NATRONA COUNTY EMERGENCY OPERATIONS PLAN

2024 Revision

Natrona County Emergency Management
201 N. David St, 2nd Floor
Casper, WY 82601
ncema@natronacounty-wy.gov
(307) 235-9205

EOP Sections

BASE PLAN

ANNEX A: Emergency Operations Center

ANNEX A-1: Emergency Support Functions

ANNEX B: Emergency Public Alerting, Warning, and Information

ANNEX C: Mass Casualty Incidents

ANNEX D: Mass Fatality Incidents

ANNEX E: Evacuations

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Acronyms and Definitions

Record of Significant Changes	
Date	**Change Details**
2/28/2024	Draft presented at in person working group for refinement.
3/4/2024	Planning Assumptions and Incident Management Clarifications made in the Base Plan. Based on Policy Group feedback.
	Final Draft for adoption by County Commissioners and Municipalities completed and distributed to the individual Board and Councils.

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2024 BASE PLAN

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Revision Year: 2024

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Natrona County EOP 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
- Development Department

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

Town of Edgerton:

- Office of the Mayor

Town of Evansville:

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

Town of Midwest:

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

City of Mills:

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

Other Agencies:

- American Red Cross of Wyoming
- 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
- Natrona County Fire Protection District
- Casper-Natrona County International Airport
- Natrona County School District
- National Weather Service Riverton
- Regional Vet Coordinator
- Summit Medical Center
- Wyoming State Forestry – Casper Office
- The Salvation Army
- Banner Wyoming Medical Center

Natrona County Emergency Operations Plan Summary

The Natrona County Emergency Operations Plan (EOP) is an all-discipline and all-hazards plan that provides general guidelines and principles 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. Since each disaster presents unique challenges, this plan recognizes that it is impossible to plan for every contingency. Highly detailed operational plans are not included in this plan.

The NC EOP utilizes the local Threat and Hazard Identification and Risk Assessment process, as well as local Hazard and Mitigation Planning to guide associated sections and details where applicable.

Natrona County Emergency Operations Plan Purpose

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.

Natrona County Emergency Operations Plan Scope and Authorities

The Natrona County Emergency Operations Plan consists of three components:
- One Base Plan, which identifies legal authorities, purpose/general concepts, planning assumptions, and agency responsibilities
- Functional Annexes
- Hazard Specific Appendices

This plan should be reviewed and updated on a continuing basis. Natrona County Emergency Management is responsible for regular updates and revisions of this plan, with input from Natrona County elected officials and department heads from all incorporated response agencies. Legal authorities for this plan are found within the following:

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, Wyo. Stat. Ann. § 19-13-101 et seq. (2017).

Local:
1. Any Natrona County, and municipalities within, Resolutions adopting the Natrona County Emergency Operations Plan.

Planning Assumptions

The Natrona County EOP is based on the following planning assumptions and considerations.

Incident Management Authorities

Incidents are to be managed at the lowest possible geographic, organizational, and jurisdictional level. It is assumed that individual municipalities will continue to manage incidents or disasters that affect their jurisdiction, until the required response resources overwhelm their capabilities.

It is then assumed through Mutual Aid and/or requests for assistance that the affected jurisdiction will continue to participate in Unified response efforts through Delegations of Authority and/or maintaining active participation in Policy Group efforts throughout Response and Recovery phases.

Whole Community Incident Management Involvement

It is assumed the combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations (NGOs) will be necessary to prevent, mitigate, 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.

Incident Management Activities

Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS).

It is assumed that this will include use of the Multi-Agency Coordination System (MACS) and Incident Command System (ICS) management styles at their appropriate levels. MACS and ICS are both components of NIMS, and they serve different purposes within the incident management framework.

Leverage ICS when managing incidents at the operational level with a focus on on-the-ground response, and MACS when there is a need for multi-agency coordination, strategic decision-making, and resource management at a higher level. Often, both systems work in tandem, with ICS managing operations at the incident level and MACS coordinating overarching efforts, often from an EOC.

Top Priorities for Incident Management

Efficiently and appropriately utilizing the National Incident Management System (NIMS) in response to all incidents emergencies while prioritizing:

1. Life Safety
2. Incident Stabilization
3. Property Conservation

Begin prior to any incidents or disasters, follow the 4 Phases of Emergency Management, and work to ensure an established, appropriate, reasonable, efficient, and scalable system for incident and disaster response through:

1. Planning
2. Mitigation
3. Response
4. Recovery

Continued focus and attention to the following will need to be present at all times:

- Saving lives and protecting the health and safety of:
  - The Public
  - All Responders
  - All Recovery Workers
- Ensuring security during Response and Recovery efforts.
- Preventing imminent incidents, including acts of terrorism, from occurring.
- Protecting and restoring critical infrastructure and key resources.
- Conducting law enforcement investigations to resolve incidents, apprehend perpetrators, and collect and preserve evidence for prosecution.
- Protecting property and mitigating damages and impacts to individuals, communities, and the environment.
- Facilitating recovery of individuals, families, businesses, governments, and the environment.

Incident Management Structuring, Facilities, Locations

Incident Management organizational structures and physical locations address both site specific incident management activities and broader county issues related to the incident, such as impacts from the incident to the rest of the county.

This plan identifies immediate county or regional structures and facilities required to avert or prepare for potential and subsequent events, management of multiple threat incidents, and specifically incidents that are non-site specific, geographically dispersed, or evolve over a long period of time.

Proper organizational structures and facilities for incident management establish a clear progression of coordination and communication within the local level response and upward to the state level.

Multi-Agency Coordination Group (MACG) or Policy Group

In the context of the Multi-Agency Coordination System (MACS), the terms "Multi-Agency Coordination Group (MACG)" and "Policy Group" may sometimes be used interchangeably, but they refer to distinct components within the overall MACS structure. The MACG encompasses a broader group of senior officials involved in multi-agency coordination, and within the MACG, the Policy Group has a specific role in addressing policy-related matters. The MACG collaboratively makes decisions, and the Policy Group contributes to those decisions by providing policy-focused guidance and oversight. The exact terminology and organizational structure may vary based on jurisdiction and specific incident management protocols.

Multi-Agency Coordination Group (MACG):

The Multi-Agency Coordination Group (MACG) is a component within MACS that brings together senior officials or representatives from different agencies and jurisdictions. The MACG works collaboratively to make strategic decisions and coordinate resources at a higher level. The MACG typically includes representatives from various disciplines and sectors involved in the incident response.

Policy Group:

The Policy Group is a subset or component within the broader MACG. It specifically focuses on addressing policy-level issues related to the incident response. The Policy Group plays a crucial role in developing and reviewing policies, providing strategic guidance, ensuring legal and regulatory compliance, and addressing ethical considerations at a higher level.

Natrona County Emergency Operations Center (EOC)

The support and coordination components consist of multi-agency coordination entities operating within an Emergency Operations Center. EOCs provide central locations for operational information sharing and resource coordination in support of on-scene efforts by utilizing the Incident Command System (ICS) Structure and as defined in the EOC Annex of this Natrona County EOP.

The Natrona County EOC is presently located on the second floor of the Hall of Justice – 201 N. David Street. In the event that the primary Natrona County EOC is not accessible, or uninhabitable, alternate locations have been identified at the Casper Natrona County Health Department, and at the City of Casper's Public Safety Operations Center (PSOC).

Joint Information Center (JIC)

The Natrona County JIC serves as a main 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 Incident Command, and/or an established MACG / Policy Group to ensure consistent messages, to avoid the release of conflicting information, and to prevent negative impact on operations.

This formal approval process ensures protection of operational and security sensitive information. Agencies may issue their own statements and news releases related to their policies, procedures, and capabilities; however, all public statements and releases should be coordinated with the JIC prior to being released. The JIC is attached to the EOC. All agencies and jurisdictions should ensure a trained Public Information Officer (PIO) is available to report to the JIC during an incident if requested.

Incident Management Teams (IMTs)

IMTs are pre-coordinated and rostered groups of qualified ICS Command and General Staff personnel. IMT use determinations shall be made by the MACG / Policy Group depending on response needs. However, any IMT used shall follow nationally accepted typing conventions and qualifications:

- *Type 4 IMT –* City, County, or Fire District Level activated to manage a local incident.
- *Type 3 IMT –* State Level, activated to support manage large incidents that extend beyond one operational period.
- *Type 2 IMT –* Self-contained National and State Level Team
- *Type 1 IMT –* Federal or State Level Team. Most robust and experienced available, fully equipped and self-contained.

Incident Command Post (ICP)

The tactical level, on-scene incident command and management organization is located at the ICP. The ICP 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 who may have response responsibilities.

When multiple command authorities are involved, the ICP may be led by a Unified Command 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 established or appropriate level for resolution in accordance with NIMS principles and practices.

The ICP is usually located at, or in the immediate vicinity of, the incident site. The ICP 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 Incident Management Structure.
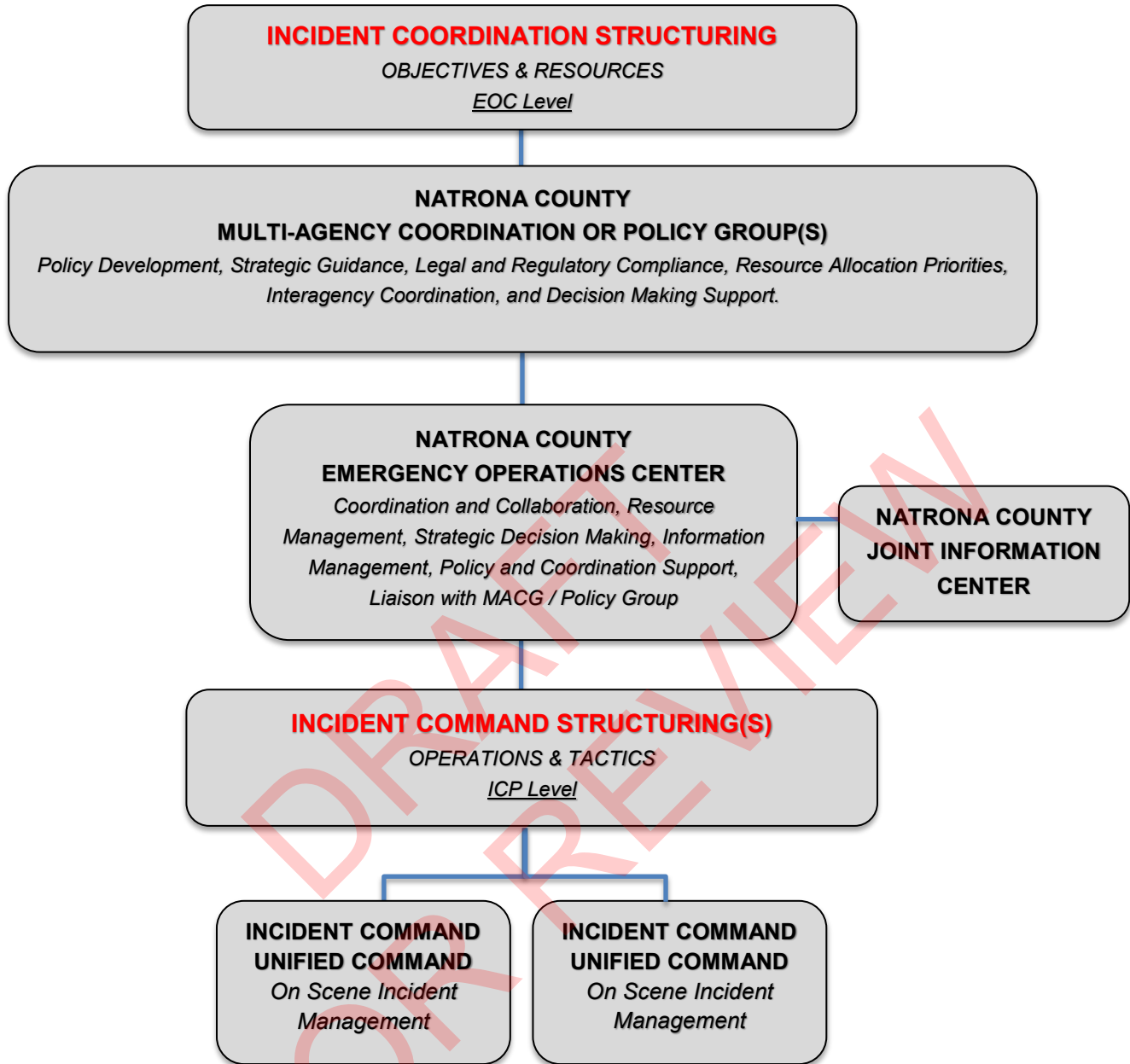
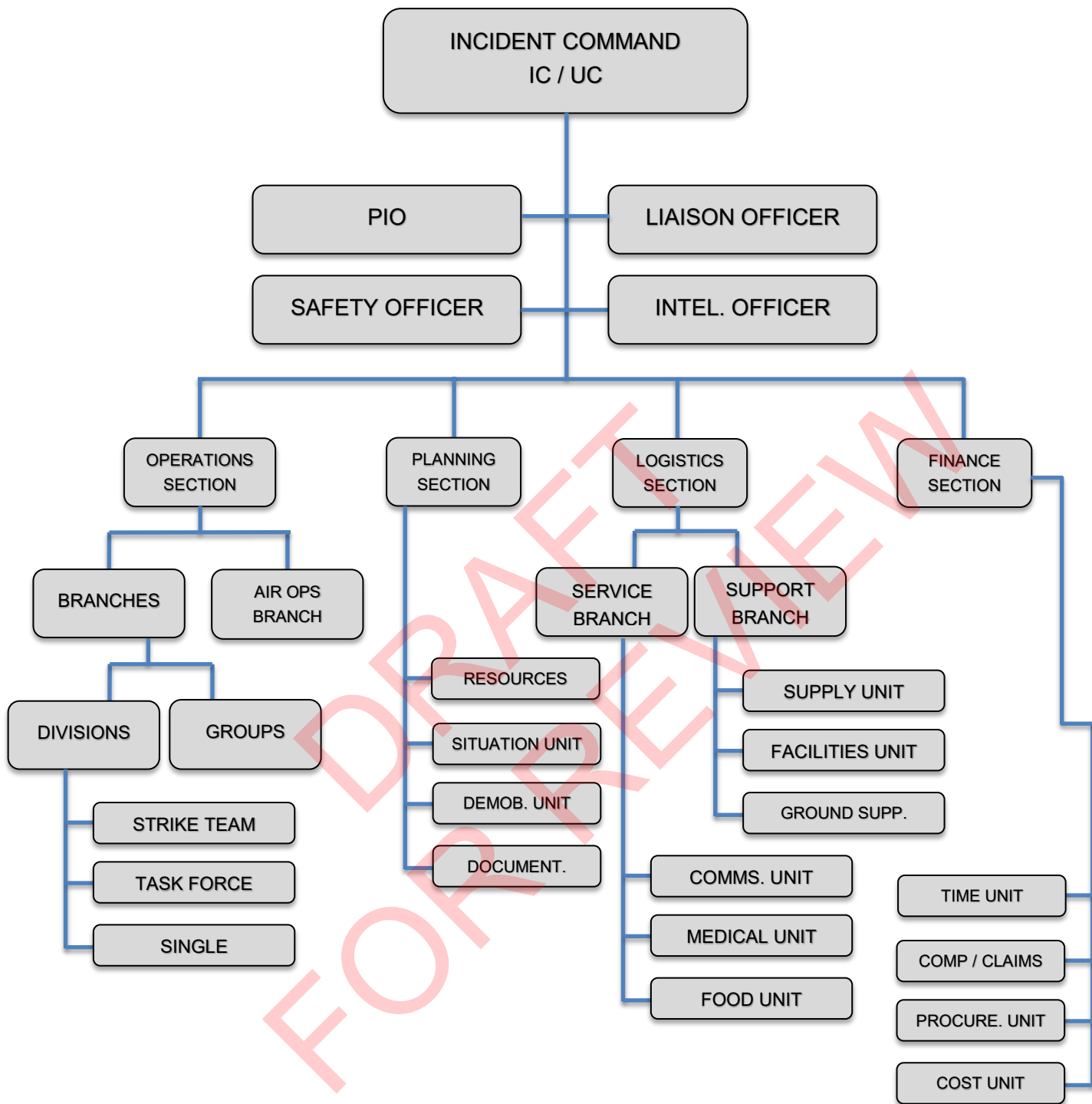Figure 2: Structure for Natrona County EOP Coordination Level Structuring

Figure 1: Typical Full Scale ICS Organizational Chart

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 and access across multiple jurisdictions and between public and private sectors.
  - Involve multiple, highly varied hazards or threats on a local, regional, or national scale.
  - Result in numerous casualties, fatalities, displaced people, and property loss, disruption of normal life support systems, essential public services, basic infrastructure; and significant damage to the environment.
  - Impact critical infrastructures across all sectors.
  - Overwhelm capabilities of local governments and private sector infrastructure owners and operators.
  - Attract a sizable 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 for being a man caused possible terrorism incident.

Governmental Concepts

- The Natrona County Emergency Operations Center (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 not understand warnings of impending disaster broadcasted over radio or television, and in some areas, outdoor warning siren systems.
  - Mobile public address systems 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 trained, credentialed, and coordinated Natrona County Emergency Management Volunteers may be activated to assist during disaster operations.
- Other local volunteer groups may be available to assist during disaster operations. However, their automatic help should not be assumed as occurring without requests being made.
- Natrona County Sheriff's Office Credentialed Volunteers will be covered for injuries incurred during disaster operations and while working under the direction of the Natrona County Emergency Management. The local government also assumes liability for all NCSO credentialed volunteers working under the direction of Natrona County Emergency Management.
- 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.
- Governmental offices should take mitigation efforts before any disaster to safeguard vital records and continuity of government and operations.
- Some vital records may have to be reconstructed, if not protected, after the disaster.
- 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 requests for disaster declarations.
- Chief Elected Officials may need to consider the possibility of closing grocery stores, establishing curfews, limiting automobile use, etc. under the advisement of the Multi-Agency Coordination Group (MACG) / Policy 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, widespread damages, and debris.
- Mutual aid agreements should be established and maintained with both neighboring counties and jurisdictions, as well as within Natrona County.
- 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 and evacuation efforts 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 discipline for warning and evacuation operations.
- Private security may be used for non-law enforcement security activities.

Health and Medical:

- Emergency medical response is most critical within the first phase of the disaster, but providing continued and stable service through all phases of a response is important.
- Jurisdictions may be on their own without emergency health and medical services for a period of time.
- Most jurisdictions will have limited equipment and manpower.
- Most injuries, including minor and severe, will be self-treated.
- There may not be adequate local capability to meet the health and medical 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.

Roles and Responsibilities

ELECTED & APPOINTED OFFICIAL CHECKLIST

PREPAREDNESS:
- ☐ Participate in hazard analysis and identify vulnerabilities in your 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 departments to ensure that new constructions do not increase any hazard or vulnerability threat(s).
- ☐ Review emergency staffing plans.
- ☐ Establish plans to coordinate the continuation of government activities during emergencies/disasters.
- ☐ Become familiar with the Natrona County Emergency Operations Plan.
- ☐ Participate in emergency management exercises.
- ☐ Become familiar with NIMS/Incident Command System.

RESPONSE:
- ☐ Report to the EOC as requested.
- ☐ Alert and activate, as needed, personnel within your authority.
- ☐ Assist with the decision making process in the response and recovery phases.
- ☐ Institute emergency resolutions/ordinances.
- ☐ Sign local disaster declaration for your area of government.
- ☐ Establish and maintain a log of events/actions taken by officials.
- ☐ Evaluate the 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:
    - o Electrical power
    - o Gas
    - o Phones
    - o Roads
    - o etc.
- ☐ Coordinate with established MACG / Policy Group regarding any large scale, or critical, events that have a potential for impacting the whole community.

SAMPLE DECLARATION

A Disaster Declaration must be issued prior to requesting state or federal assistance.
The following is a sample of the language that should be retyped onto the jurisdiction's official letterhead before submitting. Language should be changed to accurately describe the current incident.

****

WHEREAS, _____ County (or affected city/town) has suffered from a _____ (i.e. tornado, flood, severe storm, etc.) that occurred on _____ include date(s) and time).

WHEREAS, extensive damage was caused to public and private property, disruption of utility service, and endangerment of health and safety of the residents of _____ County (or affected city/town) within the disaster area.

WHEREAS, all locally available public and private resources available to mitigate and alleviate the effects of this disaster have been insufficient to meet the needs of the situation,

THEREFORE, the Chair of the _____ County Commissioners (or Mayor of _____) has declared a state of emergency on behalf of _____ County (or affected city/town), the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the requesting assistance form the State.

_____
Chair, _____ County Commissioners
(or Mayor of _____ or appointed authorized representative)

WITNESS my hand and seal of my office
This _____ day of _____, 20_____.

_____
County (or City/Town) Clerk

Note: Do not include specific dollar amounts in the Resolution. This Resolution does not guarantee that the jurisdiction or any potential applicants will qualify to receive state or federal funding assistance.

PUBLIC HEALTH CHECKLIST

PREPAREDNESS:
- ☐ Assist with county/community assessment of hazard and vulnerability analysis to identify likely disaster scenarios.
- ☐ Recommend local resolutions/ordinances as necessary to mitigate the effects of potential or anticipated health disasters/emergencies.
- ☐ Develop programs and plans for:
  - o Immunization.
  - o Continuous health inspections.
  - o Specialized training for public and employees for disasters and emergencies.
  - o Epidemic intelligence, evaluation, prevention, and detection of communicable diseases.
  - o Assist with planning for the possibility of terroristic threat involving biological, and/or chemical incidents.
  - o Emergency Responses including quarantines.
- ☐ Coordinate health and medical planning with health and medical agencies, Emergency Management, 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 systems 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 the Medical Directors, medical facilities, and Hospital CEO's.
- ☐ Train personnel in response roles and use of the NIMS/Incident Command System.

RESPONSE:
- ☐ Have a representative report to the EOC as requested.
- ☐ Provide support to other emergency services.
- ☐ Establish/fall within NIMS/ICS.
- ☐ Coordinate with medical operations on assignment of personnel.
- ☐ Coordinate with medical operations for provision of special needs groups (visually impaired, hearing impaired, other handicapped, elderly, non-English speaking, etc.), assisting Red Cross with health and medical needs/issues at shelters.
- ☐ Coordinate requisitioning of medical supplies, equipment and drugs.
- ☐ Coordinate with medical operations 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 the JIC or IMT's 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 for emergency internment.
- ☐ Provide sampling for laboratory testing of water, food, and other supplies.
- ☐ Prepare for post-emergency immunization and health measures.
- ☐ Report to MACG / Policy Group on health and medical service status.
- ☐ Coordinate with religious organizations, mental health/counseling organizations, and the Red Cross for appropriate needs of disaster victims.
- ☐ Maintain status records and prepare situational reports.
- ☐ Request Federal assistance from the Strategic National Stockpile (SNS).
- ☐ Submit after action reports and participate in whole community after action review and improvement planning processes.

FIRE SERVICES CHECKLIST

PREPAREDNESS:

- ☐ Normal fire prevention strategies and inspections.
- ☐ Establish and maintain inter-county and intra-county mutual aid agreements.
- ☐ Keep inventories of equipment, manpower, and supplies.
- ☐ Participate in, and 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 agencies.
- ☐ 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/SOGs and/or disaster/emergency plan for your department, and for coordination with other fire departments.
- ☐ Coordinate with social service agencies/groups to determine locations of 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 a representative report to EOC as 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.
- ☐ 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 speaking, etc.)
- ☐ Provide damage estimation information, as available.
- ☐ Submit after action reports and participate in whole community after action review and improvement planning processes.

LAW ENFORCEMENT CHECKLIST

The Sheriff is the lead law enforcement official for all countywide Disaster/Emergency Operations and 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:
- ☐ 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.
- ☐ (Sheriff) Establish evacuation plans 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.

RESPONSE:
- ☐ Report to Emergency Operations Center (EOC), as requested.
- ☐ Alert law enforcement personnel.
- ☐ Coordinate assistance from other special law enforcement organizations:
  - o National Guard
  - o Game & Fish
  - o DCI
  - o Brand Inspectors
  - o Law Enforcement Reserves
  - o State Forestry
  - o BLM
  - o Private Security Forces
  - o ICE
  - o FBI
  - o ATF
  - o 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 MACG / Policy Group 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 the community.
- ☐ Submit after action reports and participate in whole community after action review and improvement planning processes.

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 the National Guard for additional manpower, equipment, and communications.
- ☐ Participate in disaster exercises.
- ☐ Coordinate evacuation and special contingency planning with other agencies.
- ☐ Coordinate with County Road & Bridge, and municipal 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.
- ☐ Participation, and/or Coordination, of the MACG/Policy Group as needed.
- ☐ Coordination of resources to support Incident Management Team, and/or Incident Command requirements.
- ☐ Coordination of mutual aid and outside assistance.
- ☐ Conduct and coordinate search and rescue operations.
- ☐ Coordinate 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 of requests for state assistance.
- ☐ Plan maintenance, training and exercises.
- ☐ Facilitate and coordinate multi-agency, multi-discipline, whole community after action review and improvement planning processes.

RED CROSS & 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 crisis counseling program for victims affected by disaster.
- ☐ Exercise internal plans and make appropriate adjustments.
- ☐ Develop, conduct, and/or assist in community education programs to have citizens prepare their families, homes and businesses.
- ☐ Participate in community and emergency management 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 area hospitals on sheltering in the case of hospitals being evacuated. Based on the potential of 200 ambulatory patients and 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.

RESPONSE:
- ☐ (Red Cross) Activate Disaster Action Response Team(s).
- ☐ Activate and staff shelter(s) in a safe area by request and direction of Natrona County Emergency Management or the MACG / Policy Group.
- ☐ Have a representative report to the EOC as requested.
- ☐ Coordinate with EOC, and law enforcement, to ensure routes to shelters are marked and appropriate traffic control is established.
- ☐ Work within an established JIC, assist PIO(s) in disseminating proper information.
- ☐ Provide food, water, and crisis counseling to victims and/or coordinate with other agencies to assist in these services.
- ☐ Establish documentation of all costs, listings of victims sheltered, and sheltering situational status reports to the EOC.
- ☐ Coordinate with Public Health for provision of special needs groups (visually impaired, hearing impaired, other handicapped, elderly, non-English speaking, etc.) that may have health and medical needs/issues at shelters.
- ☐ Assist with special needs sheltering i.e.; Area Hospitals, and Senior Citizens evacuations for both ambulatory and non-ambulatory persons.
- ☐ Coordinate with emergency services for the return of evacuees to their homes.
- ☐ Assist with coordinating facilities for disaster assistance centers.

PUBLIC WORKS, UTILITIES, AND ENGINEERING CHECKLIST

Public Works, Utilities, and Engineering includes city, town, and county engineers; municipal public works; Wyoming Department of Transportation; County Parks, and 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 departments 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 personnel.
- ☐ Review equipment status:
    - o Spare parts.
    - o Fuel.
    - o 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.

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, and 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.
  - o 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, coordinating with County Health Department.
- ☐ Coordinate with Fire Warden for fire services water needs.
- ☐ Ensure adequate/necessary water supplies. Coordinate with County Health Department to ensure water is potable, and for decontamination purposes.
- ☐ Coordinate with law enforcement and fire services on 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 EOC 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 MACG / Policy Group.

NATRONA COUNTY CORONERS AND/OR 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 DEVELOPMENT 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, 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 coalition of 70+ of the nation's most reputable national organizations (faith-based, community-based and other non-profit organizations) and 56 State/Territory VOADs 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

Local pre-coordinated, pre-credentialed, and pre-trained volunteer programs exist within various organizations and agencies in Natrona County. These programs are vital in all phases of Emergency Management, especially during response and recovery efforts.

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

Emergency Support Functions (ESF)

This plan applies an all-hazards functional approach that groups the capabilities of local departments and agencies into Emergency Support Functions (ESFs) 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. This plan identifies primary agencies on the basis of authorities, resources, and capabilities and support agencies 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 below. ESFs are expected to support one another in carrying out their respective roles and responsibilities.

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 – Information and Planning	• 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, within the EOC or Incident Management Team effort, 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 Incident Management 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.

ESF Primary & Support Designations

Dept./Agency	#1 Transportation	#2 Communication	#3 Public Works & Engineering	#4 Firefighting	#5 Emergency Management	#6 Mass Care & Housing	#7 Resource Support	#8 Public Health & Medical	#9 Search & Rescue	#10 Hazardous Mat. Response	#11 Agriculture	#12 Energy & 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 / Municipal 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					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
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		
School Districts	S				S	S	S							S	
Ag. 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	P

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/or disaster response and recovery operations. The Natrona County Public Safety Communications Center (PSCC) has been authorized to activate various public warning and alerting systems. The Emergency Alert System (EAS) and Wireless Emergency Alerting Systems (WEAS) can be utilized through a direct request of Natrona County Emergency Management or the National Weather Service office in Riverton. PSCC can also alert and warn citizens through activation(s) of Emergency Outdoor Warning Sirens in Natrona County directly from their facility. Maintain incident communication actions consistent with 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 drainages. 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 or jurisdictional streets/public works dept.

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 firefighting resource mobilization and deployment; leads in coordinating all resources to combat urban and wildland incidents; provides incident management team personnel to assist on-scene incident command and control operations.

Activation Process: Natrona County Emergency Management 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, Bar Nunn 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 firefighting needs during disaster response and recovery operations.

Lead Agency: Fire Districts/Departments & Emergency Management

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 wildland field operations through a close coordination with local, state, and federal fire agencies. Coordinate firefighting 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: Information and Planning

Definition: Information and Planning collects, analyzes, processes, and disseminates information about a potential or actual incident, and conducts deliberate and crisis action planning activities to facilitate the overall activities in providing assistance to the whole community.

Activation Process: Natrona County Emergency Management will activate this ESF to meet known or anticipated 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, Local, State and Federal Agencies, Hospitals, Public Safety Communication Center, Private Sector Resources, School Districts, Extension Office, Fire Districts / Departments.

Roles and Responsibilities: ESF #5 activities include functions that are critical to support and facilitate multiagency planning and coordination for operations. Coordinating the development of overall incident situational awareness, including information collection, information management, modeling and analysis, and the development of reports and information analysis on the status of operations and impacts. ESF #5 coordinates the development of plans to manage and support incident activities. This includes crisis and incident action planning, analysis of risks and capability requirements, and other support as required.

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, 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.

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, Elkhorn Valley Rehabilitation Hospital, Emergency Medical Director(s), Local, State and Federal Agencies, Public Safety Communication Center, Fire Districts/Departments, and the Wyoming State Livestock Board.

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: Natrona County Emergency Management 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, and all Jurisdictional 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 specialized expertise and equipment. Coordinate with other ESFs as needed.

