

Burke County, ND Local Emergency Operations Plan



Revised in 2017 with assistance
from:



Forward

The Local Emergency Operations Plan (LEOP) establishes a framework for the Burke County government and its partners to provide assistance in an expeditious manner in event of a perceived, potential or actual disaster or emergency. The Burke County Emergency Manager appreciates the continuing cooperation and support from all departments and agencies and from the volunteer and private organizations which have contributed to the Burke County level of preparedness and to the development of this Plan. The Burke County Emergency Manager continually works alongside these entities to address the responsibilities outlined in this LEOP, provide a forum for discussion, and an opportunity to participate in planning and exercise activities to help ensure the Burke County prevention, preparedness, response, recovery and mitigation capabilities are effective and efficient.

The purpose of the LEOP is to provide strategic and operational guidance aimed at facilitating the delivery of all types of Burke County emergency management assistance to the residents and visitors of Burke County and others with whom there are mutual aid agreements/compacts in place, and to help reduce the consequences of disasters and emergencies. This Plan outlines the planning assumptions, policies, concept of operations, organizational structures and the roles and responsibilities of all those involved in coordinating federal, regional, state and Burke County activities.

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Distribution List

Individual	Name	Initial and Date
Emergency Manager	Barry Jager	
Board of County Commissioners	Debbie Kuryrn Allen Ryberg Jarret Van Berkom	
Auditor	Jeanine Jensen	
Sheriff	Jeremy Grohs	
Powers Lake Police Department	Todd A. Lerol	
Road and Bridge Department	Ken Tetrault	
Public Health	Stacy Schoemer, RN	
Social Services	Amanda Wallace	
Powers Lake Police Department	Todd Lerol	
Bowbells Fire Department	Tom Roering	
Columbus Fire Department	Scott Kihle	
Lignite Fire Department	Jory Ehlke	
Portal Fire Department	Ken Evenson	

Individual	Name	Initial and Date
Powers Lake Fire Department	Mark Douts	
Bowbells Ambulance	Dan Folske	
Portal Ambulance	Lisa Knutson	
Powers Lake Ambulance	Kari Enget	
Bowbells Public School	Celeste Thingvold	
Burke Central Public School	John Bruce	
Powers Lake Public School	John Gruenberg	
NDSU Extension Office	Dan Folske	
Clerk of Court/Recorder	Bonnie Bohnsack	
State's Attorney	Amber Fiesel	
Tax Equalization Director	Kris Hillaert	
Treasurer	Sheila Burns	
Veterans Service Office	Zeke Isakson	
Mayor, Bowbells	Tony Pandolfo	
Mayor, Columbus	JoAnn Lunstad	
Mayor, Flaxton	Mary Bjergaard	

Individual	Name	Initial and Date
Mayor, Lignite	Lance Granrud	
Mayor, Portal	Deb Altringer	
Mayor, Powers Lake	John Albertson	
US Customs and Border Protection	Brent Beeter, Scott Kihle,	
US Fish and Wildlife		
ND Highway Patrol	Jamie Huschka	
ND Game and Fish Department	Jim Burud	
US Border Patrol	Pete Honrud	

Notice of Promulgation

LOCAL EMERGENCY OPERATIONS PLAN

The publication of the Burke County Local Emergency Operations Plan represents a concerted effort on the part of the county and city governments to provide a mechanism for effectively responding to and recovering from the impact of natural or human-caused disasters or emergencies.

The stated purpose of this plan and associated supporting documents is to facilitate the delivery of emergency/disaster response, and to provide needed assistance and relief to the citizens and visitors of Burke County in the event of an emergency or disaster by county, city, and township governments, community and mutual aid resources. This plan represents the county's best intentions to manage emergencies/disasters within the framework of county-wide cooperation and coordination.

THE BURKE COUNTY EMERGENCY OPERATIONS PLAN IS ADOPTED BY THE BURKE COUNTY BOARD OF COUNTY COMMISSIONERS UNDER RESOLUTION NO. _____. IT SUPERCEDES ALL PREVIOUS PLANS EFFECTIVE ON _____ DAY OF _____, 2017.

Debbie Kuryl,
Chairman, Board of County Commissioners
Burke County, ND

Jeanine Jensen
Auditor, Burke County, ND

Barry Jager
Emergency Manager
Burke County

These cities, by resolution, hereby adopt the concepts and conditions set forth by the Burke County Local Emergency Operations Plan.

Bowbells _____, Mayor,
Date _____
Tony Pandolfo

Columbus _____, Mayor,
Date_____ JoAnn Lunstad

Flaxton _____, Mayor,
Date_____ Mary Bjergaard

Lignite _____, Mayor,
Date_____ Lance Granrud

Portal _____, Mayor,
Date_____ Deb Altringer

Powers Lake _____, Mayor,
Date_____ John Albertson

Letter of Agreement

This Letter of Agreement (LOA) is signed by departments and agencies and other organizations committed to supporting LEOP concepts, processes, and structures; and carrying out their assigned functional responsibilities to ensure effective and efficient incident management. This includes designating representatives to staff interagency coordinating structures, namely the Local Emergency Operations Center.

Organization	Name	Signature and Date
Emergency Manager	Barry Jager	
Board of County Commissioners	Debbie Kuryn Allen Ryberg Jarret Van Berkomp	
Auditor	Jeanine Jensen	
Sheriff	Jeremy Grohs	
Road Department	Ken Tetrault	
Public Health	Stacy Schoemer, RN	
Social Services	Amanda Wallace	
Bowbells Fire Department	Tom Roering	
Columbus Fire Department	Scott Kihle	
Kenmare Fire Department	Mitch Duerre	
Lignite Fire Department	Jory Ehlke	

Organization	Name	Signature and Date
Portal Fire Department	Ken Evenson	
Powers Lake Fire Department	Arlo Greisbach	
Bowbells Ambulance Department	Dan Folske	
Portal Ambulance Department	Lisa Knutson	
Powers Lake Ambulance Department	Kari Enget	
Bowbells Public School	Celeste Thingvold	
Burke Central Public School	John Bruce	
Powers Lake Public School	John Gruenberg	
NDSU Extension Office	Dan Folske	
Clerk of Court/Recorder	Bonnie Bohnsack	
State's Attorney	Amber Fiesel	
Tax Equalization Director	Kris Hillaert	
Treasurer	Sheila Burns	
Veterans Service Office	Zeke Isakson	
Mayor, Bowbells	Tony Pandolfo	
Mayor, Columbus	JoAnn Lunstad	

Organization	Name	Signature and Date
Mayor, Flaxton	Mary Bjergaard	
Mayor, Lignite	Lance Granrud	
Mayor, Portal	Deb Altringer	
Mayor, Powers Lake	John Albertson	
US Customs and Border Protection	Brent Beeter, Scott Kihle,	
US Fish and Wildlife		
ND Highway Patrol	Jamie Huschka	
US Border Patrol	Pete Honrud	
ND Game and Fish	Jim Burud	

Proposal for Changes, Corrections, Additions & Deletions

Any user of this Plan is encouraged to recommend changes that the user feels may enhance or clarify a particular portion of this Plan. Suggested changes may be made in three ways. First is to have a discussion with the emergency manager to determine the feasibility of the plan change. The second step is to bring the suggested change to an emergency responder meeting such as the Local Emergency Planning Committee (LEPC) meeting. Another method is to complete the following form and submit it to the Burke County Emergency Manager at the address below for consideration. The Burke County Emergency Manager will respond with a written form as to whether or not the suggestion will be implemented and, if not, why it will not be implemented. The format of the suggested changes should be:

Identify One:

Base Plan _____ Appendix _____ Appendix (No.____) _____

Incident Specific Appendix/Documents _____

Section: _____

Paragraph/Subparagraph: _____

Page Number: _____

Currently

Reads: _____

Proposed Change:

Other Comments:

Submitted by

(Name): _____

Agency/Organization: _____

Contact (Phone or e-

mail): _____

Date: _____

To: Barry Jager, Burke County Emergency Manager

Burke County Emergency Management

P.O. Box 250

Bowbells, ND 58721

Re: Local Emergency Operations Plan

RECORD OF REVISIONS OR CHANGES

When any changes are made to the LEOP, fill in the table below. This will help each department see who made changes, when the Plan was last reviewed, and serve as a resource the next time the plan is updated.

Change Number	Date	Subject Area	Initials

1.0 Introduction

The LEOP establishes the jurisdictions strategy to prevent, protect, prepare for, respond to, recover from, and mitigate the impacts of a wide variety of disasters and other emergencies that could adversely affect the health, safety and/or general welfare of the residents and visitors of Burke County.

The priorities that guide the emergency management practice for Burke County include:

- ▲ Reduce the loss of life and property of residents, property owners, businesses and visitors due to natural, technological, and/or man-made disasters
- ▲ Incident stabilization
- ▲ Environmental conservation
- ▲ Assist in recovering from emergency situations through an immediate and coordinated restoration and rehabilitation of affected persons, businesses and properties

1.1. PURPOSE

The LEOP establishes policies and procedures, it describes strategies, assumptions, objectives, and how this plan supports the five phases of emergency management (Prevention, Mitigation, Preparedness/Protection, Response and Recovery). It also describes the Federal documents the LEOP follows including: National Incident Management System (NIMS), Incident Command System (ICS), Emergency Support Function (ESF), and Department of Homeland Security's (DHS) National Response Framework (NRF).

The LEOP establishes interagency and multi-jurisdictional mechanisms for county, township, and city governments involved in coordination of incident support activities. This includes coordination structures and processes for disasters or other emergencies requiring:

- ▲ Emergency support to residents and visitors
- ▲ The exercise of direct Local authorities and responsibilities, as appropriate under the law
- ▲ Public and private-sector incident management integration
- ▲ Coordination, administration, and integration of emergency management plans and programs of Federal and State agencies.

1.2. SCOPE

- ▲ This is an operations-based plan that follows National Incident Management System (NIMS), Incident Command System (ICS), and NRF guidelines, incorporates the ESF's other functional groups, as well as incident specific actions.
- ▲ The LEOP also calls for regularly scheduled exercises and training to identify and enhance the capabilities of local relevant stakeholders when managing with emergency situations. It defines the responsibilities of local agencies, non-governmental organizations and partners from both the public and private sectors. In addition, the LEOP recognizes and incorporates the various jurisdictional and functional authorities of local departments and agencies, and private-sector organizations during an incident.
- ▲ This Plan does not contain resource inventories, specific operating instructions, or personnel directories. Logistics, techniques, methodologies, and implementation strategies are components of organizational guideline manuals. Development of these "Standard Operating Guidelines" (SOGs) is the responsibility of each individual agency identified within the LEOP.

