accidental events caused by technological failure** (i.e. pipeline rupture, power outages, hazardous materials contamination, dam failure, etc.)
- **Systemic threats caused by the physical inability of energy delivery systems to meet demand**

6.1 Deliberate Attacks

According to the Natrona County Multi-Hazard Mitigation Plan, law enforcement agencies have identified several potential targets throughout Natrona County. These specific potential targets cannot be identified, for security purposes. Historically, most of the terrorist events have been either bomb threats or an actual explosive device found.

Cyber-security attacks are a growing concern, as many energy delivery systems are managed by computers. Fortunately, many utilities, energy production companies and local delivery companies use proprietary software or systems that are less vulnerable than off-the-shelf software. However, the threat of a cyber attack is present within any system that relies on information communication technology and can be detrimental on many levels to consumers, business owners, government, and infrastructure. The realization that delicate and expensive critical infrastructure computerized support systems are vulnerable clearly focuses the need to ensure that cyber security concerns are an integral part of the planning process.

The United States Computer Emergency Readiness Team (US-CERT), which protects the nation's internet infrastructure and coordinates defense against and response to cyber attacks, interacts with federal agencies, industry, the research community, state and local governments, and others to disseminate reasoned and actionable cyber security information to the public—providing a way for citizens, businesses, and other institutions to communicate and coordinate directly with the United States government about cyber security(http://www.us-cert.gov/aboutus.html).

State agencies should develop some level of in-house understanding and expertise on cyber security. By doing so as they prepare assurance plans, or related response documents, they can work to assure that these requirements are met. Becoming familiar with the various standards that are in place, and those that might be developed, that govern cyber security requirements, is important to adequately carry out regulatory and programmatic responsibilities.

This is clearly an area for which attention is growing and one that needs to be the focus of attention by the staff of energy offices and Public Utility Commissions. Those agencies that do not currently have individuals assigned to this responsibility should give serious consideration to assuring that they have some level of knowledge to address this important issue.

6.2 Natural Hazards

Various natural hazard events have the potential to cause disruptions in energy supply, and are the most common source of vulnerability to the energy infrastructure. The following natural hazards have been identified as having the potential to cause energy disruptions in Casper:

- Drought
- Earthquakes
- Flooding
- Severe thunderstorms
- Severe winter storms
- Wildfires
- High Winds

Natural hazards can impact energy infrastructure in a variety of ways, including damage to power generation and distribution facilities, increased fuel supply and demand, and increased strain on distribution infrastructure. The remainder of this section discusses individual natural hazard events that can cause energy disruptions. The hazard descriptions are summarized from the 2010 Natrona County Multi-Jurisdiction Hazards Mitigation Plan developed by the Natrona County Emergency Management Agency, data obtained from stakeholders via data collection guides, and the National Climatic Data Center (NCDC). This section of the plan serves to describe hazards by providing general information about types of disruption events and historical events that have occurred in the past.

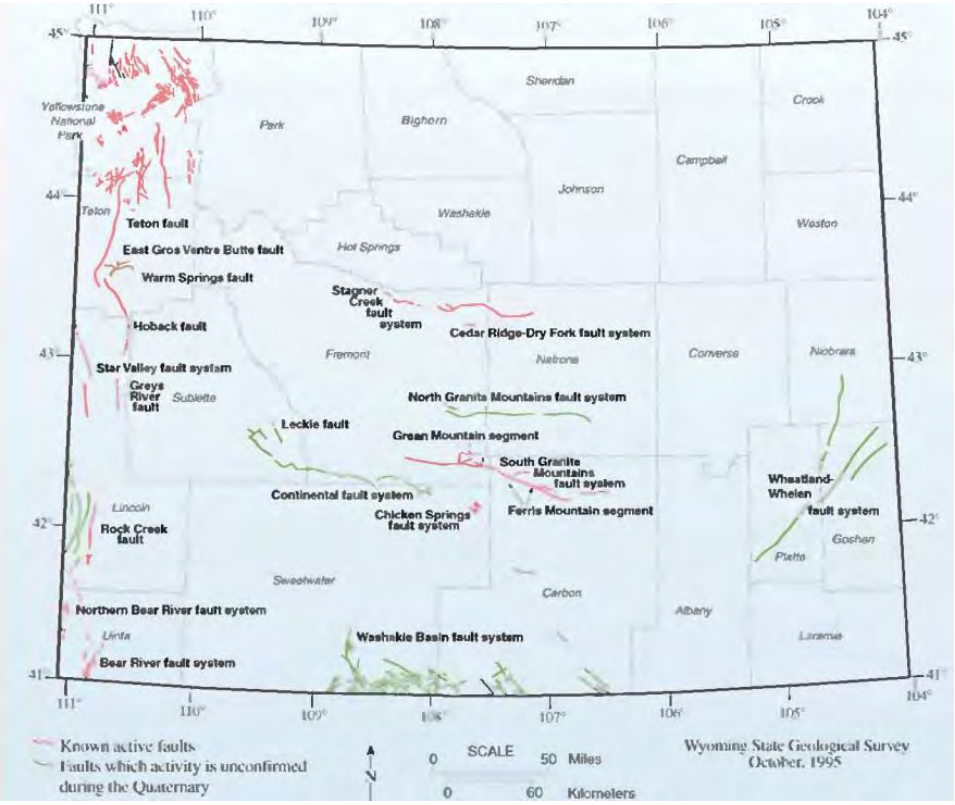
6.2.1 Drought

Drought is a natural event that, unlike floods or tornados, does not occur in a violent burst but gradually happens; furthermore, the duration and extent of drought conditions are unknown because rainfall is unpredictable in amount, duration and location. Natrona County experiences ~~-c~~ycles" of drought, usually lasting three to four years. Drought disaster declarations have been signed and declared in Natrona County in 1983 and from 2000 through 2009. According to the Natrona County Hazards Mitigation Plan, drought conditions may again be expected from 2010 to 2015. However, as of July 2011, the Casper Metropolitan area is experiencing normal precipitation conditions. Although drought is not a direct threat to energy infrastructure systems, it is an indirect threat leading to significant problems related to energy production. Drought increases the risk for wildfires, a direct hazard threatening energy infrastructure. Casper has been impacted by drought conditions in the past and is expected to be affected in the future.

6.2.2 Earthquakes

Earthquakes have occurred in Natrona County. Parts of two fault systems lay within Natrona County: the Cedar Ridge-Dry Fork Fault and the North Granite Mountains Fault. Figure 6.2.1.1 shows fault systems in and around Natrona County.

Figure 6.2.1.1 Known and Suspected Active Faults In and Near Natrona County



Source: Wyoming State Geological Survey, "Earthquakes in Wyoming"

The earliest recorded earthquake event near Casper occurred in 1873. Since then, 13 other seismic events have been recorded. Table 6.2.1.1 summarizes earthquakes that have occurred in Casper Metropolitan area and its surrounding area.

Table 6.2.1.1 History of Earthquake Events Near Casper

DATE	DESCRIPTION
12/10/1873	Near Casper-2 miles south of Powder River. ~magnitude III
6/25/1894	3 miles SW of Evansville; ~mag. V
11/14/1897	Casper. Mag VI-VII; building damage.
10/25/1922	6 miles NE of Bar Nunn. IV-V. No damage reported in Casper.
12/11/1942	IV-V. 14 miles S of Midwest. Felt in Casper though no damage reported.
8/27/1948	IV ~6 miles NNE of Bar Nunn. No damage reported.
1/23/1954	IV. 7 miles NE of Alcova. No damage reported.
8/19/1959	IV. 6 miles NNE of Bar Nunn. No damage reported.
1/8/1968	Mag 3.8. 10 miles NNW of Alcova. No damage reported.
6/16/1973	13 miles SE of Ervay. No damage reported.
1983	Unknown.
1984	Unknown.
1984	Cracks in walls, foundations and structures, gas line breaks, water line leaks
3/9/1993	3.2; roughly 17 miles W of Midwest. No damage reported
1995	Unknown.
1997	Unknown.
11/9/1999	3.1 in NW of County. No damage reported.
2/1/2003	3.7. 16 miles NNE of Casper. Minor damage.

Source: Data collection guides; Basic Seismological Characterization for Natrona County, WY, Jan. 2003.

Historical data shows that several moderate seismic events have occurred and have caused little damage. Although no earthquakes have resulted in significant damages in the past, according to Natrona County Emergency Management, the USGS predicts a 6.5 magnitude earthquake could occur at any moment. Damage potential in the county is estimated to possibly

be $500 million with a 6.5 magnitude earthquake. Current building codes meet the earthquake zone requirements established for the area and will help increase the City's resiliency during an earthquake event. Depending on the magnitude of earthquake, all energy infrastructure assets could potentially be damaged and cause energy outages throughout the Casper and surrounding area.

6.2.3 Flooding

The Casper area has several streams and drainages most of which drain to the North Platte River. Flash flooding has occurred in most of these streams and some drainages, usually resulting from large amounts of rainfall in a short period of time and in extreme events, the breaching of dams. The main streams that flow through the Casper area are Garden Creek, Elkhorn Creek, Casper Creek, Wolf Creek, Squaw Creek, and Webb Creek. Other drainages that have had a history of flash flooding in the area include Sage Creek Drainage and Eastdale Draw Drainage. All creeks and drainages mentioned above flow from the Casper Mountain area, with the exception of Casper Creek, flowing to the area from the west. The severity of flash flooding depends on the volume and intensity of precipitation and the amount of debris gathered while traveling downstream to the North Platte River.

Flood mitigation activities have been undertaken and continue in affected areas by the City of Casper, Towns of Evansville and Mills, and Natrona County. Projects completed have included the construction of catch basins and installation of storm drain systems to lessen the impact of flooding events on life and property. All jurisdictions also participate in the National Flood Insurance Program. Most of the Casper area has a potential to be impacted by this hazard with the exception of the Town of Bar Nunn, which is located at a higher elevation.

Longer term flooding has occurred along the North Platte River during the spring, summer, and winter months. The North Platte River enters Natrona County from the south and flows downstream to the north-northeast, through the Town of Mills, City of Casper, and Town of Evansville. Flooding of low areas within the above communities was a yearly event in the spring until flow was controlled through upstream dams constructed in the early 1900s. The dams controlling flow include Seminoe, located in Carbon County; and Pathfinder, Alcova, and Greys Reef located in Natrona County.

Spring flooding usually results from high snow-pack conditions in nearby mountains, leading to reservoirs that are at maximum capacity and spill over. Flooding due to snowmelt typically lasts into the summer months and impacts only the lowest lying areas. However, higher flowrates due to runoff are exacerbated by water right agreements with the State of Nebraska detailed in the North Platte decree, requiring flow rates of 2,000 to 3,000 Cubic Feet per Second (cfs). High snow pack conditions, full reservoirs, and water demands from the North Platte decree have led to flow rates up to 8,000 cfs during early summer of 2011 which is the cusp of floodstage. A significant area of Casper and surrounding communities could be affected by a spring flooding event, with the exception of the Town of Bar Nunn, which lies at a much higher elevation than existing creeks and the North Platte River.

6.2.4 Severe Thunderstorms

Severe thunderstorm events typically occur in the months of April through September. Historically, these storm events have produced lightning, strong downbursts, high straight-line winds, small to large hail, funnel clouds and tornadoes. Secondary hazards from the storm events include flash flooding, wildfires, and damage from the tornadoes and straight-line winds.

Table 6.2.4.1. Summary of Thunderstorm Related Events in Casper, 1928-2010

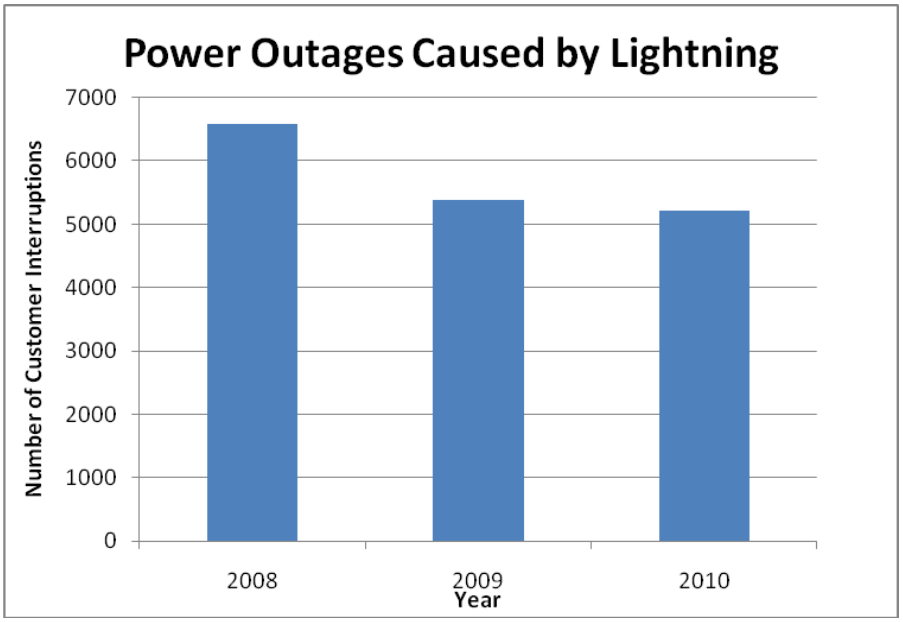
Location or County	Date	Type
Midwest	1928	tornado
Tea Pot Ranch	1962	tornado
Natrona County	1973	severe spring storm
Gas Hill Mines	1978	tornado
Homa Hills	1986	tornado
Bar Nunn	1986	tornado, severe hail
Casper and vicinity	1986	funnel clouds, severe hail
Casper Mountain	1986	tornado
West of Casper	1986	large hail
Homa Hills	1987	two tornadoes
Ormsby Road	1987	large tornado
East of Geary Dome	1987	tornado
Alcova Marina	1988	tornado
NE of Natrona County	1988	tornado
South of Paradise Valley	1988	tornado
SE of Alcova	1988	tornado
Powder River	1989	funnel cloud, severe
Casper and vicinity	1989	funnel clouds, large hail, gust
Casper and vicinity	1990	lightning
Casper and vicinity	1991	tornadoes sighted
Casper	6/29/1994	thunderstorm winds
Casper	7/6/1994	Hail
Natrona County Airport	7/26/1996	thunderstorm winds
Hwy 220 and 5240 Road	1997	tornado
Texaco Refinery	1998	tornado
Evansville	5/26/1998	tornado
Casper Airport	7/14/1998	thunderstorm winds
Casper	5/19/1999	thunderstorm winds
Casper	5/19/1999	thunderstorm winds
Casper	5/19/1999	Hail

Location or County	Date	Type
Casper	5/19/1999	Hail
Casper	4/20/2001	thunderstorm winds
Natrona	6/3/2001	tornado
Natrona County Airport	6/12/2001	thunderstorm winds
Casper	6/2/2002	thunderstorm winds
Casper	7/7/2002	thunderstorm winds
Casper	6/16/2003	Hail
Casper	6/16/2003	Hail
Casper	7/26/2003	Hail
Casper	9/8/2003	tornado
Casper	7/13/2004	Hail
Casper	7/29/2004	Hail
Natrona County Airport	6/15/2005	thunderstorm winds
Natrona County Airport	7/25/2005	thunderstorm winds
Casper	5/8/2006	lightning
Natrona County Airport	6/19/2006	thunderstorm winds
Casper	6/19/2006	thunderstorm winds
Casper	6/19/2006	thunderstorm winds
Casper	8/26/2006	Hail
Casper	8/22/2007	thunderstorm winds
Casper	8/22/2007	thunderstorm winds
Mills	8/22/2007	thunderstorm winds
Casper	8/22/2007	thunderstorm winds
Casper	8/22/2007	thunderstorm winds
Casper	8/22/2007	Hail
Casper	8/22/2007	Hail
Casper	8/22/2007	Hail
Casper	8/22/2007	Hail
Mills	5/7/2008	Hail
Mills	5/7/2008	Hail
Natrona County Airport	6/18/2008	thunderstorm winds
Mountain View	6/18/2008	thunderstorm winds
Natrona County Airport	6/25/2008	thunderstorm winds
Mills	5/30/2009	lightning
Bar Nunn	6/13/2009	Hail
Casper	7/3/2009	thunderstorm winds
Natrona County Airport	7/12/2009	Hail

Location or County	Date	Type
Natrona County Airport	9/20/2009	thunderstorm winds
Mountain View	9/20/2009	Hail
Casper	8/4/2010	thunderstorm winds

Table 6.2.4.1. indicates that an average of 3.5 severe thunderstorm events have occurred per year from 2000 to 2010. Additionally, RMP outage data shows that 219 outages due to lightning have occurred from 2008-2010, resulting in 17,178 customer interruptions. Figure 6.2.4.1compares the annual number of customer interruptions from 2008-2010. An average of 86 customer interruptions has occurred per year due to lightning events.

Figure 6.2.4.1 Number of Customer Interruptions Due to Lightning, 2008-2010



Source: RMP Outage Data

6.2.5 Severe Winter Storms

Severe winter storm events typically occur in the Casper area between September and April but have occurred in all months of the year. Winter storm events include heavy snowfall events and blizzard events. These events include cold temperatures, strong winds and/or heavy snow. They can result in closures of major highways, power outages, communication system failures and infrastructure damage. Structural damage to buildings and residences also occurs due to heavy snow loads that collapse roofs and extreme cold temperatures leading to frozen water pipes. In addition, heavy snowpack conditions from winter storm events often leads to flooding problems in the spring and summer.

Table 6.2.5.1 lists significant winter storm events that have occurred in Natrona County since 1949. From 1990 to 2010 there were 37 severe winter storm events that occurred in Natrona County, resulting in two reported deaths and three reported injuries.

Table 6.2.5.1. Severe Winter Storm Events (1949-2011)

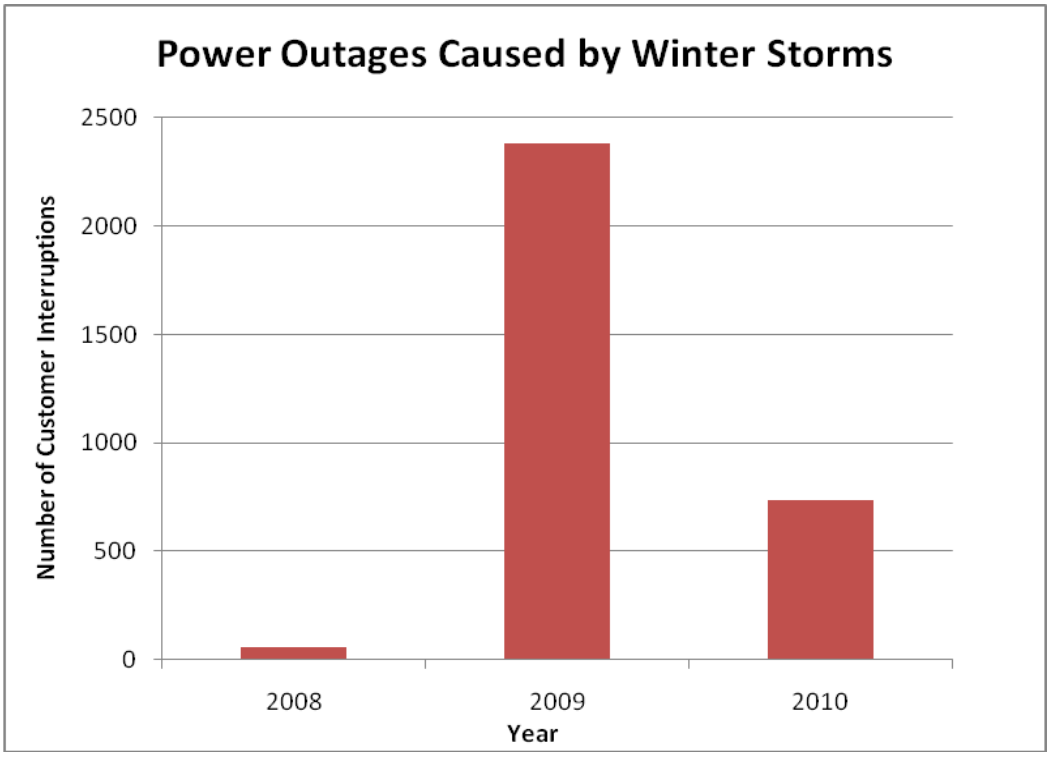
Location	Date	Type
Natrona County	1949	Severe Winter Storm
Casper Mountain	1/22/1993	Heavy Snow
Natrona County	4/6/1993	Heavy Snow
Casper Mountain	4/12/1993	Heavy Snow
Casper Mountain	1994	6-7 feet of snow
Casper Mountain	2/13/1995	Heavy Snow
Casper Mountain	2/24/1996	Heavy Snow
Casper Mountain	3/23/1996	Heavy Snow
Casper and vicinity	1998	Severe Winter Storm
Natrona County	11/6/1998	Heavy Snow
Casper Mountain	2/6/2001	Winter Storm
Natrona County	4/19/2002	Heavy Snow
Natrona County	5/1/2002	Heavy Snow
Natrona County	5/11/2002	Heavy Snow
Casper	11/23/2002	Heavy Snow
Natrona County	2/1/2003	Winter Storm
Casper Mountain	3/17/2003	Winter Storm
Casper Mountain	3/26/2003	Winter Storm
Casper Mountain	10/29/2003	Winter Storm
Casper Mountain	2/26/2004	Heavy Snow
Casper Mountain	11/27/2004	Heavy Snow
Casper Mountain	3/23/2005	Heavy Snow
Casper Mountain	2/15/2006	Winter Storm
Casper Mountain	12/24/2006	Winter Storm
Natrona County	1/11/2007	Winter Storm
Casper Mountain	3/28/2007	Winter Storm
Natrona County	12/7/2007	Winter Storm
Casper	5/1/2008	Winter Storm
Natrona County	10/11/2008	Winter Storm
Casper	12/8/2008	Winter Storm
Natrona County	12/13/2008	Winter Storm

Natrona County	1/25/2009	Winter Storm
Natrona County	3/9/2009	Winter Storm
Casper Mountain	3/23/2009	Winter Storm
Casper	3/26/2009	Winter Storm
Natrona County	4/3/2009	Winter Storm
Casper	10/28/2009	Winter Storm
Natrona County	4/6/2010	Winter Storm
Casper	12/15/2010	Winter Storm
Natrona County	12/29/2010	Winter Storm
Casper	1/8/2011	Winter Storm

Source: NCDC Storm Event Database and data collection guides
*Highlight indicates reported damage to energy infrastructure, including power lines.

The data indicates that an average of 2.7 severe winter storm events have occurred per year from 2000 to 2010. Additionally, RMP outage data shows that 34 outages due to winter storms have occurred from 2008-2010, resulting in 3,165 customer interruptions. Figure 6.2.5.1 compares the annual number of customer interruptions for years 2008-2010. Averages of 1,055 customer interruptions have occurred per year due to winter storm events.

Figure 6.2.5.1. Number of Customer Interruptions Due to Winter Storms, 2008-2010



Source: RMP Outage Data

6.2.6 Wildfires

Historically, wildfires have occurred in Casper and the surrounding area, and have affected property, led to highway closures, and have caused evacuations. Table 6.2.6.1 summarizes wildfires that have affected Casper. Wildfires that occur in urban interface areas have led to evacuation of residents and have damaged or destroyed homes and outbuildings. Wildfires can also threaten energy infrastructure, including pump stations, delivery terminals, power lines, and fuel distribution centers. One of the highest areas of concern for wildfire urban interface areas is Casper Mountain, where more than 450 structures and homes are located. Development is also occurring in other interface areas such as the Rattle Snake Mountains, Alcova Reservoir area, and the north foothills of Casper Mountain. As energy infrastructure is expanded to serve developments in these areas, the risk of an energy disruption due to wild land fire events will increase.

Table 6.2.6.1 Summary of Wildfires in the Casper Area

Location	Date
South Poplar and Garden Creek	1984
South Poplar and Garden Creek	1987
Casper Mountain	1994
Allendale	1995
Meadow Acres	1995
Cole Creek Road	1995
Cole Mountain	1999
8 miles S of Casper; ended 8 miles SW of Casper	7/29/2000
Cole Creek Road	2001
8 miles E of Casper; ended 8 miles ESE of Casper	7/30/2001
Casper Mountain	8/12/2006

Source: NCDC and data collection guides.

6.2.7 High Winds

High wind events occur throughout Wyoming and are most frequent during colder months. Winds greater than 50 mph are common and can occur across several counties at the same time. Severe wind can cause damage to people as well as property, including energy assets

and infrastructure. The average annual wind speed in Casper is 12.7 mph, although wind gusts can reach 85mph. In the past, high winds have caused downed power lines and other damages to the electrical infrastructure, resulting in power outages throughout the community. While high wind can damage the energy infrastructure, it is also diversifying the supply and production of electricity through wind farms located in the Casper area.

6.3 Accidental Events

Accidental events are a result of technological failure or honest human error. All elements of the energy infrastructure in Casper are vulnerable to accidental events. For example, a natural gas pipeline could be ruptured during digging activities, the loading rack for liquid fuels could experience a technical failure such as a programming glitch, or a fallen tree could tear down power lines. Energy suppliers in Casper can reduce vulnerability to accidental events by implementing programs that reduce the risk of accidental events occurring. Such programs might include regular maintenance of remote control technologies or -call before you dig" campaigns.

6.4 Systemic Threats

Systemic threats to energy sectors affect the entire energy distribution and production network, encompassing production plants and widespread distribution infrastructure. Systemic threats are events caused by the physical inability of energy delivery systems to meet demand. One example of a systemic event occurred on January 1, 1981, when a large electrical blackout affected 1 million people throughout Idaho, Utah, and Wyoming. Another example of a systemic threat occurred in the aftermath of Hurricane Katrina in August-September 2005. Wyoming, along with the rest of the nation, experienced record-high fuel prices as a result of disruption of oil production from disaster conditions created by Hurricane Katrina. As part of their daily operations, the Wyoming Governor's Energy Office routinely monitors availability of fuel supplies and will be a resource for systemic threat information for the Casper Metropolitan area.

7.0 Vulnerabilities

7.1 Energy Infrastructure

Most energy infrastructure are vulnerable to natural, accidental and man-made disasters. Events such as earthquakes, severe thunderstorms, severe winter storms, accidents and terroristic threats have communitywide impacts and are not limited to certain locations. All exposed critical assets are vulnerable to these hazards. Events such as flooding and wildfires are usually limited to certain areas, allowing the extent of their impact to be estimated. For floods, energy infrastructure such as substations located closest to rivers and water bodies are more vulnerable to damages and energy disruptions than other facilities located outside of the floodplains. Similarly, energy infrastructure located outside of the urban area will be more vulnerable to wildfires.

7.1.1 Electricity

Power outages can result from accidental events, natural hazards, systemic threats, deliberate attacks, and other events. In the Casper Metropolitan area, outages have resulted mainly from accidental events or natural hazards. In 2010, roughly 1,976 hours of electricity disruption occurred from approximately 855 outage events. The majority of the outages were a result of accidental events such as animals, equipment failure, interference, loss of supply, and operational accidents. Natural events, including weather and damage caused by trees, were also a significant cause of outages. System Vulnerability are as follows:

1. Flooding could damage the substations located along the river and cause a severe energy outage in the Casper Metropolitan area.

2. The long-term curtailment or disabling of train service by terrorist act, flood or snowstorm in the Wyoming Powder Basin endangers the operation of coal-fired power plants. Many rail lines are congested as the demand for coal increases. Shipping contracts for coal delivery are always being negotiated. If a labor problem was to occur, train service could be interrupted, impacting the delivery of coal. Power plants typically keep 90 days of coal reserve. Consequently, only a long-term delay of train service would be expected to produce an electricity shortage.

3. The simultaneous outage of coal-fired power plants and a major transmission line that interconnects Wyoming with neighboring states could generate a severe shortage of electricity, because the loss of interconnection would prevent a power purchase from other sources.

4. Because of redundancy, an individual terrorist act is not likely to paralyze the electricity supply in Casper Metropolitan area. A more impactful event would be a concentrated cyber attack against the utility communication systems. Most substations are controlled remotely by computers. Authorized operators can access the supervisory control and data acquisition (SCADA) system remotely to perform switching as needed. Cyber terrorists or hackers may do switching of loads or status of power plants, thus causing widespread outages. The vulnerability of the system to cyber terrorism will increase following the conversion of the present electrical network to a smart grid, which further depends on remote computer control of operation.

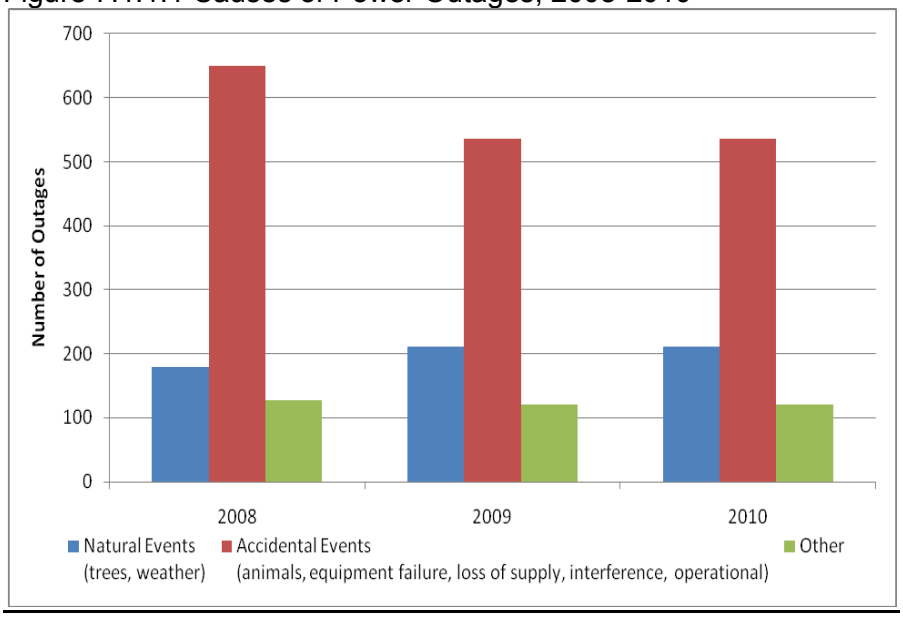
The following figures and tables help describe causes of outage events, where they occurred, and how outages affected consumers. A summary of types of disruptions and their duration in 2010 is included in Table 7.1.1.1. Figure 7.1.1.1 illustrates causes of outages from 2008 to 2010. A description of the five worst outage days from 2009 through 2010 is included in Table 7.1.1.2. Figure 7.1.1.2 shows substations where outages have occurred from 2008 through 2010.

Table 7.1.1.1 Summary of Disruption Events, 2010

Cause of Disruption	Duration Hours (In Hours)	Customers Minutes Interrupted (In Minutes)	Customers Interruptions	Number of Outages
Accidental Events	1,319	7,582,321	112,565	548
Deliberate Attacks	0	0	0	0
Natural Events	397	860,814	8,159	137
Other	189	1,865,201	32,712	114
Systemic Threats	0	0	0	0

Source: Rocky Mountain Power Outage Data

Figure 7.1.1.1 Causes of Power Outages, 2008-2010*



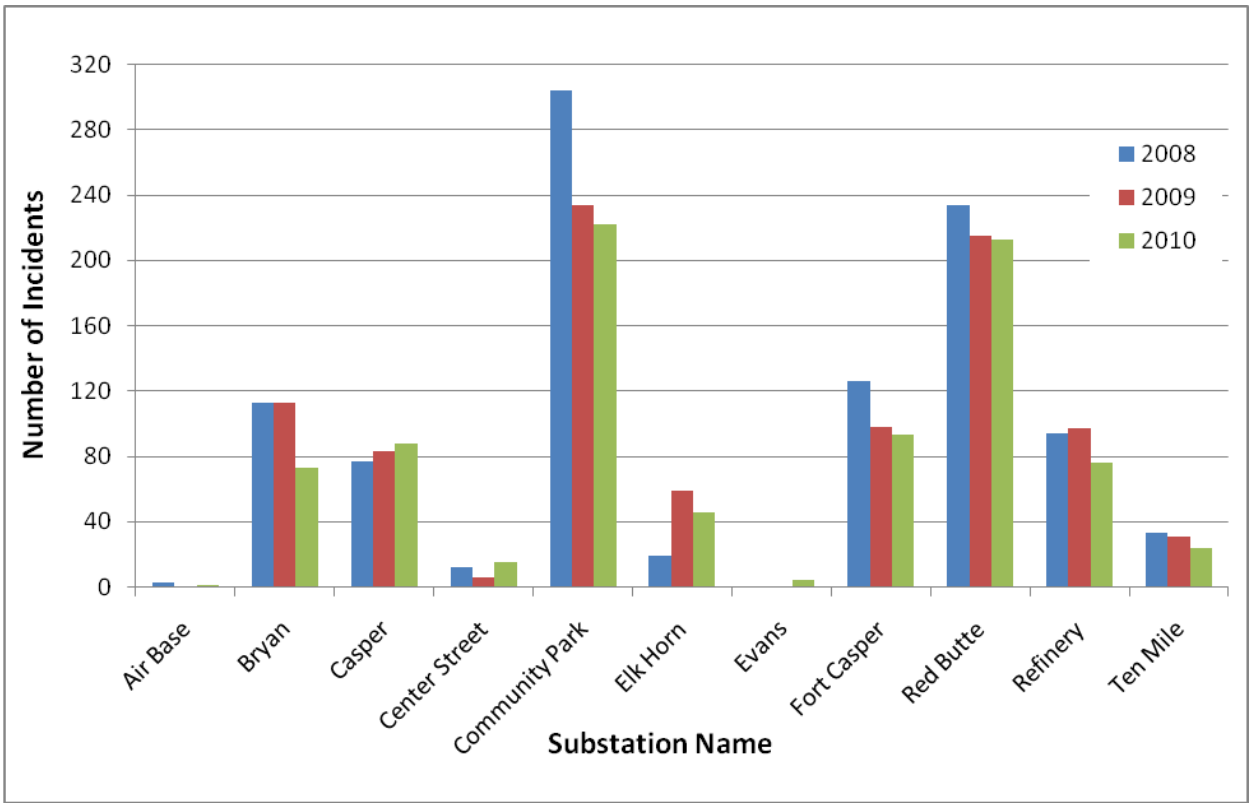
*Data through October 27, 2010 Source: Rocky Mountain Power Outage Data

Table 7.1.1.2. Five Worst Outage Days from 2009-2010

Date	Customer Minutes on Day of Event	Summary of Event
7/17/2009	1,476,544	Transmission line(s) to the Community Park and Red Butte substations failed simultaneously (6:27AM). Red Butte restored after 20 minutes; Community Park restored after about 2 hours.
3/18/2010	1,128,814	A pole fire on the Westridge Circuit (Community Park substation) shuts down power for 7.47 hours. 2,698 interruptions.
4/21/2010	1,024,806	The Fort Caspar substation shuts down for 2 hours, starting at 1:17AM. 4,751 customers affected. This is followed by a vast loss of transmission that begins at 12:11 PM and affects half the city. Lasts roughly 20 minutes.
6/17/2010	1,492,600	The Allendale circuit (Community Park substation) shuts down pre-dawn for 1.49 hours total. 4,427 interruptions. Cause listed as ~~un~~known" but may be wind related. High winds later that day cause many other outages.
10/5/2010	1,335,173	Massive pre-dawn transmission failure. Two substations completely without power. Community Park substation shuts down for about 2 hours, 41 minutes causing 6,342 interruptions.

Source: Data collection guides from Fire-EMS and Buildings and Grounds.

Figure 7.1.1.2. Number of Outages per Substation, 2008-2010*



*Data through October 27, 2010
Source: Rocky Mountain Power Outage Data

7.1.2 Natural Gas

There are only two known breaks in natural gas pipelines that have occurred in the Casper Metropolitan area. One of the breaks in the pipeline occurred in 1994, and the other in 1998. Both events resulted in minor energy disruptions and no injuries were reported. However, natural gas disruptions can have a substantial risk to public health and safety. A break in a natural gas pipeline can lead to fires and/or explosions. A total loss of gas supply in the Casper Metropolitan Area would probably take weeks, even months, to restore, as crews must purge air from the entire system, re-pressurize it, and then manually re-light all of the customers that have been shut off. A loss of natural gas supply during the winter can create serious public health impacts in a short period of time, as many people rely on natural gas for home heating. Natural gas vulnerability are as follows:

1. The natural gas business structure is very complex. Gas production resources, transmission systems, and the local distribution systems are each usually owned by different companies. The gas utility from which most customers buy natural gas is typically a Local Distribution Companies (LDC) that generally does not own out-of-state gas supplies or interstate transmission pipelines. As such, the LDC may have fewer options for reacting to natural gas emergencies than would a vertically integrated utility.

2. Natural gas is highly combustible, so fire and explosion is a concern, therefore, whenever and wherever natural gas is transported and used. The 2010 explosion of an underground natural gas line in a residential neighborhood in San Bruno, California is a case in point (Figure 7.1.2.1). This was an accidental event, but the results of preliminary investigations have revealed inadequacies in maintenance schedules and emergency responses.

3. Pipelines are also vulnerable to intentional damage, either from vandalism, sabotage, or terrorism. The break in a major gas line in the Sinai Peninsula is suspected to have been related to recent turmoil in Egypt. It resulted in loss of delivery of natural gas to several countries, including Israel.

Figure 7.1.2.1: explosion of an underground natural gas line

Other potential vulnerabilities include insufficient supply, earthquakes and even cold weather, as was demonstrated in the first week of February 2011, when several gas-fired power plants tripped off and gas supplies were curtailed in Arizona, New Mexico and Texas. Cold temperatures left 18,500 without service. The interstate pipeline system was absolutely slammed," Company spokeswoman Libby Howell said. "We cut it in an effort to protect the rest of the system." Southwest asked customers unaffected by the outage to keep gas usage as low as possible to help speed the restoration process. Cold weather related incidents can mainly be related to internal freezing or ice plugs blocking flow, and frost heave. Though there is a possibility of natural gas disruption in Casper Metropolitan Area during severe cold weather, the probability of accidental damage is much higher.

7.1.3 Liquid Fuels

Table 7.1.3.1summarizes each critical infrastructure‘s vulnerability to each type of hazard. As shown in the table, all energy infrastructure is vulnerable to earthquakes. All critical assets except pipelines are vulnerable to severe thunderstorms and severe winter storms events. Flooding and wildfire risks are higher in certain geographic areas, making critical facilities located near floodplains or wilderness areas more vulnerable to these hazards. Specifically,

electric substations 1 and 3, the Sinclair loading rack and refinery, I-25 and Highway 26 are located within less than 0.5 miles of a 100-year flood event. Additionally, most electric transmission lines have at least one portion of their service line located over the floodplain.

Table 7.1.3.1. Summary of Risk and Vulnerability of Critical Assets

TYPE OF ENERGY	ENERGY INFRASTRUCTURE	HAZARD						
		EARTHQUAKE	FLOODING		WILDFIRE	SEVERE THUNDERSTORM (hail, tornado, lightning)	SEVERE WINTER STORM (heavy snow/ice storm)	TERRORISTIC THREATS
			Proximity to 100-yr Flood Elev. (mi)	Proximity to 500-yr Flood Elev. (mi)	Proximity to Natural Area (mi)			
Electricity	Substation 1-19	X	0.2		1.5 - 2.0	X	X	X
	Transmission line, <100kV	X	0 - 3.75		0	X	X	X
	Transmission line, 100kV-161kV	X	0 - 1.75		0	X	X	X
	Transmission line, 230kV-287kV	X	0 - 3.0		0	X	X	X
Natural Gas	Pump Station	X				X	X	X
	Pipeline	X	-----	-----	-----	-----	-----	X
	Delivery Terminal	X				X	X	X
Liquid Fuel	Sinclair Refinery (Evansville)	X	0.3		0.5-1.0	X	X	X
	Sinclair Loading Rack (Evansville)	X	0.3		0.5-1.0	X	X	X
	Retail stations	X				X	X	X
	I-25	X	In flood zone ~1.50mi		0	X	X	X
	HWY 26	X	In flood zone ~2.0mi		0	X	X	X

X Critical asset vulnerable to hazard, but cannot determine proximity to hazard.
--- Hazard not expected to impact asset.

7.2 Non-City Owned Facilities

City-owned buildings are not the only facilities that need to remain functional during an energy emergency. For this reason, AMEC and the City of Casper identified critical non-city owned buildings and contacted them with a survey regarding back-up power capabilities. Specifically, the survey was designed to find out if the building has a generator, and if it does, record information regarding generator capacity, fuel acquisition and storage, and personnel training.

Between June 9 and July 22, 2011, AMEC staff contacted employees at the non-city owned facilities who are familiar with the building and the building‘s generator, if it has one. The surveys were conducted over the phone, and in several instances, where facilities had multiple buildings and multiple generators (such as the County Airport and the County School District), via email. The results of the surveys are presented in Table 7.2.1.1.

Table 7.2.1.1 Summary Assessments of Non-City Owned Critical Facilities

Non-city Facility Generator Summary	Owner	*Generator (Y/N)*	Manufacturer	Rated Capacity (kW)	Fuel Type	On-site Fuel Storage Capacity	Who Supplies the Fuel?	Facility Run Time Before Refueling?	Opinion of Above- or Below-average Power Outage Occurrence:	Solar or Wind Power Generation ?	Comments
Bar Nunn City Hall	Bar Nunn	N	n/a	n/a	n/a	n/a	n/a	n/a	No more than average	No	None
Bar Nunn Volunteer Fire Department Building	Bar Nunn	Y	Cummins - Onan	30-35	Diesel	200 gallon day tank	LSI	Almost 48 hours	Not more than average. The power is kind of flaky, and it seems to have gotten worse lately.	No	None
Evansville Fire Station	Evansville	Y	Generac	60	Natural Gas	N/A	SourceGas	N/A	At times quite a few (couple times a year, 1-2 hr duration), though not as many in the last year or so.	No	None
Evansville Town Hall	Evansville	Y	Same as Fire Station	60	Same as Fire Station	Same as Fire Station	Same as Fire Station	Same as Fire Station	Same as Fire Station	No	Shares the generator with Evansville Fire Station
Evansville Water Plant	Evansville	N	n/a	n/a	n/a	n/a	n/a	n/a	Same as Fire Station	No	Not looking into a generator in the future, given the size of the WTP and the number of pumps they have. If there were any issues they'd expect to see the National Guard brought in to assist. The water supply is mainly gravity feed anyway, so they have enough in storage to supply the town for a little while.
Evansville Public Works Building	Evansville	N	n/a	n/a	n/a	n/a	n/a	n/a	Same as Fire Station	No	None
Mills Town Hall	Mills	N	n/a	n/a	n/a	n/a	n/a	n/a	Average and usually just little bumps. Maybe one bump every 2 weeks.	No	None
Mills Fire Station	Mills	Y	Cat - Generac Olympian	55	Propane	500 gallon AST	Whoever has the cheapest price	3-4 days, but it's never had to run that long	Used to have more 3-4 years ago, but in the last couple of years not as many	No	None
Mills Police Station	Mills	N	n/a	n/a	n/a	n/a	n/a	n/a	Below average, usually only during thunder and lightning storms. Probably 3 power bumps over the summer and 1 in the winter, on average.	No	None

Non-city Facility Generator Summary	Owner	*Generator (Y/N)*	Manufacturer	Rated Capacity (kW)	Fuel Type	On-site Fuel Storage Capacity	Who Supplies the Fuel?	Facility Run Time Before Refueling?	Opinion of Above- or Below-average Power Outage Occurrence:	Solar or Wind Power Generation ?	Comments
Mills Water Treatment Plant	Mills	N	n/a	n/a	n/a	n/a	n/a	n/a	No, not very frequently	No	They're working to get a generator, trying to budget for one. Possibly need two generators, since they estimate needing over 2000 kW of generating capacity.
Cheney Federal Building	Federal	Y	Cummins	175	Diesel	50 gallon day tank	Homax	6-8 hours	Less than average - 5 in the last 10 years, best guess	No	None
Ewing T. Kerr Federal Courthouse	Federal	N	n/a	n/a	n/a	n/a	n/a	n/a	Less than average	No	None
Centennial Jr. High School	School District	Y	Onan, model 670T	75	Diesel	20-gal day tank	District	1 day	No opinion, but Casper does experience a number of outages	Yes, for educational purposes only (solar panels and a wind turbine)	(Applies to all schools) The generators are for evacuation purposes only, and power emergency systems like lights and fire alarms.
Kelly Walsh High School	School District	Y	Kohler, model D3000Tx215	76	Diesel	20-gal day tank	District	1 day	same	No	Battery back-up maintains power for 20-30 minutes and helps during short outages, but if the outage lasts longer than that it can be problematic.
Natrona County High School	School District	Y	Kohler, model D3400x210	45	Diesel	20-gal day tank	District	1 day	same	No	None
Poison Spider High School	School District	Y	Generac, model TG6135L003526	350	Diesel	300-gal integrated tank	District	1 month	same	No	None
Natrona County School District - Bus Garage	School District	N	n/a	n/a	n/a	n/a	n/a	n/a	Can't say, but the city has been experiencing brown-outs lately.	No	None
Wyoming Department of Transportation	State	N	n/a	n/a	n/a	n/a	n/a	n/a	Average	No	The WYDOT building contains: admin offices, repair bays, heavy fleet, and highway patrol fleet maintenance.
WYDOT Garage	State	N	n/a	n/a	n/a	n/a	n/a	n/a	Average	No	None

Non-city Facility Generator Summary	Owner	*Generator (Y/N)*	Manufacturer	Rated Capacity (kW)	Fuel Type	On-site Fuel Storage Capacity	Who Supplies the Fuel?	Facility Run Time Before Refueling?	Opinion of Above- or Below-average Power Outage Occurrence:	Solar or Wind Power Generation ?	Comments
Wyoming National Guard	State	N	n/a	n/a	n/a	n/a	n/a	n/a	Less than average - experience 2 blips per year, less than 30 minute disruptions	No	None
Roberts Commons	Casper College	N	n/a	n/a	n/a	n/a	n/a	n/a	4-5 outages a year, less than 2 hours. Local reasons for the outages, like a blown transformer or downed power line.	No	Building slated for demolition.
Liesinger Administration Building	Casper College	N	n/a	n/a	n/a	n/a	n/a	n/a	4-5 outages a year, less than 2 hours. Local reasons for the outages, like a blown transformer or downed power line.	No	Thought about getting a generator in the past for the call center. The facility has been used by the Red Cross in the past.
Elkhorn Valley Rehabilitation Hospital	Hospital	Y	Cummins	400	Diesel	1,700 gallon day tank	Homax	Estimate 72 hours	Average - 2-3 times per year for 10-15 minutes.	No	None
Wyoming ~~Regional~~ Medical Center	Hospital	Y	Onan & Cummins	600 x2	Diesel	10,000 gallon underground tank	Homax	96 hrs	No, 3.4qtr at the most, minutes (very rarely last longer than that)	No	Completed by staff at the Medical Center. They also took out the Regional in the site name.
Mountain View Regional Hospital	Hospital	Y	Cummins	Not Known	Diesel	1,000 gallon AST	Homax	1 week	Average - last year there were 2 outages for about 20 minutes.	No	None
Casper-Natrona County Airport (Terminal Building	Natrona County	Y	ONAN 100	100	Diesel	60	Homax	Not Known	More than average- 3 per month spring and summer, 2 – 2.5 hours	No	None
Casper-Natrona County Airport (Former FAA)	Natrona County	Y	MAGNA PLUS	156	Diesel	500	Homax	Not Known	More than average- 3 per month spring and summer, 2 – 2.5 hours	No	None
Casper-Natrona County Airport (airfield Generator	Natrona County	Y	DELCO	150	Diesel	150	Homax		More than average- 3 per month spring and summer, 2 – 2.5 hours	No	None
County Fire Protection - Station 7	Natrona County	Y*	Generac	55	Gasoline	5	5 gallon tank and 4-5 cans of fuel stored on site	Buy it at fuel pumps about 1 mile away from station	1 week	No	None
County Fire Protection - Station 13	Natrona County	Y	Olympia, model G80F3	85	Propane	500 gallon AST	Blakeman	Hasn't been tested but told it will go for 3 days	Don't know	No	None

8.0 Disruption Events / Risk Assessment

As discussed in Section 6.0, there are four different types of hazards:

1) Deliberate attacks caused by people;

2) Natural events caused by nature;

3) Accidental events caused by technological failure; and

4) Systemic threats caused by the physical inability of energy delivery systems to meet demand.

In order to gauge the magnitude and relative impacts of energy outages from these events, an initial assessment of the probability of the extent of impacts associated with each of the disruption types has been compiled. Based on historical data, the likelihood of future occurrences is categorized into one of the following classifications:

- **Highly Likely**—Near 100 percent chance of occurrence in next year, or happens every year.
- **Likely**—Between 10 and 100 percent chance of occurrence in next year, or has a recurrence interval of 10 years or less.
- **Occasional**—Between 1 and 10 percent chance of occurrence in the next year, or has a recurrence interval of 11 to 100 years.
- **Unlikely**—Less than 1 percent chance of occurrence in next 100 years, or has a recurrence interval of greater than every 100 years.

In order to gauge the magnitude and relative impacts from these events, the following scale is employed and discussed relative to each section:

- **Catastrophic**—More than 50 percent of area affected. Electrical outage or energy disruption lasting more than 72 hours.
- **Critical**—25 to 50 percent area affected. Electrical outage or energy disruption lasting between 24 and 72 hours.
- **Limited**—10 to 25 percent of area affected. Electrical outage or energy disruption lasting several hours to one day.
- **Negligible**—Less than 10 percent of area affected. Electrical outage or energy disruption lasting a few hours or less.

8.1 Accidental Events

Accidental impacts that cause energy disruptions can be due to accidental technological failure, chemical spills, nuclear or biological contamination, pipeline rupture, or accidental action or inaction. Small-scale accidental impacts occur in the energy industry routinely. Typically,

energy industry partners have measures in place to quickly respond to fix the situation and restore service. Research on such incidents in the Casper Metropolitan area turned up a relatively significant accidental energy disruption in 2010. of which there were, 855 outages resulting in 1,976 hours of electricity disruption. The majority of the outages were a result of accidental events such as animals, equipment failure, interference, loss of supply, and operational accidents.