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 and RERT-2

Supporting Agencies: BOCC, Natrona County Emergency Management, 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 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: Agricultural Extension Service and Emergency Management

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, Department of Family Services, Ag. Extension Office, 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, jurisdictional law enforcement agencies.

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, 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, and 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.

Photo: Natrona County EOC, Save America Rally 2022

NATRONA COUNTY EMERGENCY OPERATIONS PLAN

ANNEX A
EMERGENCY OPERATIONS CENTER

Natrona County Emergency Management

Revision Year: 2024

Table of Contents

Annex Summary

This Emergency Operation Plan (EOP) section details the operating procedures of the Natrona County Emergency Operations Center (NC EOC) in all forms and levels of operations at which the Natrona County Emergency Management Coordinator (EMC) is responsible for.

In any type of emergency or disaster, when the EOC is activated it will be to a level that directly corresponds with the degree of the emergency/disaster, and the National Incident Management System (NIMS) will be utilized. Activation of the EOC is at the discretion of the Natrona County Emergency Management Coordinator. Appropriate requests can be made to the Emergency Manager for activation, with further details on that process within this annex.

Direction and Control will be managed through the Emergency Management chain of command. Coordination with the applicable state and federal disaster relief agencies will take place as needed. Those agencies may provide in-place personnel for guidance in the EOC as required.

The NC EOC is a pre-coordinated, equipped, and managed location that meets FEMA advised and NIMS best practices. This includes accounting for Hazards, Vulnerabilities, and Capabilities, ensuring that there is existing and adequate infrastructure in place to fully support and sustain EOC activities at all levels.

The Natrona County Sheriff's Office hosts the Primary NC EOC facility on the 2nd floor of 201 N. David St. Casper, WY 82601. This EOC features a main area, with expansion options into surrounding rooms and offices, with additional options on other floors within the same building. It maintains adequate facilities, internal and external internet networks, phone networks, access control and facility hardening, and back-up power.

In the event that the primary Natrona County EOC is not accessible, or uninhabitable, alternate locations have been identified at the Casper Natrona County Health Department, and at the City of Casper's Public Safety Operations Center (PSOC). Additional NC EOC are at the discretion of the Natrona County Emergency Management Coordinator (EMC) who will identify location(s) that meet all FEMA advised standard EOC requirements.

EOC Authorities and Responsibilities

Authorities

The authorities of the NC EOC, under the coordination of the Natrona County EMC, are contained within the framework of the Natrona County Emergency Operations Plan and relevant Annexes, and Appendixes. This authority is granted through official adoptions of the NC EOP by The County of Natrona, and Municipalities within, via Individual Resolutions and/or Emergency Declarations and/or Delegations of Authorities.

During EOC activations without event or incident specific Resolutions, Declarations, or Delegations of Authority, the Authority of the EOC is derived from those participating within its Incident Management Structure based on their existing authorities. EOC coordination remains the responsibility of the Natrona County EMC.

EOC Responsibilities

The EOC is the centralized location of emergency response and recovery support operations during incidents. While tactical on-scene operations are conducted from the Incident Command Post (ICP), the EOC supports and helps coordinate ICP operations and any other adjacent incident operations.

The EOC utilizes standard NIMS Organizational Structures such as ICS, ICS-Like, Incident Support Model or Multi-Agency Coordination System, Departmental Structure, ESF Structure, or Hybrid structures to accomplish appropriate levels of Incident Management or Coordination. Often these structures can be adapted within NIMS to meet incident needs. Further sections within this Annex will detail EOC Personnel Organization and Assignments.

Utilizing the 14 Management Characteristics of NIMS, the EOC supports at all levels:
1. Common Terminology
2. Modular Organization
3. Management by Objectives
4. Incident Action planning
5. Manageable Span of Control
6. Incident Facilities and Locations
7. Comprehensive Resource Management
8. Integrated Communications
9. Establishment and Transfer of Command
10. Unified Command
11. Chain of Command and Unity of Command
12. Accountability
13. Dispatch/Deployment
14. Information and Intelligence Management

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

Authorized Requested Activations

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

- Municipal Emergency Management Coordinators
- County Commission Chair
    - Commission Member in the absence of the Chair
- Chief Elected Officials
- Municipal Manager
- Municipal Mayor
    - Council Member in the absence of the Mayor
- Chief Elected or Appointed Officials

Scalable Activations

The EOC can be activated on various levels depending on immediate or potential response needs, including levels of support for planned events. These various levels of activation are based on an analysis of measureable, likely, and/or potential impacts to, normal emergency services, business and commerce, governmental operations, and/or the populace at large.

The determination of what level to activate will be made by the Emergency Management Coordinator, in conjunction with or considering input from Area Commands, Mutual Aid Partners, and/or Requesting Entities.

Full Activation

A Full Activation would involve full-scale EOC staffing in all areas of operation. When the operation attains this level, other organizations, primarily State and Federal, may become in-volved in disaster relief activities. As the emergency operation dictates, volunteers may be re-quested 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. Various agencies and/or the American Red Cross of Wyoming have the potential of providing and registering personnel thus reducing the workload of EOC Staff and Personnel while providing a superior service through job knowledge and expertise.

Partial Activation

A Partial Activation will generally be handled within Emergency Management, Elected Officials, and First Response Agencies only.

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. 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.
- Flooding events.
- Hazardous material incidents.

Planned Event Activation

Planned Events may indicate the need for an EOC Activation in general support of the event's coordination needs and/or a level of potential for impacts to the community in the instance where the event does not go as designed.

In addition to the known coordination elements of the event, Event Planners and/or Public Safety Officials Performing a Threat Analysis exploring the "Likelihood" and "Impact" of various potential threats impacting the event, or general public due to the event, may indicate a level of EOC Activation that is appropriate in support of the event.

If an EOC Activation is required, it will follow the same concept of operations and at the most appropriate scale as any other EOC Activation.

Virtual Activation

The emergence and prevalence of Virtual Meeting and Document Sharing Platforms has allowed for a level of Incident Management and Coordination that can be done remotely and virtually with a high level of efficiency.

While this level of activation is non-traditional and poses unique challenges, it does offer an activation option when in person is unavailable due to events such as weather, biological, and/or anything else keeping EOC Personnel from congregating in a joint location.

This level of activation also offers the smallest scale and/or a more rapid activation option than an in person EOC. This could be deployed for events, or potential events, while still allowing EOC Personnel to maintain a level performance in their normal duties and responsibilities outside of the EOC.

If a Virtual EOC Activation is required, it will follow the same concept of operations and at the most appropriate scale as any other EOC Activation.

EOC Functions

Considerations for EOC Functions and Staffing are both based on various factors. The level of EOC activation and event or incident demands directly affect the various functions and personnel requirements to meet incident management needs and objectives. The National Response Framework (NRF) is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System (NIMS) to align key roles and responsibilities. EOC Operations in Natrona County will work to align with the NRF and NIMS in EOC Functions and Staffing.

Emergency Support Functions

Emergency Support Functions (ESFs) group response elements into 15 functional areas. These functions are present in most multi-discipline responses from the local level to the federal level. The Natrona County Emergency Operations Plan – Emergency Support Functions Annex provides further details directly regarding ESFs and their capabilities.

Depending on the EOC Organizational Structure, determined based on response and incident management needs, ESFs can be deployed to efficiently organize EOC efforts.

Public Information

Public Information dissemination to all internal and external stakeholders, Emergency Alert System (EAS), Wireless Emergency Alert System (WEAS), Social Media, Mass Notification Systems, and other means of public information is detailed further and will be conducted according to the Public Alerting, Warning, and Information Annex of the NC EOP.

The EOC or the Incident Management Team's Command Staff Public Information Officer (PIO) may establish a Joint Information System operated within Joint Information Center (JIC). If this occurs assigning additional PIOs from key incident stakeholders to support the JIC and to coordinate joint, accurate, and timely information dissemination is highly advisable. The JIC should be attached to, but separate from the EOC. Providing separate and distinct areas for JIC Personnel to operate within, and Press interaction area(s).

The Command Staff PIO or JIC Personnel may be required to conduct press briefings as well as coordinate with all media outlets as appropriate. This press interaction area should be separate from both the JIC and EOC facility.

The Command Staff PIO and/or JIC Manager will be assigned a telephone number, this number WILL NOT be the publicly posted telephone number. That will be the listed 307-235-9555 EOC Hotline Number from the phone list within this annex.

Informational Technologies

The purpose of this section is to establish known procedures for an EOC event ensuring that the Information Technology (IT) staff, both Natrona County Sheriff's Office IT (SO-IT) and Natrona County IT (County-IT), as well as Emergency Operations Center personnel maintain a fast, responsive, and operationally beneficial relationship.

Anytime that the Emergency Operations Center is activated SO-IT will be involved. SO-IT involvement will vary depending on the type of event or specific needs of the EOC Manager. SO-IT will coordinate and/or liaison with County-IT as needed.

IT Delegation and Responsibilities

When the EOC is activated the SO-IT Manager will be contacted for technical support.

It is important that all new IT requests go directly to the SO-IT Manager. A request may affect more than one area and coordination will need to take place. The SO-IT Manager will delegate and coordinate all EOC IT requests, including coordination with County-IT.

County IT and Public Information

The County-IT department has several resources available to it to help the Emergency Operations Center with public information efforts.

It is important to note that County-IT works only during normal business hours, Monday through Friday 08:00 to 17:00 and observes all Holidays as approved by the Natrona County Board of County Commissioners. It is possible through ample pre-coordination to allow for support outside of these hours.

Specific types of support like County Website, where County-IT can provide an incident specific web address (i.e. natronacounty-wy.gov/flood) or add emergency information to existing pages, Social Media, GIS, networking, and telephones may only be available through County IT. If these are required the SO-IT Manager, or their appointed person, will contact County-IT for these resources as needed. This is essential in keeping all EOC IT resources organized effectively.

Telephones

Multiple telephone lines are active for the Emergency Operations Center and available on an as needed basis. The listed telephone numbers below are available in the EOC or anywhere Natrona County network access can be established.

Location	Number
EOC MAIN	307-235-9205
EOC Hotline Main	307-235-9555
Hotline Lines	*307-235-9554* *307-235-9556* *307-235-9557* *307-235-9558* *307-235-9559*
EOC Telephone Numbers	307-235-9245 307-235-9485 307-235-9613 307-235-9614 307-235-9616 307-235-9687 307-235-9689 307-235-9690 307-235-9692

Deploying, Removing, and Using EOC Telephones

The EOC Telephone Lines and EOC Hotline are staged and ready 24/7. When requested, SO-IT will deploy the Phones and Network Switch to the EOC Manager designated locations.

When the EOC Telephone Lines ARE NOT DEPLOYED callers will get a message stating "The number you have called is not in service…"

When the EOC Telephone Lines ARE DEPLOYED, voice-mail can be set up for each phone. Each of the EOC Telephones will have a generic greeting and can be checked at the individual phones using the "Messages" button on the phone. The 4 Digit Pin to check messages will be the extension number, plus the last digit twice, followed by the # symbol.

When the EOC Hotline IS NOT DEPLOYED, meaning "no hunt members are logged in", callers will get a message stating "Hello you have reached the Emergency Operations Center, please hold for the next available operator", THE SYSTEM WILL THEN FORWARD TO the Sheriff's Office Dispatch number at 307-235-9300.

When the EOC Hot Line IS DEPLOYED, calls coming into 307-235-9555 will ring through all five Hotline Rollover trunk lines (9554, 9556, 9557, 9558, and 9559). Callers will progress through the roll over lines, ringing for 20 seconds on each line before passing to the next potentially available line. At any time lines that were previously unavailable and passed can pick up calls previously passing their line.

If all 5 lines are busy, the caller will hear a recording stating "We're sorry, all operators are busy at this time, please hold for the next available operator." They will be able to wait for a "Maximum Wait Time in Queue" of 15 minutes. This call "Queue" is set to allow 20 callers at a time within the system. After the maximum number is exceeded, or the queue if filled, the caller will hear a busy signal. With adequate coordination and time County-IT can modify these settings increasing or decreasing the "Maximum Number of Callers Allowed in Queue" and "Maximum Wait Time in Queue".

EOC Hotline voicemail will only be available by calling 307-235-9506, immediately press *, enter extension 804 followed by #, and then enter the 4 digit pin which is 8044#.

Incident Communication Technologies

Communications may be conducted through various means. Some of which are listed below and some of which are detailed further in the Public Alerting, Warning, and Information Annex of the NC EOP.

- Commercial telephone networks
- Public Safety Communications Center standard operations
- Public Safety Radio Communications
    - WyoLink
    - Wyoming Field Operating Guide (WYFOG) Planned Frequencies
    - National Interoperability Field Operations Guide (NIFOG) Planned Frequencies
- Auxiliary Radio Communications
    - Coordinated Communications Volunteers
    - Amateur Radio Relay League's (ARRL) Amateur Radio Emergency Services (ARES)
    - Presidential Declaration / FCC's Radio Amateur Civil Emergency Services (RACES)

A communications unit should be assigned and may be augmented by others as needed. All communications will be logged and documented according to NIMS standardization and processes.

EOC Message Center

A Message Center should operate from a location by the Communications Room with one or possibly two full-time staff personnel assigned to the Message Center 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 Message Center by the Unit Leader.

Data received via any EOC Communications means or by anyone in the EOC individually must be:
1. Immediately logged by the Message Center
2. Disseminated at the discretion of the Operations Section Chief for action

Proper use of Standardized NIMS Logs or EOC Forms must be stressed so that complete and accurate information is obtained and disseminated. Also ensuring procedures are standardized throughout the EOC.

Common Operating Picture Technologies

According to the FEMA National Response Framework (NRF), a common operating picture (COP) is "a continuously updated overview of an incident compiled throughout an incident's life cycle from data shared between integrated systems for communication, information management, and intelligence and information sharing." In short, a COP achieves real-time situational awareness across all levels of incident management and jurisdictions.

A COP can provide Emergency Operations Centers, incident commanders, and response personnel accurate and timely information concerning equipment distribution, location of personnel, on-site intelligence, and incident mapping when responding to and managing an incident. The NIMS and NRF suggest that agencies develop a COP for responding to a large-scale incident or an incident involving multiple agencies and should "gain and maintain situational awareness" in their response actions during a crisis event.

Maintaining an EOC COP system which incorporates advanced technology such as mapping tools, sensors, and video feeds, can improve incident response by dramatically enhancing information sharing, situational awareness, and data transfer during emergency incidents. This will involve efforts from all involved in both the Preparedness and Responses phases of Emergency Management.

Visual Displays and Status Boards

Potential Displays and/or Digital Screens for EOC operations may include the following as needed:

- Incident Action Plan
- EOC Organizational Chart
- Briefing Information and Incident Status Boards
- Bulletin or Posting Boards
- Incident and/or Area Mapping
- LIVE Weather Radar, Status, and/or Forecasts
- LIVE or Static Resource Tracking and Statuses
- LIVE Video Feeds

EOC Personnel Organization and Assignments

The staffing of the EOC may include available EOC response personnel and support personnel. Including representatives from incident applicable 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 Natrona County Emergency Management in an effort to control the emergency situation and alleviate the problem.

Extreme care must be taken to coordinate and control staffing as to not "over staff" and 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, and a maximum of (12) hours should be enforced to maintain safety, efficiency, and appropriate rest cycles. Considerations for rest cycles should be made and will be relevant to the shift hours and shift frequency.

Like in ICS, the EOC structure follows the NIMS management principle of modular organization, which indicates that leaders are responsible for the functions of unstaffed subordinate positions. Leaders should structure their EOC teams based on one of the common organizing methods that NIMS identifies (detailed within table in following section).

These foundations can help leaders decide which EOC organizational structure best fits their situation, enabling them to respond most efficiently and effectively. The EOC Manager should consider which type best meets incident requirements.

Additionally, EOC configurations can vary widely based on numerous considerations, including:

- Jurisdictional/organizational authorities
- Available staffing and staff schedules
- Partners and stakeholders represented
- EOC capabilities
- Engaged elected officials
- Nature and complexity of the incident or situation

Common EOC Organizational Structures

NIMS requires that responses to all domestic incidents utilize a common management structure. This can mean various types of EOC Organizational Structures in Natrona County. It is important to ensure that structuring of the NC EOC adapts to meet the incident needs. Refer back to the Section Summary and EOC Authorities and Responsibilities portion of this Annex for additional details.

FEMA analysis of past national responses indicates that the most common cause of response failure is poor management. Confusion about who's in charge of what and when, together with unclear lines of authority, have been the greatest contributors to poor response. NIMS works to address this with adaptable EOC Organizational Structures, which at the foundation employs adaptable levels of incident management structures, depending on the nature and needs of the incident.

EOC Structure Type	Benefits
ICS or ICS-like Structure	An ICS-like EOC structure generally reflects the standard ICS organization but with variations to emphasize the coordination and support mission of EOCs (as opposed to the tactical and logistics management role of on-scene responders).
Incident Support Model / Multi-Agency Coordination (MACS)	EOCs that use an Incident Support Model structure typically focus exclusively on support functions rather than on operations or managing response/recovery efforts. As with the ICS or ICS-like structure, the director of an Incident Support Model EOC has support personnel assigned to key functions, plus subject matter experts and technical specialists.
ESF Structure	ESF Structuring uses standardized Emergency Support Functions (ESFs) organized into ICS, ICS-like, or Incident Support / MACS EOC formats.
Hybrid Structures	Hybrid EOC Structures leverage the flexibility of all the previous structures listed and lets EOC Managers further meet incident and policy group requirements.

ICS, or ICS-like, Structure

Many jurisdictions use an ICS or ICS-like structure in their EOC. This is typically because emergency managers are familiar with the structure, and it aligns with the structure used in the field. It also provides a useful functional breakdown, particularly for EOCs that might take on operational missions.

An ICS-like EOC structure generally reflects the standard ICS organization but with variations to emphasize the coordination and support mission of EOCs (as opposed to the tactical and logistics management role of on-scene responders). For example, EOC leaders often differentiate between field personnel and EOC personnel by adding "Support" or "Coordination" to EOC section titles. Additionally, some EOC leaders may modify certain ICS processes or functions to better reflect EOC activities and responsibilities.

EOC leaders may select a standard ICS organization for one or more of these reasons:
- EOC staff provide tactical direction to an incident
- EOC Manager is using ICS-trained personnel with no additional training requirements
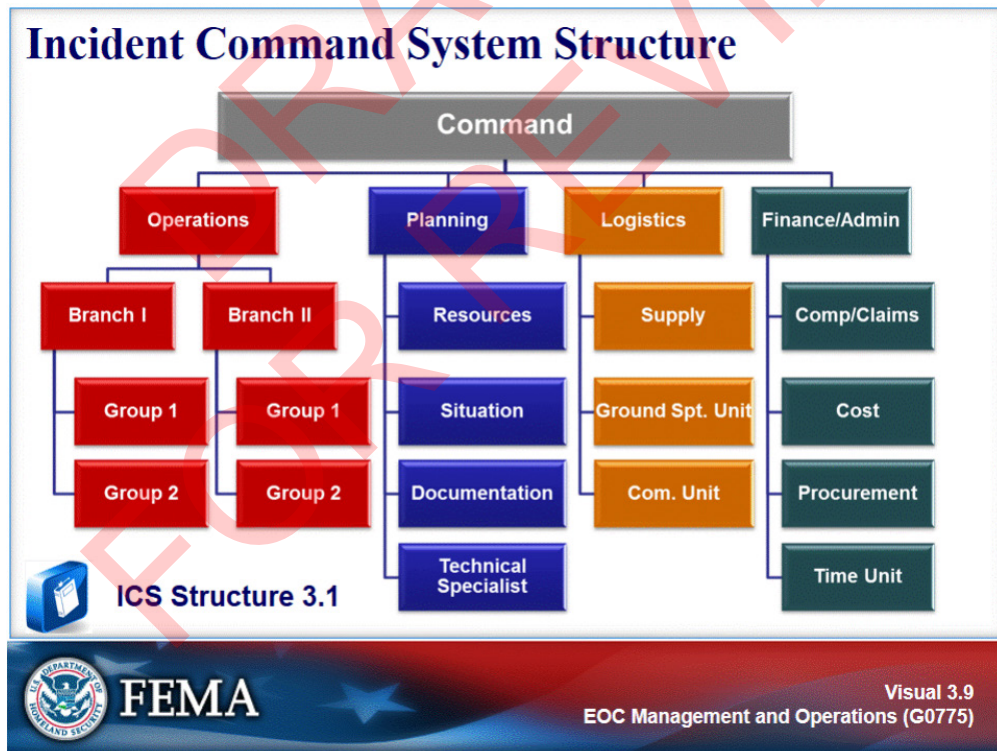- EOC Manager wants to mirror the organization of on-scene personnel

The Incident Command System (ICS) is a standard, on-scene, all-hazard incident management system. ICS allows users to adopt an integrated organizational structure to match the needs of single or multiple incidents. ICS is a proven system that is used widely for incident management by firefighters, rescuers, emergency medical teams, and hazardous materials teams. ICS represents organizational "best practices" and has become the standard for incident management across the country.

ICS is interdisciplinary and organizationally flexible to meet the needs of incidents of any kind, size, or level of complexity. Using ICS, personnel from a variety of agencies can meld rapidly into a common management structure.

ICS has been tested for more than 30 years and used for:
- Planned events.
- Fires, hazardous materials spills, and multi-casualty incidents.
- Multijurisdictional and multiagency disasters, such as earthquakes and winter storms.
- Search and Rescue missions.
- Biological outbreaks and disease containment.
- Acts of terrorism.

ICS helps all responders communicate and get what they need when they need it and provides a safe, efficient, and cost-effective recovery strategy.

Incident Command System Structure — ICS Structure 3.1 — FEMA — Visual 3.9, EOC Management and Operations (G0775)

Incident Support Model or Multi-Agency Coordination System Structure

EOCs that use an Incident Support Model structure typically focus exclusively on support functions rather than on operations or managing response/recovery efforts. As with the ICS or ICS-like structure, the EOC Manager of an Incident Support Model EOC has support personnel assigned to key functions, plus subject matter experts and technical specialists.

On large or wide-scale emergencies that require higher-level resource management or information management, a Multiagency Coordination System may be required. Not to be confused with a Multiagency Coordination Group (MACG), or ICS Area Command, Multiagency Coordination Systems (MACS) are a combination of resources that are integrated into a common framework for coordinating and supporting incident management activities.

Under NIMS, MACS provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration and information coordination. MACS components include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures and communications. These systems help agencies and organizations fully integrate the subsystems of NIMS.

The primary functions of Multiagency Coordination Systems are to:
- Support incident management policies and priorities
- Facilitate logistics support and resource tracking
- Make resource allocation decisions based on incident management priorities
- Coordinate incident-related information
- Coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies

Direct tactical and operational responsibility for the conduct of incident management activities rests with the on-scene Incident Commander and/or Area Commands, therefore typically there are no Operations Sections within MACS, much like in Area Command. Multiagency Coordination Systems are efficient EOC structures from which the *coordination of information and resources* to support incident activities takes place.

A MACS Structure is different than a Multiagency Coordination Group (MACG), or what is often called a "Policy Group". Do not confuse this type of interagency coordination element with the NIMS Multiagency Coordination System (MACS).

Multi-Agency Coordination Group

Multiagency Coordination Group (MACG), often called Policy Group, typically consist of agency administrators or organization executives or their designees. MACGs provide policy guidance to incident personnel, support resource prioritization and allocation, and enable decision making among elected and appointed officials and senior executives both those in other organizations and those directly responsible for incident management.

For more information on the organizational context of the NIMS Command and Coordination component, see the figure below, copied from FEMA training course E/G/L 0400: Advanced Incident Command System for Command and General Staff – Complex Incidents.
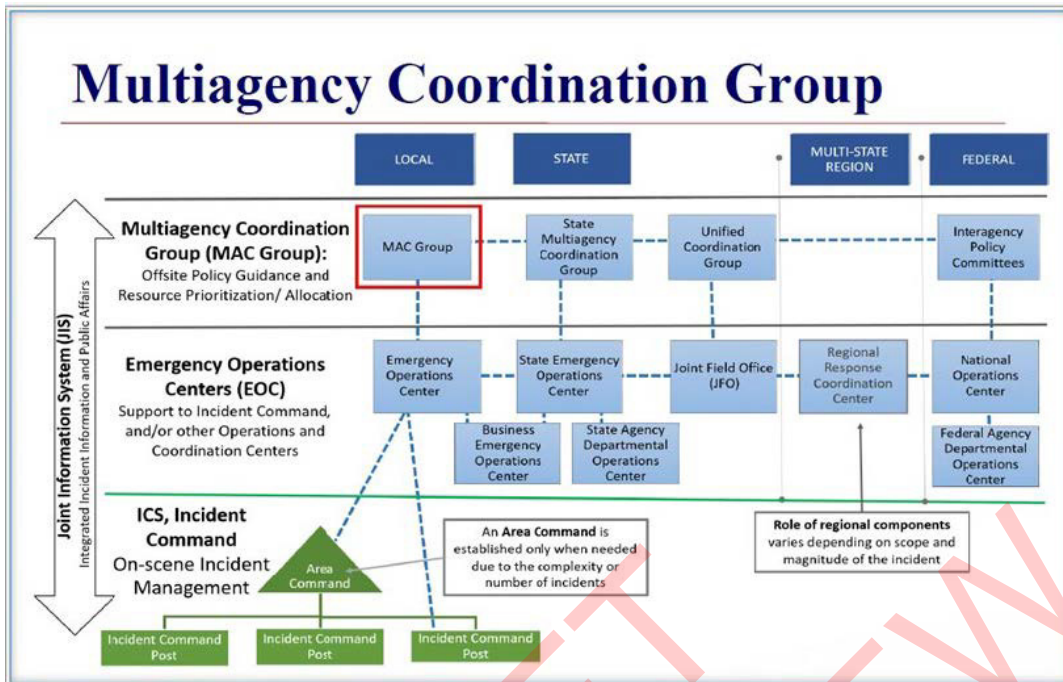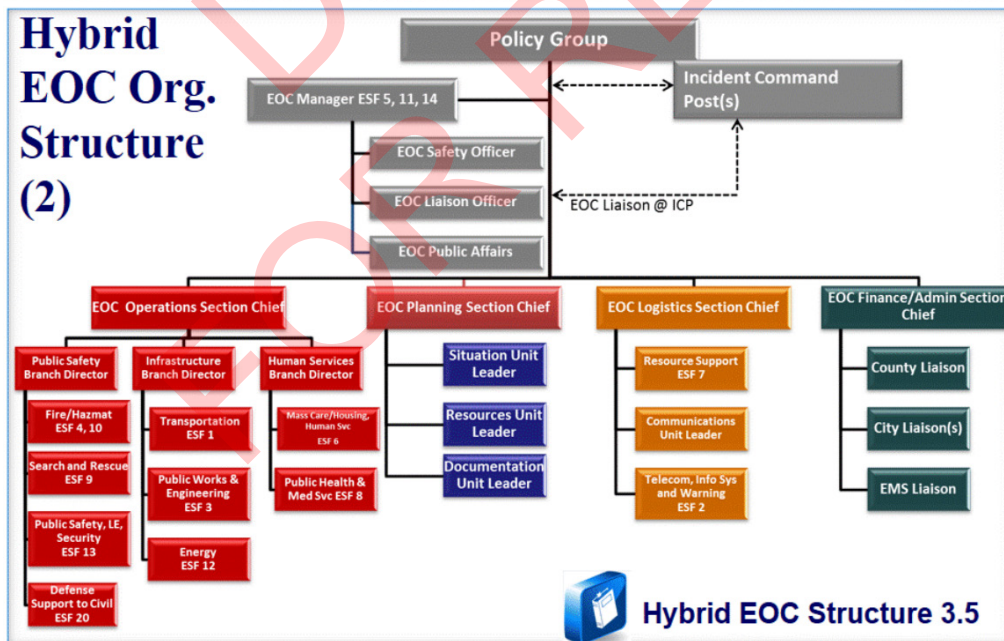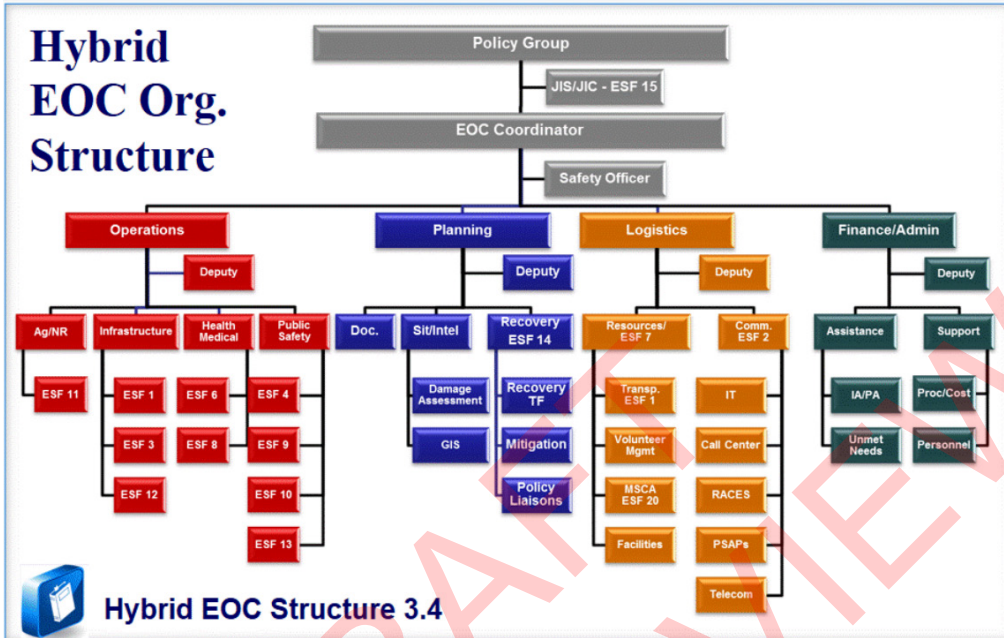
ESF Structure

The ESF Structuring of an EOC uses standardized Emergency Support Functions (ESFs) organized into ICS, ICS-like, or Incident Support / MACS EOC formats. The image below shows and Organizational Chart of a Regional Level of a National Response. Like all NIMS responses this remains scalable and can be adapted to incident requirements.
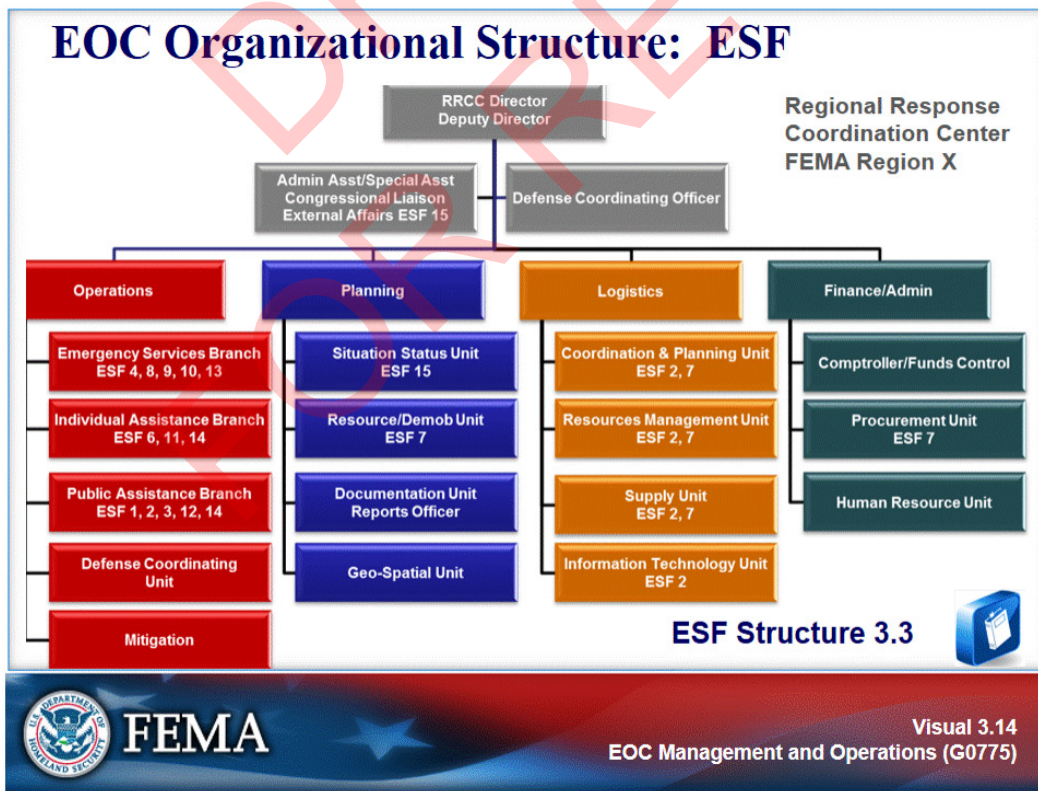
Hybrid Structure

Hybrid EOC Structures leverage the flexibility of all the previous structures listed and lets EOC Managers further meet incident and policy group requirements. These structures still follow NIMS standardizations while allowing for efficient incident coordination.