1.3. PLAN ASSUMPTIONS

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

- ▲ The Burke County Commission has overall statutory responsibility for the continued use, development and maintenance of this plan. Delegation of responsibilities to department heads does not abrogate the authority of heads of local governments to make necessary decisions or changes to the plan for the protection of life, property and the environment.
- ▲ 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 and county officials concerning their role in emergency management and the contents of this plan in particular.
- ▲ The plan shall incorporate the use of ICS, allowing flexibility for response to a variety of emergencies;
- ▲ Department heads are responsible for development and maintenance of their respective functions and tasks in this plan.
- ▲ In addition, each lead and support agency must maintain supporting Standard Operating Guidelines (SOGs) describing

how functions/tasks will be accomplished or implemented. SOGs are located at appropriate functional facility locations and will be updated yearly by the appropriate coordinator.

- ▲ 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.
- ▲ 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. This will be the responsibility of the Burke County Emergency Manager to coordinate such activity.

1.4. CONSTRUCT OF PLAN

This Plan is organized to align with the operational structure and makeup of the Burke County Emergency Operations Center (EOC). This Plan provides general information as well as specific operational roles and responsibilities for select EOC sections, groups, and ESF's.

The LEOP includes the following:

Base Plan

The Base Plan describes the structure and processes designed to integrate the efforts and resources of the Federal, State, Burke County, and city governments, the private sector and non-governmental organizations (NGO's). The Base Plan includes planning assumptions, roles and responsibilities, concept of operations, incident management actions, and Plan administration and maintenance instructions.

Also included are the Emergency Support Functions which describe the responsibilities and general concepts for emergency management activities and obligations maintained by each individual function. These responsibilities include reduction of the immediate hazard, saving lives and property, incident stabilization, environmental and economic conservation and restoration of pre-incident conditions. The Emergency Support Functions are comprised of 15 specific functional areas:

Annex A: Agency Duties and Responsibilities

Annex A contains the agency duties and responsibilities which includes an agency emergency checklist of actions Burke County and city officials need to take immediately upon onset of an incident. These actions are generic to all hazards faced by Burke County.

Annex B: Incident/Hazard Specific

Some disasters or emergencies require unique approaches to prevention, preparedness, response, recovery and mitigation at some, or all levels. This Annex constitutes a collection of materials intended to address specific incidents/hazards. It includes specialized guidance, processes and administration to meet those needs based upon the individual characteristics of the incident.

Annex C: Evacuation and Sheltering

This annex combines the Evacuation and Sheltering Plan with the Local Emergency Operations Plan. It contains seven Appendices which outline the sheltering and evacuation steps and procedures.

Annex D: Emergency Contact List

Annex D gives the names and telephone numbers of individuals from each entity with emergency/disaster responsibilities so they may be contacted during an emergency/disaster event.

Annex E: Response Assets

Requiring regular updates, Annex E lists the resources the entities with emergency/disaster responsibilities may bring to the fight.

Annex F: Acronyms and Glossary

Termonology used in emergency management is not always familiar with the readers and users of this plan. Annex F provides a definition of those terms.

1.5. PHASES OF EMERGENCY MANAGEMENT

Emergency management operations are carried out within five distinct phases: prevention, mitigation, preparedness, response, and recovery.

Prevention

Prevention means identifying, deterring or stopping an incident from occurring to protect property and lives.

Mitigation

Mitigation includes actions that are taken before an emergency to eliminate or reduce the risk to human life and property from natural, technological and/or civil hazards. The goal of mitigation activities is to lessen the impact of a disaster or emergency and to reduce the costs of response and recovery operations.

Preparedness/Protection

Preparedness/protection actions are pre-emergency activities that attempt to prepare organizations to effectively respond to disasters or emergencies. This phase involves training, exercising, planning, and resource identification and acquisition. When these tactics are effectively created and implemented before an event there may be a reduction in the cascading events of a disaster or emergency.



Figure 1.1: Phases of Emergency Management

Response:

Response actions are taken immediately prior to, during, or directly after a disaster or emergency to save lives, minimize damage to property and the environment and enhance the effectiveness of recovery. Response begins when an emergency or disaster is imminent and/or immediately after it occurs.

Recovery:

Recovery includes both short-term and long-term activities. Short-term recovery aims at returning infrastructure systems back to operating standards. Long-term recovery works to return the site to “near normal” conditions after a disaster or emergency. Long-term recovery also includes restoring economic activity and rebuilding community facilities and housing. Long-term recovery can take months or years. In some cases, recovery begins during the response to a disaster or emergency concurrently with response efforts.

1.6. AUTHORITIES AND REFERENCES

Federal Statutes

- ▲ Presidential Policy Directive / PPD-8: National Preparedness, March 30, 2011.

- ▲ Emergency Planning and Community Right-to-Know Act (EPCRA) 1986
- ▲ Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, as amended (42 USC 5131 et seq.), 1988

State Statutes and planning documents

- ▲ North Dakota Century Code, §37-17.1
- ▲ North Dakota State Emergency Operations Plan (SEOP), November 2010

Table 1.1: Burke County Agency Authorities

Jurisdiction	Resolution Number	Dated
Burke County		
Bowbells		
Columbus		
Flaxton		
Lignite		
Portal		
Powers Lake		

Guidance

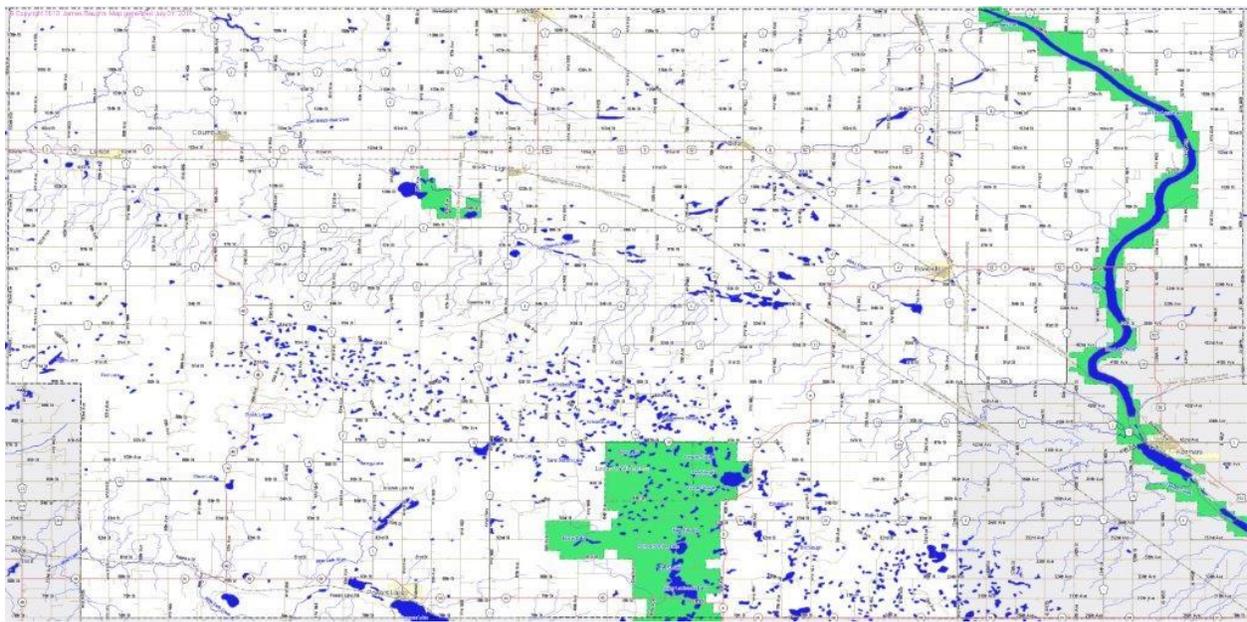
- ▲ Comprehensive Preparedness Guide (CPG) 101, Version 2.0, Dated November 2010.
- ▲ Burke/Divide Multi-Jurisdictional Multi-Hazard Mitigation Plan, December 2013

2.1. GEOGRAPHY AND CLIMATE

Burke County is 1,104 square miles. It was originally formed in 1910. Burke County contains six incorporated cities. They are Bowbells, Columbus, Flaxton, Lignite, Portal, and Powers Lake. Bowbells is the county seat.

Burke County topography was formed by the Wisconsin Ice Sheet, a continental glacier that receded about 15,000 years ago. Burke County is located where the advance of the glacier was terminated. The terminal moraine formed the Missouri Escarpment which separates the Drift Prairie from the Coteau du Missouri. The Missouri Escarpment stretches from Burke County southeastward to Dickey County where it enters South Dakota. Burke County thus has the hummocky, knob and kettle topography of the terminal moraine interspersed with rolling hills and flat lake beds. Glacial deposits of drumlins, eskers, kames, and other moraine features are common. Glaciation is a recent geological event and rivers have not had time to form resulting in a poorly drained landscape with potholes, lakes, sloughs and other centers of local, interior drainage. Limited drainage is forming in the eastern part of the county by small tributaries of the Souris River. (Figure 2.1) Most of the county has no exterior drainage resulting in the flood issues caused by snowmelt or heavy rainfall.

Figure 2.1: Burke County Water Map



Burke County is in the cooler section of the state. Average January temperatures for Burke County are 4 degrees Fahrenheit while North Dakota
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January temperatures vary from -2 degrees Fahrenheit in the northeast to 14 degrees Fahrenheit in the southwest.

Average January temperatures for July are 66 degrees Fahrenheit in Burke County and the northeast part of North Dakota. The southwestern part of the state has average July temperatures of 70 degrees.

The average annual precipitation in North Dakota varies from 21 inches of precipitation in the southeast to 15 inches of precipitation in the west. Burke County is located in the 15 inch average which classifies it as semi-arid.

2.2. DEMOGRAPHICS:

Burke County general demographic information is shown in Table 2.1. The county has a low population density. It includes a low number of foreign-born persons who do not speak English as their primary language and a large population of age 65 and over. Burke County has steadily lost population since 1930; however, US Census Bureau estimates indicate an increase for 2015. The increase is tied to growth related to energy development in the region. It is assumed that the population growth continues through 2017 but may have taken a downturn with the decrease in crude oil prices late in 2015 and continuing into 2017. Populations for each incorporated city are shown in Table 2.1.

