

# **CITY OF ROLLA EMERGENCY OPERATIONS PLAN**

## **BASIC PLAN**

### **INTRODUCTION**

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

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

#### **I. PURPOSE**

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

#### **II. SCOPE**

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

- How city departments/agencies will be organized during response to an event, including command authorities;
- Critical actions and interfaces during response and recovery;
- How the interaction between the county, city, regional, state, and federal authorities is managed;
- How the interaction between the city and private partner organizations (hospitals, non-governmental emergency organizations and others) is managed during emergencies, and;
- How to handle and manage needs with the resources available.

### **III. SITUATION AND PLANNING ASSUMPTIONS**

#### **A. Situation**

1. The City of Rolla is vulnerable to many hazards, all of which have the potential to disrupt the area, cause damage, and create casualties. The Phelps County Hazard Mitigation Plan developed by the Meramec Regional Planning Commission identifies the hazards that threaten the county and its municipalities. The Hazard Mitigation Plan includes hazard profiles and vulnerability analysis containing more detailed information. This plan also provides a planning area profile and capabilities that includes:
  - a. Geography, Geology and Topography
  - b. Climate
  - c. Population/Demographics
  - d. History
  - e. Occupations
  - f. Agriculture
2. The City of Rolla EOP was developed for the City of Rolla. The plan is designed to deliver coordinated and supportive actions within and between all jurisdictions in Rolla.
3. The City of Rolla and its municipalities have capabilities and resources which, if effectively employed, would minimize or eliminate the loss of life and damage to property in the event of an emergency or major disaster. This must include the utilization of private and volunteer organizations to the greatest extent possible.
4. Mutual aid agreements, both written and verbal, exist between many of the emergency service agencies, the subdivisions in the city, and surrounding areas. Statewide mutual aid will be used in accordance with Missouri Systems Concept of Operational Planning for Emergencies (MoSCOPE).
5. A hazardous materials plan has been developed for Phelps County by the Local Emergency Planning Committee (LEPC).
6. This Emergency Management Plan is being developed and maintained pursuant to Missouri State Law, Chapter 44, RSMo, and Federal Emergency Management Agency (FEMA) guidance.

#### **B. Planning Assumptions**

1. Some of the hazards identified may occur after implementation of warning and other preparedness measures, while others may occur without any warning.
2. Officials of the City of Rolla are aware of the possible occurrence of an emergency or major disaster and are aware of their responsibilities in the execution of this plan and will fulfill these responsibilities as needed.
3. The proper implementation of this plan will reduce or prevent the loss of lives and property damage within City of Rolla.
4. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with every occurrence. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements, or state and federal sources.
5. Although an attack on this country is considered unlikely, there is that possibility as long as the world's war-making capability exists. Should an attack occur, it would probably be after days or weeks of international tension that would allow such protective measures as evacuation and sheltering to be implemented.

**C. Access and Functional Needs**

1. Local governments will develop emergency management plans that incorporate the needs of the whole community including provisions for the needs of children; persons with medical, access and/or functional needs; and, pets and/or service animals.
2. Disasters pose a challenge for the whole community but potentially more for people with access and functional needs. Examples of people with access and functional needs include, but are not limited to: individuals with disabilities, people from diverse communities, older adults, children, and women in late stages of pregnancy. These groups may be lacking in resources such as food, shelter, and transportation.
3. Approximately 20 percent of Missouri's population has a disability. Preparedness, response, recovery, and mitigation efforts will be consistent with federal policy and guidelines. Emergency efforts will enable people with disabilities and other access and functional needs to evacuate, use emergency transportation, stay in shelters, and participate in all emergency disaster related programs.
4. Plans must take into account the needs of at-risk population who are not in contact with traditional emergency service providers. This

population may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response, and recovery. These include, but are not limited to, individuals who are:

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

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

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

- Communication and Public Information: Emergency notifications systems must be accessible for the whole community to ensure effective communication for people, who are deaf/hard of hearing, blind/low vision, low literacy, and/or have limited English proficiency.
  - Evacuation and Transportation: Evacuation plans must incorporate disability and older adult transportation providers for the purpose of identifying the movement of people with mobility limitations and those with transportation disadvantages.
5. After a disaster, it is normal to have reactions from stress. Typically, those reactions are mild to moderate in the emergency and early post-impact phases of a disaster. This is because survivors recognize that there is a grave danger. Some individuals will require psychological first aid but most will utilize their existing coping skills. Although some stress reactions may seem extreme and can cause distress, they generally do not become chronic problems. Most people recover fully from the stress reactions. Those who cannot make a full recovery alone will need additional assistance. Disaster related behavioral health and psychological first aid must be provided to those who need it.
  6. It is assumed persons will take responsibility for themselves in the event of an emergency to the extent they are able, just as individuals

who need personal and/or medical assistance do in non-emergency situations.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. General**

1. It is the responsibility of local government to provide for a comprehensive emergency management program that meets the essential needs of those who either have been or might be affected by an emergency or major disaster. When the emergency exceeds the local government's capability to respond, assistance will be requested from the State government. If additional assistance is needed beyond State capabilities, the State will coordinate requests to the proper Federal agencies.
2. The chief elected official has overall responsibility for emergency management activities within the boundaries of the jurisdiction. The Mayor of the City of Rolla is responsible for those activities. The Mayor can delegate their authority but never their responsibility.
3. At no time will the Phelps County Commission supersede the authority of the elected officials of the municipalities unless: (1) requested to do so by those elected officials, (2) the municipality's governmental body is incapacitated or ceases to exist, or (3) empowered to do so by the Governor under the authority of Chapter 44, RSMo.
4. This plan is based on the concept that the emergency functions assigned to the various groups, organizations, and individuals involved in this plan will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be employed as much as possible in both normal and emergency functions.
5. Those day-to-day functions that do not contribute directly to emergency operations may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.
6. This plan, or portions thereof, will be implemented according to the emergency activation levels and control guidelines set forth in Appendix 3 to this Basic Plan.
7. Discrimination on the grounds of race, color, religion, nationality, sex, age, physical impairment, or economic status will not be allowed in the execution of emergency management functions. This policy applies to all levels of government and the private sector.

## **B. Phases of Emergency Management**

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

1. **Preparedness** - Preparedness actions include activities such as planning, training, exercising, and the acquisition of resources necessary to support implementation of response. Preparedness also includes developing public information programs and warning systems.
2. **Response** - Response actions are taken before, during, or after an emergency/disaster to save lives, minimize damages, and enhance recovery operations. Such measures include activation of: emergency operation centers, plans and procedures, arrangements and agreements, the emergency alert system, public warning, notification of public officials, provision of mass care, shelter, search and rescue, and security.
3. **Recovery**- Recovery actions are short-term to return vital life-support systems to minimum standards, and long-term to return life to normal or improved levels. Such measures include damage assessment, supplemental assistance to individuals and public entities, assessment of plans, procedures, arrangements, and agreements, and the development of economic impact studies and methods to mitigate damages.
4. **Mitigation** - Mitigation actions may be taken to eliminate or reduce the impact of a disaster. Such measures include zoning and land-use measures, formulating and enforcing building codes that recognize the hazards faced by the community, public education about hazards and protective measures, hazard and vulnerability analysis, and preventative health care.

## **C. Activation Levels of Emergency Management**

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

## **D. Declaration of a Local Emergency**

Whenever the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to require significant expenditures and a coordinated response in order to prevent or alleviate damage, loss, hardship, or suffering, the Chief Elected Official will declare an emergency. A local

emergency may be declared by the Mayor of the City of Rolla. The City of Rolla Emergency Management Director will advise SEMA immediately following the declaration of a local emergency. Appendix 4 of the Basic Plan contains a sample copy of the Emergency Government Proclamation and/or Resolution of a State of Emergency.

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

#### **E. WebEOC**

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

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

### **V. ROLES AND RESPONSIBILITIES**

#### **A. Emergency Support Functions**

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

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

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

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

## **B. Responsibilities**

1. Specific groups, departments/agencies, and individuals will be assigned primary and/or support responsibilities to prepare for and to perform each of the emergency support functions listed previously. Those having a primary responsibility have been designated the ESF Coordinator for that ESF. In some cases, the ESF will be assigned to a city official or agency. Assignments for the City of Rolla are identified in charts in Appendix 1 to this Basic Plan. These charts are general in nature and should not be considered all inclusive.
2. The roles and responsibilities to be performed by each ESF are explained in detail in each Annex. Appendix 2 to this Basic Plan contains a list of roles and responsibilities by ESF common to county and city organizations.
3. It will be the responsibility of those agencies and individuals having primary and/or support responsibilities to develop and maintain Standard Operating Guidelines (SOGs) and checklists which detail how their assigned responsibilities will be performed to implement the plan.
4. Departments/Agencies tasked with emergency responsibilities must address the needs of the whole community. The needs of the access and functional needs population and others who are at-risk should be specially addressed (for example, providing transportation, medical, and other emergency support to include but not limited to: individuals with disabilities, people from diverse communities, older adults, children, women in late stages of pregnancy, and the non-English speaking population). See ESF #6 for further information.