Hybrid EOC Structure 3.4

Visual 3.19
EOC Management and Operations (G0775)

Hybrid EOC Structure 3.5

Visual 3.21
EOC Management and Operations (G0775)

EOC Staffing, Contacts, and Telephone Numbers

Natrona County Emergency Management actively maintains contacts and contact numbers for potential EOC Staff. Additionally, incidents that affect specific disciplines or agencies may have NIMS trained staff that can operate within the EOC.

EOC Layout and Arrangement

As previously stated the NC EOC is a pre-coordinated, equipped, and managed location that meets FEMA advised and NIMS best practices. This includes accounting for Hazards, Vulnerabilities, and Capabilities, ensuring that there is existing and adequate infrastructure in place to fully support and sustain EOC activities at all levels.

Modular Design

The NC EOC Facility will fit all conventional EOC Organizational Structures. The NC EOC features a main area, with expansion options into surrounding rooms and offices, with additional options on other floors within the same building.

Security

Security of the EOC is accomplished through existing Natrona County Sheriff's Office (NCSO) infrastructure and procedures. By default EOC access is monitored by NCSO staff secured on site. 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.

If required Law Enforcement and/or Security can be posted following standard concentric security practices at various facility and campus levels. Additional security control measures may be initiated at the discretion of the EOC Manager.

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 men, and within the 3rd floor Women's Locker Room for women.

It is anticipated however, that even with 12-hour shifts, personnel can and will 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.

Photo: Natrona County EOC, Save America Rally 2022

NATRONA COUNTY EMERGENCY OPERATIONS PLAN

ANNEX A-1

EMERGENCY SUPPORT FUNCTIONS

Natrona County Emergency Management

Revision Year: 2024

Table of Contents

Annex Summary

This Emergency Operation Plan Annex will detail out the individual Emergency Support Functions (ESFs), associated agencies, and the associated tasks. Since each disaster presents unique challenges, this annex recognizes that it is impossible to plan for every contingency. Highly detailed operational planning is not included in this annex.

Annex Purpose

The Natrona County Emergency Operations Plan (EOP) applies an all-hazards functional approach that groups the capabilities of local departments and agencies into Emergency Support Functions (ESFs) 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. This annex will further detail the Purpose, Scope, Roles, and Responsibilities associated with each individual ESF.

Annex Scope

Each ESF is composed of primary and support agencies. This annex identifies primary agencies on the basis of authorities, resources, and capabilities and support agencies 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). ESFs are expected to support one another in carrying out their respective roles and responsibilities.

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 – Information And Planning	• **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 Primary & Support Designations

Dept./Agency	#1 Transportation	#2 Communication	#3 Public Works & Engineering	#4 Firefighting	#5 Information And Planning	#6 Mass Care & Housing	#7 Resource Support	#8 Public Health & Medical	#9 Search & Rescue	#10 Hazardous Mat. Response	#11 Agriculture	#12 Energy & 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 / Municipal 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					S	S	S	P		S	S		S	S	S
Coroner					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
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		
School Districts	S				S	S	S							S	
Ag. 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.

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Emergency Support Function #1 – Transportation

ESF#1 Purpose

The Transportation Emergency Support Function (ESF) #1 ensures the coordination, not operations, of transportation route repair and restoration. In addition, it ensures transportation support for agencies requiring access to significant events.

ESF#1 Scope

ESF #1 is designed to provide transportation support to assist in state and local incident management. Activities within the scope of ESF #1 function 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.

ESF#1 Key Functions & Responsible Agency	
Key Functions ● 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
Key Functions ● Maintain/Restore Essential Transportation Infrastructure	*Primary Agency:* ● Municipal Street Department ● County Road and Bridge
Key Functions ● Maintain Traffic Control and Flow on Essential Streets, Highways and Roads	*Primary Agency:* ● Municipal Street Department ● County Road and Bridge ● Wyoming Department of Transportation

Agencies	Roles and Responsibilities
● Natrona County Emergency Management ● Municipal Emergency Management Agencies	● Liaison 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 Department 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 Personnel.
	• 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 Public Works and Utilities 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, and 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 Department 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 Department. • Ensure adequate/necessary water supplies. • Coordinate with Fire Warden for fire services water needs. • Coordinate with County Health Department 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 MACG / Policy Group.
• Municipal Engineering Departments	• Recommend local resolutions and ordinances as necessary to mitigate effects of potential or anticipated disaster/emergencies. • Work with Planning Departments to ensure new construction does 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.

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Emergency Support Function #2 – Communications

ESF#2 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.

ESF#2 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 Natrona County Emergency Management.

ESF#2 Key Functions & Responsible Agency	

Key Functions
 • 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, and high-frequency radio.
	Primary Agency:
	 • Public Safety Communications Center
	 Support Agencies:
	 • Natrona County Emergency Management
	 • Town of Bar Nunn
	 • Town of Midwest
	 • Town of Edgerton
	 • Town of Evansville
	 • City of Casper
	 • City of Mills
	 • Natrona County Fire Protection District
	 • Casper Mountain Fire District
	 • Natrona County Government Agencies
	 • Natrona County Information Technology Department
	 • City of Casper Information Technology Department

Key Functions
 • **Emergency Planning**
    ○ Emergency responders
    ○ Responders and the Incident Commander (IC)
    ○ The IC and the Emergency Operations Center (EOC)
	Primary Agency:
	 • Natrona County Emergency Management
	 Support Agencies:
	 • Public Safety Communications Center
	 • Radio Amateur Civil Emergency Service
	 • Natrona County Information Technology Department

○ 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	● City of Casper Information Technology Department

Key Functions
   ● Notification and Warning
	Primary Agency:
	   ● Natrona County Emergency Management
	Support Agencies:
	   ● Public Safety Communications Center

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 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 nonprofit 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 digital EOC functions.
● Amateur Radio Emergency Service (ARES) ● Natrona County Emergency Management	● 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.

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Emergency Support Function #3 – Public Works and Engineering

ESF#3 Purpose

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

ESF#3 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.

ESF#3 Key Functions & Responsible Agency	

Key Functions
● Damage Assessment of essential facilities, utilities, and other public works
   ○ 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

Key Functions
● 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

Key Functions ● Public Utilities and Energy ○ Assess damage to energy supply systems, estimate demand, and determine requirements to restore supply	**Primary Agency:** ● Respective Jurisdictional Public Works Department

systems. ○ Assist energy suppliers in obtaining needed equipment, labor, and transportation for repair and restoration of energy systems.	

Key Functions
● Water Control
  ○ Coordinate operations of water control structures to minimize flood damage.
  ○ Coordinate emergency inspection and repair to dams and related facilities.
	Primary Agency:
	● Respective Jurisdictional Public Works Department

Key Functions
● Debris Removal
  ○ Coordinate debris removal support to local governments.
  ○ Provide technical assistance on disposal procedures and requirements.
	Primary Agency:
	● City of Casper Regional Landfill

Key Functions ● Waste Water Collection and Treatment	**Primary Agency:** ● Respective Jurisdictional Public Works Department

Key Functions
● 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

Emergency Support Function #4 – Firefighting

ESF#4 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.

ESF#4 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.

ESF#4 Key Functions & Responsible Agency	

Key Functions
● **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 Fire Department
	● Mills Fire Department
	● Evansville Fire Department
	● Salt Creek Emergency Services
	● Casper Mountain Fire Department
	● Bureau of Land Management Fire

Key Functions
● **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 Fire Department
	● Mills Fire Department
	● Evansville Fire Department
	● Salt Creek Emergency Services
	● Casper Mountain Fire Department
	● Bureau of Land Management Fire

Agencies	Roles and Responsibilities
- City of Casper Fire and EMS - Natrona County Fire Protection District - Natrona County Emergency Management - Bar Nunn Fire Department - Mills Fire Department - Evansville Fire Department - Salt Creek Emergency Services - Casper Mountain Fire Department - Bureau of Land Management Fire	- 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 / SOGs and/or disaster/emergency plan for department and coordination with other fire departments. - Coordinate with social service agencies/groups to determine locations of any special needs groups (visually impaired, hearing impaired, other handicapped, elderly and non-English speaking, etc.) that may need special consideration during fire operations. - Have representative report to 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. - Brief MACG / Policy Group 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 and non-English speaking, etc.) - Provide damage estimation information, as available. - Submit after action reports and participate in whole community after action review and improvement planning processes.

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Emergency Support Function #5 – Information and Planning

ESF#5 Purpose

Information and Planning collects, analyzes, processes, and disseminates information about a potential or actual incident, and conducts deliberate and crisis action planning activities to facilitate the overall activities in providing assistance to the whole community.

ESF#5 Scope

ESF #5 activities include functions that are critical to support and facilitate multiagency planning and coordination for operations. Coordinating the development of overall incident situational awareness, including information collection, information management, modeling and analysis, and the development of reports and information analysis on the status of operations and impacts. ESF #5 coordinates the development of plans to manage and support incident activities. This includes crisis and incident action planning, analysis of risks and capability requirements, and other support as required.

ESF#5 Key Functions & Responsible Agency	
Key Functions ● 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

Key Functions
● 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, and 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

Key Functions ● 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 ● All agencies and jurisdictions

Key Functions ● 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

Key Functions
● Continuity of Operations
   ○ Coordinate County Continuity of Operations Plan (COOP), coordinate assistance through activation of EOC, and support Emergency Operations Plan.
   ○ Coordinate 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

Key Functions
● 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

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 Department to ensure that new constructions does 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.

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

ESF#6 Purpose

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

ESF#6 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.

ESF#6 Key Functions & Responsible Agency	

Key Functions
 ● 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, emergency assistance, temporary housing, and human services resources, programs, and services, with local government. Ensure liaison with private relief agencies and federal agencies.
    ○ Provide life sustaining services to affected population, including hydration, feeding, and sheltering, as well as support for reunifying families.
    ○ Support establishment, management, and operation of congregate and non-congregate care facilities.
    ○ Develop initial temporary housing strategy to transition survivors from congregate to non-congregate care alternatives and provide relocation assistance or interim
	Primary Agency:
	 ● American Red Cross
	 ● Salvation Army
	 Support Agencies:
	 ● Natrona County Emergency Management
	 ● Casper-Natrona County Health Dept.
	 ● Metro Animal Services

housing solutions for households unable to return to their pre-disaster residence.

○ Anticipate and identify current and future ESF-6 requirements in coordination with local, NGO, and private sector partners.

○ Acquire, transport, and delivers ESF-6 resources and services to meet the needs of disaster survivors, including children and individuals with access and functional (AFN) needs.

○ Provide general care for separated/unaccompanied minors until they are placed in the care of appropriate authorities.

○ Support nontraditional congregate care facilities.

○ *Sheltering:* Provide life-sustaining services in congregate facilities that provide a safe, sanitary, and secure environment for individuals and households displaced by disasters. Support survivors sheltering in place and in ESF-8 medical shelters.

○ *Feeding:* Provide feeding services at fixed sites and distribution sites and through mobile feeding units. Feeding services may include hot or shelf-stable meals, infant formula, baby food, snacks, beverages, and food packages, as well as diverse dietary and culturally appropriate meals. ESF-6 works in concert with local government, NGOs, and the private sector to acquire, prepare, cook, and/or distribute food and food supplies.

○ *Distribution of Emergency Supplies:* Acquire and deliver life-sustaining resources, hygiene items, and cleanup items to meet urgent needs of disaster survivors. Additional support includes transportation, warehousing, equipment, technical

assistance, and other mission-critical services.

○ *Reunification Services:* Provide facilitated assistance for children separated from their parents/legal guardians, as well as adults from their families, due to disaster.

○ *Emergency Assistance:* Coordinate resources and emergency assistance in support of local governments, as well as NGOs and the private sector.

○ *Voluntary Agency Coordination:* Facilitate coordination of NGOs, places of worship, and private sector to ensure that capabilities, resources, and services are integrated into local and Tribal response.

○ *Essential Community Relief Services:* Coordinate and deliver debris removal from disaster survivor residences; sandbagging; mud-out, chainsaw work; warehouse management; transportation and distribution coordination; child care services; emotional and spiritual care and counseling; financial assistance; financial counseling; disaster-related case work and case management; and other essential services.

○ *Mass Evacuee Support:* Support affected and host jurisdiction mass evacuation activities, including provision of mass care services and tracking the movement of evacuees, their household pets, service animals, and medical equipment. Deploy resources to support affected and host jurisdiction evacuation operations, including mass evacuation tracking system kits and staff to provide technical assistance. In coordination with ESF-8, provide mass care services to

medical patient evacuees. ○ ***Support for Access and Functional Needs (AFN):*** Coordinate and provide equipment, supplies, and services required to assist children and adults with access and functional needs to maintain their independence. ○ ***Household Pets and Service Animals:*** Coordinate and provide rescue, transportation, shelter, reunification, care and essential needs of household pets and service animals during response operations to ensure their safety and well-being. Service animals are not pets and may not be separated from the individual with a disability or other access and functional needs; service animals should be permitted anywhere the public goes.	
Key Functions ● Housing/Sheltering	***Primary Agency:*** ● American Red Cross ***Support Agencies:*** ● Natrona County Emergency Management ● Casper Natrona County Health Dept. ● Casper Housing Authority
Key Functions ● Special Needs Care and Sheltering	***Primary Agency:*** ● Natrona County Emergency Management ***Support Agencies:*** ● Casper Natrona County Health Dept. ● Natrona County School District
Key Functions ● 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	***Primary Agency:*** ● Casper-Natrona County Health Dept. ***Support Agencies:*** ● Central Wyoming Counseling Center ● Wyoming Behavioral Institute

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.	

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.
	 ● 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 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. Banner Wyoming Medical Center evacuation/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. - Work with Banner 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 Emergency Management Volunteer 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. Banner Wyoming Medical Center evacuation/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 LINK	- 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.

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Emergency Support Function #7 – Resource Support

ESF#7 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.

ESF#7 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, and supplies), contracting services, and logistical support.

ESF#7 Key Functions & Responsible Agency	

Key Functions
 ● Resource Management
   ○ Provide Emergency Operations Center with access to county inventory list.
   ○ Provide resource personnel to EOC(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

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Emergency Support Function #8 – Public Health and Medical Services

ESF#8 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.

ESF#8 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.

ESF#8 Key Functions & Responsible Agency	

Key Functions
 	
 ● Human Health
   ○ Develop a comprehensive county-wide disaster health and medical program.
   ○ Provide resource personnel to EOC(s).
   ○ 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 AFN 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:
	 ● Banner Wyoming Medical Center – Medical Facility Chief/Executive Officer/Administrator
	 ● Elkhorn Valley Rehabilitation Hospital – Administrator On Call
	 ● Natrona County Emergency Management
	 ● All agencies and jurisdictions
	 ● Summit Medical Center

Key Functions ● Coroner Operations ○ Identify morgue facilities and request national disaster	**Primary Agency:** ● Natrona County Coroner

mortuary team if needed. ○ Provides mortuary services and advises on methods for interment of the dead.	
Key Functions ● 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:* ● State of Wyoming Vet Coordinator ● USDA Vet Office ● Metro Animal Control

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:
	  ○ 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 for the possibility of terroristic threat involving biological and/or chemical incidents.
	● 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 Hospital CEO(s), and other Medical Facility CEO(s).

	- Have representative report to the 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 AFN 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 MACG / Policy Group 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. - Submit after action reports and participate in whole community after action review and improvement planning processes.
Coroner	- Train personnel on establishing/use of NIMS/Incident Command System as per federal mandates. - Maintain mortuary operations plans and mass fatality procedures.
- Banner Wyoming Medical Center – Medical Facility Chief/Executive Officer/Administrator - Elkhorn Rehabilitation Hospital - Summit Medical Center	- 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 Department 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 Medical Directors, County Health Department, 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 Health Department. - Have a representative report to the 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 MACG / Policy Group. - Maintain status record of facility and personnel. - Submit after action reports and participate in whole community after action review and improvement planning processes.

Emergency Support Function #9 – Search and Rescue

ESF#9 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.

ESF#9 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.

ESF#9 Key Functions & Responsible Agency	

Key Functions
● 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:
	● Natrona County Emergency Management
	● All local fire departments

Key Functions
● 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:
	● Natrona County Emergency Management
	● All local fire departments

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Emergency Support Function #10 – Hazardous Materials and Recovery

ESF#10 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.

ESF#10 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.

ESF#10 Key Functions & Responsible Agency	
Key Functions ● Manage the Community Right-To-Know Program. ● Manage all Sara Title III reporting requirements and documentation.	**Primary Agency:** ● Natrona County Emergency Management **Support Agencies:** ● Local Emergency Planning Committee ● All jurisdictional fire departments

Key Functions
● 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
	Primary Agency:
	● All jurisdictional fire departments
	Support Agencies:
	● Casper-Natrona County Health Dept.
	● Natrona County Emergency Management
	● Regional Response Team 2

- 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.
  - ○ Submit after action reports and participate in whole community after action review and improvement planning processes.

Key Functions
● 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
	Primary Agency:
	● Wyoming Department of Environmental Quality (WDEQ)
	Support Agencies:
	● Casper-Natrona County Health Dept.
	● Natrona County Emergency Management
	● Wyoming Game and Fish Department

materials related health issues with the Environmental Protection Agency (EPA), Dept. of Energy (DOE), and the Center for Disease Control (CDC).	
Key Functions ● 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.

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Emergency Support Function #11 – Agriculture and Natural Resources

ESF#11 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.

ESF#11 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 natural, cultural, and historic resources.

ESF#11 Key Functions & Responsible Agency	

Key Functions
 • Provision of Food Supply
  ○ Emergency Food Assistance Program
  ○ Disaster Food Provisions
  ○ National School Lunch Program
  ○ Acquisition and distribution of drinking water.
	Primary Agency:
	 • American Red Cross
	 • Salvation Army
	 • Department Family Services
	 Support Agencies:
	 • Casper Natrona County Health Dept.
	 • Natrona County Emergency Management
	 • Natrona County School District
	 • All agencies and jurisdictions

Key Functions
   ● Animal and Plant Disease and Pest Response
     ○ Livestock
     ○ Wildlife
     ○ Crops
     ○ Epidemiology
     ○ Veterinary
     ○ Bio-terrorism
     ○ Food Safety
	Primary Agency:
	   ● 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.

Key Functions
   ● Protection of Natural, Cultural, and Historic Resources and Properties
	Primary Agency:
	   ● 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

Emergency Support Function #12 – Energy

ESF#12 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.

ESF#12 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.

ESF#12 Key Functions & Responsible Agency	

Key Functions
 ● 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

Key Functions ● Energy System Restoration ○ Assist energy suppliers in obtaining equipment, specialized labor, and transportation for repair or restoration of energy systems.	*Primary Agency:* ● Natrona County Emergency Management *Support Agencies:* ● Wyoming Office of Homeland Security

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Emergency Support Function #13 – Public Safety and Security

ESF#13 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.

ESF#13 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.

ESF#13 Key Functions & Responsible Agency	

Key Functions
● 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

Key Functions ● Search and Rescue ○ Primary Response	**Primary Agency:** ● Natrona County Sheriff's Office **Support Agencies:** ● City of Casper Fire and EMS ● Natrona County Fire Protection District ● Banner Wyoming Medical Center ● Civil Air Patrol ● Natrona County Emergency Management
Key Functions ● Incident Management Activities ○ *Pre-Incident Coordination:* Supporting incident management planning activities and pre-incident actions required to assist in the prevention or mitigation of	**Primary Agency:** ● Natrona County Sheriff's Office **Support Agencies:** ● Casper Police Department ● Mills Police Department ● Evansville Police Department ● Midwest Police Department ● Wyoming Highway Patrol

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 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

- Wyoming State Parks
- Wyoming Game and Fish Department
- Public Safety Communications Center
- Natrona County Emergency Management
- Wyoming Office of Homeland Security
- Wyoming Division of Criminal Investigations
- Federal Bureau of Investigation
- Immigrations Customs Enforcement
- Drug Enforcement Administration

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.	

Key Functions
• 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.

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 Safety 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. ● (Sheriff) Establish evacuation plans 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 with the National Guard for additional manpower, equipment, and communications. ● Participate in emergency management exercises. ● Coordinate evacuation and special contingency planning with other agencies. ● Coordinate with County Road & Bridge and Municipal 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 EOC as requested.

	- Alert law enforcement personnel. - Check communications and monitor capability. - Coordinate assistance from other special law enforcement organizations: - National Guard - Wyoming Game & Fish Department - Wyoming Division of Criminal Investigations - Brand Inspectors - Law Enforcement Reserves - Bureau of Land Management - Private Security Forces - Immigration Customs Enforcement - Federal Bureau of Investigation - Bureau of Alcohol, Tobacco and Firearms - US Marshals - Coordinate a rapid and effective response to ensure appropriate assistance/response to special needs groups (visually impaired, hearing impaired, other handicapped, elderly, and non-English speaking, etc.) - Prioritize response to calls. - Assist fire services with rescue, traffic control, and reconnaissance missions. - Brief MACG / Policy Group 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 whole community after action review and improvement planning processes.

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Emergency Support Function #14 – Long Term Recovery

ESF#14 Purpose

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

ESF#14 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.

ESF#14 Key Functions & Responsible Agency	
Key Functions ● 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

Key Functions
● Consumer Protection
  ○ Crisis Counseling
  ○ Emergency Food Provisions
	Primary Agency:
	● 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

Key Functions
● Access and Functional Needs Populations
  ○ Housing loans
  ○ Insurance Information
	Primary Agency:
	● 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

Key Functions	Primary Agency:
• Grants, loans and technical assistance to strengthen community and rural infrastructures. ◦ Unemployment Insurance	• Natrona County Emergency Management • Department of Unemployment *Support Agencies:* • Wyoming Office of Homeland Security • Federal Emergency Management Agency
Key Functions • Long Term Recovery, protection, prophylaxis and health concerns.	*Primary Agency:* • Casper Natrona County Health Dept.

Emergency Support Function #15 – External Affairs

ESF#15 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.

ESF#15 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.

ESF#15 Key Functions & Responsible Agency	

Key Functions
 ● Public Affairs
   ○ Monitoring news coverage to ensure that accurate information is disseminated.
   ○ Providing incident-related information through the media and other sources to individuals, families, businesses, and industries directly or indirectly.
   ○ Gathering information on the incident.
   ○ Coordinating messages with Federal, State, local governments and establishing a Joint Information Center (JIC).
   ○ Using a broad range of resources to disseminate information.
   ○ 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:
	 ● Natrona County Board of County Commission
	 Support Agencies:
	 ● Natrona County Emergency Management
	 ● All Elected/Appointed officials
	 ● Public Information Officers
	 ● Joint Information Centers
	 ● Emergency Operations Centers

Key Functions	Primary Agency:

● 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 and ethnic) and neighborhood advocacy groups to assist in the rapid dissemination of information, identify unmet needs, establish an ongoing dialogue and information exchange, and facilitate collaborative planning and mutual support for disaster recovery.
	● Natrona County Emergency Management
	● Emergency Operations Centers
	Support Agencies:
	● Public Information Officers
	● Joint Information Centers

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.
  - o Separate area(s) from main body of EOC
  - o Additional "Sterile" area for JIC personnel away from broadcast and/or streaming equipment and non JIC personnel.
  - o Comfortable accommodations and workspace area.
- ☐ Identify staffing needs and request inter-agency support as needed.
- ☐ Brief JIC staff on:
  - o Concept of joint operations.
  - o JIC policy on release of information.
- ☐ Determine:
  - o JIC staffing hours (media interest may require staffing beyond core EOC hours of operations.)
  - o JIC Scope of response/level
- ☐ Obtain desks, tables, chairs and any other workstation and administrative items.
  - o Pens / pencils / note paper / staplers, etc.
  - o Associated Press stylebooks.
  - o Dry erase boards and/or flip charts.
- ☐ Obtain all IT needs:
  - o Screens / Televisions / Monitors.
  - o Power distribution.
  - o Internet access with appropriate accessibility allowances and bandwidth.
  - o Phone lines with JIC dedicate lines and phones.
  - o Obtain computers capable of:
    - Internet browsing
    - Word processing (e.g., Microsoft Word)
    - Presentations (e.g., Microsoft PowerPoint)
    - E-mail
    - Any of Common Operating Picture capability required.
  - o Printer, Photocopiers, and/or Plotters access.
- ☐ Obtain Streaming and/or Broadcast Equipment. Including, but not limited to:
  - o Podium, microphone, speakers and multi-box.
  - o Camera riser/platform.
  - o Appropriately colored pipe and drape
- ☐ Obtain sufficient seating for press attending briefings.
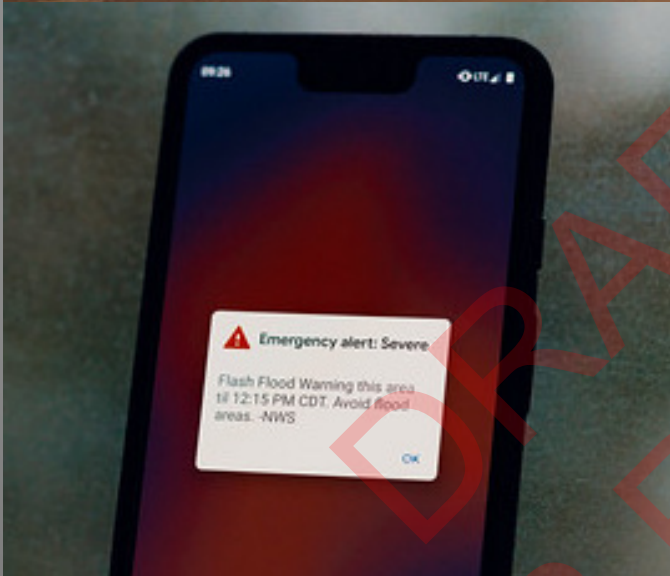
NATRONA COUNTY EMERGENCY OPERATIONS PLAN

ANNEX B
PUBLIC ALERTING, WARNING, AND INFORMATION

Natrona County Emergency Management

Revision Year: 2024

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Annex Summary

This Emergency Public Alerting, Warning, and Information annex will cover the activations, methodology, and use of Natrona County systems of Social and Traditional Media, Mass Notifications, and Outdoor Warning Sirens, Informational Hotlines, Warning Fanouts, as well as National Systems like the Emergency Alerting System (EAS), Wireless Emergency Alerts (WEAS), and the NOAA Weather Radio.

Annex Purpose

The purpose of this annex is to outline the means, organization, and process by which Natrona County will Alert, Warn, and/or provide Emergency Information to the public. Emergency situations could include any occurrence which poses a danger to life or property. Examples of which include tornadoes, power outages, floods, civil disturbances, earthquakes, heavy snow, wildfire, or toxic chemical leaks.

This annex also provides the framework 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 through education on available sources for Emergency Public Alerting, Warning, and Information.

Annex Scope

Emergency Public Alerting, Warning, and Information refers any notification(s) 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.

This can include any form of Local or National notification methods including Social and Traditional Media, Mass Notifications, and Outdoor Warning Sirens, Informational Hotlines, Warning Fanouts, as well as National Systems like the Emergency Alerting System (EAS), Wireless Emergency Alerts (WEAS), and the NOAA Weather Radio.

Emergency Public Information Concepts

During emergencies, the public needs timely and 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.

For 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. In other emergency situations, there may be little or no warning of the disaster or emergency occurrence. In these cases rapid alerts and warnings may be crucial in providing information that will help reduce the impacts of the incident(s) and aiding in response efforts.

An effective program combining both the promotion of public mass notification system enrollment and proactive education on available notification sources can significantly reduce loss of life and property. However, many people are unconcerned about hazards until they may be affected by them, and will not cooperatively enroll, subscribe, follow, participate in, or retain pre-emergency education; therefore, special emphasis must be placed on the delivery of alerts and information during emergencies and disasters using all available resources.

It is assumed, to a degree, that local media will cooperate in disseminating warning and emergency public information during emergency situations and may even participate in pre-disaster awareness programs and other disaster education activities when invited and included. Additionally, it is assumed that some emergency situations may generate substantial media interest and draw both local media, and media from outside the local area, potentially straining Incident Management and Joint Information System (JIS) efforts.

Emergency information efforts should focus on specific event-related information that is generally of an instructional nature focusing on things like warnings, evacuations, and shelter information. As well as special efforts 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 informational programming and public feedback should be used as a measure of the program's effectiveness.

Emergency Public Alerting, Warning, and Information Dissemination

In the initial stages of an emergency situation, the 24hr Local Warning Point (LWP) may have to take action on time-sensitive hazards. The LWP is responsible for ensuring that all warning information is disseminated to the appropriate levels within Natrona County. Within the limits of the authority delegated to it, the LWP, located at the Casper-Natrona County Public Safety Communication Center (PSCC), and where appropriate in conjunction with Natrona County Emergency Management (NCEM), will determine if a warning needs to be issued, formulate a warning if necessary, and disseminate it.