Table 2.1: General Demographics (2016 estimates)

	Burke County	State of North Dakota
Population	2,198	756,927
Persons under 5 years of age	7.0%	6.9%
Persons under 18 years of age	26.0%	22.8%
Persons 65 years of age and over	17.0%	14.2%
Persons per square mile	2	10.7
White, not Hispanic	97.8%	89.1%
Hispanic or Latino	1.9%	3.2%
Black or African American	0.2%	2.1%
American Indian and Alaska Native	.8%	5.4%
Asian	0.7%	1.3%
Native Hawaiian/Pacific Islander	0%	0.1%
Two or more races	0.2%	2.0%
Foreign born	1.5%	2.9%
Language other than English spoken at home	2.8%	5.40%
Median household income	\$60,096	\$55,579
Persons below poverty level	9.1%	11.5%

Source: 2015 US Census Bureau

2.3. BURKE COUNTY CITY POPULATIONS

Table 2.2: City/Rural Populations (2016 estimates)

City	Population
Bowbells	359
Columbus	147
Flaxton	69
Lignite	240
Portal	150
Powers Lake	293
Rural	970

2.4. ECONOMY

Agriculture is the leading industry in Burke County. The latest agriculture statistics are from the 2012 Census of Agriculture (www.agcensus.usda.gov). There are 488 farms in Burke County with 595,094 acres in farms with 488 principal operators. Agriculture sales including crop and livestock sales totaled \$105,147,000 or an average per farm of \$215,455. There is no data on the number of people employed in farming.

Non-Farm industries also contribute a significant amount to the economy of the county. Table 2.3 shows the available data.

Table 2.3: Non-Farm Industries

Selected Non-Farm Industries in 2016			
Industry Sector	Employees	Establishments	Average Annual Wage
Transportation and Warehousing	66	16	\$67,395
Health Care and Social Assistance	19	5	\$12,609
Mining, quarrying, oil/gas extraction	33	9	\$75,880
Construction	18	12	\$37,720
Retail Trade	7	73	\$34,523
Accommodation and Food Services	45	16	\$11,930
Federal, State, and Local Government	268	28	\$54,165
Grand Total	705	136	\$49,166

Source: Job Service North Dakota Workforce Intelligence Division

2.5. TRANSPORTATION SYSTEMS

▲ Airports

Bowbells and Columbus have general aviation airports.

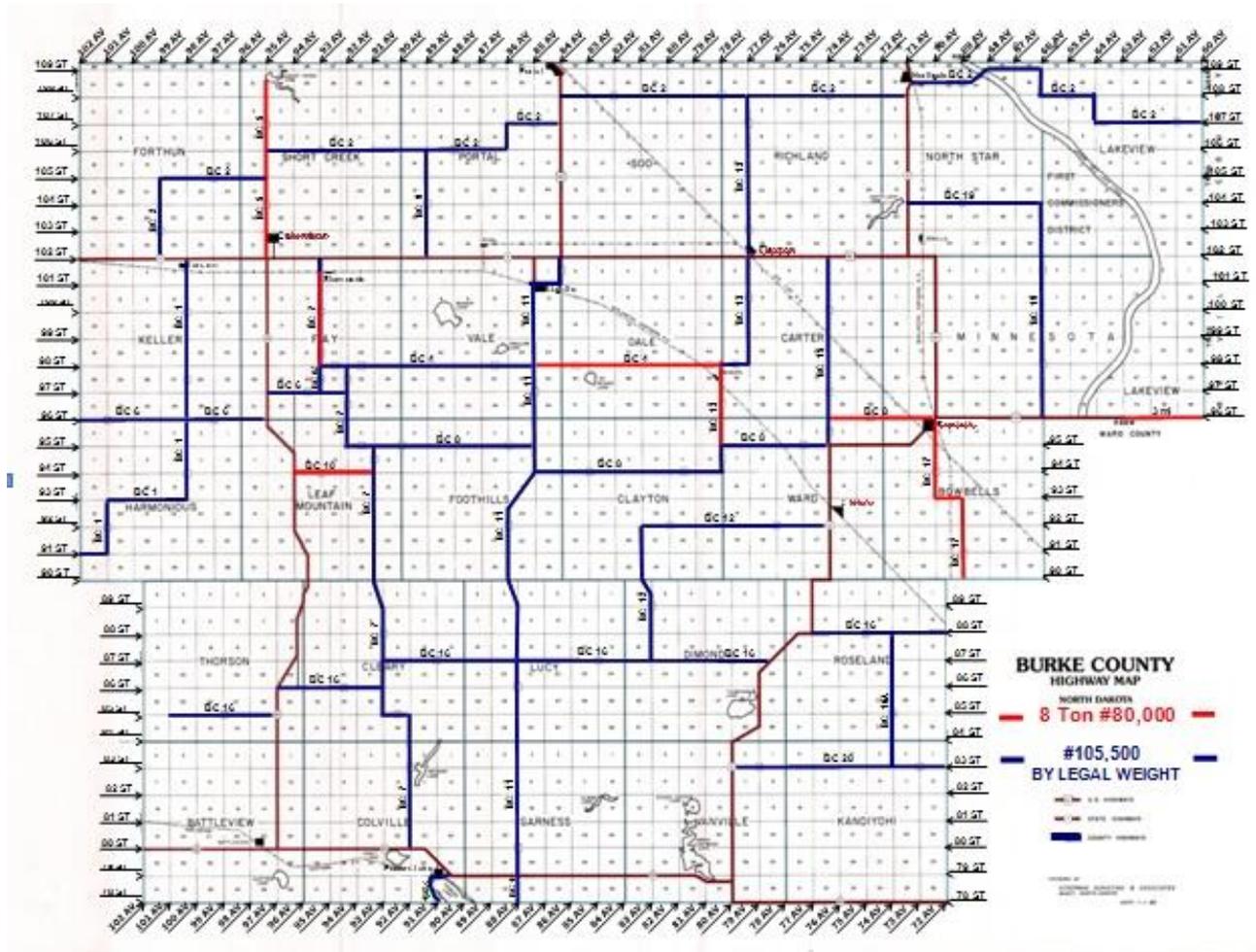
▲ Rail Service

Burlington, Northern, Santa FE (BNSF) Railroad and the Canadian Pacific (CPR) Railroad provides rail services to Burke County. BNSF has two routes in the county; one line enters the county north east of Coteau, runs to Lignite and westward to Larson and Divide County. The other line is in the southern part of the county serving Powers Lake. The CPR enters the United States at Portal and runs north east through Flaxton and Bowbells, and continues on to Ward County. The Dakota Western Missouri Valley Railroad branches off from the BNSF line west of Lignite, runs a short distance northward then runs eastward to Flaxton.

▲ Road System

Burke County is served by ND Highway 5 which runs east/west across the northern part of the county through Columbus, near Lignite where it shares the highway with US Highway 52 going eastward to Flaxton, south to Bowbells and into Ward County. ND Highway 40 runs north/south across the western part of the county running Columbus to Battleview than turning westward into Williams County. ND Highway 50 is located on the border between Mountrail County and Burke County in southeastern Burke County. It runs westward to Powers Lake and Battleview. A major United States highway, US 52 enters the county east of Bowbells, runs north and west to Flaxton, and runs west and north to Portal which is a 24 hour Port of Entry. There are numerous County and Township roads in Burke County as evidenced by the Figure 2.2.

Figure 2.2: Burke County Highway Map



2.6. HAZARD ANALYSIS

In July, 2013, Burke County in conjunction with neighboring Divide County completed the Multi-Hazard Mitigation Plan. In the process of plan development, Burke County conducted a hazard analysis which was repeated with the completion of the THIRA (Threat and Hazard Identification and Risk Assessment). The identification and ratings of the hazards is listed in the Table 2.4.

Table 2.4: Burke County Hazards

Hazard	Frequency	Severity
Communicable Disease	Low	Moderate
Dam Failure	Low	Low
Drought	Low	Moderate
Flooding	Moderate	Moderate
Geologic Hazards	Low	Low
Hazardous Materials Release	Moderate	Moderate
Homeland Security	Moderate	Moderate
Severe Summer Storms (Including Tornadoes)	High	Moderate
Severe Winter Weather	High	High
Shortage of Critical Materials	Moderate	Moderate
Transportation Accident	Moderate	Moderate
Urban Fire	Low	Low
Wild Land Fire	Moderate	Moderate

In addition to the THIRA, Burke County can assess its vulnerabilities by considering the data collected from the National Climatic Data Center which compiles severe weather data that can be provided for counties. Table 2.5 below demonstrates the type and number of weather events that affected Burke County from January 1, 1997 to January 1, 2017 as compiled by the National Climatic Data Center.

Table 2.5: Catastrophic Weather Events

Type of Event	Number of Events	Events Causing Property Damage	Events Causing Crop Damage
Winter Storm and Blizzard	25	1	0
Hail	39	2	1
High Wind	29	1	0
Extreme Cold and Wind Chill	24	0	0
Heavy Snow	13	0	0
Tornado	11	2	2
Flood	1	1	1
Heat	0	0	0

Additional data can be compiled by the number of Emergency/Disaster Declarations Burke County has experienced. Those are listed in Table 2.6

Table 2.6: Burke County Recent Presidential Disaster Declarations

Date	Declaration	Hazard(s)	Deaths	Injuries	Damages*
April 26-May 5, 2011	DR 1981	Flooding	0	0	\$503,757.00

*Only Public Assistance is shown.

3.0 Roles and Responsibilities

3.1. INDIVIDUALS AND FAMILIES

Individuals and families are responsible for emergency preparedness in all five phases of Emergency Management; prevention, preparedness, response, recovery, and mitigation, not just government agencies and first responders. Keys to staying safe during severe weather or other natural or man-made crisis are communication and preparation. Knowing what to do before, during and after an emergency is a critical part of being prepared. The Burke County emergency manager conducts regular campaigns to educate people on severe winter and summer weather events protective measures.

Citizens may do a variety of activities in each phase of emergency management. Some of them are listed below.

- ▲ Prevention
 - Prior to building a home or business study possible building sites to ensure the site safety. Is the site in the flood plain, near a hazardous materials site, or near a dangerous highway or intersection? Follow the building codes to ensure sound building practices.
- ▲ Preparedness
 - Follow these rules: Be Informed, Make a Plan, Build a Kit, Get Involved
 - Develop a family emergency plan
 - Complete a home or business hazard analysis both inside and outside the structure. Make necessary corrections to prepare for damaging conditions such as severe winter weather or severe summer storms
 - Complete appropriate FEMA Independent Study Courses available at www.FEMA.gov
 - Maintain at a supply kit of food, water, medications, and other family specific supplies to last 72 hours
 - Participate in county emergency management exercises such as the severe summer weather exercise conducted each spring.
- ▲ Response
 - Practice your family emergency response plan
- ▲ Follow emergency instructions provided by the “Watch” or “Warning”.
- ▲ Recovery

- If an emergency or disaster occurs assess damages and return your home or business to normal. This includes filing eligible insurance claims and or filing for disaster assistance if available.
- ▲ Mitigation
 - Assess your situation. What can you do to mitigate damage to your home or business? Evaluate your home/business and take action to mitigate damages such as improving water drainage around the home or business' exterior.
 - Maintain the home or business to make the structure disaster resilient.