Although the probability of future events is high, the potential for these events to result in the Casper Metropolitan area's response is low due to the energy industry's ability to respond and quickly recover from accidental impacts.

Magnitude and Relative Impacts of Energy Outage due to Accidental Events

Probability of Future Accidental Events: Highly Likely

Potential Magnitude/Impact on Energy System: Negligible

8.2 Deliberate Attacks

Terrorist Attacks

Research did not reveal any deliberate attacks with ramifications to the energy supply in the Casper Metropolitan area. However, such attacks have occurred elsewhere. It is reasonable to assume that similar events could potentially happen in Casper Metropolitan area or Wyoming in general. Types of deliberate attacks can vary greatly from thieves stealing copper wire out of substations to terrorist attacks on pipelines. A June 8, 2011 article from an Ohio news source detailed a copper-theft incident in Newcomerstown, Ohio. The vandalism to the substation left over 2,000 people without power from about 3:40p.m. until 7:30p.m when electric company crews were able to repair the damage (http://www.timesreporter.com/communities/x1043747387/Thieves-stealing-copper-cause-power-outage).

Smaller-scale incidents such as copper-wire theft are not at all unusual and occur all over the nation. Such events can be even more commonplace during economic downturns when people may be more likely to resort to criminal activity for financial gain.

On the larger end of the scale, oil pipelines in Nigeria have been vandalized repeatedly over the years. Natural gas pipelines in Canada were bombed multiple times between 2008 and 2009. It is not always clear whether such acts qualify as terrorism specifically, but sabotage is certainly the intention.

Cyber-Security Attacks

As discussed in Section 5.1, cyber-security attacks are a growing concern, as many energy delivery systems are managed by computers. Fortunately, many utilities, energy production companies and local delivery companies use proprietary software or systems that are less

vulnerable than off-the-shelf software. However, the threat of a cyber attack is present within any system that relies on information communication technology and can be detrimental on many levels to consumers, business owners, government, and infrastructure. There are many threats, some more serious than others. Some examples of how computers and systems could be affected by a cyber security incident — whether because of improper cyber security controls, manmade or natural disasters, or malicious users wreaking havoc—include the following:

Denial-of-service: refers to an attack that successfully prevents or impairs the authorized functionality of networks, systems or applications by exhausting resources. This type of attack could shut down a government agency's website, thereby preventing citizens from accessing information or completing transactions. This type of attack could also impede business operations or critical services such as emergency medical systems, police communications or air traffic control.

Malware, worms, and Trojan horses: These spread by email, instant messaging, malicious websites, and infected non-malicious websites. Some websites will automatically download the malware without the user's knowledge or intervention. This is known as a "drive-by download." Other methods will require the users to click on a link or button.

Botnets and zombies: A botnet, short for robot network, is an aggregation of compromised computers that are connected to a central ―controller." The compromised computers are often referred to as ―zombies." These threats will continue to proliferate as the attack techniques evolve and become available to a broader audience, with less technical knowledge required to launch successful attacks. Botnets designed to steal data are improving their encryption capabilities and thus becoming more difficult to detect.

"Scareware" – fake security software warnings: This type of scam can be particularly profitable for cyber criminals, as many users believe the pop-up warnings tell them that their system is infected and then the users are lured into downloading and paying for the special software to ―protect" their system.

According to a survey prepared by McAffe Inc., in which 600 executives and technology managers from infrastructure operators in 14 countries were interviewed, more than half of the operators of power plants and other ―critical infrastructure" say their computer networks have been infiltrated by sophisticated adversaries (http://journalstar.com/news/local/article_c90767fa-27e2-11df-9f25-001cc4c03286.html). Although research did not reveal any history of cyber attacks on energy infrastructure in Casper Metropolitan area or Wyoming, this threat is a growing concern. According to the Targeted Actionable Monitoring Center (TAM-C) of the Institute of Terrorism Research and Response, there is evidence that al Qaeda cells are planning targeted cyber attacks in the U.S., U.K. and France. SCADA systems and utility providers in these countries are included among the cyber attack targets. There is no timeline for such an attack, but it is estimated that terrorist organizations such as al Qaeda already have the capability to execute these plans. The TAM-C advises potential targets to assess their vulnerability to such attacks.

Given the unpredictable nature of deliberate attacks on energy infrastructure, it is difficult to determine the potential magnitude and impacts of such an event. The magnitude also varies widely depending on the nature of the event. Smaller-scale events such as copper wire theft

typically affect a few thousand to several thousand people, depending on the population served by a given substation. If the Ohio incident described above is any indicator, such energy disruptions are addressed and remedied within several hours at the most. The impacts of this type of disruption can be exacerbated by the season and the weather. During extremely cold winters or extremely hot summers, power outages can affect people's ability to keep themselves warm or cool enough in extreme temperatures. Copper wire theft is also extremely dangerous to the person or people committing the act, and injury or death can occur. It is more likely that the Casper Metropolitan area will be affected by this type of deliberate disruption rather than a larger-scale event such as pipeline terrorism. However, if a larger-scale event such as terrorism were to occur, potential impacts could include extended energy supply shortages, casualties depending on the location/scale of the event, public fear, loss of confidence in government or private companies involved, increased demand in view of an impending shortage, fluctuating fuel prices, and more.

Magnitude and Relative Impacts of Energy Outage due to Deliberate Attacks

Probability of Future Deliberate Attacks: Unlikely to Occasional

Potential Magnitude/Impact on Energy System: Variable

8.3 Natural Hazards

Various natural hazard events have the potential to cause disruptions in energy supply, and are the most common source of vulnerability to the energy infrastructure. The following natural hazards have been identified as those with the potential to cause energy disruptions in the Casper Metropolitan Area:

- Drought
- Earthquakes
- Flooding
- Severe thunderstorms
- Severe winter storms
- Wildfires
- High Winds

As specified in Section 6, natural hazards can impact the energy infrastructure in a variety of ways, including damage to power generation and distribution facilities, increased fuel supply and demand, and increased strain on distribution infrastructure. This section discusses individual natural hazard events that can cause energy disruptions. The hazard descriptions are summarized from the 2010 Natrona County Multi-Jurisdiction Hazards Mitigation Plan developed by the Natrona County Emergency Management Agency, data obtained from stakeholders via data collection guides, and the National Climatic Data Center (NCDC). This

section of the plan serves to describe hazards by providing general information about types of disruption events and historical events that have occurred in the past. This section also provides the likelihood of energy outage and the severity of the outage.

8.3.1 Drought

Drought is a natural event that, unlike floods or tornados, does not occur in a violent burst but happens gradually; furthermore, the duration and extent of drought conditions are unknown because rainfall is unpredictable in amount, duration and location. Natrona County experiences ~~-c~~ycles" of drought, usually lasting three to four years. Casper has been impacted by drought conditions in the past and is expected to be affected in the future.

Although drought is not a direct threat to energy infrastructure systems it can increase the risk for wildfires, a direct hazard threatening energy infrastructure. Additionally, drought-like conditions paired with earthquakes have the potential to cause fires as earthquakes also generate a considerable amount of debris to include brick/wood and reinforced concrete/steel. Casper has been impacted by drought conditions in the past and is expected to be affected in the future.

Magnitude and Relative Impacts of Energy Outage due to Drought

Probability of Future Drought Events: Likely

Potential Magnitude/Impact on Energy System: Limited

8.3.2 Earthquake

The U.S. Geological Survey (USGS) provides a program for estimating the probability of seismic events at specific locations through the 2009 Earthquake Probability Mapping program on the USGS website (https://geohazards.usgs.gov/eqprob/2009/index.php).

Using the 2009 Earthquake Probability Mapping program, probability maps were created for earthquakes with magnitude (M) 5.0 or greater over time intervals of 100-, 500-, 1,000-, 2,500-, and 5,000-year periods. Figures 8.3.2.1- 8.3.2.4 illustrates probabilities of magnitude 5.0 or greater earthquakes occurring in the Casper area in the specified time interval.

Figure 8.3.2.1. Probability of Earthquake (M>5.0) – 500 Years

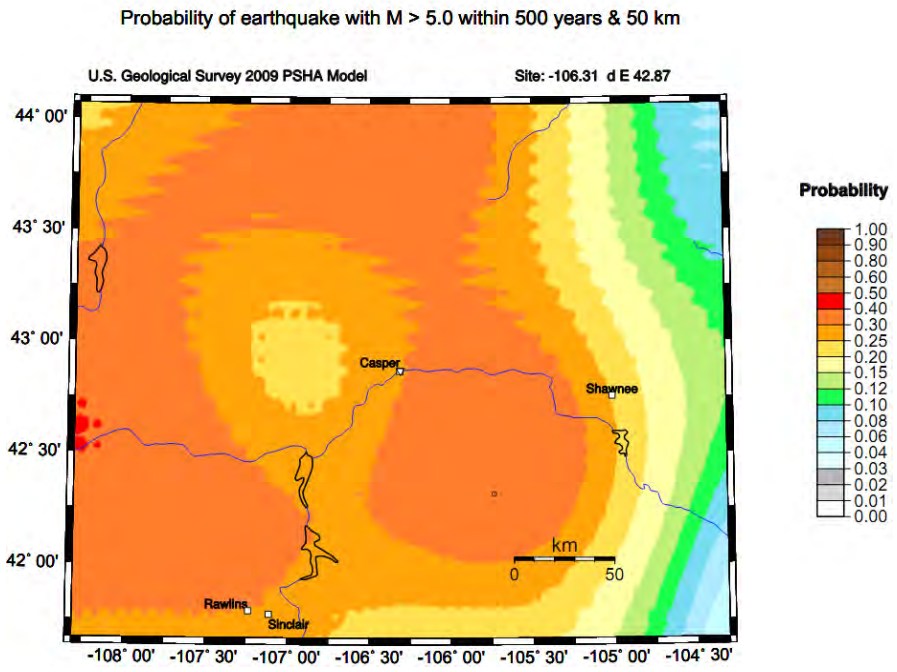


Figure 8.3.2.2. Probability of Earthquake (M>5.0) – 1,000 Years

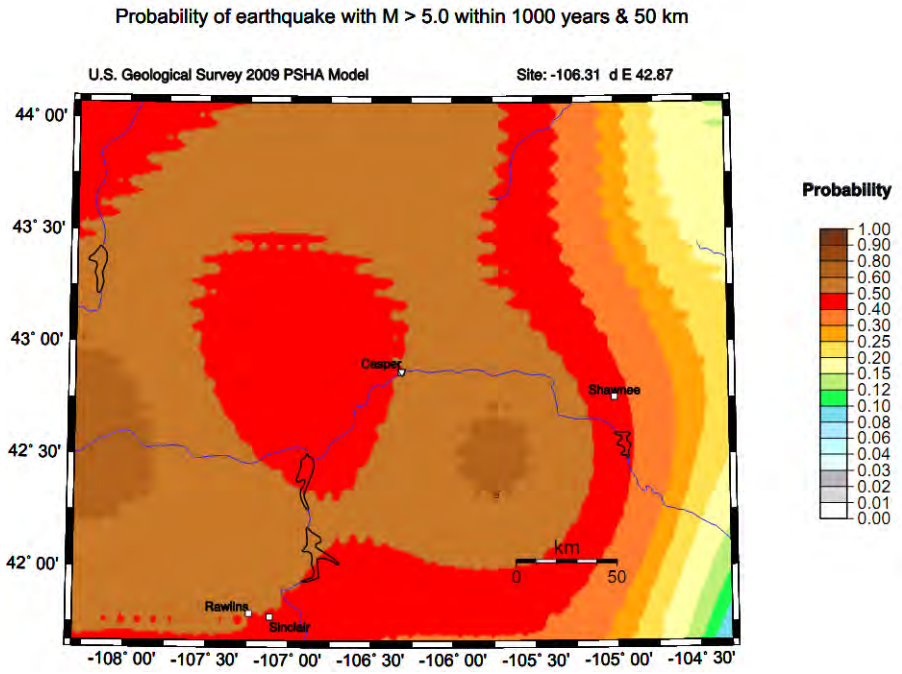


Figure 8.3.2.3. Probability of Earthquake (M>5.0) – 2,500 Years

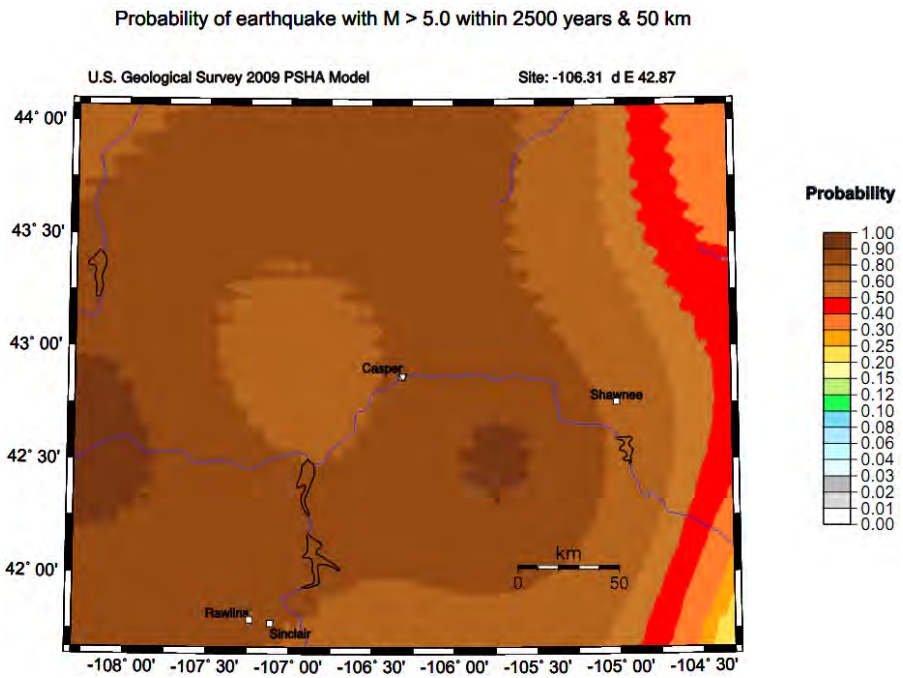
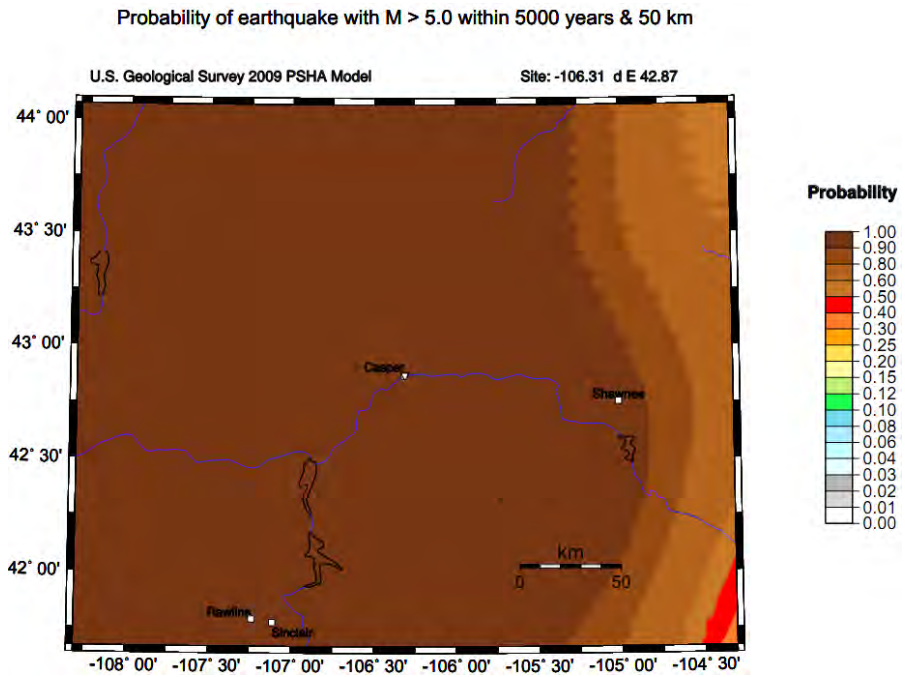


Figure 8.3.2.4. Probability of Earthquake (M>5.0) – 5,000 Years



Based on the probability maps generated by USGS, there is a 90-100% chance that a 5.0 or greater magnitude earthquake will occur in the next 5,000 years. Probabilities decrease as time intervals become shorter. A complete summary of probabilities and time intervals is included in Table 8.3.2.1.

Table 8.3.2.1. Probabilities of Earthquake with M>5 within 50km of Casper, WY

Time Interval (yr)	*Probability (%)*
500	25 – 40%
1,000	40 – 60%
2,500	80 – 90%
5,000	90 – 100%

These USGS maps indicate that there is roughly a 25-40% chance that an earthquake (M>5) will occur near Casper in the next 500 years. Alternately, according to Natrona County Emergency Management, the USGS predicts that a 6.5 magnitude earthquake could occur at any time. Damage potential in the county during such an event is estimated to be $500 million. Also, using the USGS earthquake shake grid, it can be determined that within the State of Wyoming, the greatest seismic activity is probable in the western half of the State and in the southwestern corner of Converse County. Casper's proximity to the eastern border of Natrona County, adjacent to the Converse County border places Casper in a probable area of seismic activity. Significant seismic activity could potentially cause the collapse of transmission line

towers, in effect cutting off the power distribution from Converse County to the east and to/from other points west and north of Casper. Seismic activity could also force the shutdown of one or more local substations. The substations on the eastern side of the metropolitan area may be at a greater risk of the seismic activity in Converse County, but it should be noted that all substations would be at risk. At the time of publication, RMP had not provided requested electrical system mapping to determine the connectivity of each substation to the electrical transmission system and the specific service area for each substation. Gasoline stations and propane locations are located within city limits. Given a significant earthquake of a magnitude greater than 5.0, these stations face considerable damage and disruption in fuel distribution. There are several natural gas, crude oil, and refined products pipelines that transect the metropolitan area on the north side that may be impacted by earthquake activity as well.

When the ground moves, rigid pipes like natural gas, oil, and sewer pipes, cannot move with it, so they may fracture, causing leaks. Electricity is supplied by cables on poles or buried. As buildings collapse and the ground shakes, many of the poles also collapse cutting off the electricity supply to critical facilities.

A HAZUS earthquake event report for Natrona County, dated May 11, 2010, determined damage to the energy infrastructure and eventually power outage that would occur as a result of an earthquake. The earthquake scenario is based on a 2500 year probabilistic with a magnitude of 6.5. HAZUS is a regional earthquake loss estimation model that was developed by the Federal Emergency Management Agency and the National Institute of Building Sciences. The primary purpose of HAZUS is to provide a methodology and software application to develop earthquake losses at a regional scale.

Tables 8.3.2.2 and 8.3.2.3 are excerpts from the HAZUS earthquake event report. The tables summarize information on the predicted damage to utility systems. The first table estimates which utility systems will be damaged and when function will be restored, and the second table estimates the number of leaks and breaks in each utility system. For electric power and potable water, HAZUS performs a simplified system performance analysis. Based on Table 8.3.2.2 of the HAZUS report, less than 50% of the electrical power system will be functional one day after the event, and greater than 50% of the system will be functional after 7 days. As for oil and natural gas, both fuel systems are predicted to have greater than 50% functionality by one day after the event, although Table 8.3.2.3 predicts some damage to the natural gas pipeline system. For oil infrastructure, the HAZUS earthquake report indicates no damage to the pipeline.

Table 8.3.2.2. Expected Utility System Facility Damage

System	Total #	With at Least Moderate Damage	With Complete Damage	# of Locations with Functionality > 50 %	# of Locations with Functionality > 50 %
				After Day 1	After Day 7
Potable Water	0	0	0	0	0
Waste Water	1	0	0	0	1
Natural Gas	5	0	0	5	5
Oil Systems	3	0	0	3	3
Electrical Power	1	0	0	0	1
Communication	17	0	0	17	17

Table 8.3.2.3. Expected Utility System Pipeline Damage (Site Specific)

System	Length (kms) Total Pipelines	Number of Leaks	Number of Breaks
Potable Water	14,858	650	163
Waste Water	8,915	514	129
Natural Gas	5,943	550	137
Oil	0	0	0

<u>Magnitude and Relative Impacts of Energy Outage due to Earthquake</u>

Probability of Future Earthquake Events: Unlikely to Occasional

Potential Magnitude/Impact on Energy System: Critical

8.3.3 Flooding

Two types of floods are a concern in Casper Metropolitan area: 1) a rising flood that occurs due to heavy, prolonged rain, melting snow, or both; and 2) flash floods, which are characterized by a quick rise and fall of flood levels. Rising floods typically occur in the spring at the peak of snowmelt. And flash floods typically occur during intense summer thunderstorms. As of 2008, the Wyoming Multi-Hazard Mitigation Plan ranked Natrona County fifth in the state for most damaging flood history. It reports that, in total, Natrona County has experienced floods resulting in 33 deaths and over $14,678,502 (2006 USD) in damages. Additionally, Natrona County is ranked second in the state for flood-related building exposure value. Planning level flood loss estimates were made available for every county in Wyoming with the 2010 update to the Wyoming Hazard Mitigation Plan. FEMA used HAZUS-MH MR2 to model the 100-year floodplain and perform associated building and population risk assessments. HAZUS-MH is FEMA's GIS-based natural hazard loss estimation software. The HAZUS-MH flood model results include analysis for Natrona County, modeling streams draining a 10 square mile minimum drainage area, using 30 meter (1 arc second) Digital Elevation Models (DEM). Hydrology and hydraulic processes utilize the DEMs, along with flows from USGS regional regression equations and stream gauge data, to determine reach discharges and to model the floodplain. Losses are then calculated using HAZUS-MH national baseline inventories (buildings and population) at the census block level.

HAZUS-MH produces a flood polygon and flood-depth grid that represents the 100-year floodplain. The 100-year floodplain represents a flood that has a 1% chance of being equaled or exceeded in any single year. While not as accurate as official flood maps, these floodplain boundaries are available for use in GIS and could be valuable to communities that have not been mapped by the National Flood Insurance Program. HAZUS-MH generated damage estimates are directly related to depth of flooding and are based on FEMA's depth-damage functions. For example, a two-foot flood generally results in about 20% damage to the structure (which translates to 20% of the structure's replacement value). The HAZUS-MH flood analysis results provide number of buildings impacted, estimates of the building repair costs, and the associated loss of building contents and business inventory. Building damage can cause additional losses to a community as a whole by restricting the building's ability to function properly. Income loss data accounts for losses such as business interruption and rental income losses as well as the resources associated with damage repair and job and housing losses.

Using the HAZUS generated floodplain, it is evident that the water treatment facilitates and the water lift stations would be impacted by the 100-year floodplain. Evansville Public Works, the Wyoming Department of Transportation and its Garage, the Service Center, Traffic Shop, the Scalehouse at the Casper Solid Waste Facility, and Mills Town Hall would have a high probability of resulting damage in the event of a significant flood.

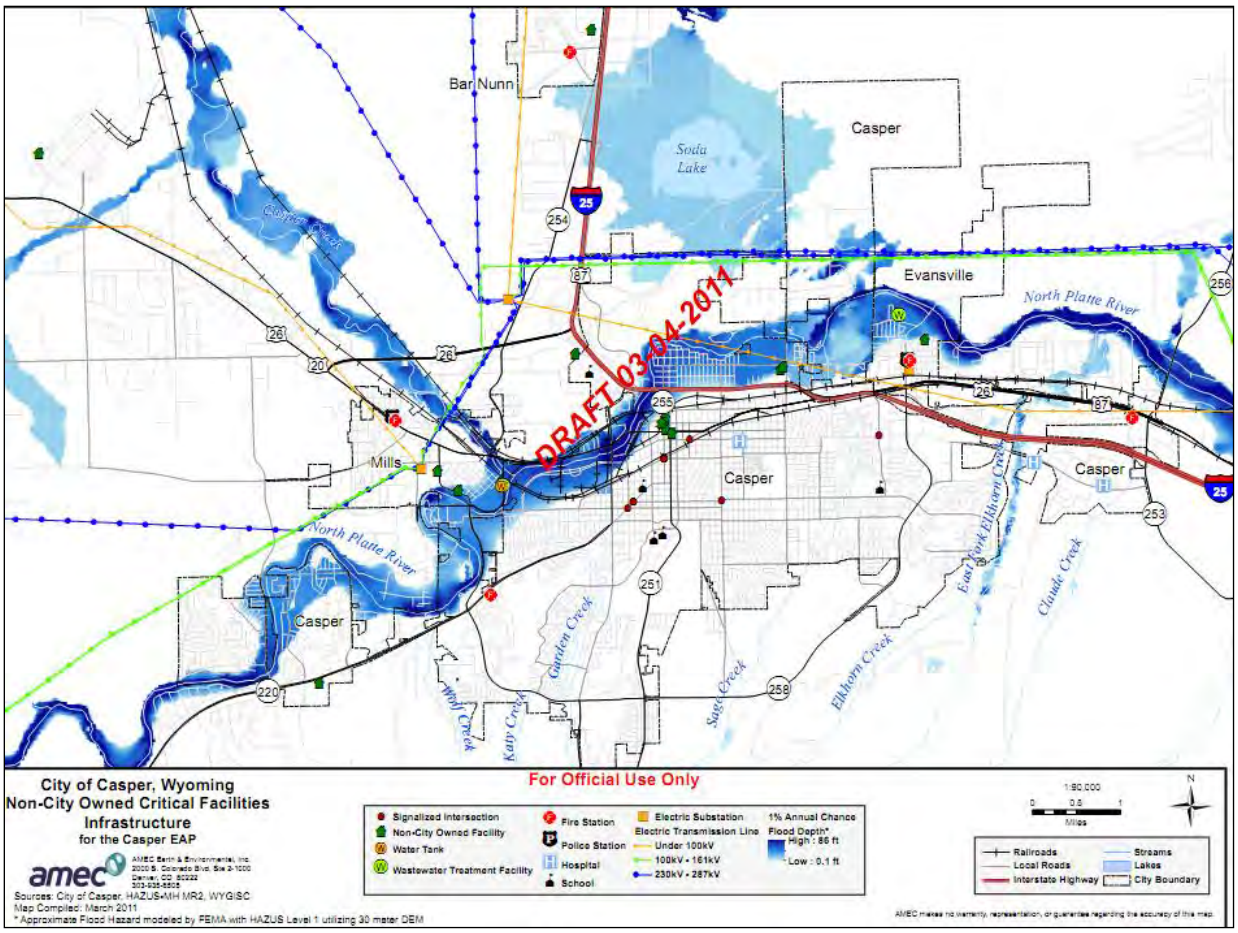
A summary of flash flood events from 1895 to 2010 is provided in Table 8.3.3.1. Figure 8.3.3.1 shows the location of non-City own buildings identified as critical facilities in relation to the 100-year flood plain.

Table 8.3.3.1. Summary of Flood Events in the Casper Area from 1950-2010

Location	Date	Reported Damage/Deaths
Casper, Garden Creek	07/1895	3 deaths
Casper, North Platte River	3/1/1906	12 deaths
Casper	9/27/1923	18 deaths
Casper	7/6/1961	$225,000
Casper	6/15/1962	$225,000
Casper	7/15/1967	$1,000,000
Casper	7/16/1968	$22,500
Casper	7/6/1971	$0
Casper	6/23/1974	$225,000
Casper	6/19/1986	$2,250,000
Casper	5/8/1995	Washed out roads.
Casper	6/16/2003	Rocks, boulders, mud water on WY HWY 220.
Casper	7/13/2004	$0
Casper	7/25/2005	$500,000
Casper	8/3/2005	$85,000
Mills	7/19/2007	$50,000
Mills	7/25/2007	$300,000
Natrona Co Arpt	8/2/2007	$500,000
Casper	8/3/2007	$50,000
Casper	8/3/2007	$15,000
Casper	6/13/2009	$2,000
Mountain View	7/3/2009	$5,000,000
	TOTALS:	**$6,507,000**

Source: NCDC Storm Event Database and Wyoming Multi-Hazard Mitigation Plan, 2008

Figure 8.3.3.1 Critical Non-City Owned Buildings in Relation to 100-year Flood Plain



During flood events, the substations with the highest risk of flooding include: Red Butte, Fort Casper, Mills, and Center Street. Power disruption would be likely during these events due to damaged electrical lines.

<u>Magnitude and Relative Impacts of Energy Outage due to Flooding</u>

Probability of Future Flooding Events: Highly Likely

Potential Magnitude/Impact on Energy System: Critical to Catastrophic

8.3.4 Severe Winter Storm

The NCDC documents significant storm events that have occurred throughout the United States. Their database was used to identify severe winter storms that have occurred in Casper.

Information from data collection guides was also included. Additionally, Rocky Mountain Power (RMP) provided outage information for 2008-2010.

Winter storm events include heavy snowfall events and blizzard events. Table 6.2.5.1 in Section 6.2 lists significant winter events in the Natrona County. During severe winter storm events, the probability of power disruption is possible due to the exposure of power transmission infrastructure.

Magnitude and Relative Impacts of Energy Outage due to Severe Winter Storm

Probability of Future Severe Winter Storm Events: Likely

Potential Magnitude/Impact on Energy System**:** Critical to Catastrophic

8.3.5 High Winds

High wind events occur throughout Wyoming and are most frequent during colder months. Winds greater than 50 mph are common and can occur across several counties at the same time. Severe wind can cause damage to people as well as property, including energy assets and infrastructure. The average annual wind speed in Casper is 12.7 mph, although wind gusts can reach 85 mph. In the past, high winds have caused downed power lines and other damages to the electrical infrastructure, resulting in power outages throughout the community. While high wind can damage the energy infrastructure, it is also diversifying the supply and production of electricity through wind farms located in the Casper area.

During high wind events, the probability of power disruption is possible due to the exposure of power transmission infrastructure to trees.

Magnitude and Relative Impacts of Energy Outage due to High Winds

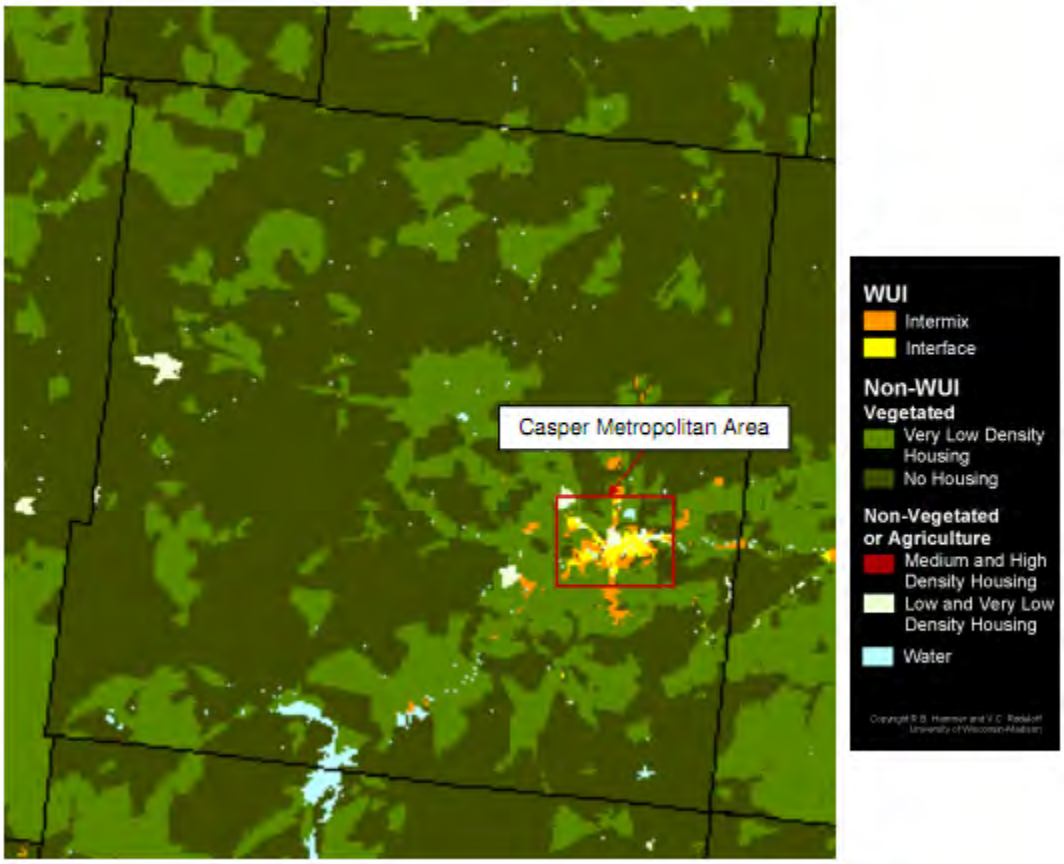
Probability of Future High Wind Events: Highly Likely

Potential Magnitude/Impact on Energy System: Limited

8.3.6 Wildfire

The ―Wildland Urban Interface in the United States" database provides information on wildland-urban interface (WUI) and intermix areas for the State of Wyoming. The WUI maps estimate the amount of land located in interface and intermix zones. Interface areas refer to areas with housing in the vicinity of contiguous wildland vegetation. Intermix WUI are areas where housing and vegetation intermingle. Based on the density of homes to percent vegetative cover, it is possible to estimate how much of the Casper Metropolitan Area is vulnerable to wildfire. Figure 8.3.6.1 illustrates the WUI composition for the Casper Area.

Figure 8.3.6.1. WUI for the Casper Area



Using the figure above, and estimates from Natrona County, AMEC estimated the amount of land for WUI and non-WUI areas in the Casper area. The total Casper Metropolitan Area is estimated to be roughly 56.7 Square Kilometers (22 Square Miles). Table 8.3.6.1 describes how much area in Casper is classified as intermix, interface, and non-WUI.

Table 8.3.6.1. Percent of Area in Interface and Intermix Areas

ZONE	HOUSING DENSITY (units/km2)	PERCENT VEGETATION	AREA IN CASPER (km^2)	PERCENT AREA
High density interface	greater than 741	less than 50%; within 2.4km of area with greater than 75% vegetation	11.9	21
High density intermix	greater than 741	greater than 50%	0.1	0
Medium density interface	between 49 and 741	less than 50%; within 2.4km of area with greater than 75% vegetation	4.4	8
Medium density intermix	between 49 and 741	greater than 50%	18.0	32
Low density interface	between 6 and 49	less than 50%; within 2.4km of area with greater than 75% vegetation	18.6	33
Low density intermix	between 6 and 49	greater than 50%	3.7	6
		TOTAL	**56.7**	**100.0**

Source: Wildland Urban Interface in the U.S., 2005

Both intermix and interface zones are at a higher risk of wildfire exposure due to their proximity to high density vegetation. Intermix zones have a higher risk of fire because they are directly mixed with high vegetative cover. In Casper, roughly one-third of its WUI area is categorized as medium density intermix. Because 50% or greater of this area is vegetation, property is at a higher risk of being exposed to wildfire. Only about 6% of Casper's area is low density intermix. Interface areas are described as areas within 2.4 km of high (75% or greater) vegetative cover. They are areas that border wilderness areas. Roughly 21% of the area in Casper is high density interface, indicating that a large amount of property is within 2.4km of a wilderness area. Eight percent of the area is classified as medium density interface, and 33% of the area is categorized as low density interface.

Historically, wildfires have occurred in the Casper Metropolitan area, and have affected property, led to highway closures, and have caused evacuations. However, no wildfire-related

energy disruption events were found to have occurred.. Table 6.2.6.1, in Section 6.2, summarizes wildfires that have affected the Casper Metropolitan area. In general, Wildfire-related energy disruptions typically last a few hours to possibly a few days in a severe wildfire. Utility providers often cut power to transmission lines in wildfires for firefighter safety and to help prevent additional fire damage should power lines be damaged in an event. It is unlikely that Casper Metropolitan area's energy supply would be affected by wildfire, but temporary power outages and supply disruptions are possible. Such interruptions would most likely be short term.

Data Limitations

No spatial data of historic wildfires has been found. This would allow WUI areas to be overlaid with historic data to provide a more complete assessment of fire risk. Additionally, a copy of the Natrona County Wildfire Hazard Assessment Plan could not be obtained. It is expected to provide a more thorough analysis of fire risk in the Casper area. Information from the WUI database is from 2000 census data and may not represent current risks from wildfire.

Magnitude and Relative Impacts of Energy Outage due to Wildfire

Probability of Future Wildfire Events: Likely

Potential Magnitude/Impact on Energy System: Negligible

8.3.7 Severe Thunderstorm

Thunderstorms are severe storm events and include tornadoes, hail, and lightning. The National Climactic Data Center (NCDC) documents significant storm events that have occurred throughout the United States. Their database was used to identify storms that have occurred in Casper. Information from data collection guides was also included. Additionally, Rocky Mountain Power (RMP) provided outage information for 2008-2010. The Wyoming Multi-Hazard Mitigation Plan reports that 31 tornado events have occurred in Wyoming from 1907 through 2006, resulting in 9 injuries and $1,016,471 (2006 USD) in damages. Most of the tornados formed in Eastern Natrona County; however all of Casper and the surrounding areas can be affected.

Table 6.2.4.1in Section 6.2 lists significant thunderstorm events that have occurred in Casper since 1928. Table 8.3.7.1 summarizes damages from tornados that have occurred from 1962-2003. Table 8.3.7.2 summarizes damages from lightning storms that have occurred from 1950-2006. Table 8.3.7.3 summarizes damages from hailstorms that have occurred from 1959-1986.

Table 8.3.7.1. Summary of Damages from Tornados

Location	Date	Damage
Casper, 27N	6/11/1962	4 injuries; $27,500 damage
Casper, 40NW	6/15/1962	$27,500 damage
Casper	5/29/1971	3 injuries
Gas Hills Mining District	7/20/1978	1 injury; $27,500 damage
Casper	6/6/1982	1 injury; $27,500 damage
Bar Nunn	6/12/1986	$2,750 damage
Casper (10N)	6/18/1987	$275,000
Alcova Reservoir	7/7/1988	$2,750
Casper, 19 N	9/8/2003	No damages reported.

Source: Wyoming Multi-Hazard Mitigation Plan, 2008

Table 8.3.7.2. Summary of Damages from Lightning

Location	Date	Damage
Casper	6/7/1950	1 death
Casper	7/6/1957	No damages reported.
Casper	6/5/1968	2 injuries
Casper	9/10/1974	$275,000 damage from fire set by lightning
Casper	6/23/1982	Power outages.
Casper, 8S	7/29/2000	Starts fire.
Casper, 8E	7/30/2001	Starts fire.
Casper, 7E	5/8/2006	$65,000. Starts structure fire.
Casper Mountain	8/12/2006	Starts devastating fire. $1,200,000 damage.

Source: Wyoming Multi-Hazard Mitigation Plan, 2008

Table 8.3.7.3. Summary of Damages from Hailstorms

Location	Date	Damage
Casper Airport	5/29/1959	$25 damage
Casper, 30NW	6/15/1962	$275,000 damage
Casper	7/31/1962	$2,750,000 damage
Casper	6/15/1965	$275 damage
Casper	5/15/1969	$25 damage

Location	Date	Damage
Casper	5/27/1970	$275 damage
Casper	8/8/1972	$27,500 damage
Casper	6/23/1974	$275,000 damage
Casper	6/13/1977	$2,750 damage
Casper	7/9/1978	$27,775 damage
Casper	7/20/1978	Over $300,000 damage
Casper	9/2/1986	$29,000,000 damage

Source: Wyoming Multi-Hazard Mitigation Plan, 2008

Data Limitations

More conclusive power outage trends could be developed with additional years' data from RMP.

Magnitude and Relative Impacts of Energy Outages due to Tornado

Probability of Future Tornado Events: Likely

Potential Magnitude/Impact on Energy System: Critical to Catastrophic

Magnitude and Relative Impacts of Energy Outages due to Hail

Probability of Future Hail Events: Highly Likely

Potential Magnitude/Impact on Energy System: Limited

Magnitude and Relative Impacts of Energy Outages due to Lightning

Probability of Future Lightning Events: Likely

Potential Magnitude/Impact on Energy System: Negligible to Limited

8.4 Systemic Threats

As addressed in Section 6.2, systemic threats to energy sectors affect the entire energy distribution and production network, encompassing production plants and widespread distribution infrastructure. An aging electric grid and shortages of petroleum products would be significant systemic threats to energy supply. Systemic threats to the Casper energy infrastructure might affect state or regional distribution and production efforts and include events such as: severe road closures which prohibit the transportation of liquid fuels, extensive

transmission line damage that prevent electricity from reaching Casper, or the halt in production of energy products and resources.

Magnitude and Relative Impacts of Energy Outage due to Systemic Threat

Probability of Future Systemic Threat: Likely

Potential Magnitude/Impact on Energy System: Critical to Catastrophic

9.0 Conclusions

With the average power generating plant built in the 1960s and one-fifth of U.S. power plants being more than 50 yrs old, aging energy systems are not matched to the complicated demand profile of today‘s user. When the aging infrastructure is stressed by any type of hazard event, severe energy outages can result.

Table 9.1.1.1 provides a summary on the likelihood of future occurrences and its magnitude and relative impacts of energy outages from hazard events. While lightening and accidental events have high likelihood of occurrence, the duration of power outage is negligible in terms of an energy emergency. Of the four hazards that Casper Metropolitan area will likely encounter, natural hazards are of most concern. The three natural hazards that could cause the potential magnitude/impact of a catastrophic energy outage within the Casper Metropolitan area are:

1) Flooding
2) Severe winter storms and
3) Tornados

Of the three hazards, flooding can localize it effects to certain area of Casper. If the flooding is severe enough it can possibly damage substations with the highest risk includes the following substations: Red Butte, Fort Casper, Mills, and Center Street. Power disruption is likely during flooding event due to damaged electrical systems. Severe winter storms can cause energy disruption by knocking down trees and power lines which can disrupt for days until damage can be repaired. Winter storms especially in the Casper region can be accompanied by strong winds, creating blizzard conditions with blinding wind-driven snow, severe drifting, and dangerous wind chills. Strong winds with these intense storms and cold fronts can also knock down trees, utility poles, and power lines. Most of the tornados are formed in Eastern Natrona County; however all of Casper and the surrounding areas can be affected. If a tornado damaged a power plant or substation, recovery time would almost certainly be much greater. Downed power lines from high wind events pose a serious life safety issue and can event start structural fires. Debris in roadways can hinder recovery times as well as fuel delivery.

Table 9.1.1.1. Summary of Potential Magnitude/Impact of Energy-Related Hazard Events

Hazard	Probability of Future Event	Potential Magnitude/Impact on Energy System
Accidental	High Likely	Negligible
Deliberate	Unlikely to Occasional	Variable
Systemic	Likely	Critical to Catastrophic
Natural Hazard		
Drought	Likely	Limited
Earthquakes	Unlikely to Occasional	Critical
Flooding	Highly Likely	Critical to Catastrophic
Severe Thunderstorm		
Tornado	Likely	Critical to Catastrophic
Lightening	Highly Likely	Negligible to Limited
Hail	Highly Likely	Limited
Severe Winter Storm	Likely	Critical to Catastrophic
Wild fires	Likely	Negligible
High Winds	Highly Likely	Limited

The assessment conducted on the non-city critical facilities revealed that 14 of the 27 facilities assessed did not have backup generators. The impact during a catastrophic energy outage would be that these facilities would not be able to sustain power during the emergency. Highly critical non-city facilities, such as the Fire Department and hospital, are equipped with an adequate backup generator to sustain themselves during an energy emergency. AMEC recommends that facilities with no backup power purchase a standby generator or have a plan to relocate their services and consolidate with other facilities during an energy emergency. Also, it is recommended that all non-city critical facilities periodically conduct a combined energy outage exercise and develop an After-Action Report (AAR) to identify any room for improvement.

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Appendix A

Mass Victim Decontamination

Chemical Decontamination

Victim Decontamination

Liquid or aerosolized chemicals can pose an ongoing threat to the victim because of the risk of continued absorption. For many chemicals and chemical agents, rapid decontamination is critical because the agents (especially nerve agents) can cause injury in a matter of minutes. (Vapor exposures do not require decontamination.)

Communicate to victims their need for assistance, what they must do. This can be done through the use of loudspeakers or public address (PA) systems. Communicate with concerned personnel to isolate casualties and establish casualty control.

Separating People From the Hazard

The first step is to separate the victims from the chemical agent. If the agent is released indoors, two different approaches may be possible:

- Removing the agent from the building by shutting off the intake ducts and vents and setting the exhaust system to maximum to vent the fumes to the outside.
- Removing the people from the building.

If the agent is released outdoors, victims need to be moved to a location that is upwind and uphill from the release. If possible segregate the casualties showing symptoms (symptomatic), from the casualties not showing symptoms (asymptomatic); and, if possible, segregate male from female.

> ***NOTE: Special consideration should be given for families, small children, elderly, special needs persons (e.g. visually, speech or audio impaired; persons requiring crutches; wheelchairs for mobility).***

The victims' clothing must be removed, to allow thorough decontamination and avoid recontamination, and the chemical must be removed from the victim as quickly as possible, using appropriate methods for the type of agent.

Decontamination methods may be either physical removal or chemical removal (deactivation). Often, physical removal is used for gross decontamination, followed by chemical removal. Special kits for specific agents may be available for skin decontamination.

Physical Removal of Chemical Agents

The following methods are used to physically remove contaminants. In each case, the removed contaminant or wash water and the removed clothing must be collected for proper disposal. Materials for all of these methods are easily obtained.

- **Aeration:** For vapor contamination, placing the victim outside, in a breeze if possible, and removing outer clothing. (This may be sufficient decontamination for vapor-only exposure.) By removing the outer clothing, victims can be 80% decontaminated.
- **Scraping, sweeping, brushing, or vacuuming:** Removing the bulk of the chemical agent by physical means (e.g., using a tongue depressor to scrape most of the agent off the skin).
- **Hosing:** Flushing the victim's body with large amounts of water (e.g., using a fire hose and spray nozzle). Water temperature is an issue because cold water can cause hypothermia in victims and personnel, even in warm weather.
- **Absorbent material:** Using absorbent material (e.g., flour, earth, dry soap powder, Fuller's Earth, Dutch Powder) to absorb the chemical, then wiping it off with wet tissue.
- **Soap and water:** Washing the victim with large amounts of soapy water (either fresh water or open water).

Chemical Removal of Contaminants

In some cases, a particular chemical preparation can be applied to the contaminant which will react with it and convert it into something less toxic. Using the wrong chemicals, however, may cause dangerous interactions.

The most common chemical removal method used on people (as opposed to equipment and surfaces) is to wash the skin with a 0.5% hypochlorite solution (i.e., diluted bleach). Caution should be taken if decontamination occurs indoors because bleach solutions can cause off-gassing of chlorine gas.

Worker Decontamination

First responders and decontamination personnel may become exposed to the chemical agent in the course of their duties. Self- and buddy-decontamination procedures should be set up to allow for rapid decontamination of personnel.

Equipment and Surface Decontamination

Equipment exposed to the chemical agent (e.g., workers' personal protective equipment (PPE) and equipment used by decontamination personnel) must be decontaminated. The following methods are used.

METHOD	USED FOR	DESCRIPTION
Chemical	Equipment (e.g., scissors, aprons, gloves) used by decontamination personnel	Washing in 5% chlorine solution.
Aeration	Light contamination or contamination caused by vapor	Airing outdoors for several days in wind and sunlight.
Soap and Water	Heavily contaminated articles	Immersion in hot soapy water for an hour, rinsing, draining, and hanging.

METHOD	USED FOR	DESCRIPTION
Slurry	Impregnated items worn by personnel	Spraying or applying slurry, then rinsing with water (may be done while the clothing is being worn).

Residual contamination (e.g., chemical agents absorbed in porous materials) can emerge later as vapors, endangering patients and workers. Decontaminated equipment should be checked with chemical agent monitors before being returned to use.

Most patient litters absorb contamination and cannot be completely decontaminated. If a litter cannot be successfully decontaminated, it must be removed from service and destroyed. However, there are a few new commercially available litters that can be completely decontaminated.

