

**WARD COUNTY, NORTH DAKOTA**  
**ALL – HAZARDS**  
**EMERGENCY OPERATIONS PLAN**



2021

Office of Primary Responsibility: Ward County Emergency Management

**Record of Changes  
For  
Emergency Operations Plan  
Last Updated: 2 February 2021**

#	As Reads	Page Number	Changes to Read	Date
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## Distribution List

Ward County Commission	
Ward County Sheriff's Department	
Ward County Emergency Management	
Ward County Dept. of Human Services	
Ward County Highway Department	
Ward County Auditor/Treasurer	
Minot Fire Department	
Minot Police Department	
Minot Public Works	
Minot Public Information Office	
Minot Rural Fire Department	
Minot Air Force Base	
Community Ambulance of Minot	
Mayor, City of Minot	
Mayor, City of Berthold	
Mayor, City of Burlington	
Mayor, City of Carpio	
Mayor, City of Des Lacs	
Mayor, City of Donnybrook	
Mayor, City of Douglas	
Mayor, City of Kenmare	
Mayor, City of Makoti	
Mayor, City of Ryder	
Mayor, City of Sawyer	
Mayor, City of Surrey	
ND Highway Patrol	
ND State Fair	
ND DES	
ND DOT	
First District Health Unit	
Trinity Health	
American Red Cross	
PSAP Public Safety Answering Point	
Ward County Superintendent of Schools	
Salvation Army	
Souris Valley Amateur Radio Club	
Souris Valley Animal Shelter	
Ward County 911/PIO	
Minot City Manager	
Minot Public Information Officer	
Minot Park District	
Roosevelt Park Zoo	

## Signature Page

\_\_\_\_\_ Ward County Commission

\_\_\_\_\_ County Auditor/Treasurer

\_\_\_\_\_ PSAP Public Safety Answering Point

\_\_\_\_\_ First District Health Unit

\_\_\_\_\_ Ward County Highway Department

\_\_\_\_\_ Ward County Sheriff's Department

\_\_\_\_\_ Minot Police Department

\_\_\_\_\_ Minot Fire Department

\_\_\_\_\_ Minot Public Works

\_\_\_\_\_ Ward County Emergency Management

\_\_\_\_\_ MAFB Emergency Management

\_\_\_\_\_ American Red Cross

\_\_\_\_\_ Ward County Superintendent of Schools

\_\_\_\_\_ Community Ambulance of Minot

\_\_\_\_\_ Souris Valley Amateur Radio Club

\_\_\_\_\_ Ward County Human Services

\_\_\_\_\_ Mayor, City of Minot

\_\_\_\_\_ Mayor, City of Berthold

\_\_\_\_\_ Mayor, City of Burlington

\_\_\_\_\_ Mayor, City of Carpio

\_\_\_\_\_ Mayor, City of Des Lacs

\_\_\_\_\_ Mayor, City of Donnybrook

\_\_\_\_\_ Mayor, City of Douglas

\_\_\_\_\_ Mayor, City of Kenmare

\_\_\_\_\_ Mayor, City of Makoti

\_\_\_\_\_ Mayor, City of Ryder

\_\_\_\_\_ Mayor, City of Sawyer

\_\_\_\_\_ Mayor, City of Surrey

\_\_\_\_\_ ND Highway Patrol

\_\_\_\_\_ ND State Fair

\_\_\_\_\_ Trinity Health

\_\_\_\_\_ Minot Rural Fire Department

\_\_\_\_\_ Salvation Army

\_\_\_\_\_ Minot Park District

\_\_\_\_\_ Roosevelt Park Zoo

\_\_\_\_\_ Souris Valley Animal Shelter

\_\_\_\_\_ Minot City Manager

\_\_\_\_\_ Minot PIO

\_\_\_\_\_ Ward County 911/PIO

## Approval

Under the direction of the Ward County Commission and the Ward County Local Emergency Planning Committee, the **Ward County Emergency Operations Plan, 2021**, has been approved.

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Ward County Commission Chair

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Date

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Ward County Local Emergency Planning Committee Chair

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Date



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# **Basic Plan**

## **Promulgation Statement**

Government at all levels, have the responsibility for the protection of life, property, and the environment from hazards, which are known to threaten their jurisdiction. Therefore: by the authority of the Ward County Commission, we do hereby order that the Ward County Emergency Operations Plan be put into effect and be promulgated to all appropriate entities in the county. The plan assigns tasks and responsibilities to county and city agencies as well as establishing a broad concept for conducting preparedness, response, and recovery efforts if an emergency and/or disaster threatens or occurs.

These cities, by resolution, hereby adopt the concepts and conditions set forth by the Ward County Operations Plan:

<b>City</b>	<b>Date of Resolution</b>
Berthold	_____
Burlington	_____
Carpio	_____
Des Lacs	_____
Donnybrook	_____
Douglas	_____
Kenmare	_____
Makoti	_____
Minot	_____
Ryder	_____
Sawyer	_____
Surrey	_____

## **Authorities**

Public Law 920, the Federal Civil Defense Act, as amended  
Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Act, as amended  
Public Law 106-390. Disaster Mitigation Act of 2000  
NDCC 37-17.1, the North Dakota Disaster Act of 1985, as amended  
Administrative Code, N.D.A.C. 33-06-03-03  
NDCC 23-01-05(12)  
NDCC 23-35-12(2)  
NDCC 23-35-08(9)  
NDCC 36-01  
NDCC 23-07.6  
FEMA Public Assistance Guide (FEMA 322)

## **References**

Homeland Security Act of 2002  
Homeland Security Presidential Directive – 5, *Management of Domestic Incidents*  
Homeland Security Presidential Directive – 8, *National Preparedness*  
Department of Homeland Security, National Incident Management System, March 1, 2004

## Purpose

This plan is an effort by the Ward County Emergency Management Office as well as the Ward County Local Emergency Planning Committee (WCLEPC) to reasonably explain the duties and responsibilities of the various County/City departments in the event of an emergency and/or disaster in Ward County. The understanding and interest of all responsible key persons in County/City government is a must in order to develop plans to mitigate an emergency/disaster.

This document has been developed to assist the emergency response departments and agencies that may be active in the event of an emergency and/or disaster, thus minimizing any problems or confusion that might result when various agencies and governmental departments respond to a situation.

The purpose of the Emergency Operation Plan for Ward County is:

- A. To define the responsibilities of departments of local government (tribal, county, and city) and appropriate private entities.
- B. To ensure a coordinated effort using the Incident Command System (ICS) by local, state, and federal government; as well as private response forces, to save lives, protect property, and the environment in the event of an emergency and/or disaster.
- C. To facilitate short-term and long-term recovery activities.

## Assumptions

Proper implementation of this plan will reduce or prevent loss of life, damage to property, and/or the environment. Key officials within Ward County are aware of the possible occurrence of any emergency and/or disaster and their responsibilities in the execution of this plan.

- A. The county commission and city councils have overall statutory responsibility for the continued use, development, and maintenance of this plan. Delegation of responsibilities to department heads does not abolish the authority of the heads of local governments to make necessary decisions or changes to the plan for the protection of life, property, and the environment.
- B. The contents of this plan must be known and understood by those people responsible for its implementation. The emergency manager is responsible for briefing personnel, county, and/or city officials concerning their role in emergency management and the contents of this plan in particular.
- C. The plan shall incorporate the use of ICS, allowing flexibility for response to a variety of emergencies.
- D. Department heads are responsible for the development and maintenance of their respective functions and tasks in this plan.
- E. In addition, each functional coordinator and task coordinator must maintain supporting Standard Operation Procedures (SOPs) describing how functions/tasks will be accomplished or implemented. SOPs are located at appropriate functional facility locations and will be updated yearly by the appropriate coordinator.
- F. An annual review of this plan will be conducted by all officials involved in its execution. The emergency manager will coordinate this review and any revision and distribution found necessary.

- G. The plan will be tested at least once a year in the form of a simulated emergency exercise in order to provide practical, controlled experience to functional coordinators, and task coordinators responsible for plan maintenance and response.

## ***Concept of Operations***

### **A. General**

It is the responsibility of government to protect life, property, and the environment from the effects of hazardous events using the five phases of emergency management: preparedness, prevention, mitigation, response and recovery. This plan is based on the concept that the emergency functions performed by various groups responding to an emergency will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

This plan incorporates the principles of the National Incident Management System (NIMS), a nationwide approach to domestic incidents management, to be applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. It is not an operational incident management or resource allocation plan. NIMS represents a core set of doctrines, principles, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all levels. NIMS provide a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations as follows:

#### **Incident Command System (ICS)**

The Incident Command System (ICS) is considered the most effective system for managing emergencies. The National Fire Academy ICS can be used as a standard for emergency management operations. Ward County subscribes to the use of ICS as an important part of NIMS. ICS is a standardized, flexible, on-scene, all-hazard incident management concept. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of a single or multiple incidents without being hindered by jurisdictional boundaries.

#### **Unified Command System (UCS)**

A Unified Command System, part of ICS, is established upon activation response to an incident. This system gives agencies a responsibility, for the incident, to participate in the decision making process. Under a Unified Command, agencies work together through the designated members of the Unified Command to analyze information and establish a common set of objectives and strategies.

#### **Area Command (Unified Area Command)**

Area Command establishes two objectives. The first objective is to oversee the management of multiple incidents that are each being handled by an ICS organization. The second is to oversee the management of large or multiple incidents to which Incident Management Assistant Teams (IMAT) have been assigned. Area command has the responsibility to set overall strategies and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, ensure that objectives are met, and strategies followed. Area command becomes Unified Area Command (UAC) when incidents are multi-jurisdictional. Area command may be established at an Emergency Operations Center (EOC) facility or at some location other than an Incident Command Post (ICP).

Local government, because of its proximity to these events, has the primary responsibility for emergency management activities. Other levels of government provide resources that are not available at the local level. If local resources (county, city, and private) are not available, the county/city may request assistance through the county emergency management office after the political subdivision has issued an emergency or disaster declaration. When the emergency exceeds county government's capacity to respond, assistance from the state government will be

requested through the North Dakota Department of Emergency Services (NDDDES) by the county's Emergency Manager. After the county has issued an emergency or disaster declaration, he or she will request the Governor to request federal assistance if the county has reached their allotted damage dollar amount through a Presidential emergency or major disaster declaration. The federal government may provide assistance and resources to the state where needed. Federal assistance may be extended to aid in recovery from major disasters.

The county's Emergency Operation Center (EOC) will be activated for all incidents requiring a significant dedication of resources and/or extraordinary interagency coordination outside the realm of normal day-to-day situations responded to by law enforcement, fire, and Emergency Medical Services (EMS) agencies. The incident commander and/or commanders will make the decision to activate the EOC.

Day-to-day functions that do not contribute directly to response actions to an incident may be suspended for the duration of such incident. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of the resources.

Hazard-specific appendices are covered in the local multi-hazard mitigation plan, which links to the Emergency Operations Plan (EOP). The multi-hazard mitigation plan and the EOP are linked in that the multi-hazard plan identifies the prevention measures and the EOP addresses procedures for responding to problems created by the hazards.

## **B. Continuity of Government**

Succession of Leadership:

County Commissioners

- 1) Chair
- 2) Vice chair
- 3) Highest senior member of commission

City Government

- 1) Mayor
- 2) President of city council
- 3) Highest senior member of council

EOC Personnel

- 1) Emergency Manager
- 2) Assistant Emergency Manager
- 3) Ward County Sheriff/Designee

Line of succession for each agency/department is according to the department rules and/or Standard Operating Procedures. Each county/city functional coordinator will have a designated alternate to fulfill assigned responsibilities. Contact information can be found in the Resource Spreadsheet for all functional coordinators and their alternates in the Emergency Management Office.

## **C. Preservation of Records**

The preservation of important records and the taking of measures to ensure continued operations and, if necessary, reconstitution of local government during and after catastrophic disasters or incidents of national security is the responsibility of the executives of each jurisdiction. Records to be preserved should include, at a minimum:

- 1. Records are required to protect the rights of individuals.** These records include: marriage licenses and divorce papers; property and land titles; tax statements and licenses; and records required by health, fire, law enforcement, and public works to conduct incident/emergency/disaster operations.

**2. Records required to re-establish normal government functions and to protect the rights and interests of government.** Appropriate department heads will be responsible for securing documents necessary for continuing operation during times of emergencies/disasters.

**D. Relocation of Government**

All critical facilities at the county and city level such as the EOC, law enforcement, fire, and the courthouse should have an alternate location if evacuation becomes necessary. Educational facilities, public works buildings, jails, communication centers, fire halls, and law enforcement centers are possible relocation facilities as they already contain considerable communication equipment. Each department is responsible for their own continuity planning. If any department needs to have representation in the Ward County EOC there is a pre-identified alternate EOC location and it is listed in the EOC section of this plan. A list of possible alternative locations is listed on page 25.

**E. Emergency Checklist**

The following is a guide as applicable for response to all hazards.

**Emergency Notification/Warning**

To alert the general public and persons designated to respond:

1. Notify First Response Agencies
  - Law enforcement
  - Fire
  - Emergency Medical Services
    - Notify hospital
    - Notify coroner
  - Public works
    - Highway Department
2. Establish NIMS Incident Command Structure
3. Initial Assessment of Situation
  - Scene safety
  - Nature of disaster
  - Atmospheric conditions
  - Injuries/fatalities
  - Resources committed
  - Evaluate need for outside assistance
4. Notify EOC/Emergency Manager
5. Initiate Public Warning Systems
  - Outdoor warning sirens
  - Activate Hyper-Reach
  - Emergency Alert System (EAS)
  - Public loud speaker
  - Public information officer (PIO)
6. Notify functional coordinators
7. Alert Mutual Aid Partners for additional support
8. Notify chief elected officials
9. Notify ND Department of Emergency Services (NDDDES)
10. Notify volunteer organizations as needed

**Immediate Public Safety**

To provide for the safety of people and aid the injured:

1. Initiate actions to reduce current and future hazards
  - Activate teams
  - Activate Bomb Squad/SWAT



2. Evacuation/Shelter-in-place
3. Emergency Medical Services
  - Triage
  - Decontamination (DeCon)
  - Transport
  - Treat
4. Search and Rescue (LE)
  - Contact NDDDES for (potential) Civil Air Patrol support

**Property Security**

To provide protection for public and private property:

1. Provide barricades in necessary areas
2. Provide traffic and crowd control
3. Establish Perimeter Scene Security
4. Remove objects that may be ongoing hazards
5. Facility security
  - Family Assistance Center (FAC)
  - Health facilities (including morgue)
  - EOC
  - Critical facilities
  - Airports
  - Water facilities
  - Power generation
  - Communication
  - Courthouse/City Hall

**Public Welfare**

To provide care for people injured or dislocated and assess damage:

1. Establish Family Assistance Center
2. Establish family reunification area
3. Disseminate public information
4. Shelter
5. Food/water
6. Clothing
7. Sanitation
8. Prescriptions
9. Animal welfare

**Restoration**

To bring the necessities of life back to normal:

1. Reestablish communication capability ASAP
2. Mobilize community resources
3. Restore critical facilities
  - Hospitals
  - Law enforcement center
  - EOC
  - Fire
  - Nursing homes
  - Schools
4. Restore Utility services
  - Water/waste water
  - Power
  - Electric
  - Gas

- Telephone
- 5. Restore transportation arteries
- 6. Decontamination
  - Public infrastructure
  - Homes/businesses

#### **F. Functional and Task Coordinators**

Significant responsibilities common to emergencies and disasters are grouped into five areas, which are called functions. The departments having responsibility by law or day-to-day resource and operational capability within each of these functions are identified and assigned by specific task/responsibility, and are listed in the appendixes.

Any county/city agency or department may be assigned an emergency mission. The supervisor of each department is responsible for the accomplishment of an assigned task or function through the development of SOPs located at their facility. Assignment of functions and tasks are listed by functional area. In addition, each department is assigned the following general tasks:

1. Provide personnel, backfill, equipment, and facilities on a 24-hour basis.
2. Plan and provide for the safety of employees and protection of public property in the event of an emergency.
3. Coordinate actions with the County Emergency Manager and with departments having related tasks.
4. Train personnel assigned to incident/emergency/disaster tasks and participate in exercises to test incident/emergency/disaster plans and procedures.
5. Provide for record keeping and documentation of the incident/emergency/disaster and actions taken.
6. Prepare damage assessments.

#### **G. Mutual Aid Agreements**

Ward County and the City of Minot foreseeing difficult times during emergency or disaster, has made certain agreements to ensure the protection of the life, property, environment, and infrastructure. These enable the County and City to use the resources, facilities, equipment, and manpower from departments, cities, and counties within the region. As needs arise, Ward County and the City will continue to make these agreements as necessary to align further resources. Copies of these agreements for mutual aid in a time of emergency/disaster can be found with Ward County Emergency Management, Ward County Auditor, or City of Minot Finance Department.

## **Departments & Organizations General Responsibilities**

All participants in the Ward County Emergency Operations Plan (EOP) are responsible for carrying out emergency/disaster operations and advising chief elected officials, functional and task coordinators and the emergency manager on matters pertaining to their areas of functional responsibility.

**All members of the Ward County Local Emergency Planning Committee are responsible for the following tasks:**

### **Preparedness:**

- A. Review and update communications Standard Operating Guidelines (SOG's)
- B. Recommend changes of the EOP, Hazard Mitigation Plan, and Sheltering Plan
- C. Participate in incident/emergency/disaster exercises and training
- D. Maintain log of all staff contact numbers
- E. Review of Tier II Reports

### **Response:**

- A. Complete functional assessment of essential services and develop action plan to sustain these services
- B. Facilitate and coordinate with EOC Manager/Emergency management
- C. Conduct periodic briefings for the personnel and participate in EOC briefings as required or requested
- D. Maintain logs to support documentation, expenditures, situation status, resource allocations, and reports
- E. Keep a log of all activities performed and update incoming shifts
- F. Obtain required resources to sustain operations

### **Recovery:**

- A. Administer public/private contractor support/recovery activities
- B. Reflect on emergency operations
- C. Recommend updated changes of the EOP
- D. Complete assessment of system performance and vulnerability and recommend mitigation/improvement strategies
- E. Conduct Hotwash/After Action of Incident

## Roles & Responsibilities

### **Purpose:**

The roles and responsibilities section of the EOP defines the emergency/disaster related functions of departments and organizations providing essential support functions for the community.

Roles and responsibilities relating to preparedness, response, and recovery are outlined for each of the departments and organizations included in the EOP.

The Ward County Local Emergency Planning Committee (WCLEPC) emergency planning key functional areas serve as coordinators for departments and other organizations with related functions. The six concepts of operations on the previous page illustrate the WCLEPC components and primary emergency functions conducted by departments within each component.

### **Situation and Assumptions:**

Depending on the nature and severity of a potential incident, personnel availability of each department and organization may be significantly compromised.

Emergency response personnel are more willing to report to work if they are aware of the status and the well-being of their family members.

Not all roles and responsibilities can be pre-determined. Flexibility is required and reassignment of personnel may be necessary.

### **Concept of Operations:**

This section of the Emergency Operations Plan identifies responsibilities. Each department and organization identified in the plan will establish operations and procedures (plans) to outline how the responsibilities identified in this plan will be carried out, and will establish Mutual Aid Agreements as necessary to enhance capabilities to carry out the responsibilities identified.