## **VI. DIRECTION AND CONTROL**

- A. The Mayor of the City of Rolla (or their designated representative) are responsible for all emergency management activities in their jurisdiction to include implementing this plan and directing emergency response within their respective jurisdictions.
- B. The Emergency Management Director will:
  - 1. Brief appropriate officials and new employees on their roles in emergency management.
  - 2. Coordinate all emergency management activities.
  - 3. Make decisions on routine day-to-day matters pertaining to emergency management.
  - 4. Maintain this emergency operations plan.
  - 5. Advise elected officials on courses of action available for major decisions.
  - 6. Act as liaison with other local, state, and federal emergency management agencies.
  - 7. Insure the proper functioning of the EOC and coordinate EOC operations (see ESF #5 for further responsibilities pertaining to the EOC).
  - 8. Instigate tests and exercises to familiarize EOC staff and response personnel with emergency management operations.
  - 9. Other duties as outlined in the local ordinances, court orders, and agreements.
- C. Direction and control will originate from the EOC.
- D. The EOC will be staffed according to the level of emergency (see Appendix 3 to this Basic Plan).

## **VII. CONTINUITY OF GOVERNMENT**

Continuity of Government (COG) is essential to provide services under the threat or after the occurrence of any disaster or emergency, and reduces or mitigates disruptions to government operations. COG achieves a timely and orderly recovery

from an emergency to restore full government services to the residents of the City of Rolla. COG consists of the following elements and should be included in a Continuity of Operations Plan (COOP) for all levels of government.

**A. Lines of Succession**

1. The line of succession for the Mayor of each incorporated subdivision is to the Mayor Pro-Tern to be followed by members of the City Council as they decide. Each community may vary somewhat such as the City of Rolla whose line of succession is: Mayor, City Administrator, Police Chief, and Fire Chief.
2. The line of succession for the City of Rolla Emergency Management Agency is from the Emergency Management Director to the Fire Chief and then determined by the Mayor. This line of succession would also be similar to other individual jurisdictions that have an emergency management organization.
3. The individual or agency responsible for each ESF must establish a line of succession and insure that departmental personnel and the Emergency Management Director are informed of this line of succession.
4. Unless otherwise specified, it is understood that the line of authority is the same as the identified line of succession for each key position. The authority to make decisions is automatically delegated to the next successor as identified in the line of succession. Each key position shall pre-delegate authorities for making policy determinations and decisions. See each department/agency Continuity of Operations plan for further information.
5. In the event circumstances resulting from a disaster prevent a political entity from performing effective operations, the next higher political subdivision may assume authority until that political entity is able to adequately resume operations.

**B. Emergency Operations Center**

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

## Operations Center, or EOC.

1. Phelps County and its incorporated subdivisions are separate entities and may control operations from separate EOCs. If the incorporated subdivisions do not have an emergency management organization, the county will assume that role upon request.
2. In the event of a widespread emergency situation, the City of Rolla will direct and control operations from the City of Rolla Police Department hereafter designated as the primary emergency operations center (EOC). Communications is available at this location as well as a backup generator. Space will be provided in the EOC for the chief executive and principal advisors, the ESF Coordinators, and other supporting agency representatives and organizations. Space for briefing the media will be available but separate from actual operations rooms. Additional operational details can be found in the City of Rolla Emergency Management EOC Manual.
3. The alternate EOC for the City of Rolla will be the Phelps County Sherriff Department where communications and meeting space is also available. The alternate facility will become the jurisdiction's official site for emergency operations should the primary EOC become inoperable.
4. On-scene direction and control can also be established if necessary. The City of Rolla Office of Emergency Management can provide a mobile communication trailer that is radio equipped for communications. The Police Department can also provide a patrol car equipped with radio communications. The patrol car could be placed at any location in the county giving a good communications base for conducting emergency operations.
5. Municipal Emergency Operations Centers:
  - a. City of Rolla - The primary EOC is the City of Rolla Police Department. The alternate EOC is the Phelps County Sherriff Department. Radio communications is available through the police department and the city has a portable generator available.