LWP personnel have direct access to Outdoor Warning Siren activation and can rapidly request EAS / WEAs alerts directly through Natrona County Emergency Management and/or the National Weather Service in Riverton. As EAS and WEAs messages are limited in time and characters, EAS and WEAs warnings and alerts may have to be supplemented with other alerts, prepared by the incident Public Information Officer (PIO), that contain additional emergency information. These will need to be coordinated and disseminated through as many official information sources as possible.

If an Emergency Operations Center (EOC), Incident Command Post (ICP), or Incident Management Team (IMT) is activated, Incident Command (IC), the EOC Manager, IMT PIO, Multi-Agency Coordination Group (MACG) / Policy Group, and/or the Joint Information Center (JIC) Manager will normally determine the need for additional warnings and instructions. JIC or PIO staff will formulate additional warning messages and public instructions following best practices. Including Access and Functional Needs considerations for all populations including Visually Impaired, Hearing Impaired, and non-English speaking.

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 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. In Federally declared disasters, a JIC will typically be set up as part of the Disaster Field Office.

Emergency Public Alerting, Warning, and Information Dissemination may be accomplished using scalable systems, platforms, outlets, and processes. These may be coordinated through various agencies and/or organizations, but all provide benefits and flexibility to match needs. This plan will not determine which systems, platforms, outlets, and processes are to be used when. Ultimately those decisions should be made by assigned individuals according to a National Incident Management System (NIMS) structured response, or as jurisdictional authorities and responsibilities dictate.

Social and Traditional Media

Social and Traditional Media comprise the majority of the ways the community regularly consumes information. Traditional media means newspapers, magazines, radio, TV, etc. and is normally considered a "One Way" communication tool. Social media means social networking platforms like Facebook, Instagram, Twitter, etc. as well as sites like YouTube. Social Media platforms can usually be considered "Two Way" communication tools, allowing for the public to comment and reply in response to posts of, post directly on pages of, or direct message administrators of agency or organization platforms.

Having this two way communications poses unique benefits and unique challenges during an emergency response. Additional manpower and assignments are needed to ensure that monitoring, qualifying / filtering, disseminating, and responding to information received via social media is performed. However, the prevalence of social media use within the general public allowance for rapid information exchange.

Various traditional media outlets are still established, and should be considered the predominant media source for many demographics within Natrona County. Additionally traditional media allows for a level of partnership and resource reduction when appropriate levels of access and cooperation are provided to media partners in recognition of the rights of the news media to perform their proper function.. Considerations for the following should be applied in Emergency Public Alerting, Warning, and Information efforts:

1. Special Broadcasts via:
    a. Radio
    b. TV
    c. Local government access channel: Channel 3
    d. Locally hosted programming, including online only programs
    e. Network cable companies
2. Local Newspapers and Publications

Mass Notifications

NCEM manages and maintains a Mass Notification System for county-wide use. This commercially contracted, web based, software system can be dividing into three parts based on user groups and types of use. These groups do not cross, and alert activation processes are different for each group. Additionally, those authorized to activate alerts to the individual groups vary based on assigned administrative responsibilities. The three sections are:

1. Internal Groups
2. Public Alerts
3. Integrated Public Alert and Warning System (IPAWS)

Internal Groups

Internal Groups are county-wide defined groups managed in partnership through NCEM and assigned administrators specific to the individual group. Examples of these groups and subgroups are: All Natrona County Employees, Natrona County Search and Rescue, Natrona County Sheriff's Office Employees, Natrona County Clerk's Office, etc. These groups are built to aid in Public Safety Response and Governmental Operations and available to agencies operating in public safety and government. Alerts to these groups can only be sent by the NCEM Coordinator, NCEM Deputy Coordinator, or assigned admins specific to the recipient groups. Diligence in maintaining and updating the users as employee statuses change, needs continuous effort on the part of user group administrators in order for successful group management.

Public Alerts

Public alerts are based on an enrollment / sign up action taken by members of the general public at no expense to them. In Natrona County only NCEM personnel are authorized to activate Public Alerts through the Mass Notification System. This is with the exception of Weather Alerts, which are automatically generated from National Weather Service Watches, Advisories, and Warnings. When enrolling there are three available alert types the public can choose to include in their enrollment:

- General Alerts
    - Alerts to the public that are non-emergency or public safety related that you can elect to receive if / when sent by Emergency Management.
- Emergency Alerts
    - Alerts directly related to Public Safety sent by Emergency Management.
- Weather Alerts
    - Automatically generated alerts from the National Weather Service that directly relate to weather Watches, Advisories, and Warnings. The public can choose from a list of all available NWS alerts, but are automatically enrolled in Tornado Warnings as the default.

Offering scalable alerting options, based on response needs, all Public Alerts can be:

- Geo-targeted, within a sender defined area, through Emergency Telephone Notifications (ETNs) via landline phones compiled from jurisdictional E-911 Data, White Pages, and Yellow Pages.
- Sent to ALL public subscribers through their provided landlines, cell phone(s), and emails regardless of their location within Natrona County.
- Automated Social Media posts to pre-connected Natrona County Emergency Management Facebook and/or Twitter accounts.

Integrated Public Alert and Warning System (IPAWS)

The final Mass Notification option available within the same system used to send General and Emergency Alerts is the interface for IPAWS. In Natrona County only the Emergency Management Coordinator (EMC) and the Deputy Emergency Management Coordinator (DEMC) are authorized to issue IPAWS Alerts.

Integrated Public Alert and Warning System (IPAWS)

The Integrated Public Alert & Warning System (IPAWS) is FEMA's national system for local alerting that provides authenticated emergency and life-saving information to the public. NCEM has applied for access to IPAWS and obtained a COG (Collaborative Operating Group) status after signing an MOU directly with FEMA, and maintaining monthly and yearly program requirements.

IPAWS allows Natrona County to write their own message using the Natrona County Mass Notification System that is Common Alerting Protocol (CAP) compliant. The message is then delivered to IPAWS, where it is authenticated, and then delivered simultaneously through multiple communication pathways. Ultimately, one message is created to reach as many people as possible in order to save lives and protect property.

Utilizing multiple pathways for public alerts increases the likelihood that the message will successfully reach the public. IPAWS sends alerts to radio and television via the Emergency Alert System (EAS), through mobile phones using Wireless Emergency Alerts (WEAs), and on the National Oceanic and Atmospheric Administration's (NOAA) Weather Radio system.

Emergency Alert System (EAS)

The Emergency Alert System is a national public warning system commonly used by state and local authorities to deliver important emergency information, such as weather and AMBER alerts, to affected communities over television and radio. Emergency Alert System participants – radio and television broadcasters, cable systems, satellite radio and television providers, and wireline video providers – deliver state and local alerts on a voluntary basis, but they are required to deliver Presidential alerts, which enable the President to address the public during a national emergency.

The Federal Emergency Management Agency (FEMA) and the Federal Communications Commission (FCC) work collaboratively to maintain the Emergency Alert System and Wireless Emergency Alerts, which are the two main components of the national public warning system. Authorized federal, state, and local authorities create the alerts that are transmitted through the system.

The majority of Emergency Alert System alerts originate from the National Weather Service in response to severe weather events, but an increasing number of alerts are being sent by state, local, territorial, and tribal authorities.

FEMA is responsible for any national-level activation and tests of the Emergency Alert System.

Emergency Alert System (EAS) Stations Servicing 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.

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. 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.

Wireless Emergency Alerts (WEA)

WEA is a public safety system that allows customers who own compatible mobile devices to receive geographically targeted, text-like messages alerting them of imminent threats to safety in their area. WEA enables NCEM to target emergency alerts to specific geographic areas.

Wireless companies volunteer to participate in WEA, which is the result of a unique public/private partnership between the Federal Emergency Management Agency, the FCC, and the United States wireless industry in order to enhance public safety.

NOAA Weather Radio (NWR)

NOAA Weather Radio is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NWR broadcasts official Weather Service warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week.

In conjunction with Federal, State, and Local Emergency Managers, and other public officials, NWR also broadcasts warning and post-event information for all types of hazards – including natural (such as avalanches), environmental (such as chemical releases or oil spills), and public safety (such as AMBER alerts or 911 Telephone outages).

Outdoor Warning Sirens

NCEM manages and maintains the Outdoor Warning Siren System in Natrona County. Outdoor warning sirens are designed to be heard by those who are outdoors and in proximity to a siren site. Variations of audible levels exist due to adjacent structures and geography near siren locations. Public education on the Outdoor Warning Siren system and its uses and its limitations should be a focus during Preparedness Cycles of Emergency Management efforts. When the sirens are heard, they indicate that the individuals should immediately seek shelter indoors, and gather further emergency information from official sources.

The sirens can be activated individually, regionally, or county-wide, and activation follows the International Association of Emergency Managers' Alert Recommendations:
- Sirens will only be activated if they are in the path of a storm based on National Weather Service Alerts and Radar.
- Sirens will emit Steady Alert Tones – No Voice or Verbal Prompts
- Sirens are activated for Tornado Warnings and Severe Thunderstorms with Destructive Winds of 80+ mph
- Alerts of an Imminent Hazard, prompting immediate seeking of shelter and further information.
- No "All Clear" alerts are sounded.

NCEM and PSCC each perform Weekly Silent Tests as well as a countywide Live Test that is performed once per year. Silent Test and Live Test results are communicated to the EMC, PSCC Mgr., and commercial contractors, specializing in communications, which perform all system maintenance and repairs on the Outdoor Warning Sirens.

Each siren is expected to alert a steady 3 minute tone on command from authorized activations from various locations. Locations and those authorized to active the system, or portions of the system, are listed below:
- The NCEM Office by NCEM authorized and trained personnel.
- The PSCC by authorized and trained PSCC personnel.
- EMC Vehicle
- DEMC Vehicle
- FDL Operating's Incident Operations Center (Midwest and Edgerton Sirens Only) by authorized and trained FDL Personnel.

Informational Website(s) and Hotline(s)

Emergency informational sources should be accessible, credible, timely, and accurate. Considering these points Pre-Coordinated Emergency and Disaster Information Website(s) and Hotline(s) should be considered in addition to existing social media platforms and other information locations. Like all functions of a response this should be scalable and managed at the appropriate levels.

A unique emergency information website should be maintained and accessible during normal conditions featuring minimal information such as "No Active Public Emergency Occurring". During an emergency situation it can then be rapidly utilized with the addition of details specific to the active situation(s). This provides a single website for public education during the Preparedness Cycle of Emergency Management efforts, building consistency, trust, and credibility that will be critical in emergency use. Natrona County Emergency Management maintains registration of natronaincident.gov, with the Federal .gov Registrar, for this purpose.

(307) 235-9555 is an established EOC Hotline Number, with multiple Roll-Over lines to manage call volume, and is maintained by Natrona County. This number is activated in the Emergency Operations Center on an as needed basis and serves as a single telephone number that can be listed and disseminated publicly in emergencies. Further EOC telephone and voicemail specific information can be found in the EOC Annex of the NC EOP.

Additional trusted Informational Hotlines and Websites exist at all times (i.e. Wyoming211, PSCC Non-Emergency Lines, and various agency websites and social media). These should also be utilized during emergencies as appropriate, but considerations and attentiveness to consistent messaging and accuracy should be a priority for all involved. The Joint Information Center, and/or the Incident Management Team's Command Staff PIO, should coordinate all officially activated Informational Hotlines, Websites, and Platforms to ensure consistent information dissemination and processing of any received information from the public.

PA Units and Electronic Signage

Various forms of Public Address (PA) and Electronic Signage can be utilized rapidly to disseminate information and at varying and scalable levels. These could include the following in coordination with Incident Command, the JIC, and/or the Incident Management Team Command Staff PIO:

1. Mobile emergency vehicles with public address systems installed.
2. Portable electronic signs from sources like Public Works and Utilities or rented from area vendors.
3. Digital Billboards typically used for commercial marketing purposes and existing throughout Natrona County.

PSCC Dispatch Center

Public Safety Communications Center normally maintains and operates systems that can be used for Emergency Public Alerting, Warning, and Information Dissemination. While there are some limits to the public reach of PSCC Alerting, Warning, and Information Dissemination, alerts are a regular part of regular emergency services and can be applied beyond in various way.

1. Utilize established Call Natures to create a Computer Aided Dispatch (CAD) Call with pre-associated automated notifications to personnel.
2. Follow established PSCC Response Plans pre-associated automated notifications to personnel.
3. Verbal announcements on Dispatch, Mayday, Station Alert, 01CATs, MAT2s, and/or other radio talkgroups and frequencies that would be heard by responders normally monitoring radio traffic.
4. PSCC / Warning Point Fanout Out.
   a. PSCC maintains policies and procedures for a Warning Fanout.

Collection and Dissemination of Incident Information

Incident 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.
   a. 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.
   a. 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.
   a. 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 other forms of alerting, warning, and information platforms.
7. Hospitals are responsible for dissemination of information concerning non-fatal casualties in their care.
   a. They generally have policies restricting the release of detailed information without permission of patients or their families.
   b. The PIO should request that the EOC be provided copies of any information released to the media.

Emergency Public Information Needs

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. Through coordination with the Incident Command (IC), the EOC Manager, IMT PIO, Multi-Agency Coordination Group (MACG) / Policy Group, and/or the Joint Information Center (JIC) Manager 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:
   a. What actions have been or are being taken to protect public health and safety and public and private property?
3. Known Damages to:
   a. Homes.
   b. Businesses.
   c. Government buildings.
   d. Infrastructure – roads, bridges, parks, etc.

4. Casualties and/or Fatalities:
   a. Number injured and nature/severity of injuries and where they are being treated.
   b. Number dead and apparent cause.
   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.
   c. Reunification Location(s).
   d. Means of contacting 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.
   d. Locations of Family Assistance Centers (FACs), if activated.
7. Status of Utilities:
   a. Electric service.
   b. Telecommunication system(s).
   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. Areas to which access is restricted and the reason(s) for such restriction.
10. For ongoing emergency situations:
    a. Planned continued response activities.
11. In the recovery phase:
    a. Disaster assistance programs available.
    b. How to apply for disaster assistance.

Prescripted Messages

Prescripted messages are generalized below for various situations. These can be adapted as needed to suit the needs of a specific incident, but the main points should remain within the messaging for the following types of situations:
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 (INSERT 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 (INSERT WEBSITE)
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 (INSERT ROAD NAMES OR NUMBERS AND/OR FACILITY NAMES HERE) 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:

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 (INSERT WEB SITE).
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:

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 Talking 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.

Media Access and Identification

Media Access

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.

1. 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.
    a. When the EOC is activated, representatives of news media may be provided access to those areas of the EOC designated by the EMC.
    b. 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.
    c. 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.
    a. 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, in accordance with local and state laws, with regard to access by the media and other persons who are not emergency responders.

Media Identification

Representatives of news media will be considered to have satisfactory identification if they have:

1. 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.
2. A press identification card issued by Natrona County Emergency Management.

Public Education and Preparedness

Natrona County Emergency Management shall conduct disaster educational programs to increase citizen preparedness. Including presentations in schools and for community organizations, displays at local public events, community and association meetings, distribution of educational materials to the public, and other activities. Local media may be willing to assist with such activities, and local businesses may be willing to partner in sponsor of such events, to assist with costs. Educational brochures may also be distributed with regularly scheduled government, utility, or business mailings.

Natrona County Emergency Management is expected to obtain and maintain materials and platforms for disaster-related public education that is readily accessible, including to those with access and functional needs. A wide variety of educational materials and publications dealing with emergency and disaster preparedness are available from official, and/or trusted, sources. Many publications are available in ready-to-distribute form and whose content can be incorporated into locally developed materials.

The principal providers of disaster-related educational materials are the Federal Emergency Management Agency (FEMA) and other national organizations like the American Red Cross (ARC). Many others also publish specialized disaster-related educational materials that are applicable to Natrona County and that can be made available through Emergency Management.

Internal Training and Preparedness

Potential members of the JIS/JIC staff from any cooperating agency or organization, for whom public information is not their primary daily work or assignment, should attend public information training. Preferably training focusing on Agency PIO and/or JIS / JIC activities. FEMA offers various trainings via online Independent Studies and in person. Through local and state level coordination attendance for agency personnel may be available at little cost to their agency. Participating in these trainings should be a continuous and ongoing effort for all who may be functioning in various public information roles during emergencies or disasters.

StormReady Community

Natrona County is a designated StormReady Community. StormReady helps communities develop plans to handle all types of extreme weather—from tornadoes to winter storms. This program encourages communities to take a proactive approach to improving local hazardous weather operations by providing emergency managers with clear-cut guidelines on how to improve their hazardous weather operations. To be officially StormReady, a community must:

1. Establish a 24-hour warning point and emergency operations center
2. Have more than one way to receive severe weather warnings and forecasts and to alert the public
3. Promote the importance of public readiness through community seminars
4. Develop a formal hazardous weather plan, which includes training severe weather spotters and holding emergency exercises.

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.

Trained Weather Spotters in Natrona County

Trained Weather Spotters are individuals in the community who have received training from the National Weather Service and who relay weather information to the Weather Service as they see it in person. This information is used by forecasters to track storms and alert the public to dangerous weather situations. Time and time again, around the nation reports from trained weather spotters have saved countless lives, especially during heavy rains and flooding, thunderstorms and wind storms.

In Natrona County we value this program and work directly with the National Weather Service to help offer this training to the community. Additionally, most groups within the Natrona County Emergency Management volunteer programs are required to participate in weather training class every two years. These courses will include information about the National Weather Service, tornadoes, thunderstorms, flash floods, dust storms, high winds, and winter storms.

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Boston Marathon Bombing 2013 - Charles Krupa, AP

NATRONA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX C
MASS CASUALTY INCIDENTS

Natrona County Emergency Management

Revision Year: 2024

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Annex Summary

This Emergency Operation Plan section will cover the general framework for a response to a Mass Casualty Incident (MCI).

Annex Purpose

This Natrona County (NC) Emergency Operations Plan (EOP) Annex is oriented to provide individual agencies within Natrona County, Wyoming the ability to build internal policies, planning, organization, equipment, training, and exercises (POETE) around this framework, allowing for standardization in response structuring to these critical incidents.

Annex Scope

This NC EOP Annex does not replace Natrona County EMS Protocols, individual agency policies, or Medical Direction at any level. This Annex allows for the standardization and structuring of a response that will use those protocols, policies, or medical direction to accomplish patient care.

It is important to note that there is no National Incident Management System (NIMS) definition of a Mass Casualty Incident. It is generally accepted as an incident where the number of casualties exceeds response resources and capabilities. Mechanisms of injury in Mass Casualty Incidents are irrelevant. Therefore, an active shooter attack could potentially be a Mass Casualty Incident, as could a bus crash, or a series of car crashes. Regardless of mechanism injuries, critical changes to normal responses exist in all Mass Casualty Incidents, with even further variations to response tactics during Mass Casualty Incidents in violent response environments.

This NC EOP Annex does not plan for, but acknowledges that in response to a MCI there will need to be further internal POETE efforts at agencies and organizations that may be receiving facilities of and/or hospitals for MCI victims. This plan will allow for a general understanding of the pre-hospital operational framework from Initial Patient Triage to Patient Transport.

This NC EOP Annex does not plan for, but acknowledges that in response to a MCI there will need to be further internal POETE efforts at agencies and organizations that may be a part of responses to a MCI in the provision of Fatality Management, Mass Care, Reunification, and/or Sheltering. This plan will allow for a general understanding of the on scene framework from Initial Patient Triage to Patient Transport. However, this Annex does not replace POETE efforts in regards to any of those response disciplines. Some are addressed in other NC EOP Annexes, however these specialized plans are most appropriately managed by the individual responsible agencies.

Key Functions & Responsible Agency

Key Functions
- LAW UC
  - SRT Group Supervisor
  - Investigations

- Coroner's Office UC

- FIRE / EMS UC
  - Medical Group Supervisor:
    - Triage Unit Leader
      - Initial Triage
      - Initial Treatment
      - Litter
    - Treatment Unit Leader
      - Red
      - Yellow
      - Green
      - Black
    - Transport Unit Leader
      - Communication
      - Tracking

- Pre-Hospital Medical Direction

- Family and Victim Services

Primary Agency:
- Jurisdictional Law
- Jurisdictional Fire
- Jurisdictional EMS
- Natrona County Coroner's Office

Support Agencies:
- Natrona County Emergency Management
- Pre-Hospital EMS Medical Director
- Casper-Natrona County Public Health
- American Red Cross of Wyoming

MCI Notifications and Activation

Due to the evolving nature of all incidents, limited perspectives of reporting parties, and many other factors a MCI may not be immediately known to reporting parties, dispatchers, and initial responding personnel. Early identification, notifications, and activation of a MCI Response allows for following units, additional units, and receiving facilities to begin preparations for this critical incident.

Any units identifying the occurrence, or likelihood of, a MCI should immediately report this information to their respective LAW or FIRE Dispatch, not on incident TAC Channels which may or may not be monitored by dispatch. With reports identifying a MCI, the requesting of additional resources should also be made by on scene units as rapidly as possible.

Rapid identification and notification of a MCI allows for preparations that not only impact the on scene response, but also allows for receiving facilities to enact their planning and preparations impacting patient outcomes and facility continuity. Additional updates to receiving facilities will be covered further in other sections of this annex.

Some call details may allow for the potential of a MCI to be presumed by responders. Examples of which could include but not be limited to:
- Multiple vehicle crashes at same scene
- Airline crashes
- Violent incidents
- Incidents at large public gatherings
- Hazardous Material Incidents
- Natural Disasters

Upon presumption of a MCI responding units should use appropriate discretion as to what level of MCI notifications are required. It is again worth noting that there is no definition of a Mass Casualty Incident. It is generally accepted as an incident where the number of casualties exceeds response resources and capabilities. This can cause a wide variety of potential calls and call natures that may in fact be a MCI.

Scalable Response Framework

As with any NIMS Incident Command System (ICS) response, a MCI response needs to meet incident requirements at an appropriate level. This means both, not overstaffing and not understaffing. To accomplish this ICS structuring should be used by all on scene disciplines. Utilizing ICS and this plan's basic structuring will allow for multiple disciplines and multiple agencies to respond together, regardless of interagency differences.

Upon establishing an on scene Command and Coordination structure, priority should then be placed on establishing a Medical Group with a Group Supervisor, and any subsequent Teams within that Group. Additional coordination of interdisciplinary coordination for any identified security or scene safety needs should be done at this time as well. Priority on MS Ambulance Units receiving and transporting patients to receiving facilities from on scene treatment personnel shall be made.

Active Scene Management - Command and Coordination

The Incident Commander, or if established Operations Section Chief, should delegate the responsibility of the Medical Group Supervisor to the highest capable individual, who may not be the highest ranking individual, as is defined in NIMS. From there the Medical Group Supervisor (Med Group Sup) should establish response teams for functions determined by response needs. These teams may vary incident to incident, but the most common are detailed further in this annex.

A Medical Group Supervisor IS NOT to be confused with an EMS Medical Director, or any formal EMS Medical Direction or Control associated directly with a provider or agency. That function and authority remains with each individual provider's established Medical Direction and Control and/or EMS Protocols.

Medical Group

In the image below, and following subsections, a basic MCI Medical Group is detailed out. It is important to recognize these boxes as functions, not personnel. Each function may be accomplished by an individual or a combination of individuals according to incident requirements. According to NIMS any sub-function not tasked is the responsibility of the supervisor function above that. Many of these functions exist regardless of Incident Command assigning personnel to accomplish them, so rapid Command and Coordination addressing these functions is highly advisable. Additionally these functions are all occurring concurrently on scene, and will interact directly with each other, often depending on the efficiency of each other during their response efforts. Cohesion and efficiency in this regard is the direct responsibility of the Med Group Sup assigned for this incident.
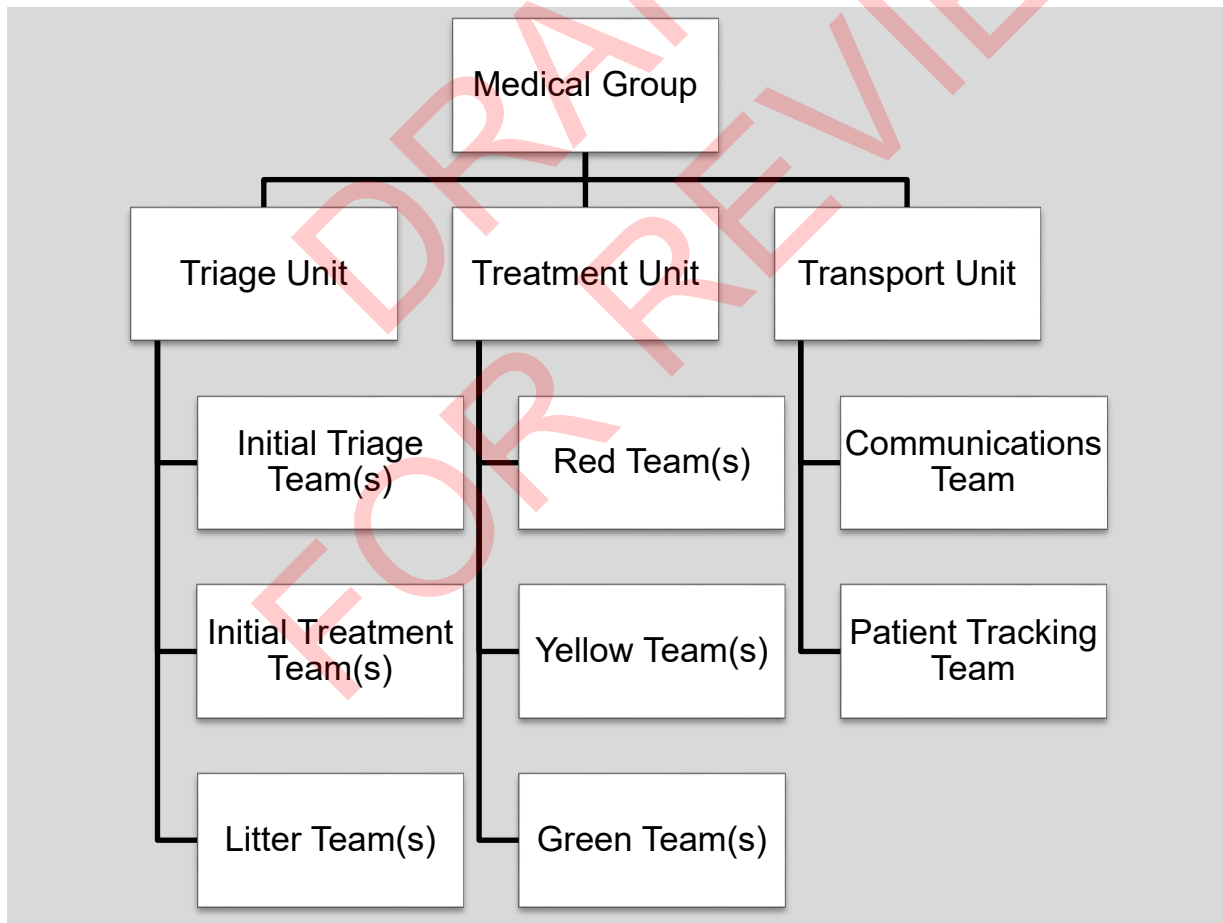
Triage Unit

A Triage Unit, with Unit Leader, is tasked with the functions of initial patient contact, patient sorting based on levels of injury, the correct movement of patients from the incident area to Treatment Unit established Treatment Areas, and assisting with any other patient movement needs on scene. The Triage Unit Leader reports to the Medical Group Supervisor and is responsible for the cohesion and efficiency of all Teams within their Unit.

Initial Triage Team

The Initial Triage Team is to be tasked with deploying to the incident area and applying colored Ribbons on patients in the incident area. The color of the ribbons indicate the patient's acuity. The methodology used to determine patient acuity is dependent on current Natrona County EMS Protocols or Medical Direction. Regardless of the methodology, the colors used shall be as follows and indicate as listed:

- Red - Immediate
- Yellow - Delayed
- Green - Minimal
- Black / Zebra Ribbons - Expectant or Deceased

Unless determined otherwise in Natrona County EMS Protocols, or per Medical Direction minimal patient treatment will be provided by the Initial Triage Team. The objective is initial patient assessment, indication of assessment with visible colored ribbon, and counting of patients in the incident area. Acceptable patient treatment may include Head / Airway Repositioning, Tourniquet applications, and/or 2 Rescue Breaths for Infants.

As soon as possible the following counts should be provided to the Triage Unit Leader for communication to the Med Group Sup and others as required:

- Number of Red Patients – Adult and Pediatric Separately
- Number of Yellow Patients – Adult and Pediatric Separately
- Number of Green Patients – Adult and Pediatric Separately
- Number of Black / Zebra Patients – Adult and Pediatric Separately
- Total Number of Patients – Adult and Pediatric Separately

Initial Treatment Team(s)

The Initial Treatment Team should be tasked with entering the incident area and providing initial treatment needed to stabilize the patient for movement from the incident area. This should generally be reserved within the MARCH Treatment Algorithm, and focusing on rapid movement from, or transport from, the incident area. This is especially critical in evolving, violent, or unstable incidents.

Litter Team(s)

Litter Teams should be tasked to first move triaged and initially stabilized patients from the incident area to Treatment Unit established Treatment Areas. They should be moved in order of patient acuity; i.e. triaged reds before triaged yellows. Litter Team(s) need efficient communication with the Initial Treatment Team(s) ensuring that patients are ready to be moved.

After completion of moving all patients from the Incident Area, Litter Teams should be re-tasked assisting with any other patient movement needs, i.e. Treatment Area to Transport Area, or between Treatment Areas.

Treatment Unit

A Treatment Unit, with a Treatment Unit Leader, should be tasked with receiving patients from the incident area. They should expect to receive patients that have been initially triaged, potentially received initial treatment, and brought to them by Litter Team(s).

A Treatment Unit should immediately begin establishing defined treatment areas, ideally before the arrival of patients. These areas should be organized by patient acuity and methodically established to enable efficient transferring of patients to transporting ambulances and/or a Transport Unit.

The Treatment Unit Leader shall coordinate providers to the most appropriate patients based on patient care level of provider and situation needs. The Treatment Unit Leader should also ensure resource and resupply needs are communicated with the Med Group Sup as needed. The Treatment Unit Leader reports to the Medical Group Supervisor and is responsible for the cohesion and efficiency of all Teams within their Unit.

Additionally, considerations for the following should be understood by the Treatment Unit:
- Incident Area and Scene Safety
- Patient Counts
- Supply and Resource Needs

The Treatment Unit may perform re-triaging, when needed or where appropriate, and could begin applying Paper Triage Tags. This will begin the Patient Identification and Tracking process and best document patient Subjective, Objective, Assessment, and Plans for their treatment.