## Agencies Roles and Responsibilities

Agencies such as, administration, PIO, agriculture, public health, public safety: law enforcement, public safety: fire/ems, and the highway department/public works, has specific roles and responsibilities they must perform in response to an emergency or hazard. These roles and responsibilities include but are not limited to:

### **Administration**

- A. Policy
- B. Emergency Declaration
- C. Liaison
  - 1) Elected Officials
  - 2) State Government
  - 3) External Agencies
- D. Attorney
  - 1) Legal Council
- E. Emergency Management
  - 1) EOC Coordination
  - 2) Permitting
  - 3) Liaison to state/federal
- F. County/City Auditor/Treasurer
  - 1) Documentation
  - 2) Financial Records
  - 3) Purchasing

**Public Information Officer:**

- A. Rapid dissemination of critical instructions and accurate information to the community and the region via a variety of media
- B. Timely public information flow and updates to stake holders
- C. Rumor control
- D. Initiation and scheduling of media briefings as appropriate
- E. Establishment of a “media center” near the briefing site for use by the media
- F. Timely response to media inquiries and calls from the community
- G. Coordination and networking with other local PIO’s as necessary and appropriate

**Health**

- A. Community Assessment
- B. Treatment
- C. Medications/Immunizations
- D. Quarantine
- E. Air Quality
- F. Surveillance/Epidemiology
- G. Liaison:
  - 1) Health Officer
  - 2) Local Government
  - 3) Medical Providers
  - 4) Mental Health
- H. Public Information
- I. Infectious/Communicable Diseases
- J. Health Hazard Assessment
- K. Mortuary Coordination
- L. Laboratory Coordination
- M. Bio-Terrorism Coordination
  - 1) Strategic National Stockpile Liaison (Regional & State)

**Public Safety: Law Enforcement**

- A. Establish Perimeters
- B. Site Security
- C. Scene Security:
  - 1) Traffic/Crowd Control
  - 2) Ingress/Egress Screening
- D. Evacuation
- E. Damage Assessment Support
- F. Criminal Investigation
- G. Evidence Collection
- H. Assist with Quarantine
- I. Special Operations:
  - 1) Bomb Squad
  - 2) Search & Rescue
  - 3) Special Weapons and Tactics (SWAT)
  - 4) Negotiators
- J. Public Information
- K. Communications
  - 1) Warning
  - 2) Dispatch Activity
  - 3) EOC Communication Support

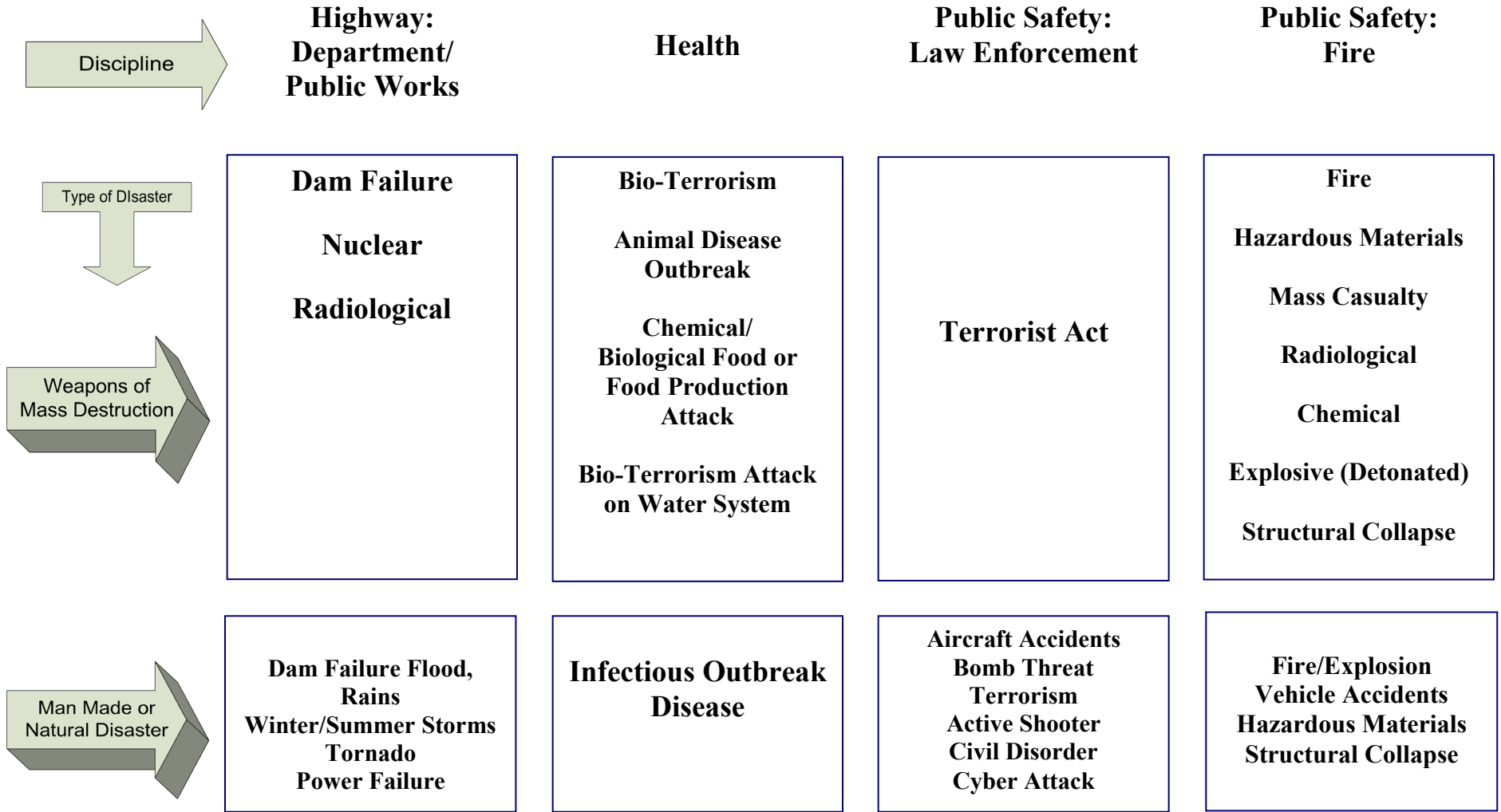
**Public Safety: Fire/EMS**

- A. Fire Suppression
- B. Search & Rescue
- C. Fire Protection
- D. Pre-Incident Planning
- E. Fire Investigation
- F. Special Operations:
  - 1) Weapons of Mass Destruction (WMD) Response
  - 2) Hazardous Materials
  - 3) Structural Collapse
  - 4) Trench Rescue
  - 5) Confined-Space Rescue
  - 6) Swift & Surface Water Rescue
  - 7) Extrication
  - 8) High-angle Rope
  - 9) Rapid Intervention
- G. Emergency Medical Service (EMS) Response:
  - 1) Triage Support
  - 2) Treatment-Support
- H. Damage Assessment
- I. Ambulance
  - 1) EMS Primary
  - 2) WMD Response
  - 3) Mass Casualty Unit
  - 4) Triage
  - 5) Treatment
  - 6) Transportation
  - 7) Public Information

**Highway Department/Public Works**

- A. Streets:
  - 1) Clearing
  - 2) Cleaning
  - 3) Barricading
  - 4) Detouring
  - 5) Construction
- B. Hazardous Materials (HazMat):
  - 1) Diking
  - 2) Dam
  - 3) Diverting
- C. Debris Removal
- D. Sandbagging
  - 1) Storage
  - 2) Distribution
- E. Water & Sewer Utility Maintenance
- F. Fleet Maintenance
- G. Damage Assessment

# Primary Incident Management Chart



Note: This chart shows which of the four disciplines identified in the Ward County EOP is the primary incident commander for each identified disaster

## **Emergency Operations Center (EOC)**

### **Purpose**

This section of the EOP identifies how, when, and who is involved in activation the Emergency Operations Center and identifies the general responsibilities of the Emergency Operations Center personnel.

### **Situation and Assumptions**

Most incidents are handled on scene by the Incident Commander via Incident Command System and do not require activation of the Emergency Operations Center. The EOC is activated when the needs, resources, and complications overwhelm the ability of personnel on the scene to manage and control effectively. In the event that the EOC is needed to support emergency response operations, the Incident Commander will activate the EOC.

The accumulation, compilation, and dissemination of information to the public are key responsibilities of the EOC. Incidents that require significant coordination of Public Information may warrant EOC activation strictly to perform that sole purpose.

The EOC should be activated when an incident is too complex, affects too many people, causes too much damage, or covers too broad an area for all of the functional needs to be addressed at the scene and/or Minot Central Dispatch Center. Upon activation of the EOC, the Emergency Manager will assume the responsibility of EOC Manager and will coordinate the operations and activities within.

Functions of an EOC can take place at an alternate site from those pre-identified as the situation and event necessitates.

During an incident the EOC Level I and Level II personnel are the only members who are allowed in the EOC. If the "primary" representative is not able to attend a successor or designee maybe appointed by the primary representative. Only the IC or Emergency Manager can grant access to the EOC if the person is not listed in Level I or Level II list.

## **EOC Purpose**

The Emergency Operations Center (EOC) is both a facility and a function that supports the gathering of resources and information needed to effectively facilitate community-wide disaster response and short-term recovery. A primary role of the EOC is to collect, validate, analyze and organize emergency information to enact effective decision making about the direction and utilization of resources and personnel. The EOC also addresses policy and legal issues, sets priorities, and communicates and coordinates with other levels of government as well as the public and private sectors for effective response and recovery. In effect, the EOC views the incident as a whole and supports response by directing and tracking response efforts, coordinating and ordering resources and by gathering and disseminating information.

### **EOC Major Objectives Include:**

- Assess the situation
- Issue an Emergency/Disaster Declaration, if warranted
- Establish priorities
- Provide leadership and overall direction of efforts
- Identify and address Mass Care (family assistance) needs
- Identify and address legal and policy issues
- Provide accurate public information throughout response and recovery efforts
- Provide incident support
- Resource management



- Identify and activate mutual aid, if needed
- Identify any State Historic Preservation Office (SHPO) permits needed and apply for
- Identify and request additional assistance, if needed
- Coordinate with the State Operations Center and other Department Operations Centers to accomplish response and recovery objectives
- Provide for coordination with other facilities such as shelters, Family Assistance Centers, etc.
- Coordinate damage assessment activities
- Provide for continuity of government and operations
- Lead recovery efforts following disaster

## **EOC Location**

The location of the primary EOC is Ward County Administrative Building 225 3<sup>rd</sup> St SE; Minot, ND. The secondary location is First District Health Unit, 800 11<sup>th</sup> Ave SW in Minot, ND and the Tertiary EOC is located at the Minot Municipal Auditorium at 420 3<sup>rd</sup> Ave SW, room 201.

## **Activation of the Emergency Operations Center (EOC)**

The Emergency Operations Center may be activated prior, during, or after an event depending on the circumstances. The EOC Activation Guide Table illustrates the activation criteria, levels of activation, and initial staffing levels. Upon activation of the EOC, EOC staff will utilize EOC standard operating guides which outline EOC position responsibilities and EOC procedures.

## **EOC Activation Guide**

Activation Criteria <sup>1</sup> (Event/Situation)	Activation Level	Staffing <sup>2</sup>
<p>Impending events/situations such as large scale conventions, festivities, sporting events, etc prior to their commencement</p> <p>Significant weather event – for situation/damage assessment purposes</p> <p>Events requiring a “one voice” concept to address media inquiries &amp; public information needs</p> <p>Emergencies in neighboring jurisdictions which may impact our jurisdiction or departments</p>	<p>Level One</p> <p>Activation Method: Emergency Manager or any authorized Incident Commander will activate the Hyper-Reach system and the message will say “Level One personnel to report to EOC”</p>	<p>Incident Commander<sup>3</sup></p> <p>Department Representatives: Fire, Police, EMS, Public Health, Public Works, Hospital, Finance, PIO, Ward County Water Board, Red Cross, City Manager</p> <p>EOC Coordinator – Emergency Manager</p> <p>See Following List of Authorized EOC Personnel</p>
<p>Large scale emergencies that overwhelm any one agency</p> <p>Resources beyond local capabilities are required</p> <p>The emergency is of long duration</p> <p>Major policy decision will or may be needed</p>	<p>Level Two</p> <p>Activation Method: Emergency Manager or any authorized Incident Commander will activate the Hyper-Reach system and the message will say “Level Two personnel to report to EOC”</p>	<p>Incident Commander<sup>3</sup></p> <p>Department Reps: Fire, Police, EMS, Public Health, Public Works, Hospital, Finance, PIO, Ward County Water Board, Red Cross, City Manager, City Transit, IT</p> <p>EOC Coordinator – Emergency Manager</p> <p>See Following List of Authorized EOC Personnel</p>

*Operations, Planning/Intelligence, and Finance Sections are activated at the discretion of Incident Commander*

<sup>1</sup> These are examples to serve as a guide, not an all-inclusive list.

<sup>2</sup> Staffing levels are flexible, similar to the principles of ICS. The Incident Commander, Department Representative and Section Chiefs determine staffing levels

<sup>3</sup> The Incident Commander is selected among Department Representatives based on the principles of unified command and is event driven

**Important Note:** Initial activation of the EOC will be at Level One

**Level One Activation:** Initial Emergency Activation

- Call Minot Central Dispatch and request EOC Level 1 activation.

Minot Central Dispatch personnel will activate EOC staff, including the emergency manager, via the Hyper-Reach System. The emergency manager will initiate EOC start up activities.

**Level Two Activation:** Full Activation

Level Two activation is conducted by EOC staff as directed by the Incident Commander after a situation assessment is completed by “Level One” EOC staff.

## ***EOC Activation Authority***

Authority to activate the EOC will be limited to those listed below and respective designees. A complete list of Level One and Level Two Activation personnel and contact information can be found in the Ward County Emergency Operations Plan Resource Manual.

- A. Mayor
- B. City Administrator
- C. Fire Chief
- D. Police Chief
- E. Ward County Sheriff
- F. Ward County Highway Engineer
- G. Public Works Director
- H. Public Health Director
- I. County Emergency Manager

## **EOC Security**

Many times during an incident with widespread impact, certain individuals may resolve to enter the EOC to voice or physically express their questions, concerns, or complaints. Due to the amount of convergence of private citizens, contractors, and the media, provisions for private security may be made by the Incident Commander and EOC manager to limit access to the EOC in order to provide for the safety and security of EOC staff, to protect sensitive information, and to allow staff to focus on response to the event without being sidetracked. The following list comprised of only Level 1 and Level 2 personnel authorized for entry into the EOC are the only staff permitted in the EOC but others may be permitted only at the discretion of the EOC Manager and the Incident Commander.

## **Authorized EOC Personnel**

### **Level 1 EOC Staff**

#### **Law Enforcement**

Ward County Sheriff and/or designee\*  
City of Minot Police Chief and/or designee\*  
Highway Patrol Commander or designee\*  
City of Kenmare Police Chief or designee\*  
City of Burlington Police Chief or designee\*  
City of Surrey Police Chief or designee\*  
City of Berthold Police Chief or designee\*  
E911 Coordinator  
PSAP Manager

#### **Fire Rescue and Suppression**

Minot Rural Fire Chief and/or designee\*  
Minot Fire Chief and/or designee\*  
Berthold Fire Chief or designee\*  
Burlington Fire Chief or designee\*  
Carpio Fire Chief or designee\*  
Des Lacs Fire Chief or designee\*  
Donnybrook Fire Chief or designee\*  
Douglas Fire Chief or designee\*  
Kenmare Fire Chief or designee\*  
Makoti Fire Chief or designee\*  
Ryder Fire Chief or designee\*  
Sawyer Fire Chief or designee\*  
Surrey Fire Chief or designee\*

#### **Emergency Medical Service**

First District Health Unit Director and/or designee\*  
Trinity Health Emergency Preparedness Coordinator or designee\*  
Community Ambulance Service Director or designee\*  
Berthold Ambulance Service Chief or designee\*  
Burlington First Responders Chief or designee\*  
Carpio Ambulance Service Chief or designee\*  
Kenmare Ambulance Service Chief or designee\*  
Ryder-Makoti Quick Response Unit Chief or designee\*

#### **Public Works**

Ward County Highway Engineer and/or designee\*  
Ward County GIS Specialist  
City of Minot Public Works Director and/or designee\*  
City of Minot Engineer or designee\*  
Minot City Transit Representative or designee\*  
City of Minot GIS Specialist  
City of Burlington Engineer or designee\*  
City of Des Lacs Public Works or designee\*  
City of Donnybrook Public Works or designee\*

City of Makoti Engineer or designee\*  
City of Sawyer Engineer or designee\*  
City of Surrey Engineer or designee\*

#### **Local Government Officials**

##### **\*\*No more than 2 per jurisdiction**

Ward County Commissioners  
Minot City Council Members  
Mayor of Minot  
Berthold City Council Members  
Mayor of Berthold  
Burlington City Council Members  
Mayor of Burlington  
Carpio City Council Members  
Mayor of Carpio  
Des Lacs City Council Members  
Mayor of Des Lacs  
Donnybrook City Council Member  
Mayor of Donnybrook  
Douglas City Council Members  
Mayor of Douglas  
Kenmare City Council Members  
Mayor of Kenmare  
Kenmare Public Works  
Makoti City Council Members  
Mayor of Makoti  
Ryder City Council Members  
Mayor of Ryder  
Sawyer City Council Members  
Mayor of Sawyer  
Surrey City Council Members  
Mayor of Surrey  
State and Federal Legislators  
Ward County Emergency Management Department  
City of Minot Emergency Manager  
Ward County Public Information Officer (PIO)  
Public Information Officer (PIO) from each city within Ward County  
Ward County Auditor  
City of Minot Finance Director  
Auditor from each city within Ward County  
Chairman of the Ward County Water Resource Board  
North Dakota Department of Emergency Services Director and/or designee\*

#### **Volunteer Agencies**

Local Red Cross Representative or designee\*  
Local Salvation Army Representative or designee\*

Representatives of pertinent volunteer agencies may be permitted access to the EOC by the Incident Commander and the EOC Manager.

## **Level 2 EOC Staff**

### **Support Agencies**

National Weather Service representative or designee\*  
Souris Valley Amateur Radio Club representative or designee\*  
Civil Air Patrol representative or designee\*  
Red Cross representative or designee\*  
Salvation Army representative or designee\*  
North Dakota State University Extension Office representative or designee\*  
North Dakota State Fair Representative or designee\*  
Upper Souris Wildlife Refuge (Lake Darling) Representative or designee\*  
Army Corps of Engineers Commander or designee\*  
North Dakota National Guard Commander and staff  
Minot Air Force Base Emergency Manager  
Minot Air Force Base Commander or designee\*  
Minot State University representative or designee\*  
Department of Transportation Representative or designee\*  
Minot Park Board Representative or designee\*  
Appropriate Critical Infrastructure Representative or designee\*

\* Where a designee is permitted, one person will be allowed access to the EOC in addition to the noted official or in the official's stead to represent them in strictly that capacity.

# Functional Annexes

## Annex A: Agriculture

### Purpose:

This annex deals with diseases and infestations that could affect plant and animal species. It also will provide protection for Ward County's food supply and to ensure that victims of any emergencies and/or disasters are provided adequate and healthy food. Lastly, it also provides preparedness, response, and recovery for the citizens of Ward County's health, care, and environment during and after an emergency and/or disaster.

### Coordination:

This function coordinates with the unified command as required by Incident Commander.

### Supervision:

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### Primary Function:

Agriculture, fire, health, medical, police, and evacuation

### Secondary Function:

Sheltering, food, and water supply

### Situation:

- A. Disasters and/or hazards that occur in Ward County impact agriculture which includes: crops, livestock, food supplies, as well as other related agriculture concerns.
- B. Due to the amount of farm land and livestock within Ward County, state and federal agricultural assistance is typically required following disasters and/or hazards.

### Assumptions:

- A. Local Farm Service Agencies will notify Minot Police Department, Minot Fire Department, First District Health Unit, and/or the Emergency Manager concerning the status of local agricultural emergencies and the need for assistance.
- B. Disasters and/or hazards may devastate local agricultural assistance
- C. Agricultural emergencies and/or hazards lead to long-term economic impacts requiring an extended amount of federal and state assistance for recovery.

**Lead Agency:** North Dakota State University Extension Services

**Support Agencies:** Local responding Fire Departments, Local responding Law Enforcement, First District Health Unit, Emergency Management, Minot Roosevelt Zoo, animal control, and other volunteer/support agencies.

### Preparedness:

- A. Coordinate with public and private organizations for the use and supply of potable water
- B. Conduct a public health hazard vulnerability risk assessment
- C. Develop arraignments and agreements to identify, acquire, and mobilize agricultural, nutritional, and animal related resources for emergency and/or disaster.
- D. Plan, exercise and review emergency operations procedures on a regular basis
- E. Identify community resources applicable to the physical, social, and psychological effects of disaster and/or hazard
- F. Identify all and/or possible dump sites

- G. Identify groups most at risk
- H. Provide disaster education in advance of an event
- I. Develop an advocate public policy to reduce the public health impact of potential disasters
- J. Assess and coordinate emergency transportation for personnel and possible evacuation
- K. Coordinate availability of facilities to be used for emergency medical care
- L. Coordinate requirements for communicable disease prevention and control

**Response:**

- A. Conduct agriculture assessments at the site of the emergency and/or disaster to determine the needs and priorities
- B. Activate and mobilize agricultural personnel, facilities, and material resources
- C. Assess the status of plant and animal health in the state and determine whether any diseases, infestations, or infections threaten the county's food supply and/or domestic and wild animal life
- D. Provide logistical support for the local agriculture personnel
- E. Establish how much food is required for the affected citizens and supply and deliver
- F. Test and/or dispose of contaminated food, livestock, and/or agricultural products if needed
- G. Set up for inspectors, sanitarians, and veterinarians to respond to the affected area
- H. Conduct food inspections
- I. Ban and quarantine food and/or agricultural products if needed
- J. Conduct a surveillance of the affected agricultural communities to be able to identify and address agriculture related problems
- K. Identify approved food sources and/or products
- L. Activate Health Alert Network
- M. Report health findings and recommended actions to The First District Health Unit. If there is a need they will contact the state health officer and other agencies as indicated
- N. Maintain liaison with health officer, environmental health, local officials, and regional emergency preparedness and response coordinator
- O. Advise local officials on request to the Governor regarding waiver of regulatory requirements necessary to public health emergency response
- P. Coordinate medical equipment, supplies, and community resource requests with the EOC
- Q. Track and log response activities, personnel, and costs
- R. Assess need for and request deployment of strategic stockpile with emergency preparedness and response coordinator and State Department of Health
- S. Establish dispensing clinics for focused administration of mass medications
- T. Coordinate with American Red Cross to provide shelter services
- U. Assist with patient identification and tracking
- V. Coordinate mass fatality and morgue services
- W. Conduct health surveillance and epidemiological investigations
- X. Assist in patient evacuation
- Y. Assess worker health and safety issues and provide recommendations
- Z. Assist in implementing isolation and quarantine activities
- AA. Provide education and public information, including disease prevention by providing health advisories on injury prevention, food and water safety, and vector control
- BB. Maintain records of the operations, including cost records that can be used after the emergency

**Recovery:**

- A. Agriculture activities will continue as long as necessary after the conclusion of the emergency or disaster
- B. Continue to gather information on the restoration of the health and abundance of plant and animal life to acceptable limits
- C. Assemble key personnel for analysis of medical and public health operations
- D. Complete damage assessment reports with costs incurred
- E. Recommend changes and updates to local response plan
- F. Make recommendations during post incident analysis to improve upon the emergency operations plan
- G. Return all rented and borrowed equipment and replenish or replace inventory as necessary.

- H. Maintenance and repairs to all equipment shall be conducted
- I. Work with community agencies to mitigate long term impact on public health
- J. Monitor long term disease trends
- K. Provide community education to enhance public awareness for injury control, to aid community adjustment and educate about health risks and how to deal with them
- L. Advise to the safety regarding the public health of citizens reoccupying areas



## **Annex B: Aircraft Incidents**

### **Incident within Airfield**

#### **Purpose:**

The aircraft incident annex is to provide general information for people of Ward County of the affected or could become affected area(s) regarding an incident and/or hazard. It is also to provide a means to restore and maintain air transportation during an emergency and/or disaster.

#### **Coordination:**

This function coordinates with the unified command as required by Incident Commander.

#### **Supervision:**

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

#### **Primary Function:**

Search and rescue, evacuation, traffic control, airport access control, barricades, and debris removal.

