

CONCEPT OF OPERATION

Phase 1 – Prevention, Mitigation and Preparedness – The focus during this phase is pre-planning. What needs to be done in advance of an incident? The importance of participating in severe weather campaigns by focusing on evacuation, shelter in place, sheltering, and mass care. Make preparations to use the media to the maximum extent, employ the local PIO, and exercise the protocols for issuing press releases (same as would be done with a burn ban).

Note: The Lead Agency Representative within Unified Command will be incident dependent, example: a hazardous material requiring an evacuation will be the Fire Department; an incident requiring sheltering would be Social Services.

Sheriff's Department

- Develop evacuation SOPs
- Participate in evacuation and sheltering planning, training, and exercises.

Fire Department

- Develop evacuation SOPs.
- Participate in evacuation and sheltering planning, training, and exercises.

Public Health

- Develop evacuation and sheltering SOPs.
- Participate in evacuation and sheltering planning, training, and exercises.

Bowbells, Columbus, Flaxton, Lignite, Powers Lake and Portal (See Contact List)

- Test Emergency Warning System (Siren)

Burke County Extension

- Coordinate with for evacuation procedures for agricultural animals and pets.

County Road Superintendent

- Develop evacuation SOPs.
- Obtain necessary traffic control signs to supply evacuation routes.
- When flooding is possible, monitor all potential evacuation routes to assure availability. This includes State Highways.
- Participate in evacuation and sheltering planning, training, and exercises.

Ambulance

- Develop evacuation SOPs.
- Establish number of patients hospitals could receive.
- Coordinate with area EMS / rescue squads ambulances available to support evacuation of hospital / nursing homes if required.
- Participate in evacuation and sheltering planning, training, and exercises.

Social Services

- Maintain relationship with area organizations serving special needs populations

- Provide evacuation information to clients as supplement to warning system.
- Participate in evacuation and sheltering planning, training, and exercises.
- Review sheltering SOPs.

School Superintendents

- Participate in evacuation and sheltering planning, training, and exercises.
- Review sheltering SOPs.

Phase 2 – Response

Sheriff's Department

- Assume command with authority from North Dakota Century Code 12.1-25-04 and initiate evacuations during civil unrest, criminal activities, or bomb threats.
- As command, give message to be broadcast on the Emergency Alert System.
- Establish or help rural fire department and Public Health establish isolation, evacuation, sheltering zones and evacuation priorities.
- Plan and manage evacuation routes.
- Document evacuation progress to avoid gaps or duplications.
- Plan and manage over all traffic control.
- Establish a press briefing area when Sheriff's Department is lead agency or have a representative at the press briefing area when another agency in the lead.
- Plan and manage assembly areas for those without vehicles.
- Identify evacuation teams to do street by street or house by house evacuations.
- Organize and direct security in zones throughout the incident.
- Notify and coordinate with county extension service for locations of and direction for the evacuation of animals.
- Obtain contact information (Social Services) and provide evacuation transportation for functional needs residents

Fire Department

- Assume command and initiate evacuation with authority from The International Rural Fire Code 104.11 (as adopted by the State of North Dakota) during rural fires, hazardous materials incidents, explosions, aircraft crashes, and industrial accidents.
- As command, give a Public Address Announcement to be broadcast on the Emergency Alert System.
- As command, instruct State Radio to initiate county callback.
- Assumes evacuation support role during major flooding, civil unrest, criminal activities, bio-terrorist incidents, or bomb threats.
- Establish or help Sheriff's and Public Health establish isolation, evacuation, sheltering zones and evacuation priorities.
- Establish a press briefing area when rural fire department is lead agency or have a representative at the press briefing area when another agency in the lead.
- Perform search, rescue and evacuation in the immediate vicinity of the incident.

- Determine or assist Sheriff's Department and Public Health in determining if evacuation or sheltering zone is safe for re-entry.

Public Health

- Assume command and initiate evacuations during bio-terrorism events or biological outbreaks with authority from North Dakota Century Code 23-35-08.
- As command, give message to be broadcast on the Emergency Alert System.
- As command, initiate staff callback.
- Establish or help Sheriff's Department and rural fire department establish isolation, evacuation, sheltering zones and evacuation priorities.
- Inform sector EMS of priorities.
- Establish a press briefing area when Public Health is lead agency or have a representative at the press briefing area when another agency in the lead.
- Assist rural fire department and Sheriff's Department with evacuation or sheltering decisions concerning institutional facilities.
- Notify institutional facilities with evacuation or sheltering decisions and assist with planning.
- Notify hospitals outside evacuation area.
- Determine or assist rural fire and Sheriff's departments in determining if evacuation or sheltering zone is safe for re-entry.
- Provide technical assistance to shelter operators with public health-related issues.
- Coordinate mental health services with Social Services.

Burke County Extension

- Coordinate evacuation of agricultural animals and pets.

State Radio

- Alert / call back dispatchers & support staff as needed.
- Ensure critical communications capabilities and supplemental emergency communications.
- Activate Burke County Warning procedures.