3.2. GOVERNMENT JURISDICTIONS

Board of County Commissioners

Burke County is governed by a Board of County Commissioners who has general management of county affairs. The three person Board of County Commissioners each represent a geographical district. County commissioners are elected to four year terms and each commissioner must be a resident of the county. The Board of County Commissioners shall meet and hold regular public meetings for the transaction of business. The Board of County Commissioners:

- ▲ Shall superintend the fiscal affairs of the county.
- ▲ Shall supervise the conduct of the respective county officers.
- ▲ May cause to be audited and verified the accounts of all officers having the custody, management, collection, or disbursement of any moneys belonging to the county or received in their official capacity.
- ▲ Before March fifteenth of each year, shall have the county auditor prepare general purpose financial statements in accordance with generally accepted accounting principles. Public notice that financial statements have been prepared and are available for inspection must be published in the official newspaper.
- ▲ The Board of County Commissioners in an emergency/disaster is Burke County's chief executives and is responsible for the public safety and welfare of the people of Burke County. The commission has the responsibility to lead the response and recovery phases along with mitigation and prevention responsibilities. Much of the emergency/disaster responsibilities of the County Government are carried out by the Lead and Support Agencies also known as the ESF Agencies.

Burke County Sheriff

- ▲ The sheriff's office duties include making arrests, enforcing all state and local laws, maintaining jail facilities, transporting prisoners and

mentally ill patients, serving legal papers, holding public sales of property under court orders and attending district court.

- ▲ The Burke County Sheriff has the authority to enforce laws in cities and towns as well as rural areas.

Burke County Emergency Manager

- ▲ The Burke County Emergency Manager shall act on behalf of the elected officials. Responsibilities include oversee and coordinate the Burke County-level planning, preparation, exercise, response and mitigation of terrorist threats, natural and human-caused disasters and other emergencies. The Emergency Operations Center (EOC) or alternate EOC may be activated by the emergency manager or the elected officials during an emergency.
- ▲ The Burke County Emergency Manager has the responsibility for the development and implementation of emergency management programs designed to provide for rapid and effective response to an emergency situation. They should plan for the protection of life and property within the community. Burke County department heads and non-government organizations should work with the emergency manager during the development of local emergency plans and should be prepared to provide response resources.

Township Supervisors

Burke County has 30 Townships. Townships have a variety of duties as established by the North Dakota Century Code Chapter 58-01 through 58-18. However the main responsibility Township Supervisors is to carry out is the construction and maintenance of township roads. NDCC Chapter 58-05-02 requires the elected officers of a civil township must be:

1. Three or five supervisors.
2. One township clerk.
3. One assessor except as herein provided.
4. One treasurer.

As an emergency/disaster response agency the Township Supervisors develop plans, participate in trainings, develop internal policies and procedures to meet prevention, preparedness, mitigation, response and recovery needs as identified in the LEOP. Training should be multi-level, interagency training accompanied by exercises to develop and maintain necessary capabilities.

Cities

The six Burke County cities; Bowbells, Columbus, Flaxton, Lignite, Portal, and Powers Lake; all have the Council form of government.

As an emergency/disaster response agency the Mayor/City Councils develop plans, trainings, internal policies and procedures to meet prevention, preparedness, mitigation, response and recovery needs as identified in the LEOP. Training should be multi-level, interagency training accompanied by exercises to develop and maintain necessary capabilities.

State Government

The North Dakota Department of Emergency Services is the state agency directly supporting Burke County government(s) in an emergency/disaster situation. Incidents are reported to the state which in turn distributes the information to appropriate state agencies which may provide needed assistance to local governments. State government also serves as a liaison between local governments and the federal government.

Federal Government

The DHS/FEMA is responsible for the following areas of planning and operations: (e.g., below).

- ▲ Supporting local governments in planning, preparedness, mitigation, response, and recovery operations;
- ▲ Coordinating Federal aid for a Presidentially Declared Disaster (PDD) and emergencies by implementing the NRF;
- ▲ Coordinating emergency preparedness for the possibility of nuclear power plant accidents, radiation accidents, and attack; and,
- ▲ Ensuring continuity of government and coordinating mobilization of resources during national security emergencies.

Federal Highway Administration (FHWA)

The Federal Highway Administration (FHWA) provides stewardship over the construction, maintenance and preservation of the Nation's highways, bridges and tunnels. FHWA also conducts research and provides technical assistance to state and local agencies in an effort to improve safety, mobility, and livability, and to encourage innovation.

United States Department of Agriculture (USDA)

In the event of a disaster USDA provides assistance to Burke County's farmers and ranchers through providing assistance for losses that result from drought, flood, freeze, severe summer weather, pest infestation, and other calamities. USDA provides critical tools and policy and reinsurance agreement information and details the insurance cycle from the application process to the claims process.

Non-governmental and Volunteer Organizations and the Private Sector

Non-Government Organizations (NGO's) collaborate with other agencies and organizations, first responders and all levels of government to provide relief services to sustain life, reduce physical and emotional distress and promote recovery of disaster victims when assistance is not available from other sources. Private relief organizations have a two-fold responsibility. The first responsibility is to cooperate and coordinate with government agencies to help ensure broad and thorough coverage of relief. The second, and more important responsibility, is to provide relief not provided by the government on a complementary and supplementary basis.

The roles, responsibilities and participation of the private sector vary based on the type and impact of disaster or emergency. Private sector recovery and restoration is a key element of local economies and is essential to aid the jurisdictions impacted.

Certain organizations such as the American Red Cross are required by existing law and regulation to bear the cost of planning and response to disasters or other emergencies, regardless of cause. In the case of a catastrophic incident, these private-sector organizations are expected to mobilize and employ the resources necessary and available, in accordance with their plans, to address the consequences of incidents at their own facilities or emergencies for which they are otherwise responsible.

The roles of private sector organizations may include responding to impacted individuals or Infrastructure, serving as a response resource such as providing shelter management.

4.0 Concept of Operations

4.1. EMERGENCY OPERATIONS

4.1.1 Operational Policies

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: prevention, preparedness, response, recovery and mitigation. 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 incident management; 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 non-governmental organizations to respond to emergencies and disasters.

The NIMS operational components include the Incident Command System Unified Command, and Area Command.

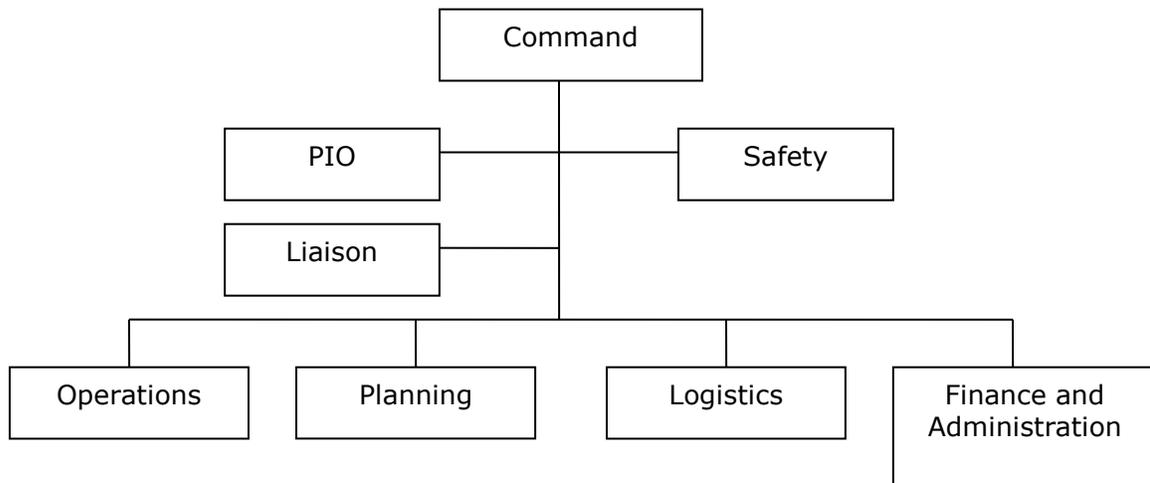
4.1.2 National Incident Management System (NIMS)

NIMS is the national model for Preparedness, Communications and Information Management, Resource Management, and Command and Management. The Incident Command System (ICS) established by NIMS; is the model for command, control, and coordination for an emergency response. This system provides a means to coordinate the efforts of individual agencies as they work toward stabilizing the incident, protecting life, property, and the environment. ICS uses principles known to improve efficiency and effectiveness in an emergency response. Due to the increased complexity of events occurring in Burke County and North Dakota and the number of agencies/departments with a responsibility to act, the jurisdiction utilizes ICS as the operational system to manage disaster and emergency incidents.

4.1.3 Incident Command System (ICS)

The Incident Command System is considered the most effective system for managing emergencies. The Federal Emergency Management Agency (FEMA) ICS is used as a standard for emergency Management Operations. Burke County Government subscribes to the use of ICS 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 single or multiple incidents without being hindered by jurisdictional boundaries. Burke County Government has identified NIMS/ICS structures for identified hazards. The ICS organization is demonstrated in the chart below:

Figure 4.1: Incident Command Structure



The Incident Command and Management organization is located at the Incident Command Post (ICP). Incident Command directs operations from the ICP, which is generally located at or in the immediate vicinity of the incident site. Typically, one ICP is established for each incident.

As emergency management/response personnel deploy, they must, regardless of agency affiliation, report to and check in at the designated location and receive an assignment in accordance with the established procedures.

The Incident Commander (IC) at the incident site will be trained according to NIMS requirements. In like manner, the EOC staff will also be trained to NIMS requirements.

The Incident Command System (ICS) should have:

- ▲ A manageable span of control (3 to 7 staff; optimum is 5);
- ▲ Personnel accountability (each person reports to only one person in the chain of command); and
- ▲ Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position).

4.1.4 Unified Command System (UCS)

A Unified Command System, part of ICS, is established upon activation response to an incident where two or more response agencies have a major response role. This system encourages agencies with responsibility for the incident to participate jointly and equally 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.

4.1.5 Area Command (Unified Area Command)

An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

4.1.6 Coordination

Coordination is a broad function involving staff members engaged in both direction and control. Some situations might require an Incident Commander to execute coordinating functions. In times of disasters or other emergencies, there are several levels of coordination involved with the administration of this Plan. They work through three levels from local, to State, and finally to federal authorities, when required. Coordination usually requires the activation of the Emergency Operations Center (EOC).

The emergency manager is responsible for maintaining a common operating picture and coordinating local response efforts. Primarily, this role encompasses two areas of coordination. First, the emergency manager works with local responders to ensure internal cooperation and functional teamwork in support of the Incident Commander. Secondly, the emergency manager arranges for outside assistance when the need arises and/or when

requested by the Incident Commander, through mutual aid or through Regional and/or State Response after declaration of an Emergency or Disaster Declaration is by the County Commission or City Council. The 30 Burke County Townships and the six Burke County Cities have historically worked with and through the county government when emergency and disaster declarations are written and declared.