#### **Secondary Function:**

Evidence collection, sheltering, reunification, and clean-up

#### **Situation:**

- A. Disaster and/or hazards will increase the amount of resources needed to respond to an aircraft incident.
- B. North Dakota can experience extreme cold weather during certain months that can cause additional issues for resources being out in the elements for a long period.
- C. Accidents could also cause a lot more disruption and damage to populated areas and have impacts to airspace/air transportation.
- D. Evacuations that occur due to disasters/hazards will be conducted by emergency responders; however, if all local emergency responders are exhausted the state may assist with evacuation if requested by the Ward County Emergency Manager

#### **Assumptions:**

- A. Disaster and/or hazard responses addressing transportation can be difficult to coordinate immediately following the incident due to the amount of debris that has spread across a possible large area
- B. Disasters and/or hazards that affect aircraft can cause a great deal of damage that could affect a large number of people.
- C. Local first responders will respond, however, federal responders such as the FAA, NTSB, and FBI will join the response and investigation shortly after the incident.

#### **Lead Agency:**

Local Law Enforcement, Local Airport/Airfield, Local Fire Department, and National Transportation Safety Board

#### **Support Agencies:**

Highway Patrol, EMS, Public Works Department, Volunteer Agencies, Airline Companies, and Air Traffic Control

#### **Preparedness:**

- A. Develop the Minot Airport EOP for response and recovery

- B. Coordinate with different public, federal, private, and non-government organizations that have resources that could assist in an aircraft incident.
- C. Maintain a contact list of all public, federal, private, and non-government organizations that have resources that could assist in evacuation
- D. Review the Minot Airport EOP on an annual basis, and allow training for emergency responders on a regular basis.
- E. Conduct a full-scale exercise at a minimum of once every three years.
- F. Work with smaller airfields to ensure local emergency procedures are planned and practiced.

**Response:**

- A. Set up incident command as soon as possible.
- B. Set up communications between emergency responders
- C. Alert the public as needed
- D. Evacuate area if needed
- E. Acquire resources from public, federal, private, and non-government organizations
- F. Coordinate with federal agencies when requested
- G. Provide family support location
- H. Establish a joint information system
- I. Provide reports to the EOC on a regular basis

**Recovery:**

- A. Haul debris and other materials to designated dump site (may require aircraft hangar or warehouse for investigation/evidence)
- B. Repair ground damage including runway/taxiway pavements and graded safety areas
- C. Return all resources to the corrective places
- D. All emergency responders return to their normal day-to-day duties

<b>Agencies that assist with Aircraft incident</b>	<b>Incident Command</b>	<b>Support</b>	<b>Evacuations</b>	<b>Investigations</b>	<b>Mobile Communications</b>	<b>Cleanup</b>
<b>Local Law Enforcement</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>	
<b>National Transportation Safety Board</b>	<b>X</b>			<b>X</b>		
<b>Highway Patrol</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	
<b>Local Fire Department</b>		<b>X</b>	<b>X</b>		<b>X</b>	
<b>Minot Airport</b>		<b>X</b>			<b>X</b>	<b>X</b>
<b>Federal Partners</b>		<b>X</b>		<b>X</b>	<b>X</b>	
<b>Airlines</b>		<b>X</b>				<b>X</b>
<b>Air Traffic Control</b>		<b>X</b>				<b>X</b>
<b>EMS</b>		<b>X</b>			<b>X</b>	
<b>Volunteer Organizations</b>		<b>X</b>				

## Incident Outside of Airfield

### Purpose:

The aircraft incident annex is to provide general information for people of Ward County of the affected or could become affected area(s) regarding an incident and/or hazard. It is also to provide a means to restore and maintain air transportation during an emergency and/or disaster.

### Coordination:

This function coordinates with the unified command as required by Incident Commander.

### Supervision:

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### Primary Function:

Search and rescue, evacuation, traffic control, barricades, and debris removal.

### Secondary Function:

Evidence collection, sheltering, reunification, and clean-up

### Situation:

- A. Disaster and/or hazards will increase the amount of resources needed to respond to an aircraft incident.
- B. An aircraft accident can occur anywhere, whether it is a populated area or rural.
- C. Some of the Rural areas are difficult to access in regular response vehicles.
- D. Some of the Rural areas have limited to no cell phone coverage causing more communication difficulties.
- E. North Dakota can experience extreme cold weather during certain months that can cause additional issues for resources being out in the elements for a long period.
- F. Accidents could also cause a lot more disruption and damage to populated areas, and have impacts to airspace/air transportation.
- G. Evacuations that occur due to disasters/hazards will be conducted by emergency responders; however, if all local emergency responders are exhausted the state may assist with evacuation if requested by the Ward County Emergency Manager

### Assumptions:

- A. Disaster and/or hazard responses addressing transportation can be difficult to coordinate immediately following the incident due to the amount of debris that has spread across a possible large area
- B. Disasters and/or hazards that affect aircraft can cause a great deal of damage that could affect a large number of people.
- C. Local first responders will respond, however, federal responders such as the FAA, NTSB, and FBI will join the response and investigation shortly after the incident.

### Lead Agency:

Local Law Enforcement, National Transportation Safety Board, and Local Fire Department

### Support Agencies:

Highway Patrol, EMS, Public Works Department/Highway Department/Township, Volunteer Agencies, Airport and Airline Companies

### Preparedness:

- A. Develop the Minot Airport EOP for response and recovery

- B. Coordinate with different public, federal, private, and non-government organizations that have resources that could assist in an aircraft incident.
- C. Maintain a contact list of all public, federal, private, and non-government organizations that have resources that could assist in evacuation
- D. Review the Minot Airport EOP on an annual basis, and allow training for emergency responders on a regular basis.
- E. Conduct a full-scale exercise at a minimum of once every three years.

**Response:**

- A. Set up incident command as soon as possible.
- B. Set up communications between emergency responders
- C. Alert the public
- D. Evacuate area if needed
- E. Acquire resources from public, federal, private, and non-government organizations
- F. Coordinate with federal agencies when requested
- G. Provide family support location
- H. Establish a joint information system
- I. Provide reports to the EOC on a regular basis

**Recovery:**

- A. Haul debris and other materials to designated dump site (may require aircraft hangar or warehouse for investigation/evidence)
- B. Repair ground damage including runway/taxiway pavements and graded safety areas
- C. Return all resources to their respective places
- D. All emergency responders return to their normal day-to-day duties

<b>Agencies that assist with Aircraft incident</b>	<b>Incident Command</b>	<b>Support</b>	<b>Evacuations</b>	<b>Investigations</b>	<b>Mobile Communications</b>	<b>Cleanup</b>
<b>Local Law Enforcement</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>	
<b>National Transportation Safety Board</b>	<b>X</b>			<b>X</b>		
<b>Highway Patrol</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	
<b>Local Fire Department</b>		<b>X</b>	<b>X</b>		<b>X</b>	
<b>Minot Airport</b>		<b>X</b>			<b>X</b>	<b>X</b>
<b>Federal Partners</b>		<b>X</b>		<b>X</b>	<b>X</b>	
<b>Airlines</b>		<b>X</b>				<b>X</b>
<b>Air Traffic Control</b>		<b>X</b>				<b>X</b>
<b>EMS</b>		<b>X</b>			<b>X</b>	
<b>Volunteer Organizations</b>		<b>X</b>				

## **Annex C: Central Dispatch, Communications, & Warnings**

### **Purpose:**

This function provides procedures for preparedness, response, and recovery to establish the ability to communicate between direction and control authorities and between coordinating authorities and response organizations for an effective and coordinated response and recovery. Should the day-to-day communication systems become unavailable, alternate systems will be planned and implemented.

This function has the responsibility, within financial and technical restraints, to establish, use, maintain, and manage the emergency communication network and to ensure that it is protected from hazards that may reduce its effectiveness.

### **Coordination:**

This function coordinates with the unified command as required by Incident Commander.

### **Supervision:**

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### **Primary Function:**

To provide program support and to establish, maintain, and manage the emergency communication network.

### **Situation:**

- A. Disasters and/or hazards affect the ability to communicate by overloading the system or equipment, overpowering staff, and creating conditions that make delivery and/or repair to communications resources difficult or impossible
- B. The EOC contains sixteen landline phones that can be used on a 24/7 basis
- C. The EOC contains a protected wireless capability for all EOC personnel to use
- D. The Incident Command Trailer contains a Tactical Communications Bridge Radio (TCB-4) that contains two VHF radios, one UHF radio and one 800 MHZ radio to merge any radio's together no matter what frequency they are on that will enable all emergency personnel to communicate.

### **Assumptions:**

- A. Central Dispatch will take on the responsibility for assisting the IC in locating, obtaining, and assigning a location for resources requested by City Departments during an incident within the City of Minot
- B. The EOC will assist emergency personnel with setting up and operating communications capabilities as needed.
- C. The EOC will be operational and support communications within the county operations during and after the emergency and/or hazard
- D. Ward County with the assistance of private organizations (i.e. SRT and Midcontinent Communications) will restore lost or broken lines of communications

**Lead Agencies:** Central Dispatch, Emergency Management, and Police Department

**Supporting Agencies:** SRT, Midcontinent Communications, MidStates, Local Fire Department, First District Health Unit, American Red Cross, and other voluntary agencies

**Preparedness:**

- A. Assist City Departments in identifying local businesses to obtaining resources to assist City Departments
- B. Identify vulnerable communication locations
- C. Review communications resource requirements
- D. Identify and verify agreements with private and public sector agencies to augment communications capabilities
- E. Ensure testing and maintenance of communications equipment on a regular basis
- F. Instruct staff on contents and use of message handling system
- G. Ensure availability of message forms
- H. Renew radio licenses as required
- I. Update and review warning capabilities with available technology
- J. Update and confirm warning resources

**Response:**

- A. Assisting IC in locating, obtain, and assign a location for resources requested by City Departments
- B. Request Assistance from County Emergency Management for Support
- C. Alert communications personnel, as needed
- D. Provide supplemental emergency communications
- E. Ensure communication capability for:
  - a. Teletype
  - b. Emergency Alert System (EAS) and IPAWS
  - c. Hyper-Reach
  - d. Interactive Video Network
  - e. Pagers
  - f. Amateur radio, ARES, REACT
  - g. NOAA Weather Radio for civil emergency message
  - h. Public Safety radio channels
  - i. Cellular phones
  - j. Sirens
  - k. NAWAS
  - l. Fax
  - m. Telephone
  - n. Local Area Networks (LAN)
  - o. Modems (email)
- F. Advise functional coordinators of communication status
- G. Activate EAS/IPAWS for immediate protective actions to include warning alerts and evacuation
- H. PIO Will:
  - a. Implement media release point and set schedule for periodic briefings, as required
  - b. Confirm policy on admittance of news media to disaster area with local officials
  - c. Coordinate release of all public information advisors and instructions with appropriate EOC staff
- I. Upon receipt of a reliable warning, the dispatcher will refer to and automatically implement appropriate established procedures and will activate appropriate warning systems
- J. Ensure that supplies and equipment for the information center are adequate and in place, as required

**Recovery:**

- A. Maintain communications with state government and adjacent communities
- B. Maintain a log of all communication activity
- C. Prepare a report of communication activities during disaster situations
- D. Assess disaster effects on communications facilities and systems
- E. Report status of communications system to emergency management coordinator
- F. Provide instructions to the public for the recovery phase



G. Release safety measures and precautions applicable to hazard and recovery activities

Agencies that assist with communication efforts before, during and after a disaster/hazard occurs.	Activation	Set Up	Incident Command Trailer	Notification	Restoration
Central Dispatch	X	X	X	X	
Emergency Manager	X	X	X		
Fire Department	X				
Police Department	X		X		
SRT/Midcontinent		X			X
Media				X	
Volunteer Organizations		X		X	X
Volunteer organizations include some private relief organizations such the American Red Cross and the Salvation Army.		X			

## Annex D: Cyber

### **Purpose:**

The purpose and scope of the Cyber Incident Annex is to create an emergency action plan in response to criminal activity and / or disruption to the cyber community. There has been an increasing amount of cyber incidents occurring and it is imperative that a plan is in place for local, State, and private industry to respond and recover from a cyber - attack and / or disruptive incident.

### **Coordination:**

This function coordinates with the unified command as required by Incident Commander.

### **Primary Function:**

Information Security and Protection

### **Secondary Functions:**

Investigation and Data/Information Loss Recovery

### **Situation:**

- A. Hacker(s) gain unauthorized access to City of Minot and/or Ward County Computer Networks to destroy/disable and/or steal data.
- B. Employee(s) or trusted third parties may intentionally or unintentionally damage/destroy our system and/or steal data
- C. A natural and/or manmade disaster could have the potential to knock down some or all of entire infrastructure.
- D. Whether someone has hacked our network, an employee or third party has intentionally or unintentionally damaged, destroyed our system and/or steal data, or a disaster has taken out some or all of our infrastructure, the disruption could affect some or all of the departments within the City and/or County's ability to function.

### **Assumptions:**

- A. Cyberspace is comprised of hundreds of thousands of interconnected computers, servers, routers, switches and network cables that make our critical infrastructure work. Thus, the healthy functioning of cyberspace is essential to our economy and security. The threat of a cyber - related attack that could affect the County or Cities infrastructure, computer systems, communications capabilities, and other critical assets cannot be minimized or ignored in today's computer - dependent world.
- B. Some redundant telecommunications and information technology services will survive the effects of an emergency or disaster.
- C. Cyber incidents may occur with little or no warning and may involve a variety of tactics that could affect critical County or City infrastructure and key resource sites. A cyber incident could consequently overwhelm the ability of our local capability to respond to natural, technological, and / or human – caused events.
- D. Ward County and the City of Minot's critical infrastructure and key resources depend on properly functioning cyber and communication equipment to perform its functions and maintain a standard of living. Damage to these systems could create great hardship and civil unrest.
- E. Telecommunications and information technology services and activities are essential to providing direction and control for emergency operations and response activities, providing emergency information, warnings and guidance to the general public, and communicating with all levels of government, where necessary.

**Lead Agency:** Ward County and/or the City of Minot Information Technology Department, Local IT Vendor

**Support Agencies:** Ward County Sheriff Department, Local Police Department, North Dakota State and Local Intelligence Center (NDSLIC), Multi-State Information Sharing & Analysis Center (MS-ISAC)

**Preparedness:**

- A. Providing indications and warning of potential threats, incidents, and attacks.
- B. Analyze/Review computer system and network infrastructures to determine infection scope.
- C. Isolate infected system(s).
- D. Prevention of loss of electronic information and communications systems and information contained therein.
- E. Prevention of unauthorized use of electronic information and communications systems and information contained therein.
- F. Prevention of exploitation of electronic information and communications systems and information contained therein.
- G. Monitor and control sensitive processes and physical functions.

**Response:**

- A. Contact Lead and Support agencies listed herein to help investigate source and scope of the Incident
- B. Identify and Isolate Affected department and agency to avoid wide spread of attacks/incident
- C. Implement response procedure as established by affected entities/agencies

**Recovery:**

- A. Restoration of electronic information and communications systems and information contained therein.

Agencies that assist with Cyber	Preparedness	Response	Recovery	Monitoring
<b>IT Department</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Law Enforcement</b>		<b>X</b>	<b>X</b>	
<b>Emergency Management</b>		<b>X</b>		
<b>North Dakota State IT</b>		<b>X</b>		<b>X</b>
<b>North Dakota SLIC &amp; BCI Cyber Division</b>		<b>X</b>		<b>X</b>

## **Annex E: Emergency Medical Services (EMS)**

### **Purpose:**

Community Ambulance Service of Minot and the surrounding volunteer ambulance services throughout Ward County provide ongoing emergent care in their jurisdictions through preparedness, response, and recovery.

### **Coordination:**

This function coordinates with the unified command as required by Incident Commander.

### **Supervision:**

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander. Medical Command is established by the responding EMS entity.

### **Primary Function:**

To provide emergency medical care which includes medical command, triage, treatment, and transportation that is consistent with established EMS protocols.

### **Situation:**

- A. This plan serves all residents and non-residents of Ward County
- B. Local EMS, Local Healthcare, and the First District Health Unit have first-line responsibility for response to health-related emergencies.
- C. Local EMS, Local Healthcare, and First District Health Unit are responsible to dispense and/or vaccinate Ward County if needed.
- D. The First District Health Unit and/or Local Healthcare will provide general information to the public health officials about the health status of the population of Ward County (i.e. disease reporting, syndromes surveillance, and specimen submission).
- E. Disasters and/or hazards that occur within Ward County can impact the community's health that which in turn will require a response. Commonly affected services could include, but are not limited to: waste water, solid waste, potable water, air quality, health supplies, and public health services.
- F. Secondary disasters and/or hazards could release chemical, biological, and/or radiological materials that could further impact Ward County and overpower personnel and resources.

### **Assumptions:**

- A. The First District Health Unit will notify North Dakota Department of Health of the situation and status of Ward County's need for assistance.
- B. Disaster and/or hazards could render emergency services inoperable
- C. Secondary disasters and/or hazards could occur that may cause health emergencies that may not have occurred in the initial disaster and/or hazard
- D. An increase of injury or disease could be caused when a disaster/hazard occurs that causes a disruption of sanitation services, loss of power, and mass of people arriving in shelters all at once.
- E. Due to the extreme damage and devastation the hospital may need to relocate some or all of their facilities
- F. A disaster and/or hazard may exceed the personnel and resources within Ward County which would require state and possible federal emergency resources
- G. Requests for support will be coordinated through the Emergency Manager or his/her designee

### **Lead Agencies:**

Emergency Medical Services, Local Healthcare, First District Health Unit

**Support Agencies:**

Local Fire Department, Search and Rescue, Law Enforcement, and other Voluntary Agencies

**Preparedness:**

- A. Determine, enhance and assure local capabilities exist to:
  - 1. Provide patient support
  - 2. Accommodate patient transportation needs
  - 3. Alternate patient care facilities (nursing homes, clinics, etc.) for various influx of patient numbers (i.e. 25 patients, 50 patients, 100 patients, 200 patients, etc.)
  - 4. Develop mutual aid agreements with other ambulance services
  - 5. Determine number of patients hospitals in surrounding areas could receive and assure transport capabilities exist when necessary
  - 6. Coordinate with EMS/rescue squads to support an evacuation of local hospitals or nursing homes
  - 7. Coordinate availability of non-medical facilities useable for emergency medical care (i.e. schools, churches, MSU Dome, etc.)
  - 8. Develop procedures to provide medical assistance at shelters
  - 9. Identify potential areas for the storage of human remains.
- B. Enhance training in areas of weapons of mass destruction and hazardous materials; utilize NIMS Incident Command System, and participate in disaster exercises
- C. Participate in response route planning for alternate routes during poor weather conditions or obstructed routes

**Response:**

- A. Respond to the Incident Command Post, make contact with the Fire Department, the Incident Commander (IC) and establish a medical branch
- B. Implement medical command, triage, treatment and transportation of the injured
- C. Maintain communication with local health care providers and the IC
- D. Coordinate medical resource requirements with the IC
- E. Coordinate activities and resource requirements with the IC
- F. Participate in morgue operations as necessary
- G. Maintain records of medical operations
- H. Maintain inventory and determine the needs of the victims, relaying this information to the IC for logistical support
- I. Provide medical care to emergency response personnel in a location other than patient triage, treatment, and transportation locations
- J. Receive, shelter, triage, treat, and transport post decontamination victims
- K. For mass casualty incidents, calls for amount and severity of victims will be made to medical control. Medical Control will in turn make decisions on the transportation mode and destination.

**Recovery:**

- A. During recovery all ambulance services and all other departments shall return all rented or borrowed equipment and replenish or replace inventories as necessary.
- B. Maintain and repair all vehicles and equipment
- C. Make recommendation to the IC during post incident analysis' to improve upon the emergency operation plan.

## Annex F - Fire Services

### **Purpose:**

This function provides procedures for preparedness, response, and recovery to provide a coordinated effort for the immediate protection of life, property, and incident stability.

The incident commander will provide direction to coordinate the actions of fire departments, search and rescue units, and hazardous materials response teams. Through unified command under the Incident Command System (ICS) responders will coordinate to ensure the immediate safety of themselves, all citizens, protect public and private property, provide for incident stabilization, conduct Hazardous Materials assessment and mitigation, and provide protection for essential industries, supplies, facilities, and infrastructure for any type of disaster.

### **Coordination:**

This function coordinates with unified command as required by Incident Commander.

### **Supervision:**

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

**Primary Function:** Fire Protection, Fire Suppression, Search and Rescue, Hazardous Materials, and Technical and Water Rescue.

### **Secondary Function:**

EMS Control, Evacuation, Traffic Control, Sheltering, and Site Security

### **Situation:**

- A. Ward County possess a number of emergency fire and medical services through a network of paid fire, volunteer fire, and EMS departments
- B. All paid and volunteer firefighters go through extensive training and certification prior to any response as well as regularly scheduled training to maintain certification.
- C. Fire Departments who service predominantly rural areas throughout the county must provide a quick and effective response with limited equipment and personnel.
- D. Some firefighters within Ward County have limited access to utilities or natural resources to suppress wild fires, terrorism attacks, hazardous materials incidents, and chemical, biological, radiological, nuclear and explosive emergencies
- E. Specialized teams such as Hazmat, Search and Rescue, Technical and Water rescue, Mouse River Firefighters Association, and many of the countywide fire departments may, through mutual aid agreements and memorandums of understanding, respond to assist functions including fire suppression and rescue in a time of emergency.

### **Assumptions:**

- A. In most situations Fire Department personnel, equipment, resources, and Mutual Aid Agreements (MAA) with private/public organizations should be adequate to augment response to any emergency or disaster.
- B. All fire departments within Ward County utilize the Incident Command System (ICS) to manage emergency operations at any incident.
- C. All coordination of departments, resources, personnel, and communications will take place by using ICS
- D. If all resources, personnel, and equipment have been used up the Fire Department will contact other fire departments for resources, personnel, and equipment. Fire Departments will contact the Emergency Management Office to request the regional resources (including the Minot Hazmat Team).