## **C. Preservation of Vital Records**

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

and/or city department.

2. In order to provide normal government operations after a disaster, all vital records of both a public and private nature recorded by County and City officials must be protected and preserved. These would include legal documents, property deeds, tax records, etc. The following guidelines will apply:
  - a. Certain records and documents are vital to the continuance of government following a major disruption of normal activities due to a disaster. These records and documents are to be identified by officials responsible for their day-to-day maintenance.
  - b. Resources from local government will be allocated to provide for one or more of the following options: (1) duplication of all such records or (2) timely movement to secure or safe areas outside the danger area, and/or the development of secure and safe storage areas elsewhere in the jurisdiction.
3. Each emergency support service (i.e., Law Enforcement, Fire, Public Works) must establish guidelines to protect records deemed essential for continuing government functions and the conduct of emergency operations.
4. Further information on preservation of records can be obtained by contacting the Secretary of State's Office in Jefferson City.

## **VIII. ADMINISTRATION AND LOGISTICS**

- A. Whenever possible, procurement of necessary resources will be accomplished using normal, day-to-day channels.
- B. During unusual situations when such constraints would result in the loss of life and property, normal requisition guidelines can be circumvented. This will be done under the authorities and by the guidelines set forth in the local ordinances.
- C. Accurate records of all actions taken in an emergency are essential for determining mitigation activities and training needs, as well as for settling possible litigation. Each department head, including the individual responsible for an emergency function, must keep detailed, accurate records of all actions taken during an emergency.
- D. Agreements and understandings with other local jurisdictions, higher levels of government, and other agencies will be utilized to supplement local resources should an emergency situation exhaust the capabilities of the City of Rolla. Requests for such assistance will be made in accordance with negotiated

mutual aid agreements and understandings. All such agreements should be formalized in writing whenever possible.

- E. Disaster assistance from the state or federal government will be utilized in accordance with their provisions and statutes. Requests for such assistance will be made in accordance with the guidelines set forth in Appendix 4 to this Basic Plan.
- F. Logistics matters have been addressed in ESF #7 Logistics. The ESF #7 Coordinator will identify critical resources available in the City of Rolla. This list will be expanded to include critical resources and those available from neighboring jurisdictions, military installations, and the state and federal government. Guidelines for the inventory, storage, and maintenance of resources, including donations and services of the private sector, will be as specified in the appropriate annexes or SOGs.
- G. Discrimination on the grounds of race, color, religion, nationality, sex, age, physical impairment, or economic status will not be allowed in the execution of emergency management functions. This policy applies to all levels of government and the private sector.

## **IX. PLAN DEVELOPMENT AND MAINTENANCE**

### **A. Plan Review**

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

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

### **B. Training and Exercises**

All training related to emergency management is coordinated and scheduled through the City of Rolla Emergency Management. The City of Rolla Emergency Management offers training to all inter-agencies (County, City and others) on preparedness, response, recovery, mitigation, hazardous materials, debris management, terrorism, and other issues. The training offered is conducted through the SEMA training section, American Red

Cross, the Local Emergency Planning Committees, Fire Departments, and any other organization offering training. The City of Rolla Emergency Management provides the notice of training being offered to local response agencies.