Transport Unit

A Transport Unit, with a Transport Unit Leader, should be established to coordinate, communicate, and track the efficient transfer of patients from the Incident Area to transporting ambulances.

The Transport Unit should immediately begin establishing a Transport Area, with strategic ingress and egress routes for ambulances to enter and leave with patients in the most efficient manner. The Transport Unit will need to coordinate directly with the Treatment Unit to Prioritize Patients.

Additionally the Transport Unit should communicate with incoming ambulances any relevant ingress and egress information, patient information, and other special instructions that would limit the ambulances time on scene. The Transport Unit is also responsible for tracking any known patient information regarding identification, injury, treatment, transporting ambulance, and patient destination.

The Transport Unit Leader reports to the Medical Group Supervisor and is responsible for the cohesion and efficiency of all Teams within their Unit.

Communications Team(s)

The Communications Team communicates with incoming ambulances any relevant ingress and egress information, patient information, and other special instructions that would limit the ambulances time on scene. Additionally, when appropriate the Communications Team may provide incident updates directly to receiving facilities.

Patient Tracking Team(s)

The Patient Tracking Team efficiently documents any known patient information regarding identification, injury, treatment, transporting ambulance, and patient destination. This is logged and maintained for any incident and/or investigation needs.

Point of Injury Patient Care (PIPC)

Point of Injury Patient Care (PIPC) is the process of getting EMS personnel, likely a Triage Unit, with its sub-teams, to the site where victims are injured within the incident area. This process changes the potential timeline as to when patients may see an EMS provider when within areas conventionally referred to as "Warm" or "Hot" Zones. This can be considered a paradigm shift from standard operating procedure in Law, Fire and EMS. PIPC means Planning, Organizing, Equipping, Training and Exercising (POETE) Law, Fire, and EMS functions that can work both together, and/or to a degree individually, as the situation dictates. This means POETE efforts that mitigate provider risk by using procedures, training, and protective equipment while providing rapid stabilization, treatment, and evacuation of the wounded despite hazardous conditions that would otherwise delay treatment should be made by all within Natrona County.

These POETE efforts should not circumvent any EMS Medical Director, or any formal EMS Medical Direction or Control associated directly with a provider or agency. That function and authority remains with each individual provider's established Medical Direction and Control and/or EMS Protocols.

Provider Discretion

Ultimately the determination of Scene Safety and the ability of a provider to safely perform their duties will be at the discretion of the individual provider. This determination should be based on their training, certification, equipping, and tasking compared to their incident size up and known information at that time.

Violent Scenes

Law Enforcement Officers (LEOs) are resolved to locate, secure, and/or neutralize a violent threat as soon as possible. Ultimately this results in stopping any further injury or loss of life. However, these tactics eliminate, or at best extremely limit, contact with any patients initially and through any secondary security or search efforts.

As immediately as possible Law Enforcement partners should make available security elements for PIPC efforts. This is especially applicable in cases where there have been victims identified within an incident area. Mutually, Fire/EMS personnel, with proper training, certifying, and equipping, should be tasked with entering incident areas that may be considered unsecured. However, this could potentially include times when Law Enforcement partners are not immediately attached, or when situations are rapidly evolving and depleting available resources.

When the situation required it, a degree of Fire/EMS autonomously operating on scene, through a variation of tactics and additional equipment has been observed as successful in studies of national incidents. As previously stated this determination shall remain with the individual provider. The variations of tactics on these incident types may rearrange Med Group Operations at the discretion of the Med Group Sup. For instance litter teams may be tasked first with as efficiently and safely as possible moving patients to one, or multiple, Casualty Collection Points (CCPs), where triage and initial treatment are then performed. Then patients can be moved to more secure treatment areas, or preferably directly to transporting units if available. Or the task of initial Triage and Initial Treatment are combined teams to limit exposure of responders in areas less secured. Regardless, these functions can be adapted to meet incident needs while maintaining the general concept of this MCI response plan.

Most Appropriate Receiving Facilities

The reality of a single trauma facility within our region potentially impacts the normal *Most Appropriate Receiving Facility* for a patient during a MCI. There are various factors that influence an EMS provider, Medical Direction and Control, and/or a receiving facilities decisions' in this regard. The NC EOP will not make any determinations as to what the Most Appropriate Receiving Facility is for any patient. It will acknowledge that there are potential facilities, processes, and sites that could provide levels of care who may not do so in normal circumstances. These alternate sites will require additional POETE efforts, and likely may entail emergency authorizations from regulatory bodies. Identifying them in this NC EOP Annex is in effort to standardize conventional naming, and better understanding of potential levels of patient care they may provide. Preemptive efforts will be required for any of these to be appropriate options in a MCI.

Alternate Care Facilities

Alternate Care Facilities are locations that provide a level of medical care in their normal operations, however do not provide emergency or trauma medicine. They may have on site medical supplies, equipment, and personnel. They offer a potential for providing patient care to lower acuity patients. These facilities may be Urgent Care and/or Immediate Care up to Surgical Centers. They may have capabilities for imaging, limb immobilization, wound care, etc.

Field Medical Hospital

A Field Medical Hospital is a facility not normally present in Natrona County. A facility of this level would be deployed through Military or Federal response partners. These could provide up to Trauma Care, but would vary depending on the agency deploying this resource.

Field Medical Station

A Field Medical Station is a location not normally established. This would normally be a rapidly established location with a level of care dependent on on scene providers, equipment, and facilities. A Field Medical Station is a possibility in Natrona County with coordination through Natrona County Emergency Management and County Prehospital Medical Direction. Resources are staged within the Central Wyoming Healthcare Coalition, Natrona County Emergency Management, and with Hospital support will allow for a Field Medical Station.

Fatality Management

Fatality Management at a MCI will be the responsibility of the Natrona County Coroner's Office. The Wyoming Department of Health, the Natrona County Coroner's Office, and the NC EOP have further details on Fatality Management within their plans and the Mass Fatality Annex of this EOP.

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Photo: Simulated Disaster Mortuary Area, Vigilant Guard Exercise 2023

NATRONA COUNTY EMERGENCY OPERATIONS PLAN

ANNEX D
MASS FATALITY INCIDENT

Natrona County Emergency Management

Revision Year: 2024

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Annex Summary

This NC EOP Annex addresses considerations for a Mass Fatality Incident, defined as an occurrence of multiple deaths that overwhelm the usual routine capability of the Natrona County Coroner's Office.

Annex Purpose

The purpose of this NC EOP Annex is to define standardized terms, functions, and responsibilities for all agencies or organizations who may be tasked with responding to a Mass Fatality Incident.

Annex Scope

The scope of this NC EOP Annex is formulated around mortuary services, investigations, and/or functions involving multiple deceased individuals. The Mass Casualty Incidents NC EOP Annex will cover in detail incidents involving multiple patients.

Key Functions & Responsible Agency	
Key Functions - Mass Fatality Evaluations - Deceased Recovery - Deceased Identification - Family Assistance Center - Deceased Examinations - Mass Fatality Incident Management - Public Information - Search and Recovery - Forensic Dentistry - Scene Security - Records Management - Incident Photography - Forensic Pathology - Deceased Fingerprinting - Radiology	**Primary Agency:** - Natrona County Coroner's Office **Support Agencies:** - Natrona County Emergency Management - Casper-Natrona County Health Department - Natrona County Sheriff's Office

Mass Fatality Incident 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:

1. Number of fatalities involved.
2. Condition of the bodies, i.e. burned, dismembered.
3. 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.
4. Location of the incident as far as accessibility and the difficulty that may be encountered in transporting bodies from the scene.
5. From the information gathered at the scene, formulate a plan in regards to documentation, body recovery, and transportation.
6. Assess types and numbers of personnel possibly needed to staff the morgue for identification, body examination, evidence collection, etc.
7. 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.
8. 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 National Disaster Medical System (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.

Major Operational Elements

NIMS structured command and coordination must be present within all response elements. These major operational elements need to be set up and coordinated simultaneously.
1. **Investigations and Victim Recovery at Mass Fatality Incident Scene(s)**
2. **Victim Identification and Morgue Operations Center (VIMOC)**
3. **Family Assistance Center (FAC)**

Tasks and Items to Establish and Acquire Early

- NIMS Structured Response
- 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
- Funeral Home(s) liaison

Mass Fatality Incident Scene(s)

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

1. **Equipment & supplies**- Logistics needs to be in charge of getting specialized equipment and supplies; to include potential use of specialty tools and equipment from Wyoming Department of Criminal Investigation and/or Wyoming Highway Patrol.
2. **Protective Clothing**- Gloves, boots, coats, hard hats, rain suits, etc.
3. **Body Bags** – Good heavy bag with 6 handles, c-zipper, litters, and 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** – Contrasting paint to the color of the body bags, 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 gridding or laser surveying equipment.
13. **Food** – Be conscious of 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…
    a. **Note:** Make number on body bag 12 inches high with contrasting paint. Place plastic toe tag on bag AND body!!!
15. **Worker safety** – Ensure that provisions are in place for the health of the scene workers, may include counseling and rehab.
16. **Writing and/or computer equipment** – Have scribe and computer operators for scene log maintenance.
17. **Photography equipment** – Have designated photographer in charge of all pictures and equipment.

Victim Identification and Morgue Operations Center (VIMOC)

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.

Victim Identification and Morgue Operations Center (VIMOC) Site Selection

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

Victim Identification and Morgue Operations Center (VIMOC) Functions

- **Security** – Checking I.D. Badges and providing security to facility.
- **Portable Morgue Refrigerated trucks** – Ramps into trucks.
- **Protective clothing** – Gloves, scrubs, shoe covers, masks, coveralls, hats, etc.
- **Communications** – Telephones, cell phones, fax machines, radios etc.
- **Computers/Office Equipment** – Programs, someone in charge of tracking, time management and intake, copiers, typewriters, fax machine, etc.
- **Records** – Postmortem and ante mortem; 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.
- **Initial Intake Personnel** – 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 Escorts** – 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.

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 items are 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.
- 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.

X-Ray/Radiology

Specialized Personnel Needed:
- X-ray Technicians
- Assistants

Equipment Needed
- o Portable x-ray units
- o Support equipment

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

Dental

Specialized Personnel Needed:
- Forensic Odontologists
- 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
- DNA

Family Assistant Center (FAC)

A representative of the Coroner's office, or designee, needs to be in charge during the initial setting up of the Family Assistance Center (FAC). Personnel may be recruited from the Wyoming Funeral Directors Association. The FAC is a multi-agency organization and cannot 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."

Family Assistance Center (FAC) Site Selection

Preference to sites where both FAC operations and housing of family members can be accomplished, with appropriate levels of separation, at same locations should be shown. FAC site setup should show attentiveness where comingling of families may occur. Especially where potential notifications or updates specific to individual families may be made. Maintain private areas and/or individual meeting places with separate entries and exits from any FAC congregate areas.

Potential FAC sites may include:
- Churches.
- Hotels / Motels.
- Office Buildings.
- Public buildings such as Casper Events Center, etc.

Family Assistance Center (FAC) Site Functions

- **Site Selection** – It is extremely important that the site selected for the FAC 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 FAC is the number one priority. The site selected should have the following involved:
- **Coroner's Office/General Administration** – A separate room(s) available in order to have privacy while gathering ante Mortem records, family information and to make death notification.
- **American Red Cross/Salvation Army** – Family support, transportation, housing, supplies, equipment, and volunteer coordination.
- **Security** – Parking lot, outside check points, inside check points, family escorts.
- **Food Service** – For the families and staff.
- **Communications** – Telephones, computers with internet connection and cell phones for families and FAC workers.
- **Mental Health** – Quiet rooms for family support and staff support, to include members 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.
- **Medical** – Family care, staff care, assisting with death notification.
- **Site Support** – Custodial, site maintenance

- **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.
- **Child Care Room** – close to Briefing room with personnel to care for the children.

Mass Fatality Response Functions and Organization

As in any National Incident Management System (NIMS) based responses, structuring of functions in response to a Mass Fatality Incident should be scalable to meet response needs. Pictured below, and detailed further are potential functions required in response to a Mass Fatality Incident.
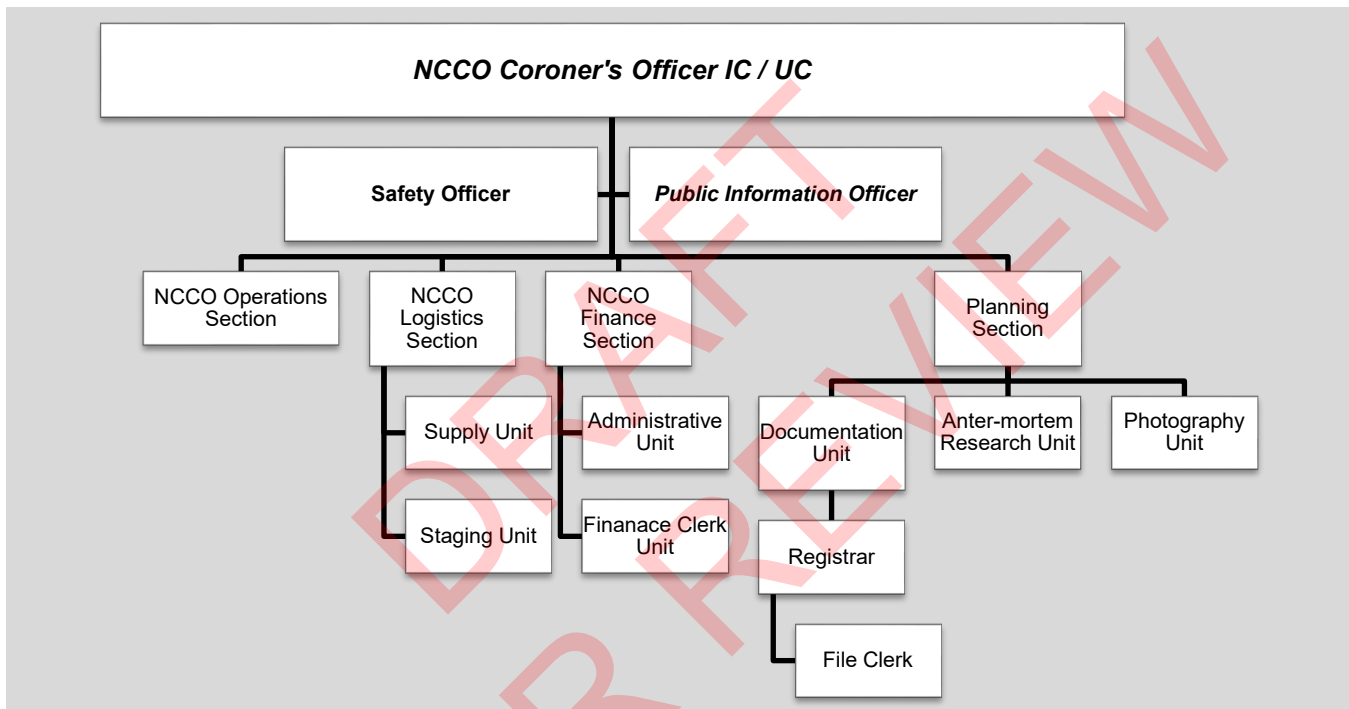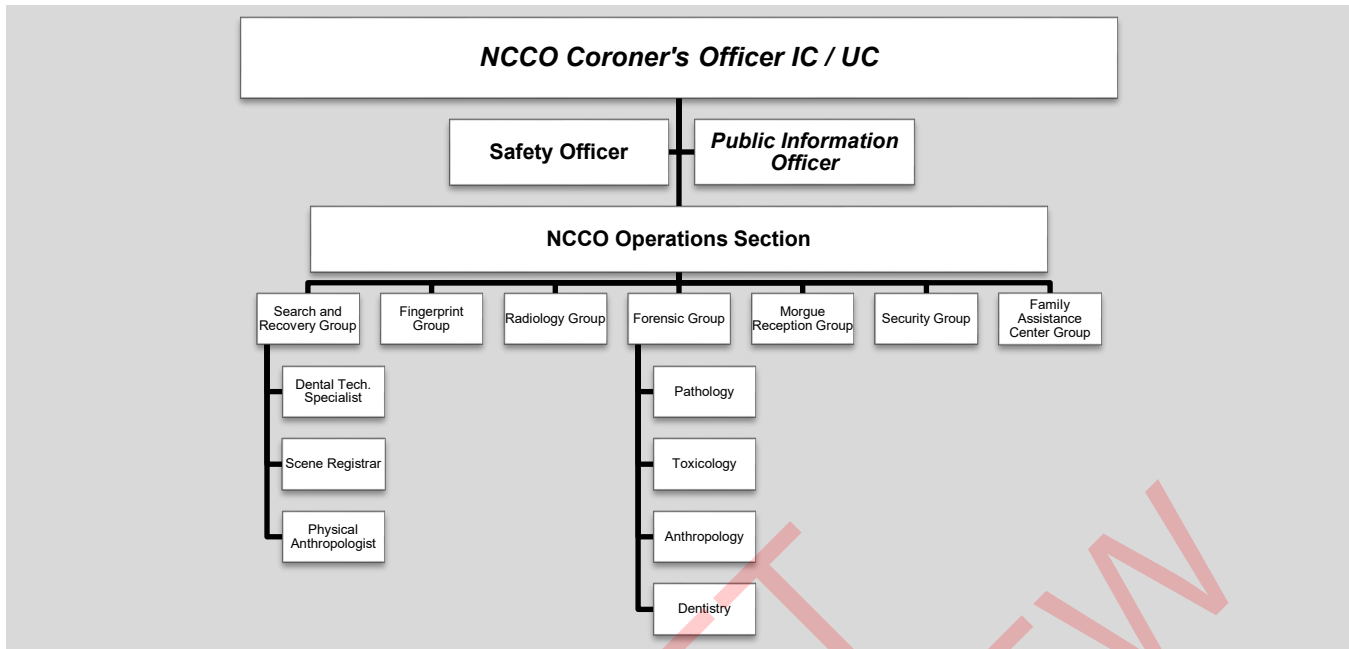
Natrona County Coroner's Office (NCCO) Incident Commander or Unified Command and General Staff

Incident / Unified Commander – Typically 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 consult with key personnel, when needed.
- Responsible for approving all final identifications made of the fatalities.

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.
- 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.

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.

Operations Section

Operations Chief – Typically Natrona County Chief Deputy Coroner:

- 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.

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 Group.
- Will establish a search plan that provides for a thorough, deliberate, overlapping search of the disaster area by Search and Recovery Group personnel.
- Will coordinate with other authorities to ensure that a secure perimeter around the disaster area is established, 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(s)

- Will search for, number and process human remains, fragments, and personal effects as directed by the Search and Recovery Group Supervisor.
  Likely Search and Recovery Team functions:
  - Coroner's Investigator.
  - Coroner Assistants – Police, fire, Military.
  - Scribe – Documentation.
  - Photographer.
  - Scene registrar.
  - Forensic anthropologist.
  - Body Movement

Dental Technical Specialist

- Will advise Search and Recovery Teams 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.

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 the 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 Teams on the procedure for identifying and collecting human remains.
- Will assist in the search operation.

Fingerprint Group

Will examine all remains in an attempt to identify by fingerprints and/or footprints.

Fingerprint Group Supervisor

- Responsible for the overall operation of the Fingerprint Group.
- Will review all identifications made by the fingerprint specialists.

Fingerprint Specialist(s)

- 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 Group

Radiology Group Supervisor

- Responsible for the overall operation of the Radiology Group.
- 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 Group.
- Will monitor personnel working in the radiology area for excessive exposure.

Radiology Technicians

- Will perform duties assigned by the Radiology Group Supervisor.

Forensic Group

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.

Forensic Group Supervisor

- Responsible for the overall operation of the Forensic Group.
- Will brief all group 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 Pathology Team

- 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.

Forensic Toxicology Team

- 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 Anthropology Team

- Will provide technical assistance to the forensic pathologists as required.

Forensic Dentistry Team

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.

Forensic Dentistry Team Leader

- Responsible for the overall operation of the Forensic Dentistry Team.
- Will brief all personnel involved in charting records on the charting methods to be utilized to ensure consistency.
- Will review all identifications made by the group.
- Will ensure that information pertaining to each positive identification is provided to the Fingerprint Specialist(s) to assist them with their fingerprint card identification process.
- Will monitor personnel working in the Dental Radiology Section for excessive exposure.

Postmortem Dental Examinations

- Will accomplish a thorough 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.

Morgue Reception Group

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.

Morgue Reception Group Supervisor

- Responsible for the overall operation of the Reception Group.
- 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.

Security Group

Security Group Supervisor – Sworn Peace Officer

- 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 Team(s)

- 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 Security Group Supervisor.

Family Assistance Center Group

Responsible for taking care of the families which includes: gathering ante mortem information; sharing of 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.

Family Assistance Center Group Supervisor

- 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 FAC.
- 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 Team 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 Group Supervisor.

Logistics Section

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

Supply Unit

Ensures that all supplies and resources needed by all Groups and Teams are on hand, ordered, and/or sent to the Staging Unit. Receives and processes all Resource Requests from internal Groups and Teams, and submits all Resource Requests and/or Supply Orders to any outside sources.

Supply Unit Leader

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

Staging Unit

- 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 Group Supervisor.

Staging Unit Leader

- Responsible for the overall operation of the manpower.
- Will prioritize all resources, when unsure of priority, will speak to the appropriate Group Supervisor, Team Leader, or Operations Chief.

Staging Area(s) Team(s)

- Will perform duties assigned by the Staging Unit Leader.

Finance Section

Finance Section Chief – Typically NCCO Lead Investigator

- Responsible for all administrative matters with the exception of those related functions specifically performed by another component of the morgue, i.e. the Documentation Unit.
- Will maintain expense data, accountability documents, procurement documents, and other information pertaining to the logistics operation.

Administrative Unit Leader:

- Responsible for the administration processes.
- Will supervise the administrative clerk(s) and work processing clerk(s)/clerk typist(s) in the performance of their duties.
- Will coordinate with the Documentation Unit 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.

Clerk Team(s)

- Will perform duties assigned by the Administrative Unit Leader 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.

Planning Section

Planning Section Chief

- Responsible for development and maintenance all Incident Action Plans
- Collection and Organization of all Incident Documentation
- Developing and Maintaining all Situation Reports
- Organizing and Facilitating all incident related Meetings and Briefings

Documentation Unit

Responsible for the acquisition, maintenance, and security of all records pertaining to the fatalities, i.e. medical, dental, completed morgue files, etc.

Documentation Unit Leader

- 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 Team

- 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 Clerk Team

- Will perform duties assigned by the Documentation Unit Leader.

Ante-mortem Research Unit Leader

- 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 Documentation Unit Leader, coordinate with Family Assistance Center Group supervisor.

Photography Unit

- Responsible for all photographic support of Operations Groups and Teams.
- Ensures Organization and Cataloging of all photos according to associated case.

Photography Unit Leader

- Responsible for the overall operation of the Photography Group.
- 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 Group Supervisor.

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: 24-02001, 24-02002, 24-02003, 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

Resource Lists potentially applicable to Mass Fatality Incidents are managed individually by the Natrona County Coroner's Office and Natrona County Emergency Management.

FINAL PAGE

Photo: Jackson Canyon Fire 2006, Wolf Creek Evacuations

NATRONA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX E
EVACUATIONS

Natrona County Emergency Management

Revision Year: 2024

Table of Contents

Section Summary

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

At any point in an emergency/disaster the protection of life, property, and the environment may depend on a structured evacuation. There are three phases of an Evacuation:
1. The Evacuation
    a. Evacuation Notice and Alerts
    b. Evacuation Routes
2. Relocation Shelter or Site
3. Returning From or Lifting of Evacuation

The time frame for the population being able to return to a safe environment may be hours up to months.

Section 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 notice in any incident will ultimately fall on the shoulders of an Incident Commander, Unified Command, or the Policy Group.

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, the entire county. It should be clearly understood that no legal authority exists, at the local level, which 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.

Section Scope

Coordination of all components are 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.

Key Functions & Responsible Agency

Key Functions
- Evacuation Group
  - Road Closure Team(s)
  - Evacuation Team(s)

- Pets and Livestock Group

- Reunification Group

- Mass Care and Sheltering
  - Evacuation Site Group
  - Congregant Shelter Group
  - Medical Shelter Group

Primary Agency:
- Natrona County Sheriff's Office

Support Agencies:
- Natrona County Emergency Management
- American Red Cross
- Salvation Army
- Casper-Natrona County Health Dept.
- Metro Animal Services

NIMS Organization & Involvement

Common Terminology

Use of National Incident Management System (NIMS) standardized terminology amongst response partners is critical during evacuation operations. There are differences in terminology between Law Enforcement, Fire, and EMS used in every day responses. It would be expected that Law, Fire, and EMS disciplines will be working closely together during evacuations. Therefore, it is imperative that adoption of NIMS Common Terminology is undertaken ideally prior to, or at least early in, a response.

The function of evacuation is under the Operations Section of an Incident Command System (ICS) structured response. Within NIMS/ICS there are no specific title or position for evacuations as such that will identify someone as an "evacuation officer."

The supervisory position of an Evacuation should be named as a "Division" or "Group" "Supervisor" based on the below indications and will report directly to the Operations Section Chief, or a Branch with a Branch Director *if establish* to divide up the Operations Section. Additionally, both divisions and Groups can divide into teams within themselves. If this is done, they are indicated as a "Team" within that Division or Group.

- A "Division" name indicates <u>geographic based separation</u> of an Incident Area
  - *Division "1" or "A" takes "Evac Region 1" or "North of…"*
- A "Group" name indicates <u>function based separation</u> of an incident, i.e. Evacuations vs Road Closures
  - *Evac Group takes Evacs for the entire incident.*
  - *Road Closure Group takes road closures for the entire incident.*

Evacuations and Road Closures are typically coordinated using geographical landmarks or roadways, so it would be expected using NIMS Common Terminology that most Evacuations would be coordinated using "Divisions".

When naming Divisions or Groups be aware of the methodology and phonetics typically utilized within the Fire Service. It would be expected that Divisions within a Fire Suppression effort would be named using the NATO Phonetic Alphabet, i.e. "Division Alpha" through "Division Zulu". To prevent any potential confusion, it is recommended to NOT USE Evacuation Divisional or Group naming utilizing alphabet based indicators, and USE numeric based naming instead.

Evacuation preplanning through Natrona County Sheriff's Office (NCSO) and Natrona County Emergency Management (NCEM), takes this into account and uses regions and sections methodology. A numbered Region is divided into multiple numbered Sections. Therefore an example of assignments could be expected as Preplanned Evac. Regions 1 and 2 will be "Evac Division 1-2" under an assigned "Supervisor" and Regions 3 and 4 will be "Evac Division 3-4" under another assigned supervisor.
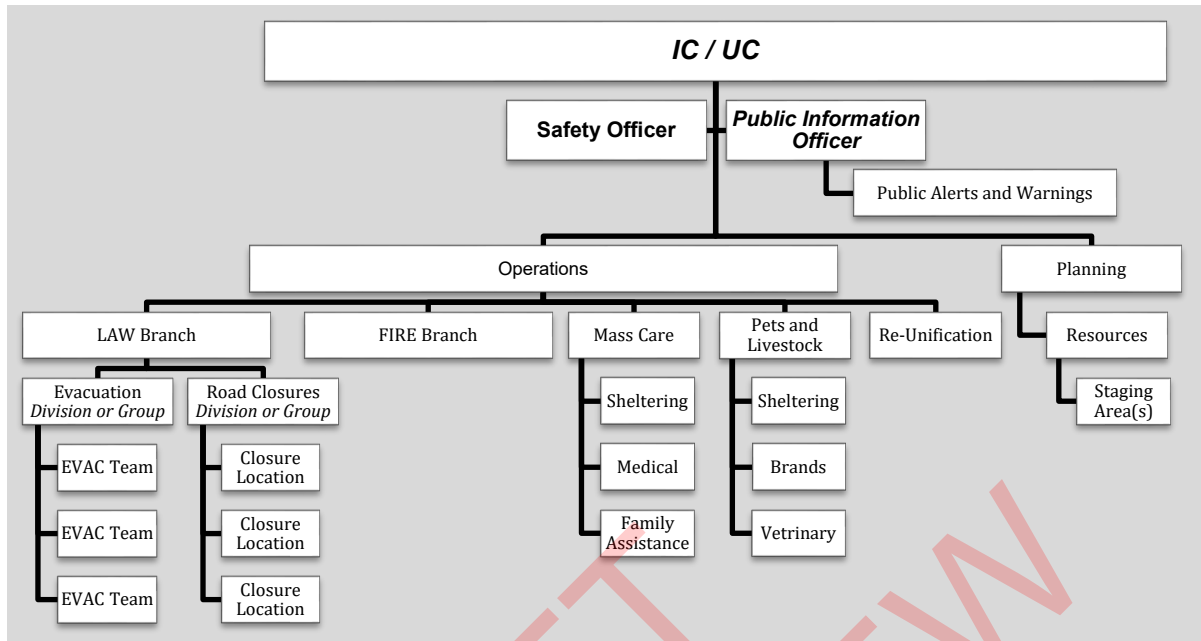
Multi-Agency and/or Multi-Discipline Involvement

Depending on the size, complexity, and/or reason for the evacuation the operation of the evacuation may involve one or more agencies. Law enforcement agency personnel are the primary persons tasked with the evacuation role; however it may be necessary to utilize other agencies, such as, Fire, EMS, Public Works, Search and Rescue, and others based on their training and capabilities.

Position Descriptions

This section will address the duties of personnel in charge of evacuation within the incident command structure. As previously noted that 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 ensure 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 notices.
- 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.

Evacuation Time Calculation

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

$$TD + TA + TM + TT = TN$$

TD Time from the onset of the event until the <u>decision</u> is made to evacuate.

TA Time it takes to <u>alert</u> the public of the need to evacuate.
(Use 60 minutes as an outside parameter).

TM Time it takes the public to <u>mobilize</u>.
(The time it takes for the public <u>to be ready to leave</u> after they have received the evacuation warning).

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

TN Total evacuation <u>time needed</u>.

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.

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 specific school's plan.
- When evacuating students from a school, provide accountability upon arrival as well as departure.
- Retrieval of children will only be permitted at previously designated areas.

Congregate Care Facilities:

- Special needs adult care facilities
- Day Cares
- After school programs

Long Term Care Facilities and Assisted Living Facilities:

- Rapid evacuation is not practical and physical limitations should be taken into consideration.
- Busses and handicap vans will be the most practical resources to utilize.
- Release of residents to family or caregivers will be executed in accordance to the policies and procedures outlined in the facilities emergency plans.
- Ambulances and other special equipment may be needed.
- Reciprocal agreements should be established between facilities relocating or receiving clients.

These facilities may include, but not limited to:

- Retirement Homes
- Nursing Homes

Hospital, Surgical, Medical, and Healthcare Facilities:

- These facilities are resource intensive and will require mutual aid assistance.
- Vans and buses will be the most practical tool for transport during evacuation.
- Remember that ambulances needed for evacuation of these facilities are not available for medical calls.
- Legal issues pertaining to emergency release must be addressed.