**Primary Agency:**

Local Fire Department having jurisdiction

**Support Agencies:**

NW Regional Hazmat Team, Search and Rescue, Technical and Water Rescue Teams, other fire Departments throughout Ward County, and other volunteer agencies

**Preparedness:**

- A. Determine available resources and review and update Mutual Aid Agreements and Memorandums of Understanding to augment response capabilities
- B. Review fire Standard Operating Procedures (SOP's)
- C. Provide training for volunteer firefighters and refresher training in traffic control procedures
- D. Develop plans for utilizing volunteers
- E. Accomplish inspections of commercial buildings and shelter/emergency lodging facilities for adherence to fire safety codes and ordinances.
- F. Response capabilities are assured through routine, scheduled checks and maintenance to all standby generators and Self Contained Breathing Apparatus (SCBA) cascade compressor systems. In addition, inventories of necessary items are maintained
- G. Procedures and operating principles are coordinated with local health and EMS providers to assure efficiency and effectiveness at incidents involving emergency medical triage, treatment and transport
- H. Staff and volunteers are kept updated on all changes to operating guidelines
- I. The NW Regional Hazardous Materials Team assures that it is trained and properly equipped to provide for the stabilization and mitigation of incidents involving spills and releases of noxious and life threatening hazardous materials throughout Ward County.
- J. Water and Technical Rescue Teams train and certify to maintain a state of readiness when called upon to perform rapid and effective rescue operations.
- K. Procedures are reviewed and refresher training given for decontamination procedures
- L. Prepare for possible shortage of water, electricity, chemicals, and fuel
- M. Coordinate activities with Ward County Emergency Management
- N. Coordinate communications requirements with communication officer

**Response:**

- A. During response, the Fire Department implements the National Incident Management System (NIMS) and establishes a command location and/or command post, which may include a trailer outfitted with work areas and communication capabilities. If the need for additional resources is determined, including EOC activation.
- B. Fire Departments are responsible for assuring scene safety and to establish control and safe zones
- C. The Water and Technical Rescue teams will deploy to aid victims in situations that pose an immediate danger to life safety and require specialized training in order to safely and effectively provide for their rescue.
- D. The NW Regional Hazardous Materials team will respond with equipment and expertise to mitigate spills or releases of dangerous contaminants and chemicals and to rescue/decontaminate victims and stabilize the incident.
- E. Determination of personnel and equipment needed is made and requests are made accordingly through mutual-aid. Damage assessments are made and collected that are forwarded to the EOC
- F. Initiate public safety measures such as rescue, evacuation, or shelter-in-place
- G. During chemical and WMD chemical incidents water supplies are established and decontamination is implemented
- H. Coordinate with utility companies for the termination of utilities during an incident and coordinate with respective oil companies for spills and pipeline emergencies.
- I. Coordinate Fire Departments role in providing emergency medical stabilization and establish triage and treatment
- J. Coordinate inspection and damage assessment of affected buildings for safety and stability, as soon as possible after event

**Recovery:**

- A. Return borrowed equipment and acknowledge assistance
- B. Replenish depleted supplies
- C. Contact utility companies if homes and/or businesses are damaged by flood waters if needed
- D. Complete all required reports
- E. Maintenance and repairs to all apparatus and equipment shall be conducted to comply with NFPA guidelines.



## **Annex G: Hazardous & Radiological**

### **Purpose:**

This function provides procedures for preparedness, response, and recovery to provide a coordinated effort for the immediate protection of life and property against oil spills, hazardous materials, and/or radiation incidents within Ward County.

The functional coordinator will provide direction to emergency personnel to coordinate the actions of personal safety and decontamination through Unified Command (UC) under the Incident Command System (ICS). Responders will ensure their own immediate safety before they respond into the hot zone.

**To view the full Hazardous material information please refer to the Ward County Multi-Hazard Mitigation Plan.**

### **Coordination:**

This function coordinates with the unified command as required by the Incident Commander.

### **Supervision:**

Driven by disaster type; normally this function reports to Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### **Primary Function:**

Decontamination, first aid, triage, emergency medical treatment, traffic control, crowd control, site security, and evacuation

### **Secondary Function:**

Search and rescue, sheltering, decontamination for materials (i.e. air, water, and soil), and morgue

### **Situation:**

- A. Disasters and/or hazards can occur anywhere at any time within Ward County.
- B. Disasters and/or hazards can affect a large populated area; but it can also affect a number of people in other areas, animals, as well as the environment
- C. Hazardous materials can come in various sizes of containers. They can affect small and/or large areas depending on the amount of hazardous materials one has
- D. Ward County first responders will handle the incident primarily. If all resources, personnel, and equipment have been used up the Emergency Manager will contact the state ND DES to obtain resources, personnel, and equipment
- E. There are thousands of hazardous materials produced, transported, used, and stored within Ward County. In 1986 an Act was established to produce a list of Extremely Hazardous Substances (EHSs) called the Superfund Amendment and Reauthorization Act (SARA)
- F. There are many environmentally sensitive areas within Ward County that include air, soil, vegetation, and transportation. Water sources are also sensitive area. These areas include but are not limited to: Minot's Water Treatment Plant, Des Lacs (Upper and Lower lakes), Hiddenwood Lake, Makoti Lake, Missouri River Basin, Mouse River, North and South Carlson Lakes, Rice Lake, Souris River Basin.
- G. Soil and vegetation areas that are affected by hazardous materials should be deposed of as soon as possible to restore the area

### **Assumptions:**

- A. Ward County does have emergency plans for dealing with hazardous materials as well as primary response
- B. Some hazardous incidents may and will go beyond the abilities of Ward County. Mutual Aid Agreements, State, and Federal assistance may be needed.
- C. Hazardous materials incidents often give no warning
- D. Protective actions may have to be recreated for different circumstances that arise

- E. Communication systems are redundant with back-up locations/equipment
- F. The public will be notified of the situation, potential dangers, and precautionary actions

**Lead Agency:**

Agency with Jurisdiction

**Support Agencies:**

Regional Hazmat Teams, Local Fire Department, Certified Teams, Minot Bomb Squad, Local Police Department, EMS, Emergency Management, First District Health Unit, Local Healthcare, the American Red Cross, Department of Agriculture, NDSU Extension Center, Public Works/Engineering, and other Voluntary Agencies

**Preparedness:**

- A. Develop plans, procedures, and arrangements and/or agreements to identify, activate, coordinate different resources and expertise to manage oil spills, and hazardous materials and/or radiation.
- B. Train on a regular basis
- C. Assess the different health affects hazardous materials can cause to people, animals, and the environment
- D. Identify the needs of Ward County for hazmat incident support
- E. Maintain a working relationship with private agencies and/or organizations that have an expertise that could assist in preparedness, response and/or recovery efforts.
- F. Have first responders visit facilities that contain oil, hazardous material, and/or radiation materials to familiarize them with the facility as well as information that could be useful in responses (i.e. facilities EOP, types and location of materials, affects the materials could cause if they were released, storage tanks, drainage systems, etc.).
- G. Distribution to the public of proactive actions needed to take if there is a spill, leak, and/or release of hazardous materials and/or radiation.

**Response:**

- A. It is the owners and/or transporters duty to notify authorities if there is a leak, spill, and/or release of oil, hazardous materials, and/or radiation.
- B. Alert, activate, and mobilize resources to incident
- C. Provide responders with Personal Protective Equipment
- D. Notify people who could be affected by the material to take protective action
- E. Establish Incident Command post if needed
- F. Set up site security
- G. Block drains to avoid contamination
- H. Set up parameters (hot and cold zones) if necessary
- I. Establish communications and back-up communication for emergency responders
- J. Establish a decontamination location for those who have been contaminated
- K. Supply victims who have been contaminated with a new set of clothing
- L. Test air, water (i.e. aquifers, water wells, supplies, dams, dikes, coolies, and waterways); soil, vegetation, and any other materials for contamination on a regular basis.
- M. Continually keep the public advised of the situation, dangers, and protective actions to take

**Recovery:**

- A. Operations will continue until the leak, spill, and/or release has been stopped, contained, and cleaned up and restored to its original state
- B. All response resources will be returned, replenished, and repaired
- C. All emergency responders will return to their normal day-to-day duties

The responsibilities of the agencies/organizations if there is a spill, leak, and/or a release of oil, hazardous material, and/or radiation.	Coordination	Analysis Support	Personnel	Equipment	Communications	Remediation
Emergency Managers	X				X	
Police Department	X		X	X	X	
Fire Department	X	X	X	X	X	
Department of Agriculture		X	X	X	X	X
NDSU Research Extension Center		X	X			
First District Health/Trinity Health		X	X			
Public Works/Engineering	X		X	X	X	X
Volunteer Organizations		X	X	X	X	
Volunteer organizations include some private relief organizations such as the American Red Cross and the Salvation Army.						

## Annex H - Law Enforcement

### **Purpose:**

This function provides procedures for preparedness, response, and recovery to provide a coordinated effort for the immediate protection of life and property.

The functional coordinator will provide direction to coordinate the actions of law enforcement through Unified Command (UC) under the Incident Command System (ICS). Responders will ensure the immediate safety of all citizens, maintain law and order, protect public and private property, and provide protection for essential industries, and supplies and facilities for any type of disaster.

### **Coordination:**

This function coordinates with the unified command as required by Incident Commander.

### **Supervision:**

Driven by disaster type; normally this function reports to Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### **Primary Function:**

Traffic Control, Crowd Control, Scene Security, and Evacuation

### **Secondary Function:**

Search and Rescue and Morgue

### **Situation:**

- A. During an emergency and/or hazard, law enforcement agencies may need to expand their operations to provide increased protection. Within Ward County, law enforcement agencies, such as Minot Police Department, Ward County Sheriff's Department, Highway Patrol, and all other city police departments, are available upon utilization of Memorandums of Understanding (MOUs).
- B. The Minot Police Department and Ward County Sheriff's Office have a joint Special Weapons and Tactics (SWAT) team and Crisis Negotiations Team (CNT) to respond to any incidents within Ward County which may include high-risk operations that may involve confronting heavily-armed criminals, forcible entry and hostage rescue, and performing high risk arrests.
- C. The Ward County Sheriff's Office and the Minot Police Department have joint Bomb Squad with personnel which have acquired specialized training to respond to any incident to seek out and disable or render safe explosives and incendiary devices.
- D. The Ward County Sheriff's Office and the Minot Police Department have established a Crisis Negotiations Team (CNT) to handle negotiations with individuals whom are barricaded or present a clear and immediate danger to themselves and others.
- E. The Minot Police Department, Ward County Sheriff's Office and Berthold Police Department utilize Police Service Dog (K-9) units as a resource to assist response to incidents involving crowd control and civil disobedience and to support search and rescue throughout Ward County.
- F. All Ward County law enforcement personnel go through extensive training prior to being released for duty.
- G. Law Enforcement is faced with hazards with limited equipment and personnel in rural areas of Ward County
- H. Law enforcement agencies will be called up for operations during times of an emergency and/or hazard occurs.
- I. During large-scale emergencies and major disasters, law enforcement agencies may be required to expand their operations and undertake certain tasks that are not performed on a day-to-day basis.
- J. Large-scale emergencies and acts of terrorism may adversely impact law enforcement personnel, equipment, and facilities.

**Assumptions:**

- A. Ward County law enforcement's primary duty is to protect the lives and property of all residents/visitors within Ward County.
- B. Available off-duty law enforcement personnel can be mobilized in an hour to an hour and a half.
- C. Police are prepared, staffed, and equipped to provide: traffic control when an emergency has disabled automated systems; scene security, established in the form of one or more perimeters around the location of an emergency and/or incident; general security, accomplished by various means of patrol, including air, vehicle and/or foot; and crowd control when situation has caused convergence of disorderly persons.
- D. When responding to any incident, all law enforcement personnel will follow their established Standard Operating Procedures.
- E. Ward County's law enforcement capabilities can be overpowered by any large scale emergency and/or hazard and could require other counties and/or state assistance.

**Lead Agency:**

Ward County Sheriff's Office and Local Police Department

**Support Agencies:**

State Highway Patrol, Minot Police Department, North Dakota Bureau of Criminal Investigation (ND BCI), Minot Police Department Special Weapons and Tactics team (SWAT), Minot Police Department Hostage Negotiation Team (HNT), Minot Police Department Bomb Squad, Minot Police Service Dog (K-9) units, Ward County Sheriff's Office Service Dog (K-9) unit, Berthold Police Department Service Dog (K-9) unit, Surrey Police Department, Burlington Police Department, Berthold Police Department, Kenmare Police Department and other volunteer agencies

**Preparedness:**

- A. Identify critical infrastructure and essential facilities that need enhanced security during emergencies and/or disasters and is the lead agency on evacuation planning and procedures, working closely with other agencies to assure the timely initiation of an evacuation
- B. Assures Mutual-Aid Agreements exist to provide law enforcement activities for the incident at hand as well as continuity of service for the unaffected areas of the county and/or community
- C. Reviews operating guidelines and assures all vehicles and equipment are in a state of operational readiness
- D. Assures procedures for the apprehension, incarceration, and transportation of criminals are in place and operational
- E. Assure appropriate staff is trained in the primary and supportive roles to assure effective and efficient operations during emergencies. In addition, other agencies will be provided training when supporting law enforcement operations to assure safety
- F. Assure the Special Weapons and Tactics (SWAT) team, Hostage Negotiations Team (HNT), and the Bomb Squad is trained and properly equipped to quickly and effectively respond to neutralize any incident which may require their specialization and expertise throughout the county.
- G. Minot Police Department, Ward County Sheriff's Office and Berthold Police Department Service Dog (K-9) units and their handlers train and certify to maintain a state of readiness when called upon to support functions to include search and rescue, and crowd control.
- H. Review policies for animal control.
- I. Coordinate activities with emergency manager if necessary.
- J. Prepare for possible shortage of water, electricity, chemicals, and fuel.
- K. Complete daily assessments on special events, weather reports, road closures, fire danger, or other factors that may influence operations
- L. Coordinate communications requirements with Public Safety Answering Point (PSAP)
- M. Coordinate with the Emergency Manager, Red Cross, and Ward County Human Services to determine locations of special needs groups (handicapped, elderly, and transients) that may need special consideration.
- N. Coordinate security procedures with public health function in the event of a mass casualty incident

- O. Develop procedures to implement crowd and traffic control procedures to maintain perimeters and civil order throughout the county and/or community during emergencies
- P. Gather intelligence and share appropriate information to other emergency response agencies as necessary
- Q. Assure all personnel are adequately trained, competent, and able to utilize the Incident Command System

**Response:**

- A. Isolate and secure the scene, establish control zones
- B. Establish on-site command post and communication
- C. Evaluate scene safety and security, as well as, establish outer perimeters to protect the public and emergency response personnel as well as allow other emergency response agencies access to the scene, access to the affected property and access to fire hydrants. Perimeters shall also include ingress and egress routes for all emergency response equipment and vehicles as well as ingress and egress screening of vehicles and personnel
- D. Assist warning function(s)
- E. Activate Mutual Aid Agreements, as needed
- F. Activate and Deploy the Bomb Squad equipment and personnel to cordon off, search out and neutralize the threat of explosives, and other incendiary devices.
- G. Activate and Deploy the Special Weapons and Tactics (SWAT) team to establish a perimeter, to locate, isolate and neutralize the threat with the tactical application of force.
- H. Activate and Deploy the Hostage Negotiation Team (HNT) to respond to situations that require communication and negotiation to neutralize situations with individuals whom are barricaded or present a clear and immediate danger to themselves and others.
- I. The Minot Police Department, Ward County Sheriff's Office and Berthold Police Department Service Dog (K-9) units may be deployed to incidents that require response to perform crowd control, to neutralize incidents of civil disobedience and to participate in search and rescue efforts.
- J. Utilize self-protective measures (proper Personnel Protective Equipment (PPE) if available, minimize number of personnel exposed, time, distance & shielding)
- K. Initiate public safety measures (evacuation or shelter-in-place, if necessary)
- L. Coordinate with fire services if evacuation is required
- M. Assist in the coordination and security of evacuation points for special needs groups with special transportation requirements and, if needed, assist in transportation in large scale evacuation operations.
- N. Assign personnel to traffic control points in the event of an evacuation
- O. Assign security personnel to shelters, as needed
- P. Assist with perimeter control, scene safety and security, and isolation or restraint of patients
- Q. Provide security to affected areas, as needed
- R. Coordinate search and rescue support resources
- S. Coordinate traffic and crowd control areas
- T. Provide damage reports to EOC
- U. Advise on road closures and parking restrictions
- V. Maintain status or record of manpower, vehicles and equipment

**Recovery:**

- A. In the event of an evacuation, establish traffic control for return of population, resources, and assist with special needs groups, if required
- B. Return all equipment rented or borrowed by each respective law enforcement agency and replenish or replace inventories as necessary; maintenance and repairs to all law enforcement vehicles and equipment shall also be conducted.
- C. Participate in damage assessment
- D. Review and analyze law enforcement operations and update plan with any changes in procedures

E. Complete administrative and fiscal reports, as required

## **Annex I: Public Health & Medical**

### **Purpose:**

To provide public health, sanitation, medical, hospital services, counseling, and mental health services to disaster/emergency victims and personnel; to supplement and support disrupted or overburdened local medical personnel and facilities and relieve personal suffering and trauma.

### **Coordination:**

This function coordinates with the unified command as required by Incident Commander.

### **Supervision:**

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### **Primary Function:**

- A. Public Health and sanitation refers to the services, equipment and staffing needed to protect the health and general welfare of the public from communicable diseases; contamination and epidemics/pandemics; the development and monitoring of health information, inspection of food, water quality, and sanitation measures; immunizations; laboratory testing; animal and vector control; inspection of public drinking water supplies; as well as sewage treatment services.
- B. Medical care refers to emergency, resident, and medical care; doctors, technicians, supplies, equipment, ambulance and emergency medical services, hospitals clinics and units, planning and operation of facilities and services.
- C. Crisis Counseling and Mental Health refer to the provision of professional personnel; services and facilities essential to relieve victim trauma and mental health problems caused or aggravated by a disaster or its aftermath.

### **Situation:**

- A. This plan serves the entire population of Ward County. EMS personnel, resources, and services will address everyone within the county, which includes: senior citizens, people with disabilities, people with special medical and/or dietary needs, people with limited socio-economic resources, people who are non-English speaking, pregnant woman, children, as well as infants.
- B. Local EMS, Local Healthcare, and the First District Health Unit have first-line responsibility for response to health-related emergencies.
- C. Local EMS, Local Healthcare, and First District Health Unit are responsible to dispense and/or vaccinate Ward County if needed.
- D. The First District Health Unit and/or Local Healthcare will provide general information to the public health officials about the health status of the population of Ward County (i.e. disease reporting, syndromes surveillance, and specimen submission).
- E. A Joint Information Center (JIC) will be established to inform the public on any necessary and actionable information regarding public health or medical emergencies.
- F. Disasters and/or hazards that occur within Ward County can impact the community's health that which in turn will require a response. Commonly affected services could include, but not limited: waste water, solid waste, portable water, air quality, health supplies, and public health services.
- G. Secondary disasters and/or hazards could release chemical, biological, and/or radiological materials that could further impact Ward County and overpower personnel and resources.

### **Assumptions:**

- A. The First District Health Unit will notify North Dakota Department of Health of the situation and status of Ward County's need for assistance.
- C. Disaster and/or hazards could cause emergency services inoperable
- D. Secondary disasters and/or hazards could occur that may cause health emergencies that may not have occurred in the initial disaster/hazard



- E. An increase of injury or disease could be caused when a disaster/hazard occurs that causes a disruption of sanitation services, loss of power, and mass of people arriving in shelters all at once.
- F. Due to the extreme damage and devastation the hospital may need to relocate some or all of their facilities
- G. A disaster and/or hazard may exceed the personnel and resources within Ward County which would require state and possible federal emergency resources
- H. Requests for support will be coordinated through the Emergency Manager or his/her designee

**Lead Agencies:**

Local Healthcare, First District Health Unit, North Central Health and Human Services, and Ambulance Services

**Support Agencies:**

Local Fire Department, City Public Information Officers, Ward County Superintendent of Schools, Local Chamber of Commerce, Certified Teams, North Dakota Department of Health, and other Volunteer Organizations

**Preparedness:**

- A. Develop plans, procedures, arrangements and agreements to identify, acquire, and mobilize public health and medical resources for emergencies and disasters.
- B. Develop and maintain information as well as, a liaison with public health and medical resources within Ward County or the affected area that could provide assistance in an emergency/disaster.

**Response:**

- A. Activate and mobilize personnel, facility and material resources.
- B. Conducts needs assessment (health, hazard, and vulnerability) and identify needs and resources to assist/support disaster response efforts of area medical treatment facilities as well as other disaster response agencies.
- C. Survey the affected area to determine whether the disaster and/or hazard have created any public health problems or threats. The person in charge of the survey will direct the appropriate resources to the area to remove and solve problems and suppress any threats to health and sanitation.
- D. Assess the public health impact of utility damages and outages and recommend the allocation of generators, potable water, and other resources to areas that are in need.
- E. Compile lists of particular health, medical, and sanitation facilities that are in need of priority utility restoration and forward that information to the appropriate utility providers.

**Recovery:**

- A. Public Health, Medical services, as well as any other activities will continue as long as necessary after the conclusion of the emergency/disaster
- B. Gather information on the restoration of health, medical, and sanitation facilities and assets to acceptable levels
- C. Return any rented or borrowed equipment.
- D. Restock supplies used to appropriate levels; repair and damaged equipment.
- E. As situation downsizes, return crews and equipment to normal operations.
- F. Conduct debriefing to ascertain any areas of concern for staff welfare and any areas in need of improvement for future response.

## **Annex J: Public Works & Engineering**

### **Purpose:**

This function provides procedures for preparedness, response, and recovery to provide a coordinated effort for maintenance, replacement, and/or repair of public works facilities and services during and after an emergency or disaster situation.

The basic operational concept is to provide uninterrupted critical services during all situations. Priority actions will be taken to restore critical utility services, provide for debris removal, coordinate movement of transportation networks, and protect and repair the infrastructure of the jurisdiction.

### **Coordination:**

This function coordinates with the unified command as required by Incident Commander.