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

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

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

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

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

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

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

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



Appendix 1 to the Basic Plan

EMERGENCY SUPPORT FUNCTIONS & RESPONSIBILITY CHART  
ROLLA, MISSOURI

ESF Annex #		1	2	3	4	5	6	7	8	9	10	11	12	13		15
<b>P &amp; S Chart</b>	<b>Emergency Support Function</b>															
	<b>Transportation</b>															
	<b>Communications</b>															
	<b>Public Works and Engineering</b>															
	<b>Firefighting</b>															
	<b>Information and Planning</b>															
	<b>Mass Care, Temporary Housing and Human Services</b>															
	<b>Logistics</b>															
	<b>Public Health and Medical</b>															
	<b>Search and Rescue</b>															
	<b>Oil and Hazardous Materials</b>															
	<b>Agriculture and Natural</b>															
	<b>Energy</b>															
	<b>Public Safety and Security</b>															
	<b>External Affairs</b>															
	<b>Agency</b>															
Mayor/City Administrator						S										
Emergency Management Director			S	S		P	P	P			S	P	S			P
Police Chief		S	S	S	S		S	S	S	S	S	S		P		
County 911 Center			P													
Fire Chief			S		P		S		S	P	P	S		S		
City Clerk						S										
Public Works Director		P		P	S		S			S	S	S	P	S		
County Coroner									S							
County Health Department				S			S		P		S	S	S			
EMS/Ambulance Service							S		S	S						
Utility Services													S			
Parks and Recreation Department												S				
American Red Cross							S		S							
Ministerial Alliance							S		S							
Local Emergency Planning Committee											S					
		P = Primary					S = Support					* = Joint				

## Appendix 2 to the Basic Plan

### ESF ROLES AND RESPONSIBILITIES

<b>Emergency Support Function (ESF)</b>	<b>Roles and Responsibilities</b> <i>(not all inclusive)</i>
<b>ESF-1 Transportation</b>	<ul style="list-style-type: none"> <li>• Transportation modes management and control</li> <li>• Transportation safety</li> <li>• Stabilization and reestablishment of transportation infrastructure</li> <li>• Movement restrictions</li> <li>• Damage and impact assessment</li> </ul>
<b>ESF-2 Communications</b>	<ul style="list-style-type: none"> <li>• Coordination with telecommunications and information technology industries</li> <li>• Coordination of the reestablishment and provision of critical communications infrastructure</li> <li>• Protection, reestablishment, and sustainment of national cyber and information technology resources</li> <li>• Facilitation of the stabilization of systems and applications from cyber events</li> </ul>
<b>ESF-3 Public Works &amp; Engineering</b>	<ul style="list-style-type: none"> <li>• Infrastructure protection and emergency repair</li> <li>• Critical infrastructure reestablishment</li> <li>• Engineering services and construction management</li> <li>• Emergency contracting support for lifesaving and life-sustaining services</li> </ul>
<b>ESF-4 Firefighting</b>	<ul style="list-style-type: none"> <li>• Coordinates the support for the detection and suppression of fires</li> <li>• Support to wildland, rural, and urban firefighting</li> </ul>
<b>ESF-5 Information and Planning</b>	<ul style="list-style-type: none"> <li>• Incident Action Planning</li> <li>• Information collection, analysis, and dissemination</li> </ul>
<b>ESF-6 Mass Care</b>	<ul style="list-style-type: none"> <li>• Mass care</li> <li>• Emergency assistance</li> <li>• Temporary housing</li> <li>• Human services</li> </ul>
<b>ESF-7 Logistics</b>	<ul style="list-style-type: none"> <li>• Comprehensive, incident logistics planning, management, and sustainment capability</li> <li>• Resource support</li> </ul>
<b>ESF-8 Public Health and Medical Services</b>	<ul style="list-style-type: none"> <li>• Public health</li> <li>• Medical surge support including patient movement</li> <li>• Behavioral health services</li> <li>• Mass fatality management</li> </ul>

<p style="text-align: center;"><b>ESF-9 Search and Rescue</b></p>	<ul style="list-style-type: none"> <li>• Structural collapse (urban) search and rescue</li> <li>• Water search and rescue</li> <li>• Land search and rescue</li> </ul>
<p style="text-align: center;"><b>ESF-10 Oil and Hazardous Materials Response</b></p>	<ul style="list-style-type: none"> <li>• Environmental assessment of the nature and extent of oil and hazardous materials contamination</li> <li>• Environmental decontamination and cleanup, including buildings/structures and management of contaminated waste</li> </ul>
<p style="text-align: center;"><b>ESF-11 Agriculture and Natural Resources</b></p>	<ul style="list-style-type: none"> <li>• Nutrition assistance</li> <li>• Animal and agricultural health issue response</li> <li>• Food safety and security</li> <li>• Natural and cultural resources and historic properties protection</li> </ul>
<p style="text-align: center;"><b>ESF-12 Energy</b></p>	<ul style="list-style-type: none"> <li>• Energy infrastructure assessment, repair, and restoration</li> <li>• Energy industry utilities coordination</li> <li>• Energy forecast</li> </ul>
<p style="text-align: center;"><b>ESF-13 Public Safety and Security</b></p>	<ul style="list-style-type: none"> <li>• Facility and resource security</li> <li>• Security planning and technical resource assistance</li> <li>• Public safety and security support</li> <li>• Support to access, traffic, and crowd control</li> </ul>
<p style="text-align: center;"><b>ESF-15 Public Information</b></p>	<ul style="list-style-type: none"> <li>• Coordinate the release of accurate, coordinated, timely, and accessible public information to affected audiences</li> <li>• Work closely with state and local officials to ensure outreach to the whole community</li> <li>• Media and community relations</li> </ul>