These facilities may include, but not limited to:

- Wyoming Medical Center
- Summit Medical Center
- Elkhorn Valley Rehabilitation Hospital
- Wyoming Behavioral Institute

Detention Facilities:

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

These facilities may include, but not limited to:

- Natrona County Detention Center
- Juvenile Detention Facility
- Casper Re-Entry Center
- Court Ordered Youth or Adult In Patient Counseling Facilities

Other Special Needs Population Considerations:

10.3% or 8195 people under the age of 65 have been identified in the 2017-2021 Census series 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 infrastructures.
- Address the concerns and needs of unoccupied utilities locations.

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 and sent to off site locations, away from normal shelter areas, continuous care must be provided.

Livestock:

- Truck transport of livestock will cause 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 is transported across state lines, health documentation for all livestock must be provided.
- Coordination with the Wyoming Livestock Board and Brand Inspector must take place before any relocation of livestock will be permitted.

Additional Considerations:

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

FINAL PAGE

Photo: Natrona County AKC Pet Disaster Trailer

NATRONA COUNTY EMERGENCY OPERATIONS PLAN

ANNEX F
PETS AND ANIMALS IN DISASTERS

Natrona County Emergency Management

Revision Year: 2024

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Section Summary

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.

Section Purpose

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 it 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.

Section Scope

Natural, technological, or man-made catastrophes could affect the wellbeing of domesticated or wild animals. 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.

Estimated Impact Numbers in Natrona County

Pets in Natrona County

Figures based on 37,325 Housing Units for 79,555 Persons (2021 Census) using US Pet Owner Statistics 2017-2018 Sourcebook National Statistics.

	DOGS	CATS	BIRDS	HORSES
Percent of households owning	38.4%	25.4%	2.8%	.7%
Average number owned per household	1.6	1.8	2.1	2.1
Total Natrona Households Owning Pets	*14,333*	*9,481*	*1,045*	*261*
Total Pets within Natrona Households	**22,933**	**17,066**	**2,195**	**548**

Livestock in Natrona County

Figures based on the USDA 2022 Wyoming Agricultural Statistics Report

All Cattle	*Beef Cattle*	Sheep and Lambs
55,000	*36,500*	16,000

Other Domestic Animals

It is near impossible to estimate the impacts outside of these national statistics based estimations. It should be acknowledge there has been an increase of rural subdivisions, and subsequent "hobby farms" and "ranchettes", that do not factor into many of the Pets and Livestock numbers. Additionally, many of these subdivisions are within Wildland-Urban Interface (WUI) areas heavily affected by wildfires and extreme weather events. These pose additional challenges with often reduced abilities to transport their animals, varying levels of proof of ownership, and other capabilities found on larger farm and ranch operations.

Feed Impacts in Natrona County

There are many variables to the equations in the table below. The figures aim to illustrate the potential impacts on Pets and Animals in Natrona County due to various situations. This may be prolonged lack of access to grazing areas from something like a snowstorm or wildfire, or they could be factors in planning for sheltering operations. Each situation will need specialty planning assistance from proper authorities and disciplines.

Animal	lbs. of Hay per Day each	Total Animals in Natrona	Hay per Day Total for ALL of Natrona	Hay per Week Total for ALL of Natrona
Cattle	25 lbs.	55,000	1,375,000 lbs.	9,625,000
Horses	25 lbs.	548	13,700 lbs.	95,900 lbs.
Sheep and Lambs	3.5 lbs.	16,000	56,000 lbs.	392,000 lbs.

Concept of Operations

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 Natrona County 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, Veterinarians, 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 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 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 Protection 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.

Organizational Structuring

Local

- Animal owners are responsible for the protection of their animals. Animal owners should plan for animal care during disasters as they prepare their family preparedness plan. Animal Protection 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.
- It is assumed (but not required) that the following activities have occurred prior to initiating the actions outlined in this plan:
    - The local government has taking all necessary actions to respond to the emergency prior to requesting assistance from the State.
    - The local government has responded to the emergency by activating its emergency response teams.
    - 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.

Notifications and Activations

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 Emergency Management working with Metro Animal Control will determine when it is necessary to initiate elements of this plan.

Metro Animal Control, 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 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 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

Metro Animal Control 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

Metro Animal Control will notify all participating agencies to begin mobilization of resources and personnel to commence recovery 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.
- Metro Animal Control will identify, mobilize and deploy assessment teams to the disaster areas to determine the specific animal health and safety needs and priorities.
- Metro Animal Control 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.
- Metro Animal Control 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:
  - Capture of injured and displaced animals.
  - Sheltering, medical care, feeding, relocation and reunification with owners.
  - Support efforts to identify owners of lost, strayed, and homeless animals. Provide an extended network for the adoption of unclaimed animals.
  - Supports efforts to adopt, sell or euthanize animals when return to rightful owners is not possible.
  - Acquisition of additional food and supplies from vendors to support the relief efforts. All donated goods and monies will be handled appropriately.
  - 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 Natrona County Emergency Management.

Investigate animal bites and provide control from rabies and other zoonotic diseases.
- Metro Animal Control
- Wyoming Game and Fish Department
- 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
- Wyoming Game and Fish Department
- Casper-Natrona County Health Department

Assist emergency response teams with animal related problems.
- Metro Animal Control
- 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
- 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
- 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
- Central Wyoming Veterinarians
- AVMA – Veterinary Medical Asst. Team

Remove and/or provide technical assistance for the proper disposal of animal carcasses

- Metro Animal Control
- 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
- Public Information Officers
- Local/Regional Public Health Veterinarian
- Casper-Natrona County Health Department

Livestock Related Functions

Livestock 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 Natrona County Emergency Management.

Identification of Ownership and Brand Inspections.

- Natrona County Sheriff's Office
- Wyoming State Livestock Board

Provision of Veterinary Care, including birthing, quarantines, and other specialty needs.

- Natrona County Sheriff's Office
- Wyoming State Livestock Board

Sheltering and/or proper transportation of Livestock when owners are not, or cannot, during a disaster.

- Natrona County Sheriff's Office
- Wyoming State Livestock Board

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
- Natrona County Emergency Management
- Central Wyoming Veterinarians
- Natrona County Health Department
- City of Casper Solid Waste Division
- Central Wyoming Fairgrounds
- Casper College

Responsibilities of EOC Liaison and Primary Agencies

Metro Animal Control

1. Notifying, activating and mobilizing all appropriate agencies involved in disaster animal control issues.
2. Functioning as the Metro Animal Control 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 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 Emergency Management
1. Providing initial notification to Metro Animal Control 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 EOC liaison to maintain, improve and refine this plan.

Veterinarians in Central Wyoming
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 Humane Society.
7. Providing documentation if injuries and deaths of animals for owners or for insurance purposes.

Casper-Natrona County Health Department
1. Investigate animal/human health issues, including the transmission of zoonotic diseases and animal bites.
2. 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.
- 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 of 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.

Veterinarians in Central Wyoming
- 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 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

Leadership of Metro Animal Control 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 Metro Animal Control and Natrona County Emergency Management.

Definitions

Domestic Animal – All animals, including poultry that are kept or harbored as domesticated animals.

Euthanasia – The act of humanely ending an animal's life. Euthanasia is performed in accordance with the "1993 AVMA Panel on Euthanasia".

Livestock – Includes, but not necessarily limited to, all cattle, goats, sheep, swine, horses, or other equine, as well as domesticated strains of buffalo, bison, llamas, alpacas, emus, ostriches, yaks, elk (cervus elephus canadensis), fallow deer (dama dama), and red deer (cervus elephus).

State Veterinarian – Staff member of the State Department of Veterinarian medicine.

Photo: COVID-19 Response 2020

NATRONA COUNTY EMERGENCY OPERATIONS PLAN

ANNEX G
RESOURCE MANAGEMENT

Natrona County Emergency Management

Revision Year: 2024

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Section Summary

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 and 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, or request issuance of, a disaster declaration. 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.

Section Purpose

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 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:

a. Activate and direct deployment of additional local resources to the incident site.
b. Request mutual aid assistance.
c. Purchase, rent, or lease supplies and equipment.
d. Obtain donated resources from businesses, individuals, or volunteer groups.
e. Contract for necessary services to support emergency operations.
f. 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.

Section Scope

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.
3. In the event that all local resources have been committed and are insufficient, assistance will be sought from surrounding jurisdictions with which mutual aid 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 as medical care and fire protection.
7. It is important to maintain detailed records of resources expended in support of emergency operations:
a. As a basis for future department/agency program and budget planning.
b. To document costs incurred that may be recoverable from the party responsible for an emergency incident, insurers, or from the state or federal government.

Section 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 disasters 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.

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 aid 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 an active resource inventory within Emergency Management, in conjunction with area agencies and organizations. 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.
- 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 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, supplies, 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 Fair Labor Standards Act (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
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;
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 Independent Sector (independentsector.org), 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 cannot 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 NC EOP Base 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 affected jurisdiction(s) will:

1. 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 have Natrona County Emergency Management request assistance from the State of Wyoming 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:
   a. Determine the most appropriate means for satisfying resource requests.
   b. Locate needed resources using resource and supplier lists and obtain needed goods and services.
   c. Coordinate with the Donations Coordinator regarding the need for donated goods and services.
   d. Coordinate resource transportation requirements.
   e. 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

2. 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.
3. The Resource Manager may provide advice regarding resource management to the County Commission, the IC, Emergency Management, EOC Manager and other officials during emergencies.
4. 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 aid agreements or emergency response contracts to do so to obtain additional resources.
5. 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.

6. The Resource Manager will identify public and private sources from which resources needed 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.
7. 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-Increased 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 the disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be 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

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

FINAL PAGE

Photo: Casper Mountain, Winter Storm Zylia 2021

NATRONA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX H
PUBLIC WORKS AND UTILITIES

Natrona County Emergency Management

Revision Year: 2024

Table of Contents

Section Summary

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.

Section Purpose

1. As noted in the general situation statement and hazard summary of the Base 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).

Section Scope

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.

Legal Authorities

- See Base Plan
- Local:
  - Natrona County Purchasing Rules, and Procedures
  - Natrona County Inventory Rules and Procedures
- State:
  - Public Utilities, Title 37 Wyoming State Statutes, 1998 as amended.

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.

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 the following sub-sections.

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. Coordinate with the Public Information Officer/Joint Information Center (JIC) to disseminate emergency public information requesting conservation of utilities.
3. Assist the Health and Medical ESF# 8 in relocating patients of medical facilities, residential programs, and similar institutions that cannot maintain the required level of service for their clients.
4. 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.
5. Consider staging fire equipment in areas without electrical or water service.
6. Consider increased security patrols in areas that have been evacuated due to lack of utility service.

See Resource Management Annex for planning factors for emergency drinking water, ice, portable toilets, and food.

Facilitating Utility Response

Local officials may facilitate utility response by:

1. 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.
   a. Remember that many people in areas without Cell Network Coverage, or Telephone Services, will not be able to report utility outages.
   b. Damage assessment teams may thus provide critical information about utility outage areas.
2. Asking citizens to minimize use of utilities that have been degraded by emergency situations.
3. Identifying local facilities for priority restoration of utilities.
4. Coordinating with the utility on priorities for clearing debris from roads which also provides access to damaged utility equipment.
5. Providing access and traffic control in utility repair areas where appropriate.

Large-scale Emergency Situations

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:

1. Identifying lodging for repair crews – hotels, motels, school dormitories, camp cabins, and other facilities.
2. Identifying restaurants to feed crews or caterers who can prepare crew meals.
3. Identifying or providing a staging area or areas for utility equipment coming from other locations and providing security for such areas.

4. Obtaining water for repair crews.
5. 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.

1. In the event of a flooding threat, facilities such as sewage or water-treatment facilities should consider constructing dikes, sandbagging, or using pumps to prevent water from entering the facility that 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.
2. 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.
3. 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 generator 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.

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:

1. Rendering downed or damaged electric lines safe to facilitate debris removal from roadways.
2. Cutting off utilities to facilitate the emergency response to fires, explosions, building collapses, and other emergency situations.
3. Facilitating search and rescue operations by cutting off electrical power, gas, and water to areas to be searched.
4. 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:

1. Render electrical lines and gas distribution lines safe before local officials authorize re-entry of property owners into affected areas to salvage belongings and repair damage to their homes and businesses.
2. Participate in inspections of affected structures to identify hazards created by damaged utilities and eliminate those hazards.
3. Determine the extent of damage to publicly owned utility infrastructure and equipment.
4. 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:

1. 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:

1. 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:

1. Contact local utilities to determine the type of damage assessment information they can normally provide in an emergency. Provide utilities with names of key officials and contact information for those officials and the local EOC that utilities can use to provide information to local government during an emergency.
2. Reduce vulnerability of new utility infrastructure to known hazards through proper site selection and facility design.

3. 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.
4. 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.
5. Ensure the local EOC have emergency contact numbers for utilities serving the local area other than published customer service numbers.
6. Coordinate with the occupants of critical governmental and non-government facilities to establish a tentative utility restoration priority list for such facilities. Provide the restoration priority list to appropriate utilities.
7. 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.
8. Request utilities brief local officials and members of the EOC staff on their emergency service restoration plans periodically.
9. Encourage utilities to participate in local emergency drills and exercises.
10. Train workers, especially supervisors, to be familiar with ICS incident site procedures.
11. Ensure mutual aid agreements are completed.

Utilities owned or operated by Natrona County or a municipality in the County. Utility officials should:

1. Train and exercise personnel in emergency response operations, including the Incident Command System.
2. Plan for adequate staffing during and after emergencies.
3. Ensure emergency plans are kept up-to-date.
4. Ensure emergency equipment is in good repair and secured against damage from likely hazards.
5. Stockpile adequate repair supplies for likely emergency situations.
6. Conclude utility mutual aid agreements and establish procedures for requesting assistance from other utilities.

Response

With all utilities local officials should:

1. 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.
2. 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.
3. 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.
4. Facilitate utility emergency response to the extent possible.
5. 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:

1. 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.
2. 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.
3. Request mutual aid assistance or contractor support if needed.
4. If possible, provide trained utility crews to assist emergency services during emergency response operations.

Recovery

With all utilities local officials should:

1. 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.
2. 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.
3. Update utility restoration priorities for critical facilities as appropriate.
4. 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:

1. Provide regular updates to the EOC on utility damages incurred, the number of customers affected, and areas affected.
2. Participate in utility damage assessment surveys with State and Federal Emergency Management personnel.
3. 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 emergencies, 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:

1. 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.
2. 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:

1. Ensure utility emergency plans comply with State regulations and are up-to-date.
2. 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.
3. Train and equip utility personnel to conduct emergency operations.
4. Have utility personnel participate in periodic local emergency exercises to determine the adequacy of plans, training, equipment, and coordination procedures.
5. Maintain adequate stocks of needed emergency supplies and identify sources of timely re-supply of such supplies during an emergency.
6. Develop mutual aid agreements to obtain external response and recovery assistance and identify contractors that could assist in restoration of utilities for major disasters.
7. Ensure utility maps, blueprints, engineering records, and other materials needed to conduct emergency operations are available during emergencies.
8. Obtain utility restoration priorities for critical local facilities for consideration in utility response and recovery planning.
9. 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:

1. Identify and train personnel to assist in damage assessment for public facilities.
2. 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.
3. When requested, provide heavy equipment support for emergency response and recovery activities of local government.
4. 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 PIO in communicating them to the public.
5. 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 Emergency Management Coordinator will:

1. 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.
2. Maintain information on the utilities serving the local area, including maps of service areas.
3. Maintain the Utility Restoration Priorities for Critical Facilities. In coordination with the EOC, update utility restoration priorities for critical facilities in the aftermath of an emergency situation if required.
4. Maintain information on existing emergency generators and potential generator requirements.
5. 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.
6. 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.
7. 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.
8. Request resource assistance from utilities during emergencies when requested by the Resource Management staff.
9. Develop and maintain this annex.

The Public Information Officer will:

1. 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:

1. 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 ICs may assign missions to utility crews that have been committed to an incident.

Direction and Control

1. 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.
2. The 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 IC 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.

3. The Emergency Management Coordinator 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 ICP, 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.
4. Utility managers will normally direct the emergency response and recovery activities of their organizations. Utility crews will generally be directed by their normal supervisors.
5. 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.

1. 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.
2. 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.
3. 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.
4. 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 Management Coordinator 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 Management Coordinator 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 Management Coordinator 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 Management Coordinator 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 Base 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 Conservation Measures

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:
   a. Thermostat settings for gas-heated buildings to 65 degrees during the day and 50 degrees at night.
   b. Use of hot water from gas-fueled water heaters.

Conservation Measures for Electric Power

1. Step 1. Discontinue:
   a. All advertising, decorative, or display lighting.
   b. Use of electric air conditioning systems except where necessary to maintain the operation of critical equipment.
   c. Use of electric ovens and electric clothes dryers.
   d. Use of all residential electric appliances, except those needed to store or cook food and televisions and radios.
2. Step 2. Reduce:
   a. Reduce thermostat setting for electrically heated buildings to a maximum of 65 degrees during the day and 50 degrees at night.
   b. Minimize use of hot water in buildings that use electric water heaters.
   c. Reduce both public and private outdoor lighting.
   d. Reduce lighting by 50 percent in homes, commercial establishments, and public buildings.
3. Step 3. Cut off electricity to:
   a. Non-essential public facilities.
   b. Recreational facilities and places of amusement such as theaters.
4. Step 4. Cut off electricity to:
   a. Retail stores, offices, businesses, and warehouses, except those that distribute food, fuel, water, ice, pharmaceuticals, and medical supplies.
   b. 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.
   c. Office buildings except those that house agencies or organizations providing essential services.

Water Conservation Measures

1. Step 1.
   a. Restrict or prohibit outdoor watering and washing of cars.
   b. Close car washes.
2. Step 2
   a. Restrict or curtail water service to large industrial users, except those that provide essential goods and services.
   b. Restrict or prohibit use of public water supplies for irrigation and filling of swimming pools.
   c. Place limits on residential water use.
3. Step 3
   a. Restrict or cut off water service to industrial facilities not previously addressed, except those that provide essential goods and services.
   b. Restrict or cut off water service to offices and commercial establishments, except those that provide essential goods and services.
4. Step 4
   a. Restrict or curtail residential water use.

FINAL PAGE

Photo: Straight Line Wind Damage, Natrona County Fairgrounds 2021

NATRONA COUNTY EMERGENCY OPERATIONS PLAN

ANNEX I
RECOVERY OPERATIONS

Natrona County Emergency Management

Revision Year: 2024

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Section Summary

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.

Section 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.

Section Scope

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.

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 Base Plan.

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 Emergency Manager should request declaring 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.

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. 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:
- Emergency services.
- Debris removal and disposal.
- Roadways and bridges.
- Water control facilities.
- Buildings, equipment, and vehicles.
- Publicly owned utilities.
- 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:
    - Business name and address.
    - Owner's name and phone number.
    - Type of business.

- Estimated dollar loss.
- Amount of anticipated insurance.
- Value of business.
- Fair replacement value of:
- Contents.
- Structure.
- Land.
- Number of employees.
- Number of employees for which unemployment insurance is carried.
- Estimated number of days out of operation.
- Percent of uninsured loss.

Requesting Assistance

Requests for assistance should be forwarded to Natrona Emergency Management within 10 days of the disaster to allow state officials adequate time to prepare the necessary documentation required for a declaration.

If Natrona County Emergency Management 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.

Individual Assistance (IA)

- FEMA systems are 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.

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 getting 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.

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

- Jurisdictions should develop and enforce adequate building codes.
- Jurisdictions should 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 Base 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. Appoint positions within government who will carry out specific recovery program activities and report to the EMC.
2. Review damage assessments and request State and Federal disaster assistance if recovery from the disaster requires assistance beyond that which local government can provide.
3. Participate in recovery program briefings and periodic reviews.
4. Monitor and provide general guidance for the operation of the local recovery program when implemented.
5. Monitor the source and application of all funds.
6. Maintain information establishing the local cost share.

7. Ensure that all laws, regulations, and grant requirements are complied with.

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 Commissioner 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).
8. The Damage Assessment Officer (DAO) will:
9. Develop a damage assessment program.
10. Organize and coordinate training for damage assessment teams.
11. 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 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 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 Assessor's 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

1. 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.
2. 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.
3. The Natrona County Board of County Commissioners shall appoint local officials to fill the positions as needed by Natrona County Emergency Management.

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. Dates
    b. Mileage / Hours
    c. Owned
    d. Rented / leased
    e. 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. by Natrona County Emergency Management in matters relating to the recovery program.

COVID-19 Shelter – 8 April 2020

NATRONA COUNTY EMERGENCY OPERATIONS PLAN

ANNEX J
SHELTERING, VICTIM SERVICES, AND REUNIFICATION

Natrona County Emergency Management

Revision Year: 2024

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Section Summary

This Emergency Operation Plan section expands upon Emergency Support Function #6 Mass Care, Housing, and Human Services as well as details out the differences in types of shelters, provides information on Victims Services, and information on Reunification processes due to emergencies.

Section Purpose

This section exists to standardize Shelter and Victim Services nomenclature and establish a framework of facility types that may be utilized during a response.

Types of Shelters and Victim Service Facilities

When any sheltering functions are activated, Incident Command or the Emergency Operations Center (EOC) should establish a specific Incident Management function, i.e. Branch or Group, to coordinate this response element. Basic examples of some ICS Groups are pictured in this section with their likely needed sub Units. The Units within these examples are likely to be universal in most shelter types. Separate Groups for Congregate Sheltering, Reunification, and Family Assistance are advisable when those functions are all activated in a single response.

Sheltering and Victim Service Facilities can occur in various forms. These forms will be scalable and be based on incident needs. Generally these facilities will fall into the following categories:

- Congregant Shelter, Non-Congregant Shelter, or Evacuation Shelter
- Medical Shelter
- Reunification Site
- Family Assistance Center

Each location type provide specific types of care and services and may be established in response to many different disasters or incidents. There are various Agencies and Organizations who can assist with these functions if the need arises. Some may be assisting due to their Agency or Organization being the entity who gathered the affected victims, i.e. Commercial Airline or School District. Other Agencies like the Federal Bureau of Investigation (FBI), American Red Cross, and Local Victim Services programs or organizations have trained and coordinated elements that will assist when requested.

Key Functions & Responsible Agency	

Key Functions
● Congregant Shelter, Non-Congregant Shelter, or an Evacuation Shelter Group
  ○ Provide life sustaining services to affected population, including hydration, feeding, and sheltering.
  ○ Support establishment of mass care shelter facilities.
  ○ Coordinate and provide rescue, transportation, shelter, reunification, care and essential needs of household pets and service animals during response operations to ensure their safety and well-being.
  ○ Site Security
	Primary Agency:
	● American Red Cross
	● Salvation Army
	Support Agencies:
	● Natrona County Emergency Management
	● Casper-Natrona County Health Dept.
	● Metro Animal Services

Key Functions
● Medical Shelter Group
  ○ Mass Care and Sheltering
  ○ Medical Assessments
  ○ Pharmacy
  ○ EMS / Medical Care
  ○ Site Security
	Primary Agency:
	● Casper-Natrona County Health Dept.
	Support Agencies:
	● Natrona County Emergency Management
	● American Red Cross
	● Salvation Army
	● Metro Animal Services

Key Functions
● Re-Unification Group
  ○ Provide facilitated assistance for children separated from their parents/legal guardians, as well as adults from their families, due to disaster.
  ○ Site Security
	Primary Agency:
	● Transportation Operator
	● Natrona County School District and/or Involved Private School
	Support Agencies:
	● Natrona County Emergency Management

Key Functions
● Family Assistance Center
  ○ Crisis Mental Heath
  ○ Disaster Resources
  ○ Incident Information & Liaising
  ○ Child Care
  ○ Site Security
	Primary Agency:
	● Transportation Operator
	● Natrona County Coroner's Office
	● Jurisdictions Victim Services Program
	Support Agencies:
	● Natrona County Emergency Management
	● Federal Bureau of Investigations (FBI)

Congregate Shelters and Non-Congregate Shelters

Congregate shelters are indicated by the sheltering of individuals in a joint or shared space. Examples of which would be a large auditorium or gymnasium. Non-congregate shelter is the term used for shelters that provide private or individual accommodations. Such as hotel rooms or sectioned spaces. Non-congregate shelters are the preferred shelter in most cases and for various reasons, but are exponentially more resource demanding and difficult with larger numbers of individuals.

Congregate and Non-Congregate Shelters vs Medical Shelters

Congregate or Non-Congregate Shelters and Medical Shelters are two different shelter variations. Congregate or Non-Congregate Shelters are facilities that provide safe, sanitary, and secure places to temporarily shelter and house groups of people. In a Congregate or Non-Congregate Shelter there will be a first aid element present, but medical treatments and providers are not present. A Medical Shelter will have many of the same elements, however it is utilized not to shelter and house groups of people, but to provide medical treatment and/or observation to groups of people requiring medical attention.

The terms medical treatment and observation will have large variations depending on incident requirements. Medical Sheltering can somewhat be seen as disaster "In Patient Facility", and may include longer term facilities that blend both sheltering and housing with medical treatment and observation.

Medical Direction

In addition to potential Emergency Authorizations from various regulatory entities Medical Shelters, and Providers working within, will require Medical Direction and Control. The establishment of Medical Direction and any Emergency Authorizations will be the responsibility of whatever authority, Incident Management Team and/or EOC, activates the Medical Shelter.

Evacuation Shelters

Evacuation Shelters are similar in nature to Congregate Shelters, but are utilized in a more temporary response to an incident. Their provisions are scaled back initially and can be established more rapidly in locations that require less services than a Congregate Shelter.

Potential catalysts for an Evacuation Shelter may include, but are not exclusive to:
- Evacuations
- Power outages
- Extreme Weather affecting residents or displaced individuals

Evacuation Operations detail the need in public messaging to direct evacuees to an Evacuation Shelter will initially serve as this location, until the incident stabilizes or the need to establish a more structured shelter occurs.

Evacuation shelters will typically provide a respite from environmental issues or disasters and limited personal care and mass care provisions. Some examples of provisions may include:
- Power supply through Normal or Emergency sources.
- HVAC – Heating or Cooling
- First Aid
- Food and Water
- Bathroom Facilities
- Pets and Animals Care

Congregant, Non-Congregant, or Evacuation Shelter Group

- **Shelter Unit**
  - First Aid / Medical Team(s)
  - BeddingTeam(s)
  - AFN Team(s)
  - Pets & Animals Team(s)
- **Facilities Unit**
  - Sanitation Team(s)
  - Food & Water Team(s)
  - Bathroom and Bathing Team(s)
- **Security Unit**
  - Interior Team(s)
  - Perimeter Team(s)

Medical Shelter Group

- **Shelter Unit**
  - BeddingTeam(s)
  - AFN Team(s)
  - Pets & Animals Team(s)
- **Medical Unit**
  - Assement Team(s)
  - Pharmacy Team(s)
  - EMS Team(s)
- **Facilities Unit**
  - Sanitation Team(s)
  - Food & Water Team(s)
  - Bathroom and Bathing Team(s)
- **Security Unit**
  - Interior Team(s)
  - Perimeter Team(s)

Reunification Site

Reunification is the process of reuniting unaccompanied, separated, or missing minors / children with their parents or legal guardians. Or in the case of missing adults reunifying them with separated family members. This is critically important in the aftermath of a disaster, and accomplishing this goal requires collaboration across various sectors. An additional layer of this may include reunification of Pets and Livestock.

Some of this will be covered in more detail within the Evacuation Annex of the NC EOP. Various other plans exist and are managed by agencies and organizations who carry a level of responsibility for groups, i.e. schools or commercial airlines. When involved, these agencies or organizations should take the lead in efficient and proper reunification of disaster victims. They should have systems, manifests, or other accountability items that will be crucial to proper reunification.

Noteworthy and universal to all reunification efforts, is the attention needed to the designations and layout of facilities used for reunification. They should be secured to protect the unaccompanied, separated, or missing minors / children, as well as be cognizant of commingling of disaster affected families who may be participating in Fatality Identification, or reporting of missing individuals with families actively being reunited. The layouts of all the facilities and areas within the facilities must be intentional and deliberate in their structuring and design.
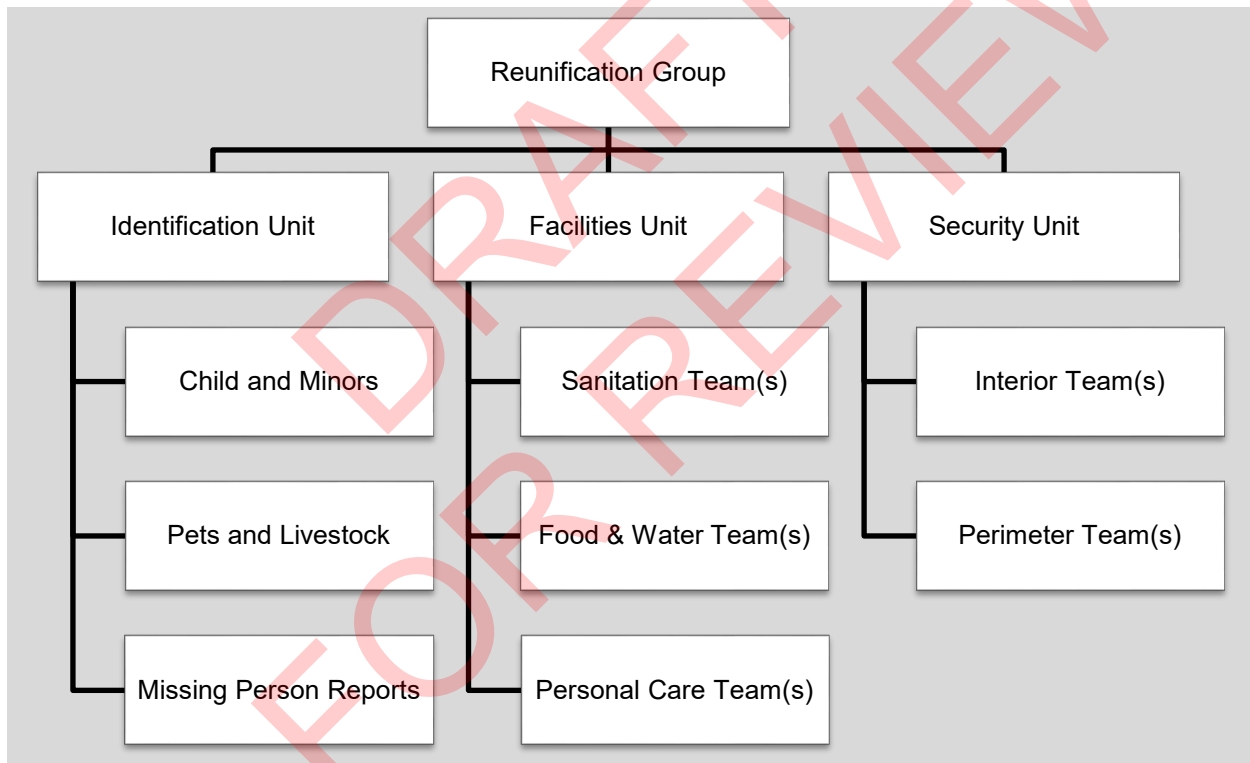
Family Assistance Center

A Family Assistance Center (FAC) is a facility that could be established in response in which friends and family are looking for assistance and information after a disaster and where can find official information and help. This may include various levels including Crisis Mental Health support, Incident Updates, and/or other levels of help.