4.1.7 Burke County Emergency Operations Center

When an incident occurs, emergency notification is often carried out by individuals on the scene dialing 911. 911 calls are directed to State Radio Communications who then contact the appropriate Burke County response agencies such as law enforcement, fire, and/or emergency medical services. If the first responders need assistance from other agencies such as law enforcement needing fire department response that call is made through Burke County radio communications or telephone. If the incident is of a magnitude whereby support is needed to the responding agencies the Emergency Manager is notified of the incident and will use his/her judgment to activate the Burke County Emergency Operations Center. The emergency manager may consult the County Commission Chairperson regarding EOC activation especially in anticipated lengthy activations.

When the emergency manager receives notice of a potential emergency from the federal Homeland Security Advisory System, from the National Weather Service watches and warnings, or from other reliable sources, partial activation of the EOC in preparation for the emergency may be considered.

Operational reports and resource requests are made to the State Emergency Operations Center are made through WebEOC.

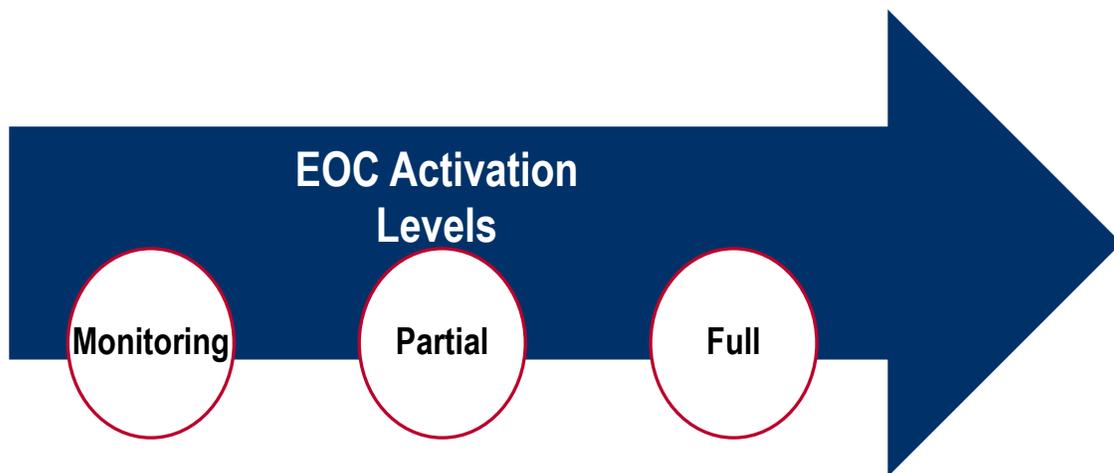
The EOC provides a central location from which government at the county and city levels can provide interagency coordination and executive decision-making in support of the incident response. The Burke County EOC is located at the Burke County Courthouse.

The Emergency Operations 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 emergency situations responded to by law enforcement, fire, public works, and EMS agencies. The EOC will house the members of the Emergency Response Task Force, Functional Coordinators and others deemed necessary based on the incident.

Not all disasters require full activation, in those instances, partial EOC activation may be ordered and only relevant agencies will be activated. The stages of EOC Activation are:

- ▲ **Monitoring:** The Burke County EOC not activated. The emergency management staff is monitoring situational awareness on a 24/7 basis.
- ▲ **Partial Activation:** The Burke County EOC partially activated. All ESF's and/or Support Agencies are notified and requested as the situation warrants. Partial activation staffing will be determined to meet the needs of the situation.
- ▲ **Full Activation:** The Burke County EOC is fully activated. All ESF's and/or Support Agencies are notified and requested as the situation warrants. Full activation may require extended hours, possibly 24-hour staffing in order to meet the needs of the situation.

Figure 4.2: EOC Activation



The EOC does not command or control the on-scene response. The EOC carries out the coordination function. EOCs coordinate with on-scene incident managers and other agencies and organizations.

Decision making at the EOC affects the incident response as well as the public response. The decisions made at the EOC are not tactical decisions. Tactical decisions are made by the Incident Commander and the Command Staff at the incident scene.

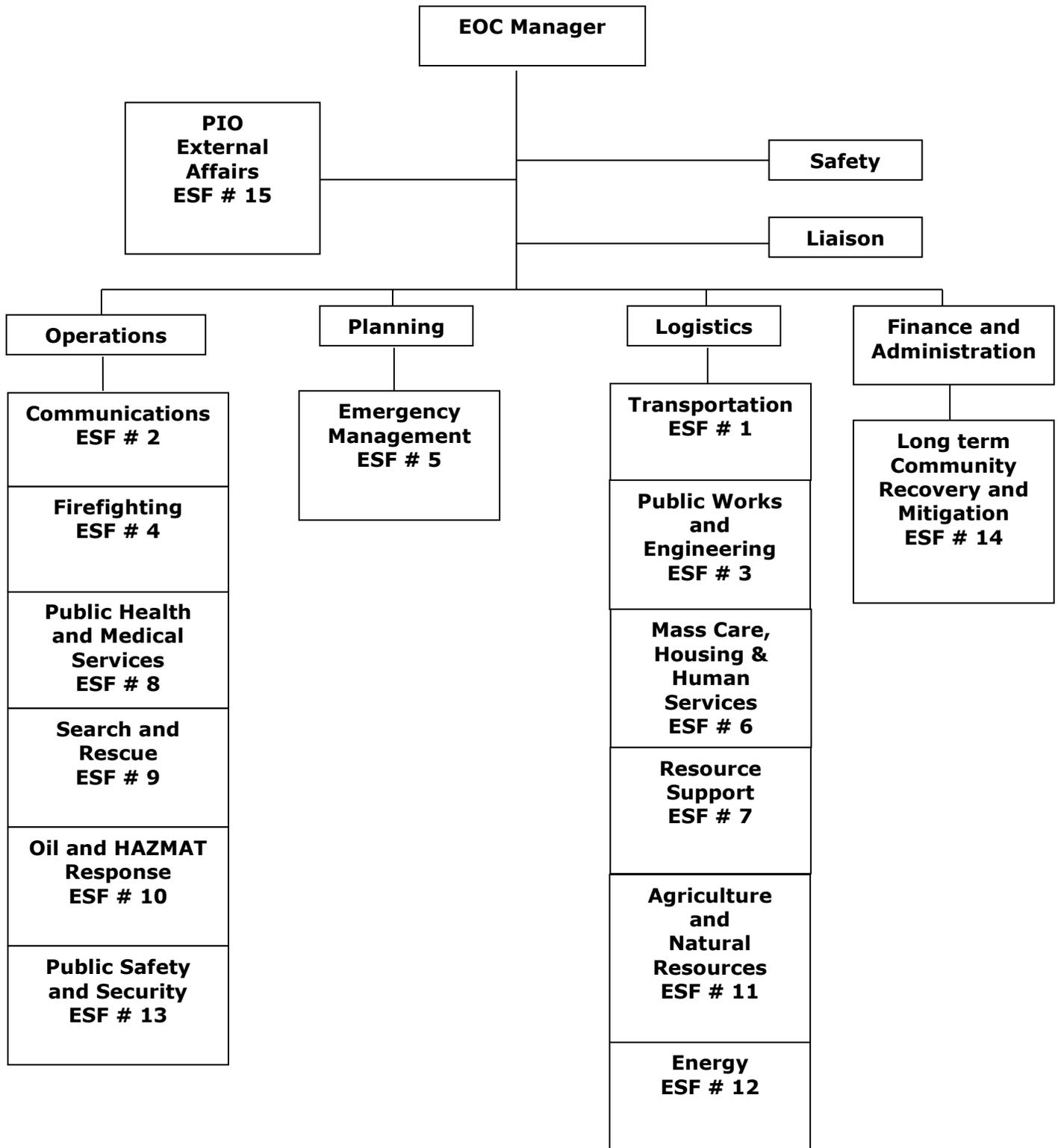
Burke County EOC staff's responsibilities allow the Incident Commander to focus on managing the incident. Those responsibilities include:

- ▲ Coordinate the efforts of multiple agencies or organizations involved in the incident
- ▲ Provide emergency public information to the public
- ▲ Support the on-scene response
- ▲ Play an important role in information collection and evaluation
- ▲ Set priorities for incident response
- ▲ Acquire, allocate, and track resources or otherwise manage resources
- ▲ Provide legal and financial support
- ▲ Provide strategic guidance and direction to support incident management activities
- ▲ Liaison with other jurisdictions and other levels of government
- ▲ Serve as a conduit for information passed from the incident scene, through lower-level coordination agencies, to higher-level coordination entities
- ▲ Document the incident utilizing WebEOC

4.1.8 Burke County Alternate EOC

If the EOC is unable to function because of disaster damage, utility unavailability, or danger to the EOC staff, one alternate Burke County EOC is designated. The Alternate EOC has the same functions as the regular EOC. The designated location is The Emergency Management/911 Coordinator's Office located at 104 Sioux Street, Bowbells. The diagram below demonstrates the EOC and how it is organized according to the NIMS Incident Command System.

Figure 4.3: EOC Organization



4.1.9 Organization and Assignment of Responsibilities

The Burke County EOC provides a central location from which Burke County government can provide interagency coordination and executive decision-making in support of incident response.

This plan embraces an "all-hazards" principle: that most emergency response functions are similar, regardless of the hazard. The Burke County Emergency Manager will mobilize resources and personnel as required by the emergency situation.

The Burke County Emergency Manager and elected officials will develop mutual aid agreements with adjacent municipalities for reciprocal emergency assistance as needed.

When the county EOC is activated, the Burke County Emergency Manager or designee will coordinate between the site IC, adjacent counties, and the North Dakota Department of Emergency Services. To ensure consistency with operations at the incident site, the EOC will also follow an incident command structure. The Burke County Emergency Manager will assume the role of EOC Manager (Command) and, initially, all of the remaining roles. As additional staff arrives at the EOC, the Burke County Emergency Manager may delegate activities to them.

Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position).

In order to maintain civil order and control, it is imperative for all levels of government to identify clear lines of succession and establish the mechanisms to ensure government continues to function during emergencies and/or disasters.

The succession of leadership for the county commissioners is:

- Chair
- Vice chair
- Most senior member of commission

The succession of leadership for City Governments is:

- Mayor, President of city council
- Most senior member of council

The succession of leadership for EOC management personnel is:

- Emergency manager
- Sheriff

The line of succession for each agency/department is according to the department rules and/or Stand Operating Guidelines. Each county/city functional coordinator will have a designated alternate to fulfill assigned responsibilities.

During non-emergency times, information regarding emergency plans and actions to be taken by the public, in the form of public information / education materials, will be provided to the public via newsletters, brochures, county website, and other means.