### **Supervision:**

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### **Primary Function:**

Engineering Services, Utility Maintenance, Barricades and Sandbags, Clean-up/Debris Removal, and Temporary Solutions

### **Secondary Function:**

Traffic Control and Evacuation

### **Situation:**

- A. Disaster and/or hazards cause damage to properties such as homes, public and private buildings, and other facilities
- B. Damage properties may require reinforcement, demolition, and/or isolation to ensure public safety
- C. Public utilities may be inoperable
- D. Flood waters may threaten life and/or property
- E. Resource equipment maybe damaged or inaccessible
- F. Emergency responders may need to obtain resources form other counties that have a Mutual Aid Agreement (MAA) and/or the state

### **Assumptions:**

- A. Emergency responders will prioritize their missions to life-saving and/or human health issues
- B. Damage assessment must be done in order to prioritize work assignments
- C. Removal of debris and demolition will be in accordance with debris removal plan and regulations of the Environment Protection Agency (EPA)

### **Lead Agency:**

Public Works Department/Engineering

### **Support Agencies:**

Local Fire Department, Certified Teams, Local Police Department, First District Health Unit and other Volunteer Organizations

### **Preparedness:**

- A. Develop and maintain individual departmental emergency plans and procedures
- B. Develop and maintain inventory of individual departmental resources and assist in identifying and obtaining the appropriate construction equipment to support response and recovery within jurisdiction

- C. During increased periods of readiness or warning periods, alert all operational departments and put personnel on standby status
- D. Advise resource members anticipated needs and support required
- E. Determine availability of quantity and procedures to obtain sandbags in coordination with emergency manager
- F. Pre-select sites for acquisition of material for emergency stream bank and/or dike repair
- G. Pre-select dump sites for debris and other materials for disposal
- H. Review requirements for location of traffic control devices and ascertain if sufficient devices are available
- I. Determine current status of public utilities
- J. Develop limited use policies for submission to local official in the event needs exceed utilities capabilities
- K. Establish liaison with local private utilities
- L. Review emergency power generating capability fixed and mobile
- M. Participate in public information dissemination and interagency coordination activities
- N. Provide maps and maintenance documents for disaster services
- O. Ensure egress routes are maintained in optimum condition
- P. Assist in development of general resolution to permit access for emergency stream bank and/or dike repair
- Q. Interpret flood forecasting with county, city, and state agencies

**Response:**

- A. Evaluate status of essential public works facilities, coordinate emergency repair, and construction of public works facilities
- B. Coordinate private construction resources to respond to the emergency and/or disaster
- C. Coordinate with law enforcement to assist in site security and redirecting traffic flow. Provide barricades and signs for road closures, as well as boundary identification and re-program traffic lights, if needed
- D. Support health function to decontaminate areas exposed to hazardous materials spill and/or release
- E. Assist with issues related to public water and sewer systems
- F. Assist resource members in providing emergency power to critical facilities and locations (public and private)
- G. Recommend establishment of reduced service areas, if necessary
- H. Assist in development of general resolution to permit access for emergency stream bank and/or dike repair
- I. Monitor utility use and access capabilities
- J. Clear emergency routes and arterial streets to facilitate movement of emergency equipment
- K. Initiate temporary emergency road repairs, as needed
- L. Establish detour routes
- M. Close off storm sewers, as needed
- N. Ensure all streets, highways, and roads are open to traffic
- O. Notify law enforcement of location(s) of vehicles being towed
- P. Provide vehicles and personnel for transport (food, medical supplies, and victim transfer)
- Q. Provide engineering expertise to inspect public structures, road, bridges, buildings, and infrastructure
- R. Prioritize and coordinate the use of generators, fuel supplies, and emergency lighting
- S. Determine where debris should go then determine a permanent location for debris. If necessary, coordinate security of debris sites with law enforcement
- T. Provide advice and guidance on monitoring of public and private water sources, sewage disposal systems, and issuance of appropriate public health warnings, if necessary
- U. Work with waste haulers and public health to arrange for special pickup and disposal of waste items to minimize prolonged exposure of potential health and safety hazards
- V. Prioritize and coordinate enforcement of nuisance abatement ordinances to keep debris from becoming a health hazard

**Recovery:**

- A. Install or restore service(s) according to priority
- B. Complete debris clearance activity
- C. Restore all streets, roads, and highways to normal conditions
- D. Recover traffic control devices
- E. Replace damaged or destroyed utility service equipment
- F. Assist in compiling final damage assessment reports (department costs incurred)
- G. Return borrowed or requisitioned equipment and material
- H. Make repairs to street or road structures
- I. Complete restoration of normal services
- J. Conduct safety inspection prior to restoration of private dwelling service

**Damage Assessment for Functional Area****Purpose:**

This function describes the uniform damage assessment process to document damage from incidents or disasters within Ward County. An extensive damage assessment is necessary to support requests for future planning, response, and recovery programs offered at the state and federal levels. An accurate damage assessment will also support post disaster mitigation efforts that could result in building codes and land-use regulation, which, in turn could reduce structural damage from future events.

**Primary Function:**

The functional coordinator will act as a central contact for gathering necessary information as to severity, magnitude, and overall impact of an emergency and/or disaster situation. The coordinator will submit completed applicable damage assessment forms (ND Disaster Procedures Handbook) and photos and maps of damaged areas to the North Dakota Department of Emergency Services (NDDDES) when damages first occur and when local government requests outside assistance.

**Situation:**

- A. Disaster and/or hazards cause damage to properties such as homes, public and private buildings, and other facilities
- B. Damage properties may require reinforcement, demolition, and/or isolation to ensure public safety
- C. Public utilities may be inoperable
- D. Resource equipment maybe damaged or inaccessible
- E. Emergency responders may need to obtain resources form other counties that have a Mutual Aid Agreement (MAA) and/or the state

**Assumptions:**

- A. Emergency responders will prioritize their missions to life-saving and/or human health issues
- B. Damage assessment must be done in order to prioritize work assignments
- C. Removal of debris and demolition will be in accordance with debris removal plan and regulations of the Environment Protection Agency (EPA)

**Lead Agency:**

Public Works Department/Engineering

**Support Agencies:**

Local Fire Department, Certified Teams, Police Department, First District Health Unit, Park District, and other Volunteer Organizations

**Preparedness:**

- A. Attend training in the damage assessment process and procedures
- B. Establish and train damage assessment teams
- C. Purchase supplies/equipment for damage assessment teams

- D. Establish tracking system for use during all phases of damage assessment
- E. Maintain current maps of the county/city
- F. Distribute to city and county offices North Dakota Disaster Procedures Handbook
- G. Maintain supply of forms needed for each phase of damage assessment

**Response:**

- A. Notify damage assessment teams and other agencies with damage assessment responsibilities
- B. Assign EOC damage assessment staff
- C. Define perimeter of disaster area
- D. Brief local emergency services of initial damage assessment procedure and requirements
- E. Ascertain safety of affected areas prior to allowing field teams in for damage assessment
- F. Coordinate and compile damage reports from damage assessment teams (private, public and agricultural) and advise coordination and control group
- G. Contact county/city offices to notify them of the need and deadline for providing records of emergency work expenses

**Recovery:**

- A. Complete the preliminary damage assessment within the timeline set forth by the Incident Commander for the onset of the incident and submit to EOC
- B. Compile priority list for emergency repairs and submit to EOC
- C. Identify areas needing debris removal
- D. Identify areas with damaged transportation routes and coordinate with law enforcement to determine alternate routes
- E. Identify areas needing restoration of utilities and coordinate with utility service to restore services
- F. Submit final damage assessment summary within the timeline set forth by the Incident Commander for the onset of the incident to emergency manager to give to NDDDES
- G. Provide assessment information on damage to public parks and trees in conjunction with the Park District.
- H. Coordinate support for state and federal public damage inspection teams
- I. Assist in preparation of requests for state and federal assistance

## Annex K: Urban Search & Rescue

### Purpose:

This function provides support in all activities associated with Search and Rescue (SAR) operations in buildings. Under this function SAR can include identification, mobilization, and coordination of all of the counties and private industry and resources for the following activities:

- A. **Search** – All actions directed toward locating individuals who are missing or are reported missing, in threat of danger, or possible in threat of danger of life and/or limb in a structure.
- B. **Rescue** – All actions directed toward the deployment of organized and trained personnel to free person or person's trapped in damaged buildings, shelters, vehicles, enclosures, or from remote contaminated areas. Trained personnel will also be in charge of providing first aid and/or treatment.

### Coordination:

This function coordinates with the unified command as required by Incident Commander.

### Supervision:

Driven by disaster type this function is headed by the fire department. Support agencies can include: local law enforcement, county engineers, county emergency management, local police, and/or county sheriff department who reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### Primary Function:

Search and Rescue

### Secondary Functions:

Decontamination/First aid and medical treatment

### Situation:

- A. Buildings, homes, and other facilities are subjected to structural damage from disasters and/or hazards that could become severe which could, in turn, threaten and/or injure people who reside or are within the building.
- B. Depending on the location there could be a number of people who need to be rescued if the building or facility collapses.
- C. Some victims may or may not be injured
- D. Due to the severity secondary hazards could arise that may compromise the victims as well as the rescue personnel
- E. Weather conditions such as high winds, cold temperatures, and rain could pose additional hazards to the victims and the rescue personnel
- F. If a disaster and/or hazard is large-scaled search and rescue personnel, equipment, facilities, and communications may be effected
- G. Rescue personnel may have communication difficulties with victims such as people who are deaf or hard of hearing, people with cognitive or developmental disabilities, people with mental illness, as well as those with limited English proficiency.
- H. During the winter months rescue personnel may have operations that include below freezing water and ice rescues

**Assumptions:**

- A. Trained search and rescue personnel will conduct operations, stabilize weakened structures, release trapped victims, and locate the missing and/or dead
- B. Disasters may be restricted because of the damaged infrastructure
- C. If local resources are insufficient Ward County will pursue Mutual Aid Agreements, however, if additional support is still needed a request to the State for additional resources will be made by the Emergency Manager or his/her designee
- D. Search and Rescue could include: ground, air, and/or water
- E. During a disaster and/or hazard Ward County's resources may be damaged and/or depleted
- F. Different public and/or private agencies (i.e. health care personnel, transportation, housing, etc.) will provide assistance to the community if it is needed

**Lead Agency:** Local Fire Department and/or Local Law Enforcement

**Support Agencies:** EMS, First District Health Unit, Emergency Management, Minot Central Dispatch, Ward County Human Services, and other Voluntary Agencies

**Preparedness:**

- A. Develop, revise, and update plans on a regular basis
- B. Train personnel on a regular basis in rescue skills and procedures
- C. Equipment is tested and maintained on a regular basis
- D. Equipment is repaired by qualified and capable personnel or the manufacturer to ensure that the repairs are accurate.

**Response:**

- A. Initiation of SAR missions as necessary for both general and focused areas
- B. Initial rapid decontamination
- C. Acquire proper resources to sustain the mission(s) and to meet the needs of the responders (i.e., bulldozers, back hoes, dump trucks, as well as air and/or water assets if needed)
- D. Provide site security access restrictions to area(s) needed
- E. Provide traffic control
- F. Establish EOC if needed
- G. Establish proper communications between different organizations and/or agencies if needed
- H. Evacuation and relocation if needed
- I. Assign a PIO for the media if needed
- J. Administer first aid and medical treatment if needed

**Recovery:**

- A. Begin the return to normalcy when the mission is complete
- B. Replace inventory
- C. Return to regular day-to-day duties

## Annex L: Rural Search & Rescue

### Purpose:

This function provides support in all activities associated with Search and Rescue (SAR) land operations in for any of the townships and/or area located within Ward County. Under this function SAR can include identification, mobilization, and coordination of all of the counties and private industry and resources for the following activities:

- C. **Search** – All actions directed toward locating individuals who are missing or are reported missing, in threat of danger, or possible in threat of danger of life and/or limb.
- D. **Rescue** – All actions directed toward the deployment of organized and trained personnel to locate the person or persons from remote areas. Trained personnel will also be in charge of providing first aid and/or treatment.

### Coordination:

This function coordinates with the unified command as required by Incident Commander.

### Primary Function:

Search and rescue

### Secondary Functions:

First aid and medical treatment

### Situation:

- A. Some victims may or may not be injured
- B. Due to the severity secondary hazards could arise that may compromise the victims as well as the rescue personnel
- C. Weather conditions such as high winds, cold temperatures, and rain could pose additional hazards to the victims and the rescue personnel
- D. If a disaster and/or hazard is large-scaled search and rescue personnel, equipment, facilities, and communications may be effected
- E. Rescue personnel may have communication difficulties with victims such as people who are deaf or hard of hearing, people with cognitive or developmental disabilities, people with mental illness, as well as those with limited English proficiency.

### Assumptions:

- A. If local resources are insufficient Ward County will pursue Mutual Aid Agreements, however, if additional support is still needed a request to the State for additional resources will be made by the Emergency Manager or his/her designee
- B. Search and Rescue could include: ground, air, and/or water
- C. During a disaster and/or hazard Ward County's resources may be damaged and/or depleted
- D. Different public and/or private agencies (i.e. health care personnel, transportation, housing, etc.) will provide assistance to the community if it is needed

**Lead Agency:** Local Law Enforcement and/or Local Fire Departments

**Support Agencies:** Certified Teams, EMS, First District Health Unit, Emergency Management, Minot Central Dispatch, Ward County Human Services, and other Voluntary Agencies

### Preparedness:

- A. Develop, revise, and update plans on a regular basis
- B. Train personnel on a regular basis in rescue skills and procedures
- C. Equipment is tested and maintained on a regular basis



- D. Equipment is repaired by qualified and capable personnel or the manufacturer to ensure that the repairs are accurate.

**Response:**

- A. Initiation of SAR missions as necessary for both general and focused areas
- B. Acquire proper resources to sustain the mission(s) and to meet the needs of the responders (i.e., bulldozers, back hoes, dump trucks, as well as air and/or water assets if needed)
- C. Provide site security access restrictions to area(s) needed
- D. Provide traffic control
- E. Establish EOC if needed
- F. Establish proper communications between different organizations and/or agencies if needed
- G. Evacuation and relocation if needed
- H. Assign a PIO for the media if needed
- I. Administer first aid and medical treatment if needed

**Recovery:**

- A. Begin the return to normalcy when the mission is complete
- B. Replace inventory
- C. Return to regular day-to-day duties

Agencies that assist with Search and Rescue operations	SAR – Land	SAR – Air	SAR – Water	Identification/Investigation	Transportation – Air	Transportation - Land
Fire Department						X
Police Department	X	X		X	X	X
Sheriff's Department	X	X		X	X	X
Public Works/Engineering	X	X	X		X	X
Volunteer Organizations	X	X	X		X	X
Volunteer organizations include some private relief organizations such as the American Red Cross and the Salvation Army.						

## Annex M: Transportation

### Purpose:

The transportation annex is to provide transportation means for people of Ward County out of the affected or could become affected area(s) from a disaster and/or hazard. It is also to provide a means to restore and maintain land, water, and air transportation routes during an emergency and/or disaster.

### Coordination:

This function coordinates with the unified command as required by Incident Commander.

### Supervision:

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

### Primary Function:

Evacuation, search and rescue, engineering services, traffic control, barricades, debris removal, and temporary solutions

### Secondary Function:

Engineering services, sheltering, and clean-up

### Situation:

- A. Disasters and/or hazards that affect Ward County can damage transportation infrastructure and can cause difficulty of emergency personnel to respond to the incident by delaying resources needed
- B. Disaster and/or hazards will reduce the availability of resources from public and/or private agencies that will require the transportation of personnel and resources to the affected area
- C. Evacuations that occur due to disasters/hazards will be conducted by emergency responders; however, if all local emergency responders are exhausted the state may assist with evacuation if requested by the Ward County Emergency Manager

### Assumptions:

- A. Disaster and/or hazard responses addressing transportation can be difficult to coordinate immediately following the incident due to blocked roadways from fallen debris and/or damage
- B. Repairs to roadways will be prioritized based upon benefit to victims and the disaster's effect on the community
- C. The requirement for transportation capacity immediately following and during the emergency and/or disaster may exceed the local responders and resources. The Emergency Manager will have to request the state for personnel as well as resources through ND DES

### Lead Agency:

Ward County Highway Department, Public Works Department, and Townships

### Support Agencies:

Police Department, Highway Patrol, Sheriff's Department, Local Fire Department, Certified Teams, Ambulance, Public Works Department, Non-Governmental Organizations, Private Organizations and other Volunteer Agencies

### Preparedness:

- A. Develop plans and procedures to mobilize transportation for evacuation
- B. Coordinate with different public and private organizations that have resources that could assist in evacuation
- C. Obtain a contact list of all public and private organizations that have resources that could assist in evacuation

- D. Obtain maps of the county to reference all possible routes for evacuation
- E. Train emergency responders on a regular basis
- F. Service possible evacuation transportation vehicles on a regular basis to ensure all resources are ready if needed

**Response:**

- A. Set up communications between emergency responders
- B. Alert the public
- C. Evacuate
- D. Repair and remove debris transportation route
- E. Assess the damage transportation infrastructure
- F. Haul debris and other materials to designated dump site
- G. Repair roads and highways if needed
- H. Repair culverts and bridges if needed
- I. Acquire resources from private and/or public organizations
- J. Coordinate with air and railroad if needed
- K. Provide reports to the EOC on a regular basis
- L. Hold and protect mail for the evacuated area

**Recover:**

- A. Return all resources to the corrective places
- B. Service and Repair all vehicles and other equipment used during the emergency and disaster
- C. All emergency responders return to their normal day-to-day duties

Agencies that assist with transportation operations	Transportation – Air	Transportation – Land	Transportation – Operators	Traffic Control & Routing	Mobile Communications	Fuel Supply
<b>Police Department</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>	
<b>Fire Department</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	
<b>Sheriff’s Department</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>	
<b>First District Health/Trinity Health</b>		<b>X</b>				
<b>Public Works/Engineering</b>	<b>X</b>	<b>X</b>				<b>X</b>
<b>Superintendent of Schools</b>		<b>X</b>				
<b>Department of Aging</b>	<b>X</b>					
<b>Volunteer Organizations</b>	<b>X</b>	<b>X</b>	<b>X</b>			

## **Annex N: Ward County Schools**

### **Purpose:**

To identify how Ward County Schools may support community-wide emergency/disaster response and recovery efforts. For a list of all Ward County Schools and contact information please see the Emergency Operations Plan Resource Manual and Contact Directory.

### **Primary Function:**

For incidents that impact the schools directly, the primary responsibility is to oversee the health and safety of the students, school staff, and faculty; and to coordinate with emergency response personnel. If necessary, the Ward County Superintendent of Schools or the City of Minot Superintendent will be asked to report to the EOC.

### **Support Function:**

Ward County Schools will provide support to the community in the event of an emergency/disaster by providing resource support if possible. Resource support may include facilities, equipment, and/or personnel. Ward County Schools will provide a liaison to community and coordinate with the EOC. The liaison will report to the EOC if requested and if possible.

### **Preparedness:**

- A. Develop, test, and update school emergency response plans and procedures
- B. Ensure parents are aware of the emergency response procedures and are aware of the general expectations for students and parents during emergency situations to ensure student safety

### **Response and Recovery – Primary Function:**

- A. The primary response and recovery functions are outlined in the school emergency response plans and procedures

### **Response and Recovery – Support Function:**

- A. Ward County Schools will provide a Liaison to coordinate with the Ward County EOC and will report the EOC if requested if possible.

### **Provide Resource Support:**

- A. Provide buses for evacuation or “on—scene sheltering”
- B. Determine if students, staff and faculty availability for volunteer and/or paid services to support the personnel needs of the community during disaster response and recovery efforts, if requested by Ward County EOC personnel
- C. Make school facilities and equipment available to the County/City and/or American Red Cross for alternate uses, when possible. Potential alternate uses include:
  1. Temporary sheltering to provide for basic human needs
  2. Use of kitchen, showers, and bathrooms
  3. Use of equipment
  4. Use as staging areas for equipment, supplies, personnel, and donations
  5. First aid treatment center following large-scale incident

Disaster “assistance centers” locations to provide recovery assistance and information to those impacted

## **Annex O: Distribution Points**

### **Purpose:**

To identify facilities and areas that, upon activation by the incident commander, may be utilized to distribute certain resources to civilians in large quantities during a wide-spread and time-intensive event. It is at these points that food and other resources may be handed out in a structured and safe manner. The facilities have been identified based on their capability to facilitate certain goals such as they may have a kitchen which can aid in preparing food for citizens.

### **Coordination:**

This function is coordinated through unified command as required by Incident Commander.

### **Supervision:**

Function supervision is mainly driven by disaster type. All information and reports from this function are requested and given to the Incident Commander.

### **Preparedness:**

- A. Develop and update plans and procedures for activation of distribution points and establish such agreements as to utilize these facilities in a time of need.
- B. Ensure agencies involved with distribution are aware of the expectations and procedure in activation and utilization of distribution points.

### **Response:**

- A. The primary function of distribution points during the response phase of an emergency/disaster is to distribute food or such materials as designated by the incident commander. They may be kept open to distribute resources until the incident commander designates such a time as they should no longer be required.
- B. A designee may be assigned to represent and oversee large distribution operations from the EOC.
- C. Distribution points should be kept separate from sheltering locations if possible due to a large convergence of people.

### **Recovery:**

- A. Distribution points may continue to be open through the recovery phase to meet the needs of the affected populations but it is advised that distribution operations make an effort to not inhibit the regular function of the listed facilities that may be utilized.

## **Annex P: Pet Sheltering & Rescue**

### **Purpose:**

This function provides public law, and procedures for preparedness, response (evacuation, transportation, and shelter), and recovery to establish for pet sheltering and rescue. Should Souris Valley Animal Shelter's (SVAS) facility become overwhelmed and/or over capacity due to an emergency and/or disaster alternative measures will be planned and implemented.