Decontamination Facilities

In most cases, the ability to decontaminate victims immediately will be essential in reducing the extent of injuries and deaths caused by exposure. Provisions should be made for establishing a field decontamination operation for this purpose. Field decontamination of casualties also helps prevent contamination of medical transport and hospital personnel and equipment. If victims are contaminated by a possible biological agent, they can be covered with a protective garment, field wash their hands and face, and then transported to a facility for further decontamination and washing. These facilities in Natrona County include:

- **Casper Recreation Center**
- **The Arena at Natrona County Fairgrounds**
- **Schools with separate women's and men's showers**
- **Casper Fire Station #3.**

Field Decontamination

The field decontamination operation must be upwind/uphill from the release site, and provisions must be made to change location if wind direction changes. (It is suggested that two decontamination sites be planned about 75 meters apart.) In addition to the actual decontamination system, materials, and personnel, provisions should be made for the following:

☐ Establishment and marking of zones, including:

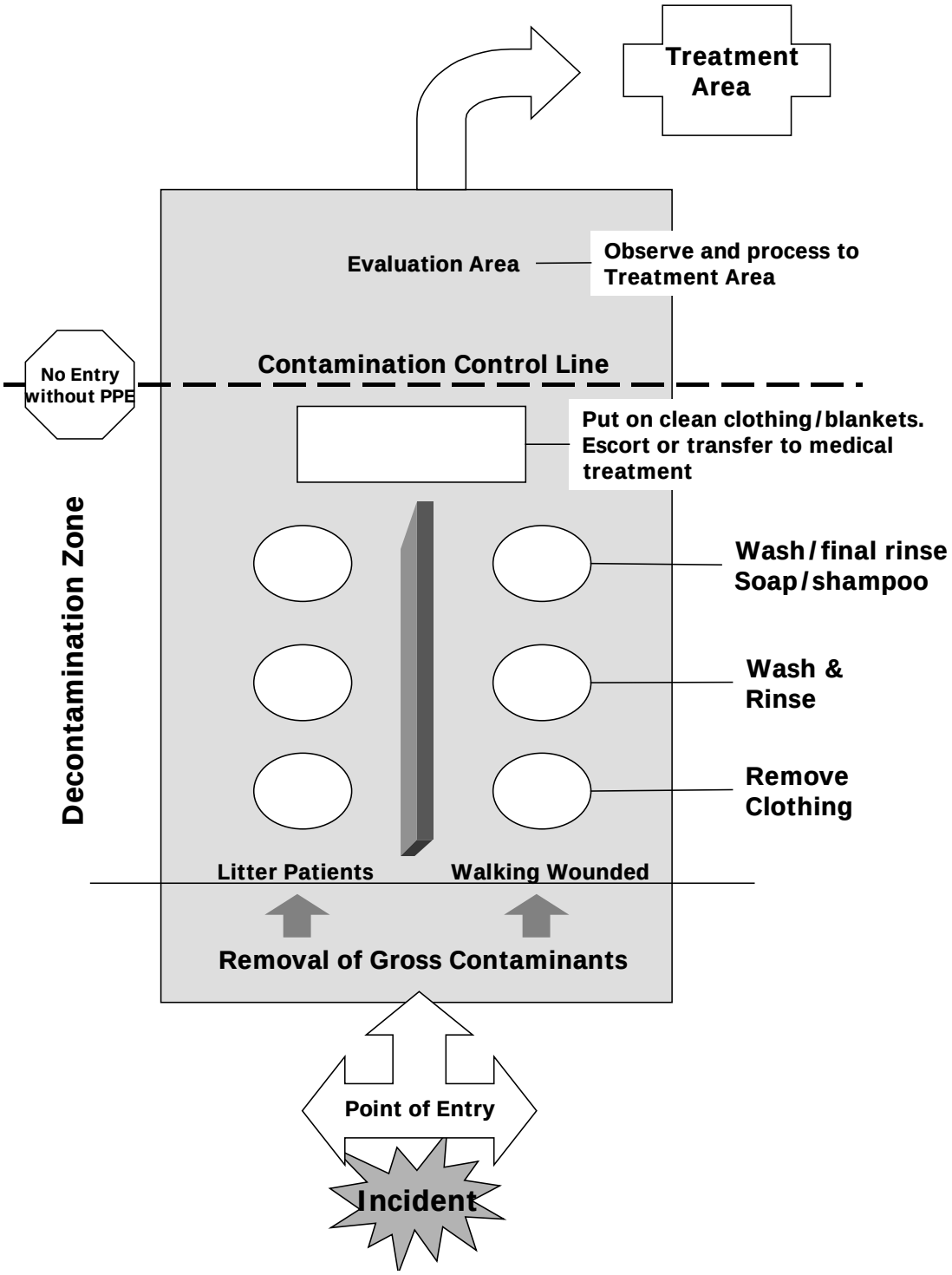
- Hot zone (exclusion zone).
- Warm zone (contamination reduction zone)—the "decon" zone, where decontamination takes place. A transition area (e.g., a "shuffle pit") should be provided for movement from this area to the support/treatment areas.
- Cold zone (support zone)—an evaluation and support area for monitoring casualties following decontamination (medical monitoring and chemical monitoring to confirm decontamination).
- A visible "hot line" separating the contaminated area from the agent-free zone.

- Site security to prevent the spread of contamination to and from the decontamination area.
- A clean area within the decon zone where workers can rest without masks and equipment.
- Concurrent decontamination and life-saving measures.
- Dealing with walking wounded, incapacitated victims (litter victims), infants, handicapped persons, the elderly, and animals (e.g., search and rescue dogs, guide dogs). Separate corridors for walking wounded and litter patients are recommended.
- Separate facilities for male and female victims (for privacy reasons) if possible without delaying decontamination procedures.
- Providing victims with uncontaminated paper gowns, clothing, and/or blankets after decontamination.
- Triage and victim tagging (i.e., identifying the contaminant and the decontamination procedures used, time, etc.).
- Transport of decontaminated casualties to medical facilities.
- Handling of property.
- Preservation of chain of evidence.
- Collection of contaminated water, materials, and clothing. Runoff can cause further contamination.
- Recordkeeping.

Consideration should be given to expedite decon set up by locating decontamination operations at locations such as swimming pools or car washes.

The following diagram illustrates a decontamination site with the zones and facilities described above. For more information on setting up the incident site (including an alternate decontamination set-up), see the Site Set-up fact sheet in this appendix.

Decontamination Operations[1]



[1] Source: *First Responder Chem-Bio Handbook: A Practical Manual for First Responders.* Tempest Publishing

Emergency Decontamination

Responders must be prepared to conduct emergency decontamination. To set up the Emergency Decontamination Corridor:

- Select and secure a large area upwind and uphill of the Hot Zone.
- Provide protection for and be able to accommodate the decontamination of large numbers of victims.

Remember, an emergency decontamination operation is based on speed, not neatness; the sooner you begin and complete decontamination the better. Time will be critical element. The decontamination process also has the potential of creating a hazard. To mitigate this hazard, responders must:

- Control decontamination run-off to the greatest extent possible. Know where it is going and ensure it will not flow into clean areas.
- Coordinate with environmental management officials,(e.g. EPA Wyoming DEQ) if possible. Confinement may be critical if radiological materials are involved.

Transport of Victims

Casualties should be decontaminated before being transported to medical facilities, if possible, to avoid contamination of transport personnel and equipment. If contaminated victims must be transported, the transport personnel must wear PPE and equipment should be used that can be easily decontaminated. The ambulance and equipment must be decontaminated before reuse. Every ambulance has been equipped with PPE kits (red bags) for use during an event.

Hospital Decontamination Facilities

Hospitals and other medical facilities must have provisions and facilities for decontaminating victims (including those not decontaminated at the scene and walk-ins) before they enter the hospital. It is the responsibility of the facility to have plans in place for this instance.

Decontamination at Mass Care Facilities

Arrivals at mass care facilities must be screened to ensure that contaminated people are identified and effectively decontaminated before entering. Isolation of bodily fluids is required to prevent secondary illness from off-gassing after the ingestion of some chemicals.

Disposal of Contaminated Clothing and Equipment

A clothing dump should be established at least 73 meters downwind of the decontamination facility. Contaminated clothing and equipment (except impermeable chemical protective over garments and rubber gloves) should be deposited there. If

possible the discarded items should be placed in plastic bags, airtight containers, or buried to prevent toxic vapors from escaping.

Disposal of Contaminated Deceased

Additional arrangements may be needed for the decontamination, storage, and removal of contaminated cadavers. See Mass Fatality Annex.

Environmental Decontamination

The need to perform environmental decontamination for chemical agents depends on the chemical involved. Persistent chemicals can remain in the environment for long periods of time and must (if found in unsafe levels) be actively removed through decontamination. More volatile chemicals will evaporate without outside intervention, eliminating the need for decontamination.

Decontamination Methods for WMD Agents

The following table lists decontamination suggested methods and products for specific WMD chemical agents.

CHEMICAL AGENT	DECONTAMINATION METHODS
Nerve Agents	
Tabun (GA)	Bleach slurry; alkali solutions; hot soapy water; M258A1; M291 kit
Sarin (GB)	Bleach, large amounts of water; M258A1; M291 kit. Alkaline solutions to speed up decomposition. If left alone, self-decontamination will occur within a few days.
Soman (GD)	Solids, powders, and solutions containing bleach; decon wipes (moistened with NaOH dissolved in water, phenol, ethanol, and ammonia); M258A1; M291 kit
VX	Bleach, large amounts of water; M258A1; M291 kit
Blister Agents	
Distilled mustard (HD), sulfur mustard (H)	Sodium hypochlorite solution, large amounts of water; M258A1; M291 kit
Nitrogen mustard (HN)	Supertropical bleach (STB); large amounts of water; fire
Phosgene oxime (CX)	Large amounts of water
Lewisite (L)	Hypochlorite solution; caustic soda; large amounts of water
Phenyldichloroarsine (PD), Ethyldichloroarsine (ED)	Bleach; caustic soda
Choking Agents	
Phosgene (CG)	Vapor: Fresh air Liquid: Large amounts of water
Chlorine (CL)	Lots of water. Flush skin or eyes with water 15 min.
BLOOD AGENTS	
Hydrogen Cyanide (AC),	Skin decontamination usually not necessary; soap and water may be used.

Cyanogen Chloride (CK),	Remove wet, contaminated clothing and rinse underlying skin with water.
Arsine (SA)	None
VOMITING AGENTS	
Adamsite (DM)	In open area, none. In enclosed places, bleaching powder for gross contamination

Radiological

Contamination control and decontamination are major concerns in a radiological incident. There may be an induced radiation pattern at the site of detonation, and some nuclear materials have a long half-life (i.e., they persist in the environment for a very long time).

Contamination Control

It will be important to isolate the incident site and set up ingress/egress control to prevent the spread of radiological contamination beyond its borders. People, materials, and equipment must be decontaminated before they leave the hot zone.

It may also be necessary to evacuate the incident area and to effect in-place sheltering in adjacent areas. Recommended evacuation distances provided in the 2008 Emergency Response Guidebook (ERG) for transportation incidents (ERG Guides161-166) may be relevant to radiological terrorist incidents. Additional information regarding radiological incidents can be found in the 2008 Emergency Response Guidebook on pages 354-355.

Personal Decontamination

Contamination should be removed as soon as possible. Standard clothing provides some protection, although the longer radioactive material is allowed to remain on clothing or on the skin, the greater the level of exposure and risk of short- and long-term health effects. Gross decontamination consists of carefully removing contaminated clothing to get rid of the bulk of the contamination. If surveying or monitoring indicates that radioactivity levels remain high, it may be necessary to wash and rinse the body.

Decontamination Facilities

The decontamination system should be located upwind and uphill from the incident scene. Decontamination facilities for response workers in PPE should have the following features:

- Decontamination corridor.
- Containment and collection system for decontamination run-off.
- Drop-off area (e.g., plastic ground cover or lined can) for contaminated tools and equipment. Items place in the area will be decontaminated and surveyed/monitored to verify freedom from contamination.
- Step-off pads between hot zone and warm zone.

- If multiple contaminants are present: multiple (sequential) wash areas where personnel are scrubbed and rinsed with appropriate solutions before removal of PPE, stripped of gear, and further decontaminated.
- Contamination survey (checking decontaminated persons for radiation levels).
- Documentation of personnel and personal property dosimetry and contamination results.
- Set up for decontamination of mass victims should be done in the same way as chemical with the addition of using radiological measuring devices to check run off as well as decon areas.

All contaminated materials (e.g., clothing, tools) must be packaged and removed from the hot zone for proper disposal or decontamination at a later date.

Disposal of Contaminated Waste

The Department of Energy (DOE) is responsible for disposal of nuclear and radioactive materials. It is possible that large amounts of contaminated waste generated during incident response and decontamination will need to be transported to disposal sites. The State of Wyoming Emergency Operation Plan should provide details on how the local Hazardous Material teams will interface with DOE to coordinate removal and disposal operations.

Handling of Contaminated Bodies and Human Remains

When radiological contamination is present at an incident scene, bodies and human remains must be handled with special precautions, which may include:

- Surveying and/or monitoring of bodies for the presence of radioactivity.
- Gross decontamination of bodies and human remains (i.e., removal of clothing) before removal from the hot zone. Care must be taken to preserve items that will assist in victim identification.
- Tagging of bodies and/or remains to indicate presence and levels of radiation contamination.
- Placement of body and/or remains in body bags or pouches with a radiation tag.
- Monitoring of body bags before crossing zone lines, and decontamination if radiation levels warrant.
- Decontamination (dry or wet) of bodies and/or remains at an off-site facility. If wet decontamination is required, run-off must be collected and properly disposed of.
- Collection of internal samples, if necessary, to identify internal contamination and determine safe embalming procedures.
- Proper packaging, labeling, and disposal of all contaminated items and materials.
- Documentation of contaminated bodies and/or remains.

Appendix B

Terrorism Incident Response

Terrorism Incident Response

Legal Authorities:

Federal:

1. Public Law 102-201, Defense Against Weapons of Mass Destruction Act.
2. Terrorism Annex to *the Federal Response Framework.*
3. *Federal Radiological Emergency Response Plan.*
4. Presidential Decision Directive 39, US Policy on Terrorism.
5. Presidential Decision Directive 62, Combating Terrorism.

State:

1. Annex U (Terrorist Incident Response) to the *State of Wyoming Emergency Management Plan.*

Local:

1. Natrona County Resolution No. 105-04 – Resolution adopting the Natrona County Emergency Operations Plan.

Purpose

Outline operational concepts and tasks and to assign responsibilities for preparing for and responding to terrorist incidents that may occur. Describe state and federal assistance that may be available to assist in the response to a terrorist incident.

Explanation of Terms

Acronyms

CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
EMA	Emergency Management Agency
EOC	Emergency Operations or Operating Center
EOP	Emergency Operations Plan
EMS	Emergency Medical Service
FBI	Federal Bureau of Investigation
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
WMD	Weapons of Mass Destruction
WOHS	Wyoming Office of Homeland Security/Emergency Management

Definitions

1. Anti-terrorism Activities. Use of defensive methods, including intelligence collection, investigation, passive protection of facilities, implementation of physical and personnel security programs, and emergency planning, to combat terrorism.

2. Consequence Management. Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management.

3. Counter-terrorism Activities. Use of offensive measure to combat terrorism, such as use of law enforcement and military resources to neutralize terrorist operations.

4. Crisis Management. Measures taken to define the threat and identify terrorists, prevent terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law enforcement agencies will normally take the lead role in crisis management.

5. Hazmat. Hazardous materials.

6. Technical Operations. Actions to identify, assess, dismantle, transfer, or dispose of WMD or decontaminate persons and property exposed to the effects of WMD.

7. Terrorist Incident. A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political and social objectives.

8. Weapons of Mass Destruction. WMD include: (1) explosive, incendiary, or poison gas bombs, grenades, rockets, or mines; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Situation and Assumptions

Situation

Natrona County is vulnerable to terrorist incidents. A significant terrorist attack is considered possible. The consequences of a major terrorist incident could be catastrophic; hence, mitigating against, preparing for, and responding to such incidents and recovering from them is an important function of government.

Terrorism is both a law enforcement and emergency management concern. Virtually all terrorist acts involve violation of laws. Hence, law enforcement agencies gather and analyze intelligence on terrorists and may develop estimates of their intentions. Access to this criminal

intelligence information is necessarily limited, but significant threats must be communicated by law enforcement agencies to those local officials who can implement protective measures and alert emergency responders. Coordination between law enforcement and emergency management personnel is vital to ensure that appropriate readiness actions are taken, while still protecting law enforcement sources and methods.

In a terrorist incident, the incident area may be simultaneously a crime scene, a hazmat site, and a disaster area that may cross the boundaries of several jurisdictions. There are often competing needs in the aftermath of a terrorist act -- law enforcement agencies want to protect the crime scene in order to gather evidence, while emergency responders may need to bring in extensive equipment and personnel to conduct search and rescue operations. It is essential that the incident command/unified command team establishes operating areas and formulates a plan of action that considers the needs of both groups.

Since terrorist acts may be violations of local, state, and federal law, the response to a significant local terrorism threat or actual incident will include state and federal response agencies.

Local resources for combating terrorist attacks are somewhat limited. In the event of a significant terrorist threat or incident, it is anticipated that state and federal resources will be requested in order to supplement local capabilities.

The presence of chemical or biological agents may not be recognized until some time after casualties occur. There may be a delay in identifying the agent present and in determining the appropriate protective measures. Such agents may quickly dissipate or be persistent.

In the case of an attack with a biological agent, the initial dissemination of the agent may occur outside the local area or even in other countries, but still produce victims in the local area.

Assumptions

Terrorist attacks may be directed at government facilities, public and private institutions, business or industry, transportation, and individuals or groups. Such acts may involve: arson; shootings; bombings, including use of weapons of mass destruction (CBRNE), kidnapping or hostage-taking; sabotage; and other activities.

Terrorist attacks may or may not be preceded by a warning or a threat, and may at first appear to be an ordinary hazardous materials incident. Attacks may occur at multiple locations and may be accompanied by fire, explosion, or other acts of sabotage. A device may be set off to attract emergency responders, then a second device set off for the purpose of injuring emergency responders.

Effective response to the use of WMD may require:

- Specialized equipment to detect and identify chemical or biological agents.
- A mass decontamination capability.
- The means to treat mass casualties, including conducting triage and using specialized pharmaceuticals that have a narrow window of effect.
- The capability to deal with mass fatalities.

Injuries from a terrorist attack may be both physical and psychological. Contaminated mass casualties may result at scene and contaminated patients may self-admit to the hospital and/or local medical clinics and doctor's offices.

Recovery from a terrorist attack can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and mass casualties.

In most cases, significant state and federal terrorist incident response support cannot be provided within the first few hours of an incident. Considerable state and federal terrorism response resources are available, but it may take 6 to 12 hours to activate and deploy such resources on a large-scale.

Concepts of Operations

General

The response to terrorism includes two major functions, crisis management and consequence management, which may be carried out consecutively or concurrently in the case of an incident that occurs without warning.

Crisis Management

Pre-incident crisis management activities include efforts to define the threat, identify potential targets, identify terrorists, and prevent terrorist acts, exercise response plans. Post incident crisis management activities include efforts to resolve the terrorist incident, investigate it, and apprehend those responsible. Law enforcement agencies have the lead in terrorism crisis management activities.

The Natrona County Sheriff's Office and/or jurisdictional police department will have the lead local role in terrorism crisis management on a local level. These agencies will coordinate their efforts with state and federal law enforcement agencies as appropriate.

The Department of Criminal Investigations (DCI) is the lead state agency for terrorism incident response. DCI will coordinate the state law enforcement response to a potential terrorist incident and use of state resources to support crisis management activities.

The Federal Bureau of Investigation (FBI) is the lead federal agency and will manage the federal crisis management response.

When a credible threat of terrorist attack exists, we may activate our EOC or, if security necessitates, activate a specialized facility to facilitate coordinated terrorism crisis management operations. DCI and the FBI shall be invited to provide liaison personnel to participate in crisis management operations and coordinate the use of state and federal resources.

Consequence Management

Consequence management activities undertaken to deal with effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other

emergencies or disasters. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during consequence management. The lead agencies for crisis management and consequence management should mutually determine when crisis management activities are complete.

The Natrona County Emergency Management Agency shall normally have the lead local role in terrorism consequence management for most types of terrorist incidents, but other agencies such as jurisdictional fire departments and the City of Casper-Natrona County Health Department may be assigned the lead local role in terrorism consequence management for incidents involving biological agents.

The Wyoming Office Homeland Security (WOHS) is the lead state agency for terrorism consequence management. The State Command and Control Center, will coordinate state resource support for local terrorism consequence management operations.

FEMA is the lead federal agency for consequence management operations and shall coordinate federal resource support for such operations.

The agencies responsible for terrorism consequence management operations shall coordinate their efforts with law enforcement authorities conducting crisis management operations.

Implementation of NIMS/Incident Command System (ICS)

If there is a local incident site, an incident command post (ICP) will be established to manage emergency operations at a safe location near or at that site. Unified command may have to be established depending on the type and scope of the incident.

In some instances, a Multi-Agency coordination System may be used to integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework. This framework will allow for the coordination and support of incident management. During a terrorist event, a multi-agency coordination System may be advisable. Central to this system is the Emergency Operations Center (EOC), which is the center of all coordination of information and resources. In which case, the Incident commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the Incident commander, coordinate external resources and technical support, research problems, provide information to senior managers, disseminate emergency public information and perform other tasks to support on-scene operations.

In either case, the Incident Commander will direct and control responding resources and designate emergency operating areas. Typical operating area boundaries established for a terrorist incident may include:

Crime Scene Boundary

Crime Scene Boundary defines the crime scene. The crime scene may include the area referred to in technical operations as the “red zone” or “working point”. Access to the crime scene may

be restricted by state, federal, or local law enforcement personnel. Response activities within the crime scene may require special care in order to protect evidence.

Hazmat Boundary

Hazmat Boundary defines the hazmat site, which is referred to in hazmat operations as the "hot zone" and may be termed the "isolation area" or "exclusion zone" by other responders, and may include the hazmat upwind "warm zone" utilized for contamination control. Outside of the "warm zone" will be determined as the "support zone". Depending on the spread of contaminants, the hazmat site may include some or the entire crime scene. Entry into the hazmat boundary is normally restricted to response personnel equipped with the proper level of personal protective equipment and using decontamination procedures.

Incident Boundary

Incident Boundary includes the crime scene, the hazmat area, the "cool zone" or "support zone" used for incident support operations such a resource staging and casualty collection, and areas where protective actions, such as shelter-in-place or evacuation, may be recommended.

ICS-EOC Interface

The Incident Commander and the EOC shall agree upon on a division of responsibilities. The Incident Commander will normally manage field operations at the incident site and in adjacent areas. The EOC will support the on scene incident commanders and normally mobilize and provide local resources, disseminate emergency public information, organize and implement large-scale evacuation, coordinate care for casualties, coordinate shelter and mass care for evacuees, arrange mortuary support, and, if local resources are insufficient or inappropriate, request assistance from other jurisdictions or the State.

Implementation of Unified Command

As state and federal responders arrive, we expect to transition from an incident command operation to a unified command arrangement.

Biological Incidents

If there is no local incident site, which may be the case in incidents involving biological agents, consequence management activities will be directed and controlled from the local EOC. An Incident Commander may be designated. When state and federal response forces arrive, the EOC may be used as a unified command operations center.

Coordination

Law enforcement agencies involved in crisis management shall keep those responsible for consequence management informed of decisions made that may have implications for consequence management so that resources may be properly postured for emergency response and recovery should consequence management become necessary. Because of the sensitivity of law enforcement sources and methods and certain crisis management activities, it may be necessary to restrict dissemination of some information to selected emergency

management and public health officials who have a need to know. And those individuals may have to carry out some preparedness activities surreptitiously.

Until such time as law enforcement and emergency management personnel agree that crisis management activities have been concluded, law enforcement personnel shall participate in incident command or EOC operations to advise those carrying out consequence management operations with respect to protection of the crime scene, evidence collection, and investigative results that may have bearing on emergency operations. DCI and the FBI will normally provide personnel to participate in a unified command operation to coordinate state and federal law enforcement assistance.

A Joint Information Center, staffed by local, state, and federal public affairs personnel, may be established as part of the unified command organization to collect, process, and disseminate information to the public.

Protective Actions

Responders

Emergency personnel responding to a terrorist incident must be protected from the various hazards that a terrorist incident can produce. These include: blast effects, penetrating and fragmenting weapons, fire, asphyxiation, hazardous chemicals, toxic substances, radioactive materials, and disease-causing material. Though the type of protection required varies depending on the hazard, there are four basic principles of protection that apply to all hazards: time, distance, and shielding.

- Time. Emergency workers should spend the shortest time possible in the hazard area or exposed to the hazard. Use techniques such as rapid entries to execute reconnaissance or rescue and rotate personnel in the hazard area.
- Distance. Maximize the distance between hazards and emergency responders and the public. For chemical, radiological, and explosive hazards, recommended isolation and protective action distances are included in the *Emergency Response Guidebook* (ERG) and other available resource material.
- Shielding. Use appropriate shielding to address specific hazards. Shielding can include vehicles, buildings, protective clothing, and personnel protective equipment.
- Location. Up hill and up wind of the site is preferable but not always possible.

The Public

Protective actions for the public must be selected and implemented based on the hazards present and appropriate instructions and information provided to the public through usual means of warning and public information. Protective actions for the public may include:

- Evacuation.
- Shelter-in-place.
- Access control to deny entry into contaminated areas.
- Restrictions on the use of contaminated foodstuffs, normally imposed by the Casper Natrona County Health Department and the Wyoming Department of Agriculture.

- Restrictions on the use of contaminated public water supplies, normally imposed by the Casper-Natrona County Health Department and the Wyoming Department of Environmental Quality and United States Environmental Protection Agency.

Incidents involving biological agents are normally recommended and imposed by public health authorities. Protective actions recommended to prevent the spread of disease may include:

- Isolation of diseased victims within medical facilities.
- Quarantines to restrict movement of people and livestock in specific geographic areas.
- Closure of schools and businesses.
- Restrictions on mass gatherings, such as sporting events and church events.

Requesting External Assistance

Requests for state assistance will be made by the Natrona County Emergency Management Agency as per the Natrona County Emergency Operations Plan. If a request for assistance cannot be satisfied with resources available in the County, it will be forwarded to the Wyoming Office of Homeland Security for action. If state resources cannot satisfy the request, the State will request assistance from the federal government or enact Emergency Management Compact Agreements with adjoining states.

Depending on the severity of the incident, the Natrona County Commission Chair may issue a local disaster declaration and request assistance from the Governor.

Coordination of Local Medical Response to Biological Weapons

As the medical response to an incident involving biological agents must include the local medical community as a group to include the Casper-Natrona County Health Department. The local and state health departments and federal health agencies directing the response should undertake to coordinate the efforts of local medical providers to ensure that a consistent approach to health issues is taken. Hence, concise information on the threat, recommendations on what should be done to combat it, and instructions on handling victims must be provided to all hospitals, clinics, nursing homes, home health care agencies, individual physicians, pharmacies, school nursing staffs, Emergency Medical Ambulance Services and other medical providers. The local health department or state public health department, that are normally most familiar with community health providers, will typically take the lead in coordinating the local medical response. They may request assistance from local professional organizations in providing information to all members of the local medical community.

Activities by Phases of Emergency Management

Mitigation

- Identification of potential terrorist targets and determining their vulnerability is essential. For targets which may produce hazardous effects if attacked, it is necessary to determine the population and special facilities at risk.
- Conduct investigations and criminal intelligence operations to develop information on the composition, capabilities, and intentions of potential terrorist groups.
- Develop and implement security programs for public facilities that are potential targets. Recommend such programs to private property owners.
- Implement passive facility protection programs to reduce the vulnerability of new and existing government-owned facilities believed to be potential targets. Recommend such programs to private property owners.
- Encourage all local medical facilities, law enforcement agencies, fire departments and Emergency medical services, to participate in mass casualty and terrorism exercises.
- Encourage all local medical facilities to stock specialized pharmaceuticals, such as chemical agent antidotes.

Preparedness

- Conduct or arrange terrorism awareness training and periodic refresher training for law enforcement, fire service, and EMS personnel and for emergency management staff. Conduct training for other agencies such as public works, utilities, and hospitals.
- Develop emergency communications procedures that take into account the communications monitoring capabilities of some terrorist groups.
- Maintain terrorist profile information on groups suspected of being active in the local area and pass that information to state and/or federal law enforcement agencies.
- Conduct awareness programs for businesses that handle inventories of potential weapon making materials and chemicals and ask for their cooperation in reporting suspicious activities.
- If potential terrorist groups appear to be expanding their activities, consider appropriate increased readiness actions.
- All other actions by agencies as designated in Natrona County EOP.

Response

The response actions below are most appropriate for an incident involving conventional weapons, nuclear devices, or chemical agents where there is a specific incident location.

✓	Action Item	Assigned
	Initial Response Actions	
	1. Deploy response forces	
	2. Activate incident command post at the incident site to direct emergency operations.	
	3. If incident appears to be terrorism-related, ensure law enforcement personnel are advised and respond to the incident site.	
	4. Isolate the area and deny entry. Reroute traffic as needed.	
	5. Determine and report: ▪ Observed indicators of use of chemical/biological weapons ▪ Wind direction and weather conditions at scene ▪ Plume direction, if any ▪ Approximate number of apparent victims ▪ Orientation of victims ▪ Types of victim injuries and symptoms observed ▪ Observations or statements of witnesses	
	6. If possible, determine type of weapon used using appropriate detection equipment, response guides, damage characteristics, and casualty symptoms	
	7. Establish scene control zones (hot, warm, and cold) and determine safe access routes & location of staging area. Establish initial operating boundaries for crime scene and incident area.	
	8. Implement crowd control measures, if necessary	
	9. Determine & implement requirements for protective clothing and equipment for emergency responders.	

	10. Establish communications among all response groups.	
	11. Protect against secondary attack.	
	12. Activate the EOC to site support emergency operations.	
	13. Determine requirements for specialized response support.	
	14. Make notification to state and federal law enforcement and emergency management agencies.	
	15. Obtain external technical assistance to determine potential follow-on effects.	
	16. Request Wyoming Regional Response Team, if appropriate.	
	17. Request/deploy bomb squad or ATF support, if appropriate.	
	18. Identify areas that may be at risk from delayed weapon effects. ▪ Determine & implement protective measures for public in those areas. ▪ Determine & implement protective measures for special facilities at risk.	
	19. Extinguish fires and identify potential hazards such as ruptured gas lines, downed power lines and residual hazardous materials.	
	20. Make notifications to adjacent jurisdictions that may be affected.	
	21. If the effects of the incident could adversely affect water or wastewater systems, advise system operators to implement protective measures.	
✓	**Action Item**	**Assigned**
	Medical Management	
	1. Advise EMS and hospitals of possibility of mass casualties/contaminated victims.	
	2. Establish site for patient triage.	
	3. Establish site for gross decontamination (if appropriate) and a casualty collection area for decontaminated victims located away from the site of primary emergency operation, but accessible by transport vehicles.	
	4. Conduct initial triage and provide basic medical aid to victims in warm zone if protective equipment is not required.	
	5. Conduct gross decontamination of victims showing signs of contamination. 6. Separate victims that show no signs of contamination for evaluation.	
	7. Conduct follow-on triage & treatment of victims in cold zone.	
	8. Transport victims to medical facilities for further treatment.	
	9. Request state and/or federal medical assistance, if needed.	
✓	**Action Item**	**Assigned**
	Fatality Management	
	1. Alert Natrona County Coroner's Office and funeral directors of any potential mass fatality situation and arrange for temporary holding facilities for bodies, if necessary. Highlight need to preserve evidence.	
	2. Coordinate with Natrona County Coroner's Office to determine autopsy	

	requirements for victims.	
	3. Transport deceased to morgue, mortuary, or temporary holding facilities at direction of Natrona County Coroner's Office.	
✓	**Action Item**	**Assigned**
	Other Response Actions	
	1. Request additional response resources, if needed. • Activate mutual aid agreements • Request state or federal assistance, as needed	
	2. Designate staging areas for incoming resources from other jurisdictions, state and federal agencies, and volunteer groups separate from operational staging area.	
	3. If evacuation has been recommended: • Activate shelter/mass care facilities to house evacuees. • Provide transportation for evacuees without vehicles. • Provide security for shelters.	
	4. If evacuation of special facilities (schools, nursing homes, hospitals, correctional facilities) has been recommended: • Assist facilities in arranging suitable transportation and carrying out evacuation. • Assist facilities in arranging suitable temporary reception facilities.	
	5. Provide information and instructions to the public. • Activate emergency public information operation. • Identify facilities for use by media.	
	6. Identify, collect, and control evidence and conduct investigations.	
	7. Pursue and arrest suspects.	
	8. Provide security in evacuated areas, if feasible.	
	9. Establish and operate access control points for contaminated areas	
	10. For incidents involving biological agents, consider measures to restrict person-to-person transmission of disease such as quarantine, closure of schools and/or businesses, and restrictions on mass gatherings as per direction of Casper-Natrona County Health Department.	
	11. Alert human resources agencies to provide disaster mental health services and human services support to victims.	
	12. Determine how pets, livestock, and other animals left in evacuated or contaminated areas will be handled.	
	13. Decontaminate essential facilities and equipment, if feasible.	
	14. Request technical assistance in assessing environmental effects.	

Recovery

- Decontaminate incident sites and other affected areas. State and/or federal agencies may oversee this effort, which may be conducted by contractors.
- Identify and restrict access to all structurally unsafe buildings.
- Remediate and cleanup any hazardous materials that has or might enter local water, sewer, or drainage systems.
- For contaminated areas that cannot be decontaminated and returned to normal use in the near term, develop and implement appropriate access controls.
- Investigate cause of incident and prosecute those believed to be responsible.
- Maintain records of use of personnel, equipment, and supplies used in response and recovery for possible recovery from the responsible party or reimbursement by the state or federal government.
- Conduct critical incident stress management activities.
- All other activities by agencies as designated in Natrona County EOP.

Organization & Assignment of Responsibilities

Organization

Our normal emergency organization, which is described in the basic plan, will carry out the response to and recovery from terrorist incidents.

As terrorist acts often violate state and federal law and regulations, state and federal law enforcement agencies and other agencies having regulatory responsibilities may respond to such incidents. In order to effectively coordinate our efforts with state and federal agencies, we may transition from our normal incident command operation to a unified command organization when the situation warrants.

Responsibilities

The Natrona County Commission Chair and/or chief elected official of jurisdiction(s) affected will:

- Provide policy guidance with response to and recovery operations in aftermath of a terrorism incident.

Emergency Management Office will:

- Coordinate regularly with all Natrona County Law Enforcement agencies and other law enforcement agencies with respect to the terrorist threat and determine appropriate readiness actions during periods of increased threat.
- In conjunction with other local officials, make an assessment of the local terrorist threat, identify high risk targets, determine the vulnerabilities of such targets and the potential impact upon the population, and recommend appropriate mitigation and preparedness activities.
- In coordination with other local officials, recommend appropriate training for emergency responders, emergency management personnel, and other local officials.
- Coordinate periodic drills and exercises to evaluate plans, procedures, and training.
- Develop and conduct terrorism awareness programs for the public and for businesses dealing in weapons or materials that may be used by terrorists to produce weapons.

- Develop common communication procedures.
- Other appropriate actions as per Natrona County EOP.

Law Enforcement will:

- Conduct anti-terrorist operations and maintain terrorist profile information. Advise the emergency management staff, DCI, FBI and other appropriate agencies of significant terrorist threats.
- Assist in identifying possible targets of terrorist activities.
- Recommend passive protection and security programs for high-risk government facilities and make recommendations for such programs to the owners/operators of private facilities.
- Conduct terrorism response training programs for the law enforcement personnel and support public education and awareness activities.
- Make notifications of terrorist incidents to DCI, the FBI, and other law enforcement agencies.
- Brief emergency response personnel on crime scene protection.
- Coordinate the deployment and operation of counter-terrorist response elements.
- Conduct reconnaissance in vicinity of the incident site to identify threats from delayed action and secondary weapons.
- In coordination with state and federal authorities, investigate incident; identify and apprehend suspects.
- Other appropriate functions as per Natrona County EOP

Jurisdictional Fire Departments will:

- Coordinate all fire and rescue operations during terrorist incidents.
- Set up decontamination area for emergency responders and victims, if needed.
- Carry out initial decontamination of victims, if required. Procedures must be available for emergency decontamination of large numbers of people.
- Identify apparently unsafe structures; restrict access to such structure pending further evaluation by the Public Works/Engineering staff.
- Identify requirements for debris clearance to expedite fire response and search and rescue.
- Other appropriate functions as per the Natrona County EOP.

Health and Medical Service will:

- Prepare for self-admitting contaminated patients and establish isolation area(s).
- If mass casualties have occurred, establish triage and consider possibility of contaminated patients.
- Assist in decontamination of injured patients.
- Prepare alternate care area(s).
- Coordinate medical countermeasure delivery.

Public Works, Engineering, Road & Bridges Department will:

- All appropriate functions as per Natrona County EOP.

Water/Waste Water Departments will:

- In coordination with local and state public heath agencies, ensure the safety of water and waste water systems. Initiate water conservation procedures, if required.
- All other appropriate functions as per Natrona County EOP.

All Other Departments and Agencies will:

- Provide personnel, equipment, and supply support for emergency operations upon request.
- Provide trained personnel to staff the EOC.
- Provide technical assistance to the Incident Commander and the EOC upon request.
- Participate in terrorism awareness training, drills, and exercises.

Direction and Control

A. The chief elected official of the jurisdiction affected, will provide general policy guidance as per Natrona County EOP. During periods of heightened terrorist threat or after an incident has occurred, the local EOC may be activated.

B. The Natrona County Emergency Management Agency will provide overall coordination of the terrorist incident response activities of our departments and agencies. During terrorist incidents, he/she will normally carry out those responsibilities from the EOC.

C. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at the incident site from an ICP. If terrorist attacks affect multiple widely separated facilities, separate incident command operations may be set up.

D. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions pursuant to mutual aid agreements or from organized volunteer groups. Mutual aid personnel and volunteers will normally work under the immediate control of their own supervisors. All response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC.

In a large-scale terrorist incident, significant help will be needed from other local governments, state agencies, and the federal government. As these external resources arrive, it is anticipated that a transition will be made from the normal incident command system to a unified command operation. In a unified command arrangement, leaders of all participating response forces agree on general objectives, priorities, and strategies for resolving the emergency situation.

Readiness Levels

Readiness Level Green – Low Conditions

This condition is declared when there is a low risk of terrorist attacks. Departments and agencies should consider the following general measures in addition to the agency specific Protective Measures they have developed and implemented. Also see the mitigation and preparedness activities in paragraphs above**.**

- Refining and exercising as appropriate preplanned Protective measures
- Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures.
- Institutionalizing a process to assure that all facilities and regulated areas are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

Readiness Level Blue- Guarded Condition

This condition is declared when there is a general rist of terrorist attacks. In addition to the Protective Measures taken in Level Green, departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they have developed and implemented.

- Checking communications with designated emergency response or command locations
- Review and update emergency response procedures
- Provide the public with any information that would strengthen its ability to act appropriately

Readiness Level Yellow – Elevated Condition

This condition is declared when there is a significant risk of terrorist attacks. When local law enforcement personnel determine or are advised by DCI or the FBI that there is a credible threat of near-term local terrorist action, law enforcement personnel shall alert the Emergency Manager and other appropriate local officials. Those individuals shall review the potential emergency situation, plans, and procedures, and determine and implement appropriate readiness actions. These may include:

- Expanding criminal intelligence operations;
- Reviewing personnel and equipment status and taking actions to enhance resource availability including coordinating emergency plans as appropriate with nearby jurisdictions
- Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures
- Reviewing inventory of critical consumable supplies, filling shortages, and increasing stocks if needed
- Increasing security at and surveillance of public facilities and critical locations that are potential targets,

- Recommending to the owners or operators of privately-owned facilities that they take similar steps
- Briefing local public health and hospital managers on the potential threat; and placing selected emergency response elements on higher state of readiness.
- Consistent with the need for security to protect intelligence sources and depending on the situation, disseminate non-sensitive threat awareness information to the public.

Readiness Level Orange – High Condition

A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, departments and agencies should consider the following general measures in addition to the agency-specific Protective measures that they have developed and implemented.

- Further increase security at and surveillance of potential targets.
- Further increase readiness of emergency response forces and advise public health and medical facilities to do likewise.
- Consider partial activation of the EOC to monitor situation and maintain data on resource status.
- Depending on the specific situation and the need for security to protect ntelligence sources, disseminate non-sensitive information and, if needed, instructions to the public.
- Coordinate necessary security efforts with Federal, State, and local law enforcement agencies or any national Guard of other appropriate armed forces organizations
- Take additional precautions at public events and possibly consider alternative venues or even cancellation.
- Prepare to execute contingency procedures, such as moving to an alternate site or dispersing workforce
- Restricting threatened facility access to essential personnel only.

Readiness Level Red – Severe Condition

This condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous threat conditions, departments and agencies also should consider the following general measures in addition to the agency-specific Protective measures that they have developed and implemented:

- Implement most rigorous security measures.
- Increasing or redirecting personnel to address critical emergency needs and bring response forces to maximum readiness.
- May activate the EOC to monitor the situation and maintain data on resource status.
- Assign emergency response personnel and pre-position and mobilize specially trained teams or resources.
- Monitor, redirect, or constrain transportation systems
- Close public and government facilities.

- Disseminate non-sensitive information and, if needed, instructions to the public.
- Determine and implement precautionary protective measures for the public in selected areas or for specific facilities where appropriate.

Administration and Support

Reports & Records

During emergency operations for terrorist incidents, **a daily situation report** should be prepared and distributed to the Wyoming Office of Homeland Security via WEB EOC, and the local FBI office.

The Incident Command Post and the EOC shall maintain accurate **activity logs** recording key response activities and the commitment of resources.

For terrorist incidents, all departments and agencies participating in the emergency response shall maintain detailed **records of labor costs, equipment usage, and supplies expended**. These records may be used to recover allowable response and recovery costs from the federal government in the event a federal emergency or disaster declaration is issued by the President.

Preservation of Records

As terrorists often target government facilities, government records are at risk during terrorist incidents. To the extent possible, legal, property, and tax records should be protected. The principal causes of damage to records are fire and water. If government records are damaged during the incident response, the EOC should be promptly advised so that timely professional assistance can be sought to preserve and restore them.

Post-Incident Review

The Incident Commander along with assistance from the Natrona County Emergency Management Agency will be responsible for organizing and conducting a debriefing following the conclusion of a significant terrorist incident.

Plan Development and Maintenance

Development

The Natrona county Emergency Management Agency is responsible for developing and maintaining the Terrorism Appendix associated with the Natrona County Emergency Operations Plan with direct assistance of all other agencies throughout Natrona County.

Maintenance

This plan will be reviewed annually and updated if necessary.

Conventional Weapons, Explosives & Incendiary Devices

Definitions

Conventional Weapons & Explosives. Conventional weapons include guns, rocket-propelled grenades, and similar weapons. Explosives include military and commercial explosives, such as RDX, Tritonol, dynamite, and ammonium nitrate – fuel oil (ANFO). The casualty potential of conventional explosive devices may be increased by packing metallic materials such as bolts or nails around the explosive to generate lethal fragments that can inflict casualties at considerable distances.

Incendiary Devices. Incendiary devices are designed to ignite fires. They may use liquids, such as gasoline or kerosene, or gases, such as propane, as their fuel. Incendiary devices have been a favorite weapon of terrorists due to the ready availability of materials needed to build such devices.

Combination Device. Conventional explosive and incendiary materials may be used in combination to produce blast damage and fires.

Weapons Effects

Conventional Explosives

- Significant blast damage to structures, including building and wall collapse, and blast casualties.
- Fragmentation casualties from bomb fragments, debris, and broken glass.
- Fires are possible.

Incendiary Devices

- Fires.
- Secondary explosions are possible.
- Burn casualties.

Combination Devices

- Significant blast damage to structures, including building and wall collapse, and blast casualties.
- Fires.
- Fragmentation casualties from bomb fragments, debris, and broken glass.

Indications of Use

Conventional Explosives

- Prior warning or threat.
- Presence of triggering devices, such as blasting caps or timers.
- Explosive residue at scene or results from detection instruments.
- Indications of deliberately-introduced fragmentation materials.

Incendiary Devices

- Prior warning or threat.
- Multiple fire locations.

- Signs of accelerants or results from detection instruments.
- Presence of propane/butane cylinders in other than typical locations
- Presence of containers for flammable liquids.

Emergency Response Guidance

If hazardous materials are encountered in the response to an attack with conventional explosives or incendiary devices, consult the US Department of Transportation *Emergency Response Guidebook* (ERG) or other appropriate guidance materials.

Response Needs

- Personal protective equipment for emergency responders.
- Medical evacuation and treatment for mass casualties.
- Search and rescue teams for collapsed structures.
- Firefighting.
- Hazmat response team.
- Mortuary support for mass fatalities.
- Evacuation assistance.
- Access control for incident site.
- Shelter and mass care for evacuees.
- Investigative resources

Nuclear/Radiological Devices & Materials

Definitions

Radiation Dispersal Device Radioactive materials in powder form are packed around conventional explosives. When the explosive device detonates, it disperses the radioactive material over a wide area. Such devices do not require weapons grade radioactive materials; they may be constructed from materials obtained from medical or industrial equipment in common use.

Improvised Nuclear Device (nuclear bomb). Use of this type of device is considered unlikely. It would be extremely difficult for terrorists to build or acquire such a device because a substantial quantity of weapons-grade fissionable materials, extensive equipment, and technical expertise would be needed. It would be extremely difficult to obtain the weapons grade fissionable material required to construct such a device.

Nuclear Weapon. It is considered very unlikely that terrorists would use military nuclear weapons because such weapons are normally secured, strictly controlled, and frequently incorporate safety features to prohibit unauthorized use.

Weapons Effects

All of the weapons listed could spread radioactive materials if detonated, which could pose immediate danger to life at high levels and long term adverse health effects at lower levels. In addition, each of these weapons can produce both immediate radiological effects and residual radioactive contamination.

Radiological Dispersal Device

- Some blast damage to structures.
- Some blast casualties.
- Some fragmentation damage to structures and casualties among people.
- Localized radiological contamination
- Fires are possible.

Improvised Nuclear Device or Nuclear Weapon

- Extensive blast damage to structures, including building and wall collapse
- Significant blast casualties.
- Significant fragmentation casualties from debris, broken glass, and other materials.
- Extensive radiological contamination.
- Extensive fire effects.

Indications of Use

- Prior warning or threat.
- Reports of stolen radiological sources or nuclear materials.
- Use of these weapons may produce damage and casualties similar to that produced by a conventional high explosive bomb. Radiological detection equipment will be needed to confirm the presence of radioactive materials.

Emergency Response Guidance

- Radiation Dispersal Device – ERG Guide 163
- Improvised Nuclear Device or Nuclear Weapon – ERG Guide 165

Response Needs

- Personal protective equipment for emergency responders.
- Mass personnel decontamination.
- Medical evacuation and treatment for mass casualties.
- Urban search and rescue teams for collapsed structures.
- Firefighting.
- Radiological monitoring and assessment teams.
- Mortuary support for mass fatalities.
- Evacuation assistance.
- Access control for incident site and contaminated areas.
- Shelter and mass care for evacuees.

Chemical Weapons

Definitions *(Letters in parenthesis are military designators for these agents.)*

Nerve Agents. Nerve agents are some of the most toxic chemicals in the world; they are designed to cause death within minutes of exposure. Lethal doses may be obtained by inhaling the agent in aerosol or vapor form or having the agent deposited on the skin in liquid form. Examples include Sarin (GB), Soman (GD), and V agent (VX),

Blister agents. Blister agents cause blisters, skin irritation, damage to the eyes, respiratory damage, and gastrointestinal effects. Their effect on exposed tissue is somewhat similar to that of a corrosive chemical like lye or a strong acid. Examples include Mustard (H) and Lewisite (L).

Blood Agents. Blood agents disrupt the blood's ability to carry oxygen and cause rapid respiratory arrest and death. Examples include potassium cyanide and hydrogen cyanide (AC).

Choking Agents. Choking agents cause eye and airway irritation, chest tightness, and damage to the lungs. These agents include industrial chemicals such as chlorine (CL) and phosgene (CG).

Hallucinogens, Vomiting Agents (Emetics), and Irritants. These materials cause temporary symptoms such as hallucinations, vomiting, and burning and pain on exposed mucous membranes and skin, eye pain and tearing, and respiratory discomfort. The effects of these agents are typically short lived; they are generally designed to incapacitate people and typically do not pose a threat to life.

Other Emergency Response Considerations

Some nerve and blister agents are normally in liquid form. When used as weapons, most chemical agents are delivered in aerosol form to maximize the area covered, although some may be delivered as a liquid. An aerosol is defined as a suspension or dispersion of small particles (solid or liquids) in a gaseous medium. Dissemination methods range from spray bottles and backpack pesticide sprayers to sophisticated large-scale aerosol generators or spray systems.

Chemical agents may be either persistent or non-persistent. Non-persistent agents evaporate relatively quickly. Persistent agents remain for longer periods of time. Hazards from both vapor and liquid may exist for hours, days, or in exceptional cases, weeks, or months after dissemination of the agent.

Weapons Effects

The primary effects of chemical agents are to incapacitate and kill people.
Minute doses of nerve agents cause pinpointing of the pupils (miosis), runny nose, and mild difficulty breathing. Larger doses cause nausea, vomiting, uncontrolled movement, loss of consciousness, breathing stoppage, paralysis, and death in a matter of minutes. G-agents are non-persistent, while V agents are persistent.

Blister agents cause eye irritation and reddening of the skin in low doses. Larger doses produce eye and skin blisters, airway damage, and lung damage, causing respiratory failure. Some blister agents, such as mustards, are persistent in soil, while other blister agents are considered non-persistent.

Blood agents inhibit the transfer of oxygen in the body and produce intense irritation of the eyes, nose, and throat, breathing tightness, convulsions, and respiratory arrest, causing death. Blood agents are considered non-persistent.

Choking agents produce eye and airway irritation and lung damage, which may lead to death. Choking agents are generally non-persistent.

Vomiting agents and Irritants have relatively short-term incapacitating effects. These symptoms seldom persist more than a few minutes after exposure and the agents are considered non-persistent.

Indications of Use

- Prior warning or threat.
- Explosions that disperse mists, gases, or oily film.
- Presence of spray devices or pesticide/chemical containers.
- Unexplained mass casualties without obvious trauma.
- Casualties exhibit nausea, breathing difficulty, and/or convulsions.
- Odors of bleach, new mown grass, bitter almonds, or other unexplained odors.
- Dead birds, fish, or other animals and lack of insects at the incident site and areas downwind.
- Alarms by chemical detection systems.

Emergency Response Guidance

- **Nerve Agents. Use ERG Guide 153.** Antidotes to nerve agents, including atropine and 2-PAM Chloride, must be given shortly after exposure to be effective.

- **Blister Agents. Use ERG Guide 153.**

- **Blood Agents**
  - If the agent is positively identified as Cyanogen Chloride, use ERG Guide 125.
  - If the agent is positively identified as Hydrogen Cyanide, use ERG Guide 117.
  - If you suspect a blood agent has been used, but have not positively identified it, use ERG Guide 123.

- **Choking Agents**
  - If the agent is positively identified as Chlorine, use ERG Guide 124.
  - If the agent is positively identified as Phosgene, use ERG Guide 125.
  - If you suspect a choking agent has been used, but have not positively identified it, use ERG Guide 123.

- **Irritants**
  - For tear gas or pepper spray, use ERG Guide 159.
  - For mace, use ERG Guide 153.