Highway Superintendent

- Assist with barricades and signs for traffic control and security.
- Establish detour routes when needed.
- Provide priority service to evacuation routes.
- Provide a representative to the press briefing area when requested.
- Assist with heavy equipment as necessary.
- Assist with establishing evacuation and sheltering zones, especially during flooding.
- Assist with planning evacuation routes.
- Monitor traffic flow on evacuation routes to divert traffic from bottlenecks.

Ambulance

- Coordinate medical evacuation requirements with Incident Command / EOC
- Establish medical triage at incident scene.
- Coordinate incident scene decontamination procedures with fire department.

- Communicate and coordinate with local hospitals for treatment.

Volunteer Coordinator (Church Groups, Red Cross etc.)

- Coordinate volunteer services as requested by IC/ EOC
- Perform shelter operations management in accordance with the American Red Cross shelter modeling.

Citizen Emergency Response Team (CERT) (If /When Established & Trained)

- Provide basic disaster response services at scene

Social Services

- Coordinate/assist with sheltering.
- Coordinate mental health services with Public Health.

School Superintendents

- Coordinate/assist with sheltering.

OPERATIONAL PHASES (DURING THE RESPONSE): Any of three operational phases may be employed at any time as dictated by the situation. They are described below.

A. **EVACUATION ALERT** – Incident Commander (IC) recognizes **possibility** of need to evacuate. People in affected area must be alerted. IC should review Contact and Perimeter Group tasks on pages 17-19 and immediately task Operations Section to limit access and accurately track non-IMT personnel admitted to, or residing in affected area. IC should evaluate need for additional resources to alert the public. Resources to consider:

- Type 1, Public Information Officer (PIO),
- Contact Group Supervisor (see p. 17),
- Phone Contact Team (see p. 18), and
- Mobile Field Contact Teams (see p. 19).

IC orders needed resources pursuant to Delegation of Authority. IC alerts affected people using assigned resources until ordered resources arrive.

B. **EVACUATION WARNING** – IC recognizes **probability** of need to evacuate. Warn people in affected area. IC should evaluate need for additional resources to warn the public and prepare to evacuate the area. Resources to consider:

- Type 1, Public Information Officer (PIO),
- Evacuation Branch Director (see p. 15),
- Contact Group (as identified in para. A, above),
- Perimeter Group Supervisor (see p.20),
- Security Teams (see pages 21-22),
- Shelter Group Supervisor (see p. 23), and
- Documentation Unit Leader.

IC orders needed resources pursuant to Delegation of Authority. IC warns affected people with assigned resources until ordered resources arrive.

C. **EVACUATION DIRECTIVE** – IC recognizes people in affected area are in **immediate danger** and must be evacuated! IC should immediately order additional resources to evacuate and shelter people and pets and begin evacuating the affected area with assigned resources. In addition to resources identified in paragraph B above, IC should also order at least one shelter be opened (see p. 23 and Implementation Plan pages 34-42).

1. **VOLUNTARY EVACUATION** – A voluntary evacuation directive will be issued when conditions exist that present a moderate risk to life or as “advance warning” to allow citizens sufficient time to make preparations to evacuate if conditions suggest a mandatory evacuation may be imminent.
2. **MANDATORY EVACUATION** - A mandatory, large scale evacuation directive will be issued when conditions exist that present a significant risk to life. In this case, the use of (or threat of) physical force to accomplish mandatory evacuation will not be used. It is assumed that local government will not be able to prevent loss of life after a mandatory evacuation advisory is issued and not heeded by those affected.

Phase 3 – Recovery

Sheriff's Department

- Determine or assist rural fire department and Public Health in determining if evacuation or sheltering zone is safe for re-entry.
- Regulate safe re-entry.
- Critique LE operations and update plan with changes required.
- Complete reports as required.
- Determine ability of evacuees to return safely.
- Establish traffic control for return of evacuees.
- Assist with return of special needs groups as required.

Health Department

- Critique Health operations and update plan with changes required.
- Complete reports as required.

Fire Department

- Critique Fire operations and update plan with changes required.
- Complete reports as required.
- Determine ability of evacuees to return safely.
- Assist with return of special needs groups as required.

Highway Superintendent

- Assist Sheriff's Department in planning safe re-entry.
- Recover barricades and signs.

RETURN TO EVACUATED AREA: IC will rescind Evacuation Directive for all safe areas as soon as practicable. The PIO will inform evacuees and the public in general. Evacuees will be allowed to return to safe areas. Evacuation Branch Director will coordinate with IC or Plans Section Chief (PSC) to develop and execute an Evacuation Branch Demobilization Plan. Shelter Group Supervisor will evaluate hardships and special needs and initiate required action in accordance with American Red Cross standing operating procedures, prior to demobilizing. The Emergency Operations Center (EOC) is the coordinating entity (in concert w/public health) for health and safety considerations e.g. mold control and local utility company/garbage pickup coordination.

TRANSITION HOUSING: If after three days of shelter living it is not possible for people to return to their homes, accommodations will be made for transition housing. Media outlets, VOAD organizations, and social and foster care services will be mobilized to identify locally available accommodations, e.g. private homes and motels, etc. The Finance and Administration Section Chief will secure contract arrangements with local motels and private home owners. If it appears that long-term sheltering will be needed, the local Emergency Operations Center Manager will coordinate through NDDES for longer term transition housing, e.g. FEMA trailers.