This function has the responsibility (Public Law 109-308 (109<sup>th</sup> Congress) – October 6, 2006) to address the needs of individuals with household pets (cats, dogs, ferrets, mice/rats, guinea pigs, chinchillas, turtles, various types of birds) and service animals such as dogs following a major disaster or emergency. Ward County, along with the SVAS both have financial and medical restraints, to establish, set up, maintain, and manage a large animal sheltering operation or a large animal rescue operation that will require utilization from other outside agencies to ensure the safety of the animals, shelter staff, and bio security is conducted before the return of animals to their owners avoid the spread of any diseases.

### **Coordination:**

This function coordinates with the Emergency Operation Center (EOC) as required by Incident Commander.

### **Supervision:**

Driven by the disaster type; normally this function reports to the EOC Manager. All information and reports from this function are requested and given to the EOC manager to report to the Incident Commander.

### **Primary Function:**

To provide animal shelter, animal transportation, and animal rescue during an emergency and/or disaster if.

### **Situation:**

- A. Disasters and/or hazards affect the ability for people to take their pets, or bring them to the human shelter. Federal law requires that we provide pet sheltering for emergency and disasters.
- B. Ward County does not have any departments that can provide pet sheltering or rescue, nor do they have the required expertise to operate either.
- C. SVAS will take point as shelter operators/managers; however, they do not have enough staff to provide long term sheltering and may need to call upon one of their partners to assist.
- D. Ward County, SVAS, and Roosevelt Park Zoo co-own an animal response trailer. The trailer can be used for many different tasks, and is also available regionally if needed.

### **Assumptions:**

- A. If an emergency and/or disaster does occur, we have identified three possible locations for establishing a shelter that includes: SVAS, North Dakota State Fair, and North Dakota State University Extension Center.
- B. The EOC will assist with requests for equipment, supplies, and support personnel.
- C. The animal shelter may require to be open for weeks up to months depending on the type of emergency or disaster.
- D. Ward County and SVAS do not have funds set aside for pet sheltering, and will require assistance from the Ward County Emergency Fund if required to set up a shelter.

**Lead Agencies:** SVAS

**Supporting Agencies:** Ward County Emergency Management, Roosevelt Park Zoo, Minot Animal Control, Veterinarians, North Dakota Board of Animal Health, Local Law Enforcement, NDSU Extension Center and Volunteer Organizations.

**Preparedness:**

- A. Ward County, Roosevelt Park Zoo, and SVAS have obtained an animal response trailer that can assist in rescue or pet sheltering if needed. It is stored at the Roosevelt Park Zoo.
- B. Roosevelt Park Zoo and SVAS have supplies and personnel to start a shelter if needed, but not for a long duration.
- C. SVAS have contracts with ASPCA and Humane Society of America if we need to bring in outside organization(s) to assist us if needed.
- D. Ward County has roughly 200 dog kennels at the County North Building if needed.

**Response:**

- A. Activation would come from SVAS for a hoarding call, if a human shelter and/or evacuation would be required by the incident/unified command.
- B. Depending on the magnitude sheltering would begin at SVAS office, and needed we would move it to one of the other locations based off of availability.
- C. Bio-Security measures should be taken into consideration of all animals to limit zoonotic disease transmission risks with recommended quarantine protocols such as foot baths, Tyvek suits and/or gloves, etc.
- D. Request Assistance from County Emergency Management for Support if needed
- E. Alert all support agencies to assist in shelter set up/operations and/or rescue.
- F. Contact contracted members if possible activation if needed.
- G. Provide media information as to which type of animals is acceptable to come into the shelter, what items owners need to bring with them if they are leaving their pet, and location of where to bring them.
- H. Provide transportation if needed for rescue and/or evacuation of pets with the animal response trailer.

**Recovery:**

- A. Maintain communications with Emergency Management and EOC for duration of shelter operations
- B. Conduct bio security to clean up shelter location, animal response trailer, and kennels for next incident
- C. Place any abandoned animals within SVAS or outside shelters that can assist.



<p style="text-align: center;"><b>Agencies that assist with pet sheltering efforts before, during and after a disaster/hazard occurs.</b></p>	<p style="text-align: center;"><b>Activation</b></p>	<p style="text-align: center;"><b>Set Up</b></p>	<p style="text-align: center;"><b>Animal Response Trailer</b></p>	<p style="text-align: center;"><b>Notification</b></p>	<p style="text-align: center;"><b>Shelter Staffing</b></p>
<p><b>Souris Valley Animal Shelter</b></p>	<p style="text-align: center;"><b>X</b></p>	<p style="text-align: center;"><b>X</b></p>	<p style="text-align: center;"><b>X</b></p>		<p style="text-align: center;"><b>X</b></p>
<p><b>Emergency Manager</b></p>	<p style="text-align: center;"><b>X</b></p>	<p style="text-align: center;"><b>X</b></p>	<p style="text-align: center;"><b>X</b></p>		
<p><b>Roosevelt Park Zoo</b></p>		<p style="text-align: center;"><b>X</b></p>	<p style="text-align: center;"><b>X</b></p>		<p style="text-align: center;"><b>X</b></p>
<p><b>Law Enforcement/Animal Control</b></p>	<p style="text-align: center;"><b>X</b></p>		<p style="text-align: center;"><b>X</b></p>		
<p><b>Veterinarians</b></p>		<p style="text-align: center;"><b>X</b></p>			<p style="text-align: center;"><b>X</b></p>
<p><b>Media</b></p>				<p style="text-align: center;"><b>X</b></p>	
<p><b>Volunteer Organizations</b></p>		<p style="text-align: center;"><b>X</b></p>		<p style="text-align: center;"><b>X</b></p>	<p style="text-align: center;"><b>X</b></p>
<p><b>Volunteer organizations include some private relief organizations such the American Red Cross and the Salvation Army.</b></p>		<p style="text-align: center;"><b>X</b></p>		<p style="text-align: center;"><b>X</b></p>	<p style="text-align: center;"><b>X</b></p>

# Emergency Support Functions (ESFs)

## ESF 1: American Red Cross

### **Purpose:**

The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.

### **Primary Function:**

American Red Cross Disaster Cycle Services supports local Emergency Management Agencies by providing disaster preparedness, response, and recovery services.

### **Preparedness:**

American Red Cross disaster preparedness activities include:

- A. Recruit, train, and equip a volunteer workforce
- B. Work with government and partner agencies to identify community hazards, resources, and needs
- C. Work with government and partner agencies to develop and exercise appropriate disaster response plans
- D. Provide relevant preparedness education and services to the community

### **Response:**

American Red Cross disaster response activities include:

- A. Establishing communications with appropriate state, local volunteer, and private organizations
- B. Assess the disaster situation, determine the adequacy of mass care response activities, and forecast mass care response needs
- C. Provide technical assistance to the state agencies responsible for mass care resources
- D. Validate requests from the affected jurisdiction for mass care resources
- E. Coordinate the resources necessary to support mass care services with appropriate state agencies
- F. Coordinate with federal, state, local, and tribal organizations for the transition from response to recovery operations
- G. If appropriate, facilitate reunification of people affected by disaster using American Red Cross Safe and Well

### **Recovery:**

American Red Cross disaster recovery activities include:

- A. Coordinate transition to recovery phase with government and partner agencies
- B. Assist in convening and coordinating local recovery committee
- C. Provide individual casework services as appropriate

## ESF 2: Salvation Army Northern Division

### Purpose:

Salvation Army Northern Division disaster relief operations focus on meeting the public's immediate and prolonged emergency disaster-caused needs without discrimination. When a disaster's impact affects a community, the Salvation Army facilitates aid to supplement shelter needs and provide food, clothing and essential services to address basic human needs. The Salvation Army operations center around six main services: basic needs, counseling, disaster relief, housing, rehabilitation, and youth services. These operations seek to restore the quality of life to those residents in crisis affected by disaster.

The Salvation Army operations also support the provision of food for emergency workers, handling, sorting, and distributing donations by members of the community and abroad, and by helping those disaster-affected residents to access other available resources.

### Primary Function:

The Salvation Army Northern Division provides emergency services to evacuees, disaster victims, and emergency workers involved in or threatened by a disaster. To facilitate their mission in the county of Ward, the Salvation Army has a worship and service facility at 315 Western Ave. and a thrift store at 1933 South Broadway in Minot. These centers provide food for the hungry, shelter for the homeless, counseling for the emotionally lost and other services.

### Preparedness:

The Salvation Army Northern Division prepares for disaster response by providing up-to-date required training for all staff and volunteers year-round. The Salvation Army also coordinates and collaborates with other disaster relief organizations to maximize the effectiveness and efficiency of relief services. They also work closely with the Department of Homeland Security, local emergency management, and the Federal Emergency Management Agency, as well as being a member of the Souris River Basin chapter of the Volunteer Organizations Active in Disasters. The Salvation Army follows nationally established disaster response policies and procedures.

- A. Identify facilities suitable for:
  - 1. Service Delivery Sites
  - 2. Volunteer Management
  - 3. Staging areas to serve as collection or dissemination points (e.g. special populations requiring transportation assistance)
- B. Recruit and train personnel to effectively manage the Salvation Army response to assist citizens affected by disaster
- C. Develop and implement agreements, such as Memorandums of Understanding (MOUs), with local businesses, service organizations, and response agencies to supply goods and services required for Salvation Army response during disasters
- D. Identify special planning considerations for special needs populations
- E. Prepare a registration and contact plan for citizens to enlist in Salvation Army services when available

### Response:

The Salvation Army Northern Division can be accessed by calling The Salvation Army Minot Worship and Service Center, the local emergency manager, E911, the local EOC if activated, or law enforcement. A staff member is on duty during normal working hours and can respond within minutes to a disaster/emergency. The local "on-call" staff can also respond to a disaster/emergency within minutes after contact from the answering service.

- A. Provide emergency assistance to victims and/or first responders. This may include:
  - 1. Fixed or mobile feeding stations
  - 2. Clothing

3. Cleaning supplies
  4. Comfort kits, first aid, or supplementary medical care
  5. Disaster health services
  6. Establish and operate a Family Assistance Center (FAC) coordinate with Emergency Management
  7. Disaster Mental Health (MDH) services
- B. As soon as families are able to resume living as families rather than in shelters, they may receive additional assistances, which may include:
- C.
1. Rent, bedding/linens, health needs, and minor repairs
  2. Additional recovery assistance may be provided via referrals with partner agencies for emotional or financial support
  3. All partner agencies provide assistance via MOUs with the Salvation Army Northern Division.
- D. Other response activities include:
1. Liaison with government agencies and other organizations providing human services
  2. Coordinate with emergency management office(s) and EOC(s) if activated. Provide an Salvation Army representative to the EOC, if activated
  3. Maintain logs to support documentation, expenditures, situation status, resource allocations, and reports of Salvation Army response
  4. Conduct periodic briefings for the personnel and participate in EOC briefings as required or requested
  5. Inform field units of all locations of shelters, other pertinent facilities, and provide updates to relief personnel as they come on duty
  6. Keep log of activities and update incoming shifts
  7. Coordinate with members of the clergy for emergency sheltering and counseling

**Recovery:**

- A. Provide temporary housing for persons in shelters
- B. May provide services and support to the operations and personnel at designated locations.
- C. Provide disaster mental health support and counseling to those affected by a disaster.

## ESF 3: City of Minot Public Transportation

### Purpose:

The City of Minot provides transportation support during emergencies and disasters in all activities associated with public transportation and evacuations. In this way, City of Minot Transit can aid the ability to move a large amount of people in a short amount of time in the event of an incident anywhere within Ward County. Its transportation abilities also cover those with special needs and its regular transportation routes run throughout the greater Minot area.

### Coordination:

City of Minot Transit coordinates with the unified command as required by Incident Commander.

### Primary Function:

Mass transportation and evacuation

### Preparedness:

The City of Minot Public Transportation prepares for disaster response by providing required training for all personnel. The City of Minot Transit also coordinates and collaborates with other response organizations to maximize the effectiveness and efficiency of evacuation and relocation operations. They also work closely with local emergency management and other public safety officials in disaster planning. The City of Minot Public Transportation follows nationally established transportation standards, policies, and procedures.

- A. Train personnel to compliance with transportation regulations and standards.
- B. Equipment is tested and maintained on a regular basis
- C. Equipment is repaired by qualified and capable personnel or the manufacturer to ensure that the repairs are accurate.
- D. A City of Minot Public Transportation representative is active in the Local Emergency Preparedness Committee (LEPC) and is included in the level 2 Emergency Operation Center activation procedures.
- E. City of Minot Transit personnel are equipped to perform mass evacuation and transportation in a time of emergency or disaster.

### Response:

The City of Minot Transit transportation services can be requested by the incident commander. Additional staff can be recalled if operations necessitate.

- A. Mass evacuation and transportation operations throughout the area within Ward County.
- B. Provide a representative for the Emergency Operation Center (EOC), if needed.
- C. Establish proper communications between different organizations and/or agencies if needed

In response, City of Minot Transit can participate and aid in the following areas:

- A. Ground evacuations to safe, designated locations of citizens only. Only 1 carryon bag will be permitted for emergency purposes
- B. The City of Minot Transit has a compliment of 12 buses. 11 of those buses are capable of transporting disabled persons as noted in the Americans with Disabilities Act (ADA). These 11 buses have capacities of 28-33 each which allows the transport of about 300 evacuees. The additional 1 non-ADA compliant bus can accommodate 44 evacuees.
- C. Per request for additional resources from the Incident Commander, additional trained staff may be called in to operate buses. City of Minot Transit may also provide a dispatcher to the EOC.

### Recovery:

In short-term recovery, Minot City Transit can aid in returning evacuees to points of origin.

## **ESF 4: Souris Valley Amateur Radio Club**

### **Purpose:**

The Souris Valley Amateur Radio Club (SVARC) is a public service provided by a reserve (volunteer) communications group within that function within times of extraordinary need. During periods of activation, certified unpaid personnel are called upon to perform many tasks to augment communications for the entities within Ward County. The exact nature of every activation will be different.

### **Coordination:**

The SVARC coordinates with the unified command as required by Incident Commander.

### **Primary Function:**

The SVARC operations involve emergency message handling on Amateur Radio Service frequencies. These operations involve transmitting messages between critical locations such as hospitals, emergency services, emergency shelters, and the emergency operation center. These communications are handled in any mode available, with 2 meters FM being the most prevalent.

### **Secondary Functions:**

The SVARC provides a pool of emergency communications personnel that can be called upon in time of need.

### **Preparedness:**

The SVARC prepares for disaster response by providing required training for all voluntary personnel. They also work closely with the North Dakota Department of Emergency Services and Ward County Emergency Management to prepare for operations during a disaster. SVARC follows nationally established disaster response policies and procedures.

- A. The SVARC is comprised of experts who utilize these radios regularly. Operators are required to pass the Federal Communications Commission's (FCC) exam to acquire an Amateur Radio License.
- B. Equipment is tested and maintained on a regular basis and is owned individually by the radio operators.
- C. Equipment is repaired by qualified and capable personnel or the manufacturer to ensure that the repairs are accurate and radio equipment is functionally ready for use.
- D. Trained personnel will conduct communication drills in keeping with the FCC's requirements to test capabilities and prepare for future events.

### **Response:**

The SVARC is can be called up at the request of the incident commander, the local emergency manager, the local EOC if activated, or law enforcement. The local "on-call" staff is ready respond to a disaster/emergency within a half-hour to an hour after being notified.

- A. The SVARC can respond with a mobile radio facility, a radio tower, antennae, and numerous radios.
- B. Radio transmissions can be made locally, nationwide, or worldwide.
- C. If phone services are rendered unusable this means of communication via radio is ideal and can be implemented from any location to allow communications between critical facilities or areas.
- D. The SVARC is more a reactive than proactive organization as it can adapt to be implemented in any situation. As a reactive organization, most of the activities occur at the time they are requested.

### **Recovery:**

As phone lines, cell phone towers, and other means of communication come back online, The SVARC may scale back its operations.

## **ESF 5: North Dakota Wing Civil Air Patrol**

### **Purpose:**

Civil Air Patrol provides support during emergencies and disasters in all activities associated with Search and Rescue (SAR), aerial reconnaissance, and disaster mapping. In this way, Civil Air Patrol can supplement an incident by giving a fuller perspective and more quickly locating the event and determining the severity and extent.

### **Coordination:**

Civil Air Patrol coordinates with the unified command as required by Incident Commander.

### **Primary Function:**

Urban and Wild Land Search and Rescue

### **Secondary Functions:**

Aerial Reconnaissance, Disaster Mapping, Thermal Imaging

### **Preparedness:**

The North Dakota Wing Civil Air Patrol prepares for disaster response by providing required training for all volunteers. The Civil Air Patrol also coordinates and collaborates with other response organizations to maximize the effectiveness and efficiency of operations. They also work closely with the Department of Homeland Security and local emergency management. The North Dakota Wing Civil Air Patrol follows nationally established disaster response policies and procedures.

- A. Train personnel on a regular basis in rescue skills and procedures
- B. Equipment is tested and maintained on a regular basis
- C. Equipment is repaired by qualified and capable personnel or the manufacturer to ensure that the repairs are accurate.
- D. Trained personnel will conduct aerial reconnaissance operations
- E. Civil Air Patrol personnel are equipped to provide pictures, video, and thermal imaging in a time of emergency or disaster.
- F. Civil Air Patrol maintains an NTIA-compliant VHF and HF communication network for local and national long-range two-way communications or to act as a relay. Additionally, all CAP vehicles and aircraft have access to State Radio channels for interoperability.

### **Response:**

The North Dakota Wing Civil Air Patrol flight missions can be requested by the incident commander, the local emergency manager, the local EOC if activated, or law enforcement. The local "on-call" staff is ready to respond to a disaster/emergency within a short time after being notified.

- A. Initiation of SAR missions as necessary for both general and focused areas
- B. Provide a representative for the EOC if needed
- C. Establish proper communications between different organizations and/or agencies if needed

In response, Civil Air Patrol can participate and aid in the following areas:

- A. A disaster or chemical release has affected an undetermined expanse of land.
- B. If a disaster and/or hazard is of large-scale, search and rescue personnel, equipment, facilities, and communications may be affected
- C. Post-disaster aerial damage assessments of critical infrastructure allows the focusing of resources.

- D. Aerial reconnaissance is helpful in determining the location of lost or missing persons, boats, and downed aircraft.
- E. Spring-melt river photo assessments can be performed to estimate potential dangers.
- F. Blizzards or other inclement conditions may leave motorists stranded and disoriented.
- G. Weather conditions such as high winds, cold temperatures, and rain could pose additional hazards to the victims and the rescue personnel
- H. During the winter, aerial reconnaissance may indicate breaks in power lines that may otherwise be hard to find.
- I. Extreme temperature and large expanse of search area may render search operations tedious and time consuming. Having the ability to cover more land from a different perspective and with thermal imaging equipment can increase the timeliness and allow ground search and rescue crews to find.
- J. Thermal imaging can be used for brush fire operations and locating missing targets.
- K. Volunteer pool can assist in disaster/casualty training.

**Recovery:**

- A. In disaster relief, imaging such as still shots and video may provide perspective to emergency managers and public officials on where to focus relief efforts and the current state of recovery overall.



## ESF 6: Ward County Human Services

### **Purpose:**

Ward County Human Services provides support throughout the mitigation, preparedness, response, and recovery phases of a disaster. The Human Services department may function to guide and structure activities throughout the incident period by leading and participating activities in concurrent areas to Human Services to include sheltering, aid in special considerations for children, elderly, and special needs.

### **Coordination:**

The Director of Human Services coordinates with the unified command as required by Incident Commander.

### **Primary Function:**

Coordinate the implementation to ensure the continuity of social health and welfare programs, as well as referrals.

### **Secondary Functions:**

Assist in staffing and coordinating shelter activities.

### **Preparedness:**

Ward County Human Services utilizes varied social programs to increase the quality of life and the ability of many individuals with special needs or circumstances to function normally. Given this assistance, these individuals are naturally better equipped and prepared for an event. They also work with cities, county, state, and federal officials. Programs that may be utilized and populations that are assisted include:

- A. Helping impoverished individuals find funding and general referrals for further assistance.
- B. Coordinates the implementation and distribution of the food stamp program.
- C. Child care, child negligence/abuse reports, follow-up, and child placement.
- D. Assessment of daycares and foster care-related home studies.
- E. Financial assistance to aid the elderly and blind/disabled populations in need.
- F. Other financial assistance as needed for qualifying individuals.

### **Response:**

Ward County Human Services operates to ensure continuity of the services that it provides, as well as may perform special tasks as requested by the incident commander during a disaster or emergent event. These special tasks may address:

- A. Coordinating placement of disabled individuals, providing financial assistance for hotel rooms, and helpers for those that qualify.
- B. Distribute quilts, blankets, jackets, clothing/clothing vouchers, hygiene supplies, and emergency medical equipment to individuals in need.
- C. Provide counseling and referrals to individuals affected by the event at shelter locations.
- D. Provide personnel assistance to help staff emergency shelters.
- E. Relaying special considerations to the incident commander.

### **Recovery:**

During the disaster recovery period, Ward County Human Services strives to ensure that individuals participating in regular assistance programs receive uninterrupted care and aid and Human Services works to return to normal operations back to. In addition, Human Services may:

- A. Help in providing financial assistance for housing or relocation of qualifying displaced individuals.
- B. Provide continued counseling services and referrals.
- C. Distribute materials and clothing as needed.

# **Appendices**

## **Appendix 1: Flood Response**

### **Purpose:**

Because both the Souris and Des Lacs Rivers are major tributaries, they overflow their banks to some extent almost annually. Most of these floods are small and short in duration causing only minor problems. Floods which result in more severe damages originate primarily from snowmelt in the Canadian portion of the Souris River Basin and have occurred seven times since 1969.

Based on the available data, flooding occurs at least once every five years. Therefore, the probability of a future occurrence of some type of flooding is moderate.

### **Coordination:**

This function coordinates with the unified command as required by the Incident Command Structure (ICS).

### **Supervision:**

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident/Unified Commanders.