Response Needs

- Personal protective equipment for emergency responders.
- Mass decontamination capability.
- Medical evacuation and treatment for mass casualties.
- Hazmat response teams.
- Mortuary support for mass fatalities.
- Evacuation assistance.
- Access control for incident site and contaminated areas.
- Shelter and mass care for evacuees.
- Coordinate medical counter measures.
- Medical countermeasures from the Chempack.

Biological Weapons

Definitions

Biological agents are intended to disable or kill people by infecting them with diseases or introducing toxic substances into their bodies. Such agents are generally classified in three groups:

Bacteria and Rickettsia: Bacteria and rickettsia are single celled organisms which cause a variety of diseases in animals, plants and humans. Bacteria are capable of reproducing outside of living cells, while rickettsia require a living host. Both may produce extremely potent toxins inside the human body. Among the bacteria and rickettsia that have been or could be used as weapons are:

- Anthrax
- Plague
- Tularemia or.Rabbit Fever
- Q fever

Viruses: Viruses are much smaller than bacteria and can only reproduce inside living cells. Among the viruses that could be used as weapons are:

- Smallpox
- Venezuelan Equine Encephalitis (VEE)
- Viral Hemorrahagic Fever (VHF)

Toxins: Toxins are potent poisons produced by a variety of living organisms including bacteria, plants, and animals. Biological toxins are some of the most toxic substances known. Among the toxins that have been or could be used as weapons are:

- Botulinum toxins
- Staphylococcal Enterotoxins
- Ricin
- Mycotoxins

Other Emergency Response Considerations

Inhalation of agent in aerosol form. An inhalation hazard may be created by spraying a biological agent. Many biological agents, such as viruses, may also be readily transmitted from an affected person to others in aerosol form by coughing and sneezing. This can result in the rapid spread of disease-causing agents.

Ingestion in food, water, or other products than have been contaminated with agents.

Skin contact or injection. Some agents may be transmitted by simple contact with the skin or by injection.

Unique Aspects of A Biological Agent Attack

As there are few detection systems for biological agents available, an attack with biological agents may not be discovered until public health authorities or medical facilities observe people becoming sick with unusual illnesses. Casualties may occur hours, days, or weeks after exposure. Medical investigators will normally investigate to determine the source and cause of such illnesses and how it is spread.

In the aftermath of an attack with biological agents, public health agencies will normally take the lead in determining actions that must be taken to protect the public, although state and local governments may implement those actions.

There may be no local crime scene or incident site; the initial dissemination of the agent may have occurred in another city or another country and affected travelers may bring disease into the local area.

As people affected by some biological agents, such as viruses, are capable of spreading disease to others, the emergency response to a biological attack may have to include medical isolation of affected patients and quarantines or other restrictions on movement of people or animals. It may also be necessary to restrict opportunities for person-to-person transmission by closing schools and businesses or curtailing mass gatherings such as sporting events and requesting materials from Strategic National Stockpile (SNS).

Weapon Effects

Biological agents are used to both incapacitate and to kill. Some agents make people seriously ill, but rarely kill those affected; these may create a public health emergency. Others, such as anthrax and many toxins, kill those affected and may create both a public health emergency and a mass fatality situation.

Indications of Use

If there is a local incident site, the following may be indicators of the use of biological weapons:

- Advance warning or threat.
- Unusual dead or dying animals

- Unusual casualties – pattern inconsistent with natural disease or disease that does not typically occur in the local area.
- Aerosol containers or spray devices found in other than typical locations of use.
- Presence of laboratory glassware or specialized containers.
- Biohazard labels on containers.
- Evidence of tampering with foodstuffs and water distribution systems.
- Indications of tampering with heating/air conditioning systems.

For many biological agent attacks, medical assessment of affected people, autopsy results, and follow-on medical investigation will be required to confirm the use of biological agents.

Emergency Response Needs

- Personal protective equipment for emergency responders.
- Decontamination capability.
- Specialized pharmaceuticals.
- Medical evacuation and treatment for mass casualties.
- Public health prevention programs.
- Mortuary support for mass fatalities.
- Access control for incident site, if one exists.
- Personnel support for quarantine operations.
- Public health investigative resources.

Appendix C

Tornado Contingency Plan

Purpose

The purpose of this annex is to explain the coordination of governmental activities that that are essential to save lives, protect property, and maintain or restore facilities and services during and following a tornado. This annex describes our concept of operations and organization to prepare and respond to this emergency situation, and assigns responsibilities for tasks that must be carried out before and after the emergency situation.

Explanation of Terms

Acronyms

EOC	Emergency Operations or Operating Center
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
IC	Incident Commander
ICP	Incident Command Post
NWS	National Weather Service
NOAA	National Oceanic and Atmospheric Administration

Definitions

SEVERE THUNDERSTORM WATCH: Conditions are right for the development of severe thunderstorms. Specifies the area and the time that the watch is in effect.

SEVERE THUNDERSTORM WARNING: Severe thunderstorms are actually occurring or are imminent. Severe thunderstorm hazards may include lightning, high winds, damaging hail, heavy down pours resulting in flash floods and tornadoes.

TORNADO WATCH: Conditions are favorable for the occurrence of both tornadoes and severe thunderstorms. Specifies both the area and the time for which the watch is in effect.

TORNADO WARNING: A tornado has been sighted or detected. The warning message will explain the location of the tornado sighting, the time, and the direction and speed of travel.

Hazard Characteristics

A tornado is a violently rotating column of air extending down from a cumulonimbus cloud and in contact with the ground. Tornadoes may have winds as high as 200 mph, although most produce wind speeds of 135 mph or less. In Wyoming, most tornadoes have winds less than 110 mph, a path length less than 10 miles, and widths generally less than 0.25 miles. Since 1950, tornadoes have killed four and injured 101 people in Wyoming, with the deadliest tornado occurring in the town of Wright in 2005 (two killed). Property damage in Wyoming due to tornadoes approaches $1 million annually.

Tornadoes are created from turbulent thunderstorms and favorable winds in the lower to middle atmosphere. If conditions are right for the formation of one tornado, the chance exists that more tornadoes could be formed in the same area. A severe thunderstorm watch, rather than a tornado watch, does not preclude the formation of tornadoes. The National Weather Service (NWS) defines a storm as severe if it produces hail at least 1 inch in diameter, wind gusts of 58 mph or greater, or a tornado.

Tornado Season: Generally, most tornadoes will occur between May and August, with the maximum number in June. However, a few have been reported as late as September. Most tornadoes will travel on a generally west-to-east path.

Time of Occurrence: Most tornadoes will occur during the afternoon and early evening hours (2pm through 8pm).

Situation and Assumptions

Situation

All of Natrona County may be considered a risk area, with no one particular location where tornadoes are more likely to occur. Populated areas are at the greatest risk for property damage, injuries and fatalities. This annex will be activated when a tornado threatens the affected areas.

The tasks listed in this annex must be able to activated quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that range from minor to catastrophic, in response to the natural forces that occur during a tornado.

Secondary effects of a tornado must be planned for including hazardous materials, health issues and others. Pre-disaster warning times may vary, but the Emergency Management Organizations of the jurisdiction will coordinate with the NWS to determine when to activate specific parts of this annex and basic plan. The jurisdictional will coordinate its efforts with local, state, and Federal Emergency Managers to aid in activating this annex. The NWS will issue the following:

- Tornado Watch—weather conditions exist for a possible tornado
- Tornado Warning—a tornado has been spotted or detected using radar.

Assumptions

Many emergency situations with respect to tornadoes occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.

We will use our own resources to respond to emergency situations and, if needed, request external assistance from other jurisdictions pursuant to mutual aide agreements or from the State. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.

Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.

Upon tornado touchdown, there will be no operational telephones, cell phones, commercial electric power, or municipal water supplies within the affected areas. Fallen trees will also block many roads within the affect areas.

All affected areas will use the available data and research from tornado studies.

Upon issuance of a tornado watch, the appropriate information and instructions will be broadcast by radio and TV. Upon issuance of a tornado watch, the following weather effects will be spotted for:

- Type of condition:
  - Tornado
  - Severe thunderstorms/lightning
  - Funnel cloud
  - Damaging wind
  - Damaging hail
  - Extremely heavy rain and/or flooding
- Place and area affected by severe weather condition
- Time Observed
- Direction of movement

Upon issuance of a tornado warning, the following steps will be taken

- Direct sounding of local public warning systems with immediate follow-up by radio and TV broadcasts
- Keep the public advised of governmental actions being taken by local Emergency Operations Center (EOC). After the tornado event, aid and recovery operations will proceed as indicated in the Basic Plan.

Organization and Assignment of Responsibilities

Tornado Warning & Notification Procedures

- Coordinate all activities with the Natrona County Emergency Management Coordinator.
- Obtain all pertinent information and complete Dispatch Information Sheet .
- It is important that the persons closest to the location of the sighting be notified first through all available means.
- PSCC will activate the All Hazards Outdoor Warning Sirens for the warning area, the Emergin system and follow Dispatch Local Warning Procedures Guide for Warning Fanout.
- Activate PSCC EAS
- Notify KTWO Radio for EAS activation
- **Utilize all local resources to include:**
    - Personnel
    - All Hazards Outdoor Warning Siren System
    - Mobile sirens and public address systems on Law Enforcement and other emergency response vehicles.
    - Warning Messages on the Emergency Alert System (EAS) and other commercial radio and television.
    - Telephone Systems - DO NOT DEPEND ON THEM
    - Local Radio Nets:
    - County/City/Town Bands 800 MHz
    - WYOLINK
    - Mutual Aid
    - Wyoming Game & Fish
    - Bureau of Reclamation
    - Bureau of Land Management
    - Other Communication/Warning Sources:
    - RACES - Ham Radio Operators
    - Radio Scanners
    - Any other means available
- **RESOURCES - STATE & FEDERAL**
    - National Warning System (NAWAS).
    - Law Enforcement Teletype System (LETS).
    - State Agency Law Enforcement System (SALECS).
    - NOAA All Hazards Warning Radio National Weather Service

Operations of the Emergency Operations Center

The EOC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation with minimal staff, to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel.

Tornado Watch – Dispatcher Checklist

1. A TORNADO WATCH must be issued by the National Weather Service office to the Public Safety Communications Center. If the report is received by some other source, confirm it with the National Weather Service Office in Riverton via NAWAS, phone, or WYOLINK Radio System
2. Obtain reports from the National Weather Service Office or designated weather spotters on weather conditions.
3. A Tornado Watch may be received by:
    a. Telephone
    b. NOAA Weather Radio
    c. NAWAS Line
    d. Teletype
    e. Radio
4. Obtain all available information from the reporting party.
5. Coordinate all activities with the Natrona County Emergency Management Office.
6. Upon notification of a WATCH fan out condition to;
    a. Natrona County Sheriff 's Office
    b. Municipal Police & Fire Departments
    c. Emergency Medical Services
    d. Emergency Management Agency
7. Utilize all available resources to fan out information:
    a. All radio nets
    b. Direct Lines / Telephone
    c. EMAlert
    d. EAS
8. Request that all personnel closely observe the sky until the watch has expired, reporting any signs of threatening weather.
9. Relay all severe weather information promptly to the National Weather Service Office.

Tornado Warning – Dispatch Checklist

1. A Tornado Warning can only be issued by the National Weather Service Office. If report is received by other source, confirm it with the National Weather Service Office.
2. Tornado Warnings may be received by;
    a. Telephone
    b. NOAA Weather Radio
    c. NAWAS Line
    d. Teletype
    e. Radio
3. Coordinate all activities with the Natrona County Emergency Management.
4. Obtain all pertinent information from the reporting party:
    a. Area effected, direction and speed
    b. Damage to property
    c. Any structures threatened
    d. Time spotted
    e. Reporting party information, if other than N.W.S.
5. Obtain reports from the National Weather Service Office or designated weather spotters on weather conditions.
6. Request that all personnel closely observe the sky until the warning has expired, reporting location and other pertinent data about the tornado.
7. Coordinate communications and warning with all other agencies.
8. Utilize all available resources to fanout the warning;
    a. All Hazards Outdoor Warning System
    b. EAS Station
    c. All Radio & Television Stations
    d. All emergency radio nets
    e. Teletype
    f. Telephone Lines
    g. Emergency Vehicles PA Systems
    h. Door to Door
9. Fan out warning as listed in the Natrona County Warning Fanout (Dispatch Local Warning Procedures Guide).
10. Fan out the following information:
    a. Location of tornado sighting
    b. Time of the sighting
    c. Speed and direction of travel
    d. Boundaries of the affected area
    e. Shelter advice and emergency actions
11. Relay all severe weather information promptly to NWS office in Riverton.

Tornado – Emergency Management Checklist

Tornado Watch

1. Mobilize trained spotters and direct them to their pre- designated positions.
2. Contact non-governmental support groups to inform them of the **WATCH** and to confirm the availability of resources.
3. Check the Emergency Operating Center (EOC) to assure readiness.
4. Activate EOC with a skeleton crew if necessary.
5. Review operating plans and procedures to assure prompt and efficient response, (includes the Natrona County / Municipal Emergency Operations Plan, and the Tornado Contingency Annex).

Tornado Warning

1. Monitor tornado and surrounding weather conditions and report to dispatch.
2. Take necessary steps to warn residents in path of storm without jeopardizing own safety.
3. Respond to assist in areas of damage. Assistance may include; tending to injured, setting up command, prevention of looting, securing area.

Tornado – All Agencies and Departments

Tornado Watch

1. Review steps to be taken as severe weather approaches.
2. Ensure that on-duty personnel are notified of the tornado **WATCH**.
3. Request that personnel be alert for any signs of severe weather.
4. Ensure that vehicle and equipment fuel tanks are full.
5. Check initial response equipment to be sure it is operational and in the correct location.
6. Alert off-duty personnel, and make arrangements to mobilize on-duty personnel as needed. If a tornado causes substantial damage, all personnel should automatically report for duty at a pre-designated location as per agency plans.
7. Review operating plans and procedures to assure prompt and efficient response, (includes the Natrona County / Municipal Emergency Operations Plan, and the Tornado Contingency Annex).

Tornado Warning

1. Ensure that the Tornado **Warning** message is given to all personnel.
2. Instruct field personnel to observe weather conditions in their areas and immediately report any tornado sightings and related damages.
3. Ensure that personnel take appropriate protective measures:
    a. Go to basement, interior small rooms or hallways on the lowest level
    b. Leave vehicles and go to a substantial structure. If there is no substantial shelter nearby, lie flat in the nearest ditch, ravine or culvert away from vehicle and with hands shielding head.

Direction and Control

General

Emergency Management will provide general guidance for the direction and control function. Provisions should be made, as appropriate, to address the following planning considerations in one or more appendices to a direction and control annex.

Damage Assessment

Conduct of immediate ground and air surveys to determine the extent of damage, casualties, and the status of key facilities.

Search and Rescue

Use damage assessment information to identify the facilities and areas where search and rescue operations may be conducted and to establish a priority for conduct of these operations. Planning should focus on the actions that need to be carried out in order to remove trapped and injured persons from homes, building collapses, and other structural collapses, administer first aid, and assist in transporting the seriously injured to medical facilities.

Access Control and Re-entry

Control of access to the area severely affected by the tornado until the area is safe. Only those directly involved in emergency response operations should be allowed to enter.

Debris Clearance

Actions taken to identify, remove, and dispose of rubble, wreckage, and other material which block or hamper the performance of emergency response functions. Activities may include:

- Demolition and other actions to clear obstructed roads.
- Repairing or temporarily reinforcing roads and bridges.
- Construction of emergency detours and access roads.

Inspection, Condemnation, and Demolition.

Actions taken to inspect buildings and other structures to determine whether it is safe to inhabit or use them after a tornado has occurred. Activities may include:

- Inspections of buildings and structures which are critical to emergency operations,
- Inspection of buildings that may threaten public safety,
- Inspection of less critically damaged structures. Designate those that may be occupied and identify/mark those that are to be condemned.
- Arrangements for the demolition of condemned structures.

The Operation of the Emergency Operations Center

Emergency Management may request that the EOC be activated. Emergency Management will normally determine the level of EOC staffing required based upon the situation and also notify appropriate personnel to report to the EOC. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that EMC activate the EOC to provide a suitable facility to work the issue.

The Emergency Manager will serve as the EOC Supervisor. The EOC will have to have the proper procedures in place to perform all necessary functions. The EOC will also have to have procedures in place for:

- Alerting the public
- Closing schools and businesses
- Restricting access to the risk area
- Opening mass care facilities
- Provide all necessary information needed to respond to emergency
- Review existing procedures
- Maintain preparedness to react when needed
- Data gathering to provide information for the following activities
    - Search and rescue activities
    - Access control and reentry into affected areas
    - Debris clearance
    - Restoration of utilities and lifeline repairs
    - Inspection, condemnation, and/or demolition of buildings and other structures
- Assigning specific tasking to each response organization for each phase in the areas of:
    - Initiating the implementation of mutual aid agreements with other jurisdictions
    - Suspending non-emergency government services and operations
    - Releasing non-emergency government employees from work.
    - Reporting status/observations to the EOC

The state Department of Emergency Management will have the following responsibilities:

- Supporting planning and training exercises
- Promoting and assisting public information programs
- Ensure that all affected regions have updated copies of this annex
- Monitor the tornado situation
- Prepare and release the appropriate public information, and respond to public inquiries
- Continually monitor the evacuation and take corrective actions if needed where there are situations or problems in the evacuation route
- Coordinate all activities with the Governor
- Mobilize any necessary state and county resources

Warning

Warning the public is critical for this hazard. Emergency Management will provide general guidance for the roles and responsibilities of government spokespersons, and coordination with the NWS and media representatives to ensure timely and consistent warning information is provided.

Emergency Public Information

Emergency Management will provide general guidance for Emergency Public Information in the following areas:

- Survival tips for people on what to do during and immediately after a tornado, as well as information on what steps to take upon the issuance of a Tornado Warning.
- Warnings and advice on the continuing threat of storms, unsafe areas, buildings and structures, and other hazards.

Evacuation

Due to the nature of the unpredictability of tornadoes, and the fact that warning times are generally short, the proper procedure for tornado protection is the shelter-in-place option as mentioned in the Evacuation Annex.

Mass Care

A tornado-specific appendix is probably unnecessary, since the mass care functional annex should adequately address the immediate actions to be taken, as soon as conditions permit, in the area that was severely impacted by a tornado. Damaged houses may not be habitable; residents should be dissuades from entering unsafe buildings and persuaded instead to seek temporary shelter.

Resource Management

Emergency Management will provide general guidance for purchasing, stockpiling, or otherwise obtaining essential tornado response items such as ice machines, water purification systems, polyethylene sheeting, sand bags, sand, pumps (of the right size and type, with necessary fuel, etc.), generators, light sets, etc. and resource lists that identify the quantity and location of the items mentioned above, as well as points of contact (day, night, and weekend) for obtaining items.

Response Checklist

1 ALL AGENCIES AND DEPARTMENTS

- **a.** Check status of personnel (location, injured, missing)
- **b.** Verify that communication systems are operational
- **c.** Assess building damage
- **d.** Assess damage to equipment and vehicles
- **e.** Off-duty personnel should report to pre-designated posts, if called.
- **f.** Review Emergency Operations Plan and appropriate Annexes

2 The Emergency Operations Center is activated, if needed, and staffed by key personnel.

3 Law enforcement units are dispatched to determine the extent, area and intensity of damage

4 Fire, rescue, emergency medical, and public works units stand-by until information is received

5 Public Works units should prepare for debris clearance and load barricades to close streets

6 Wyoming Medical Center and all other area hospitals will activate their Emergency Operation Plan or Mass Casualty Plan in preparation for the injured, if needed.

7 Natrona County Emergency Management or the senior elected official within the damaged political subdivision may issue a Declaration of Emergency if damage is extensive.

8 When dispatch determines where fire, rescue, medical, or public works units are needed, they will be dispatched accordingly

9 A command post(s) should be established in or near the damaged area. Pre-designated officers from fire services, law enforcement, and public works should report to the command post to coordinate field operations. Information will then be transmitted to the EOC as quickly as possible for compilation and decision making.

10 Public Safety Communications Center will notify the National Weather Service upon confirmation of a tornado.

11 Natrona County Emergency Management Agency will notify the National Weather Service of all damage and the confirmation of a tornado. In addition, Natrona County Emergency Management will notify the Wyoming Office of Homeland Security upon confirmation of a tornado. If state or federal assistance is needed, the "Checklist for Emergency Management Coordinators, County Commissioners / Mayors for obtaining State / Federal Assistance in the event of an Emergency / Disaster" located in the Administrative Handbook should be utilized.

12 EOC Staff should view damage from the air as soon as possible

13 EOC Staff should mobilize governmental and non-governmental resources, giving them specific assignments.

14 Law enforcement will provide security at all roadways entering the area to limit access into the disaster zone.

15 Public works will deliver road barriers as required to assist law enforcement officers, and will clean up roadway areas so that emergency traffic can proceed to damaged areas. Public works should take pictures of all damage prior to any clean-up.

16 American Red Cross Director will activate Reception and Care/Shelter(s), and may be requested to activate registration centers

17 CERT teams should be activated and deployed to assist with evacuations, crowd control, first

18 Aid, fire fighting support, neighborhood size ups and rescue.

19 Salvation Army may organize mass care of disaster workers in conjunction with the Red Cross.

20 Natrona County Emergency Management Coordinator will contact private businesses to provide additional resources, as needed.

21 City and County maintenance shops will set up a tire exchange to fix flat tires on emergency/official vehicles. Other businesses may be contracted out as necessary.

22 Amateur radio operators will assist with overall communications as well as the American Red Cross concerning health and welfare messages.

23 Public Information Officer (PIO) will coordinate all press releases and tours of the affected area. The PIO is also responsible for publication of emergency information bulletins distributed in the affected areas. Bulletins should be published daily as long as needed. All news media are provided vital information. A news media briefing room and Joint

Information Center should be established in conjunction with the EOC (Emergency Public Information).

24 Conduct a careful search and rescue

25 Victims may be found in unexpected places such as fields, roof tops, and under debris

26 Search should be thorough, extending at least 100 yards on either side of the tornado path

27 Watch for possible debris collapse

28 Buildings, structures, and debris that have been searched should be marked with spray paint to eliminate duplication

29 Special rescue equipment and teams may be required. Search dogs may assist in locating victims.

30 Emergency Room and ambulance personnel will be responsible for field triage.

31 Mutual Aid Agreements with neighboring jurisdictions should be activated when requesting assistance such as additional law enforcement, fire, medical, and public works personnel and equipment. Requested personnel should be given specific assignments under the leadership of the field command post.

32 The EOC should be fully staffed. Each staff member should use the appropriate annex of the Emergency Operations Plan.

33 Field units are responsible for providing emergency vehicle access, search and rescue, triage, medical treatment and transport, and to minimize hazards such as live electrical wires, fires, gas leaks, etc.

Damage Assessment

1 City and County Engineers and other personnel as needed, will conduct damage assessment with the assistance of a Damage Assessment Team to determine the approximate dollar value loss.

2 The NWS must be notified and included in all damage assessments in order to determine EF-scale, path, width, etc.

3 Take photographs of all damage

4 City and County Assessors will furnish a list of names and addresses of damaged property for public record through the Natrona County Emergency Management Agency.

5 Insurance Companies will inspect and verify damage to property that is insured through their organizations.

6 Except in the instance of public health and safety no attempt will be made to clean up any debris until all damage has been assessed by insurance companies.

7 No repairs will be made unless required by the County Health Officer to protect public health or by the County or City Engineer to protect public safety. Photographs will be taken prior to any repairs.

Administration and Support

Activity Logs

The EOC shall maintain accurate logs recording key response activities, including: Activation or deactivation of emergency facilities, Emergency notifications to other local governments and to state and federal agencies, Significant changes in the emergency situation, Major commitments of resources or requests for additional resources from external sources, Issuance of protective action recommendations to the public, Evacuations, Casualties, Containment or termination of the incident.

Communications & Message Logs

Communications facilities shall maintain a communications log. The EOC shall maintain a record of messages sent and received using the EOC Message Log.

Incident Costs

All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.

Emergency or Disaster Costs

Financial expenditures must be documented for reimbursement from the Governor's Disaster Fund, or to show local commitment under a Presidential Major Disaster Declaration. Jurisdictions expending any out of pocket costs should designate and assign a separate line item that will address those disaster expenditures only.. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:

- Personnel costs, especially overtime costs
- Equipment operation costs
- Costs for leased or rented equipment
- Costs for contract services to support emergency operations
- Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting reimbursement for certain allowable response and recovery costs from the state and/or federal government.

Agreements & Contracts

Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other neighboring jurisdictions, other agencies, and industry in accordance with existing mutual agreements and contracts.

Reference Charts

Reference Chart
Enhanced Fujita Tornado Scale

The six categories for the EF Scale are listed below, in order of increasing intensity. Although the wind speeds and photographic damage examples are updated, the damage descriptions given are those from the Fujita scale, which are more or less still accurate. However, for the actual EF scale in practice, one must look up the damage indicator (the type of structure which has been damaged) and consult the degrees of damage associated for that particular indicator.

Scale	Wind speed		Relative frequency	Potential damage	
	mph	km/h			
EF0	65–85	105–137	53.5%	Minor or no damage. Peels surface off some roofs; some damage to gutters or siding; branches broken off trees; shallow-rooted trees pushed over. Confirmed tornadoes with no reported damage (i.e., those that remain in open fields) are always rated EF0.	
EF1	86–110	138–178	31.6%	Moderate damage. Roofs severely stripped; mobile homes overturned or badly damaged; loss of exterior doors; windows and other glass broken.	
EF2	111–135	179–218	10.7%	Considerable damage. Roofs torn off well-constructed houses; foundations of frame homes shifted; mobile homes completely destroyed; large trees snapped or uprooted; light-object missiles generated; cars lifted off ground.	
EF3	136–165	219–266	3.4%	Severe damage. Entire stories of well-constructed houses destroyed; severe damage to large buildings such as shopping malls; trains overturned; trees debarked; heavy cars lifted off the ground and thrown; structures with weak foundations are badly damaged.	

EF4	166–200	267–322	0.7%	Extreme damage. Well-constructed and whole frame houses completely leveled; cars and other large objects thrown and small missiles generated.	
EF5	>200	>322	<0.1%	Total Destruction. Strong framed, well built houses leveled off foundations and swept away; steel-reinforced concrete structures are critically damaged; tall buildings collapse or have severe structural deformations.	

Enhanced F Scale for Tornado Damage

An update to the the original F-scale by a team of meteorologists and wind engineers, to be implemented in the U.S. on 1 February 2007.

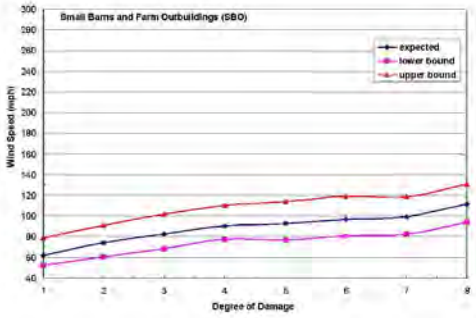
FUJITA SCALE			**OPERATIONAL EF SCALE**	
F Number	Fastest 1/4-mile (mph)	3 Second Gust (mph)	**EF Number**	**3 Second Gust (mph)**
0	40-72	45-78	**0**	**65-85**
1	73-112	79-117	**1**	**86-110**
2	113-157	118-161	**2**	**111-135**
3	158-207	162-209	**3**	**136-165**
4	208-260	210-261	**4**	**166-200**
5	261-318	262-317	**5**	**Over 200**

***** IMPORTANT NOTE ABOUT ENHANCED F-SCALE WINDS:** *The Enhanced F-scale still is a set of wind estimates (not measurements) based on damage.* Its uses three-second gusts estimated at the point of damage based on a judgment of 8 levels of damage to the 28 indicators listed below. These estimates vary with height and exposure. **Important**: The 3 second gust is

not the same wind as in standard surface observations. Standard measurements are taken by weather stations in open exposures, using a directly measured, "one minute mile" speed.

Damage Indicators and Degrees of Damage

The EF Scale currently has 28 damage indicators (DI), or types of structures and vegetation, with a varying number of degrees of damage (DoD) for each.

NUMBER (Details Linked)	DAMAGE INDICATOR	ABBREVIATION
1	1. SMALL BARNS AND FARM OUTBUILDINGS (SBO) Typical Construction • Less than 2500 sq ft • Wood or metal post and beam construction • Wood or metal roof trusses • Wood or metal panel siding • Metal or wood roof • Large doors DOD* | Damage description | EXP | LB | UB 1 | Threshold of visible damage | 62 | 53 | 78 2 | Loss of wood or metal roof panels | 74 | 61 | 91 3 | Collapse of doors | 83 | 68 | 102 4 | Major loss of roof panels | 90 | 78 | 110 5 | Uplift or collapse of roof structure | 93 | 77 | 114 6 | Collapse of walls | 97 | 81 | 119 7 | Overturning or sliding of entire structure | 99 | 83 | 118 8 | Total destruction of building | 112 | 94 | 131 * Degree of Damage 	SBO

2

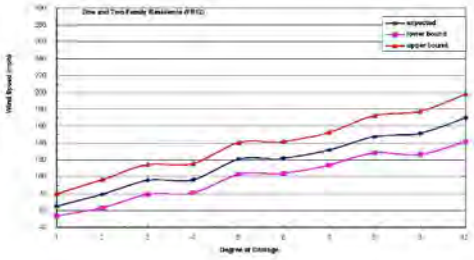
2. ONE-AND TWO-FAMILY RESIDENCES (FR12)
(1000 – 5000 sq. ft.)

Typical Construction

- Asphalt shingles, tile, slate, or metal roof covering
- Flat, gable, hip, mansard, or mono-sloped roof or combinations thereof
- Plywood/OSB or wood plank roof deck
- Prefabricated wood trusses or wood joist and rafter construction
- Brick veneer, wood panels, stucco, EIFS, vinyl, or metal siding
- Wood or metal stud walls, concrete blocks or insulating-concrete panels
- Attached single or double garage

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	65	53	80
2	Loss of roof covering material (<20%), gutters and/or awning; loss of vinyl or metal siding	79	63	97
3	Broken lass in doors and windows	96	79	114
4	Uplift of roof deck and loss of significant roof covering material (>20%); collapse of chimney, garage doors collapse inward; failure of porch or carport	97	81	116
5	Entire house shifts off foundation	121	103	141
6	Large sections of roof structure removed; most walls remain standing	122	104	142
7	Top floor exterior walls collapsed	132	113	153
8	Most interior walls of top story collapsed	148	128	173
9	Most walls collapsed in bottom floor, except small interior rooms	152	127	178
10	Total destruction of entire building	170	142	198

* Degree of Damage



2. ONE-AND TWO-FAMILY RESIDENCE (FR12)

FR12: DOD 2: Loss of roof covering (<20%)

FR12: DOD 4: Uplift of roof deck and loss of roof covering (>20%); garage door collapses outward

A-4

FR12: DOD 6: Large sections of roof removed; most walls remain standing

FR12: DOD 7: Top floor (First floor in this case) exterior walls collapsed

A-5

3

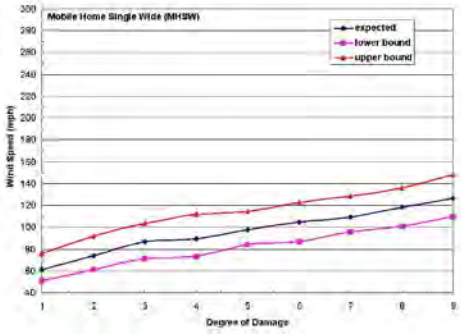
3. MANUFACTURED HOMES – SINGLE WIDE (MHSW)

Typical Construction

- Steel undercarriage supported on concrete block piers
- Metal straps and ground anchors (Frame and/or over-the-top strap anchors)
- Asphalt shingles or one-piece metal roof covering
- Wood roof joists
- Metal, vinyl, or wood siding
- Wood roof joists
- Wood stud walls and partitions
- Better construction in post 1974 models in coastal areas

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	61	51	76
2	Loss of shingles or partial uplift of one-piece metal roof covering	74	61	92
3	Unit slides off block piers but remains upright	87	72	103
4	Complete uplift of roof; most walls remain standing	89	73	112
5	Unit rolls on its side or upside down; remains essentially intact	98	84	114
6	Destruction of roof and walls leaving floor and undercarriage in place	105	87	123
7	Unit rolls or vaults; roof and walls separate from floor and undercarriage	109	96	128
8	Undercarriage separates from unit, rolls, tumbles and is badly bent	118	101	136
9	Complete destruction of unit; debris blown away	127	110	148

* Degree of Damage



3. MANUFACTURED HOMES – SINGLE WIDE (MHSW)

MHSW: DOD 3: Unit slides off block piers but remains upright

MHSW: DOD 4: Complete uplift of roof, most walls remain standing

A-8

4

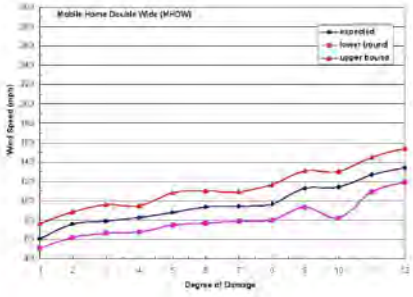
4. MANUFACTURED HOME – DOUBLE WIDE (MHDW)

Typical Construction

- Steel undercarriage supported on concrete block piers
- Multi-unit connection at roof, floor, and end walls
- Frame straps and ground anchors spaced at 10 – 12 ft apart
- Flat, gable, or hip roof shape
- Asphalt shingles or metal roof panels
- Plywood/OSB roof decking
- Wood rafter or shallow joist construction
- Metal, vinyl, or wood siding

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	61	51	76
2	Loss of shingles or other roof covering (<20%)	76	62	88
3	Damaged porches or carports	78	67	96
4	Broken windows	83	68	93
5	Uplift of roof deck and loss of significant roof covering material (>20%)	88	75	108
6	Complete uplift of roof; most walls remain standing	93	77	110
7	Unit slides off CMU block piers	94	78	109
8	Removal of entire roof structure leaving most walls standing	97	80	117
9	Complete destruction of roof and walls leaving undercarriage in place	113	93	131
10	Unit rolls, displaces or vaults	114	82	130
11	Undercarriage separates from floor, rolls and tumbles, badly bent	127	109	145
12	Complete destruction of unit; debris blows away	134	119	154

* Degree of Damage



4. MANUFACTURED HOME – DOUBLE WIDE (MHDW)

MHDW: DOD 5: Uplift of roof deck and loss of significant roof covering material (>20%)

MHDW: DOD 11: Undercarriage separates from floor, rolls and tumbles, badly bent

5

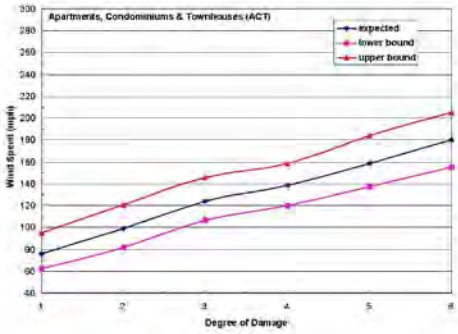
5. APARTMENTS, CONDOMINIUMS AND TOWNHOUSES (ACT)
(Three stories or less)

Typical Construction

- Flat, gable, hip, or mansard roof
- Asphalt shingles, tile, metal, or BUR roof covering
- Plywood/OSB roof decking
- Light-framed wood or metal roof trusses
- Wood, metal, or vinyl panels, stucco brick veneer or EIFS wall covering; combinations of wall coverings
- Wood or metal stud walls
- Wood floor diaphragms
- Sliding patio doors; balconies

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	76	63	95
2	Loss of roof covering (<20%)	99	82	121
3	Uplift of roof decking; significant loss of roof covering (>20%)	124	107	146
4	Uplift or collapse of roof structure leaving most walls standing	138	120	158
5	Most top story walls collapsed	138	138	184
6	Almost total destruction of top two stories	180	155	205
7	Total destruction of entire building			

* Degree of Damage



ACT: DOD 4: Uplift or collapse of roof structure leaving most walls standing

ACT: DOD 5: Most top story walls collapsed

A-14

6

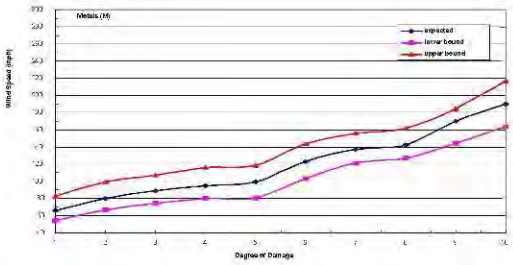
6. MOTELS (M)

Typical Construction

- Less than or equal to four stories
- Facility made up of one or more multi-story, rectangular buildings
- Flat, gable, hip, or mansard roof
- Asphalt shingles, tile, slate, or BUR roof covering
- Plywood/OSB roof decking
- Wood or metal prefabricated roof trusses
- Wood floor diaphragms
- Wood or metal stud walls
- Stucco, EIFS, wood, metal, or brick veneer wall cladding
- Canopy over driveway at entrance
- Exterior walkways or balconies

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	66	54	83
2	Loss of roof covering (<20%)	80	67	99
3	Broken windows or patio doors	89	74	107
4	Uplift of roof decking, significant loss of roof covering (>20%),loss of EIFS wall cladding	95	80	116
5	Uplift or collapse of canopy over driveway	99	81	118
6	Uplift or collapse of roof structure leaving most walls standing	123	103	143
7	Collapse of top story exterior walls	138	121	156
8	Collapse of most top story walls	143	127	162
9	Collapse of top two floors of three or more stories	170	144	185
10	Total destruction of entire building	190	163	217

* Degree of Damage



6. MOTELS

M: Less than five stories; one or more rectangular modules; flat, gable, hip, or mansard roof; asphalt shingles, tile, slate, or BUR covering; plywood or metal roof decking; stud walls with EIFS, stucco, or wood siding or brick veneer; canopy over driveway at entrance; exterior walkways or balconies

A-18

7

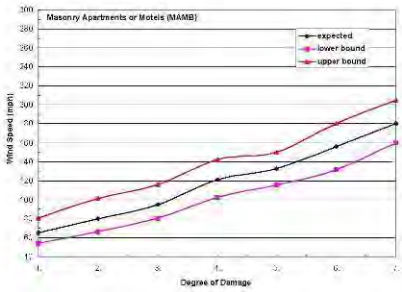
7. MASONRY APARTMENTS OR MOTELS (MAM)

Typical Construction

- Less than or equal to four stories
- Facility made up or one or more multi-story, rectangular buildings
- Flat, gable, hip, or mansard roof
- Asphalt shingles, tile, slate, or BUR roof
- Light steel roof framing with metal deck and lightweight insulation
- Pre-cast hollow-core concrete roof and floor system
- Cast-in-place concrete roof and floor system
- CMU non-bearing walls
- CMU load-bearing walls
- Stucco, EIFS, or brick veneer wall cladding
- Exterior walkways or balconies

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	65	54	81
2	Loss of roof covering (<20%)	80	67	101
3	Uplift of lightweight metal roof decking	95	81	116
4	Uplift of pre-cast or cast-in-place concrete roof decking	121	103	143
5	Collapse of top story walls	133	115	150
6	Collapse of top two floors of three or more stories	156	132	180
7	Total destruction of a large section of building	180	160	205

* Degree of Damage



7. MASONRY APARTMENTS OR MOTEL (MAM)

MAM: Four stories, rectangular plan, mansard roof, pre-cast, hollow-core roof & floor system, CMU load-bearing walls, EIFS exterior walls

MAM: DOD 4: Uplift fo pre-cast roof decking

A-18

8

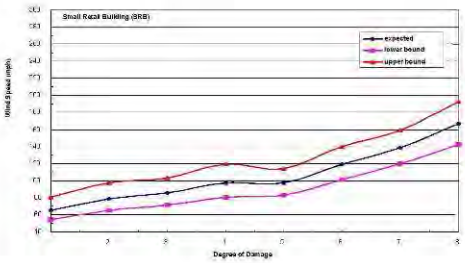
8. SMALL RETAIL BUILDING (SRB)

Typical Construction

- Best example is fast-food restaurant
- Flat, hip, gable, mansard, or monoslope roof
- Asphalt shingles, metal panels, slate, tile, single-ply, or BUR roof covering
- Plywood/OSB roof decking
- Wood or metal roof structure consisting of trusses or rafters and joists
- Wood or metal stud walls
- Typically have large areas of window glass and double entry doors
- Canopies, covered walkways, or porches
- Wood, brick veneer, metal or vinyl siding, concrete blocks, EIFS, or stucco wall cladding

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	65	54	81
2	Loss of roof covering (<20%)	78	65	98
3	Broken glass in windows and doors	86	72	103
4	Uplift of roof decking; significant loss of roof covering (>20%)	98	81	119
5	Canopies or covered walkways destroyed	98	83	114
6	Uplift or collapse of entire roof structure	119	101	140
7	Collapse of exterior walls, closely spaced interior walls remain standing	138	120	159
8	Total destruction of entire building	167	143	193

* Degree of Damage



8. SMALL RETAIL BUILDING (SRB)

SRP: Hip roof, metal panel roof, wood trusses and stud walls, metal or vinyl siding

SRP: DOD 3: Broken glass in windows and doors

A-21

9

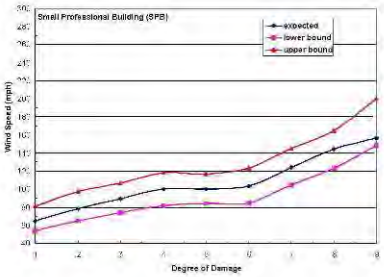
9. SMALL PROFESSIONAL BUILDING (SPB)
(Single story, less than 5000 ft^2)

Typical Construction

- Flat, gable, hip, mansard, or mono-slope roofs with or without parapet walls
- Asphalt shingles, tile, slate, metal panels, single-ply, or built-up roof covering
- Light-frame steel construction, steel joists and formed metal decking
- Load-bearing masonry construction with steel or wood roof structure
- Timber post and beam construction
- Wood or metal stud walls, non-bearing masonry walls
- Metal or vinyl panels, stucco or EIFS cladding
- Skylights and/or clearstories

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	65	54	81
2	Loss of roof covering (<20%)	78	65	98
3	Broken windows, including clear story windows or skylights	89	74	107
4	Exterior doors fail	100	82	118
5	Uplift of roof decking; significant loss of roof covering (>20%); loss of rooftop HVAC equipment	100	84	117
6	Collapsed façade or parapet walls	103	85	123
7	Uplift or collapse of entire roof structure	124	105	145
8	Collapse of exterior walls; closely spaced interior walls remain standing	144	123	165
9	Total destruction of entire building	157	148	200

* Degree of Damage



9. SMALL PROFESSIONAL BUILDING (SPB)

SPB: Hip roof, metal panel roofing, light-frame steel construction, metal stud walls, brick veneer

A-24

10

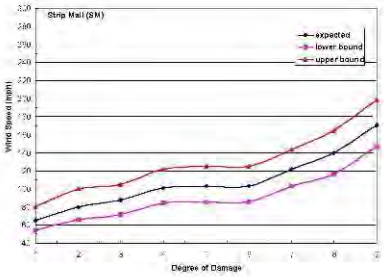
10. STRIP MALL (SM)

Typical Construction

- Large, rectangular single-story building with large surrounding parking lots
- Flat roof with parapet wall
- Built-up roofing or single-ply roof membrane with rigid insulation
- Wood or metal deck, wood-fiber cement panels
- Light-frame steel roof support with steel joists or joist girders
- Brick or concrete block wall construction
- Large window glass and glass entry doors
- Covered walkway attached to building

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	65	54	81
2	Uplift of roof covering at eaves and roof corners	80	66	100
3	Broken windows or glass doors	88	72	105
4	Uplift of roof decking	101	84	122
5	Collapsed liquids or parapet walls	103	85	125
6	Covered walkways uplifted or collapsed	103	86	125
7	Uplift or collapse of entire roof structure	122	103	143
8	Collapse of exterior walls, closely spaced interior walls remain standing	140	117	165
9	Complete destruction of all or a large section of building	171	147	198

* Degree of Damage



10. STRIP MALL (SM)

SM: Long, rectangular, single-story building; flat roof with parapet; BUR or single-ply membrane roof system with rigid insulation; wood, metal, or wood-fiber cement roof panels; concrete block walls or stud walls with brick veneer; large glass windows and glass entry doors; canopy or covered walkway attached to building.