This facility would be the first step for all incident affected individuals and families. Activation and Management of these will be the responsibility of whatever activating authority, Incident Management Team and/or EOC, which activates the FAC. Assistance in operation of the FAC may be available from the FBI, local Victim Services Programs or Organizations, and from Agencies or Organizations being the entity who gathered the affected victims, i.e. School District or Commercial Airlines.

Where a FAC may be operating for multiple days, or where family members may need temporary housing, preference should be to sites where both FAC operations and housing of family members can be accomplished. However, maintenance of appropriate levels of separation at locations should occur.

FAC site setup should show attentiveness where comingling of families may be possible. Especially where potential notifications or updates specific to individual families may be made. Maintain private areas and/or individual meeting places with separate entries and exits from any FAC congregate areas.

Potential FAC sites may include:
- Churches
- Hotels / Motels
- Office Buildings
- Public buildings such as Casper Events Center, etc
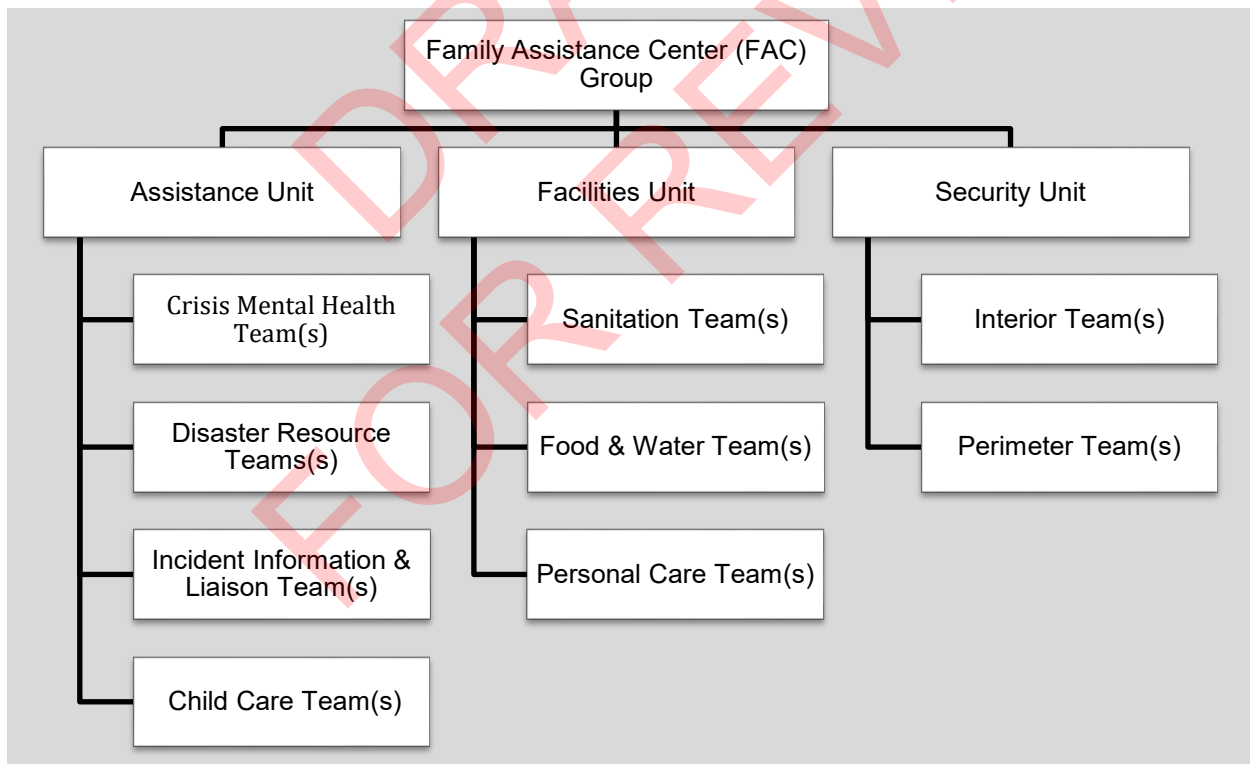
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Photo: Jackson Canyon Fire 2006

NATRONA COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 1
WILDFIRE RESPONSE

Natrona County Emergency Management

Revision Year: 2024

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Section Summary

This section of the Natrona County EOP aims to discuss the various types of wildfire responses that will occur in Natrona County. Wildfires are a prevalent threat to Natrona County with a multitude of terrain and fuel types. The mountain landscapes with forest vegetative patterns and high desert areas within Natrona County have been influenced more by fire than any other force. There are various fuels hazards in many parts of Natrona County, and an observed rise in populace within what is considered Wildland Urban Interface (WUI) areas. This creates a situation where wildfire threats are becoming more present to more people and more structures.

Wildfire responses are "Typed", or categorized, by the National Interagency Fire Center (NIFC) and others. NIFC describes Type 5 through Type 1 wildfire incidents using the following characteristics:

Type 5 Incident

- Resources required are local and typically vary from two to six firefighters.
- The incident is generally often contained within a few hours after resources arrive on scene.

Type 4 Incident

- Command staff and general staff functions are not activated.
- Resources are local and vary from a single module to several resources.
- The incident is usually limited to one operational period in the control phase.
- No written incident action plan (IAP) is required.
   - However, a documented operational briefing will be completed for all incoming resources.

Type 3 Incident

- Resources are usually local and some or all of the command and general staff positions may be activated, usually at the division/group supervisor and/or unit leader level.
- Type 3 organizations manage initial attack fires with a significant number of resources, an extended attack fire until containment/control is achieved, or an escaped fire until a Type 1 or 2 team assumes command.
- Initial briefing and closeout are more formal.
- Resources vary from several resources to several task forces/strike teams.
- The incident may involve multiple operational periods prior to control, which may require a written Incident Action Plan (IAP).
- A documented operational briefing will be completed for all incoming resources, and before each operational period.

Type 2 Incident

- The incident extends into multiple operational periods.
- Operations personnel often exceed 200 per operational period and total personnel will usually exceed 500 (numbers are guidelines only).
- A written action plan is required for each operational period.
- Many of the functional units are needed and staffed.
- Divisions established for span of control are usually established to geographically facilitate work assignments.

Type 1 Incident

A Type 1 incident meets all the characteristics of a Type 2 incident, plus the following:
- All command and general staff positions are activated.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000 (numbers are guidelines only).
- Divisions are established requiring division supervisor qualified personnel.
- May require the establishment of branches.
- Aviation operations often involve several types and numbers of aircraft.

Section Purpose

More than 95 percent of all unwanted wildland fires are controlled in the initial attack or extended attack stages with local resources. The purpose is to establish basic procedures for Wildland 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.

Section Scope

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, unless otherwise agreed upon by Mutual Aid agreements and other established fire protection districts.

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 - Routt 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.

Key Functions & Responsible Agency

Key Functions
- Type 5 and Type 4 Initial Wildfire Attack
- Type 3 Wildfire Incident Management
- Multi-Agency Coordination / Policy Group
- Road Closures and Access Control
- Interoperable Communications
- Food and Lodging
- Medical
- Dispatching
- Public Information

Primary Agencies:
- All Fire Departments and Districts, individual to their jurisdictions
- All Law Enforcement Agencies, according to their jurisdictions

Support Agencies:
- Natrona County Emergency Management (NCEM)
- Natrona County Sheriff's Office
- All Fire Departments and Districts, according to mutual aid agreements
- All Law Enforcement Agencies, according to mutual aid agreements
- Bureau of Land Management
- U.S. Forest Service
- Casper-Natrona County Public Safety Communications Center

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 firefighting 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 additional resources, Unified Command participants, or additional Direction and Control functions like an Emergency Operations Center (EOC) activation, Joint Information Center (JIC), and/or Multi-Agency Coordination Group (MACG) / Policy Group. If this is required to meet incident needs, refer to the Emergency Operations Center

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.

Execution

When notified of a potential wild land fire, the dispatcher on duty, will immediately dispatch appropriate first responders, and area law enforcement agency. 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 and/or on the assigned Tactical Operations Radio Channel (TAC Channel). Initial Attack Incident Commander will set up a command post and establish communications.

It is expected that if Law Enforcement operations in response to the wildfire incident are needed, that the most qualified Law Enforcement Officer from the affected jurisdiction participate in a Unified Command Effort with the Initial Attack Incident Commander. This is especially an expectation if evacuation operations are initiated.

Evacuations

Evacuation of threatened areas will be determined by the on scene Incident Commander and/or Unified Command. Evacuations will be executed according the Evacuations and Emergency Public Alerting, Warning, and Information Annexes of the Natrona County Emergency Operations plan.

Communications

Incident Command and/or Unified Command (IC/UC) should establish communications for tactical, command, and support functions as required for incident response. Utilization of Local, State, and Federal Communication Interoperability Plans is required. This may include utilization of:

1. WyoLink P25 Trunked Radios and Talkgroups
    a. Dispatch Assigned Fire TAC Channels
    b. County Agency Talkgroups (CAT Channels)
    c. Natrona County Event Talkgroups 12, 13, 14, &15
2. Natrona County Conventional Repeaters and Talk Around Channels, Non WyoLink
    a. Talk Around A,B,C, or D
    b. CONV-1 LAW
    c. CONV-2 FIRE
    d. CONV-3 MTN
    e. SO REPEATER
3. Wyoming Interoperability Communications Plan
    a. WYTAC-1
    b. All State Air to Ground "WY A/G" Frequencies
4. National Interoperability Communications Plan
    a. V-CALL and V-TAC Frequencies
    b. 8-CALL and 8-TAC Frequencies

Additional communication resources and advanced support is available through Natrona County Emergency Management, and Wyoming Office of Homeland Security, upon request of NCEM.

Road Closures and Access

Any decision to close roads or access to a wildland fire area must be made by IC/UC and be performed by Local Law Enforcement. Law Enforcement will use their authority, or obtain authority, for closures from responsible agencies as necessary (i.e. WYDOT, County Road and Bridge Department, etc.). A Law Enforcement Officer will coordinate road closures, determining appropriate perimeters, and then using NIMS Common Terminology assign Divisions, Groups, and/or Teams to meet incident needs. See the Evacuation Annex of the Natrona County Emergency Operations Plan for additional details.

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 Warden, the County Emergency Management Coordinator, 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 food and beverage as stated in the mutual aid agreement. Natrona County Emergency Management will coordinate all activities with the American Red Cross. 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 may be supplemented with requested units through the Wyoming Army National Guard. This request must go through Natrona County Emergency Management.

The jurisdiction or agency in charge, as determined by the IC/UC, EOC, and/or MACG/Policy 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. Emergency Response personnel should be prepared and equipped to provide their own.

Medical

A First Aid Station may be requested by the IC/UC. If the situation warrants, LifeFlight helicopter and/or ground ambulance and Emergency Medical Personnel may be dispatched to the incident. For extended attack situations, an ambulance with appropriate personnel should be kept on scene.

Documentation

Participating agencies should complete and submit a 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:

1. Personnel records.
2. Time keeping records.
3. Equipment procurement and use records.
4. Equipment repair records.
5. Equipment return records.
6. Injury reports.

Search and Rescue

All Search and Rescue operations will be coordinated by the Natrona County Sheriff's Office per Wyoming State Statute 18-3-609, iii. Depending on the severity of the situation, other agencies may be requested to offer assistance.

Additional Resources

Natrona County Emergency Management, in conjunction with all appropriate response agencies and organizations, maintains an active resource list. Additional resource needs can be requested through Natrona County Emergency Management.

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Photo: 2023 Tornado outside Midwest, WY

NATRONA COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 2
TORNADO RESPONSE

Natrona County Emergency Management

Revision Year: 2024

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Section Summary

The purpose of this section is to explain the coordination of governmental activities that are essential to save lives, protect property, and maintain or restore facilities and services during and following a tornado. This section 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. 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.

Section Purpose

The tasks listed in this section must be able to be 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 Natrona County Emergency Management will coordinate with the National Weather Service (NWS) to determine when to activate specific parts of this section.

Section Scope

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 disqualify 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. 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 and occur during the afternoon and early evening hours (2pm through 8pm).

National Weather Service Alert Classifications

SEVERE THUNDERSTORM WATCH
Conditions are right for the development of severe thunderstorms. Specifies the area and 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.

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 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.

Upon tornado touchdown, there may be no operational telephones, cell phones, commercial electric power, or municipal water supplies within the affected areas. Fallen trees may also block many roads within the affect areas.

Tornado Watch – Dispatcher Checklist

A TORNADO WATCH can only be issued by the National Weather Service Office.

1. A Tornado Watch may be received by:
    a. Telephone
    b. NOAA Weather Radio
    c. NAWAS Line
    d. Radio
2. 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.
    a. Obtain all available information from the reporting party.
3. Coordinate all activities with Natrona County Emergency Management.
4. If notification of a WATCH is determined
    a. Create an Appropriate Call in CAD
5. Utilize automatic notifications from call creation to notify response partners.
6. Request that all personnel closely observe weather conditions until the watch has expired, reporting any signs of threatening weather.
7. Relay all severe weather information promptly to the National Weather Service Office.

Tornado Warning – Dispatch Checklist

A Tornado Warning can only be issued by the National Weather Service Office.

1. A Tornado Warning may be received by:
   a. Telephone
   b. NOAA Weather Radio
   c. NAWAS Line
   d. Radio
2. 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.
   a. Obtain all available information from the reporting party.
      i. Area affected, direction and speed
      ii. Damage to property
      iii. Any structures threatened
      iv. Time spotted
      v. Reporting party information, if other than NWS
3. Coordinate all activities with Natrona County Emergency Management.
   a. Do Not Delay Outdoor Warning Siren Activations in the NWS Predicted Path of the Tornado or in areas where credible reports of a Tornado is threatening lives.
4. Create an Appropriate Call in CAD
5. Utilize automatic notifications from call creation to notify response partners
6. Request that all personnel closely observe weather conditions, reporting any signs of threatening weather.
7. Relay all severe weather information promptly to the National Weather Service Office.

Public Alerting, Warning, and Information

All public alerts, warnings, and information will follow the Public Alerting, Warning, and Information Annex of the Natrona County Emergency Operations Plan.

Shelter-In-Place or Evacuation

Due to the unpredictable nature of tornadoes, and the fact that warning times are generally short, the proper procedure for tornado protection is shelter-in-place.

General Post Tornado Response

Emergency Management will provide general guidance for the direction and control function. Provisions should be made, as appropriate, to address the following planning considerations.

Damage Assessments

Conduct immediate ground and air surveys to determine the extent of damage, casualties, and the status of key facilities, using FEMA Categories to communicate damage:

- Unaffected
- Affected
- Minor
- Major
- Destroyed

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 conducting these operations. All Search and Rescue operations will be coordinated by the Natrona County Sheriff's Office per Wyoming State Statute 18-3-609, iii. Depending on the severity of the situation, other agencies may be requested to offer assistance.

Road Closures, Access Control, and Re-entry

Any decision to close roads or access to a tornado affected area must be made by IC/UC and be performed by Local Law Enforcement. Law Enforcement will use their authority, or obtain authority, for closures from responsible agencies as necessary (i.e. WYDOT, County Road and Bridge Department, etc.). A Law Enforcement Officer will coordinate road closures, determining appropriate perimeters, and then using NIMS Common Terminology assign Divisions, Groups, and/or Teams to meet incident needs. See the Evacuation Annex of the Natrona County Emergency Operations Plan for additional details.

Control of access to the area severely affected by the tornado is required until the area is safe. Only those directly involved in emergency response operations should be allowed to enter during that time.

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:
1. Demolition and other actions to clear obstructed roads.
2. Repairing or temporarily reinforcing roads and bridges.
3. 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 after a tornado has occurred may include:
1. Inspections of buildings and structures which are critical to emergency operations,
2. Inspection of buildings that may threaten public safety,
3. Inspection of less critically damaged structures. Designate those that may be occupied and identify/mark those that are to be condemned.
4. Arrangements for the demolition of condemned structures.

The Operation of the Emergency Operations Center

The Emergency Operations Center will be activated and utilized per the Emergency Operation Center Annex of the Natrona County Emergency Operations Plan.

Reference Charts

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 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.

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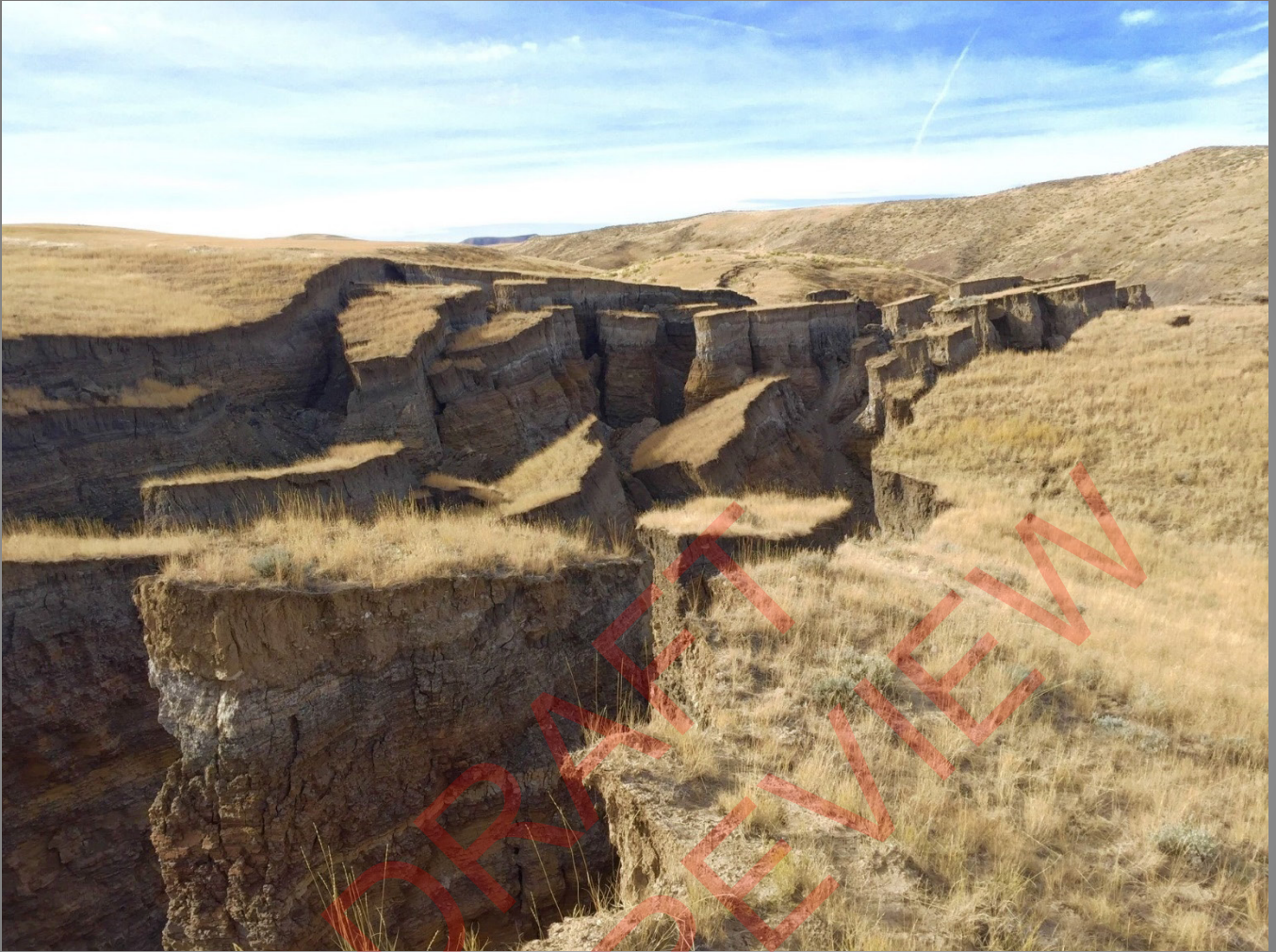
NATRONA COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 3
EARTHQUAKE RESPONSE

Natrona County Emergency Management

Revision Year: 2024

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Section Summary

This Emergency Operation Plan section 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 section 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.

Section Scope

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 ground shaking results in a rupture of the surface, 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 Area: 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, 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 be 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 an earthquake event, there may be no operational telephones, cell phones, commercial electric power, or municipal water supplies within the affected areas. Fallen trees may also block many roads within the affect areas.
6. Inter-jurisdictional alerting and coordination activities with all responsible governmental agencies and emergency personnel will occur.
7. School districts will close when advised by the proper authorities.
8. 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.

9. 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.
10. The Governor may declare a State of Emergency and request a Presidential Declaration.
11. Significant aid from State and Federal governments will not be available for 72 hours.
12. Tourist populations and business conventions and/or conferences may be present.
13. Aftershocks will occur.

General Concept of Operations

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. 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 include:
1. Communications.
2. Transportation Infrastructure
3. Search and Rescue Operations.
4. Health and Medical.
5. Fire Services.
6. Basic Human needs (food, shelter, and water).
7. Hazardous Materials.
8. Preliminary Damage Assessment.
9. Public Safety.
10. Public Information.

The Operation of the Emergency Operations Center

The Emergency Operations Center will be activated and utilized per the Emergency Operation Center Annex of the Natrona County Emergency Operations Plan.

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:

Evacuations

Evacuation of impacted areas will be determined by the on scene Incident Commander and/or Unified Command. Evacuations will be executed according the Evacuations and Emergency Public Alerting, Warning, and Information Annexes of the Natrona County Emergency Operations plan.

Road Closures, Access Control, and Re-entry

Any decision to close roads or access to an earthquake affected area must be made by IC/UC and be performed by local law enforcement. Law enforcement will use their authority, or obtain authority, for closures from responsible agencies as necessary (i.e. WYDOT, County Road and Bridge Department, etc.). A law enforcement officer will coordinate road closures, determining appropriate perimeters, and then using NIMS Common Terminology assign Divisions, Groups, and/or Teams to meet incident needs. See the Evacuation Annex of the Natrona County Emergency Operations Plan for additional details.

Control of access to the area severely affected by the earthquake is required until the area is safe. Only those directly involved in emergency response operations should be allowed to enter during that time.

Damage Assessments

Conduct immediate ground and air surveys to determine the extent of damage, casualties, and the status of key facilities, using FEMA Categories to communicate damage:

- Unaffected
- Affected
- Minor
- Major
- Destroyed

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 conducting these operations. All search and rescue operations will be coordinated by the Natrona County Sheriff's Office per Wyoming State Statute 18-3-609, iii. Depending on the severity of the situation, other agencies may be requested to offer assistance.

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:

1. Demolition and other actions to clear obstructed roads.
2. Repairing or temporarily reinforcing roads and bridges.
3. Construction of emergency detours and access roads.

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.

Inspection, Condemnation, and Demolition

Actions taken to inspect buildings and other structures to determine whether it is safe to inhabit or use after an earthquake has occurred may include:

1. Inspections of buildings and structures which are critical to emergency operations,
2. Inspection of buildings that may threaten public safety,
3. Inspection of less critically damaged structures. Designate those that may be occupied and identify/mark those that are to be condemned.
4. Arrangements for the demolition of condemned structures.

Public Alerting, Warning, and Information

Earthquakes usually occur without warning. Although some earthquakes have been successfully predicted, a reliable warning system has not been developed.

All public alerts, warnings, and information will follow the Public Alerting, Warning, and Information Annex of the Natrona County Emergency Operations Plan.

Shelter-In-Place or Evacuation

Due to the unpredictable nature of earthquake affects, and the fact that warning times are non-existent, the proper procedure for earthquake protection is shelter-in-place.

Organization & Assignment of Responsibilities

Our normal emergency organization, described in the Base Plan, will carry out the functions during earthquake situations.

The Governor of the State and the Wyoming Office of Homeland Security will:

1. Coordinate statewide emergency operations.
2. Coordinate emergency operations with affected jurisdictions.
3. Declare a State of Emergency, in necessary.

4. Order evacuations, if necessary.
5. Maintain an earthquake assessment capability.
6. Assist local jurisdictions with emergency procedures.

The Natrona County Commission will:

1. Establish general policy guidance for emergency operations.

The Natrona County Emergency Management will:

1. Develop and maintain the EOC Staff Roster and EOC operating procedures.
2. Activate the EOC when requested or when the situation warrants.
3. Serve as an EOC Manager.
4. Advise the Natrona County Commission on emergency management activities.
5. Coordinate resource and information support for emergency operations.
6. Coordinate emergency planning and impact assessment.
7. 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:

1. Identify and train personnel to carry out required emergency functions at the EOC.
2. Provide personnel to staff the EOC when those facilities are activated.
3. 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.

Mass Care

Mass Care will be provided according the Mass Casualty Incident Annex of the Natrona County Emergency Operations Plan

Resource Management

Resource Management will be accomplished according to the Resource Management Annex of the Natrona County Emergency Operations Plan

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 a 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.

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

Photo: Pathfinder Dam Overflowing 2010

NATRONA COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 4 FLOOD RESPONSE

Natrona County Emergency Management

Revision Year: 2024

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Section Summary

The purpose of this section 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.

Section 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 may be no operational telephones, cell phones, commercial electric power, or municipal water supplies.
7. Fallen trees, washed out areas, sink holes, and other debris may also block many roads within the affect areas.
8. All affected areas will use the available data and research from flooding studies.
9. Inter-jurisdictional alerting and coordination activities with all responsible governmental agencies and emergency personnel will occur.
10. 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.
11. School district should close when advised by the proper authorities.
12. Not all individuals living the in affected areas will voluntarily evacuate.
13. Jurisdictional law enforcement officers will provide traffic control.
14. 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.
15. 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.

Section Situation

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.

Risk Areas

All States and territories are at risk from flooding. Apart from a rainy climate, local risk factors, usually present in combination, include: 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.

Planners must be alert to development upstream or extensive paving over 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.

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.

Steep Topography

Steep topography increases runoff water velocity and debris flow. Lack of vegetation to slow runoff is another factor. Alluvial fans, which happen when a fast-moving mountain stream empty out onto a relatively flat plain. Twenty to thirty percent of the Southwest region, show these characteristics and face the additional complication of shifting drainage patterns and erosion.

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.

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.

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. 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.

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.

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 Base Plan.

Pre-disaster warning times may vary, but Natrona County Emergency Management will coordinate with the NWS to determine when to activate specific parts of the NC EOP. Natrona County will coordinate its efforts with local, State, and Federal Emergency Management to aid as needed.

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.

Response

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 from snowmelt can take months to develop.

The tasks listed in this section must be able to be 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.

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 through the proper communication channels:

- Safety measures to be taken after the flood.
- Where to go to obtain necessary first aid and medical care in the area.
- Where to go to obtain necessary assistance such as emergency housing, clothing and food, as well as, measures citizens can take to help themselves.
- Measures citizens can take to help their community recover from the flood.

BOR dams are required to develop, maintain, and exercise emergency operations plans. BOR EOP's are kept by Natrona County Emergency Management and parent companies and/or the BOR are responsible for immediately notifying the State and counties at risk if unsafe conditions are detected or likely.

Emergency Operations Center

In some large-scale flooding responses, emergency operations with different objectives may be conducted at geographically separated scenes and more than one incident command post may be established. If this situation occurs, it is particularly important that the Emergency Operations Center (EOC) is established to monitor weather activities and coordinate emergency efforts as the centralized direction and control system. The EOC will operate according to the EOC section of the Natrona County Emergency Operations Plan (EOP) and coordinate all activities within the jurisdiction, and with State and Federal authorities in the pre-positioning of necessary resources.

Specific to flooding, the EOC will:
- Monitor potential threats from flood/dam failure activity.
- Support on-scene response operations.
- Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.
- Analyze problems and formulate options for solving them.
- Coordinate among local agencies and between the affected jurisdictions and State and Federal agencies, if required.
- Develop and disseminate warnings and emergency public information.
- Prepare and disseminate periodic reports.
- Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.
- Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State.
- Coordinate external resource and technical support.
- Research problems.
- Provide information to Policy Group.
- Disseminate emergency public information.
- Perform other tasks to support emergency operations.

Incident Management planning should include:

1. Identifying
   a. Height of water at normal stage, at what height flooding will occur.
   b. Areas that may (or will be) affected by the rising flood waters.
   c. Areas to be evacuated.
   d. Shelter locations for evacuees.
   e. Feeding and other requirements for taking care of evacuees.
2. A traffic control plan to expedite movement from areas ordered evacuated should be put into place.
   a. The plans should include designation of entrance routes for emergency services, mutual aid and exit routes for evacuation of citizens, etc.
3. Patrols will be set up in the evacuated areas for protection of property and prevention of fires.
   a. These patrols may utilize mutual aid, military assistance, etc., as available.
4. Plans for conducting rescue operations of persons impacted by floodwaters should be established.
   a. A major problem is the rescue of citizens stranded in their homes in the flooded areas, as well as, trapped motorists.
   b. The most practical solution is to use helicopters, boats, and specially equipped vehicles. However, these resources are very scarce in Natrona County.
5. The public should be informed to make electrical, gas, and water inspections, prior to flooding, as necessary to prevent accidents.
   a. LP and bulk fuel tanks should be anchored or kept full to prevent them from becoming a hazard by floating.
6. Current situation reports from the field to the EOC will need to be made in a timely manner.
   a. 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.

Recovery planning should include:

1. 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.
2. Appropriate Operational Periods and Incident Management Priorities are critical since emergency services personnel are usually fatigued from initial 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.

Search and Rescue

All search and rescue operations will be coordinated by the Natrona County Sheriff's Office per Wyoming State Statute 18-3-609, iii. Depending on the severity of the situation, other agencies may be requested to offer assistance.

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.

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.

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NATRONA COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 5
CYBER INCIDENT RESPONSE

Natrona County Emergency Management

Revision Year: 2024

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Section Summary

This Cyber Incident Response section provides a consistent framework for a Natrona County municipality to respond to a security incident and serves as a guide to facilitate a response in a systematic manner to security events and incidents.

Since each incident presents unique challenges, this section recognizes that it is impossible to plan for every contingency. Highly detailed operational planning is not included in this section.