### **Primary Function:**

Communication, coordination of resources, road closures, possible evacuations, protection of critical infrastructure

### **Secondary Function:**

Communication, search and rescue, sheltering, possible evacuations, possible call center activation, restricting access to locations

### **Situation:**

- A. Since 1936, Lake Darling Reservoir, owned and operated by the US Fish and Wildlife Service, has been a major factor in reducing damages in the Souris River Valley by controlling several small floods. The protection provided by the reservoir reduced concern about flooding and numerous residential and commercial developments were constructed at Minot in the river's floodplain. A major flood occurred in the Souris River Basin in 1969, which greatly impacted parts of rural Ward County and some of the Cities.
- B. In 2009 the Des Lacs River experienced two different surges that caused flooding along the river, and caused over a half million dollars in damages.
- C. In 2011, the Souris River basin was again inundated with severe flooding, resulting in hundreds of millions of dollars in damages throughout Ward County and some of the Cities.
- D. Parts of Ward County rural areas experiences minor flooding almost annually, as a result of spring thaw. The majority of this flooding is confined to unpopulated and undeveloped areas, and the flooding occurs in open space or agricultural areas.

### **Assumptions:**

- A. The National Weather Service provides Ward County and the Cities updated information if the flows out of Canada and/or Lake Darling increase above their normal operating levels.
- B. The National Weather Service lists three types of flood stages to identify what type of flooding could occur which include: minor, moderate, and major, and will send out an EAS if even one of the gages reach any of the stages. These stages include:
  - a. Souris River Near Foxholm

- i. Minor Flooding is at 1,573 Ft
    - ii. Moderate Flooding is at 1,576 Ft
    - iii. Major Flooding is at 1,578 Ft
  - b. Souris River At Minot 4NW
    - i. Minor Flooding is at 1,562 Ft
    - ii. Moderate Flooding is at 1,565 Ft
    - iii. Major Flooding is at 1,570 Ft
  - c. Souris River At Minot-Broadway Bridge
    - i. Minor Flooding is at 1,551 Ft
    - ii. Moderate Flooding is at 1,553 Ft
    - iii. Major Flooding is at 1,557 Ft
  - d. Souris River at Logan
    - i. Minor Flooding is at 1,536 Ft
    - ii. Moderate Flooding is at 1,538 Ft
    - iii. Major Flooding is at 1,540 Ft
  - e. Souris River at Sawyer
    - i. Minor Flooding is at 1,524 Ft
    - ii. Moderate Flooding is at 1,526 Ft
    - iii. Major Flooding is at 1,528 Ft
  - f. Des Lacs River at Foxholm
    - i. Minor Flooding is at 1,651 Ft
    - ii. Moderate Flooding is at 1,653 Ft
    - iii. Major Flooding is at 1,654 Ft
- C. Once the National Weather Service has contacted the Emergency Management Department for a conference call, the department shall notify all communities that may be affected by the flooding so they can attend the call, as well as send out the information to all communities and agencies involved. Minot will enact their Flood Emergency Action Plan and monitor for closure structures needing to be installed and storm water pump placement.
- D. Depending on the situation the Incident Commander/Unified Command ask for the Emergency Operation Center to be activated, to which the Emergency Management Department will stand up, and activate reverse 911 to recall level one personnel.
- E. At 2,700 CFS flood levels become a concern for the Minot Park District's Souris Valley Golf Course, and close observation of flood levels becomes a necessity.
- F. At 3,200 CFS flood water begins to enter Souris Valley Golf Course, and the Park needs to remove affected controllers.
- G. At 3,500 CFS the Park District must begin placing sandbags around the effected greens.
- H. At 5,000 CFS the course is devastated, and must be closed to the public.
- I. Depending on the situation the Incident Commander/Unified Command may request an Emergency Declaration to be declared if needed. The Incident and/or Unified Commanders would make the request to the Emergency Management Department to have them draw up the declaration for the City Council or County Commission to approve.
- J. Depending on the situation the Incident Commander/Unified Command may need to have roads closed due to water going over the roadways. The jurisdiction responsible for that roadway (i.e. Highway Department, City, or Township) will be responsible to close their own roadways.
- K. Depending on the situation the Incident Commander/Unified Command may request/require evacuation orders to be established. The Incident Commander/Unified Command will define the area(s) that need to be evacuated, as well as whether it would be a recommended or mandatory evacuation. They will submit the request to the Emergency Management Department for them to complete the required paperwork, and submit it to City Council or County Commission for approval.
- L. At minor flood stage at the Broadway Bridge, the Park Board activates their Emergency Risk Assessment Plan for Roosevelt Zoo.
- M. The public will be notified of the situation, potential dangers, and precautionary actions. In the case any type of flood event, getting information to the public is vital to their safety. The flow of information will come from the Unified Command to the Public Information Officers via social

media, television, radio, reverse 911, IPAWS, the outdoor warning system, and any other communication methods not listed here.

**Lead Agency:**

Ward County Water Resource Board, Ward County Highway Department, and City Public Works Department

**Support Agencies:**

Law Enforcement, Local Jurisdiction Fire Department, EMS, Minot Central Dispatch, Emergency Management, Minot Park Board, First District Health Unit, Local Healthcare, Public Information Officer, local jurisdiction utility companies, the American Red Cross, and other voluntary agencies

**Preparedness:**

- A. Ward County Water Resource Board will continue their maintenance program each year that is required under the Corps. Of Engineers agreement regarding the levee maintenance.
- B. Ward County Water Resource Board and the City's Public Works Department will conduct maintenance on their pump/lift stations to ensure they are working properly.
- C. If there is a large rain event and/or above average snow amount the Ward County Water Resource Board and/or the City's Public Works Department can conduct an inspection prior to and/or during to ensure equipment is working properly.
- D. Before freeze up Ward County Water Resource Board and the City's Public Works Department can perform snagging and clearing of any debris within the river channel to ensure debris is removed for spring thaw. Minot Public Works conducts levee assessments each quarter to determine if there are any deficiencies in the Minot levee system.

**Recovery:**

- A. Ward County Water Resource Board and Minot Public Works will repair the levee system in accordance to the levee maintenance with the Corps of Engineers agreement.
- B. Ward County Water Resource Board and the City's Public Works Department will pump back water back into the river.
- C. Ward County Water Resource Board and the City's Public Works Department shall clean up all debris within the river channel.

## Appendix 2: Train Derailment-Crude

### Purpose:

This function provides procedures for preparedness, response, and recovery to provide a coordinated effort for the immediate protection of life and property against crude oil spills, hazardous material (HazMat), and/or radiological incidents within Ward County.

The functional coordinator will provide direction to emergency personnel to coordinate the actions of personal safety and decontamination through Unified Command (UC) under the Incident Command System (ICS). Responders will ensure their own immediate safety before they respond into the hot zone.

**Note:** If the incident falls within Ward County, a Unified Command operation will be established that includes, but not limited to Local Fire Department, Regional Hazmat, Local Police Department, Community Ambulance, and responsible Railway.

### Coordination:

This function coordinates with the unified command as required by the Incident Command Structure (ICS).

### Supervision:

Driven by disaster type; normally this function reports to Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commanders.

### Primary Function:

First aid, triage, emergency medical treatment, confine/limit spill, traffic control, crowd control, site security, evacuation, and decontamination

### Secondary Function:

Search and rescue, sheltering, decontamination for materials (i.e. air, water, and soil), and morgue

### Situation:

- A. Disasters and/or hazards can occur anywhere at any time within Ward County.  
There has been a significant increase of crude oil through the state of North Dakota since the Bakken Oil Boom. Ward County wants to prepare agencies to respond to a crude oil train derailment with maximum efficiency.
- B. Disasters and/or hazards can affect a large populated area; but it can also affect a number of people in other areas, animals, as well as the environment  
Crude oil trains run through populated areas of the cities of Ward County. Along these train routes are rivers, fields that farm food grade crops, as well as wildlife areas.
- E. Hazardous materials can come in various sizes of containers. They can affect small and/or large areas depending on the amount of hazardous materials one has  
This Emergency Response Plan will address specifically DOT-111 Rail Tank Cars (The DOT Reader, 2015). These non-pressurized rail tank cars hold 20,000 – 30,000 gallons and carry both hazardous and non-hazardous materials (The DOT Reader, 2015).
- F. City of Minot and Ward County first responders will handle the incident primarily. If all resources, personnel, and equipment have been used up the Emergency Manager will contact the state ND DES to obtain resources, personnel, and equipment based off of requests given by the Unified Commanders.  
Ward County has a list of first responder agencies and those that will be in the Emergency Operations Center (EOC). If this incident occurs, Incident Commander should engage Ward County Emergency Management for mutual aid request.
- G. There are thousands of hazardous materials produced, transported, used, and stored within Ward County. In 1986 an Act was established to produce a list of Extremely Hazardous Substances (EHSs) called the Superfund Amendment and Reauthorization Act (SARA).

- H. There are many environmentally sensitive areas within Ward County that include air, soil, vegetation, and transportation. Water sources are also sensitive area. These areas include but not limit: Minot's Water Treatment Plant, Des Lacs (Upper and Lower lakes), Hiddenwood Lake, Makoti Lake, Missouri River Basin, Mouse River, North and South Carlson Lakes, Rice Lake, Souris River Basin.

**See *Situations point B.***

- I. Soil and vegetation areas that are affected by hazardous materials should be disposed of as soon as possible to restore the area. A team will be contracted by either the Oil or Rail company and will be assigned to dispose of hazardous materials in a form that is approved by the Environmental Protection Agency (EPA) and other Federal, State, and Local governments. Hazmat disposal team will not be from Ward County.

**Assumptions:**

- A. Ward County does have emergency plans for dealing with hazardous materials as well as primary response. A crude oil train derailment will require that multiple agencies come together to combat this catastrophe. At least annually these agencies must ensure that their emergency response plans are not interfering with each other so that there will be no confusion if this incident were to arise. During this time, the agencies will also review departmental training plans to ensure that everyone is at an acceptable competency level for response.
- B. Some hazardous incidents may and will go beyond the abilities of Ward County. Mutual Aid Agreements, State, and Federal assistance may be needed. Mutual Aid should be engaged immediately by the Unified Command. This will provide a safety net of assistance if needed. If Mutual Aid are not engaged immediately, there may be lost time that cannot be recovered and will can add devastating long-term effects, such loss of lives, property, and environmental damage.
- C. Hazardous materials incidents often give no warning. Agencies need to practice readiness procedures at least annually. In this case, community tabletop exercises, roundtables, in addition to inter-department exercises need to be performed to validate those responders will respond correctly.
- D. Protective actions may have to be recreated for different circumstances that arise. It is known that many emergency response exercises may be similar and have similar emergency response procedures. This exercise may be done with the same or a similar scenario. To verify that responders are equipped, the scenarios may include multiple disasters.
- E. Communication systems are set up for responders, but there are alternate and backup available if needed. Each agency is responsible for alerting their departments of the emergency. Central Dispatch may only have the ability to contact the Emergency Operations Center list during the emergency. Inter-department communication can be delegated to another employee.
- F. The public will be notified of the situation, potential dangers, and precautionary actions. In the case of an oil trail incident, getting information to the public is vital to their safety. The flow of information will come from the Unified Command to the Public Information Officers via social media, television, radio, reverse 911, IPAWS, the outdoor warning system, and any other communication methods not listed here.

**Lead Agency:**

NW Regional Hazmat Team, in conjunction with the Local Fire Department

**Support Agencies:**

Local and Supporting Fire Departments, 1<sup>st</sup> Civil Support Team (Bismarck), Local Police Department, Local Public Works, Local EMS, Emergency Management, First District Health Unit, Local Healthcare, the American Red Cross, and other Volunteer Agencies

**Preparedness:**

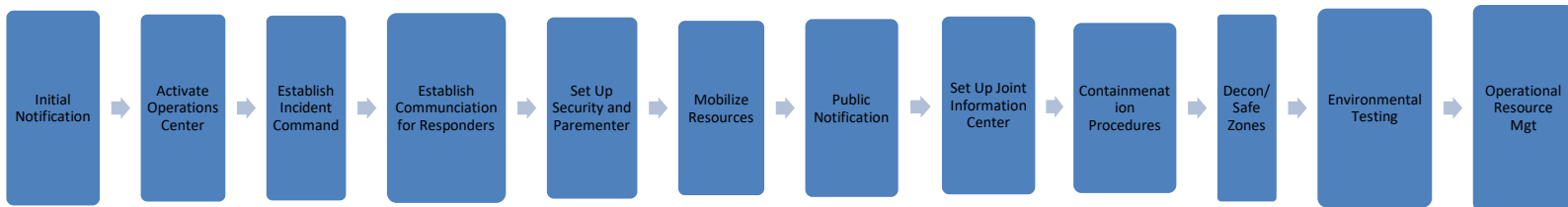
- A. Develop plans, procedures, and arrangements and/or agreements to identify activate, coordinate different resources and expertise to manage oil spills, and hazardous materials and/or radiation.

Agencies will have to create their own internal plans that align with the county emergency operations plan. **See Appendix E: Sample Agency Call Rosters.**

- B. Train on a regular basis. Multiple levels of training need to be conducted to ensure that everyone is on the same competency levels. Training on how to handle and respond to crude oil and how it will affect the community is a priority. Depending on the department will depend on how intense this training program will be. Training for auxiliary agencies may include who to report to, where to go, and what resources are needed for assistance.
- C. Assess the different health affects hazardous materials can cause to people, animals, and the environment. North Dakota Department of Health will be consistently be monitoring the any affects to people, animals, and the environment. They will report to the Operations and Planning Section Chief who will in turn report to the Public Information Officers.
- D. Identify the needs of Ward County for Hazmat incident support. If there is a need for any resources the Unified Command must engage the Emergency Management Team so they can locate resources in the form of people, materials, and/or equipment. These requests are accepted at any time even when agencies are not in the middle of a crisis.
- E. Maintain a working relationship with private agencies and/or organizations that have an expertise that could assist in preparedness, response and/or recovery efforts.  
Ward County will maintain a list of agencies and organization that have the potential to respond in the case of crude oil train incident. This list will be updated at lease annually and validated that those organizations still have the resource capacity to assist in preparedness, response and/or recovery efforts.
- F. Have first responders visit facilities that contain oil, hazardous material, and/or radiation materials to familiarize them with the facility as well as information that could be useful in responses (i.e. facilities EOP, types and location of materials, affects the materials could cause if they were released, storage tanks, drainage systems, etc.).  
As part of the training plan, first responders will know what facilities have materials that can potentially react to crude oil and how to address any dangers. The rail companies and oil companies should provide a portion of the training so that first responders get training and instructions from the experts in the industry. This will give first responders familiarity with the equipment and hazards that they will be up against.
- G. Distribution to the public of proactive actions needed to take if there is a spill, leak, and/or release of hazardous materials and/or radiation.

Ensuring that the incident is contained is vital to the safety of the public and property. Information needs to be disclosed to the public so that they are not inadvertently putting themselves into danger because they do not recognize the perceived and unseen harms of the situation. This information will be communicated from the Unified Command to the Public Information Officers.

### Emergency Response Process Flow



Response Step	Process
Initial Notification	The owners (oil company) and/or the transporters will perform the initial notification if there is a leak, spill and/or release of oil, hazardous materials, and/or radiation. Because the transporter (rail) will be alerted to a problem before the owner, this step will generally fall to the transporter.

	<p><b>Note:</b> The first person on scene is the incident commander until a Unified Command Center is established. In Ward County, the Unified Command works together through the incident.</p> <table border="1"> <thead> <tr> <th>Step</th> <th>Process</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The Transporter will contact Minot Central Dispatch alerting them of a rail incident involving crude oil.</td> </tr> <tr> <td>2.</td> <td>Minot Central Dispatch will use their paging system to start activation of all responding districts (<b>See Appendix D: Unified Command Roster</b>). These districts are divided into the various first responding agencies (Law Enforcement, Fire, and Ambulance). Central Dispatch will also alert the Fire Chief and Hazmat team if requested.</td> </tr> </tbody> </table>	Step	Process	1.	The Transporter will contact Minot Central Dispatch alerting them of a rail incident involving crude oil.	2.	Minot Central Dispatch will use their paging system to start activation of all responding districts ( <b>See Appendix D: Unified Command Roster</b> ). These districts are divided into the various first responding agencies (Law Enforcement, Fire, and Ambulance). Central Dispatch will also alert the Fire Chief and Hazmat team if requested.		
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Activate Emergency Operations Center	One of the Incident Commanders from the Unified Command will contact the Ward County Emergency Management to activate the Emergency Operations Center. The Operations Center is established to provide resources to the Unified Command. All ICS forms will be filled out by the planning section.								
Establish Unified Command	The Unified Command will be made up of the following: Local Fire, Law Enforcement and Ambulance service in the affected jurisdiction, along with the Railway Company.								
Establish Communication for Responders using Bank Five	Once Minot Central Dispatch has completed the initial agency page for an emergency they will continue to contact first responders. <table border="1"> <thead> <tr> <th>Step</th> <th>Process</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Central Dispatch will contact first responder agencies using the call roster (<b>See Appendix E: Sample Emergency Call Roster</b>).</td> </tr> <tr> <td>2.</td> <td>Agency will internally contact appropriate resources from their internal call rosters to deploy responders.</td> </tr> <tr> <td>3.</td> <td>Agency leaders and responders will receive further instruction from the Unified Command Center.</td> </tr> </tbody> </table>	Step	Process	1.	Central Dispatch will contact first responder agencies using the call roster ( <b>See Appendix E: Sample Emergency Call Roster</b> ).	2.	Agency will internally contact appropriate resources from their internal call rosters to deploy responders.	3.	Agency leaders and responders will receive further instruction from the Unified Command Center.
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3.	Agency leaders and responders will receive further instruction from the Unified Command Center.								
Set Up Security and Parameters	This will be done primarily by Law Enforcement Departments under the direction of the Unified Command, based off of the type of chemical. If unknown, it may be more ideal to have a larger perimeter until chemical(s)/affects are known.								
Mobilize Resources	Agencies will mobilize people and equipment resources. During this time, people resources will ensure they are wearing the correct protective equipment and testing devices to alert them of harmful chemicals. Agency responders will mobilize according to the Unified Command instructions and locations.								
Public Notification	The Unified Command will be responsible for communicating to the community via the Public Information Officer(s). They will communicate what the hazard is and how to take preventative actions. This communication will be done as soon as possible, as well as throughout the incident time frame.								
Set up Joint Information Center	The Joint Information Center will be crucial for those organizations at a location that the media can gather as well as disperse information to everyone at once.								



Contamination Procedures	<b>See also Environmental Testing.</b> The Public Works Department in conjunction with the Regional Hazmat Team will be responsible for blocking any drains that may be under threat of contamination. The State Health Department will perform interval environmental testing will need to be completed to monitor air quality and if there are additional hazards to people and property.
Decontamination/ Safe Zones	First District Health - Decontamination locations will be established for those responders who have been in working in or around the incident area. These zones will be stocked with showers, clothes, and provisions. The decontamination locations will need to be in an area that can be easily accessed, and close to the affected area to reduce any additional contamination. This zone will also be considered a safe zone that is away from incident and in an area that has the ability to medical treat and/or transport first responders anyone affected.
Environmental Testing	Throughout the course of the incident, environmental testing will need to be completed to monitor the air quality, water sources, and vegetation. This information will need to communicate to the first responders and the public via the Public Relations Officers. The State Health Department will take the lead in continual testing.
Operational Resource Management	The Emergency Operations Center assist with monitoring first responder operational times working in the incident. There will need to be crew change over

**Recovery:**

- A. Operations will continue until the leak, spill, and/or release has been stopped, contained, and cleaned up and restored to its original state. While first responders are responding to the incident, a team of environmental experts, public works, and community officials need to proactively start outlining what the recovery will entail after the incident has been controlled and/or contained. This is why the environmental updates on environmental testing are going to be crucial. These reports may be the only “eyes” on the situation that this team has to work from until they can get a crew out to see for themselves.
- B. All response resources will be returned, replenished, and repaired. When the incident is over, departmental courtesy will deem that any resources be returned in the same or better (if possible) condition than when they were borrowed. In the course of responding to the incident, something was damaged, it should be replaced. All materials need to be replenished in a timely manner. Departments depend on these pieces of equipment and materials in case of another emergency and they do not want to find themselves lacking resources.
- C. All emergency responders will return to their normal day-to-day duties. Unless there are extenuating circumstances (medical, psychological, counseling may be needed until everyone has had the opportunity) all emergency responders will return to their previously held positions in their departments.

**Training Plan:**

The following is a sample list of training courses for responders of Ward County, North Dakota in the event of a crude oil train accident. With the increase of crude oil being transported by rail, the county wants to validate that all employees have had some level of training to handle this type of catastrophe. This is an outline of a suggested training course that has the goal of ensuring that all responders to the accident have had at least this level of training and competence to handling the hazards associated with crude oil. There will be departments whose training programs far exceed what is listed in this outline. There are also auxiliary departments who may not need to have as much detail. It is the department’s responsibility to validate that their employees have the correct competency level to have the ability to

respond in their role and responsibility. This training would be in addition to their responder training if it does not cover crude oil accidents.

The Federal Emergency Management Agency (FEMA) has a division called the National Training and Education Division (FEMA, 2015). These training courses are designed to prepare, prevent and recover safely from disasters (FEMA, 2015). They offer certification programs as well as individual classes.