A-20

11

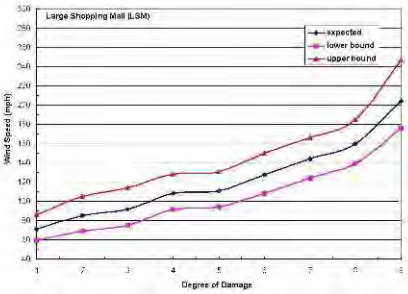
11. LARGE SHOPPING MALL (LSM)

Typical Construction

- Typically one or two stories
- Flat roof; some areas with relatively large spans
- Skylights and clear stories
- Single-ply or BUR with or without roof gravel
- Metal stud walls with brick veneer, stucco, or EIFS cladding
- Light steel structural framing with open web joists, light metal framing or 3-D space framing
- Glass at entries

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	71	59	86
2	Loss of roof covering (<20%)	85	69	105
3	Broken skylights; clearstory windows and atrium walls broken	92	75	114
4	Uplift of some roof decking; significant loss of roofing material (>20%); loss of rooftop HVAC	108	92	128
5	Wall cladding stripped starting at corners and progressing to other areas	111	94	131
6	Roof structure uplifted or collapsed	128	108	150
7	Exterior walls in top story collapsed	144	124	166
8	Interior walls of top story collapse	160	139	185
9	Complete destruction of all or a large section of the building	204	176	247

* Degree of Damage



11. LARGE SHOPPING MALL

LSM: One or two stories, flat roof with some large spans, skylights, built-up roof with gravel, metal stud walls with brick veneer, light steel structural framing, glass entries

LSM. DOD 4. Uplift of some roof decking; significant loss of roofing material (>20%), loss of rooftop HVAC

A-28

12

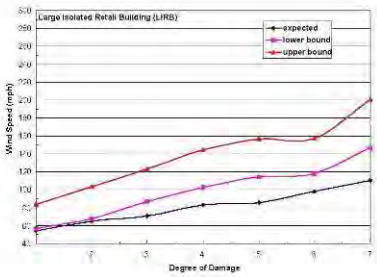
12. LARGE ISOLATED RETAIL BUILDING (LIRB)

Typical Construction

- Flat roof with BUR and gravel or single-ply membrane roof; generally has a 2-3 ft parapet
- Open web joists and steel girders or joist girders supported by tall pipe columns
- Metal deck with rigid insulation or lightweight concrete fill slab
- Large windows on front side of building
- CMU walls, tilt-up concrete panels, metal stud walls covered with EIFS, or combinations of these

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	54	57	83
2	Loss of roof covering (<20%)	65	68	103
3	Uplift of some roof decking; significant loss of roofing material (>20%); loss of rooftop HVAC	71	87	123
4	Long roof spans collapsed downward	83	103	144
5	Uplift and removal of roof structure	85	114	157
6	Inward or outward collapse of exterior walls	98	118	158
7	Complete destruction of all or a large section of the building	110	147	201

* Degree of Damage



12. LARGE ISOLATED RETAIL BUILDING

LIRB: Flat roof with built-up tar and gravel roofing; 2-3 ft parapet; metal roof deck with rigid insulation; light steel roof structure; tilt-up concrete panel walls; glass store front

LIRB: DOD 3: Significant loss of roofing material, loss of rooftop HVAC

A-30

13

13. AUTOMOBILE SHOWROOM (ASR)

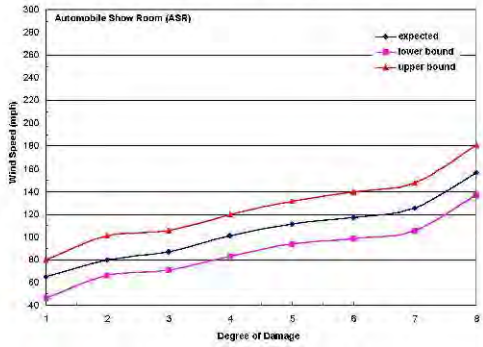
Typical Construction

- Most showrooms are single-story buildings with flat roof
- Roof system is BUR or single-ply membrane
- Metal roof deck or plywood panels
- Steel structural framing with open web steel joists
- Metal stud walls with EIFS, stucco, or tilt-up panels
- Exterior walls on 2 or 3 sides have large glass windows

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	65	47	80
2	Loss of roof covering (<20%)	80	67	101
3	Broken glass in windows or doors	87	71	106
4	Uplift of some roof decking; significant loss of roofing material (>20%); loss of rooftop HVAC	101	83	120
5	Cladding stripped off walls	112	94	132
6	Uplift or collapse of roof structure	118	98	140
7	Exterior walls collapsed	126	106	148
8	Complete destruction of all or a large section of the building	157	138	181

* Degree of Damage

Wind Speed vs Degree of Damage



13. AUTOMOBILE SHOWROOM (ASR)

ASR: Single story with flat roof, BUR or single-ply membrane; metal or plywood roof deck; stud walls with EIFS, stucco or tilt-up panels

A-33

14

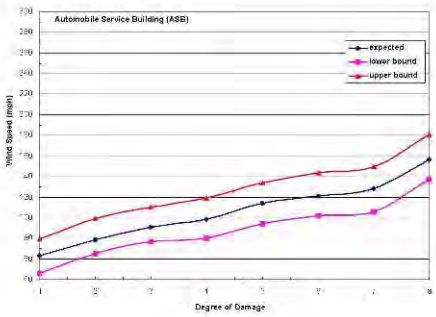
14. AUTOMOBILE SERVICE BUILDING (ASB)

General Description

- Single story building with flat roof and relatively tall walls with parapet
- Roof coverings are typically BUR with gravel or single-ply membrane
- Roof structure is light steel framing or open web steel joists and metal roof deck
- Exterior walls are concrete masonry or precast tilt-up panels
- Numerous large metal overhead doors

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	63	46	79
2	Loss of roof covering (<20%)	78	65	99
3	Failure of large overhead doors	91	77	110
4	Uplift of some roof decking; significant loss of roofing material (>20%); loss of rooftop HVAC	98	80	119
5	Collapse of non-bearing masonry or tilt-up walls	114	94	134
6	Uplift or collapse of roof structure	121	102	143
7	Collapse of load-bearing walls	128	106	149
8	Complete destruction of all or a large section of the building	157	138	181

* Degree of Damage



14. AUTOMOBILE SERVICE BUILDING (ASB)

ASB: Single story, flat roof, tall walls and parapet; BUR or single-ply roof covering; CMU or pre-cast tilt-up panels; numerous overhead doors

A-35

15

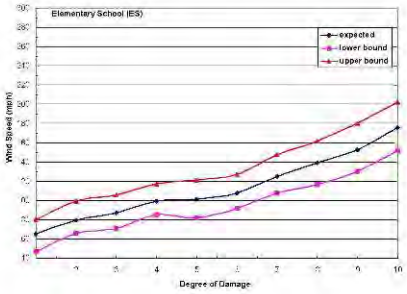
15. ELEMENTARY SCHOOL (ES)

General Description

- These buildings are typically single story with flat roofs
- Building may contain a small gym or cafeteria with moderately long spans between supports
- Buildings have long interior hallways with bearing or non-bearing walls
- BUR, single-ply membrane, or metal standing seam roof panels
- Metal or plywood roof decking supporting a light-weight poured gypsum deck
- Roof structure consists of open web steel joists bearing on exterior walls and steel interior girders
- Exterior non-bearing walls constructed with CMUs, glass curtain walls or metal studs with brick veneer, stucco, or EIFS cladding
- CMU bearing walls with brick veneer, stucco, or EIFS cladding
- Walls can have a large percentage of window glass

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	65	47	80
2	Loss of roof covering (<20%)	79	66	99
3	Broken windows	87	71	106
4	Exterior door failures	99	85	118
5	Uplift of some roof decking, significant loss of roofing material (>20%); loss of rooftop HVAC	101	82	121
6	Damage to or loss of wall cladding	108	92	127
7	Uplift or collapse of roof structure	125	108	148
8	Collapse of non-bearing walls	139	117	162
9	Collapse of load-bearing walls	153	130	180
10	Total destruction of a large section of building or entire building	176	152	203

* Degree of Damage



15. ELEMENTARY SCHOOL (ES)

ES. Single story with flat roof, built-up roofing with gravel, brick veneer, large percentage of window glass, long interior hallways, load-bearing walls

ES. DOD 5. Significant loss of roofing material (>20%), uplift of roof decking

ES. DOD 7. Uplift of entire roof structure

A-38

16

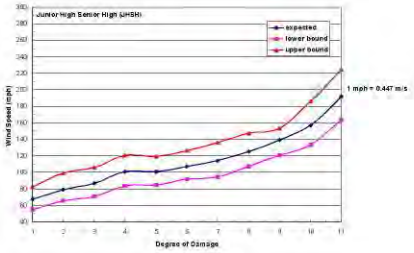
16. JUNIOR OR SENIOR HIGH SCHOOL (JHSH)

General Description

- Generally large one or two-story buildings with flat roofs
- May contain gymnasiums, cafeteria, and auditorium with large structural spans; may have a basement
- Classroom wings have interior hallways with bearing or non-bearing interior walls
- BUR or single-ply membrane roof covering with or without gravel
- Structural system may consist of an all steel structure or an all reinforced concrete structure or a combination of both
- Roof structure may be light steel construction with open web joists supported on steel beams; corrugated metal roof deck with rigid insulation or poured gypsum deck
- Exterior walls constructed of concrete or clay blocks with brick veneer, stucco, or EIFS; metal and glass curtain walls; walls may have more than 30% windows

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	68	55	83
2	Loss of roof covering (<20%)	79	66	99
3	Broken windows	87	71	106
4	Exterior door failures	101	83	121
5	Uplift of metal roof decking; significant loss of roofing material (>20%); loss of rooftop HVAC	101	85	119
6	Damage to or loss of wall cladding	108	92	127
7	Collapse of tall masonry walls at gym, cafeteria or auditorium	114	94	136
8	Uplift or collapse of light steel roof structure	125	108	148
9	Collapse of exterior walls in top floor	139	121	153
10	Most interior walls of top floor collapsed	158	133	186
11	Total destruction of a large section of building envelope	192	163	224
12	Significant damage to steel or concrete structural system			

* Degree of Damage



16. JUNIOR OR SENIOR HIGH SCHOOL (JHSH)

JHSH: Generally one or two story with flat roof; BUR or single-ply membrane roof with gravel; block walls with brick veneer, stucco, or EIFS; metal or glass curtain walls; large percent window glass

A-41

17

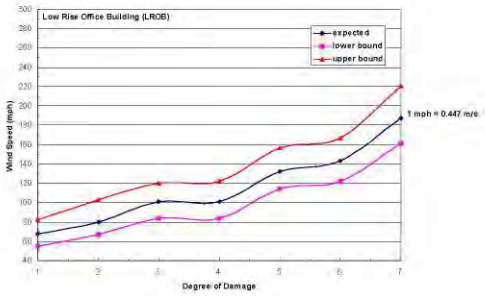
17. LOW-RISE BUILDING: 1–4 STORIES (LRB)

General Description

- Generally consist of rectangular modules but can be "odd shaped" in plan
- Most will have flat roofs but can have gable, hip, or mansard shapes
- Roofing materials include BUR, single-ply membrane, metal panels, or standing seam
- Roof deck is wood or metal deck, poured gypsum deck, or concrete slab
- Steel or reinforced concrete structural frame
- Glass and metal curtain walls, metal studs with EIFS, non-bearing masonry walls with stucco, or brick veneer
- Examples are office buildings, medical facilities, and bank buildings.

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	68	55	83
2	Loss of roof covering (<20%)	80	67	103
3	Uplift of metal roof decking at eaves and roof corners: significant loss of roofing material (>20%)	101	83	120
4	Broken glass in windows, entryways or atriums	101	83	122
5	Uplift of lightweight roof structure	133	114	157
6	Significant damage to exterior walls and some interior walls	143	122	167
7	Complete destruction of all or a large section of building	188	161	221

* Degree of Damage



17. LOW-RISE BUILDING 1-4 STORIES (LRB)

LRB: Rectangular modules but can be "odd shaped"; flat, gable, hip, or mansard roof shapes; BUR, single-ply membrane or metal panel roof system; wood, metal, poured gypsum, or concrete roof deck; glass or metal curtain walls, metal studs with EIFS, stucco, or brick veneer, masonry bearing walls

A-49

18

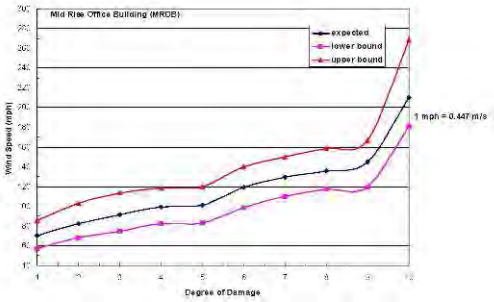
18. MID-RISE BUILDING: 5–20 STORIES (MROB)

General Description

- Generally consist of rectangular shapes but can have curved or triangular footprints
- Roofs are generally flat; may have an elevator/mechanical penthouse; parapet walls
- Structural frame is steel or reinforced concrete
- Roofing materials are BUR or single-ply membrane with or without gravel
- Penthouse is steel framing with metal panels, or metal studs with stucco or EIFS
- Exterior cladding is glass or metal curtain walls; pre-cast concrete window wall panels or a combination of the two
- Roof structure consists of metal deck, poured gypsum deck or concrete slab
- Examples are office buildings, medical facilities, and residential buildings

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	70	58	86
2	Loss of roof covering (<20%)	83	68	103
3	Damage to penthouse roof and walls; loss of rooftop HVAC equipment	92	75	113
4	Damage to parapet walls or coping	99	83	118
5	Broken glass in curtain walls; glass in entryways; significant damage to building interior	101	83	120
6	Uplift of lightweight roof decking; significant loss of roofing material (>20%)	119	98	140
7	Broken curtain wall panel anchors	129	110	150
8	Uplift or collapse of roof structure	136	118	158
9	Significant damage to curtain walls and some interior walls	145	120	167
10	Permanent structural deformation	210	181	268

* Degree of Damage



18. MID-RISE BUILDING 5-20 STORIES (MRB)

MRB: Generally rectangular shapes; flat roof with parapet and penthouse; BUR or single-ply membrane with or without gravel, metal deck, poured gypsum, or concrete deck, glass or metal curtain walls, marble panels or pre-cast concrete wall panels

MRB: DOD 6: Broken glass in curtain walls; damage to building interior

A-45

19

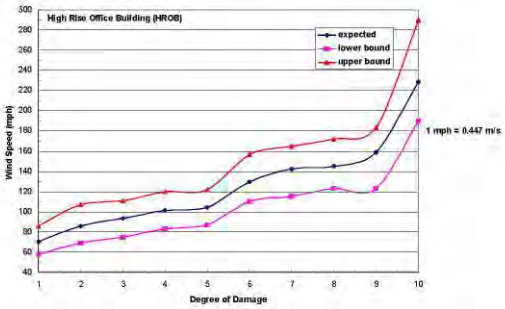
19. HIGH-RISE BUILDING: GREATER THAN 20 STORIES (HROB)

General Description

- Generally consist of rectangular shapes but can have curved or triangle footprints
- Roofs are generally flat but may have a more complex roof shape as part of esthetic statement
- Roofing material single-ply membrane fully adhered, polyurethane foam roof, metal, or copper clad roof covering
- Penthouse is steel framing with metal panels
- Exterior cladding is glass or metal curtain walls or pre-cast concrete window panels
- First floor often has very large glass areas that are susceptible to debris impact
- Atriums with overhead glazing or tall window walls
- Examples are hotels, office buildings, and condominiums

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	70	58	86
2	Loss of roof covering (<20%)	86	69	107
3	Damage to penthouse roof and walls; loss of rooftop HVAC equipment	93	75	111
4	Broken glass in exterior walls at 1st and 2nd floors; broken glass in entryways	101	83	120
5	Damage to parapet walls or coping	104	87	122
6	Broken curtain wall panel anchors	129	110	157
7	Significant loss of roofing material (>20%)	143	115	165
8	Significant damage to curtain walls and interior walls	145	123	172
9	Uplift or collapse of roof structure	159	123	183
10	Significant structural deformation	228	190	290

* Degree of Damage



19. HIGH-RISE BUILDING - GREATER THAN 20 STORIES (HRB)

HRB: Rectangular or complex shape, flat or complex roof shape, Single-ply membrane, polyurethane foam, metal, or copper roof system; penthouse, glass or metal curtain wall, masonry, or pre-cast concrete wall panels

HRB: DOD 5: Broken glass in curtain wall, significant damage to building interior

A-49

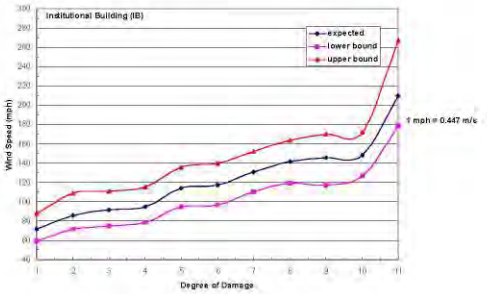
20

20. INSTITUTIONAL BUILDING (IB)

General Description

- Examples are hospitals, courthouses, university buildings, state and federal buildings, jails
- Range in height from 1 – 10 stories
- Roofing materials include fully adhered and mechanically fastened single-ply membranes, polyurethane foam, copper clad domes
- Structure is normally reinforced concrete
- Walls are masonry with cut stone or precast panels – very ornate
- Balcones, porches, and porticos with heavy façade
- Relatively small windows

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	72	59	88
2	Loss of roof covering (<20%)	86	72	109
3	Damage to penthouse roof and walls; loss of rooftop HVAC equipment	92	75	111
4	Broken glass in windows or doors	95	78	115
5	Uplift of lightweight roof deck and insulation; significant loss of roofing material (>20%)	114	95	136
6	Façade components torn from structure	118	97	140
7	Damage curtain walls or other wall cladding	131	110	152
8	Uplift of pre-cast concrete roof slabs	142	119	163
9	Uplift of metal deck with concrete fill slab	146	118	170
10	Collapse of some top story exterior walls	148	127	172
11	Significant damage to building envelope	210	178	268



20. INSTITUTIONAL BUILDING (IB)

IB: Height from 1 to 10 stories, single-ply membrane, polyurethane foam, or metal roof systems, masonry, cut-stone or pre-cast wall panels, balconies, porches, or porticos, heavy façade, relatively small windows

IB: DOD 6: Uplift of light-weight roof deck and insulation, significant loss of roofing material (>20%)

A-51

21

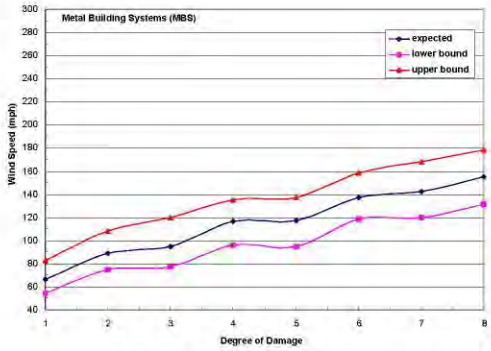
21. METAL BUILDING SYSTEMS (MBS)

General Description

- Examples are warehouses, industrial facilities, small arenas
- Metal panel walls and standing seam roof
- Nearly always have a gable roof and relatively tall walls
- Large overhead doors
- Large-span single bay rigid frames
- Z or C-shaped purlins and girts span between rigid frames
- Lateral loads resisted by x-bracing in direction parallel to ridge
- Relatively weak end-wall frame

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	67	54	83
2	Inward or outward collapsed of overhead doors	89	75	108
3	Metal roof or wall panels pulled from the building	95	78	120
4	Column anchorage failed	117	96	135
5	Buckling of roof purlins	118	95	138
6	Failure of X-braces in the lateral load resisting system	138	118	158
7	Progressive collapse of rigid frames	143	120	168
8	Total destruction of building	155	132	178

* Degree of Damage



21. METAL BUILDING SYSTEM (MBS)

MBS: Metal roof and wall panels; gable roof shape; Z or C-shaped purlins and girts; single-bay rigid frames; x-bracing parallel to ridge

MBS: DOD 7: Collapse of rigid frames

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22

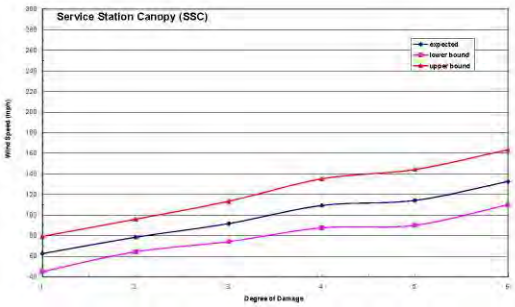
22. SERVICE STATION CANOPY (SSC)

Typical Construction

- Modern service stations consist of a very large canopy covering the entire pump area and small building that houses cashier and retail space
- Canopy structure constructed of steel beam framework supported on 4 or more tall columns
- Metal panels cover bottom side of the canopy
- Light weight fascia materials, either metal or plastic, cover the perimeter of canopy

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	63	45	79
2	Fascia material blown from canopy	78	64	96
3	Metal roof panels stripped from canopy	92	74	113
4	Columns bend or buckle under wind load	109	88	135
5	Canopy collapsed due to column foundation failure	114	90	144
6	Complete destruction of canopy	133	110	163

*Degree of Damage



22. SERVICE STATION CANOPY (SSC)

SSC: Large rectangular free-standing canopy supported on columns, metal panels cover bottom side of canopy, metal or plastic fascia materials cover perimeter of canopy

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23

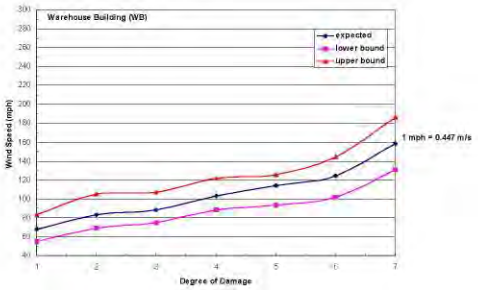
23. WAREHOUSE BUILDING (WHB)

General Description

- This category includes all building systems except Metal Building Systems
- Examples include warehouse, storage, and industrial buildings
- Buildings are generally rectangular in plan with flat, gable or hip roofs
- Built-up roofs with gravel, single-ply membrane ballasted, mechanically attached or fully adhered
- Light-frame steel construction with masonry bearing walls
- Large overhead doors
- Pre-cast concrete columns, beams, and double tees with tilt-up wall panels
- Heavy timber construction with stud walls and wood panels

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	68	55	83
2	Loss of roofing material (<20%).	83	69	105
3	Inward or outward collapse of overhead doors	88	75	107
4	Uplift of roof deck; significant loss of roofing material (>20%); loss of rooftop HVAC equipment	103	88	122
5	Collapse of other non-bearing exterior walls	114	93	126
6	Collapse of pre-cast concrete tilt-up panels	124	102	144
7	Total destruction of a large section of building or entire building	158	131	186

* Degree of Damage



22. WAREHOUSE BUILDING (WHB)

WHB: Rectangular in plan with flat roof, BUR or single-ply membrane roofing system with or without gravel; masonry bearing walls, tilt-up precast concrete wall panels or stud walls with wood panels, large overhead doors

WHB: DOD 6: Collapse of non-bearing exterior wall

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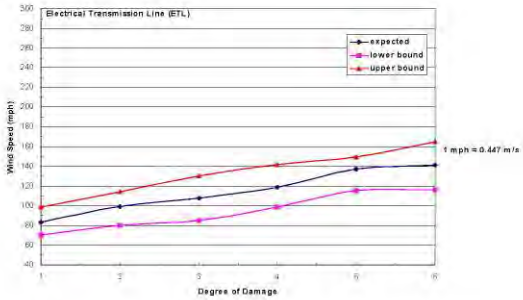
24. ELECTRICAL TRANSMISSION LINE (ETL)

Typical Construction

- Single wood poles with wood cross arms
- Single steel or concrete poles with metal cross arms
- Metal trussed towers

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	83	70	98
2	Broken wood cross member	99	80	114
3	Wood poles leaning	108	85	130
4	Broken wood poles	118	98	142
5	Broken or bent steel or concrete poles	138	115	149
6	Collapsed metal truss towers	141	116	165

* Degree of Damage



24. ELECTRICAL TRANSMISSION LINE (ETL)

ETL: Single Wood Pole

ETL: Single Steel Pole

ETL: Metal Truss Tower

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25

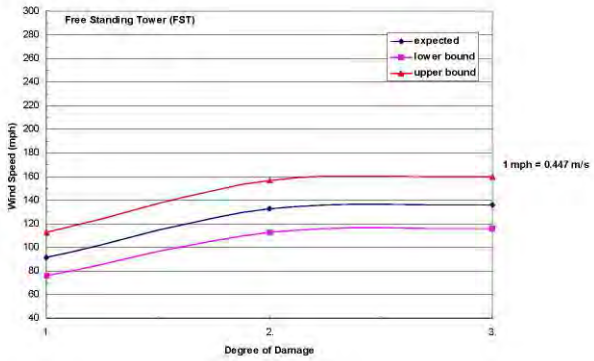
25. FREE-STANDING TOWERS (FST)

Typical Construction

- Single metal poles (Cell phone tower)
- Trussed tower (Microwave tower)

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	92	76	113
2	Collapsed cell-phone tower	133	113	157
3	Collapsed micro-wave tower	136	116	160

* Degree of Damage



24. FREE-STANDING TOWERS (FST)

FST: Free-standing Truss Tower

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26

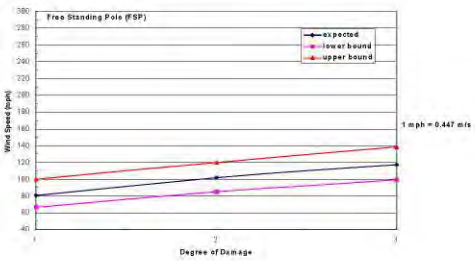
26. FREE-STANDING LIGHT POLES, LUMINARY POLES, FLAG POLES (FSP)

Typical Construction

- Cantilevered metal pole

DOD*	Damage description	EXP	LB	UB
1	Threshold of visible damage	81	67	100
2	Bent pole	102	85	120
3	Collapsed pole	118	99	138

* Degree of Damage



26. FREE-STANDING LIGHT POLES, LUMINARY POLES, FLAG POLES (FSP)

FSP: Light Poles

FSP: Luminary Poles

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27

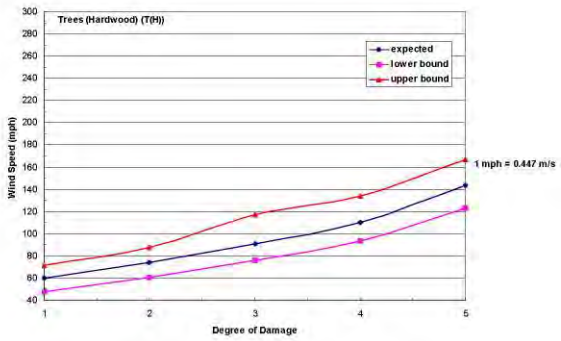
27. TREES: HARDWOOD

Typical Construction

- Hardwood: Oak, Maple, Birch, Ash

DOD*	Damage description	EXP	LB	UB
1	Small limbs broken (up to 1" diameter)	60	48	72
2	Large branches broken (1"-3" diameter)	74	61	88
3	Trees uprooted	91	76	118
4	Trunks snapped	110	93	134
5	Trees debarked with only stubs of largest branches remaining	143	123	167

* Degree of Damage



27. TREES HARDWOOD (TH)

TH: Oak, Maple, Birch, Ash

TH: DOD 4: Tree uprooted

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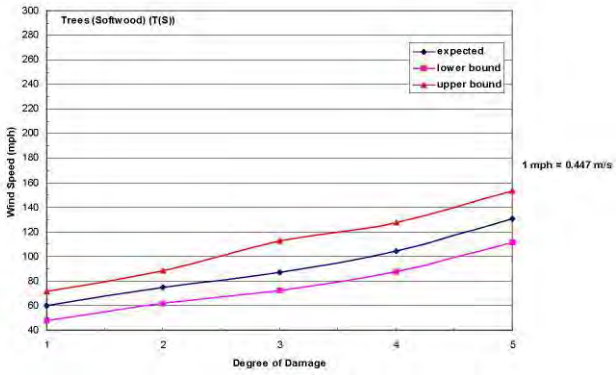
28. TREES (SOFTWOOD)

Typical Construction

- Softwood: Pine, Spruce, Fir, Hemlock, Cedar, Redwood, Cypress

DOD	Damage description	EXP	LB	UB
1	Small limbs broken (up to 1" diameter)	60	48	72
2	Large branches broken (1" – 3" diameter)	75	62	88
3	Trees uprooted	87	73	113
4	Trunks snapped	104	88	128
5	Trees debarked with only stubs of largest branches remaining	131	112	153

* Degree of Damage



TH: DOD 5: Tree debarked with only stubs of largest branches remaining

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Source: http://www.spc.noaa.gov/efscale/ef-scale.html

Appendix D

Wildland Fire Contingency Plan

Concept of Operations

Purpose and Objectives

The purpose is to establish basic procedures for Wild land Fire Operations in Natrona County. To coordinate and expedite fire control activities and actions required to initiate an operation. To give appropriate priority to the protection of life and property by using the most effective resources, in the least time elapsed and in the safest, most economical way.

Jurisdictions and Responsibilities

The primary responsibility for fire protection on private, state, and county lands lies within the jurisdiction of the Natrona County Fire Protection District established under the provisions of W.S. 35-9-201, et seq to provide fire protection services within unincorporated areas of Natrona County, unless otherwise agreed upon by Mutual Aid agreements and other established fire protection districts.

Casper Mountain Fire District - Shall have a first response jurisdiction to include all of Township 32 North Range 79 West of the 6th P.M.

Casper Mountain Fire District will also respond, upon request from the Natrona County Fire Protection Dist. or Sheriff, to areas within a ten mile radius of the Districts jurisdiction.

The Bureau of Land Management has primary fire responsibility for fire protection on public lands under their jurisdiction. Additionally, the BLM has responsibility for the Medicine Bow National Forrest area located in the Southeast corner of Natrona County.

The U.S. Forest Service has fire protection responsibility for the National Forest Lands under their jurisdiction. They will respond within a one mile radius of their jurisdiction. All USFS assistance beyond the one (1) mile limit will be reimbursable and will only be provided upon request. Only a small section of USFS land lies within Natrona County. They have an agreement with the B.L.M. to be the initial attack Agency and B.L.M. will notify USFS as needed

Direction and Control

Regardless of which department has primary responsibility for a particular fire scene, the department which arrives first will be the initial attack agency and will appoint an initial attack Incident Commander who will supervise and direct the fire fighting effort unless and until relieved by a superior officer or a representative of responsible agency.

If the situation warrants, the initial attack incident commander will request that a coordinating group be assembled which may include representatives of all agencies and/or landowners involved in the fire.

After the Coordinating Group has assembled, the Incident Commander may be determined based on the jurisdiction having the most land involved in the fire or as appointed by the Coordinating Group.

The Coordinating Group may consist of Representatives from:

1. Natrona County Commissioners
2. Natrona County Fire Marshall
3. Natrona County Sheriff/Sheriff Designee
4. Casper Mountain Fire District
5. Natrona County Emergency Management
6. Natrona County Parks
7. B.L.M. District Fire Management Officer
8. Wyoming State Forestry Division
9. U.S. Forest Service District Ranger
10. Natrona County Fire Dist. Chief

The Coordinating Group's function is;

1. To agree on suppression action needed and limitations of each party to finance the suppression of that fire.
2. To agree on what agency will provide the Incident Commander, P.I.O., and other positions as deemed necessary for an Overhead Team.
3. To agree on strategies and plans for suppressing the fire.
4. To agree on major expenditures whenever the suppression plan must be modified including mop up and patrol after demobilization of the fire.

Finance

All of Natrona County is considered a mutual aid zone for initial attack in which each agency (except USFS) will provide non-reimbursable assistance for fire suppression for a period of twelve hours. After twelve hours, all suppression costs shall be reimbursable unless otherwise agreed upon by a Coordinating Group. Refer to the Annual Operating Plan (BLM, State Forestry) and others for details on costs and reimbursements.

Execution

When notified of a potential wild land fire, the dispatcher on duty, will immediately record the essential information on the Wild land Fire Information sheet (See section V. Forms)

On duty dispatcher should then dispatch the appropriate first responders, area law enforcement agency, and notify the B.L.M. (See Section III for dispatch checklist). All available information will then be relayed to responding agencies.

Initiation of Actions

Initial attack Incident Commander will immediately size up the fire and report information to dispatch. (See Checklist Section III) Initial attack Incident Commander will set up a command post and establish communications. If situation warrants, Initial attack Incident Commander will request a coordination group be assembled.

Communications

The incident commander should establish radio frequencies for tactical, command, and support functions. Some of the frequencies available are as follows:

1. Primary talk groups will be on the 800 MHz system. These may include Fire Tacs, Event 11-14, Conventional Mountain, Talk-a-round A,B,C, or D talk groups. If needed, the below analog channels may also be used:

    a. FIRE TACTICAL CHANNEL (simplex 154.430 MHz)

    b. FIRE DISTRICT DISPATCH CHANNEL (simplex 155.745 MHz)

    c. SEARCH AND RESCUE/EMA FREQUENCY (simplex 155.160 MHz)

    d. NATRONA COUNTY PARKS DEPT. (simplex 155.895 MHz)

    e. NATRONA COUNTY SHERIFF TAC 1 (simplex 155.190)

    f. FIRE MUTUAL AID (simplex 154.280 MHz)

Road Closures and Access

Any decision to close roads or access to a wild land fire area must be made by the Incident Commander or Coordination Group.

Coordination Group will request and obtain authority for closures from responsible agencies as necessary (i.e. State Highway, County Road, Bridge, and Parks Department)

Coordination Group will determine perimeters to control access.

1. Outer Perimeter - Access permitted to all home / land owners and approved emergency responders.

2. Inner Perimeter - Access permitted only by approval from Coordination Group / Overhead Team.

3. Security and control of access will be the responsibility of the local law enforcement agencies.

Evacuation and Transportation

Evacuation of threatened areas will be determined by the Incident Commander and/or the coordination group.

Evacuation warning / notification and coordination will be carried out by local law enforcement agencies. The use of CERT teams may also be used to supplement law enforcement with this function.

- Methods of warning may consist of;
- P.A. systems on emergency vehicles
- Local media
- Door to door
- All Hazards Outdoor Warning Sirens
- All Hazards NOAA Weather Radio
- EAS for evacuation notification

If transportation is needed to assist in evacuation, the following may be utilized;

- Personal vehicles
- Emergency vehicles
- School buses
- Airport disaster buses
- Youth Crisis Center van
- Casper Area Transportation Coalition

For further assistance or resources with evacuation contact Natrona County Emergency Management.

Aerial Retardants

The use of aerial retardants will be paid for by the benefiting and/or responsible agency. If prior approval is not obtained by the benefiting agency, then the requesting agency may be responsible for costs.

Use of aerial retardants on private lands must be requested by the County Fire Marshall, or the County Emergency Manager, or the District Fire Chief or an authorized agent of the above mentioned agencies.

Use of aerial retardants and heavy equipment on B.L.M. Land must have prior approval by the B.L.M. Casper Office and/or Rawlins Office.

Use of aerial retardants on State Lands shall be at the approval of the Wyoming State Forester or Cheyenne District Forester.

Food and Lodging

American Red Cross will provide all food and beverage as stated in the mutual aid agreement. However, food preparation and delivery is costly and timely, therefore all initial responders should be prepared to provide for their own for at least the first meal. On extended attack situations, this can be supplemented with requested units through the Wyoming Army National Guard. This request must go through the Natrona County Emergency Management office.

The Natrona County Emergency Management Agency will coordinate all activities with the American Red Cross. The American Red Cross will use the 800 MHz radio system to communicate with Emergency Management personnel or dispatch.

The jurisdiction or agency in charge, which will be determined by the coordinating group, will ultimately be responsible for food & beverage expenses incurred by the American Red Cross - Casper.

The need for lodging facilities will be determined by the Incident Commander and/or the coordinating group. However, Emergency Response personnel should be prepared and equipped to provide their own.

Medical

A First Aid Station may be requested by the incident commander or the coordinating group. The Medical Reserve Corp (MRC) operated by Casper-Natrona County Health Department may be used for this function.

If the situation warrants, Lifeflight Helicopter and/or Ground Ambulance and Emergency Medical Personnel may be dispatched from the Wyoming Medical Center. For extended attack situations, an ambulance with appropriate personnel should be kept on sight. This can be provided by any of the following; Volunteer ambulance services, Wyoming Medical Center, Wyoming Army National Guard.

Documentation

SEE SECTION VI. ANNUAL OPERATING PLAN FOR BLANK COPIES OF REPORT FORMS

Participating Agencies should complete and submit a fire report to responsible agency within twenty- four hours after the fire. Documentation of the following should be kept by every participating agency through the entire fire fighting effort;

- Personnel records
- Time keeping records
- Equipment procurement and use records
- Equipment repair records
- Equipment return records
- Injury reports

Search and Rescue

All search and rescue operations will be coordinated by the Natrona County Sheriff's Department as per the Natrona County Search & Rescue Contingency Plan, EOP, and State Statute (18-3-609,iii).

Depending on the severity of the situation, other agencies may be requested to offer assistance.

CHECKLISTS

Initial Attack Incident Commander

1. Responsible for seeing that fire suppression efforts are done safely, in a cost effective manner, and in accordance with agency policies, with reasonable maintenance of tools and equipment. If the need arises, responsible for ordering aerial retardants when none of the other responsible agency heads are available.

2. gathers initial data about the fire;

    a. Location - Range, township, and section if possible
    b. Ownership
    c. Access Routes
    d. Size
    e. Fire behavior
    f. Fuels
    g. Terrain
    h. Weather
    i. Hazards
    j. Values at risk
    k. Local resources

3. Assembles and departs with a fully equipped initial attack force.

4. Observes and records pertinent data as to the cause of the fire and suppression efforts to be made.

5. Pinpoint and report locations on maps using coordinates.

6. Determine acreage involved.

7. Size up situation to determine if fire can be controlled with immediate resources available.

8. Plan the most effective attack with the resources available and the existing conditions.

9. Report to dispatch the existing situation, the plan of attack, and the need for additional resources.

10. If possible, determine and protect the general area of origin.

11. Recognize and protect local resources of natural and cultural significance.

12. Direct the initial attack forces to gain control of the fire with as little damage to the area as possible.

13. Brief and keep subordinates informed as to tactical actions, hazards and other local factors and considerations affecting fire suppression.

14. Monitor the weather and other environmental factors to anticipate changes in fire behavior. Request spot forecasts as needed through interagency dispatch or directly from NWS office in Riverton

15. Make adjustments in tactics and deployment to meet changing conditions. Request additional resources as needed.

16. Take necessary precautions to insure the safety of control lines and containment of the fire.

17. Provide for the welfare of fire personnel during the entire period of command.

18. Determine when the fire is out and/or safe to leave, or when to turn over to another IC or responsible agency.

19. Ensure fire area is clear of garbage, tools, and equipment.

20. Maintain adequate records of events, use of personnel, equipment and supplies and other data for fire management needs.

21. Account for all resources.

22. Complete time reports, accident forms, fire reports, and other pertinent reporting forms.

23. Advise fire management personnel as to resources threatened during the fire and rehabilitation needs to the fire area after the fire.

24. Participate in group critique as needed.

25. Consider further training needs.

26. IF FIRE ESCAPES INITIAL ATTACK;

    a. Recognize the need for extended attack organization and make appropriate recommendations / requests for coordination group to be assembled.
    b. Provide data on escaped fire situation.
    c. Arrange for and incorporate incoming personnel.
    d. Establish priorities of fire actions for interim period for an extended attack.
    e. Brief and turn over complete and accurate records to relief Incident Commander.

CHECKLISTS

Dispatcher Checklist

1. Immediately record all available information on the Wild land Fire Information Sheet. (SEE SECTION V. FORMS)

2. Dispatch appropriate First Responders and Resident Deputy or Area law Enforcement Officer. Relay all available information to the responding agencies.

3. Additional notifications:
   a. B.L.M.
   b. Natrona County Sheriff
   c. Emergency Management Agency
   d. Communications Director if assistance is needed

4. Obtain all pertinent information from on scene Initial Attack Agency or designated Incident Commander and complete the Wild land Fire Information Sheet.

5. As more information becomes available, continue to update all previous contacts;

   a. Severity of situation
   b. Additional services needed, if any
   c. Location of Command Post and Incident Commander
   d. If evacuation of area is needed

CHECKLISTS

Coordinating Group Checklist

1. All representatives should respond to one central location. This location is determined by the incident commander.

2. Gather information and evaluate situation. Based on the fire, its behavior and location will determine what priorities to follow.
    a. Preservation of life (possible evacuation)
    b. Preservation of structures
    c. Preservation of vegetation

3. Appoint an appropriate Incident Commander

4. Determine what suppression action is needed, while considering the limitations of each agency to finance the suppression of the fire

5. Agree on major expenditures whenever the suppression plan must be modified, including Aerial Retardants and mop-up & patrol after demobilization

6. Appoint a Public Information Officer, and other positions as deemed necessary for an Overhead Team

7. Designate perimeters to control access of the general public

8. Recommend evacuation orders when the situation warrants (See Evacuation Information Sheet)

9. Understand the need for expenditures for food and beverage for all personnel

10. Provide for a First Aid Station if necessary

11. Establish an organized Fire Camp for long-term fire fighting efforts

CHECKLISTS

Public Information Officer Checklist

1. The initial attack agency Incident Commander should appoint a PIO as soon as possible being media interest will be high and media representatives will be on scene before the coordination group is assembled.

2. Any dissemination of information must be at the consent of the Incident Commander and Coordination Group.

3. Designate an Information Office or specific Media Relations Location where members of the press may report to.

4. The Natrona County Emergency Management Office may be used as a Centralized Information Center.

5. Attempt to schedule Press releases at set times and locations.

6. When possible, provide a means of transportation specifically for media personnel to facilitate access to the fire line and maintain better control.

7. Establish procedures to implement rumor control.

8. Use Media Fact Sheet as a guideline for consistent Press Releases.

Key Personnel Listing

KEY PERSONNEL LISTING			
AGENCY	CONTACT NAME AND TITLE	OFFICE	HOME/CELL/OTHER
NATRONA COUNTY FIRE PROTECTION DISTRICT	KEVIN FINN, FIRE DISTRICT CHIEF 1	265-8659	(307) 232-9198
NATRONA COUNTY FIRE WARDEN	MIKE HAIGLER	235-9311	(307) 258-2950
CASPER MOUNTAIN FIRE DISTRICT	MIKE HUBER, CHIEF 14	436-2712	(307) 266-4188
NATRONA COUNTY INTERNATIONAL AIRPORT	CHANCE WARNE, AIRPORT OPERATIONS	472-9080	
	MIKE HENDERSHOT, CHIEF	472-9080	(307) 262-4534
CASPER FIRE DEPARTMENT	MARK YOUNG, CHIEF 1	235-8222	ALL CAN BE PAGED THROUGH DISPATCH AND/OR CONTACTED VIA RADIO
	MARK HARSHMAN, CHIEF 2	235-8222	
	KENNY KING, CHIEF 3	235-8222	
	TIM CORTEZ, CHIEF 4	235-8222	
	ON DUTY SHIFT COMMANDER - FIRE 1	235-8321	
BAR NUNN FIRE DEPARTMENT	CHUCK ANDERSON, CHIEF 11	237-7269	(307) 920-0388
	ADDITIONAL FIRE PERSONNEL - CONTACT THROUGH DISPATCH		
EVANSVILLE FIRE DEPARTMENT	LEO MALSOM, CHIEF 12	266-5732	(H) 472-0964 (C)267-7456
	ADDITIONAL FIRE PERSONNEL - CONTACT THROUGH DISPATCH		
MILLS FIRE DEPARTMENT	FIRE CHIEF 9	234-8481	(307) 262-3824
	ON DUTY CAPTAIN	234-8481	(307) 262-3823
	ADDITIONAL FIRE PERSONNEL - CONTACT THROUGH DISPATCH		
SALT CREEK EMERGENCY SERVICES	FIRE CHIEF 17	437-6890	
	ADDITIONAL FIRE PERSONNEL - CONTACT THROUGH DISPATCH		
NATRONA COUNTY SHERIFF OFFICE	MARK BENTON, SHERIFF	235-9302	(307) 234-4181
	DAVE KINGHORN, UNDERSHERIFF	235-9282	(307) 473-1013
NATRONA COUNTY PARKS	MIKE HAIGLER	235-9311	(307) 258-2950
CASPER MOUNTAIN OFFICE	JOE GILLINGHAM	577-1240	
NATRONA COUNTY COMMISSION	ROB HENDRY	235-9202	(307) 259-6203
	MATT KEATING	235-9202	(307) 259-8308
	TERRY WINGERTER	235-9202	(307) 237-2126
	ED OPELLA	235-9202	(307) 258-5422
	BILL MCDOWELL	235-9202	(307) 262-3286
NATRONA COUNTY EMERGENCY MANAGEMENT	STEW ANDERSON, COORDINATOR	235-9205	262-1899
	THERESA SIMPSON, DEPUTY COORDINATOR	235-9307	262-9678
WYOMING GAME AND FISH	DISTRICT SUPERINTENDANT	473-3400	

Key Personnel Listing

WYOMING MEDICAL CENTER	LIFEFLIGHT/AMBULANCE	577-2222 (ER)	
	DR BRUNO, DIRECTOR	577-2425	
	AMBULANCE DIRECTOR	577-7201	
AMERICAN RED CROSS	TRACI AGUILAR	237-8436	262-1303
	ON CALL PERSONNEL	237-8437	277-9171
WYOMING OFFICE OF HOMELAND SECURITY	DUTY OFFICER	307-777-4321	1-800-442-9090 (WHP)
	TERRORISM RESPONSE OFFICER	307-777-4900	1-800-442-9090 (WHP)
CASPER MOUNTAIN CAMPS	CAMP WYOBA	234-3088	
	LIONS CAMP	65-9605 (DAYTIME)	
	MILLS SPRING CAMP	265-9964	
	MOUNTAIN TOP BAPTIST ASSEMBLY	265-2393	
	WYOMING SOUTHERN BAPTIST CONVENTION	472-4087	
	CAMP SACAJAWEA	266-1103	
	WYOMING GIRL SCOUTS	235-5721	
BUREAU OF LAND MANAGEMENT	CASPER DISTRICT OFFICE - FIRE REPORTING	261-7691	1-800-295-9952 (24 HR)
	RAWLINS DISTRICT - FIRE REPORTING	324-7171	1-800-295-9953 (24 HR)
	WYOMING STATE FORESTRY	(CASPER OFFICE)	307-777-7586
	RAY WEIDENHAFT	307-778-4183	307-633-3212 (PAGER)
	IKE MUNIZ	777-7586	
U.S. FOREST SERVICE	DISPATCH - FOREST FIRES	307-745-8971	
	DISTRICT RANGER	307-745-8971	
MEDIA LISTINGS	KTWO TV	237-3711	(307) 472-1850
	KTWO RADIO	266-5252	
	KMGW	266-5252	
	KFNB TV	577-5923	
	KCWY TV	577-0013	
	KGWC	234-1111	
	KWYF	577-5923	
	KVOC, KOLT RADIO	265-1984	
	KUYO	577-5896	
	KWYY	473-9550	
	PDD NWS	1-800-211-1448	
	WY PUBLIC RADIO	265-2488	

FORMS

Wild Land Fire Information Sheet

CS# _____ DATE: _____TIME:_____

REPORTING PARTY NAME: _____

ADDRESS: _____

LOCATION OF EVENT: _____

RANGE: _____ TOWNSHIP: _____ SECTION: _____

OWNERSHIP: _____

ACCESS ROUTES: _____

FIRE SIZE: _____

BEHAVIOR: _____

FUELS BURNING: _____

TERRAIN: _____

WEATHER CONDITIONS: _____

WIND SPEED: _____ DIRECTION: _____

HAZARDS IN AREA: _____

STRUCTURES THREATENED: _____

CAUSE OF FIRE: _____

EMERGENCY MANAGEMENT NOTIFIED: YES_____ NO _____ TIME: _____

IF NOT, WHY? _____

OTHER INFORMATION: _____

_____

_____

_____

_____

_____

FORMS

Media Fact Sheet

DATE OF OCCURRENCE: _____ TIME: _____

CAUSE OF FIRE: _____

LOCATION OF EVENT: _____

RANGE: _____ TOWNSHIP: _____ SECTION: _____

OWNERSHIP: _____

APPROXIMATE SIZE IN ACRES:_____

AGENCIES INVOLVED: _____

_____

_____

NUMBER OF FIREFIGHTERS: _____

OTHER GENERAL INFORMATION: _____

_____

_____

_____

_____

_____

_____

_____

RECOMMENDATIONS TO PUBLIC: (ROAD CLOSURES, RESTRICTED AREAS, VOLUNTEER FIRE FIGHTERS, DONATIONS, EVACUATION SHELTERS, ETC.) _____

_____

_____

_____

_____

_____

_____

_____

FORMS

Evacuation Information Sheet

AREA TO BE EVACUATED: _____

_____

_____

EVACUATION INSTRUCTIONS:
(INCLUDE INFO SUCH AS: BRING CHANGE OF CLOTHING, PERSONNAL MEDICAL SUPPLIES AND PRESCRIPTION MEDICATION, USE OF PERSONNAL VEHICLES, ETC)_____

_____

_____

ESTABLISHED EVACUATION CENTERS: _____

_____

_____

SUGGESTED EVACUATION ROUTES: _____

_____

ASSEMBLY AREAS FOR PEOPLE WHO REQUIRE TRANSPORTATION: _____

_____

TRANSPORTATION ARRANGEMENTS FOR SPECIAL NEEDS: _____

_____

OTHER INFORMATION: _____

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_____

_____

ANNUAL OPERATING PLAN

(Inserted on annual basis)

Appendix E

Earthquake Plan

Authorities

Refer to Section I of the Basic Plan for general authorities.

Purpose

The purpose of this annex is to explain the coordination of governmental activities that that are essential to save lives, protect property, and maintain or restore facilities and services during and following an earthquake. This annex describes our concept of operations and organization to prepare and respond to this emergency situation, and assigns responsibilities for tasks that must be carried out before and after the emergency situation.

Explanation of Terms

Acronyms

EOC	Emergency Operations or Operating Center
FEMA	Federal Emergency Management Agency
FRP	Federal Response Plan
Hazmat	Hazardous Materials
US&R	Urban Search and Rescue

Situation and Assumptions

Situation

1. An earthquake is a sudden, violent shaking or movement of part of the earth's surface caused by the abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface. The earthquake hazard may consist of:

   a. Ground Motion.

      Vibration and shaking of the ground during an earthquake is the most far-reaching effect and causes the most damage to buildings, structures, lifelines, etc.

   b. Ground Surface Fault Rupture**.**

      The ground shaking is the result of a rupture of a fault beneath the surface. When the ground shaking results in a rupture of the surface of ground, an opening of up to 20 feet may occur.

c. Liquefaction**.**

The ground temporarily loses its strength and behaves as a viscous fluid (similar to quicksand) rather than a solid.

d. Landslides**.**

Sometimes an earthquake causes a landslide to occur. This involves a rock fall and slides of rock fragments on steep slopes.

e. Secondary Hazards**.**

Consequences of earthquakes may include fire, hazardous materials (Hazmat) release, or dam failure, among others.

2. The magnitude of an earthquake is a measure of the earthquake's size. The magnitude and severity of an earthquake can be measured by both the Richter and Mercalli scales, as listed in Appendix 1 and 2 of this annex.

3. Most earthquakes occur along faults or breaks between the massive continental oceanic/tectonic plates that collide, slide, or separate, creating earthquakes. The severity of an earthquake in this jurisdiction depends on the sub-surface geography.

4. Risk Areas**.** Wide areas of the United States have some vulnerability to earthquakes. Thirty-nine States face the threat of a major damaging earthquake and are considered to be earthquake hazard areas. The planning team in each of the jurisdictions in these States should use information from their State's earthquake hazard identification study to quantify the seismic hazard their community faces. This study addresses the magnitude, estimates the amount of ground shaking that could occur, and delineates the associated geological hazards (landslide, liquefaction, etc.) that may occur as a result of a catastrophic earthquake. Further, a vulnerability assessment should have been prepared as part of the hazard analysis. The assessment provides the planning team information related to probable consequences and damages their jurisdiction may suffer if struck by an earthquake. It focuses on casualties and injuries; potential building losses and identifies the buildings most vulnerable to seismicity (including critical facilities such as hospitals, Emergency Operations Center (EOC's), mass care centers, emergency services organizations' work centers, water and waste management plants, power companies, etc.); medical needs versus available medical resources; loss of utilities and replacement/repair time; etc. caused by the earthquake and the collateral hazards it may trigger (e.g. fires, dam or levee failure, tsunamis, Hazmat spills, etc.). This information will help the team develop the appropriate information for inclusion in the EOP.

5. Our community is vulnerable to hazards relating to an earthquake, which threaten public health and safety and public or private property. This annex will be activated when an earthquake threatens the affected areas.

6. The tasks listed in this annex must be able to activated quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that range from minor to catastrophic, in response to the natural forces that occur during an earthquake.

7. Communication lines must be established to determine priorities for handling rescue, casualties, firefighting, health hazards, spillage of chemicals, flooding, sewage line breakages, electrical outages, need for shelter, and other immediate operational requirements.

8. No one should be allowed in the disaster area(s) unless authorized by local authorities. Traffic should be rerouted as required, keeping the public informed through news media releases.

9. Under the direction of the senior public works engineer, initiate inspection of public and private buildings and other structures for hazards and structural damage. This may necessitate early condemnation, evacuation, demolition, or other safety measures.

Assumptions

1. Many emergency situations with respect to earthquakes occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.

2. We will use our own resources to respond to emergency situations and, if needed, request external assistance from other jurisdictions pursuant to local agreements or from the State. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.

3. Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge or where local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.

4. Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.

5. Upon earthquake event, there will be no operational telephones, cell phones, commercial electric power, or municipal water supplies within the affected areas. Fallen trees will also block many roads within the affect areas.

6. All affected areas will use the available data and research from earthquake studies.

7. Inter-jurisdictional alerting and coordination activities with all responsible governmental agencies and emergency personnel will occur.

8. School districts will close when advised by the proper authorities.

9. Jurisdictional law enforcement officers will provide traffic control. Secondary damage from earthquake events may render some escape routes hazardous. The evacuation routes may have to be closed when this occurs.

10. In the event of a closed evacuation route, evacuees will be directed to a last resort shelter within the area.

11. Regional evacuations will require a substantial level of personnel and equipment resources for traffic control, which could stress and/or exceed the capabilities of the individual threatened jurisdictions. Specific procedures may be developed regarding the pre-deployment of state, Federal, and mutual aid personnel and equipment resources to multiple jurisdictions.

12. A regional evacuation will require expedited coordination of numerous jurisdictions to maintain an efficient and safe movement of evacuation traffic out of the impacted areas and to adequate shelter locations.

13. The Governor will declare a State of Emergency and request a Presidential Declaration.

14. Significant aid from state and Federal governments will not be available for 72 hours.

15. Tourist populations and business conventions and/or conferences may be present.

16. Aftershocks will occur.

Concept of Operations

General

The nature of the earthquake does not provide advance notification. A centralized direction and control system is needed, the EOC will be established to monitor earthquake activities and coordinate emergency efforts. During major earthquake emergencies and disasters, the EOC will be activated. The EOC will mobilize and deploy resources for use by the authorized personnel, coordinate external resource, and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support emergency operations. The EOC will also coordinate all activities within the existing jurisdictions, and coordinate with local, state, and Federal authorities. The EOC will work with local, state, and Federal authorities with respect to the pre-positioning of necessary resources.