Section Purpose

The Cyber Incident Response section guides the municipality on how to:

- Minimize disruption of critical information systems
- Minimize loss or theft of sensitive or critical information
- Respond to threats that jeopardize the confidentiality and availability to computer infrastructure and communications
- Efficiently remediate and recover from security incidents and events

Section Scope

The use of this section is for all employees, partners, and information processing components of the affected municipality, all computer networks and systems owned or operated by the municipality, and all systems or networks connected to the municipality's information technology infrastructure under the control of the municipality.

Key Functions & Responsible Agency

Key Functions
- Data Collection and Incident Response Notifications
- Initial Verification: Confirm and Classify
- Form the Incident Response Team
- Define Incident Objectives, Strategy and Tactics
- Contain and Isolate the Incident
- Preserve and Analyze Evident (forensic capture if necessary)
- Analyze Evidence
- Service Restoration – Recovery
- External Communication Plan
- Address Root Cause
- After Action Review

Primary Agency:
- Natrona County Emergency Management
- Municipality Information Technology
- Municipality Executive Leadership
- Municipality Legal
- Municipality Risk Management

Support Agencies:
- CISA
- Cyber Assistance Response Effort (CARE) Team
- WARM
- MS-ISAC
- Wyoming Information Analysis Team

Data Collection and Incident Response Notifications

The objective of data collection is to ensure all background data, evidence, and documentation about the suspected cyber incident has been captured by the Incident Response Lead. The Incident Response Lead (IRL) is any individual that fields a suspected cyber incident. The IRL should focus on confirming details, documenting the details, collecting physical evidence and when necessary, escalating immediately to an Incident Response Team.

When collecting physical evidence, such as a ransomed computer, establish a chain of custody. Limit the number of individuals handling evidence and confirm all names, identification numbers, and dates are captured.

Initial Verification Confirm and Classify

The IRL verifies the suspected cyber incident requires further investigation. Use an established classification matrix or guideline to determine the level of risk and response or seek support from a cyber-expert such as the MS-ISAC or the Wyoming Fusion Center. If necessary, contact legal representation and cyber insurance representatives to assist in classifying the incident or refer to your agency's Incident Response Plan.

Transfer significant and high incidents to an Incident Response Team.

Form the Incident Response Team

Focus on communicating the current state of the suspected cyber incident to the Incident Response Team (IRT) as it is understood at the time. Working quickly is critical to containment.

Assemble an elite team consisting of members of the executive leadership such as Commissioners, Mayors, attorneys, and risk management and information technology. As appropriate, the team may also include other external service providers, and others as needed depending on the nature of the incident. For example, if it is an election year, the Secretary of State's office may be included on the team and, at the very least they shall be notified at this step.

This team will consider appointing an Incident Commander (IC) or establishing Unified Command, according to the National Incident Management System standards. An IC will lead the response and will have the responsibility of coordinating the activities of the Incident Response Team. The Incident Response Team will brief Policy Group, come to a consensus on priority of classification and handle documentation of the incident.

Define Incident Objectives, Strategy and Tactics

Define, approve, and document incident objectives, and ensure they are understood by all. Focus on containment and isolation.

Objectives should answer the question of 'what' is the desired outcome of the incident response for a specified Operational Period. If the incident is expected to last multiple Operational Periods, objectives for the next Operational Period should be detailed and communicated at the beginning of each Operational Period.

For example:
- Within the next 1-hour, executive leadership will contact the cyber insurance provider or MS-ISAC for guidance on incident response
- By the end of day, named network admin will research firewall logs and create a list of all on premise devices attempting to communicate to the command and control site
- By 5:00 PM today, named HR and RM staff will draft an employee communication outlining incident risk posed to employees and provide to PIO or other named individual.

Strategies should answer the question of how an objective will be accomplished and be based on the following:

- Feasible/practical and suitable for the incident
- Aligns with organization capabilities
- Clearly describes the methods to achieve an objective
- Consistent with relevant regulatory/legal requirements

Tactics specify how strategies will be executed. Assign responsibility for each tactic.

For example: Network admin will set all county firewalls with a first rule denying all traffic to the Internet.

Contain and Isolate the Incident

Upon formation of the Incident Response Team, the team should develop a plan to contain the incident based on the following considerations where appropriate:

- Are multiple departments/divisions experiencing similar issues?
- Is sensitive data exfiltration likely/known?
- Is it possible this incident could spread or jeopardize other resources?
- Are critical services unavailable as a result of this incident?
    - Potential damage to or loss of resources or data;
    - The need for forensic analysis of the root cause;
    - The need for preservation of evidence;
    - Time and resources necessary to enact the containment plan; and
    - The projected effectiveness of the plan.

If one or more of these conditions exist, organization-wide incident response should be coordinated following the municipality's IT Incident Response Plan. Prepare a preliminary containment plan based on appropriate considerations, including:

1. The potential scope of the incident; and
2. The potential impact/risk of the incident on municipality's s systems or data.
3. Consider preparing a brief, fact-based summary of what is believed to have occurred to the attention of appropriate Incident Response Team members.

Unified Command is used when there is a multi-agency response during a large disaster, and it is necessary to spread responsibilities due to complexity or duration of the incident. Use Unified Command methodologies for cross-domain incidents.

Preserve and Analyze Evidence (forensic capture if necessary)

Follow guidance or direction from the cyber insurance provider or external agency who may be assisting with the incident.

A possible process to preserve evidence may include:
1. Impacted devices, servers, etc.;
2. Relevant logs; and
3. Timeline of the incident and response actions taken

Consider consulting legal counsel and forensic investigation firm regarding preservation if needed.

Analyze Evidence

The objective is to have a clear understanding of the root cause and scope of the cyber incident. Follow guidance or direction from cyber insurance provider or external agency who may be assisting with the incident.

Service Restoration – Recovery

1. When an incident has been contained, the Incident Response Team should develop a recovery plan to eliminate effects of the incident and return assets and processes to an operational state based on the following considerations, where appropriate:
   a. Eradication work that was completed during the containment phase;
   b. A determination of the overall impact of the recovery plan and the 'next steps' necessary to enact the plan;
   c. Necessary internal resources and communications to form and accomplish the plan;
   d. Necessary external resources to accomplish the plan; and
   e. The impact of the plan on the ability to investigate the incident.

Follow your Business Continuity Plan. Communicate the plan to leadership and employees. Restoration priority should be determined using a Business Impact Analysis of each office or department and at the discretion of the Information Technology Director in coordination with leadership.

External Communication Plan

Development of an external communication plan should consider the following:
1. State, federal, and international regulatory obligations, such as state breach notification laws
2. Consider engaging external legal counsel for the development of all communications to parties outside of the municipality to ensure that the notifications and communications meet all applicable legal requirements.

Address Root Cause

Following an incident consider doing the following:
1. Analyze the root causes of incident.
2. Determine what remedial measures may be put in place.
3. Lessons learned.
4. Whether revisions to this policy should be made.
5. Whether policies and processes should be modified to meet new or different risks.

If the incident involved third party service providers, review third party service provider's compliance with relevant privacy or data security requirements and whether any potential issues need to be addressed.

After Action Review

Example examinations during the After Action Review and Improvement Plan could be the following questions:
1. Were resources/tools sufficient to handle the incident?
2. How much time passed between incident communication and confirmation? Between confirmation and resolution? Confirmation and containment? Containment and recover?
3. Could we have identified the incident sooner? How?
4. Are there opportunities to automate or improve processes to mitigate this type incident in the future?
5. Did incident response training sufficiently prepare the response team for this type of incident?
6. Was the Incident Response Plan reviewed/followed/consulted during the incident? What should be updated?
7. What can we do better next time?
8. What was learned from recovery?

FINAL PAGE

Photo: 2023 Vigilant Guard Exercise

NATRONA COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 6
HAZARDOUS MATERIALS RESPONSE

Natrona County Emergency Management

Revision Year: 2024

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Section Summary

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.

Section Purpose

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 any other Emergency Operations Plan (EOP) section, they are referenced in the appropriate areas and maintained where required by Natrona County Emergency Management (NCEM).

Section Scope

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 section has been specifically designed in support of the Natrona County 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, Natrona 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.

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.

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.

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 EOP.

Emergency Operations Center

If required the Emergency Operations Center will be activated and utilized per the Emergency Operation Center Annex of the Natrona County Emergency Operations Plan.

Training and Exercising

Training, standardization, and exercising of plans and capabilities is the responsibility of the individual agencies that maintain Hazardous Materials (HAZMAT) Response capabilities, including State and Local resources. Resource typing and qualifications should follow established national standards.

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 should be in conjunction with state and local response partner schedules but should occur annually.

General Information

Oil and Petroleum Products

Producers and processor sites will maintain Spill Prevention, Control, and Countermeasures (SPCC) Plans as mandated by Federal Law. Any guidelines established within public safety standard operating procedures should integrate 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:
1. Vehicle transport.
2. Railroad transport.
3. Release of contamination from a building.
4. Explosion or fire in storage area.
5. Stolen or lost material.
6. Exposed or contaminated persons from above.

Types of exposure to radiological materials may consist of:
1. Contamination - External: Radioactive material deposited on skin or clothing.
2. Contamination - Internal: Inhaled, ingested, or internally deposited through a wound or absorption.
3. Exposure - External: X-rays, gamma rays, beta particles, and neutrons that penetrate the body tissues. (No hazard to emergency personnel.)
4. Embedded particles of radioactive material in the body's 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.

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

1. The PSCC 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 LEPC.
2. Upon notification, the Dispatch Center will record all information on the dispatch questionnaire form.
3. The DEQ 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

1. Initial responder: Any response agency that is first on the scene.
2. Primary responders: All emergency support agencies.
3. Follow-up personnel: Private sector and other governmental agencies.

Initiation of Action

1. Establish on scene authority - jurisdictions fire department.
2. In the event of explosives, or any other chemical/biological agent used in terrorism or with other criminal intent, the jurisdictions law enforcement agency will have on scene authority.
3. Establish Incident Command Post.
4. Identify material - placards, shipping papers, etc.
5. Determine hazard threat.
6. Activate emergency response teams.
7. 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 Emergency Public Alerting, Warning, and Information sections of the NC EOP for more specific details.

Evacuations

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.

Evacuation of impacted areas will be determined by the on scene Incident Commander and/or Unified Command. Evacuations will be executed according the Evacuations and Emergency Public Alerting, Warning, and Information Annexes of the Natrona County Emergency Operations plan.

Road Closures, Access Control, and Re-entry

Any decision to close roads or access to an affected area must be made by IC/UC and be performed by local law enforcement. Law enforcement will use their authority, or obtain authority, for closures from responsible agencies as necessary (i.e. WYDOT, County Road and Bridge Department, etc.). A law enforcement officer will coordinate road closures, determining appropriate perimeters, and then using NIMS Common Terminology assign Divisions, Groups, and/or Teams to meet incident needs. See the Evacuation Annex of the Natrona County Emergency Operations Plan for additional details.

Control of access to the affected area is required until the area is safe. Only those directly involved in emergency response operations should be allowed to enter during that time.

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 DEQ and all cleanup 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.

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

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

1. The Jurisdictional Fire Chief shall serve as the Community Emergency Coordinator for hazmat issues, as required by the EPCRA.
2. Provide the Incident Commander for hazardous materials response operations except for explosive involvement.

Incident Command

1. Establish a command post.
2. Determine and communicate the incident classification.
3. Take immediate steps to identify the hazard and get that information to the Communications Center, who should disseminate it to emergency responders.
4. Determine a safe route into the incident site and advise the Communications Center, who should relay that information to all emergency responders.
5. Establish the hazmat incident functional areas (Hot Zone, Warm Zone, and Cold Zone) and staging area.
6. Initiate appropriate action to control and eliminate the hazard in accordance with SOPs.

a. 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

1. Maintain a radio-equipped officer at the ICP until released by the IC.
2. 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.
3. 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.
4. Entry of emergency personnel into the incident area should be expedited. The IC will provide information on safe routes.
5. 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.
6. Perform traffic control in and around the incident site and along evacuation routes.
7. Provide access control to evacuated areas to prevent theft.
8. Provide assistance in determining the number and identity of casualties.

Emergency Management

1. Coordinate with the IC and based upon the incident classification and recommendations of the IC, initiate activation of the EOC.
2. If the EOC is activated:
   a. 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.
   b. Carry out required tasks.
   c. Provide support requested by the IC.
   d. Ensure elected officials and the Natrona County attorney is notified of the incident and the circumstances causing or surrounding it.

Emergency Medical Services

1. Provide medical treatment for casualties.
2. Transport casualties requiring further treatment to medical facilities.

Public Works Department

1. Provide heavy equipment and materials for spill containment.
2. When requested, provide barricades to isolate the incident site.
3. Cooperate with law enforcement to detour traffic around the incident site.

Water and Sewer Department

1. When notified of an incident, which may impact water or sewer systems, take precautionary actions to prevent damage to those systems.
2. If a hazmat incident impacts water or sewer systems, check systems for damage and restore service.
3. 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:

1. Make timely notification of the incident to local officials and other agencies as required by State and Federal law.
2. Provide Public Safety Communications Center initial release information:
   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. Determine area and population likely to be affected.
3. Provide current emergency contact numbers to local authorities.
4. Upon request, provide planning support for accidental release contingency planning by local emergency responders.
5. Provide accident assessment information to local emergency responders.
6. Make recommendations to local responders for containing the release and protecting the public.
7. Carry out emergency response as outlined in company or facility emergency plans to minimize the consequences of a release.
8. Assist local responders as outlined in mutual aid agreements.
9. Provide follow-up status reports on an incident until it is resolved.
10. Clean up or arrange for the cleanup of hazmat spills for which the company is responsible.

Regulated facilities are also required to:

1. Report hazmat inventories to the State Emergency Response Commission (SERC), LEPC, and local fire department at required by Federal and State statutes and regulations.
2. Provide Material Safety Data Sheets (MSDS) as required to the LEPC and local fire department.
3. Designate a facility emergency coordinator.
4. 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.
5. 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

1.   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.
2.   For major incidents, the Wyoming Office of Homeland Security will coordinate State assistance and request Federal assistance, if required.

Federal Government

1.   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.

Decontamination

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. The 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. It should be noted that the need for decontamination may exist for both the public and for first responders. Potentially including pets, animals, and livestock.

Field 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.

Additional Decontamination Locations and Resources

If victims are contaminated, they can be covered with a protective garment, field wash their hands and face, and then transported to a separate facility for further decontamination and washing. This is not ideal as it places additional risk of exposure to victims, transport personnel, transport vehicles, and receiving locations. All of which would need to undergo decontamination upon completion.

Resources may exist within mutual aid partners to provide additional resource to the incident area to limit the need for offsite transportation. This may include decontamination trailers, tents, or other resources. Natrona County Emergency Management will request those resource as needed by Incident Command.

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.

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.

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.

Example Decontamination Area Arrangement

Treatment Area

Evaluation Area — Observe and process to Treatment Area

Contamination Control Line

No Entry without PPE

Put on clean clothing/blankets. Escort or transfer to medical treatment

Decontamination Zone

Wash/final rinse Soap/shampoo

Wash & Rinse

Remove Clothing

Litter Patients   Walking Wounded

Removal of Gross Contaminants

Point of Entry

Incident

Common Terminology

Definitions

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.
Acute Exposure	Exposures, of a short duration, to a chemical substance that will result in adverse physical symptoms.
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.
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).
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 hazardous chemicals 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.
Cold Zone	The area outside the Warm Zone (contamination reduction area) that is free from contaminants.
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.
Hazard	The chance that injury or harm will occur to persons, plants, animals or property.
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.
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.
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.

Hazardous Substance (HS)	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. 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.
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.
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.
National Response Center (NRC)	Interagency organization, operated by the US Coast Guard, which 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.
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.
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.
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.
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.
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.
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.
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.
Vulnerable Facilities	Facilities which may be of particular concern during a hazmat incident because they:

1. 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),
2. Fulfill essential population support functions (power plants, water plants, the fire/police/EMS, dispatch center), or
3. Include large concentrations of people (shopping centers, recreation centers).

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.
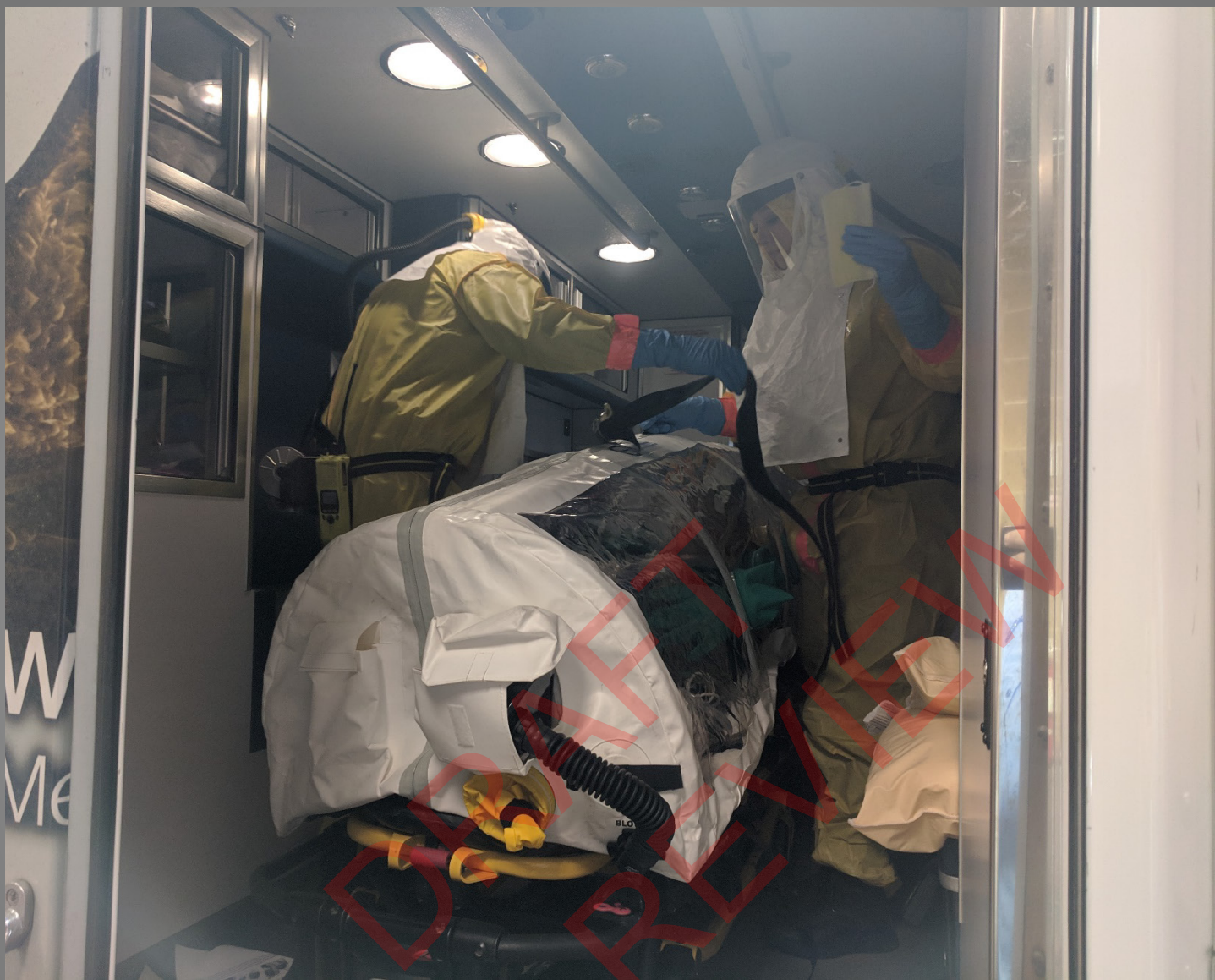
Photo: 2019 Ebola Exercise

NATRONA COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 7
TERRORISM INCIDENT

Natrona County Emergency Management

Revision Year: 2024

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Section Summary

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.

Section Purpose

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, militating against, preparing for, and responding to such incidents and recovering from them is an important function of government.

Section Scope

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 sometime 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.

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, and then a second device set off for the purpose of injuring emergency responders.

Effective response to the use of WMD may require:

1. Specialized equipment to detect and identify chemical or biological agents.
2. A mass decontamination capability.
3. The means to treat mass casualties, including conducting triage and using specialized pharmaceuticals that have a narrow window of effect.
4. 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, the EOC may be activated 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.

Natrona County Emergency Management 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 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 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.

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 Commander(s) 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 EOC. A Local Unified or Incident Command 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, shielding and location.

1. 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.
2. 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.

3. Shielding: Use appropriate shielding to address specific hazards. Shielding can include vehicles, buildings, protective clothing, and personnel protective equipment.
4. 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:
1. Evacuation.
2. Shelter-in-place.
3. Access control to deny entry into contaminated areas.
4. Restrictions on the use of contaminated foodstuffs, normally imposed by the Casper-Natrona County Health Department and the Wyoming Department of Agriculture.
5. 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:
1. Isolation of diseased victims within medical facilities.
2. Quarantines to restrict movement of people and livestock in specific geographic areas.
3. Closure of schools and businesses.
4. Restrictions on mass gatherings, such as sporting events and church events.

Requesting External Assistance

Requests for state assistance will be made by Natrona County Emergency Management as per the Natrona County EOP. 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 through Natrona County Emergency Management and the Wyoming Office of Homeland Security.

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, 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

1. 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.
2. Law Enforcement conduct investigations and criminal intelligence operations to develop information on the composition, capabilities, and intentions of potential terrorist groups.
3. Develop and implement security programs for public facilities that are potential targets. Recommend such programs to private property owners.
4. 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.
5. Encourage all local medical facilities, law enforcement agencies, fire departments and emergency medical services, to participate in mass casualty and terrorism exercises.
6. Encourage all local medical facilities to stock specialized pharmaceuticals, such as chemical agent antidotes.

Preparedness

1. 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.
2. Develop emergency communications procedures that take into account the communications monitoring capabilities of some terrorist groups.
3. 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.
4. Conduct awareness programs for businesses that handle inventories of potential weapon making materials and chemicals and ask for their cooperation in reporting suspicious activities.
5. If potential terrorist groups appear to be expanding their activities, consider appropriate increased readiness actions.
6. 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.

Initial Response Actions

1. Deploy response resources and activate needed Incident Management Functions to direct emergency operations.
2. Protect against secondary attack.
3. Determine requirements for specialized response support.
   a. Request Wyoming Regional Response Team, if appropriate.
   b. Request/deploy bomb squad or ATF support, if appropriate.
4. Ensure all appropriate notifications are made.
   a. Local
   b. State
   c. Federal
   d. Advise EMS and hospitals of possibility of mass casualties/contaminated victims.
   e. Alert Natrona County Coroner's Office of any potential mass fatality situation.
5. Isolate the area and deny entry. Reroute traffic as needed.
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. Determine & implement requirements for protective clothing and equipment for emergency responders.
9. Activate the EOC to site support emergency operations.
   a. Establish Common Operating Picture among all response groups.
10. Obtain external technical assistance to determine potential follow-on effects.
11. Identify areas that may be at risk from delayed weapon effects.
12. Determine & implement protective measures for public in those areas.
13. Determine & implement protective measures for special facilities at risk.
14. Make notifications to adjacent jurisdictions that may be affected.
15. If the effects of the incident could adversely affect water or wastewater systems, advise system operators to implement protective measures.

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.

Responsibilities

Organization

Our normal emergency organization, which is described in the base 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.

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 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 Health 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.

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, and the local FBI office, as appropriate.

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 Natrona County Emergency Management will be responsible for organizing and conducting a debriefing following the conclusion of a significant terrorist incident.

Common Terminology

Definitions

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.
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.
Counter-terrorism Activities	Use of offensive measure to combat terrorism, such as use of law enforcement and military resources to neutralize terrorist operations.
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.
Hazmat	Hazardous materials.
Technical Operations	Actions to identify, assess, dismantle, transfer, or dispose of WMD or decontaminate persons and property exposed to the effects of WMD.
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.

WMD / Explosive Weapons

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.
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.

Radiological Weapons

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 (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.

Chemical Weapons

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, and 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.

Biological Weapons

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 requires 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 are much smaller than bacteria and can only reproduce inside living cells. Among the viruses that could be used as weapons are:

Viruses
- Smallpox
- Venezuelan Equine Encephalitis (VEE)
- Viral Hemorrhagic Fever (VHF)

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:

Toxins
- Botulinum toxins
- Staphylococcal Enterotoxins
- Ricin
- Mycotoxins

	Term or Acronym	Definition
1	AKC	American Kennel Club
2	ARC	American Red Cross
3	ARES	Amateur Radio Emergency Services
4	ARRL	Amateur Radio Relay League
5	BOR	Bureau of Reclamation
6	CAA	Clean Air Act
7	CAP	IPAWS Common Alerting Protocol
8	CAT	County Agency Talkgroup
9	CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
10	CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
11	CERT	Community Emergency Response Team
12	CFR	Code of Federal Regulations
13	CHEMTREC	Chemical Transportation Emergency Center
14	CISA	Cybersecurity and Infrastructure Security Agency
15	COG	IPAWS Collaborative Operating Group
16	CONV	Conventional radio Frequency - Simplex or Duplex
17	COOP	Continuity of Operations Plan
18	Co-Op	Cooperative
19	COP	Common Operating Picture
20	DAO	Damage Assessment Officer
21	DEMC	Deputy Emergency Management Coordinator
22	DEQ	Department of Environmental Quality
23	DFO	Disaster Field Office
24	DH	Department of Health
25	DMU	Disaster Mortuary Unit
26	DRC	Disaster Recovery Center
27	DSO	Disaster Summary Outline
28	EAS	Emergency Alert System
29	EHS	Extremely Hazardous Substances
30	EM	Emergency Management
31	EMC	Emergency Management Coordinator
32	EMS	Emergency Medical Service
33	EOC	Emergency Operations Center
34	EOCC	EOC Coordinator
35	EOP	Emergency Operations Plan
36	EPA	Environmental Protection Agency
37	EPCRA	Emergency Planning, Community Right-to-Know Act of 1986
38	EPI	Emergency Public Information
39	ERG	Emergency Response Guide
40	ERT	Federal Emergency Response Team
41	ESF	Emergency Support Functions
42	ETN	Emergency Telephone Notifications
43	FAC	Family Assistance Center
44	FBI	Federal Bureau of Investigation
45	FCC	Federal Communications Commission
46	FCO	Federal Coordinating Officer
47	FEMA	Federal Emergency Management Agency
48	FHBM	Flood Hazard Boundary Maps
49	FIRM	Flood Insurance Rate Maps
50	FIS	Flood Insurance Studies
51	FLSA	Fair Labor Standards Act
52	FRP	Federal Response Plan
53	GIS	Geographic Information System
54	GLO	General Land Office

2024 NC EOP

55	Hazmat	Hazardous Materials
56	HC	Hazardous chemicals
57	HS	Hazardous substances
58	HSUS	Humane Society of the United States
59	IA	Individual Assistance (FEMA)
60	IA	Initial Attack (Wildfire Response)
61	IAO	Individual Assistance Officer
62	IC	Incident Commander
63	IC/UC	Incident Command / Unified Command
64	ICP	Incident Command Post
65	ICS	Incident Command System
66	IFAW	International Fund for Animal Welfare
67	IMT	Incident Management Team
68	IPAWS	Integrated Public Alert and Warning System
69	IRL	Incident Response Lead (IT)
70	IT	Information Technology
71	JIC	Joint Information Center
72	JIS	Joint Information System
73	LEPC	Local Emergency Planning Committee
74	LWP	Local Warning Point
75	MACG	Multi-Agency Coordination Group
76	MACS	Multi-Agency Coordination System
77	MCI	Mass Casualty Incident
78	MOU	Memorandum of Understanding
79	mph	Miles per Hour
80	MSDS	Material Safety Data Sheet
81	MSHA	Mine Health and Safety Administration
82	MS-ISAC	Multi-State Information Sharing and Analysis Center
83	MUD	Municipal Utility District
84	NAME	National Association of Medical Examiners
85	NCCO	Natrona County Coroner's Office
86	NCEM	Natrona County Emergency Management
87	NCEOP	Natrona County Emergency Operations Plan
88	NCSO	Natrona County Sheriff's Office
89	NDMS	National Disaster Medical System
90	NFIP	National Flood Insurance Program
91	NGO	Non Governmental Organization
92	NIFC	National Interagency Fire Center
93	NIFOG	National Interoperability Field Operating Guide
94	NIMS	National Incident Management System
95	NIOSH	National Institute for Occupational Safety and Health
96	NOAA	National Oceanic and Atmospheric Administration
97	NRC	National Response Center
98	NRF	National Response Framework
99	NVOAD	National Voluntary Organizations Active in Disasters
100	NWR	NOAA Weather Radio
101	NWS	National Weather Service
102	OSHA	Occupational Safety and Health Administration
103	PA	Public Assistance
104	PAO	Public Assistance Officer
105	PDA	Preliminary Damage Assessment
106	PIO	Public Information Office or Officer
107	PIPC	Point of Injury Patient Care
108	POETE	Planning, Organization, Equipment, Training, and Exercise
109	PPE	Personal Protective Equipment

110	PSC	Public Service Commission
111	PSCC	Public Safety Communications Center
112	PSOC	City of Casper's Public Safety Operations Center
113	PUC	Public Utility Commission
114	PW	Project Worksheet
115	RACES	Radio Amateur Civil Emergency Services
116	RCRA	Resource Conservation and Recovery Act
117	RMP	Risk Management Plan
118	RRC	Railroad Commission
119	SARA III	Superfund Amendments and Reauthorization Act of 1986, Title III
120	SBA	Small Business Administration
121	SCBA	Self-Contained Breathing Apparatus
122	SERC	State Emergency Response Commission
123	SNS	Strategic National Stockpile
124	SOC	State Operations Center
125	SO-IT	Natrona County Sheriff's Office Information Technology
126	SOP	Standard operating procedures
127	SOP	Standard Operating Procedures
128	TAC Channel	Tactical Operations Radio Channel
129	TV	Television
130	USAR	Urban Search and Rescue
131	USDA	U.S. Department of Agriculture
132	USFS	United States Forest Service
133	USGS	United States Geological Service
134	UTSE	Unable to Self Evacuate
135	VIMOC	Victim Identification and Morgue Operations Center
136	VMAT	AVMA Veterinary Medical Assistance Team
137	VOAD	Volunteer Organizations Active in Disasters
138	WARM	Wyoming Association of Risk Managers
139	WEA	Wireless Emergency Alerts
140	WIAT	Wyoming Information Analysis Team
141	WMD	Weapons of Mass Destruction
142	WOHS	Wyoming Office of Homeland Security/Emergency Management
143	WUI	Wildland Urban Interface
144	WY A/G	Wyoming Air to Ground Radio Frequency
145	WYDOT	Wyoming Department of Transportation
146	WYFOG	Wyoming Interoperability Field Operating Guide
147	WYVOAD	Volunteer Organizations Active in Disasters
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