## Appendix 3 to the Basic Plan

### EMERGENCY ACTIVATION LEVELS AND CONTROL PROCEDURES

#### I. PURPOSE

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

#### II. ACTIVATION LEVELS

- A. **Normal Operations/Steady State (Level 4):** Routine monitoring of jurisdictional situation (no event or incident anticipated). The EOC is not staffed.
- B. **Enhanced Steady-State (Level 3):** A situation or threat has developed and requires monitoring and coordination between jurisdictions and agencies resulting in a partially staffed center. The EOC is staffed with a few personnel focused on situational awareness.
- C. **Partial (Level 2):** A response where a situation or threat has developed requiring coordination beyond the normal workday and that may require 24/7 monitoring. The EOC is partially staffed to include limited or partial liaison support based on the needs of the incident.
- D. **Full (Level 1):** An incident of such magnitude that it requires or may require extensive response and recovery efforts and very significant resources or a situation/threat has developed, requiring 24/7 coordination, monitoring, and support. The EOC has staffed all general positions including applicable liaison positions and operations are being conducted on a 24-hour basis.

#### III. RESPONSE PROCEDURES

- A. The dispatcher, upon notification of an emergency, shall notify the officer on duty to respond. (The term dispatcher when used in these procedures applies to the 911 Dispatcher for Phelps County.)
- B. On-scene command and control of the affected area will be established by the first ranking officer of the responding agency at the scene of the incident.
- C. The on-scene commanding officer will maintain radio contact with the dispatcher to advise of the situation and to alert additional response agencies as necessary.

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- D. The Emergency Management Director will advise the chief elected official of the jurisdiction(s) affected of the emergency situation and they will determine at this time whether or not to activate the EOC and assemble its staff.
- E. Should it be decided to activate the EOC, each member of the EOC Direction and Control staff will be contacted by the dispatcher and advised to report to the EOC. The dispatcher will be assisted by the on-duty personnel at the department and/or the Emergency Management Director to make the notifications if necessary.
- F. After the EOC Direction and Control staff has assembled, it will be determined what personnel will be required to control operations. This determination will be made by the chief elected official and the Emergency Management Director.

#### **IV. NOTIFICATION PROCEDURES**

- A. The Emergency Management Director will make the decision to activate EOC notification procedures. It will be the responsibility of the dispatcher on duty to notify key government officials and emergency response organizations/departments. The primary methods of communications will be through radio and/or telephone.
- B. The dispatcher will have available at the communications center the necessary call-up/notification lists which include names and telephone numbers of individuals and organizations to contact. It is the responsibility of the dispatcher along with each organization/department to see that these lists are kept current.
- C. In some cases it will be the responsibility of the first organization member contacted to notify and/or recall the necessary personnel within that organization to respond to the incident. Therefore, each organization must maintain current internal personnel notification/recall rosters and a means to implement them.
- D. Depending upon the type of emergency, the dispatcher will notify/warn special locations such as schools, nursing homes, etc. A list of names and telephone numbers to contact is available with the dispatcher. On-duty personnel and/or the Emergency Management Director will assist with this notification.
- E. It is the responsibility of the dispatcher to keep a log of all messages received and sent.
- F. Operational procedures/checklists will be established and utilized in so far as possible.

- G. Situations requiring notification that are not covered by these checklists will be handled on a case-by-case basis by the Emergency Management Director and his/her staff.

**Appendix 4 to the Basic Plan**

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

WHEREAS, Rolla, Missouri, has encountered \_\_\_\_\_  
conditions, and a threat exists to the lives and property of the people of Rolla, Missouri, and:

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

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

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

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

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

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

\_\_\_\_\_  
Mayor, City of Rolla, Missouri