The response priorities that need to be taken into consideration for this earthquake annex include:

a. Communications
b. Transportation Infrastructure
c. Search and Rescue Operations
d. Health and Medical
e. Fire Services
f. Basic Human needs (food, shelter, and water)
g. Hazardous Materials
h. Preliminary Damage Assessment
i. Public Safety
j. Public Information

EOC Operations

The EOC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation with minimal staff, to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel.

The principal functions of the EOC are to:

1. Monitor potential threats from earthquake activity.
2. Support on-scene response operations.
3. Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.
4. Analyze problems and formulate options for solving them.
5. Coordinate among local agencies and between the affected jurisdictions and state and federal agencies, if required.
6. Develop and disseminate warnings and emergency public information.
7. Prepare and disseminate periodic reports.
8. Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.
9. Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State.

Extended EOC Operations: While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of EOC into the initial part of the recovery phase of an earthquake emergency. In the recovery phase, the EOC may be staffed to compile damage assessments, assess near term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.

In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command post may be established. In this situation occurs it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

Actions by Phases of Emergency Management

Mitigation

- Establish, equip, and maintain an EOC and an Alternate EOC.
- Identify required EOC staffing.
- Prepare maintain maps, displays, databases, reference materials, and other information needed to support the EOC operations.
- Identify and stock supplies needed for EOC operations.
- Develop and maintain procedures for activating, operating, and deactivating the EOC.

Preparedness

- Identify department/agency/volunteer group representatives who will serve on the EOC staff
- Conduct EOC training for department/agency/volunteer group representatives who will staff the EOC.

- Maintain maps, displays, databases, reference materials, and other information needed to support EOC operations
- Test and maintain EOC equipment to ensure operational readiness.
- Exercise the EOC at least once a year.

Response

- Activate the EOC if necessary.
- Conduct response operations.
- Deactivate EOC when it is no longer needed.

Recovery

- If necessary, continue EOC activation to support recovery operations.
- Deactivate EOC when situation permits.
- Restock EOC supplies if necessary.
- For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.

Evacuation and Traffic Control

Jurisdictions will maintain accurate maps and population counts of areas that may be affected by earthquakes. Evacuation routes need to be determined and mapped out. Conditions and plans need to be in place for the possible reversal of interstate routes to better facilitate evacuation out of the affected areas.

Return and Re-Entry of Affected Areas

It will be critical to establish conditions necessary to allow the return of individuals to their homes within the affected areas. EOC operations will be maintained until such time as has been determined for the deactivation of the EOC.

Organization & Assignment of Responsibilities

Organization

Our normal emergency organization, described in the Basic Plan, will carry out the functions during earthquake situations. The organization of the EOC is depicted in the Basic Plan. The EOC may be activated on a graduated basis. Department/agency/volunteer group EOC staffing requirements will be determined by the Natrona County Emergency Management based on the needs of the situation.

Assignment of Responsibilities

The Governor of the State and the Wyoming Office of Homeland Security will:

- Coordinate statewide emergency operations
- Coordinate emergency operations with affected jurisdictions.
- Declare a state of emergency Order evacuations, if necessary
- Order evacuations, if necessary
- Maintain an earthquake assessment capability
- Assist local jurisdictions with emergency procedures

The Natrona County Commission will:

- Establish general policy guidance for emergency operations.
- Direct that the EOC be partially or fully activated.
- When appropriate terminate EOC operations.

The Natrona County Emergency Management will:

- Develop and maintain the EOC Staff Roster and EOC operating procedures.
- Activate the EOC when requested or when the situation warrants.
- Serve as an EOC Supervisor.
- Advise the Natrona County Commission on emergency management activities.
- Coordinate resource and information support for emergency operations.
- Coordinate emergency planning and impact assessment.
- Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.

Departments/Agencies, and Volunteer Groups assigned responsibilities for EOC operations will:

- Identify and train personnel to carry out required emergency functions at the EOC.
- Provide personnel to staff the EOC when those facilities are activated.
- Ensure that personnel participating in EOC operations are provided with the equipment, resource data, reference materials, and other work aids needed to accomplish their emergency functions.

Direction and Control

General

The Natrona County Emergency Management will provide general guidance for the direction and control function.

For this hazard it is essential for emergency response personnel to take immediate action to gather damage assessment information. This information is needed to determine the severity and extent of injuries and damages. Further, this data gathering effort should provide much of the information decision makers will need to implement and prioritize response actions for: SAR activities, access control, and re-entry to the impacted area, debris clearance, restoration of utilities and lifeline repairs, and the inspection, condemnation, and demolition of buildings and other structures. Therefore, provisions should be made, as appropriate, to address the following planning considerations:

Damage Assessments

Conduct of ground and aerial surveys to determine the scope of the damage, casualties, and the status of key facilities.

Search and Rescue

- Removal of trapped and injured persons from landslides, buildings collapses, and other structural collapses, administering first aid, and assisting in transporting the seriously injured to medical facilities. This activity involves the use of professional and volunteer search teams including the use of dog teams.
- Use of damage assessment information to identify the facilities and areas where SAR operations are to be conducted and to establish a priority for conduct of these operations
- Request for Federal assistance to perform US&R operations.
- Major consequences associated with an earthquake are the collapse of buildings and other structures, and landslides. In a metropolitan area that is struck by a major earthquake many hundreds to thousands of people could be trapped. These trapped people need immediate assistance. In such situations, it is likely that local and State governments would be overwhelmed by the demand for emergency services. Further, most jurisdictions do not have a sufficient quantity of specialized equipment or enough trained teams available to accomplish the large-scale search and rescue operations that would be needed to respond to a catastrophic earthquake. In order to assist State and local governments to accomplish this critical lifesaving activity, the Federal Government has established Federal US&R teams. These teams are available to State and local jurisdictions upon request. The Federal Response Plans (FRP's) ESF-9 includes provisions for deploying Federal US&R teams. These teams augment State and local emergency response efforts to locate, extract, and provide for the immediate medical treatment of victims trapped in collapsed structures.

Access Control and Re-Entry

This section deals with the immediate actions to be taken, as soon as conditions permit, in the area that was severely impacted by an earthquake. Relevant considerations include:

- Control of access to the area until it is safe. Only those people directly involved in emergency response operations should be allowed to enter.
- Establishing a protocol for determining the appropriate time to allow evacuees and the general public to re-enter the area that was severely impacted.

Debris Clearance

The identification, removal, and disposal of rubble, landslides, wreckage, and other material which block or hamper the performance of emergency response functions should be a high priority action. Activities may include:

- Demolition and other actions to clear obstructed roads.
- Repair or reinforcement of roads and bridges.
- Construction of emergency detours and access roads.

Inspection, Condemnation and Demolition

Inspection of buildings and other structures to determine whether it is safe to inhabit or use them after an earthquake has occurred. Activities may include:

- Inspection of buildings and structures which are critical to emergency services operations and mass care activities. Designate those that may be occupied and identify/mark those that are unsafe.
- Inspection of buildings and structures that may threaten public safety. Identify/mark those that are unsafe and may not be occupied.

- Inspection of dams and levees.
- Inspection of less critical damaged structures. Designate those that may be occupied and identify/mark those that are unsafe to occupy.
- Arrangements for the demolition of condemned structures.

Utilities and Lifeline Repairs

Restoration and repair of electrical power, natural gas, water, sewer, and telephone and other communications systems is critical to minimize the impact on critical services and the public.

Warning

The Natrona County Emergency Management will provide general guidance for

1. The roles and responsibilities of government spokespersons
2. Coordination with the National Weather Service and media representatives to ensure timely and consistent warning information is provided.
3. Earthquakes usually occur without warning. Although some earthquakes have been successfully predicted, a reliable warning system has not been developed.

Emergency Public Information

The Natrona County Emergency Management will provide general guidance for Emergency Public Information in the following areas:

1. Instructions for preparing homes/businesses (inside and outside) to prepare for earthquakes.
2. Earthquake survival tips for those who choose not to evacuate
3. Instructions on implementing any earthquake-specific provisions for evacuation
4. Locations of mass care facilities that have been opened
5. The flow of accurate and timely emergency information is critical to the protection of lives and property in the wake of a catastrophic earthquake. This section deals with the provisions that should be included in the plan for the preparation and dissemination of notifications, updates, warnings, and instructional messages. The following planning considerations should be examined and addressed::
    1) Survival tips for people on what to do during and immediately after an earthquake
    2) Warnings and advice on the continuing threat of fire, unsafe areas, building collapse, aftershocks, and other hazards.

Evacuations

The Natrona County Emergency Management will provide general guidance for

1. Identifying specific evacuation zones. These zones delineate the natural and manmade geographic features of the area(s) to be evacuated
2. Designing evacuation routes for each zone.
3. Estimating the number of people requiring transportation support to evacuate the risk area.
4. Specifying the clearance times needed to conduct a safe and timely evacuation under various earthquake threats. Some complications that need to be considered:
    1) Heavy rains and localized flooding may slow traffic movement. ☐
    2) Bridge approaches may flood before evacuation can be completed.
    3) Evacuees will need time to close up their homes and businesses, gather the essentials (medicines, food, clothing, etc.) to take with them, fill their vehicle with gas, etc.

    4) Special custodial facility managers will need time to mobilize their staff, close up the facility, and make the necessary arrangements to move the resident population.
    5) Evacuees from other jurisdictions passing through the zone and occupying the same evacuation route(s).
    6) The need for special modes of transportation to evacuate people with special needs.
5. Immediately following an earthquake people may need to be evacuated. People should be evacuated from structures that have been damaged and are likely to receive more damage when hit by one or more of the aftershocks. Refer to the evacuation annex to address special provisions for moving the residents of custodial facilities (hospitals, jails, mental health facilities, nursing homes, retirement homes, etc.) following an earthquake.

EOC Operations

The Natrona County Emergency Management may activate the EOC, and will normally determine the level of EOC staffing required based upon the situation and also notify appropriate personnel to report to the EOC.

1. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that Emergency Management activate the EOC to provide a suitable facility to work the issue.
2. The Emergency Manager will serve as the EOC Supervisor.
3. The EOC will have to have the proper procedures in place to perform all necessary functions. The EOC will also have to have procedures in place for
    a. Alerting the public
    b. Closing schools and businesses
    c. Restricting access to the risk area
    d. Opening mass care facilities
    e. Ordering an evacuation
    f. Assigning specific tasking to each response organization for each phase in the areas of:
        1) Initiating the implementation of mutual aid agreements with other jurisdictions
        2) Suspending non-emergency government services and operations
        3) Releasing non-emergency government employees from work.
        4) Reporting status/observations to the EOC
    g. Coordinate evacuation orders with the State and all of the affected jurisdictions
    h. Impose necessary traffic controls
    i. Assist persons with transportation difficulties in evacuating the affected areas
    j. Ensuring that shelters and mass care facilities are properly set up and maintained

Mass Care

The Natrona County Emergency Management will provide general guidance for

1. Ensuring the facilities designated for use are located outside of the earthquake zone
2. Ensuring the facilities are located outside of the 100 or 500 year floodplain, as deemed appropriate
3. Ensuring the facilities are not vulnerable to flooding due to dams or reservoirs that overflow
4. Ensuring that all designated facilities can stand up to earthquake construction code
5. The information gained from the vulnerability assessment should be used to ensure the following needs are addressed, if appropriate, in one or more appendices to a mass care
    a. Safe Location of Facilities. If possible, identify mass care facilities in low seismic areas that are also out of the way of secondary effect threats (flooding from a damaged dam, etc.).

b. Structural Safety. If the facilities selected for use are located within the earthquake hazard area, ensure that a structural engineer, knowledgeable of the earthquake hazard:
   1) Identifies facilities for the use that are structurally sound, well retrofitted or build to code.
   2) Ranks the facilities based on the amount of earthquake resistance/protection each one offers.

Resource Management

The Natrona County Emergency Management will provide general guidance for purchasing stockpiling or otherwise obtaining essential earthquake response items such as ice machines, water purification systems, polyethylene sheeting, sand bags, fill, pumps (of the right size and type, with necessary fuel, etc.), generators, light sets, etc. and resource lists that identify the quantity and location of the items mentioned above, as well as points of contact (day, night, and weekend) for obtaining items.

Richter Earthquake Scale

Magnitude	Effects
Less than 3.5	Generally not felt, but recorded.
3.5-5.4	Often felt, but rarely causes damage.
Under 6.0	At most slight damage to well-designed buildings. Can cause major damage to poorly constructed buildings over small regions.
6.1-6.9	Can be destructive in areas up to about 100 kilometers across where people live.
7.0-7.9	Major earthquake. Can cause serious damage over larger areas.
8 or greater	Great earthquake. Can cause serious damage in areas several hundred kilometers across.

Modified Mercalli Scale

I. Not felt except by a very few under especially favorable conditions.

II. Felt only by a few persons at rest, especially on upper floors of buildings.

III. Felt quite noticeably by persons indoors, especially on upper floors of buildings. Many people do not recognize it as an earthquake. Standing motor cars may rock slightly. Vibrations similar to the passing of a truck. Duration estimated.

IV. Felt indoors by many, outdoors by few during the day. At night, some awakened. Dishes, windows, doors disturbed; walls make cracking sound. Sensation like heavy truck striking building. Standing motor cars rocked noticeably.

V. Felt by nearly everyone; many awakened. Some dishes, windows broken. Unstable objects overturned. Pendulum clocks may stop.

VI. Felt by all, many frightened. Some heavy furniture moved; a few instances of fallen plaster. Damage slight.

VII. Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable damage in poorly built or badly designed structures; some chimneys broken.

VIII. Damage slight in specially designed structures; considerable damage in ordinary substantial buildings with partial collapse. Damage great in poorly built structures. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture overturned.

IX. Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb. Damage great in substantial buildings, with partial collapse. Buildings shifted off foundations.

X. Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundations. Rails bent.

XI. Few, if any (masonry) structures remain standing. Bridges destroyed. Rails bent greatly.

XII. Damage total. Lines of sight and level are distorted. Objects thrown into the air.

Source: U.S. Geological Survey http://wwwneic.cr.usgs.gov/neis/general/handouts/mercalli.html

Comparison Table

The Modified Mercalli Scale		**The Richter Scale**	
I-IV	Instrumental to Moderate	No Damage	</= 4.3
V	Rather Strong	Damage negligible. Small, unstable objects displaced or upset; some dishes and glass are broken.	4.4 – 4.8
VI	Strong	Damage slight. Windows, dishes, glassware broken. Furniture moved or overturned. Weak plaster and masonry cracked.	4.9 – 5.4
VII	Very Strong	Damage slight moderate in well-built structures; considerable in poorly built structures. Furniture and weak chimneys broken. Masonry damaged. Loose bricks, tiles, plaster, and stones will fall.	5.5 – 6.1
VII	Destructive	Structural damage considerable, particularly to poorly built structures. Chimneys, monuments, towers, elevated tanks may fail. Frame houses moved. Trees damaged. Cracks in wet ground and steep slopes.	6.2 – 6.5
IX	Ruinous	Structural damage severe; some will collapse. General damage to foundations. Serious damage to reservoirs. Underground pipes broken. Conspicuous cracks in ground; liquefaction.	6.6 – 6.9
X	Disastrous	Most masonry and frame structure foundations destroyed. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Sand and mud shifting on beaches and flat land.	7.0 – 7.3
XI	Very Disastrous	Few or no masonry structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipelines completely out of services. Rails bent. Widespread earth slumps and landslides.	7.4 – 8.1
XII	Catastrophic	Damage nearly total. Large rock masses displaced. Lines of slight and level distorted.	> 8.1

Risk Map – Active Faults

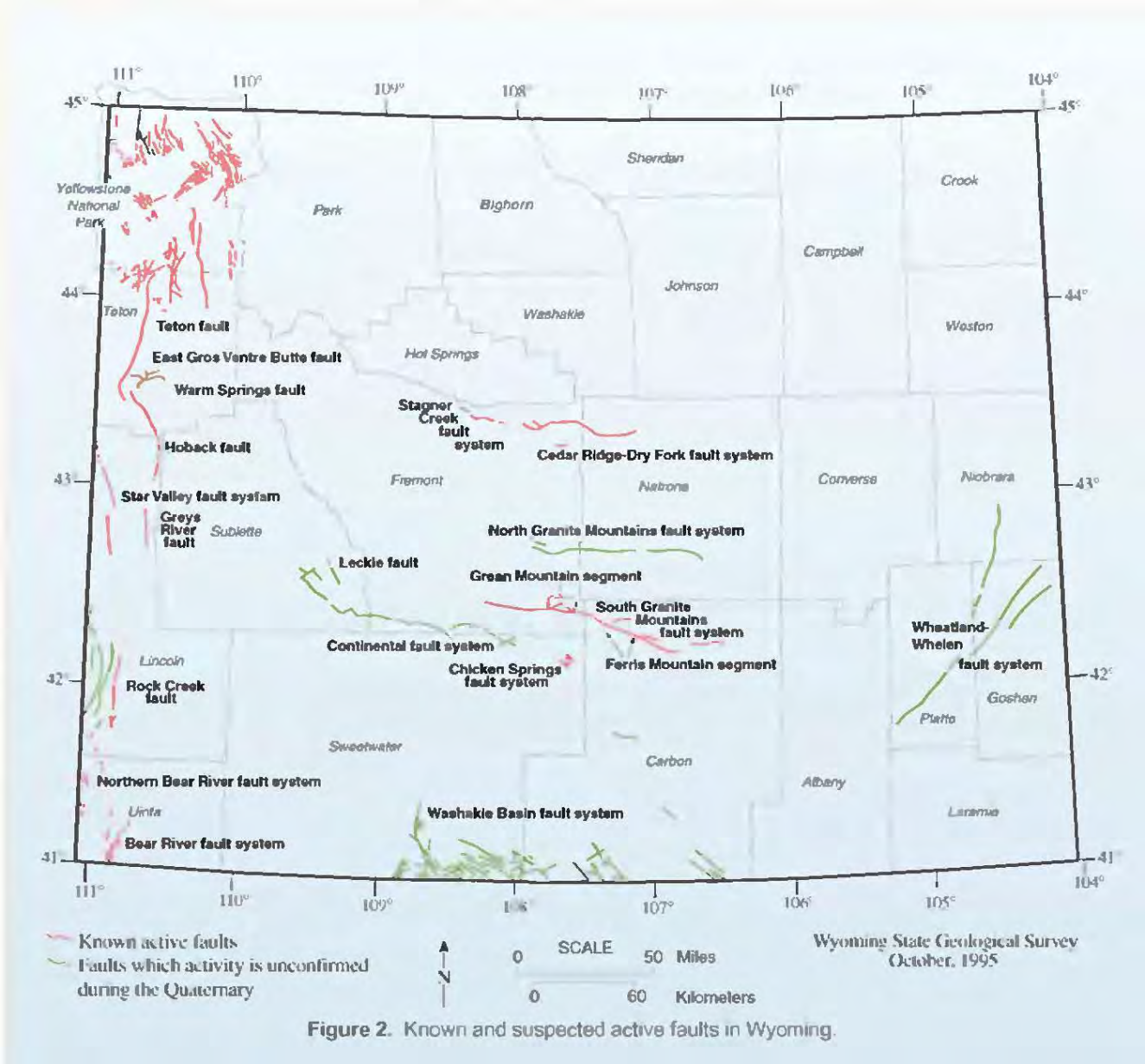


Figure 2. Known and suspected active faults in Wyoming.

Risk Map – Historical Epicenter

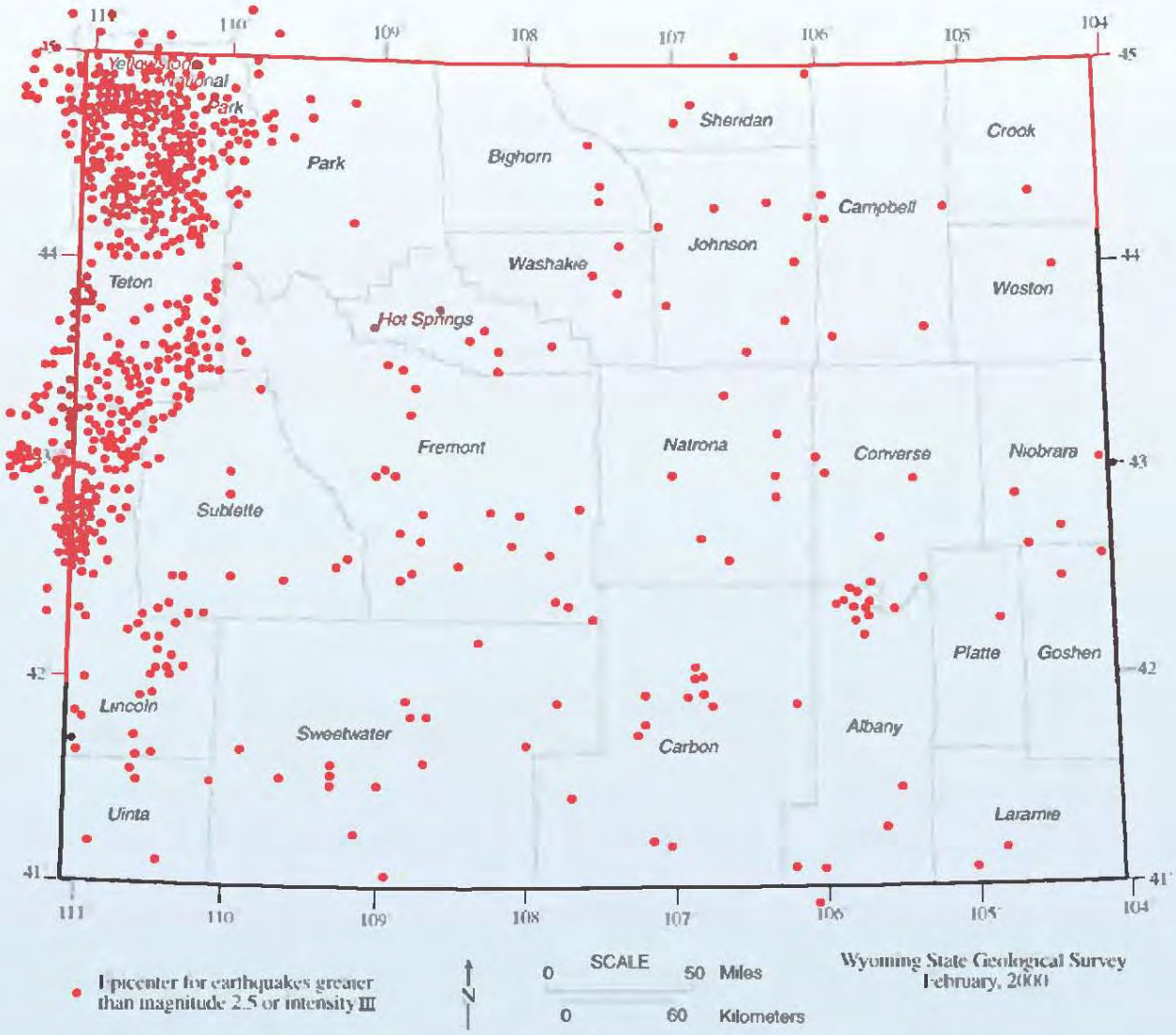
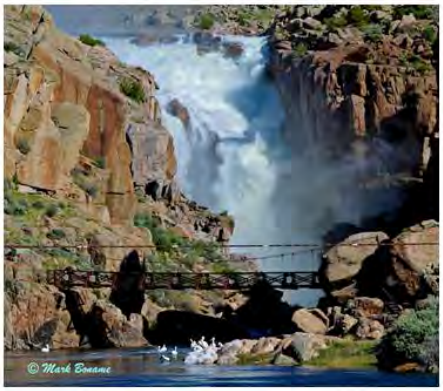


Figure 1. Generalized historical earthquake epicenter map for Wyoming

Appendix F

Flood and Dam Failure



Legal Authorities

Refer to Section I of the Basic Plan for general authorities.

Purpose

The purpose of this appendix is to explain the coordination of governmental activities that that are essential to save lives, protect property, and maintain or restore facilities and services during and following a flood or dam failure. This appendix describes our concept of operations and organization to prepare and respond to this emergency situation, and assigns responsibilities for tasks that must be carried out before and after the emergency situation.

Explanation of Terms

BOR	Bureau of Reclamation
CERT	Community Emergency Response Team
EOC	Emergency Operations or Operating Center
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
FIRM	Flood Insurance Rate Maps
FHBM	Flood Hazard Boundary Maps
FIS	Flood Insurance Studies
NWS	National Weather Service
NFIP	National Flood Insurance Program
PIO	Public Information Office or Officer
USGS	United States Geological Service
UTSE	Unable to Self Evacuate

Situation and Assumptions

Situation

1. Flooding occurs when normally dry land is inundated with water (or flowing mud). Flooding may result from: bodies of water overflowing their banks, including artificial ones like dams and levees; structural failure of dams and levees; rapid accumulation of runoff or surface water; Typically, the two parameters of most concern for flood planning are suddenness of onset--in the case of flash floods and dam failures--and flood elevation in relation to topography and structures. Other factors contributing to damage are the velocity or "energy" of moving water, the debris carried by the water, and extended duration of flood conditions. Flooding can happen at any time of the year, but predominates in the late Winter and early Spring due to melting snow, breakaway ice jams, and rainy weather patterns.

2. Risk area:

   All States and territories are at risk from flooding. Apart from a rainy climate, local risk factors, usually present in combination, include:

   a. Rivers, streams, and drainage ways:

      These are bodies of water often subject to overflowing. The size of the stream can be misleading; small streams that receive substantial rain or snowmelt, locally or upstream, can overflow their banks. High-velocity, low elevation flooding can be dangerous and damaging. Six inches of moving water can knock a person off his or her feet; 12 inches of water flowing at 10 miles per hour carries the force of a 100 mile-per-hour wind, although the force would be distributed differently on obstacles.

   b. Dams and Levees:

      There are 74,053 dams in the United States, according to the 1993-1994 National Inventory of Dams. Approximately one third of these pose a "high" or "significant" hazard to life and property if failure occurs. Structural failure of dams or levees creates additional problems of water velocity and debris.

   c. Steep Topography:

      Steep topography increases runoff water velocity and debris flow. Lack of vegetation to slow runoff is another factor. Alluvial fans, making up twenty to thirty percent of the Southwest region, show these characteristics and face the additional complication of shifting drainage patterns and erosion.

   d. Cold Climactic Conditions:

      Apart from snowmelt, 35 northern States face flooding problems associated with ice jams. In the Spring, ice breaks away and then collects at constriction points in rivers and streams (i.e., bends, shallows, areas of decreasing slope, and bridges); by trapping water behind it and then later giving way, an ice jam heightens flood levels both upstream and downstream. Ice jams occur in the Fall with "frazil ice" (when a swift current permits formation of ice cover, but ice is carried downstream and attaches to the underside of the ice cover there) and in Winter when channels freeze solid. Steep topography increases runoff water velocity and debris flow. Lack of vegetation to slow runoff is another factor. Alluvial fans, making up twenty to thirty percent of the Southwest region, show these characteristics and face the additional complication of shifting drainage patterns and erosion.

   e. Burn Scar Areas:

      A burn scar is what is left on the land after a fire occurs. Any amount of precipitation on the burn scar area could easily result in a flash flood due to the scarce amount of vegetation that would normally help soak up extra water. The area is also much more susceptible to erosion which could add debris to the already flooding water.

3. The extent of the initial response will depend on warning time, which varies with the cause of the flooding and the distance a jurisdiction is from the origin of the flooding. Intense storms may produce a flood in a few hours or even minutes for upstream locations, while areas downstream

from heavy rains may have from 12 hours to several weeks to prepare. Flash floods occur within six hours of the beginning of heavy rainfall, and dam failure may occur within hours of the first signs of breaching, but floods form snowmelt can take months to develop.

4. Hazards have been identified and contingencies worked into the Basic Plan. A jurisdiction's susceptibility to floods--riverine floods, ice jam floods, debris jam floods, flash floods--will in most cases be a matter of historical record, as will flood elevations. (However planners must be alert to development upstream or extensive paving over of the ground that used to absorb runoff.) The National Weather Service (NWS) maintains a list of communities with potential flash flood problems, and stream flow data for large watersheds is kept by the United States Geological Service (USGS) in cooperation with State and local agencies. Results of the Corps of Engineers' dam survey, as well as subsequent work done by many States, should be available to permit plotting of dams with an evaluation of the risk they pose. Planners have access to the National Flood Insurance Program's (NFIP) Flood Insurance Rate Maps (FIRM) and Flood Hazard Boundary Maps (FHBM), USGS topographic maps, and soil maps prepared by the Soil Conservation Service to use as base maps.

5. Estimating Vulnerable Zones:

   Using the NFIP's maps and Flood Insurance Studies (FIS) as a base, the planning team—consulting with an engineer for technical analysis--should plot dams and levees as applicable, then adjust inundation levels behind levees and progressively downstream of the dam. Where ice jams are a problem, base flood fringe boundaries should be broadened to account for higher potential flood elevations. Also, despite shallow flood elevations, it is important to map alluvial fans as high risk areas. Note, too, that areas prone to flash flooding from small streams and drainage ways may not always have been mapped as such by the NFIP. See FEMA 116, *Reducing Losses in High Risk Flood Hazard Areas: A Guidebook for Local Officials* for discussion of models and additional bibliography.

6. Natrona County has three BOR dams in the County which are used primarily for the purpose of recreation, generation of hydroelectric power, water supply, flood control, and irrigation. In addition, the BOR operates two other dams upstream on the North Platte River which are in other counties.

7. Natrona County is vulnerable to hazards relating to a flood or dam failure, which threatens public health and safety and public or private property. See the general hazard summary in the Basic Plan.

8. Pre-disaster warning times may vary, but the Natrona County Emergency Management Agency will coordinate with the NWS to determine when to activate specific parts of this appendix and basic plan. Natrona County will coordinate its efforts with local, state, and Federal Emergency Management to aid in activating this appendix.

9. This appendix will be activated when a flood or dam failure threatens the affected areas.

10. The vulnerable populations should be evacuated in the case of a flood or dam failure, as determined by the proper authorities, based on the population, and physical geography of the affected areas.

11. Operational plans should include: height of water at normal stage, at what height flooding will occur, areas that may (or will be) affected by the rising flood waters, areas to be ordered

evacuated, shelter locations for evacuees, and feeding and other requirements for taking care of evacuees.

12. A traffic control plan to expedite movement from areas ordered evacuated should be put into place. The plans should include designation of entrance routes for emergency services, mutual aid, exit routes for evacuation of citizens, etc.

13. Patrols will be set up in the evacuated areas for protection of property and prevention of fires. These patrols can utilize mutual aid, military assistance, etc., as available.

14. Plans for conducting rescue operations of persons impacted by floodwaters should be established. A major problem is the rescue of citizens stranded in their homes in the flooded areas, as well as, trapped motorists. The most practical solution is to use helicopters, boats, and especially equipped vehicles. However, these resources are very scarce in Natrona County.

15. The public should be informed to make electrical, gas, and water inspections, prior to flooding, as necessary to prevent accidents. (LP and bulk fuel tanks should be anchored or kept full to prevent them from becoming a hazard by floating).

16. Current situation reports form the field to the local Emergency Operations Center (EOC) will need to be made in a timely manner. These reports are the basis for media releases to the public to minimize public alarm, to keep the area clear, and to assist as needed.

17. Plans will need to be made to assist in restoring the flood area to a safe condition, including the inspection of flooded area and structures to lessen the probability of additional hazards, accidents, and fires. The period of operations is critical since the emergency services personnel are usually fatigued from long-term involvement in such activities as sandbagging, pumping, and shoring unsafe structures. Priority operations include the following:

    a. Clear major streets and roads of mud and debris first and the other streets and roads as rapidly as possible.

    b. When structures permit, pump water out of basements and lower floors of essential facilities.

    c. Limit the accumulation of food type garbage as first priority, followed by general trash collection.

    d. Initiate health and sanitation inspections of the area.

18. The tasks listed in this appendix must be able to activated quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that range from minor to catastrophic, in response to the natural forces that occur during a flood or dam failure.

19. The appendix should contain plans for closing out the EOC when the affected areas are considered safe.

20. Remember that a large-scale flood can create the need for long periods of repair and restoration. This may necessitate manpower, equipment, materials, and supplies at the scene of restoration long after the closing of the local EOC. The following safety, health, and welfare measures for the general public should be explained by local officials via radio, television, and newspapers:

a. Safety measure to be taken after the flood.

b. Where to go to obtain necessary first aid and medical care in the area.

c. Where to go to obtain necessary assistance such as emergency housing, clothing and food, as well as, measures citizens can take to help themselves.

d. Measures citizens can take to help their community recover from the flood.

e. Refer to Emergency Public Information Annex for further information.

Assumptions

1. At any given time, one, or any of the dams within the jurisdiction may be threatened by upstream flash floods, earthquakes, neglect, or any combination of the above, which can cause personal injury or death, significant high water damage to property or additional failures to dams located downstream.

2. Many emergency situations with respect to flood or dam failure occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.

3. We will use our own resources to respond to emergency situations and, if needed, request external assistance from other jurisdictions pursuant to Mutual Aid Agreements or from the State. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.

4. Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge or where local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.

5. Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.

6. In the areas affected by flooding or dam failure, there will be no operational telephones, cell phones, commercial electric power, or municipal water supplies within the affected areas. Fallen trees, washed out areas, sink holes, and other debris will also block many roads within the affect areas.

7. All affected areas will use the available data and research from flooding studies.

8. Inter-jurisdictional alerting and coordination activities with all responsible governmental agencies and emergency personnel will occur.

9. The primary means of flood evacuation will be personal vehicles. School and municipal buses, government-owned vehicles and vehicles provided by volunteer agencies might be used to provide transportation for individuals who lack transportation and require assistance in evacuating.

10. School district will close when advised by the proper authorities.

11. Not all individuals living the in affected areas will voluntarily evacuate.

12. Jurisdictional law enforcement officers will provide traffic control.

13. Regional evacuations will require a substantial level of personnel and equipment resources for traffic control, which could stress and/or exceed the capabilities of the individual threatened jurisdictions. Specific procedures may be developed regarding the pre-deployment of state, Federal, and mutual aid personnel and equipment resources to multiple jurisdictions.

14. A regional evacuation will require expedited coordination of numerous jurisdictions to maintain an efficient and safe movement of evacuation traffic out of the impacted areas and to adequate shelter locations.

Concept of Operations

General

1. The nature of the flooding/dam failure may or may not provide notification in advance.

2. A centralized direction and control system, the EOC will be established to monitor weather activities and coordinate emergency efforts.

3. During major flooding/dam failure emergencies and disasters, the EOC will be activated. The EOC will mobilize and deploy resources for use by the authorized personnel, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support emergency operations.

4. The EOC will coordinate all activities within the existing jurisdictions, and coordinate with local, state, and Federal authorities.

5. The EOC will work with local, state, and Federal authorities with respect to the pre-positioning of necessary resources.

6. The BOR dams are required to develop, maintain, and exercise emergency operations plans (EOP). BOR EOP's are kept by affected county EOC's.

7. The Natrona County Emergency Management Agency is responsible for ensuring all dam EOP's are accurate and consistent with local EOP's.

8. Parent companies and/or the BOR are responsible for immediately notifying the state and counties at risk if unsafe conditions are detected or likely.

9. NatronaCounty is responsible for enacting evacuation and sheltering operations during dam failures.

The Operations of the Emergency Operations Center

1. The EOC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a

level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation with minimal staff, to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel.

2. The principal functions of the EOC are to:

   a. Monitor potential threats from flood/dam failure activity.

   b. Support on-scene response operations.

   c. Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.

   d. Analyze problems and formulate options for solving them.

   e. Coordinate among local agencies and between the affected jurisdictions and state and federal agencies, if required.

   f. Develop and disseminate warnings and emergency public information.

   g. Prepare and disseminate periodic reports.

   h. Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.

   i. Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State.

3. Extended Emergency Operations Center Operations

   While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of EOC into the initial part of the recovery phase of a flood/dam failure emergency. In the recovery phase, the EOC may be staffed to compile damage assessments, assess near term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.

4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command post may be established. In this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

Activities by Phases of Emergency Management

1. Mitigation

   a. Establish, equip, and maintain an EOC and an Alternate EOC.

   b. Identify required EOC staffing.

   c. Prepare maintain maps, displays, databases, reference materials, and other information needed to support the EOC operations.

   d. Identify and stock supplies needed for EOC operations.

   e. Develop and maintain procedures for activating, operating, and deactivating the EOC.

2. Preparedness

   a. Identify department/agency/volunteer group representatives who will serve on the EOC staff

   b. Conduct EOC training for department/agency/volunteer group representatives who will staff the EOC.

   c. Maintain maps, displays, databases, reference materials, and other information needed to support EOC operations

   d. Test and maintain EOC equipment to ensure operational readiness.

   e. Exercise the EOC at least once a year.

3. Response

   a. Activate the EOC if necessary.

   b. Conduct response operations.

   c. Deactivate EOC when it is no longer needed.

4. Recovery

   a. If necessary, continue EOC activation to support recovery operations.

   b. Deactivate EOC when situation permits.

   c. Restock EOC supplies if necessary.

   d. For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.

Evacuation and Traffic Control

1. Jurisdictions will maintain accurate maps and population counts of areas that may be affected by flood/dam failure.

2. Evacuation routes need to be determined and mapped out.

3. Conditions and plans need to be in place for the possible reversal of interstate routes to better facilitate evacuation out of the affected areas.

Return and Re-entry of Effected Area

1. Establish conditions necessary to allow the return of individuals to their homes within the affected areas.

2. Maintain the EOC until such time as has been determined for the deactivation of the EOC

Organization and Assignment of Responsibilities

Organization

1. Our normal emergency organization, described in the Basic Plan, will carry out the functions during flood/dam failure situations.

2. The organization of the EOC is depicted in the Basic Plan and the EOC Annex. The EOC may be activated on a graduated basis. Department/agency/volunteer group EOC staffing requirements will be determined by the EMC based on the needs of the situation.

Assignment of Responsibilities

1. The Governor of the state and the Wyoming Office of Homeland Security will

    a. Coordinate statewide emergency operations

    b. Coordinate emergency operations with affected jurisdictions.

    c. Declare a state of emergency, if necessary

2. The Natrona County EOC will

    a. Maintain a storm assessment capability with respect to flooding potential

    b. Maintain copies of all dam emergency EOP's to ensure consistency with state and local EOP's

    c. Assist local jurisdictions with emergency procedures

3. The County Commission Chair will:

    a. Establish general policy guidance for emergency operations.

    b. Direct that the EOC be partially or fully activated.

    c. When appropriate terminate EOC operations.

4. The EMC will:

    a. Develop and maintain the EOC Staff Roster and EOC operating procedures.

    b. Activate the EOC when requested or when the situation warrants.

    c. Serve as an EOC Supervisor or designate a Supervisor.

    d. Advise the County Commission on emergency management activities.

    e. Coordinate resource and information support for emergency operations.

    f. Coordinate emergency planning and impact assessment.

g. Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.

5. The jurisdictional law enforcement agencies and the Jurisdictional public works will

   a. Assist the EOC

   b. Coordinate traffic flow issues with respect to evacuation

6. Departments/Agencies, and Volunteer Groups assigned responsibilities for EOC operations will:

   a. Identify and train personnel to carry out required emergency functions at the EOC.

   b. Provide personnel to staff the EOC when those facilities are activated.

   c. Ensure that personnel participating in EOC operations are provided with the equipment, resource data, reference materials, and other work aids needed to accomplish their emergency functions.

Direction and Control

General

The EMC will provide general guidance for the direction and control function. Provisions should be made, as appropriate, to address the following planning considerations in one or more appendices to a direction and control appendix:

Flood Fighting

Relevant flood fighting considerations include:

1. Obtaining and keeping current a list of all dams in or near the jurisdiction, by location and name

2. Coordination with a dam's staff during disaster or disaster threat situations to facilitate expeditious notification and the exchange of information.

3. Maps that identify the likely areas to be inundated by flood waters.

4. Identification of potential locations for the placement of temporary levees and inclusion of this information on the appropriate maps.

5. Obtaining a labor force to perform flood fighting tasks associated with building a levee (e.g. fill and place sand sandbags to prevent flooding).

6. Obtaining assistance from the U.S. Army Corps of Engineers to build temporary emergency levees.

Search and Rescue

Conduct aerial and waterborne search and rescue once flooding occurs. Include provisions for the rescue of stranded animals and the disposal of dead ones.

Continuity of Operations

Address the relocation of government resources, vital records, and equipment to assure continuation of services and to prevent damage or loss.

Inspection and Condemnation

Structures left standing may still have been weakened by water pressure and debris flows. Building interiors will be filled with mud and filth, and some building materials will be waterlogged. Therefore, it will be necessary to inspect buildings and other structures to determine whether they are safe to inhabit after a flood has occurred. Activities may include:

1. Identifying buildings and structures that may threaten public safety.

2. Designating those buildings and structures that may be occupied.

3. Identifying/marking those buildings and structures that are to be condemned.

The Operations of the Emergency Operations Center

1. The County Commission may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.

2. The EMC and staff may activate the EOC, will normally determine the level of EOC staffing required based upon the situation and also notify appropriate personnel to report to the EOC.

3. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that EMC activate the EOC to provide a suitable facility to work the issue.

4. The EMC will serve as the EOC Supervisor or designate a Supervisor.

5. The EOC will have to have the proper procedures in place to perform all necessary functions. The EOC will also have to have procedures in place for

    a. Alerting the public- See Emergency Public Information Annex

    b. Closing schools and businesses

    c. Restricting access to the risk area

    d. Opening mass care facilities

    e. Ordering an evacuation

    f. Assigning specific tasking to each response organization for each phase in the areas of:

        1) Initiating the implementation of mutual aid agreements with other jurisdictions

        2) Suspending non-emergency government services and operations

        3) Releasing non-emergency government employees from work.

    g. Reporting status/observations to the EOC

6. The Wyoming Office of Homeland Security will have the following responsibilities:

    a. Coordinate with regional EOC's to ensure that known impediments to facilitated traffic flow along regional evacuation routes have been removed, closed, or otherwise addressed

    b. Monitor the flood/dam failure situation

    c. Coordinate all activities with the Governor

    d. Mobilize any necessary state resources

7. Local EOC's will have the following responsibilities:

    a. Provide all necessary information needed to respond to emergency

    b. Review existing procedures

    c. Maintain preparedness to react when needed

Warning

The County Commission will provide general guidance for

1. The roles and responsibilities of government spokespersons

2. Coordination with the NWS and media representatives to ensure timely and consistent warning information is provided.

3. The NWS is responsible for most flood warning efforts in the United States. For large river systems, hydrological models are used by River Forecast Centers. The following planning considerations should be addressed, if appropriate, in one or more appendices to a warning appendix:

    a. Use of Volunteers:

        Natrona County relies on a volunteer warning network by using CERT members. Consideration should be given to:

        1) Locations to place each team in the network.

        2) How and when CERT teams are activated (e.g., automatically with an NWS flood watch or as directed by the EMC)

        3) The type of information to be reported and the frequency of reporting.

        4) The means established to facilitate reporting

        5) How warning information is passed on to response organization members.

        6) How the warning data received will be disseminated as emergency Public Information.

4. Dam Failure:

In jurisdictions that are vulnerable to flooding from dam failure, provision exist for:

a. Alerting the Warning Coordinator and other key members of the emergency management staff when the local authorities receive notification that a problem exists or may occur at a dam.

b. Disseminating emergency warning information (to the public and other key response personnel) received from the BOR dam's staff. Typically, a warning message should address a serious situation that could develop (alert) or inform the audience when an excessively high runoff occurs or a dam failure threatens (warning).

c. Coordinating with the Public Information Officer (PIO) to facilitate the timely warning of the population at risk from dam failure.

Emergency Public Information

The County Manager will provide general guidance for Emergency Public Information in the following areas:

1. Instructions for preparing homes/businesses(inside and outside) to weather the storm

2. Instructions on implementing any flood/dam failure-specific provisions for evacuation

3. Locations of mass care facilities that have been opened

4. Public information begins with communication of risks to the community, to potential home buyers, and to applicants for construction permits. Knowledge of being in a flood zone, of being downstream of a dam, of being protected by an inadequate levee, and the like, may rivet attention on the rest of the public information strategy. The population should be educated about what the levels of warning imply, should know how to interpret a predicted flood level as it relates to their property, and should be informed about expedient loss-reduction measures they can apply to their property. Provisions must be made to prepare and disseminate notifications, updates, and instructional messages as a follow-up to the original warning. The following planning considerations should be addressed, if appropriate, in the Emergency Public Information Appendix:

1. When Floods Develop Slowly**.**

   For Flood emergencies that develop slowly enough to permit evacuations, provide the public information and instruction on:

   a. Expected elevation of the flood waters, and instructions on when to evacuate.

   b. Where to obtain transportation assistance to evacuate.

   c. Designated travel routes and departure times.

   d. Status of road closures (what routes must be avoided due to probable inundation).

   e. What to take or not to take to shelters (including options available for companion animals).

   f. Location of mass care shelters and other assistance centers.

2. Transition to Recovery**.**

   As the initial response shifts to recovery, provide residents returning to their homes information on safety precautions associated with:

   a. Sanitary conditions

   b. Unsafe drinking water

   c. Use of utilities

   d. Electric fields created in water by downed power lines.

Evacuation

The County Commission will provide general guidance for

1. Identifying specific evacuation zones and ordering evacuation of those zones. These zones delineate the natural and manmade geographic features of the area(s) to be evacuated

2. Designing evacuation routes for each zone.

3. Estimating the number of people requiring transportation support to evacuate the risk area.

4. Specifying the clearance times needed to conduct a safe and timely evacuation under various flood/dam failure threats. Some complications that need to be considered

   a. Heavy rains and localized flooding may slow traffic movement. ☐

   b. Bridge approaches may flood before evacuation can be completed.

   c. Evacuees will need time to close up their homes and businesses, gather the essentials (medicines, food, clothing, etc.) to take with them, fill their vehicle with gas, etc.

   d. Special facilities housing those unable to self evacuate (UTSE) populations will need time to mobilize their staff, close up the facility, and make the necessary arrangements to move the resident population.

   e. Traffic entering the evacuation zone to secure homes, businesses, etc.

   f. Evacuees from other jurisdictions passing through the zone and occupying the same evacuation route(s).

5. If fast- and slow-developing floods are possible in a jurisdiction, protective action decisions must be based on the estimated time necessary for evacuation and the availability of shelter space above the estimated flood elevation. When complete evacuation is not feasible, citizens need to know where high ground is; when evacuation is feasible, planning should have accounted for routes facing possible inundation. In evacuation planning for floods, consideration must be given not only to critical facilities and custodial institutions but also to recreational areas prone to flooding, whether because the site is physically isolated or because visitors isolate themselves from communications. Particular attention should be paid to critical facilities that are low-lying or in the path of projected debris flows. Transportation routes subject to flooding should also be

noted, given the potential impact on evacuation and relief efforts. The following planning considerations are addressed in one or more appendices to this annex as well as should be mapped at the time evacuations are ordered:

a. Maps that detail probable flood inundation areas

b. Pickup points and government provided transport to move evacuees

c. Provisions for moving the resident of UTSE facilities (hospitals, jails, nursing homes, mental health facilities, retirement homes, etc.).

d. Coordination and implementation of mutual aid agreements with adjacent jurisdictions to facilitate evacuation.

6. EOC Operations

The EMC will

a. Coordinate evacuation with all of the affected jurisdictions

b. Impose necessary traffic controls

c. Assist persons with transportation difficulties in evacuating the affected areas

d. Ensuring that shelters and mass care facilities are properly set up and maintained

7. The EMC and staff may activate the EOC, will normally determine the level of EOC staffing required based upon the situation and also notify appropriate personnel to report to the EOC.

8. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that EMC activate the EOC to provide a suitable facility to work the issue.

9. The EMC will serve as the EOC Supervisor or designate a supervisor

10. The EOC will have to have the proper procedures in place to perform all necessary functions. The EOC will also have to have procedures in place for

a. Alerting the public

b. Closing schools and businesses

c. Restricting access to the risk area

d. Opening mass care facilities

e. Ordering an evacuation

f. Assigning specific tasking to each response organization for each phase in the areas of:

1) Initiating the implementation of mutual aid agreements with other jurisdictions

2) Suspending non-emergency government services and operations

3) Releasing non-emergency government employees from work.

g. Reporting status/observations to the EOC

(See EOC Annex for further operational information)

Mass Care

The County Commission will provide general guidance for

1. Ensuring the facilities designated for use are located outside of the flood inundation zone

2. Ensuring the facilities are located outside of the 100 or 500 year floodplain, as deemed appropriate

3. Ensuring the facilities are not vulnerable to flooding due to dams or reservoirs that overflow

4. The following planning considerations should be addressed by the Natrona County Chapter of the American Red Cross:

   a. Space/Capacity. Relevant considerations include:

      1) Identification of a sufficient number of mass care facilities to accommodate the estimated number of people that may be evacuated.

      2) Availability of shelter space for a prolonged (up to 90 day) period.

5. Safe Location of Facilities. This involves designating shelters for use that are located on high ground (beyond the worst case inundation estimates).

6. Provisions to keep people informed of the health and sanitary conditions created by floods: flood waters may carry untreated sewage, dead animals, disinterred bodies, and hazardous materials.

7. Monitoring water quality and sanitary conditions.

Resource Management

The County Commission will provide general guidance for

1. Purchasing stockpiling or otherwise obtaining essential flood/dam failure response items such as ice machines, water purification systems, polyethylene sheeting, sand bags, fill, pumps (of the right size and type, with necessary fuel, etc.), generators, light sets, etc.

2. Resource lists that identify the quantity and location of the items mentioned above, as well as points of contact (day, night, and weekend) for obtaining items.