#### **First Responders:**

Emergency Responder Training/Certification that is available for crude oil response by job or volunteer role

- ICS 100, 200, 300, 400, 700, 800
- Introduction to Crude Oil: A course to explain the specific make up of North Dakota Sweet Crude Oil
- Hazards of Crude Oil
- Hazmat Awareness
- Flammable liquids/Boil Over Simulator
- Responding to Oil Field Emergencies
- Transporting Hazardous Materials – Knowing the types of Rail Cars/ Transport Cars
- TRANSCAER Railroad Training
- Hands on training with Rail Company/Inspection of Rail Cars
- Effective Communication /Disaster Communication Training
- Bank Five Training

#### **Auxiliary Responders:**

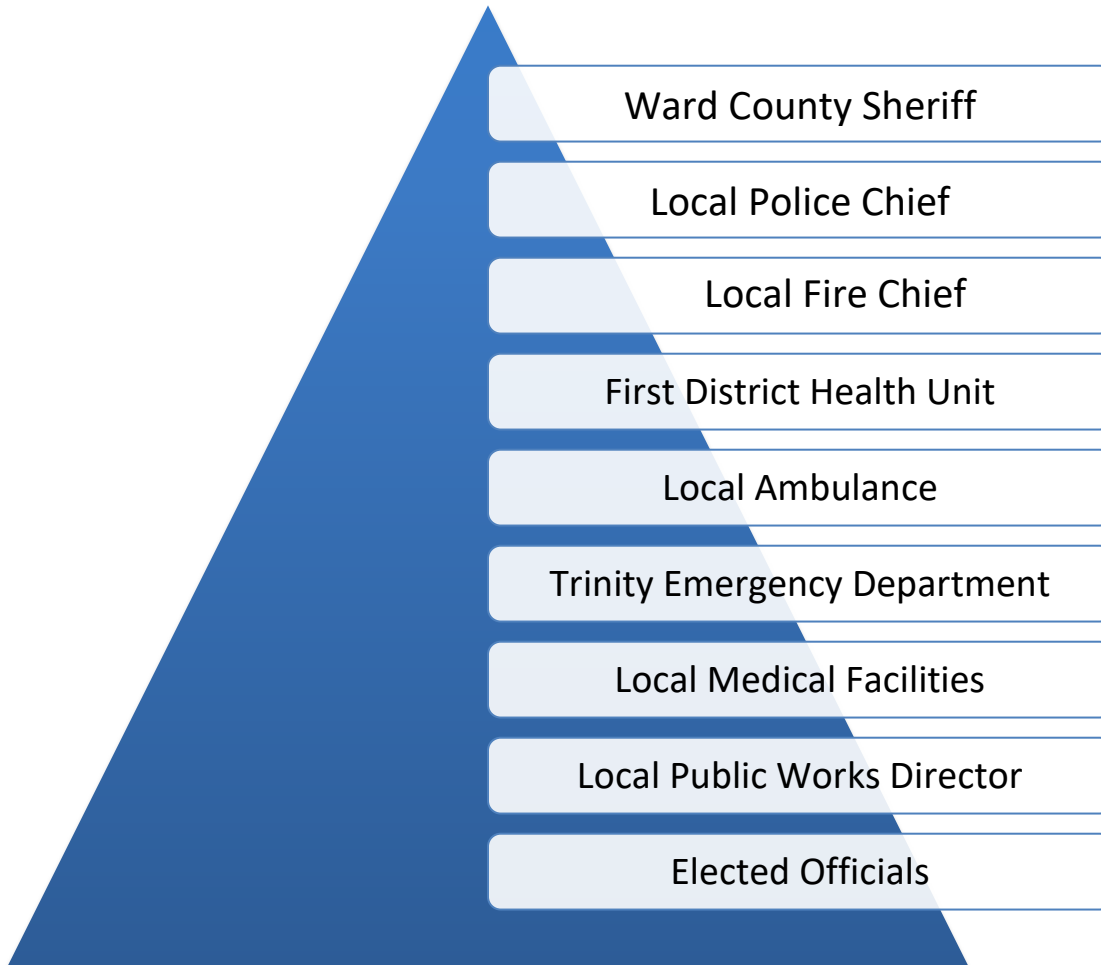
Emergency Responder Training/Certification that is available for crude oil response by job or volunteer role

- ICS 100, 200, 300, 400, 700, 800
- Hazards of Crude Oil
- Effective Communication /Disaster Communication Training
- Central Dispatch Calls - Administrative
- Bank Five Training

## Unified Command Roster

The following is the Unified Command Center initial call roster that will be used by Minot Central Dispatch to page these representatives immediately upon hearing about a crude oil train accident. This list is flexible and has the potential to grow depending on the severity of the situation.

**Note:** Once this group is notified, it is their responsibility to communicate to their department first responders. Minot Central Dispatch will not be paging employees or resources for the agencies. If additional resources are needed either, ask for the assistance of Mutual Aid or contact the Emergency Management Team.

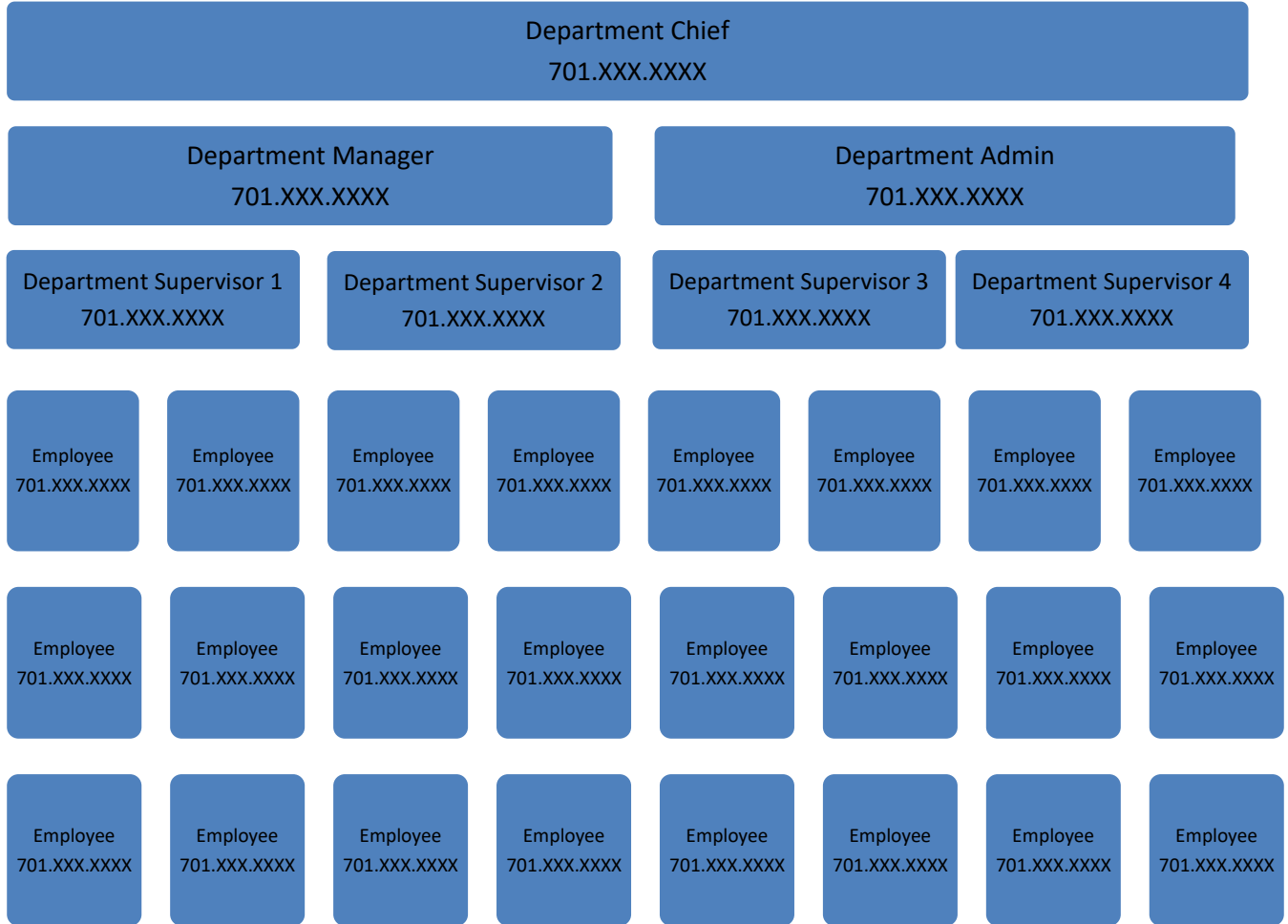


## Sample Agency Call Out Roster

Call out roster instructions:

1. Department Chief will contact the Department Manager and the Department Admin.
2. The Department Manager and Department Admin will call the two supervisors listed underneath their names.
3. The supervisor will call the two employees listed underneath their names.
4. The employees will contact the employee underneath their name.

**Note:** If you are unable to reach the employee underneath your name, leave a message and contact the next employee.



## Appendix 3: Glossary of Terms

**Assisted Living Facility** - For people needing assistance with Activities of Daily Living (ADLs) but wishing to live as independently as possible. Assisted Living Facilities exist to bridge the gap between independent living and nursing homes. Residents in these facilities are not able to live by themselves but do not require constant care either.

**Damage Assessment**- The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a man-made or natural disaster.

**Developmental Disability** – A condition a person is born with that causes him/her not to develop normally. They usually have a lower IQ than those not born with this condition.

**Disability** – A condition due to sickness or injury that curtails a person's ability to carry on normal pursuits. A disability may be partial or total, and temporary or permanent as verified by a doctor.

**Disaster**- An event or imminent threat that causes or threatens widespread or severe damage, injury or disaster that may exceed the capability and resources of the State, local government or disaster relief organizations

*Note: A disaster is of greater impact than an emergency.*

**Disaster Recovery Center**- Places established in the area of a presidentially declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. DRCs are staffed by local, State, and Federal agency representatives, as well as staff from volunteer organizations.

**Checkpoint** – A location that is likely to be traveled and where people are encouraged to stop. If they stop, they will be provided with information regarding conditions they are likely to encounter within the area they are entering.

**Contra flow** – A temporary arrangement in which traffic travels in the same directions on both sides of the road.

**Emergency**- Any occasion or instance for which, in the determination of the Governor, State assistance is needed to supplement local efforts and capabilities to save lives, protect property, provide for the public health and safety and to lessen or avert the threat of a catastrophe.

**Emergency Operations Center (EOC)** - A centralized location where response to emergency or disaster situations is coordinated. Staff, procedures and communications are provided so that key officials and department/agency representatives can gather information and make key decisions in response to and in support of an emergency or disaster.

**Emergency Operations Plan (EOP)** - A reference document which outlines and explains functions, resources and coordination procedures for responding to and supporting emergency and disaster operations.

**Evacuation Assembly Areas** – Sites designated in the evacuation plan for citizens to gather while awaiting transportation from the threatened area.

**Evacuation Centers** – Relocation point where evacuees can be registered, needs for shelter determined and information on shelters posted.

**Evacuation Shelters** – Facilities managed and staffed by voluntary agencies for housing and feeding of evacuees.

**Federal Coordinating Officer (FCO)** - The senior Federal official appointed by the President to coordinate the overall Federal response and recovery activities during a Presidential Declared Disaster.

**Federal Emergency Management Agency-** The Federal agency which coordinates Federal response for emergencies and disasters

**Governor's Authorized Representative (GAR)** - The person designated by the Governor to execute all necessary documents for disaster assistance following a declaration of an emergency or major disaster, including certification of applicants for public assistance.

**Hazard-** An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

**Incident Command System-** A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

**Mass Care** – Food, clothing, shelter, and other necessary and essential assistance provided to a large number of affected people in response to, or recovery from, a disaster or emergency.

**Mitigation-** Sustained action taken to reduce or eliminate the long-term risk to human life and property from natural hazards and their effects. Such measures include building codes, public education, hazard vulnerability analysis, compliance and enforcement, zoning and land-use measures and preventive health care.

**Mutual Aid Agreements-** Agreements between local, state, regional, and/or national agencies to reduce duplication and increase the effectiveness of emergency response and other post-disaster activities. Such agreements are often used to provide supplemental staff assistance in the post-disaster environment.

**Nursing Home** – A licensed facility for the care of individuals who do not require hospitalization and who cannot be cared for at home; Also known as Long Term Care Facilities.

**Public Information Officer-** A Federal, State, or local government official responsible for preparing and coordinating the dissemination of emergency public information.

**Preparedness-** Actions taken in advance of an emergency or disaster to develop operational capabilities and facilitate response operations; Such measures include the development of plans, procedures, warning and communication systems, EOCs, training and exercises, mutual aid agreements and emergency public information.

**Principal Executive Officer-** They mayor or chairman of the board of county commissioners.

**Response-**Actions taken before, during or after an emergency or disaster to save lives, minimize damages and enhance recovery operations. Such measures include activating emergency operations centers, procedures; emergency broadcast systems, public warning and notification of public officials and providing mass care.

**Roadblock** – A location that blocks the passage of people or vehicles and where they are prevented from traveling into an area without providing a specific waiver or justifying their need to enter the area.

**Road Closure** – A barricade or other form of impeding travel into an area along a road, highway, street, trail or other location that reasonable requires a traveler to stop or otherwise recognize travel is prevented into an area. Road closures are usually temporary and are employed only when travel into an area clearly jeopardizes the life or safety of the traveler, emergency workers, or others within the area.

**Recovery**- Actions taken over the short term to return vital life support systems to minimum standards and long-term to return life to normal or improved levels; Such measures include damage assessment, supplemental Federal assistance to individuals and public entities, assessment of plans, procedures, development of economic impact studies and methods to mitigate damages.

**Risk Assessment**- A process or method for evaluating risk associated with a specific hazard and defined in terms of probability and frequency of occurrence, magnitude and severity, exposure, and consequences.

**State Coordinating Officer**- The person assigned by the Governor to coordinate State response and recovery operations during State declared disasters. This is the FCO's counterpart during Presidential Disaster Declarations.

**Vulnerability**- The level of exposure of human life and property to damage from natural hazards.

## Appendix 4: Acronyms

<b>AAR</b>	After-Action Report
<b>ADA</b>	Americans with Disability Act
<b>AFB</b>	Air Force Base
<b>AG</b>	Attorney General
<b>ARC</b>	American Red Cross
<b>ARES</b>	Amateur Radio Emergency Services
<b>ASD</b>	Administrative Services Division
<b>BIA</b>	Bureau of Indian Affairs
<b>BLM</b>	Bureau of Land Management
<b>CAP</b>	Civil Air Patrol
<b>CAT</b>	Crisis Action Team
<b>CD</b>	Correction Department
<b>CDC</b>	Center for Disease Control
<b>CEO</b>	Chief Executive Officer
<b>CEP</b>	Civil Emergency Preparedness
<b>CERCLA</b>	Comprehensive Environmental Response, Compensation, and Liability Act
<b>CFR</b>	Code of Federal Regulations
<b>CID</b>	Construction Industries Division
<b>CISM</b>	Critical Incident Stress Management
<b>COG</b>	Continuity of Government
<b>CVB</b>	Convention & Visitors Bureau
<b>CYFD</b>	Children, Youth, & Families Department
<b>DAC</b>	Disaster Assistance Center
<b>DAP</b>	Disaster Assistance Program
<b>DAT</b>	Disaster Action Team
<b>DFA</b>	Department of Finance & Administration
<b>DFO</b>	Disaster Field Office
<b>DMAT</b>	Disaster Medical Assistance Team
<b>DOD</b>	Department of Defense
<b>DOE</b>	Department of Energy
<b>DOH</b>	Department of Health
<b>DOL</b>	Department of Labor
<b>DOT</b>	Department of Transportation
<b>DPS</b>	Department of Public Safety
<b>DSR</b>	Damage Survey Report
<b>DUA</b>	Disaster Unemployment Assistance
<b>EAS</b>	Emergency Alert System
<b>ED</b>	Education Department
<b>ED</b>	Environmental Department
<b>EDD</b>	Economic Development Division
<b>EIDL</b>	Economic Injury Disaster Loan
<b>EMC</b>	Emergency Management Center
<b>EMNRD</b>	Energy, Minerals and Natural Resources Department
<b>EMS</b>	Emergency Medical Service
<b>EMSB</b>	Emergency Medical Service Bureau
<b>EMT</b>	Emergency Medical Technician
<b>ENS</b>	Emergency Notification System
<b>EOC</b>	Emergency Operations Center
<b>EOCC</b>	Emergency Operations Center Coordinator



<b>EOP</b>	Emergency Operations Plan
<b>EPA</b>	Environmental Protection Agency
<b>EPI</b>	Emergency Public Information
<b>EPLO</b>	Emergency Preparedness Liaison Officer
<b>ERC</b>	Emergency Response Coordinator
<b>ERO</b>	Emergency Response Officer
<b>ERT-A</b>	Emergency Response Team-Advance Element
<b>ESF</b>	Emergency Support Function
<b>FAA</b>	Federal Aviation Administration
<b>FAC</b>	Family Assistance Center
<b>FBI</b>	Federal Bureau of Investigation
<b>FCC</b>	Federal Communications Commission
<b>FCO</b>	Federal Coordinating Officer
<b>FDHU</b>	First District Health Unit
<b>FEMA</b>	Federal Emergency Management Agency
<b>FIA</b>	Federal Insurance Administration
<b>FNARS</b>	FEMA National Radio System
<b>FRP</b>	Federal Response Plan
<b>FSA</b>	Farm Service Agency
<b>G&amp;F</b>	Game & Fish Department
<b>GAR</b>	Governor's Authorizes Representative
<b>GCO</b>	Grant Coordinating Officer
<b>GSD</b>	General Services Department
<b>HAZMAT</b>	Hazardous Materials
<b>HD</b>	Highway Department
<b>HF</b>	High Frequency
<b>HMER</b>	Hazardous Materials Emergency Response Plan
<b>HS</b>	High School
<b>HSD</b>	Human Services Department
<b>IAW</b>	In Accordance With
<b>IC</b>	Incident Commander
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IFG</b>	Individual Family Grant
<b>IP</b>	Injury Prevention
<b>ISD</b>	Information Systems Division
<b>ISO</b>	Information Systems Officer
<b>IVN</b>	Interactive Video Network
<b>JFO</b>	Joint Field Office
<b>JIC</b>	Joint Information Center
<b>JIMC</b>	Joint Information Media Center
<b>LAN</b>	Local Area Network
<b>LEOP</b>	Local Emergency Operations Plan
<b>LEPC</b>	Local Emergency Planning Committee
<b>LGH</b>	Local Government Handbook
<b>LGR</b>	Local Government Radio
<b>LP</b>	Local Primary
<b>Lt.</b>	Lieutenant

<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>MSCA</b>	Military Support to Civilian Authorities
<b>MTD</b>	Motor Transport Division
<b>NAWAS</b>	National Warning System
<b>NDA</b>	National Defense Area
<b>NDANG</b>	North Dakota Army National Guard
<b>NDCD</b>	North Dakota Corrections Department
<b>NDDDES</b>	North Dakota Department of Emergency Services
<b>NDSP</b>	North Dakota State Patrol
<b>NFIP</b>	National Flood Insurance Program
<b>NIIMS</b>	National Interagency Incident Management Systems
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>NRCS</b>	National Radio Communications Service
<b>NRCS</b>	National Resources and Conservation Service
<b>NRT</b>	National Response Team
<b>NTSB</b>	National Transportation Safety Board
<b>NWC</b>	National Warning Center
<b>NWS</b>	National Weather Service
<b>OC</b>	Office of Communications
<b>OEM</b>	Office of Emergency Management
<b>OSC</b>	On Scene Commander
<b>OSE</b>	Office of State Engineer
<b>OSHA</b>	Occupational, Safety, and Health Administration
<b>PIO</b>	Public Information Officer
<b>PDA</b>	Preliminary Damage Assessment
<b>PHS</b>	Public Health Service
<b>PL</b>	Public Law
<b>POC</b>	Point of Contact
<b>PPE</b>	Personnel Protective Equipment
<b>PRC</b>	Public Regulation Commission
<b>PSAP</b>	Public Safety Answering Point
<b>RACES</b>	Radio Amateur Civil Emergency Services
<b>RAD</b>	Radiation Absorbed Dose
<b>RADEF</b>	Radiological Defense
<b>RCB</b>	Radio Communications Bureau
<b>REACT</b>	Radio Emergency Assistance Communications Team
<b>RETCO</b>	Regional Emergency Transportation Coordinator
<b>ROC</b>	Regional Operations Center
<b>RPP</b>	Radiological Protection Program
<b>RR</b>	Remote Radio Transmitter
<b>SAR</b>	Search and Rescue
<b>SARA</b>	Superfund Amendment Reauthorization Act (Title III)
<b>SAT</b>	Situation Analysis Team
<b>SBA</b>	Small Business Administration
<b>SCEPA</b>	State Civil Emergency Preparedness Act
<b>SCM</b>	Survivable Crisis Management
<b>SCO</b>	State Coordinating Officer
<b>SDE</b>	State Department of Education
<b>SEOP</b>	State Emergency Operations Plan
<b>SF</b>	State Forester

<b>SFHA</b>	Special Flood Hazard Area
<b>SHMO</b>	State Hazard Mitigation Officer
<b>SIP</b>	Shelter-In-Place
<b>SITREP</b>	Situation Report
<b>SLIC</b>	State and Local Intelligence Center
<b>SOG</b>	Standard Operating Guide
<b>SOP</b>	Standard Operating Procedure
<b>UBC</b>	Uniform Building Code
<b>UC</b>	Unified Command
<b>UCS</b>	Unified Command System
<b>UHF</b>	Ultra-High Frequency
<b>USDA</b>	United States Department of Agriculture
<b>USGS</b>	United States Geological Survey
<b>VA</b>	Veterans Administration
<b>VHF</b>	Very High Frequency
<b>VOAD</b>	Volunteer Organizations Active in Disasters
<b>WCLEPC</b>	Ward County Local Emergency Planning Committee
<b>WMD</b>	Weapons of Mass Destruction

## **Appendix 5: Supplemental Plans**

The following plan work in conjunction with Ward County's Emergency Operation Plan and can be found at the Ward County Emergency Management Office:

Ward County Communication Plan  
Ward County Hazard Mitigation Plan  
Minot Airport Emergency Operation Plan  
City of Minot Emergency Action Plan for Mouse River Flooding  
Roosevelt Park Zoo Risk Assessment Plan  
Lake Darling Dam Emergency Action Plan  
Ward County Flood Action Plan  
City of Berthold Emergency Operation Plan  
City of Burlington Emergency Operation Plan  
City of Carpio Emergency Operation Plan  
City of Des Lacs Emergency Operation Plan  
City of Donnybrook Emergency Operation Plan  
City of Douglas Emergency Operation Plan  
City of Kenmare Emergency Operation Plan  
City of Makoti Emergency Operation Plan  
City of Ryder Emergency Operation Plan  
City of Sawyer Emergency Operation Plan  
City of Surrey Emergency Operation Plan