In the event of an evacuation, the population (or segments thereof) will evacuate using their own vehicles, or be transported from the identified affected area(s) to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the affected community or even the county.

Evacuees are expected to follow the direction and guidance of emergency workers, traffic coordinators, and other assigned emergency officials. Pre-designated evacuation routes will be utilized whenever safe and practical. Critical intersections will be staffed by traffic control personnel to facilitate an orderly flow of traffic.

Emergency workers should complete pre-emergency "family plans" addressing such issues as transportation and evacuation locations for immediate family members (Spouse and children).

Table 4.1 aligns Emergency Support Functions (ESF's) with ICS Staff sections. This alignment may be modified as required by the disaster situation or the municipality's political or programmatic needs.

4.2. EMERGENCY SUPPORT FUNCTIONS

The Emergency Support Functions are comprised of 15 specific functions. They are:

ESF #1 – Transportation addresses emergency-related transportation issues that include assessing damage to and restoring and maintaining land, air and water transportation routes during disasters or emergencies in coordination with governmental and private organizations, as required. In addition, ESF #1 supports evacuation and re-entry operations for threatened/involved areas and the transportation of response personnel, materials, goods and services to emergency sites.

ESF #2 – Communications and Alerting addresses the provision of communication resources and coordination to support local collaboration and information sharing. ESF #2 is also responsible for the provision of emergency warning and notifications to the public and response personnel as well as the back-up, restoration and repair of some communication infrastructure.

ESF #3 – Public Works and Engineering addresses most engineering concerns that are not related to transportation systems and becomes involved in a wide array of mission types in response and recovery efforts. These missions include inspection and assessment; debris removal management; demolition and stabilization; reconnaissance; emergency repairs; and, temporary and permanent construction.

ESF #4 – Firefighting addresses fire suppression in rural, urban and wild-land settings that result from naturally-occurring, technological or man-made disasters or emergencies. Local jurisdictions have the responsibility of providing basic fire service protection.

ESF #5 – Emergency Management addresses the coordination of local incident management and response efforts to support local efforts. It encompasses the coordination of activities identified in the LEOP; the operation of the EOC; incident action planning; situational awareness and information-sharing; and, provides direction and control over the use of local resources.

ESF #6 – Mass Care, Housing and Human Services addresses, coordinates and reports on the emergency mass care activities of local and partner NON-GOVERNMENT ORGANIZATIONS responsible for sheltering, feeding, counseling, temporary housing and related social services and welfare activities required to assist disaster clients. In addition, this ESF is responsible for the safety and well-being of household pets in shelters.

ESF #7 – Resource Support addresses support to local entities involved in emergency response and recovery. This support includes locating, procuring and issuing resources including equipment, supplies, facilities, and services required by emergency responders and disaster survivors.

ESF #8 – Health and Medical addresses public health and medical services concerns during disaster or other emergencies. Public health concerns include, but are not limited to: assessment and surveillance of health needs of the affected communities; provision of health-related services and supplies; identification of areas where health problems could occur; testing of products for public consumption; and environmental testing. Medical services' concerns include, but are not limited to: logistical

support for local health personnel in the field; supply and restocking of health-related equipment and supplies; testing and/or disposal of food, medicine and other related products affected by the disaster/emergency; assistance in assessing potable water and wastewater/solid waste disposal issues and coordination of equipment; assessment of medical needs of the affected communities in coordination with local emergency medical personnel; provision of medically related services and supplies that support the affected communities; and assistance and support for mass fatality and triage sites.

ESF #9 – Search and Rescue (SAR) addresses the provision of guidance and organization of Local agencies that may be employed during SAR operations, in both urban and rural scenarios. SAR operations include, but are not limited to: the location, recovery and extrication of victims who have become lost or entrapped as a result of a disaster or life-threatening emergency; and includes swift water rescue.

ESF #10 – Hazardous Materials (HAZMAT) Response addresses different types of hazardous materials. In a hazardous materials event, responsibilities include: providing a coordinated local response in accordance with ICS; assisting in the assessment of, response to and recovery from hazardous materials incidents; ensuring that prompt measures are taken to contain, remove and dispose of spilled hazardous materials; and advising the public, in concert with local agencies, of the situation, potential dangers and protective actions they should take.

ESF #11 – Agriculture, Cultural and Natural Resources addresses concerns regarding agricultural functions during disaster or emergency situations as well as the effect of an incident upon the natural and cultural resources of the community. These concerns include: assessment and surveillance of agriculture needs within affected areas; provision of agriculture-related services and supplies; identification and application of appropriate agriculture assistance programs; and obtaining and delivering emergency food supplies. In addition, this ESF is responsible for the care and well-being of large animals and livestock during an incident.

ESF #12 – Energy addresses the coordination of utilities and related governmental and private organizations to provide information for local-level assessment, response and recovery operations related to fuel shortages, power outages and capacity shortages that may impact residents. This ESF also provides information on the transportation of fuel, sources for the provision of emergency power to support immediate response operations, and the restoration of normal energy supplies.

ESF #13 – Public Safety and Law Enforcement addresses response and recovery activities can include the following: maintaining law and order within legal authority; assisting with the dissemination of alerts, warnings and notifications; coordinating law enforcement activities from EOCs and command centers as needed to manage resources and personnel; staffing for roadblocks, traffic control points and other sites; conducting law enforcement investigations; providing evacuation/relocation support; providing communications to support agencies; supporting the relocation and temporary detention of persons confined to correctional and/or high risk institutions; and, maintaining and protecting logs, records, digests and reports essential to government and emergency operations.

ESF #14 – Volunteer and Donations Management addresses the support of local jurisdictions in the restoration of communities damaged by a disaster or emergency by coordinating the efficient and effective delivery of donated goods and volunteer services to the impacted areas. This ESF will also be the liaison for those voluntary organizations that provide disaster services within the community, so that capabilities and resources will be effectively integrated with other local, State and federal agencies to meet the needs of the disaster or emergency.

ESF #15 – Public Information addresses support in providing residents with timely and potentially lifesaving information during major disasters or other emergencies. This ESF is also responsible for the development and dissemination of a variety of information, education, and instructions to the general public, government officials and the news media through direct contact, briefings, presentations, news releases and advisories, websites, social media postings, and oversight of public inquiry lines established in or for the support of emergency management activities.

Table 4.1: Agency Lead and Support Responsibilities

Agency / Organization	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15
Emergency Manager		L			L		L					L		S	S
Board of County Commissioners					S		S								L
Auditor					S		S							L	S
Sheriff	S	S	S						L				L		S
Road Superintendent	L		L												S
Public Health								L		S					S
Social Services						L						S		S	S
Bowbells Fire Department			S	L					S	L		S	S		S
Columbus Fire Department			S	L					S	L		S	S		S
Lignite Fire Department			S	L					S	L		S	S		S
Portal Fire Department			S	L					S	L		S	S		S
Powers Lake Fire Department			S	L					S	L		S	S		S
Bowbells Ambulance	S			S				L	S	S				S	S
Portal Ambulance	S			S				L	S	S				S	S
Powers Lake Ambulance	S			S				L	S	S				S	S
Bowbells Public School	S					S	S								S
Burke Central Public School	S					S	S								S
Powers Lake Public School	S					S	S								S
NDSU Extension Office								S			L				S
Clerk of Court/Recorder					S									S	S
State’s Attorney					S								S		S
Tax Equalization Director					S									S	S
Treasurer					S		S							S	S
Veterans Service Office					S										S
City Public Works			S												

Legend: S-Supporting L-Lead

4.3. SITUATION DOCUMENTATION AND MANAGEMENT SOFTWARE

WebEOC is used by Burke County to report all significant incidents to the State Emergency Operations Center Staff. WebEOC is also used to monitor state and regional events to provide intelligence on the event and its potential impact on Burke County. WebEOC also serves as a permanent record of Burke County Emergency and Disaster events.

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 national security emergencies is the responsibility of the executives of each jurisdiction. Records to be preserved should include, at a minimum:

- ▲ Records protecting the rights of individuals 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 emergency operations.
- ▲ Records required to re-establish normal government functions and to protect the rights and interests of government are the responsibility of appropriate department heads who are responsible for securing documents necessary for continuing operation during times of emergencies.

4.4. RELOCATION OF GOVERNMENT

All critical facilities at the county and at the 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, communications centers, fire halls and law enforcement centers are possible relocation facilities as they already contain considerable communication equipment.

5.0 Training and Exercises

Training is provided to prepare Burke County emergency response personnel. It is designed to develop the knowledge, skills and abilities required in a disaster or emergency. Basic training that is recommended and provided includes ICS fundamentals, LEOP orientation, and basic hazardous materials training. First responders such as fire fighters and ambulance personnel are trained in their specialized skill sets.

Table 5.1: Training Recommendations

Personnel	Recommended Training						
	NIMS, IS700	NR F, IS800	ICS 100, IS100	ICS 200, IS200	ICS 300, Classroom	ICS 400, Classroom	Hazardous Materials Awareness Training
Management Personnel	x	x	x	x	x	x	
Command Personnel	x	x	x	x	x		x
Operational Personnel	x	x	x	x			x

Exercises are conducted to evaluate plans and procedures used during actual emergencies and identify the need for Plan modifications and/or additional training. When properly integrated, training and exercising can improve the response and the delivery of emergency/disaster assistance to residents and visitors.

The Exercise Program is based upon the current exercise recommendations of DHS/FEMA and the Homeland Security Exercise and Evaluation Program (HSEEP). Each exercise varies in activities and resources. Some require simple preparations and execution, while others may be more complex and require greater efforts and resources. These exercises not only focus on the actions of participating personnel, but they also may reveal gaps in the planning or preparedness aspects of emergency management. Burke County uses the Building Block Approach beginning with the least complex exercises and progressing toward the most complex.

Figure 5.1: Building Block Approach



After exercises are completed an After-Action Report (AAR) is developed that captures observations of exercise evaluators, or the findings of involved agencies and personnel. An AAR makes recommendations for improvements and often includes an Improvement Plan (IP). IPs identify specific corrective actions to be taken, assigns these actions to responsible parties and establishes target dates for action completion.

Additional information on the training and exercise program opportunities as supported by the North Dakota Department of Emergency Services and the federal partners can be found at www.nd.gov/des.

6.0 Administration

6.1. FEDERAL RESPONSE INTERFACE WITH BURKE COUNTY AND STATE

When an emergency/disaster strikes, the county commission assesses the damage with the assistance of the ESF lead and support agencies. If it is determined a serious incident that is beyond the capability of Burke County to recover, the county commission will declare an emergency or disaster which is submitted to the governor through the North Dakota Department of Emergency Services (NDDDES). NDDDES will assess the incident to determine the extent of damage. When NDDDES agrees with Burke County officials that the incident is beyond local capability NDDDES advises the governor to declare an emergency/disaster for the affected area of the State of North Dakota. Then an emergency/disaster request is made to the President. DHS/FEMA will conduct a preliminary damage assessment in conjunction with Burke County and state officials. If the preliminary damage assessment meets the criteria for a disaster declaration the President will issue a disaster declaration which is followed by the lead federal agency (ies) under the provisions of the National Response Framework (NRF) and the Stafford Act providing recovery assistance.