3. The following planning considerations should be addressed, as appropriate, in one or more appendices to a resource management appendix:

a. Provisions for purchasing, stockpiling or otherwise obtaining essential flood fighting items such as sand bags, fill, polyethylene sheeting, and pumps (of the right size and type, with necessary fuel, set-up personnel, operators, and tubing/pipes).

b. Resource lists that identify the quantity and location of the items mentioned above, as well as points of contact (day, night, and weekend) to obtain them.

Readiness Levels

Due to the unpredictability of floods/dam failure, there are no readiness levels to insert in this appendix.

Administration and Support

Facilities and Equipment

1. EOC

   a. The Natrona County EOC is located at 201 N. David St., 2nd Floor Hall of Justice and is maintained by EMC.

   b. The EOC is equipped with the following communication equipment necessary for conducting emergency operations:

      1) 2 800 MHz radios

      2) 2 Digital High Band WYOLINK Programmed Radios

      3) RACES/ARES Ham Radio Equipment

      4) Hardwire and wireless Internet connectivity

      5) Basic Television Cable System

      6) 20 Hard line phone lines

      7) Fax Machines

      8)

      See the Communications Appendix, for communications connectivity.

   c. The EOC is equipped with emergency generator and a 14 day supply of fuel.

   d. The EOC has emergency water supplies for 3 days of operation.

   e. Food for the EOC staff will be provided by area restaurants and grocery stores.

2. Alternate EOC

   a. Should the primary EOC become unusable, the alternate EOC, located at Casper-Natrona County Health Department 475 S. Spruce St. will be used to manage emergency operations.

   b. Communications available at this facility include:

      1) Hard line phones

2) Fax Machines

3) Hard wired and wireless internet connectivity

c. Facility limitations at the Alternate EOC include:

1) Less Secure facility

2) No permanent radio system

3. Mobile Command Post

a. The Incident Command may request that the Mobile Command Post, operated by Casper Fire-EMS Department, will be used as an alternate dispatch (PSCC) center or may be deployed for use as an on-scene command post.

b. Communications capabilities of the Mobile Command Post include:

1) Seven 800 MHz radios

2) Three digital high band WYOLINK programmed radios

3) Satellite phone and internet communications

4) Cellular phone and internet communications

Records

1. Activity Logs. The EOC shall maintain accurate logs recording key response activities, including:

a. Activation or deactivation of emergency facilities.

b. Emergency notifications to other local governments and to state and federal agencies.

c. Significant changes in the emergency situation.

d. Major commitments of resources or requests for additional resources from external sources.

e. Issuance of protective action recommendations to the public.

f. Evacuations.

g. Casualties.

h. Containment or termination of the incident.

i. The EOC shall utilize the Emergency Operations Center Log to record EOC activities.

2. Communications & Message Logs

Communications facilities shall maintain a communications log. The EOC shall maintain a record of messages sent and received using the EOC Message Log.

3. Cost Information

   a. Incident Costs.

      All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.

   b. Emergency or Disaster Costs.

      For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:

      1) Personnel costs, especially overtime costs

      2) Equipment operation costs

      3) Costs for leased or rented equipment

      4) Costs for contract services to support emergency operations

      5) Costs of specialized supplies expended for emergency operations

      These records may be used to recover costs from the responsible party or insurers or as a basis for requesting reimbursement for certain allowable response and recovery costs from the state and/or federal government.

Agreements and Contracts

Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other neighboring jurisdictions, other agencies, and industry in accordance with existing Mutual Aid agreements and contracts.

EOC Security

1. Access to the EOC will be limited during activation. All staff members will sign in upon entry and wear their EOC staff badge if issued.

2. Individuals who are not members of the EOC staff will be identified and their reason for entering the EOC determined. Visitors with a valid need to enter the EOC will be issued a Visitor badge by the EOC Administrative staff, which will be surrendered upon departure.

Media

Media personnel may be provided telephones within an area adjacent to the EOC. Scheduled news conferences will be held at regular intervals. Media personnel will be allowed entrance into the EOC in small groups accompanied by the PIO or other personnel so designated upon approval of the EOC Supervisor.

Appendix Development and Maintenance

Development

1. The EMC is responsible for the development and maintenance of this appendix.

2. The EMC is responsible for the development and maintenance of EOC Standard Operating Procedures.

Maintenance

1. This appendix will be reviewed annually and updated as appropriate.

References

1. FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).

Appendix G

Hazardous Materials

Introduction

A variety of hazardous materials are transported, stored, and used within the Natrona County area on a daily basis. The hazardous materials include toxic chemicals, flammable liquids and gases, radiological substances, etc. These agents are used in agriculture, industry, business, and many other domestic applications.

This Hazardous Material/Radiological Incident Contingency Plan has been prepared to meet statutory planning requirements of the federal Superfund Amendments and Reauthorization Act of 1986, SARA, Title III, and to provide for a higher degree of preparedness to deal with incidents involving extremely hazardous substances. Although the fixed facility plans as required by SARA Title III are not included here or in the County Emergency Operations Plan, they are referenced in the appropriate area.

It should be emphasized, however, that this is not a stand-alone plan. It must be supported by other state, local and facility emergency operations plans, appropriate equipment resources and trained personnel.

This plan has been specifically designed in support of the Natrona County Emergency Operations Plan (EOP) and supplements that document. In that regard, this plan is consistent with existing authorities, planning assumptions, systems and procedures. Any changes to the Hazardous Material / Radiological Incident Contingency Plan, County Emergency Operations Plan, Local Standard Operating Procedures, or fixed Facility Plans must be fully coordinated to ensure consistency.

Legal Authorities

Federal:

1. Homeland Security Act (19-13-101 thru 19-13-413)
2. Executive Order No. 1988-7
3. Executive Order No. 1986- (SERC)
4. U.S. Code of Federal Regulations, Title 40, Parts 100-359
5. U.S. Code of Federal Regulations, Title 49, Parts 100-199 to include the Hazardous Materials Transportation Act
6. Superfund Amendments and Reauthorization Act (SARA, Title III)
7. Occupational Health and Safety, Rule 29 CFR 1910.120
8. Federal Water Pollution Control Act, The Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA)

State:

1. Wyoming Regulations for Discharges of Oil and Hazardous Substances
    a. WS 35-11-301
    b. WS 35-11-302

2. Wyoming Environmental Pesticide Control Act of 1973
    a. 35-7-364

b. 35-7-374

3. A Strategic Plan for the Comprehensive Management of Wildlife in Wyoming, 1984-1989

Local:

1. Uniform Fire Code, chapter 80 "Hazmat", jurisdictional enforcement for unauthorized discharge and responsibility for cleanup cost for unauthorized discharge. This can only be used when the Uniform Fire Code has been adopted.

Note: While this list has been made as comprehensive as possible, it should be viewed only as a partial listing of pertinent laws and regulations, others may also apply.

Explanation of Terms

Acronyms

CAA	Clean Air Act
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
DH	Department of Health
EHS	Extremely Hazardous Substances
EOC	Emergency Operations Center
EMC	Emergency Management Coordinator
EPA	Environmental Protection Agency
EPCRA	Emergency Planning, Community Right-to-Know Act of 1986
ERG	Emergency Response Guide
GLO	General Land Office
HC	Hazardous chemicals
HS	Hazardous substances
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
LEPC	Local Emergency Planning Committee
MSDS	Material Safety Data Sheet
MSHA	Mine Health and Safety Administration
NIOSH	National Institute for Occupational Safety and Health
NRC	National Response Center
OSHA	Occupational Safety and Health Administration
RCRA	Resource Conservation and Recovery Act
RMP	Risk Management Plan
RRC	Railroad Commission
SARA III	Superfund Amendments and Reauthorization Act of 1986, Title III (also known as EPCRA)

SERC	State Emergency Response Commission
SCBA	Self Contained Breathing Apparatus
SOP	Standard operating procedures

Definitions

1. Accident site: The location of an unexpected occurrence, failure, or loss, either at a regulated facility or along a transport route, resulting in a release of listed chemicals.

2. Acute exposure: Exposures, of a short duration, to a chemical substance that will result in adverse physical symptoms.

3. Acutely toxic chemicals: Chemicals which can cause both severe short term and long term health effects after a single, brief exposure of short duration. These chemicals can cause damage to living tissue, impairment of the central nervous system and severe illness. In extreme cases, death can occur when ingested, inhaled, or absorbed through the skin.

4. CHEM-TEL: Provides emergency response organizations with a 24-hour phone response for chemical emergencies. CHEM-TEL is a private company listed in the Emergency Response Guidebook (ERG).

5. CHEMTREC: The Chemical Transportation Emergency Center (CHEMTREC) is a centralized toll-free telephone service providing advice on the nature of chemicals and steps to be taken in handling the early stages of transportation emergencies where HC are involved. Upon request, CHEMTREC may contact the shipper, National Response Center (NRC), and manufacturer of hazardous materials involved in the incident for additional, detailed information and appropriate follow-up action, including on-scene assistance when feasible.

6. Cold Zone: The area outside the Warm Zone (contamination reduction area) that is free from contaminants.

7. Extremely hazardous substances (EHS): Substances designated as such by the EPA pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA). EHS inventories above certain threshold quantities must be reported annually to the State Emergency Response Commission (SERC), LEPCs, and local fire departments pursuant to Section 312 of EPCRA. EHS releases which exceed certain quantities must be reported to the NRC, the SERC, and local agencies pursuant to Section 304 of EPCRA and state regulations. The roughly 360 EHSs, and pertinent reporting quantities, are listed in 40 CFR 355.

8. Hazard: The chance that injury or harm will occur to persons, plants, animals or property.

9. Hazard analysis: Use of a model or methodology to estimate the movement of hazardous materials at a concentration level of concern from an accident site at fixed facility, or on a transportation route to the surrounding area, in order to determine which portions of a community may be affected by a release of such materials.

10. Hazardous chemicals (HC): Chemicals, chemical mixtures, and other chemical products determined by US Occupational Safety and Health Administration (OSHA) regulations to pose a physical or health hazard. No specific list of chemicals exists, but the existence of a Material Safety Data Sheet (MSDS) for a product indicates it is a hazardous chemical. Facilities that maintain more than 10,000 pounds of a HC at any time are required to report inventories of such chemicals annually to the SERC.

11. Hazardous material (hazmat): A substance in a quantity or form posing an unreasonable risk to health, safety and/or property when manufactured, stored, or transported in commerce. A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer and thereby posing a threat to health and the environment when improperly managed. Includes EHSs, hazardous substances (HS), HCs, toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

12. Hazardous substance (HS): Substances designated as such by the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Facilities, which have more than 10,000 pounds of any HS at any time, are required to report inventories of such substances annually to the SERC. HS releases above certain levels must be reported to the NRC, the SERC, and local agencies pursuant to the CERCLA, Section 304 of EPCRA, and state regulations. The roughly 720 HS and pertinent reporting quantities are listed in 40 CFR 302.4.

13. Hot Zone: The area surrounding a particular incident site where contamination does or may occur. All unauthorized personnel may be prohibited from entering this zone.

14. Incident Commander (IC): The overall coordinator of the response team. Responsible for on-site strategic decision and actions throughout the response phase. Maintains close liaison with the appropriate government agencies to obtain support and provide progress reports on each phase of the emergency response. Must be trained to a minimum of operations level and certified in the ICS.

15. National Response Center (NRC): Interagency organization, operated by the US Coast Guard, that receives reports when reportable quantities of dangerous goods and HS are spilled. After receiving notification of an incident, the NRC will immediately notify appropriate federal response agencies, which may activate the Regional Response Team or the National Response Team.

16. On-scene: The total area that may be impacted by the effects of a hazardous material incident. The on-scene area is divided into mutually exclusive on-site and off-site areas.

17. Plume: A vapor cloud formation that has shape and buoyancy. The cloud may be colorless, tasteless, odorless, and may not be visible to the human eye.

18. Regulated facility: A plant site where handling/transfer, processing, and/or storage of chemicals is performed. For the purposes of this annex, regulated facilities (1) produce, use, or store EHSs in quantities which exceed threshold planning quantities or (2) hold one or more HCs in a quantity greater than 10,000 pounds at any time. Facilities that meet either criterion must annually report their inventories of such materials to the SERC, local LEPCs, and the local fire department.

19. Reportable quantity: The minimum quantity of hazardous material released, discharged, or spilled that must be reported to federal state and/or local authorities pursuant to statutes and regulations.

20. Response: The efforts to minimize the hazards created by an emergency by protecting the people, environment, and property and returning the scene to normal pre-emergency conditions.

21. Risk Management Plan (RMP): Pursuant to section 112r of the CAA, facilities that produce, process, distribute or store 140 toxic and flammable substances are required to have a RMP that includes a hazard assessment, accident prevention program, and emergency response program. A summary of the RMP must be submitted electronically to the EPA; it can be accessed electronically by local governments and the public.

22. Toxic substances: Substances believed to produce long-term adverse health effects. Facilities which manufacture or process more than 25,000 pounds of any designated toxic substance or use more than 10,000 pounds of such substance during a year are required to report amounts released into the environment annually to the SERC and the EPA. This list of toxic substances covered is contained in 40 CFR 372.

23. Vulnerable Facilities: Facilities which may be of particular concern during a hazmat incident because they:

    a. are institutions with special populations that are particularly vulnerable or could require substantial assistance during an evacuation (schools, hospitals, nursing homes, day care centers, jails),

    b. fulfill essential population support functions (power plants, water plants, the fire/police/EMS dispatch center), or

    c. include large concentrations of people (shopping centers, recreation centers)

24. Warm Zone: An area over which the airborne concentration of a chemical involved in an incident could reach a concentration that may cause serious health effects to anyone exposed to the substance for a short period of time.

Situation and Assumptions

Situation

1. Hazardous materials are commonly used, transported, and produced in the local area; hence, hazmat incidents may occur here.

2. This jurisdiction has the lead in the initial response to a hazmat incident that occurs within its boundaries.

3. Vulnerable facilities, regulated facilities, evacuation and transportation routes have been identified.

4. Pursuant to the Emergency Planning, Community Right-to-Know Act of 1986 (EPCRA), a local fire chief has the authority to request and receive information from regulated facilities on hazardous material inventories and locations for planning purposes and may conduct an on-site inspection of such facilities.

5. If this jurisdiction is unable to cope with an emergency with local resources and those available through mutual aid, the State may provide assistance. When requested by the State, assistance may also be provided by federal agencies.

6. The Local Emergency Planning Committee (LEPC) is responsible for providing assistance to the Natrona County Emergency Management in hazardous materials planning.

7. Emergency worker protection standards provide that personnel may not participate in the response to a hazmat incident unless they have been properly trained and are equipped with appropriate personal protective equipment.

Assumptions

1. An accidental release of hazmat could pose a threat to the local population or environment. A hazardous materials incident may be caused by or occur during another emergency, such as flooding, a major fire, or a tornado.

2. A major transportation hazmat incident may require the evacuation of citizens at any location within Natrona County.

3. Regulated facilities will report hazmat inventories to local fire department(s) and the LEPC.

4. In the event of a hazmat incident, regulated facilities and transportation companies will promptly notify Natrona County officials of the incident and make recommendations to local emergency responders for containing the release and protecting the public.

5. In the event of a hazmat incident, this jurisdiction will determine appropriate protective action recommendations for the public, disseminate such recommendations, and implement them.

6. The length of time available to determine the scope and magnitude of a hazmat incident will impact protective action recommendations.

7. During the course of an incident, wind shifts and other changes in weather conditions may necessitate changes in protective action recommendations.

8. If an evacuation is recommended because of an emergency, typically 80 percent of the population in affected area will relocate voluntarily when advised to do so by local authorities. Some residents will leave by routes other than those designated by emergency personnel as evacuation routes. Some residents of unaffected areas may also evacuate spontaneously. People who evacuate may require shelter in a mass care facility.

9. Hazardous materials entering water or sewer systems may necessitate the shutdown of those systems.

10. The LEPC will assist Natrona County in preparing and reviewing hazardous material response plans and procedures.

Concept of Operations

Direction and Control

It is recognized that response organizations are typically trained to cooperate within their agency command structure, but they are rarely called upon to perform their duties as part of a unified and integrated multi-organizational response, such as that required for a major hazardous material incident. Therefore, it is imperative that all agencies adhere to the Incident Command System.

Incident Command

Affected jurisdiction's fire department shall be in charge and will designate an Incident Commander. Jurisdiction's fire department will establish an Incident Command Post, staging area, and communications network to include: command, tactical and support frequencies. Jurisdiction's fire department will remain in command of the incident, unless command is turned over to an authority with equal or greater capability or through implementation of Mutual Aid Agreements. Unified command structure should be used when appropriate.

Emergency Management

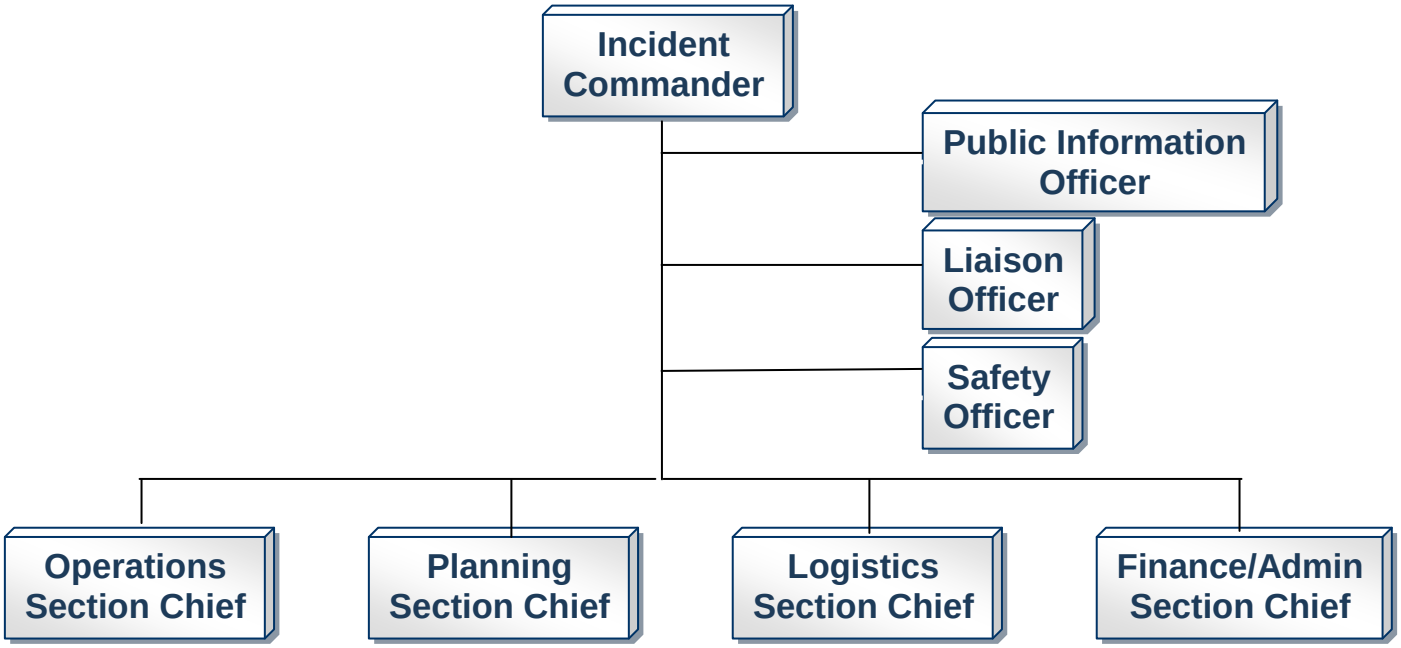
Emergency Management shall mean planning for and carrying out emergency functions including prevention, response, and recovery from disaster events. This includes, but is not limited to, disorder, flood, fire, terrorism, blizzard, tornado, and other natural, man made emergencies.

The primary responsibility for initiating action at the time of an emergency or disaster rests with the elected government of the county or incorporated community involved. A declaration of an emergency or disaster shall be made according to the Natrona County Emergency Operations Plan.

Emergency Operations Center

Activation and involvement can either be at county and/or city/town levels. The Natrona County Emergency Operations Plan and Functional Annexes will be used as required to secure necessary support, accomplish alert /notification tasks, and direction and control. Incident reports will be completed and submitted through the County/City Emergency Management Coordinator to Wyoming Office of Homeland Security. Included in the reports will be circumstances surrounding the incident, actions taken, and mitigation efforts. Follow-up reports may be necessary for restoration and damage recovery actions. Use of wall-size maps with overlays, projected mapping systems such as MARPLOT, or other media means containing pertinent data for plotting and determining response actions.

Organization Chart



Plan Update, Training and Exercises

Plan Update

It is the responsibility of the Natrona County Emergency Planning Committee to coordinate the annual review and update of the county Hazardous Material / Radiological Incident Contingency Plan. Support shall be provided by all departments, agencies, facilities, and all others which have a role in hazardous materials response under the plan. It is the responsibility of each local Facility Owner / Operator to coordinate the annual review and update of their individual facility plans. The Natrona County Emergency Management Agency will serve as an office of record for the plan and supporting materials. The office shall maintain files relative to the planning effort and maintain a list of plan holders to ensure appropriate changes are received by all parties.

Training

All training will be in accordance with Occupational Safety and Health Standards Part 29 CFR1910.120.

All persons charged with training all above persons included in 29CFR 1910.120 6 Q, shall be guided by 29CFR 1910.120 VII.

All persons involved in all levels shall get refresher training as set forth by CFR 1910.120 Q VIII.

First Responder Awareness Level
All first responders (fire, law enforcement and emergency medical) should follow 1910.120 Q,I "First responder awareness level". Those who would 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 substances are, and the risks associated with them in an incident.

2. An understanding of the potential outcomes associated with an emergency created when hazardous substances are present.

3. The ability to recognize the presence of hazardous substances in an emergency.

4. The ability to identify the hazardous substances, 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
29 CFR 1910.120 Q, II "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 should so certify:

1. Knowledge of the basic hazard and risk assessment techniques, objectives and equipment training.
2. Know how to select and use proper personal protective equipment provided to the first responder operational level.
3. An understanding of basic hazardous materials terms;
4. 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.
5. Know how to implement basic decontamination procedures.
6. An understanding of the relevant standard operating procedures and termination procedures.

Hazardous Materials Technician

29CFR 190.120 Q III "hazardous materials technician": Hazardous materials technicians are individuals who respond to releases to potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, parch or otherwise stop the release of a hazardous substance. Hazardous materials technicians shall have received at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

1. Know how to implement the employer's emergency response plan.
2. Know the classification, identification and verification of known and unknown materials by using field survey instruments and equipment.
3. Be able to function within an assigned role in the Incident Command System.
4. Know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician.
5. Understand hazard and risk assessment techniques.
6. Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.
7. Understand and implement decontamination procedures.
8. Understand termination procedures.
9. Understand basic chemical and toxicological terminology and behavior.

Hazardous Materials Technician

29CFR 1910.120 Q IV "hazardous materials specialist": Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. The hazardous materials specialist would also act as the site liaison with Federal, State, local and other government authorities in regards to site activities. Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas and the employer shall so certify:

1. Know how to implement the local emergency response plan
2. Understand classification, identification and verification of known and unknown materials by using advanced survey instruments and equipment.
3. Know of the state emergency response plan.
4. Be able to select and use proper specialized chemical personal protective equipment provided to the hazardous materials specialist.
5. Understand in-depth hazard and risk techniques.
6. Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
7. Be able to determine and implement decontamination procedures.
8. Have the ability to develop a site safety and control plan.
9. Understand chemical, radiological and toxicological terminology and behavior.

On-scene Incident Commander
29CFR 1910.120 Q V: "on scene incident commander": Incident commanders, 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 employer shall so certify:

1. Know and be able to implement the employer's incident command system.
2. Know how to implement the employer's emergency response plan.
3. Know and understand the hazards and risks associated with employees working in chemical protective clothing.
4. Know and understand the importance of decontamination procedures.

Evaluating and Exercising

Evaluating and exercising is a necessary part of maintaining an effective response capability. Exercising may be conducted in a variety of ways: table-top, functional, and full-scale exercises; and actual hazardous material events. All provide an excellent means of identifying necessary improvements and updates. The Exercise scheduling will be in conjunction with state and local emergency management organization's schedules but should occur annually. Actual events will suffice for exercises. The local hazardous materials procedure updates, local exercise schedules, and exercise critiques will be kept on file.

General Information

Hazardous Material

Oil and related petroleum products: Producers and processor sites will all have Spill Prevention, Control, and Countermeasures (SPCC) Plans as mandated by Federal Law. Any guidelines established by agency standard operating procedures should be consistent with these systems.

Etiological Agents

The guiding principle should be to prevent spread, and dissemination or proliferation of such agents. Local and Public Health Departments are the best resource for establishing guidelines. The Center for Disease Control (Atlanta, GA) is the responsible agency for any federal responses to health aspects of toxic environmental exposures and emergencies. They will only react if there is a clear request from state and/or local health authorities.

Radiological Material:

Radiological Material incidents may involve any type of emergency to include:

- Vehicle transport
- Railroad transport
- Release of contamination from a building
- Explosion or fire in storage area
- Stolen or lost material
- Exposed or contaminated persons from above

Types of exposure to radiological materials my consist of:

- Contamination - External: Radioactive material deposited on skin or clothing
- Contamination - Internal: Inhaled, ingested, or internally deposited through a wound or absorption.
- Exposure - External: X-rays, gamma rays, beta particles, and neutrons that penetrate the body tissues. (No hazard to emergency personnel)
- Embedded particles of radioactive material in the bodies tissues. This is the most hazardous but also the rarest form found.

Expenses

The Incident Commander, in coordination with each agency supervisor, is responsible for maintaining a record of all expenses. These are to include not only normal personnel and equipment usage but also costs for special equipment, technical expertise and material.

The facility owner/operator or shipper may be responsible for reimbursing the local government for actions required to control, contain, dispose, and repair the damage caused by the hazardous material incident or accident.

The Emergency Management Coordinator, upon request, may assist in preparing a report of all local government actions and expenses for the operation. The report will be delivered to the governing body for purposes of reclaim against the responsible party. For further assistance, see State Emergency Operations Plan, Hazardous Materials Annex.

Recommended References

- Current DOT Emergency Response Guidebook
- Emergency Handling of Hazardous Material in Surface Transportation
- NFPA - Fire Protection Guide On Hazardous Material
- CHRIS Manual -Hazardous Chemical Data (Volume II) U.S. Coast Guard
- Condensed Chemical Dictionary - by Hawley
- Farm Chemicals Handbook
- Dangerous Properties of Industrial Materials
- Pocket guide to Chemical Hazards by NIOSH
- Shell Agricultural Chemicals Safety Manual
- Computer Aided Management of Emergency Operations (CAMEO)
- Hazardous Material Incident Analysis (Student Manual)
- Code of Federal Regulations Title 49 (Transportation, parts 100 - 199)
- Emergency Action Guides by Association of American Railroads

Execution

Notification

Notification of a release of a hazardous substance could originate from a facility owner/operator/emergency coordinator, a private citizen, or a user or transporter.

Initial Notification Requirements

- The Public Safety Communications Center will serve as the 24-hour contact point for notification of all hazardous material incidents. This procedure will satisfy the Title III mandate which requires notification of the Local Emergency Planning Committee
- Upon notification, the Dispatch Center will record all information on the dispatch questionnaire form .
- The Department of Environmental Quality will be notified using the 24-hour number (307)777-7781. This procedure will satisfy the Title III mandate which requires notification of the State Emergency Response Commission.

Response

Responding Elements:

9. Initial responder: Any response agency that is first on the scene
10. Primary responders: All emergency support agencies
11. Follow-up personnel: Private sector and other governmental agencies

Initiation of Action

- Establish on scene authority - jurisdictions fire department
- In the event of explosives, or any other Chemical/biological agent used as a terrorist of other criminal intent, the jurisdictions law enforcement agency will have on scene

authority.

- Establish Incident Command Post
- Identify material - placards, shipping papers, etc.
- Determine hazard threat
- Activate emergency response teams
- Warn public in hazard area

Warning

Warning and communication functions are used to provide appropriate information to affected citizens and emergency response personnel. Refer to the Natrona County Warning Annex and/or the Natrona County Emergency Public Information Annex.

Evacuation

In the early stages of incident response, it is the Facility Emergency Coordinator's responsibility to recommend to local officials when to initiate an evacuation and to what extent. Refer to facility operations plan for an evacuation procedure (on and off site). When the local public safety officials are able to assess the situation, all decisions concerning the extent and length of the evacuation will become a local command and control decision.

If evacuation is implemented, the city and county emergency operations plan is to be utilized to ensure:

- Public safety officials will conduct off-site evacuation operations (warning, restricted use of roads, barricades, etc.), depending on the incident assessment and analysis.
- Reception and care of evacuees (i.e., shelter, transportation, and feeding) is a function of the American Red Cross
- Evacuation Routes (See section VII for intra-city truck routes & major roadways). Consider in-place sheltering as a viable alternative whenever appropriate (see in-place sheltering instructions in section III)

Control, Containment and Counter Measures

Actions taken should be directed towards containing immediate spread of material. Fight fires if appropriate. Shut off source whenever feasible. Predict spill movement and contain material. Contact spiller and/or manufacturer. **DO NOT BECOME INVOLVED IN ACTUAL CLEANUP.**

Cleanup

All Hazardous Material Incidents must be reported to the Department of Environmental Quality and all clean up efforts should be coordinated with them. It is the Spiller's responsibility by law, (W.S. 35-11-301) to clean up. Consideration should be given to either reclamation or recycling of the material. Surveillance activities must be performed. See below for lists of temporary storage sites, disposal sites, and cleanup companies.

Additional reference material: Wyoming Oil and Hazardous Substances Pollution Contingency Plan for information on cleanup, references for laboratory, consultant and technical support services.

Restoration
Restore environment, as practical as possible, to the natural conditions. Assess the damages. Determine restoration guidelines and reseeding, replanting, restocking, etc. must be considered.

Recovery of Damages
Perform investigative requirements - monitoring, photographing, etc. Determine legal ability to recover damages, liability, methods for resolving disputes and reimbursement procedures.

Follow Up Requirements
Spill monitoring data must be posted, all reporting must be completed. In addition, response procedures may need to be updated. Cost recovery forms from each agency must be completed.

Organization & Assignment of Responsibilities

General
The normal emergency organization, described in the Basic Plan will be employed to respond to and recover from incidents involving hazardous materials or oil spills. Effective response to a hazmat incident or oil spill may also require response assistance from the company responsible for the spill and, in some situations, by state and federal agencies with responsibilities for hazmat spills. Technical assistance for a hazmat incident may be provided by the facility, by state and federal agencies, or industry.

Fire Department
- The Jurisdictional Fire Chief shall serve as the Community Emergency Coordinator for hazmat issues, as required by the EPCRA.
- Provide the Incident Commander for hazardous materials response operations except for explosive involvement.

Incident Command
- Establish a command post.
- Determine and communication the incident classification.
- Take immediate steps to identify the hazard and that information to the Communications Center, who should disseminate it to emergency responders.
- Determine a safe route into the incident site and advise the Communications Center, who should relay that information to all emergency responders.
- Establish the hazmat incident functional areas (Hot Zone, Warm Zone, Cold Zone) and staging area.
- Initiate appropriate action to control and eliminate the hazard in accordance with SOPs.
    - If the EOC is not activated, ensure that the tasks outlined in the General Hazmat Response Checklist are accomplished.
    - If the EOC is activated, coordinate a division of responsibility between the ICP and EOC for the tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate response tasks and the

EOC should handle support tasks that require extensive planning or coordination.

Law Enforcement

- Maintain a radio-equipped officer at the ICP until released by the IC.
- Evacuate citizens when requested by the IC. Advise the Communications Center and the EOC regarding the status of the evacuation. Request assistance from the fire department, as necessary.
- Control access to the immediate incident site for safety and limit entry to authorized personnel only. The IC will determine the size and configuration of the cordon.
- Entry of emergency personnel into the incident area should be expedited. The IC will provide information on safe routes.
- Persons without a valid reason for entry into the area, and who insist on right of entry, will be referred to the command post or ranking law enforcement officer on duty for determination of status and/or legal action.
- Perform traffic control in and around the incident site and along evacuation routes.
- Provide access control to evacuated areas to prevent theft.
- Provide assistance in determining the number and identity of casualties.

Emergency Management

- Coordinate with the IC and based upon the incident classification and recommendations of the IC, initiate activation of the EOC through the Communications Center.
- If the EOC is activated:
  - Coordinate a specific division of responsibility between the IC and EOC for the tasks outlined in the General Hazmat Response Checklist. In general, the ICP should handle immediate response tasks and the EOC support tasks that which require extensive planning or coordination.
  - Carry out required tasks
  - Provide support requested by the IC.
  - Ensure elected officials and the Natrona County attorney are notified of the incident and the circumstances causing or surrounding it.

Emergency Medical Services

- Provide medical treatment for casualties.
- Transport casualties requiring further treatment to medical facilities.

Public Works Department

- Provide heavy equipment and materials for spill containment.
- When requested, provide barricades to isolate the incident site.
- Cooperate with law enforcement to detour traffic around the incident site.

Water and Sewer Department

- When notified of an incident, which may impact water or sewer systems, take precautionary actions to prevent damage to those systems.
- If a hazmat incident impacts water or sewer systems, check systems for damage and restore service.
- Where appropriate, provide inputs for protective actions for the public relating to water and sewer systems.

Facility Owners & Operators

In the event of an incident:

- Make timely notification of the incident to local officials and other agencies as required by state and federal law.
- Provide Dispatch Center initial release information
    - Chemical name - Extremely Hazardous Substance?
    - Estimated quantity released
    - Time and duration of release
    - Health risks - acute or chronic
    - Special precautions – evacuation
    - Determine area and population likely to be affected
- Provide current emergency contact numbers to local authorities.
- Upon request, provide planning support for accidental release contingency planning by local emergency responders.
- Provide accident assessment information to local emergency responders.
- Make recommendations to local responders for containing the release and protecting the public.
- Carry out emergency response as outlined in company or facility emergency plans to minimize the consequences of a release.
- Assist local responders as outlined in mutual aid agreements.
- Provide follow-up status reports on an incident until it is resolved.
- Clean up or arrange for the cleanup of hazmat spills for which the company is responsible.

Regulated facilities are also required to:

- Report hazmat inventories to the State Emergency Response Commission (SERC), LEPC, and local fire department at required by federal and state statutes and regulations.
- Provide Material Safety Data Sheets (MSDS) as required to the LEPC and local fire department.
- Designate a facility emergency coordinator.
- Develop an on-site emergency plan that specifies notification and emergency response procedures and recovery actions. Facilities covered by CAA 112(r) are required to have a more extensive risk management program; a summary of which must be filed with the EPA. Local officials can access that information via the Internet.
- Coordinate the on-site emergency plan with local officials to ensure that the facility

emergency plan complements the local emergency plan and does not conflict with it.

State Government

- If local resources and mutual aid resources available to respond to a hazmat incident are inadequate or inappropriate, state assistance will be requested through the Wyoming Office of Homeland Security and/or Regional Response Teams.
- For major incidents, the Wyoming Office of Homeland Security will coordinate state assistance and request federal assistance, if required.

Federal Government

- Designated agencies of the federal government may respond to certain hazmat incidents and oil spills when required by federal environmental protection plans or when requested to do so by the State.

Direction and Control

General

The direction and control function for a hazmat incident will be performed by the IC or, for major incidents, shared by the IC and the EOC.

For larger hazmat incidents, the EOC may be activated and responsibility for various hazmat response tasks will be divided between the ICP and the EOC. Effective exchange of critical information between the EOC and ICP is essential for overall response efforts to succeed. The ICP will concentrate on the immediate response at the incident site—isolating the area, implementing traffic control in the immediate area, employing resources to contain the spill, and formulating and implementing protective actions for emergency responders and the public near the incident site. The IC will direct the activities of deployed emergency response elements.

The EOC should handle incident support activities and other tasks, which cannot be easily accomplished by an ICP. Such tasks may include notifications to state and federal agencies and utilities, requests for external resources, activation of shelters, coordinating wide area traffic control, emergency public information, and similar activities. The EMC shall direct operations of the EOC.

Specific

For hazardous materials incidents, the first fire service or law enforcement officer on-scene will initiate the ICS. The senior firefighter on the scene will normally serve as the IC. All support units will report to the IC and operate under the direction provided by that position.

The IC may recommend evacuation in and around the incident site. County Manager should issue recommendations for large-scale evacuation should it become necessary.

Dispatch Checklist

Hazardous Materials and/or Radiological Incidents

1. **REPORTING:** Record all available information on dispatch questionnaire and relay it to responding personnel to include the following
   a. Chemical name - Extremely Hazardous Substance ?
   b. Estimated quantity released
   c. Time and duration of release
   d. Health risks - acute or chronic
   e. Special precautions - evacuation
   f. Number of injuries and severity
   g. Is spill contained or running off?
   h. Type of container
   i. Placards or labels

2. **INSTRUCT REPORTING PARTY:**
   a. To remain at the scene in a safe location and to keep all persons as far away from the accident scene as practical.
   b. Avoid spreading contamination
   c. Do not attempt to move or clean up any material involved in the incident
   d. Stay upwind of fires
   e. Request that all persons involved with the incident remain at the scene
   f. Avoid eating, drinking or smoking
   g. Remain calm and contact responding personnel upon their arrival

3. **NOTIFY EMERGENCY SERVICE PERSONNEL**
   a. Notify all appropriate first responder agencies
   b. Contact those persons in accordance to PSCC Standard Operating Procedure
   c. Complete warning fanout when applicable

4. **OBTAIN INFORMATION FROM FIRST RESPONDER ON SCENE**
   a. Nature of actual situation
   b. What additional services are needed
   c. Location of Incident Command Post
   d. If evacuation of personnel is needed
   e. Notify all previous contacts on update of scene

6. **CONTACT NATIONAL WEATHER SERVICE WHEN/IF REQUESTED & OBTAIN:**
   a. Spot Weather Forecast

7. **NOTIFY:** Any additional personnel requested by the Incident Command Post

Initial Responder Checklist

Hazardous Materials and/or Radiological Incidents

DO NOT ENTER INCIDENT AREA WITHOUT PROPER PROTECTIVE CLOTHING AND EQUIPMENT.

- Observe situation from a safe distance up wind, up hill, up stream.
- Use binoculars to read placards
- Examine situation as best as possible, check:
    - Location and things effected - people, animals, environment, etc.
    - Wind direction and prevailing weather
    - Containers/shapes - use reference material if available
    - Markings/colors
    - Placards/labels
- Use senses
    - SIGHT - leaks, fresh dead animals, etc. Except in radiological incidents. Radiological instruments must be used to detect presence or absence of released radiation.
    - SMELL - Unusual odors, pungent, etc. If odor is detected, move up wind, up hill immediately
    - SOUND - Gas escaping, metal tearing
- Shipping papers if available from driver/conductor
- Report findings to dispatch and request appropriate resources.
- Establish command. The jurisdictional response agency will establish an Incident Command Post.
- Estimate potential harm to life, property, and environment.
- Evacuate immediate affected area (general rule of thumb -2000 feet)
- Establish initial isolation zone and secure area as best as possible
- Brief Incident Commander upon their arrival.

Initial Responder Checklist

Commercial Explosives

1. Exercise caution-minimum safe distance 2000 feet and/or consult NAERG.
2. Call for qualified help - Natrona County Sheriff's Office Explosive Ordinance Disposal Team
3. Safety Precautions:
    a. Do not handle explosives unless properly trained
    b. Do not drop, throw or otherwise mistreat material
    c. Do not attempt to thaw out dynamite if frozen or take it into a warm vehicle or room.
    d. Do not fight fires involving explosives
    e. Do not try to dispose of them by shooting into them
    f. Do not try to detonate explosives that are deteriorated or damaged
    g. Do not try to disassemble detonators or initiators
    h. Do not handle deteriorated explosives
    i. Do not use a desensitizing solvent on standing pools of nitro
    j. Do not remove the shunt from electrical blasting caps
    k. Do not conduct disposal operations during foul weather or electrical storms.
    l. Do not store blasting caps with explosives
    m. Do not park explosive loaded trucks in congested or built up areas
    n. Do not step on explosives
    o. Do not use radio devices/cellular phones in the area of explosives (recommend turning radio off)
4. Safety Procedures:
5. Store explosives in a proper, secure storage container out of weather elements.
6. Avoid inhaling fumes from burning or detonated explosives
7. Wear protective clothing when handling explosives

Request for Assistance for Explosives

1. CONTACT: Natrona County Sheriff's Office
2. When calling for assistance, please supply as much of the following information as possible. This will assist in determining what type of equipment and material will be necessary to respond:
    a. Your name, address, agency, telephone number
    b. Who to contact at the incident location
    c. Location of item if known
    d. When the item was discovered and who discovered it

    e. Type of item:
        - Small arms

    - Grenade
    - Artillery projectile
    - Mortar
    - Mine
    - Bomb
    - Home made device
    - Description of item:
    - Color, length, diameter, markings
    - Construction: metal, fiber, plastic
    - Whether it has fins
    - What the nose looks like
3. Was a threat made?
4. What did the threat caller say?
5. Did the threat specify a detonation time?
6. What is the target? Person, car, building, etc.
7. Has the item been located
8. Has the item been moved
9. Has the area been evacuated?
10. Description of item
11. After the information has been given, request an estimated time of arrival and mode of travel. Pre-designate a location and have a specific person meet the team.

Radiological Response Team Checklist

Peace Time Radiological Incidents

1. **ALWAYS** assume that a leak has occurred. Wyoming Highway Patrol is in command of all radiological incidents per state statute.
2. Radiological Monitors:
3. Approach from upwind with full protective clothing, including self-contained breathing apparatus and detection equipment.
4. Use required Ludlum Radiological Detection equipment
5. Restrict accident area: 2 mr/hour cordon lines
6. Scan area for presence of Alpha, Beta or Gamma contamination.
7. Obtain shipping papers or placard reading whenever possible.
8. Provide exposure guidance for emergency personnel.
9. Provide exposure guidance for Incident Command
10. Provide monitoring capability until State Radiological Health Officer or other authorized personnel arrive on the scene.
11. Maintain control point for monitoring: All vehicles, personnel and equipment
12. Keep records of personnel exposure rates to be turned over to the State Radiological Health Officer
13. Detour all traffic around accident scene area
14. If right of way must be cleared before assistance arrives, wash spill to shoulders of right of way with a minimum dispersal of water.
15. If anyone is trapped in wreckage, effect immediate rescue (if proper personnel protection gear is used)
16. Medical attention takes precedence over decontamination
17. Be sure to place victim on stretcher completely enclosed by blankets, so as to contain all possible contamination within the blankets.
18. Evacuate and restrict public from accident scene are (minimum 500 feet except downed military aircraft which is 2000 feet). Do not confuse this restriction with established 2 mr/hour cordon lines.
19. Prohibit any eating, drinking, or smoking within cordon area
20. If smoky fire is involved:
    a. Evacuate upwind beyond smoke drift area.
    b. Fight fire from upwind, at the greatest distance possible
    c. Avoid, as much as possible, any smoke, fumes, or dust arising from the vehicle, drums, canisters, or containers.
    d. Segregate clothing and equipment used at scene until they can be checked by radiological monitors and decontaminated if necessary.
    e. Treat in the same manner as a fire involving toxic chemicals.
21. If it is totally impossible to keep people away from the area, sandbag or cover radioactive material with a minimum of eight inches of earth or sand.
22. Stand as far away from area as is practical while covering material, using a long handled shovel.

23. Remain near material only as long as is necessary to accomplish necessary tasks.
24. Do not use food or drinking water that may have been in contact with accident material.
25. Do not attempt to touch or cleanup any radioactive material that may be present.

26. Cleanup/restoration requirements will be determined by appropriate agencies:
    a. Natrona County Health Dept.
    b. State Radiological Health Officer
    c. Wyoming Office of Homeland Security for Regional Response Team or Military Civil Support Team

Fire Department Checklist

Hazardous Materials and/or Radiological Incidents

1. First arriving unit is responsible for size up and identification of hazard. Obtain all pertinent information from dispatch while enroute. Senior officer is Incident Commander (IC) and is responsible for setting up the Incident Command System.
2. Position apparatus upwind.
3. Information to dispatch:
    - Exact location
    - Brief initial report (what is happening)
    - Use 1 or more tactical talk groups as needed.
4. Determine if the incident can be safely handled with the existing units or if more are needed. Implement Mutual Aid if necessary. Request for Regional Response Team 2 from Casper Fire/EMS or through Wyoming Office of Homeland Security.
    - Identify wind and weather conditions (if not previously done). Keep abreast of the conditions continuously. Request incident support from NWS weather remotely via spot weather forecast or at the ICP directly.
5. Establish Incident Command Post: Representatives at the Command Post that may be directly involved in decision making include, but are not limited to;
    - Law Enforcement
    - Shipper and manufacturer representatives
    - Utilities representatives
    - Public Information Officer (PIO)
    - Health Agencies: EPA, DEQ, Natrona County Health
    - Natrona County Emergency Management Agency
    - Emergency Medical Services
    - Hazmat officer from Hazmat team
6. If safe to approach:
    - Use a minimum of two technicians (Have equal number of back-up personnel with same level of protection)
    - Full protective clothing, minimum level B to include SCBA (note: fire fighting clothing may not be suitable for spills)
    - Protect personnel with 1 1/2 " or larger line
    - Establish hot, warm, cold zones
7. If unsafe to approach;
    - Notify dispatch of unsafe condition such as gas leak, BLEVE, etc.
    - Position personnel and equipment in safer area
    - Designate staging area for next arriving apparatus
    - Continually update dispatch
    - Notify chief officers through dispatch
    - Utilize reference library & CAMEO Database to determine the appropriate steps to take to neutralize or resolve the incident, locations of reference libraries: at either Casper Fire Station #6 - # 235-8326 or the Natrona County Emergency Management Office.
9. Be prepared to relay information to dispatch to contact CHEMTREC.
10. Consider evacuation
11. Consider the use of unmanned monitors to avoid exposing personnel.

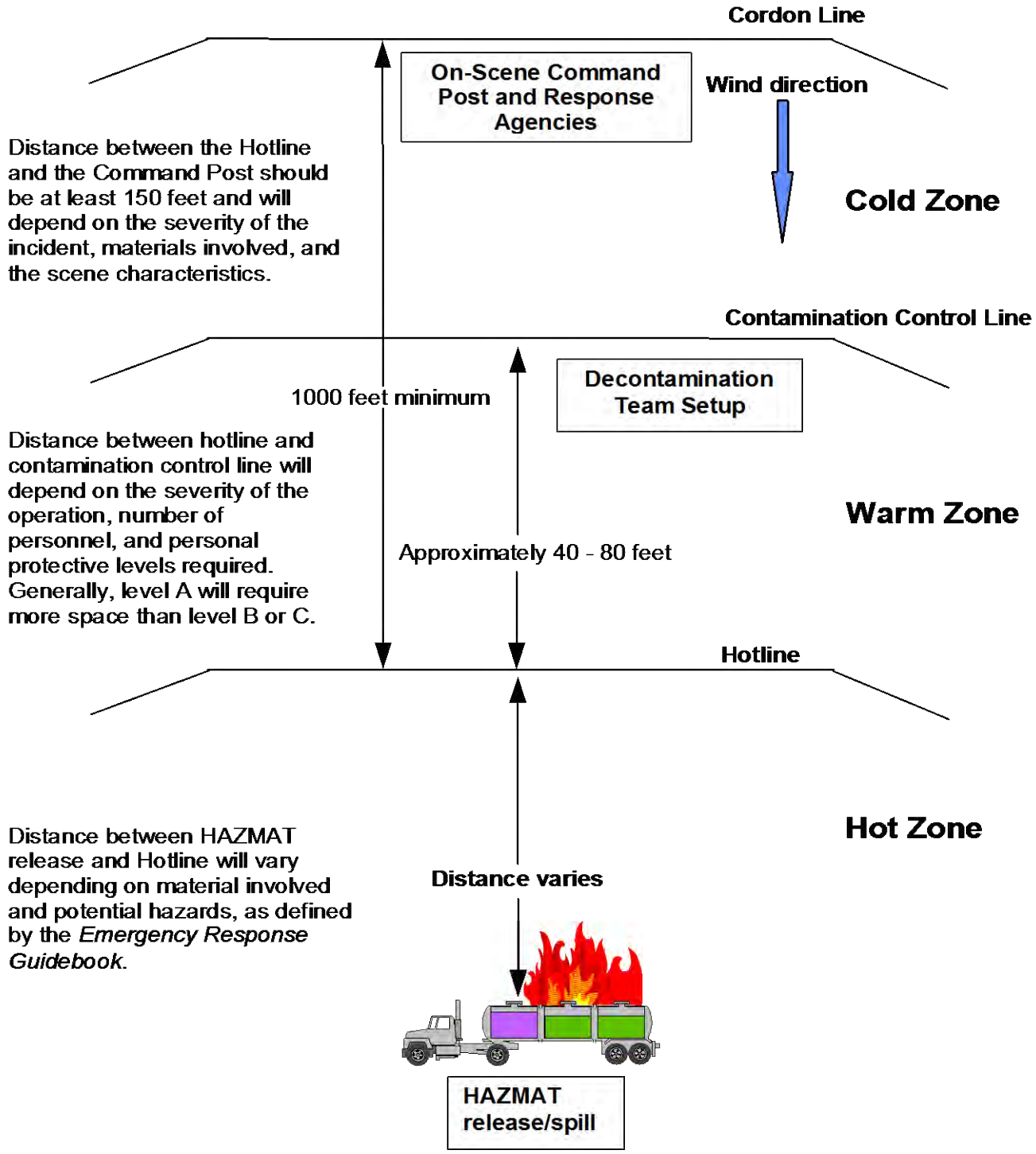
12. Identify material:
    - Placard or label
    - Driver
    - Shipping papers
13. Shut off source where applicable
14. Predict spill movement
15. Contain spill
16. Contact shipper and manufacturer through CHEMTREC
17. Decontaminate equipment and personnel as required
18. Determine environmental characteristics:
    - Number of people in danger
    - Predominant type of activity in the danger area: ie: residential, commercial, schools, etc.
    - Special considerations: Hospitals, schools, nursing homes.
    - Population or activity patterns that might be affected by the time of day.
    - Unusual conditions: road closures, construction, bridge out.
    - Special factors; handicapped, events that might draw large crowds, stadiums, etc.
    - Potential problems associated with secondary effects; propane storage, sewer/water contamination or explosions.
19. Establish Communications Network - which may include the following frequencies;
    - Command/mutual aid
    - Tactical
    - Support
20. Establish Staging Area for arriving resources
21. News Media- will be handled by the Incident Commander or designated Public Information Officer only.

Incident Commander Checklist

Hazardous Materials and/or Radiological Incidents

1. Responsible for seeing that the situation is handled safely, in a cost effective manner, in accordance with agency policies, and with reasonable maintenance of tools and equipment.
2. Gather initial data about the incident:
   - Facility owner/operator, shipper
   - Access routes
   - Size
   - Hazardous chemicals involved
   - Terrain
   - Weather
   - Other hazards
   - Values at risk
   - Local & facility resources available
3. Observes and records pertinent data as to the cause of the incident and suppression efforts to be made.
4. Pinpoint and report locations on maps using coordinates. Determine area involved.
6. Evaluate situation to determine if incident can be controlled with immediate resources available.
7. Plan the most effective attack with the resources available and the existing conditions.
8. Report to dispatch the existing situation, the plan and the need for additional resources.
9. Recognize and protect local resources of natural and cultural significance.
10. Brief and keep subordinates informed as to tactical actions, hazards and other local factors and considerations affecting suppression.
11. Monitor the weather and other environmental factors to anticipate changes in behavior. Request spot forecasts as needed.
12. Make adjustments in tactics and deployment to meet changing conditions.
13. Take necessary precautions to insure the safety of control and containment lines.
14. Provide for the welfare of emergency response personnel during the entire period of command.
15. Consult with the owner/operator or shipper and determine the need for evacuation and to what extent. Consider in-place sheltering when appropriate
19. Maintain adequate records of events, use of personnel, equipment and supplies and other data.
20. Account for all resources.
21. Complete time reports, accident forms, fire reports and other pertinent reporting forms.
22. Responsible for After Action Review and Corrective Action Plan

Response Personnel Safety
On-Scene Setup



Law Enforcement Checklist

Hazardous Materials and/or Radiological Incidents

1. If first to arrive on the scene, refer to the Initial Responder Checklist.
2. Report to Command Post/Incident Commander.
3. Coordinate with other law enforcement agencies as necessary.
4. Work with fire, medical and public works on mutual assistance.
5. Obtain required personal protection gear/equipment as necessary.
6. Insure personnel are aware of the dangers/cautions involved.
7. Execute evacuation order as issued by Incident Commander:
8. Use marked vehicles with sirens and public address systems to alert residents to immediately evacuate
9. Have PSCC alert and warn people in designated warning areas.
10. Consider using closest Outdoor Warning System siren
11. Authorized Public Information Officer or the Emergency Management Coordinator can coordinate appropriate announcements with the communications media.
12. In areas immediately threatened, if necessary, use manpower and go door to door, along with above, to evacuate persons.
13. If resident refuses to evacuate area, document name and location
14. Establish evacuation units of a manageable size by assigning teams and team leaders.
15. Coordinate with Emergency Management to insure that shelters are prepared to receive evacuees.
16. Be aware of special problems:
17. Special Physical or Mental needs
    - Young children with no adult supervision
    - Persons without transportation
    - Pets
    - Nursing Homes and Assisted Living Centers
    - Hospitals
    - Schools
    - Shopping centers
    - Factories/industries
    - Request mass transport as necessary to handle demand
18. Insure proper patrolling in the evacuated areas as needed with high visibility vehicles, rather than unmarked.
19. Notify proper agencies of affected areas: Highway Dept., railroads, utilities, etc.
20. Decontaminate personnel/equipment as necessary.

SAMPLE EVACUATION ORDER

ATTENTION

THERE HAS BEEN AN ACCIDENT INVOLVING Name of Chemical

AT LOCATION.

THIS MATERIAL IS A LIQUID/GAS/VAPOR **AND IS DANGEROUS AND YOU ARE IN THE DANGER AREA.**

DO NOT DELAY. LEAVE THE AREA IMMEDIATELY. TAKE WITH YOU ITEMS YOU MAY NEED, SUCH AS GLASSES, MEDICINES, SPECIAL FOODS, BABY ITEMS R PETS. DO NOT RETURN UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO. PLEASE LOCK AND SECURE YOUR HOME OR BUSINESS AND GO TO A FRIENDS OR RELATIVES OR LOCATION OF SHELTER

IF YOU NEED ASSISTANCE AND/OR TRANSPORTATION PLEASE CONTACT CONTACT INFORMATION **IMMEDIATELY!**

Emergency Medical Services Checklist

Hazardous Materials and/or Radiological Incidents

RESPONSE

- Observe situation from a safe distance
- Use binoculars to view scene and placards
- Examine situation as best as possible:
- Location and things effected; animals, people, environment, etc.
- Check wind direction and prevailing weather
- Check containers/shapes. Use reference material if necessary.
- Check markings/ colors
- Check placards/labels
- Use senses:
  - Sight - leaks, fresh dead animals, etc. Except in radiological incidents, monitoring equipment must be used to determine presence or absence of radiation.
  - Smell - unusual odors, pungent, etc If detected, move upwind, uphill, immediately.
- Report findings to dispatch

AT SCENE:

- Always assume that a leak has occurred. Be aware of the dangers.
- DO NOT enter incident area without appropriate protective clothing and equipment.
- If qualified personnel with proper equipment is not available, request additional resources.
- Approach from upwind
- Report to Command Post & coordinate with Incident Commander
- Coordinate with support agencies as necessary
- Take proper precautions when handling casualties.
- Follow local EMS director's SOP's.
- Medical attention takes precedence over decontamination.
- Be sure to place victim on stretcher completely enclosed in large disposable plastic bags, to contain all possible contamination within.
- Decontaminate casualties as much as possible before leaving the scene.
- Help question/examine responding personnel on state of health and treat as required.

TRANSPORT OF INJURED

- Notify receiving hospital of victim's possible contamination
- Prepare ambulances as much as possible for transport
- Consider use of protective suits/equipment
- Coordinate with hospital's decontamination area
- Decontaminate personnel/equipment as required

Emergency Management Checklist

Hazardous Materials and/or Radiological Incidents

- Provide staff member to the Incident Command Post if necessary.
- Coordinate all necessary functions
- Activate Emergency Operations Center (EOC) if necessary.
- Request declaration of a disaster if necessary
- Coordinate evacuation warnings and shelter instructions
- Provide Joint Information Center (JIC) in EOC for Public Information Officer (PIO)
- Coordinate with the Emergency Alert System (EAS)/EMAlert and Warning system/Public Information Officer/Media to provide information to the citizens.
- Notify State and Federal authorities of the incident.
- Request further assistance if necessary
- Request State Regional Response Teams
- Request Military Assistance if needed.

Health Department Checklist

Hazardous Materials and/or Radiological Incidents

AT SCENE;

- Be aware of dangers
- Coordinate actions with Incident Commander.
- Coordinate support activities as required with response agencies, facility owners/operators, transporters, etc.
- Confirm Health Risk.
  - Investigate toxic levels of materials involved
  - Seek antidote options
  - Confirm evacuation area parameters
  - Ensure no etiological agents are involved
- Coordinate with reception and care coordinator regarding medical services needed by evacuees

CONTACT STATE DEPARTMENT ENVIRONMENTAL QUALITY (DEQ)

- Address environmental health/sanitation impacts
- Coordinate clean up/restoration efforts
- Determine present and future effects of accident
  - Personnel
  - Equipment
  - Sewage system
  - Water
  - Soil
  - Vegetation

Protective Actions

Factors to Consider in Selecting Protective Actions.

Among the factors to be considered in determining protective actions for the public are the following:

1. Characteristics of the hazardous material
   a. degree of health hazard
   b. amount of material that has been released or is expected to be released
   c. time of release
   d. rate of spread
2. Weather conditions, particularly wind direction and speed for airborne hazards
3. Population at risk
   a. location
   b. number
   c. special facilities or populations
   d. evacuation routes
4. Estimated warning and evacuation times
5. Ability to predict behavior of hazmat release (typically from release modeling software)

Primary Protective Strategies.

1. The two primary protective strategies used during hazmat incidents are shelter in place and evacuation.
   a. Shelter in place involves having people shelter in a building and take steps to reduce the infiltration of contaminated outside air. Shelter in place can protect people for limited periods by using the shielding provided by a building's structure to decrease the amount or concentration of hazmat to which they are exposed. With a continuous release, the indoor concentration of hazmat for buildings within the hazmat plume will eventually equal the average outdoor concentration, limiting the effectiveness of this strategy in long term releases.
   b. Evacuation protects people by relocating them from an area of known danger or potential risk to a safer area or a place where the risk to health and safety is considered acceptable. While evacuation can be very effective in protecting the public, large-scale evacuation can be difficult to manage, time consuming, and resource intensive.
   c. Shelter in place and evacuation are not mutually exclusive protective strategies. Each strategy may be appropriate for different geographic areas at risk in the same incident. For example, residents within a mile downwind of an incident site may be advised to shelter in place because there is insufficient time to evacuate them, while residents of areas further downwind may be advised to evacuate.
2. Determining Protective Actions.
   The information that follows is intended to aid in weighing suitable protective actions for the public and special facilities.
   a. Shelter in place may be appropriate when:
      1) Public education on shelter in place techniques has been conducted.

2) Sufficient buildings are available in the potential impact area to shelter the population at risk.
3) In the initial stages of an incident, when the area of impact is uncertain.
4) A hazmat release is impacting or will shortly impact the area of concern.
5) A hazmat release is short term (instantaneous or puff release) and wind is moving vapor cloud rapidly downwind
6) Evacuation routes are unusable due to weather or damage or because they pass through a likely hazmat impact area.
7) Specialized equipment and personnel needed to evacuate institutions such as schools, nursing homes, and jails is not available.

b. Evacuation may be appropriate when:
1) A hazmat release threatens the area of concern, but has not yet reached it.
2) A hazmat release is uncontrolled or likely to be long term.
3) There is adequate time to warn and instruct the public and to carry out an evacuation.
4) Suitable evacuation routes are available and open to traffic.
5) Adequate transportation is available or can be provided within the time available.
6) Specialized equipment and personnel needed to evacuate institutions are available.
7) The hazmat released is or will be deposited on the ground or structures and remain a persistent hazard.
8) The likely impact area includes a large outdoor population and there are insufficient structures for sheltering that population.

Other Protection Strategies

1. **Protection of Water Systems.**
A hazmat incident may contaminate ground water supplies and water treatment and distribution systems. Threats to the drinking water supply must be identified quickly and water system operators must be notified in a timely manner in order to implement protective actions. If water supplies are affected, the public must be warned and advised of appropriate protective actions; alternative sources of water will have to be provided.
2. **Protection of Sewer Systems.**
A hazardous chemical entering the sanitary sewer system can cause damage to a sewage treatment plant. If sewer systems are threatened, facility operators must be notified in a timely manner in order to implement protective actions. If systems are damaged, the public must be warned and advised what to do. It will likely be necessary to provide portable toilets in affected areas.
3. **Relocation.**
Some hazardous material incidents may contaminate the soil or water of an area and pose a chronic threat to people living there. People may need 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.

Disseminating Warning and Protective Action Recommendations.

The normal means of warning the public of emergencies as described in the Warning Annex of this plan will be used to warn the public of hazmat incidents.

Sample public notification messages for shelter in place and evacuation are provided in the in the Emergency Public Information Annex.

Decontamination Procedures

The specific measures required to decontaminate personnel or equipment will vary with the contaminant, the circumstances, and the level of contamination. These factors must be considered on a case by case basis.

Incident Commander is responsible for assigning a Decontamination Officer at incidents which involve potential decontamination problems. This function should, preferably, be assigned to personnel from the Hazardous Material Response Team in agreement with Hazmat officer.

Decontamination Officer:

The Decontamination Officer is responsible for determining the most appropriate decontamination procedures and managing the decontamination process. The Decontamination Officer must assume that personnel and equipment leaving the Hazard Zone are contaminated. In all cases, the primary objective must be to avoid contaminating anyone or anything beyond the hazard zone. Three courses of action are available:

- Confirm NOT CONTAMINATED using instruments or due to the nature of the incident.
- DECONTAMINATE as appropriate to the situation and release.
- RETAIN and package for removal from the site for disposal or decontamination at another location.

Decontamination Area

The DECONTAMINATION AREA should be established within the warm zone perimeter adjacent to the ENTRANCE/EXIT .Personnel and/or equipment must not be permitted to leave the hazard zone without approval from the decontamination officer.

The decontamination area should provide a corridor away from the source of contamination toward the exit, with stations along the way for the deposit of tools, equipment, protective clothing and other items. Monitoring personnel and equipment should be appropriately placed along the path. A person traveling along the path should experience a decreasing level of contamination along the way. When showers or spray nozzles are used, adequate space must be provided to avoid contamination of other persons or areas.

All contaminated items must remain within the perimeter of the hazard zone until decontaminated or safely packaged for removal. Personnel should be assigned to inspect persons and/or equipment before they can be released from the decontamination area. This inspection may be visual or may

involve the use of monitoring instruments, when available. It must be assumed that these items or persons are contaminated, unless non-contamination can be confirmed.

Decontamination Area Precautions

During the decontamination process, all personnel working in the decontamination area must be adequately protected from contaminants. The decontamination officer will identify and require the appropriate protective equipment. These individuals and their equipment also require decontamination after use.

Any runoff or residue from the decontamination area or decontamination procedures must be contained within the hazard zone and retained for proper disposal. Contamination must not be allowed to spread or escape. Diking may be necessary.

Contaminated Patients

Patients in need of medical treatment should be removed from the source of contamination as quickly as possible. Medical attention takes precedence over decontamination. Patients should not be allowed to contaminate other areas or persons. It may be necessary to bring hazardous material trained medical personnel, with adequate protective clothing into the hazard zone to deal with these patients. If unable to decontaminate due to medical emergency, place victim on stretcher completely enclosed in non-permeable material or plastic to contain all possible contamination within.

Transportation

If it is necessary to transport contaminated persons to medical facilities, then receiving facility must be notified in advance of the nature of the contamination, in order to make necessary preparations. The ambulance used will be considered contaminated and will have to be decontaminated before it can be used to transport any non-contaminated persons. The ambulance should be brought to the hazard zone perimeter for loading. When feasible, the ambulance should be prepared by draping exposed surfaces with sheets or polyethylene covers.

Decontaminated Patients

When persons are decontaminated at a decontamination area, they may be released to leave the hazard zone. This includes fire department personnel, other emergency response personnel, civilians and patients. The decontamination officer will determine when it is appropriate to release custody of protective clothing, personal affects and equipment. The decontamination officer may release individuals who are substantially decontaminated and direct them to medical facilities for further evaluation or decontamination. Individuals may also be directed to shower, change clothing or take secondary decontamination measures. The possibility exists that there may be several victims including special needs and children. Mass decontamination may be necessary and should be considered by the Incident Commander. Appropriate mass decontamination equipment may be needed and set up in a timely manner. See “Mass Victim Decontamination Annex

HAZARDOUS MATERIALS INCIDENT REPORT

INITIAL CONTACT INFORMATION

Check one: _____ This is an ACTUAL EMERGENCY _____ This is a DRILL/EXERCISE

1. Date/Time of Notification: _Report received by: _____
2. Reported by (name & phone number or radio callsign): _____
_____
3. Company/agency and position (if applicable): _____
4. Incident address/descriptive location: _____
_____
_____
5. Agencies at the scene: _____
_____
6. Known damage/casualties (do not provide names over unsecured communications): _____
_____
_____

CHEMICAL INFORMATION

7. Nature of emergency: (check all that apply)
___ Leak ___ Explosion ___ Spill ___ Fire ___ Derailment ___ Other
Description: _____
_____
_____
_____
8. Name of material(s) released/placard number(s):_____
9. Release of materials:
_____ Has ended _____ Is continuing. Estimated release rate & duration:_____
10. Estimated amount of material which has been released:_____
11. Estimated amount of material which may be released: _____
12. Media into which the release occurred: _____ air _____ ground _____ water
13. Plume characteristics:
a. Direction (Compass direction of plume):_____c. Color: _____
b. Height of plume: _____d. Odor:_____
14. Characteristics of material (color, smell, liquid, gaseous, solid, etc) _____
15. Present status of material (solid, liquid, and gas):_____
16. Apparently responsible party or parties: _____
_____

ENVIRONMENTAL CONDITIONS

17. Current weather conditions at incident site:
Wind From:_____ Wind Speed (mph):_____Temperature (F): _____
Humidity (%): _____Precipitation: _____Visibility: _____
18. Forecast:_____
19. Terrain conditions:_____
_____

HAZARD INFORMATION
(From ERG, MSDS, CHEMTREC, or facility)

20. Potential hazards:_____

_____

21. Potential health effects:_____

_____

22. Safety recommendations:_____

_____

Recommended evacuation distance: _____

_____

IMPACT DATA

23. Estimated areas/ populations at risk:_____

_____

24. Special facilities at risk: _____

_____

25. Other facilities with Hazmat in area of incident: _____

_____

PROTECTIVE ACTION DECISIONS

26. Tools used for formulating protective actions

_____ a. Recommendations by facility operator/responsible party
_____ b. *Emergency Response Guidebook*
_____ c. Material Safety Data Sheet
_____ d. Recommendations by CHEMTREC
_____ e. Results of incident modeling (CAMEO or similar software)
_____ f. Other: _____

27. Protective action recommendations:

____ Evacuation ____Shelter-In-Place ____Combination ____No Action
____ Other _____

Time Actions Implemented

_____
_____
_____
_____

28. Evacuation Routes Recommended: _____

_____

Information Needed by CHEMTREC

CHEMTREC PHONE #: 800-424-9300

1. **WHAT HAPPENED ?**_____
2. **WHERE ?**_____
3. **WHEN ?**_____
4. **CHEMICAL'S INVOLVED ?**_____
5. **TYPE AND CONDITION OF CONTAINERS ?**_____
6. **SHIPPER AND SHIPPING POINT ?**_____
7. **CARRIER ?**_____
8. **CONSIGNEE AND DESTINATION ?**_____
9. **NATURE AND EXTENT OF INJURIES TO PERSONS ?**_____
10. **NATURE AND EXTENT OF PROPERTY DAMAGE ?**_____
11. **PREVAILING WEATHER ?**_____
12. **COMPOSITION OF SURROUNDING AREA ?**_____
13. **WHO IS THE REPORTING PARTY AND WHERE ARE THEY LOCATED?**

    _____

    _____

14. **HOW AND WHERE TELEPHONE CONTACT CAN BE RE-ESTABLISHED WITH REPORTING PARTY OR ANOTHER RESPONSIBLE PARTY AT THE SCENE?**

    _____

    _____

Information Given by CHEMTREC

1. **PRODUCT** _____

2. **COMMON NAME** _____

3. **SYNONYMS** _____

4. **PHYSICAL FORM AND APPEARANCE** _____

5. **ODOR** _____

6. **EFFECT WITH WATER** _____

7. **SHIPPING OR BILL OF LADING DESCRIPTION (DOT CLASS)** _____

_____

_____

8. **NATURE OF PRODUCT** _____

9. **SHIPPER OR MANUFACTURER** _____

10. **FIRE HAZARD** _____

11. **EXPOSURE HAZARD** _____

12. **IN CASE OF ACCIDENT**

    A. **SPILL OR LEAK**_____

    B. **FIRE**

    - **FLASH POINT**_____
    - **IGNITION TEMPERATURE**_____
    - **SPECIFIC GRAVITY**_____
    - **VAPOR DENSITY**_____

    C. **EXPOSURE**_____

    D. **POLLUTION HAZARD**_____

    E. **OTHER INFORMATION**_____

Radiological Incident Report

DATE_____ REPORTING TIME_____

REPORTING PARTY_____

NAME OF COMPANY_____

ADDRESS _____

TELEPHONE NUMBER_____

LOCATION OF INCIDENT_____

_____

_____

CITY_____ COUNTY/STATE_____

DESCRIPTION OF EXACT AREA_____

_____

_____

RADIOACTIVE MATERIAL INVOLVED_____

_____

_____

CHEMICAL NAME_____

_____

_____

CHEMICAL FORM (LIQUID, SOLID, GAS)_____

AMOUNT OF ACTIVITY (IN RADS/REMS)_____

WAS THERE A FIRE INVOLVED_____

NUMBER OF INJURIES / SEVERITY_____

_____

_____

_____

DESCRIPTION OF INCIDENT_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

AGENCIES INVOLVED

Contact Listings

HAZMAT EMERGENCY CONTACT LISTING		
DESCRIPTION	AGENCY NAME	CONTACT #
24 HOUR HAZMAT ASSISTANCE (OR FOR MORE INFORMATION)	WYOMING DEQ	(307) 777-7781
	ALCOHOL, TOBACCO AND FIREARMS (ATF)	(800) 283-2662
	CASPER NATRONA COUNTY HEALTH DEPARTMENT	(307) 235-9340
	CHEMTREC	(800) 424-9300
	DOE IDAHO OPERATIONS CENTER	(208) 526-1515
	E.P.A. NATIONAL RESPONSE CENTER	(800) 424-8802
	E.P.A. REGIONAL RESPONSE CENTER	(303) 293-1788
	OIL SPILL CO-OP TRAILER - SINCLAIR REFINERY	(307) 232-2400
	POISON CONTROL CENTER	(800) 222-1222
	US COAST GUARD - NATIONAL RESPONSE CENTER	(800) 424-8802
	WY-DOT	(800) 442-9090
	WYOMING DEPARTMENT OF AGRICULTURE	(307) 777-6590
	WYOMING HIGHWAY PATROL DISPATCH	(800) 442-9090
	WYOMING MEDICAL CENTER	(307) 577-7201
	WYOMING MEDICAL CENTER - EMERGENCY MEDICAL	(370) 577-2222
	WYOMING OCCUPATIONAL HEALTH AND SAFETY	(307) 777-7786
	WYOMING OFFICE OF HOMELAND SECURITY	(307) 777-4900
	WYOMING OFFICE OF HOMELAND SECURITY - 24HOUR	(800) 442-9090
	WYOMING OFFICE OF HOMELAND SECURITY - RADIOLOGICAL SERVICES	(307) 777-4951

Contact Listings

HAZMAT EMERGENCY CONTACT LISTING		
DESCRIPTION	AGENCY NAME	CONTACT #
GOVERNMENT AGENCIES, MANUFACTURER, ASSOCIATIONS AND MISC CONTACTS	ASSOCIATION OF AMERICAN RAILROADS - BUREAU OF EXPLOSIVES	(202) 639-2222
	ASBESTOS HOTLINE	(800) 638-3772
	ASBESTOS TECHNICAL INFORMATION SERVICES	(800) 334-8571
	BURLINGTON NORTHERN RAILROAD	(308) 762-4564
	BURLINGTON NORTHERN RAILROAD - 24 HOUR	(303) 297-4325
	CHEMICAL EMERGENCY PREP. PROGRAM HOTLINE	(800) 535-0202
	CONSUMER PRODUCT SAFETY COMMISSION	(800) 638-2772
	EPA REGION 8	(800) 227-8917
	FEDERAL AVIATION ADMINISTRATION - CASPER	(307) 261-5425
	FEDERAL EMERGENCY MANAGEMENT AGENCY - FEMA REGION VIII	(303) 235-4811
	FEDERAL HIGHWAYS ADMINISTRATION - BUREAU OF MOTOR CARRIER SAFETY	(307) 772-2305
	NATIONAL AGRICULTURAL CHEMICALS ASSOCIATION	(800) 424-9300
	NATIONAL ANIMAL POISON CONTROL CENTER	(217) 333-3611
	NATIONAL PESTICIDE TELECOMMUNICATIONS	(800) 858-7378
	OCCUPATIONAL SAFETY AND HEALTH - OSHA	(800) 232-4636
	PESTICIDE TELECOM NETWORK & CLEARINGHOUSE	(800) 858-7378
	PUBLIC HEALTH SERVICE	(303) 293-1526
	PUBLIC INFORMATION OFFICER	(800) 828-4445
	RAILCAR INFORMATION - GATX	(312) 621-6200
	RAILCAR INFORMATION - UTLX	(312) 431-3111
	ROCKY MOUNTAIN POISON CONTROL CENTER	(800) 332-3073
	SMALL BUSINESS HOTLINE	(800) 368-5888
	SOLID & HAZARDOUS WASTE AND SUPERFUND	(800) 424-9346
	TOXIC SUBSTANCE CONTROL ACT HOTLINE	(800) 424-9065
	TOXIC SUBSTANCES ASSISTANCE OFFICE	(800) 424-9065
	US ARMY BOMB DISPOSAL, SALT LAKE CITY	(801) 584-4501
	US COAST GUARD - DISTRICT OFFICE	(314) 425-4655
	US DOT - NATIONAL - WASHINGTON DC	(800) 424-8802
	US NUCLEAR REGULATORY COMMISSION	(817) 860-8100
	WYOMING MOTOR CARRIERS ASSOCIATION	(307) 234-1579

Glossary

REGIONAL HAZARDOUS WASTE DUMPS - DISPOSAL SITES		
DESCRIPTION	AGENCY NAME	CONTACT #
INFORMATION	ENVIRONMENTAL INFORMATION LTD 7400 METRO BLVD, MINNEAPOLIS, MN 55435	(612) 831-2473
COLORADO	CONSERVATION SERVICES INC 777 WEST 62ND AVENUE, DENVER CO 80216	(303) 426-8158
	MOUNTAIN CHEMICALS, INC 16035 WEST 4TH ST. - GOLDEN CO 80401	(303) 278-0323
	OIL AND SOLVENT PROCESS CO 9131 EAST 96TH AVENUE - HENDERSON CO 80640	(800) 525-1840 (303) 289-4827
	WASTE-TECH SERVICES, INC 445 UNION AVENUE - LAKEWOOD CO 80228	(303) 987-1790
NEBRASKA	CAPITAL OIL CO. / DICK'S WASTE OIL 1128 NORHT 11TH STREET - OMAHA NE 68102	(402) 346-7441
	NEBRASKA SOLVENTS CO PO BOX 1408 - GRAND ISLAND NE 68802	(308) 382-3063
UTAH	EKOTEK, INC 1628 NORTH CHICAGO STREET - SALT LAKE CITY UT 84116	(801) 533-0539
	US POLLUTION CONTROL 5662 SOUTH 300 WEST - MURRAY UT 84107	(801) 266-3908
WYOMING	KISSACK WATER AND OIL SERVICES PO BOX 46 - ROZET WY 82727	(307) 282-9026

HAZARDOUS MATERIAL CLEAN UP COMPANIES		
DESCRIPTION	AGENCY NAME	CONTACT #
COLORADO	CONSERVATION SERVICES INC 777 WEST 66TH AVENUE - DENVER CO 80216	(303) 426-8158
	ECOLOGY AND ENVIRONMENT, INC 4105 EAST FLORIDA AVE, SUITE 350 - DENVER CO 80222	(303) 757-4984
	ENVIRONMENTAL SYSTEMS, INC 6150 INDEPENDENCE STREET - ARVADA CO 80004	(303) 422-9470
	ENVIROSAFE SERVICES OF IDAHO, INC 16007 EAST LEHIGH CIRCLE - AURORA CO 80013	(303) 693-3247
	THE EARTH TECHNOLOGY CORPORATION 2801 YOUNGFIELD, SUITE 390 - GOLDEN CO 80401	(303) 234-0500
	WASTE-TECH SERVICES, INC 445 UNION BLVD - LAKEWOOD CO 80228	(303) 987-1790
IDAHO	ENVIROSAFE SERVICES OF IDAHO, INC PO BOX 936 - MOUNTAIN HOME ID 83647	(208) 587-8434
NEVADA	ATWOOD ENTERPRISES RR1, BOX 151 - NORFOLK NE 68701	(402) 371-8622
UTAH	US POLLUTION CONTROL - GRASSY MOUNTAIN 5662 SOUTH 300 WEST - MURRAY UT 84107	(801) 266-3908
WYOMING	VALENTINE CONSTRUCTION 211 BIG MUDDY ROAD - GLENROCK WY 82637	(307) 235-6219 (307) 436-2465
	PSA WEST - SUPPLIES FOR CLEANUP 923 FOSTER ROAD - CASPER WY 82601	(307) 265-3244
	MCINTOSH CONSTRUCTION 4450 MAGNOLIA - CASPER WY 82604	(307) 237-3729
	71 CONSTRUCTION 7072 BARTON DRIVE - CASPER WY 82604	(307) 235-2922
	COLEMAN CONSTRUCTIOIN 4485 SOUTH SQUAW CREEK ROAD - CASPER WY 82604	(307) 265-3158

Glossary

AEROSOL - A dispersion of fine solid particles of liquid droplets in the air.

ANHYDROUS - Describes a material that contains no water (water free).

BLEVE - Boiling liquid expanding vapor explosion.

BOILING POINT - The temperature of a liquid at which the vapor pressure becomes equal to atmospheric pressure.

CLASS1 EXPLOSIVE - A material or device that presents a maximum hazard through detonation.

CLASS 2 EXPLOSIVE - A material or device that presents a flammable hazard and functions by deflagration (burning suddenly and violently).

CLASS 3 EXPLOSIVE - A material or device that contains restricted quantities of either Class A or Class B explosives or both, but presents a minimum hazard.

CLASS 2 POISON - A poisonous gas of such nature that a very small amount of the gas or vapor of the liquid is dangerous to life.

POISON - A substance that is known to be so toxic to human life that it affords a severe health hazard during transportation.

CAER Community Awareness and Emergency Response program which provides guidance for chemical plant managers to assist them in taking steps to cooperate with local communities to develop integrated community and industry hazardous materials response plans.
CASRN - Chemical Abstracts Service Registry Number which is assigned to toxic or hazardous substances.

CEPP - Chemical Emergency Preparedness Program, a voluntary initiative developed by EPA for addressing accidental releases of toxic substances.

CERCLA - Comprehensive Emergency Response, Compensation, and Liability Act regarding the cleanup of uncontrolled hazardous waste sites and response to releases of hazardous substances.

CERCLA Hazardous Substances - Substances defined under:

1. Federal Water Pollution Act (Sections 102 & 307)
2. Solid Waste Disposal Act (Section 300)
3. Clean Air Act (Section 112)
4. Toxic Substance Control Act (Section 7)

Chemical Name - The scientific designation of a chemical in accordance with the nomenclature

system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name which will clearly identify the chemical for the purpose of conducting a hazard evaluation.

CHEMNET - A mutual aid network of chemical shippers and contractors. CHEMNET has more than fifty participating companies with emergency teams, twenty-three subscribers (who receive services in an incident from a participant and then reimburse response and cleanup costs), and several emergency response contractors. CHEMNET is activated when a member shipper cannot respond promptly to an incident involving that company's product(s) and requiring the presence of a chemical expert. If a member company cannot go to the scene of the incident, the shipper will authorize a CHEMNET-contracted emergency response company to go. Communications for the network are provided by CHEMTREC, with the shipper receiving notification and details about the incident from the CHEMTREC communicator.

CHEMTREC - Chemical Transportation Emergency Center operated by the Chemical Manufacturers Association. This center provides information and assistance to emergency responders of toxic substance releases. CHEMTREC may contact the shipper or producer of the material for more detailed information and can be reached 24-hours a day by calling 800/424-9300.

CHLOREP - Chlorine Emergency Plan operated by the Chlorine Institute. A 24-hour mutual aid program. Response is activated by a CHEMTREC call to the designated CHLOREP contact, who notifies the appropriate team leader, based upon CHLOREP's geographical sector assignments for teams. The team leader in turn calls the emergency caller at the incident scene and determines what advice and assistance are needed. The team leader then decides whether or not to dispatch his team to the scene.

CHRIS/HACS - Chemical Hazards Response Information System Hazard Assessment Computer System developed by the U.S. Coast Guard. HACS is a computerized model of the four CHRIS manuals that contain chemical-specific data. Federal OSCs use HACS to find answers to specific questions during a chemical spill or response. State and local officials and industry representatives may ask an OSC to request a HACS run for contingency planning purposes.

COMBUSTION EXPLOSION - Sudden fracture of a container or structure accompanied by a shock wave (sound). Combustion of a flammable mixture within the container or structure produces a gas pressure greater than the container or structure can withstand.

COMBUSTIBLE LIQUID - Any liquid that has a flash point at or above 100`F (37.7`C) and below 200`F (93.3`C).

COMMISSION - The State Emergency Response Commission (or, for the purpose of emergency planning, the Governor if there is no commission) for the State in which the facility is located.
COMMITTEE - The Local Emergency Planning Committee for the emergency planning district in which the facility is located.

COMMON NAME - Any designation or identification such as a code name, code number, trade

name, brand name or generic name used to identify a chemical other than by its chemical name.

COMPRESSED GAS - Any material or mixture that, when enclosed in a container, has an absolute pressure exceeding 40 psi (pounds per square inch) at 70`F (21`C), or an absolute pressure 104 psi at 130`F (54`C).

CONSIGNEE - The person who is to receive a shipment.

CONSIST - A rail shipping paper similar to a cargo manifest. It may contain a list of the cars in the train in order or a list of those cars carrying hazardous materials and their locations on the train.

CONTAINER SPECIFICATION NUMBER - A number found on a shipping container preceded by the initials DOT. This DOT number indicates that the container has been built according to federal specification.

CORROSIVE CAUSTIC MATERIAL - Any liquid or solid that can destroy human skin tissue, or a liquid that has a severe corrosion rate on steel.

CPG 1-3 - Federal Assistance Handbook: Emergency Management, Direction and Control Programs, prepared by FEMA. Provides states with guidance on administrative and programmatic requirements associated with FEMA funds.

CPG 1-5 - Objectives for local emergency management, prepared by FEMA. Describes and explains functional objectives that represent a comprehensive and integrated emergency management program. Includes recommended activities for each objective.
CPG 1-8 - Guide for development of state and local emergency operations plans, prepared by FEMA (see EOP below)

CPG 1-8A - Guide for the review of state and local emergency operations plans, prepared by FEMA. Provides FEMA staff with a standard instrument for assessing EOPs that are developed to satisfy the eligibility requirement to receive emergency management assistance funding.

CPG 1-35 - Hazard Identification, Capability Assessment, and Multi-Year Development Plan for Local Governments, prepared by FEMA. As a planning tool, it can guide local jurisdictions through a logical sequence for identifying hazards, assessing capabilities, setting priorities, and scheduling activities to improve capability over time.

CRYOGEN - Gasses that must be cooled to a very low temperature (below -195`F) in order to bring about a change from a gas to a liquid (weight from equipment or walking on asphalt saturated with liquid oxygen may cause detonation or explosion).

DECOMPOSITION - To separate larger molecules into separate consistent and smaller parts.

DEFLAGRATION - The intense burning rate of some explosives, e.g., fireworks.

DETONATION - A wave that passes along the body of an explosive, instantaneously converting

the explosive into gas, e.g., dynamite.
DOME - The circular cover on the top of a tank car that contains valves and relief devices.

EBS - Emergency Broadcasting System to be used to inform the public about the nature of a hazardous materials incident and what safety steps they should take.

EMI - The Emergency Management Institute is a component of FEMA's National Emergency Training Center located in Emmitsburg, Maryland. It conducts resident and nonresident training activities for federal, state, and local government officials, managers in the private economic sector, and members of professional and volunteer organizations on subjects that range from civil nuclear preparedness systems to domestic emergencies caused by natural and technological hazards. Non-resident training activities are also conducted by State Emergency Management Training Officer under cooperative agreements that offer financial and technical assistance to establish annual training programs that fulfill emergency management training requirements in communities throughout the nation.

ENDOTHERMIC - A chemical reaction that absorbs heat.

ERT - EPA's emergency response team of highly specialized experts who are available on a 24-hour a day basis.

EOP - Emergency Operations Plan developed in accordance with the guidance in CPG 1-8. EOPs are multi-hazard, functional plans that treat emergency management activities generically. EOPs provide for as much generally applicable capability as possible without reference to any particular hazard; then they address the unique aspects of individual disasters in hazard-specific appendices.

ETIOLOGIC AGENT - A living micro-organism that may cause human disease, e.g., germs (Effective response - Pour on Chlorox).

EXOTHERMIC - A chemical reaction that evolves heat.

EXCESS FLOW VALVE - A safety valve designed to shut off the flow of a liquid when the flow rate exceeds a set rate.

Extremely Hazardous Substances - Substances listed in Appendices A and B of 40 CFR Part 355.

Facility - All buildings, equipment, structures, and other stationary items which are located on a single site or on adjacent sites and which are owned or operated by the same person or persons.

Fault-Tree Analysis - A means of analyzing hazards. Hazardous events are first identified by other techniques such as HAZOP. Then all combinations of individual failures that can lead to that hazardous event are shown in the logical format of the fault tree. By estimating the individual failure probabilities, and then using the appropriate arithmetical expressions, the top-event frequency can be calculated.

FEMA-REP-5 - Guidance for Developing State and Local Radiological Emergency Response

Plans and Preparedness for Transportation Accidents, prepared by FEMA. Provides a basis for state and local governments to develop emergency plans and improve emergency preparedness for transportation accidents involving radioactive materials.

FIRE POINT - The lowest temperature at which the vapor above the liquid will ignite and continue to burn, usually a few degrees above the flash point.

FLAME IMPINGEMENT - The points where flames contact the surface of a container.

FLAMMABLE GAS - Any gas that will burn.

FLAMMABLE LIQUID - Any liquid that has a flash point below 100`F (37.7`C).

FLAMMABLE SOLID - Any material, other than an explosive, that does one or more of the following: a) Causes fires through friction or retained heat from manufacturing or processing; b) can be ignited readily; and c) if ignited, burns so vigorously and persistently, it creates a serious transportation hazard.

FLAMMABLE RANGE - The range of concentrations of a flammable vapor in air. The lower flammable limit marks the point where the vapors are too lean to burn. Above the upper flammable limit the vapors are too rich to burn.

FLASH BACK - The ignition of vapors and the travel of the flame back to the liquid/vapor release source.

FLASH POINT - The minimum temperature at which a liquid gives enough vapors to form an ignitable mixture with the air near the surface of the liquid. The lower the flash point, the more easily a liquid will ignite.

FRANGIBLE DISC - A metal disc which is part of a safety device, and which is intended to burst and allow the gas to escape within predetermined pressure limits to prevent the rupture of the container.

FUSIBLE PLUG - A safety device which has a channel, filled with a suitable low melting alloy and is intended to yield at a predetermined temperature and allow the gas to escape, preventing the rupture of the container.

Hazardous Chemicals - Those chemicals which are a physical hazard or a health hazard.

HAZARD CLASS - A group of materials as designated by the Department of Transportation, that share a common major hazardous property, i.e., radioactivity, flammability.

HAZARDOUS MATERIAL - A substance or material that has been determined to pose an unreasonable risk to health and safety, or property, when transported in commerce. Refers generally to hazardous substances, petroleum, natural gas, synthetic gas, acutely toxic chemicals, and other toxic chemicals.

HAZOP - Hazard and operability study, a systematic technique for identifying hazards or operability problems throughout an entire facility. One examines each segment of a process and lists all possible deviations for normal operating conditions and how they might occur. The consequences on the process are assessed, and the means available to detect and correct the deviations are examined.

Health Hazard - A chemical for which there is statistically significant evidence that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

HIT - Hazard Information Transmission program provides a digital transmission of the CHEMTREC emergency chemical report to first responders at the scene of a hazardous materials incident. The report advises the responder on the hazards of the materials, the level of protective clothing required, mitigating action to take in the event of a spill, leak or fire, and first aid for victims. HIT is a free public service provided by the Chemical Manufacturers Association. Reports are sent in emergency situations only to organizations that have pre- registered with HIT. Brochures and registration forms may be obtained by writing: Manager, CHEMTREC/CHEMNET, 25-1 M Street, N.W., Washington, DC, 20037.

HYPERGOLIC MATERIALS - Materials which ignite on contact with one another.

ICS - Incident Command System, the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively accomplish stated objectives at the scene of an incident.

IEMS - Integrated Emergency Management System, developed by FEMA in recognition of the economies realized in planning for all-hazards on a generic functional basis as opposed to developing independent structures and resources to deal with each type of hazard.

INERT - A material which under normal temperatures and pressures does not react with other materials.

INGESTION - The taking in of toxic materials through the mouth.

INHALATION - The taking in of toxic materials by breathing through the nose or mouth.

INHIBITED - A substance which has had another substance added to prevent or deter its reaction either with other materials or itself (polymerization). Usually used to deter polymerization.

IGNITION TEMPERATURE - That temperature at which a fuel or substance ignites and the flame is self-propagating.

IRRITATING MATERIALS - Liquids or solid substance which, upon contact with fire or when exposed to air, give off dangerous or intensely irritating fumes.

LABELS - Four-inch-square on point (diamond-shaped) markers required on smaller shipping containers (smaller than 640 cu. ft. or 50 gal. drums) of certain hazardous materials.

LIQUEFIED GAS - A gas that is partially liquid at a temperature of 70`F (21`C).

Mixture - Any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.

MSDS - Material Safety Data Sheet, which under the Occupational Safety and Health Act, facilities having or utilizing toxic chemicals must submit a MSDS for each chemical, to local and state officials regarding their physical and health hazards.

NCP - National Oil and Hazardous Substances Pollution Contingency Plan (40 CFR Part 300), prepared by EPA to put into effect the response powers and responsibilities created by CERCLA and the authorities established by Section 311 of the Clean Water Act.

NFA - The National Fire Academy is a component of FEMA's National Emergency Training Center located in Emmitsburg, Maryland. It provides fire prevention and control training for the fire service and allied services. Courses on campus are offered in technical, management, and prevention subject areas. A growing off-campus course delivery system is operated in conjunction with state fire training program offices.

NHMIE - National Hazardous Materials Information Exchange, provides information on hazmat training courses, planning techniques, events and conferences, and emergency response experiences and lessons learned. Call toll-free 1-800-752- 6367 (in Illinois, 1-800-367-9592). Planners with personal computer capabilities can access NHMIE by dialing FTS 972-3275 or (312) 972-3275

NON-FLAMMABLE GAS - A COMPRESSED GAS, not classified as flammable.

N.O.S. - Not otherwise specified.

NRC - National Response Center, a communications center for activities related to response actions, is located at Coast Guard headquarters in Washington, DC. The NRC receives and relays notices of discharges or releases to the appropriate OSC, disseminates OSC and RRT reports to the NRT when appropriate, and provides facilities for the NRT to use in coordinating a national response action when required. The toll-free number (800-424-8802, or 202-426-2675 in the Washington, DC area) can be reached 24-hours a day for reporting actual or potential pollution incidents.

NRT - National Response Team, consisting of representatives of 14 government agencies (DOD, DOI, DOT/RSPA, DOT/USCG, EPA, DOC, FEMA, DOS, USDA, DOJ, HHS, DOL, Nuclear Regulatory Commission, and DOE), is the principal organization for implementing the NCP. When the NRT is not activated for a response action, it serves as a standing committee to develop and maintain preparedness, to evaluate methods of responding to discharges or releases, to recommend needed changes in the response organization, and to recommend revisions to the NCP.

The NRT may consider and make recommendations to appropriate agencies on the training, equipping, and protection of response teams; and necessary research, development, demonstration, and evaluation to improve response capabilities.

NSF - National Strike Force, made up of three Strike Teams. The USCG counterpart to the EPA ERTs.

NUREG 0654/FEMA-REP-1 - Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, prepared by NRC and FEMA. Provides a basis for state and local government and nuclear facility operators to develop radiological emergency plans and improve emergency preparedness. The criteria also will be used by federal agency reviewers in determining the adequacy of state, local, and nuclear facility emergency plans and preparedness.

OHMTADS - Oil and Hazardous Materials Technical Assistance Data System, a computerized data base containing chemical, biological, and toxicological information about hazardous substances. OSCs use OHMTADS to identify unknown chemicals and to learn how to best handle known chemicals.

ORGANIC PEROXIDE - An organic derivative of the inorganic compound hydrogen peroxide.

ORMS - (Other Regulated Materials) Materials that possess enough hazard characteristics that they require some regulation but do not meet the definition of hazardous materials (this relates to ORM-A, -B, -C, and E); or that have been reclassified for transportation in small quantities (ORM-D, consumer commodities).

OSHA Hazard Communication Standard - Developed by OSHA to ensure that the hazards of all chemicals produced or imported by chemical manufacturers or importers are evaluated, and that information concerning their hazards is transmitted to affected employers and employees within the manufacturing sector.

OSC - On-Scene Coordinator, the federal official pre-designated by EPA or USCG to coordinate and direct federal responses and removals under the NCP; or the DOD official designated to coordinate and direct the removal actions from releases of hazardous substances, pollutants, of contaminants from DOD vessels and facilities. When the NRC receives notification of a pollution incident, the NRC Duty Officer notifies the appropriate OSC, depending on the location of an incident. Based on this initial report and any other information that can be obtained, the OSC makes a preliminary assessment of the need for a federal response. If an on-scene response is required, the OSC will go to the scene and monitor the response of the responsible party or state or local government. If the responsible party is unknown or not taking appropriate action, and the response is beyond the capability of state and local governments, the OSC may initiate federal actions, using funding from the FWPCA Pollution Fund for oil discharges and the CERCLA Trust Fund (Superfund) for hazardous substance releases.

OXIDIZERS - A substance that yields oxygen readily to stimulate the combustion of organic mater and inorganic matter.

Physical Hazard - A chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

PHYSICAL PROPERTIES - Properties of a material that relate to the physical states common to all substances, i.e., a solid, a liquid, or a gas.

PLACARDS - 10 3/4-in. (273.0 mm) square on point (diamond-shaped) markers required on the hazardous materials transporting vehicles such as a truck or tank car, or a freight container 640 cu. ft. (17.1 m3) or larger.

POLYMERIZATION - Reactions in which two or more smaller molecules chemically combine to form larger molecules.

ppm - Abbreviation for parts per million. A convenient means of expressing concentrations of gas by volume.

PSTN - Pesticide Safety Team Network operated by the National Agricultural Chemicals Association to minimize environmental damage and injury arising from accidental pesticide spills or leaks. PSTN area coordinators in ten regions nationwide are available 24-hours a day to receive pesticide incident notifications from CHEMTREC.

PYROPHORIC LIQUID - Any liquid that ignites spontaneously in dry or moist air at or below 130`F (54`C).

RADIOACTIVE MATERIAL (RAM) - Any material that spontaneously emits ionizing radiation.

RCRA - Resource Conservation and Recovery Act which establishes a framework for the proper management and disposal of all wastes.

REACTIVE MATERIALS - Substances capable of or tending to react chemically with other substances.

Release - Any spilling, leaking, pumping, pouring, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment

RQ - Reportable Quantity, which is the minimum quantity of a chemical a facility may have before having to notify local and state officials

RRT - Regional Response Teams, composed of representatives of federal agencies and a representative from each state in the federal region. During a response to a major hazardous materials incident involving transportation or a fixed facility, the RRT may provide advice or recommendations in specific issues requiring resolution.

SAFETY RELIEF VALVE - A device found on pressure cargo tanks containing an operating part

that is held in place by spring force. Valve opens at set pressures.

SARA - The "Superfund Amendments and Reauthorization Act of 1986". Title III of SARA includes detailed provisions for community planning.

Specific Chemical Identity - The chemical name, chemical abstracts service registry number (CASRN), or any other information that reveals the precise chemical designation of the substance.

SPECIFIC GRAVITY - The weight of a solid or liquid compared to the weight of an equal volume of water. Water is assigned a specific gravity of 1.0. Substances having a specific gravity of less than 1 are lighter than water and will float on water, while those having a specific gravity greater than 1 are heavier than water and will sink in water.

Superfund - The trust fund established under CERCLA to provide money the OSC can use during a cleanup.

THRESHOLD LIMIT VALUE (T.L.V.) - The concentration of a toxic substance which can be tolerated with nearly no ill effects.

TOXICITY - The ability of a chemical substance to produce injury once it reaches a susceptible site in or on living tissue.

Title III - The Emergency Planning and Community Right-to-Know Act of 1986. This act specifies requirements for organizing the planning process at the state and local levels for specified hazardous substances. This act also specifies minimum plan content, requirements for facility owners and operators to notify officials of extremely hazardous substances present at the facilities, and mechanisms for making information available to citizens. In addition, the law requires disclosure of information about the presence of hazardous chemicals in the community.

TPQ - Threshold Planning Quantity, quantity of an extremely hazardous substance above which a facility is required to notify the state commission by May 17, 1987 or 60 days after first handling the substance in excess of the TPQ.

Trade Secret - Any confidential formula, pattern, process, device, information or compilation of information that is used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it.

VAPOR DENSITY - The weight of a gas or vapor compared to an equal volume of air. Air is assigned a vapor density of 1.0. Vapors with a density of less than 1 tend to rise, while vapors with a density greater than 1 tend to settle.

VAPOR PRESSURE - The pressure exerted by vapor escaping from a liquid.

VISCOSITY - The property of air or a fluid that resists internal flow.

WATER SOLUBILITY - The ability of a substance to mix with water.

RESOLUTION NO. 16-76

A RESOLUTION ADOPTING THE NATRONA COUNTY EMERGENCY OPERATIONS PLAN

WHEREAS, the Natrona County's Emergency Management Coordinator has prepared the 2015 Natrona County Emergency Operation Plan; and,

WHEREAS, the Casper City Council recognizes the importance of the community to have emergency operation plans in place and available in case of time of emergency and has reviewed the proposed emergency operating plan.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Natrona County Emergency Operations Plan, dated September 15, 2015, is hereby adopted.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2016.

APPROVED AS TO FORM:

_____

CITY OF CASPER, WYOMING
A Municipal Corporation

ATTEST:

_____
Tracey Belser
City Clerk

_____
Daniel Sandoval
Mayor