Burke County normally cannot be the only county with damages to qualify for federal disaster assistance except under extreme circumstances. Normally many counties have to sustain damages to reach the threshold to receive disaster recovery assistance.

6.2. AGREEMENTS AND UNDERSTANDINGS

Mutual Aid Agreements

Mutual Aid Agreements for general emergency assistance are on file; support may be available through other neighboring counties where these agreements are established. In addition all Burke County law enforcement, fire departments and ambulance service have mutual aid agreements on file with their respective counterparts in the jurisdictions surrounding their own. These agreements are on file in the respective departments. Agreements with the American Red Cross are in place for shelter and mass care assistance.

Mutual Aid Agreements should include the following to ensure NIMS compliance:

- ▲ Definition of key terms used in agreements; roles and responsibilities of individual parties
- ▲ Procedures for requesting and providing assistance; procedures, authorities and rules payment; reimbursement and allocation of costs
- ▲ Notification procedures
- ▲ Protocols for interoperable communications
- ▲ Relationships with other agreements among jurisdictions
- ▲ Worker's compensation
- ▲ Treatment of liability and immunity; recognition of qualification and certifications; and sharing agreements, as required.

The following is guidance for developing such agreements:

- ▲ In the event of any flood, fire, tornado or other declared local emergency, (natural or man caused) that cannot be met with the facilities of one of the contracting parties, the other contracting governmental agency agrees, upon request, to furnish aid in coping with such disaster or local emergency to the agency requesting aid upon either an actual or standby basis
- ▲ The extent of aid to be furnished under this agreement shall be determined solely by the governmental agency or department thereof furnishing such aid, and it is understood that the aid so furnished may be recalled at the sole discretion of the furnishing agency
- ▲ Details on how to request mutual aid, the name of a coordinator and designated alternates authorized to send and receive such requests, and the lists of equipment and personnel subject to call will be covered by correspondence between the governmental agencies and the departments annually.
- ▲ Personnel who are furnished will work as far as possible under their own supervisors, and equipment furnished will ordinarily be operated by personnel of the agency furnishing the equipment. General directions relative to work will be given by the appropriate officers of the agency receiving such aid. In the event equipment is sent without operators, strict accountability will be maintained, and the receiving official will be responsible for its supervision and the party receiving aid for its safe return
- ▲ Parties to this agreement may be required to pay compensation to other parties to the agreement for services rendered hereunder. The receiving party may be required to pay all fuel, oil, incidental repairs, and food and lodging for operators
- ▲ Equipment operating under the plan developed by the Associated General Contractors shall be reimbursed as outlined in the existing

North Dakota Department of Transportation equipment rental rates (Plan Bulldozer), excluding profit

- ▲ Volunteer personnel must be registered by the sending governmental agency and covered by the worker's compensation insurance of the sending government
- ▲ It is mutually understood and agreed that this agreement does not relieve any of the parties hereto from the necessity and obligation of providing adequate resources within their own areas, and each party hereto agrees that it shall maintain reasonable and prudent diligence in keeping emergency equipment in its possession up to at least minimum standards of repair
- ▲ It is further mutually understood and agreed that the provisions of this agreement will be invoked only when, in the opinion of the city council or county commission, it is deemed necessary to declare an emergency or disaster and to request outside assistance because all of the normal facilities at their command have been exhausted, and outside assistance is needed to control the emergency. If an official suspects the situation may require outside aid, the other parties should be informed immediately so that resources can be put on standby status
- ▲ The agreement shall not be construed as or deemed to be an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action hereunder for any cause whatsoever
- ▲ Any services performed or expenditures made in connection with furnishing mutual aid under this agreement by either party hereto shall be deemed exclusively to be for the direct protection and benefit of the inhabitants and property of such party
- ▲ Any liabilities incurred as a direct result of support of a receiving government shall be borne by the receiving government
- ▲ Any party to this Mutual Aid Agreement may withdraw at any time, upon 30 days' notice to each of the other parties, and thereafter, such withdrawing party shall no longer be a party to this agreement; but this agreement shall continue in force among the remaining parties

6.3. REPORTS AND RECORDS

In addition to individual intra-agency recording and reporting requirements, all involved organizations will provide emergency management reports in accordance with this Plan, its Annexes and procedures to the emergency manager. This data is used to complete county reports, serve as response record, evaluate the response, and report the incident to the ND Department of Emergency Services.

6.4. EXPENDITURES AND RECORD-KEEPING

Each agency is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement if a Presidential Disaster is declared. This should be in accordance with the established federal program guidelines or standard cost accounting procedures, if the latter is acceptable by the reimbursing federal agency.

6.5. CONSUMER PROTECTION

The ND Attorney General's Office through the Bureau of Criminal Affairs may be activated under the State Emergency Operations Plan to monitor emergency activities to provide protection to consumers.

6.6. PROTECTION OF THE ENVIRONMENT

All actions taken pursuant to repair and restoration by a government agency, individual, or private entity will comply with North Dakota and Federal laws, rules and regulations regarding the environment. Additional requirements may be obtained from the North Dakota Health Department.

6.7. NON-DISCRIMINATION

Discrimination against persons on the basis of age, color, economic status, nationality, race, religion, sex, sexual preference or handicap in the administration of emergency services or disaster relief is prohibited. Complaints of discrimination in emergency operations or disaster relief will be made to the Burke County emergency management organization for investigation and further action.

6.8. EMERGENCY RESPONDER LIABILITY

Information concerning emergency responder liability within the State of ND is found in the North Dakota Century Code, §37-17.1

7.0 Plan Development and Maintenance

7.1. DEVELOPMENT

Each department/agency with emergency management responsibility is responsible for the development and maintenance of appropriate planning documents that address responsibilities assigned in this Plan including, but not be limited to: SOGs, implementing procedures and/or operational guidelines.

The Burke County Emergency Manager will ensure appropriate distribution of the LEOP Plan and any changes thereto. Public access to portions of this Plan may be posted on the Burke County website.

7.2. MAINTENANCE

This Plan is a living document and is the principal source of documentation concerning the jurisdictions emergency management activities. Designated departments/agencies of Burke County government have the responsibility for developing and maintaining a portion of this Plan. Overall coordination of this process will be performed by the Burke County Emergency Manager (EMERGENCY MANAGER) or designee.

- ▲ The emergency manager will authorize and issue changes to this Plan, as necessary and until the Plan is superseded. The Plan will be reviewed annually and be subject to revision annually, unless disasters or other emergencies or other events dictate otherwise.
- ▲ The emergency manager will be responsible for maintenance of this Plan, including revisions, as required. Authorized representatives may recommend changes and will provide information concerning capability changes that affect their emergency management responsibilities. Users, reviewers and other appropriate individuals may also recommend changes. AARs and similar feedback will be considered in the maintenance and update of the Plan.
- ▲ Lead Burke County agencies are responsible for participating in the annual review of the Plan. The Burke County Emergency Manager will coordinate review and revision efforts, and will ensure that the Plan is updated, as necessary, based on lessons learned during actual events, exercises, as well as changes in organization, technology and/or capabilities.
- ▲ Agencies and organizations have the responsibility for maintaining Annexes, appendices, SOGs, implementing procedures, job aids, notification lists and resource data to ensure prompt and effective response to emergencies. Agency resource data must be accessible to

agency representatives at the Burke County EOC. These agencies/organizations are also expected to conduct and/or participate in training activities designed to enhance their ability to accomplish their responsibilities, as assigned by this Plan.

7.3. PLAN EVALUATION

The Burke County Emergency Manager will incorporate evaluations of the Plan as applicable. Evaluations will be provided in After Action Reports (AARs) or Improvement Plans (IPs) by ESF Lead and Support Agencies after disasters, emergencies or exercises. These agencies may provide a written evaluation report, which will be provided to the emergency manager for inclusion in the HSEEP report. AARs should entail both written and verbal input from all appropriate participants, including field personnel. An evaluation of the IP or evaluation comments will provide additional opportunity for changes, additions or revisions of the LEOP content.

Agency Duties and Responsibilities

Agency Duties and Responsibilities

There are actions that are taken by emergency response and recovery agencies that are common to all hazards. Annex A lists those actions that need to be reviewed by response agencies to ensure they are doing what needs to be done.

BOARD OF COUNTY COMMISSIONERS

ALL-HAZARD RESPONSE AND RECOVERY DUTIES AND RESPONSIBILITIES

(Response and Recovery actions are combined because the County Commissioners' actions are combined in both response and recovery.)

- Report to the Burke County EOC as required or after notification of the incident
- Receive a briefing of the incident and provide direction to the county officials on the extent of the response and recovery actions
- Issue an Emergency or Disaster Declaration as necessary
- Delegate the authority to locate, procure, and issue resources including equipment, supplies, facilities, and services required by emergency responders and disaster survivors
- Provide direction and control over the use of county resources
- Provide emergency public information through briefings, presentation, news releases, and advisories, websites, social medial postings, and oversight of public inquiry lines

COUNTY EMERGENCY MANAGEMENT

ALL-HAZARD RESPONSE DUTIES AND RESPONSIBILITIES

- Coordinate warning siren activation, and implementing the Emergency Alert System (EAS) to alert public of situation and of appropriate protective actions.
- Determine the extent of the disaster occurrence county-wide.
- Notify chief elected official of situation and confer on need for alert and recall of staff.
- Notify ND Department of Emergency Services (NDDDES) Duty Officer of the disaster occurrence

- Provide as much detail as possible about the situation and establish ongoing communication to keep DES apprised
- Upon direction of the chief elected official activate the county Emergency Operations Center (EOC) using established call-up procedures. If there is no EOC activation, go to the Command Post.
- Initiate appropriate mutual aid compacts
- Conduct regular briefings of EOC staff on status of the situation if EOC is activated
- Determine in concert with chief elected official the need to declare a state of emergency
- Ensure appropriate protective action recommendations are issued via the Emergency Broadcast System (EBS) or other appropriate means
- Ensure a utility representative is at the EOC or Command Post to coordinate/determine extent and duration of power outages

COUNTY EMERGENCY MANAGEMENT

ALL-HAZARD RECOVERY DUTIES AND RESPONSIBILITIES

- Continue staffing of EOC as emergency escalates, then release staff and deactivate EOC as conditions permit
- Coordinate county/local participation in the Preliminary Damage Assessment (PDA) if a Presidential Disaster Declaration is being requested
- If a Presidential Disaster Declaration is received by the county, coordinate with DES in implementing various disaster programs
- If an Individual Assistance Grant is available, ensure the following actions are taken In coordination with the State Individual Assistance Officer, assist in locating a facility for establishment of a Disaster Application Center (DAC): In coordination with the State Public Assistance Officer, make arrangements for facility/is for applicants briefings and ensure that appropriate local officials (potential applicants) attend the briefing
- Coordinate with State Public Assistance Officer in arranging visits of inspection teams to complete damage survey reports for public assistance application
- Coordinate with State Hazard Mitigation Officer in participating in the efforts of the Interagency Hazard Mitigation Team and in conducting briefings on the Hazard Mitigation Grant Program

- ❑ Ensure county health/human service agency/agencies are involved in identifying the need for crisis counseling program both for victims and disaster workers
- ❑ Ensure that procedures are set up to monitor long-term impacts of the disaster
- ❑ Arrange for public information officer to distribute through media information on crisis counseling
- ❑ Continue to monitor volunteer assignments
- ❑ Coordinate and prioritize county/local debris removal operations

EMERGENCY OPERATIONS CENTER

ALL-HAZARD RESPONSE DUTIES AND RESPONSIBILITIES

- ❑ Maintain ongoing communications with field command post or forward command post
- ❑ Determine need for evacuation and implement procedures as per appropriate Appendix in the Emergency Operations Plan (EOP)
- ❑ Coordinate and prioritize allocation of resources, such as generators, heavy or specialized equipment, etc.
- ❑ Provide for feeding and billeting of emergency workers
- ❑ Assign/coordinate volunteer workers assignments
- ❑ Work through DES to request and establish liaison with North Dakota National Guard as may be appropriate
- ❑ Identify the need for public information activities
- ❑ Concurrently coordinate opening of shelters
- ❑ Coordinate with law enforcement, the establishment of a pass system for the affected area if the situation warrants
- ❑ Establish priorities for restoration of essential services
- ❑ Coordinate the restoration and recovery of utilities on a priority basis to key facilities
- ❑ Determine need for additional state resources in terms of personnel, equipment, technical assistance
- ❑ Initiate the conduct of damage assessment procedures
- ❑ Maintain separate records of disaster-related expenditures and apprise all county and local agencies to do likewise

- ❑ If appropriate, establish contact with National Weather Service to obtain weather information
- ❑ Maintain ongoing communications
- ❑ Establish inquiry services for relatives of disaster victims in coordination with County Social Service Department and appropriate volunteer agencies
- ❑ Coordinate the management of donations, including early public information releases, which encourage monetary donations in lieu of goods and supplies
- ❑ Arrange for emergency generators and lighting
- ❑ Arrange for porta-toilets at strategic locations throughout the affected area

EMERGENCY OPERATIONS CENTER

ALL-HAZARD RECOVERY DUTIES AND RESPONSIBILITIES

- ❑ Continue restoration of essential services in conjunction with local utilities
- ❑ Request state assistance for debris removal and utility restoration if county/local resources and available mutual aid are inadequate
- ❑ Authorize return of evacuees and begin closing shelters
- ❑ Keep media apprised of progress of recovery effort through regularly scheduled briefings and ensure that public information includes proper repairs and restoration procedures for damaged property and if necessary how to conduct clean up and/or decontamination procedures
- ❑ Continue to coordinate maintenance of accurate records of disaster-related expenditures
- ❑ Gather necessary disaster information to assist the State in documenting requests for federal disaster assistance (e.g., Public Assistance, Individual & Family Grant Program (IFGP), Small Business Administration (SBA), presidential disaster declaration)
- ❑ Determine when organized recovery efforts will terminate; debrief emergency response personnel, conduct after action evaluations and revise emergency plans accordingly

INCIDENT COMMAND POST

ALL-HAZARD RECOVERY DUTIES AND RESPONSIBILITIES

- Replenish supplies and ensure return of all borrowed equipment
- Coordinate clean-up efforts

COUNTY LAW ENFORCEMENT

ALL-HAZARD RESPONSE DUTIES AND RESPONSIBILITIES

- Dispatch law enforcement personnel to assess impact of the disaster
- If first on the scene, establish the incident command system
- Initiate alerting procedures which include notifying law enforcement staff, other appropriate county and local law enforcement agencies and other support services as required
- Notify county emergency management director of situation status and provide periodic updates. Include:
 - Nature of emergency
 - Atmospheric conditions
 - Injuries/fatalities
 - Resources needed
 - Resources committed
- Prioritize use of personnel and resources to provide for continuity of ongoing day-to-day operations while also responding to the disaster
- Assist in determining and advise staff of all key operational locations (e.g., county EOC, Joint Public Information Center (JIPIC), field command post, shelter, staging areas, and other key locations.)
- Dispatch law enforcement coordinator to county EOC if activated.
- Coordinate the deployment of law enforcement personnel to the affected area to perform such activities as
 - evacuating and securing the area
 - participating in search and rescue operations
 - participating in warning the public as situation warrants
 - assisting in establishing a joint command post
 - controlling access to the affected area
 - controlling traffic
 - enforcing curfew restrictions in the affected area

- establishing emergency communications to the EOC/dispatch center and dispatching communications vehicle to disaster scene
- initiating a pass system if necessary
- providing disaster assessment information to the EOC/county emergency government director
- transporting key public officials
- assisting the medical examiner/coroner with mortuary services
- maintaining accurate records of disaster-related expenditures
- providing security for the EOC
- determining the scope of incident as to immediate casualties/destruction and whether the incident has the potential to escalate
- advising staff of public information procedures; coordinate with the county/state public information officers if unsure how to proceed
- requesting mutual aid if necessary and coordinate deployment
- providing for shift change and arrange for feeding of emergency workers
- establishing and managing staging areas to provide for strategic positioning and maintenance of emergency vehicles and other equipment
- maintaining contact with county/state highway officials regarding road conditions, closures
- As necessary, shelter in-place or evacuate prisoners as may be appropriate from the affected area
- Coordinate the removal of vehicles impeding evacuation or other response activities
- Provide security for emergency responders, equipment and government facilities

COUNTY LAW ENFORCEMENT

ALL-HAZARD RECOVERY DUTIES AND RESPONSIBILITIES

- Ensure continued staffing of EOC and/or field command post as necessary
- Continue to prioritize use of personnel and equipment to provide for continuity of services
- Brief county emergency management director on recovery status.
- Coordinate public information with Joint Information Center (JIC)
- Continue to provide traffic control and security as situation dictates and/or as re-entry is occurring; phase out pass system as situation allows

- ❑ Assist emergency management director in assessing damages for purpose of completing county-wide Preliminary Disaster Assessment (PDA) submission
- ❑ Continue to compile disaster-related costs, including mutual aid, and keep accurate record of disaster-related expenditures. Submit to county emergency government director to recoup eligible costs in presidentially declared disasters
- ❑ Debrief staff and ensure workers are provided with counseling or that Critical Incident Stress Debriefing occurs
- ❑ Replenish supplies and repair damage to equipment
- ❑ Release personnel as appropriate and phase out mutual aid
- ❑ Recall equipment, vehicles, and personnel to assigned locations
- ❑ If necessary, arrange for decontamination of personnel and equipment and keep precise records of actions taken for each individual worker
- ❑ Assist public health as necessary in arranging for dead animal disposal if quantities indicate.
- ❑ Attend evaluations and revise emergency plans accordingly.

COUNTY ROAD DEPARTMENT

ALL-HAZARDS RESPONSE DUTIES AND RESPONSIBILITIES

- ❑ Dispatch public works personnel to determine the extent of the damage
- ❑ If first on the scene establish the Incident Command system
- ❑ Notify county emergency management director and periodically report on emergency status. Include:
 - ❑ Nature of emergency
 - ❑ Atmospheric conditions
 - ❑ Injuries/fatalities
 - ❑ Resources needed
 - ❑ Resources committed
- ❑ Initiate alerting procedures which include notifying your own staff, other appropriate county and local agencies, external support services and district highway engineer
- ❑ Prioritize use of personnel -and resources to provide for continuity of existing services
- ❑ Ascertain and advise staff of all key operational locations (EOC, JIC, field command post, shelters, staging areas)

- Dispatch County Road Department Foreman to EOC if activated and relay any public facility damage information
- Coordinate the deployment of public works personnel to the affected area to perform such activities as:
 - assisting law enforcement in securing area and controlling traffic
 - assisting in urban, search and rescue activities
 - recordkeeping
 - establishing emergency communications to the EOC/dispatch center
 - coordinate with other emergency groups in carrying out evacuation, including maintaining transportation routes
 - transport key public officials, emergency workers, supplies and equipment
 - check inventory to determine resources immediately available
 - request mutual aid if necessary and coordinate deployment
 - advise staff of public information procedures then coordinate and report any public information releases to the county public information officer
 - Assist utilities in prioritized restoration of services
- Provide for shift change and arrange for feeding of emergency workers. Feeding should be coordinated through the EOC
- Assist private utilities with the shutdown of gas and electric services

COUNTY ROAD DEPARTMENT

ALL-HAZARD RECOVERY DUTIES AND RESPONSIBILITIES

- Ensure continued staffing of EOC and field command post as necessary
- Prioritize use of personnel and equipment to provide for continuity of existing services
- Brief county emergency management director on recovery status
- At the direction of the recovery coordinator, take the following actions:
 - continue to assist law enforcement in securing the area and in removal of necessary security measures as appropriate
 - continue prioritizing debris removal
 - open and manage per Department of Health regulations predetermined disposal sites
 - continue to service temporary utility arrangement (i.e., generators)
- Request and deploy outside assistance to expedite recovery efforts as needed
- Keep Public Information Officer (PIO) advised of recovery efforts

- Assist with transportation and engineering needs for re-entry of evacuated population
- Brief staff and revise plan as necessary
- Release additional personnel as appropriate and phase out mutual aid
- Compile and document disaster-related (to include infrastructure damage figures, public buildings/equipment), maps of damaged areas, and costs and submit to county emergency management director; include mutual aid costs
- Assist county emergency management director in compiling PDA and other damage assessment reports
- Accompany state/federal engineering teams, as assigned by the county emergency management director, and participate in PDA process
- If a presidential disaster is declared, coordinate as assigned with state/federal engineering teams in completing damage survey reports
- Coordinate with human services to identify need for and to provide crisis counseling services to emergency workers
- Replenish supplies and repair damage to equipment.
- Assist public health as necessary in arranging for a sanitarian to be available for questions concerning septic systems and water wells
- Attend evaluations and revise emergency plans accordingly.

COUNTY PUBLIC HEALTH SERVICES

ALL-HAZARDS RESPONSE DUTIES AND RESPONSIBILITIES

- Establish contact with emergency management director and report to EOC if activated
- Initiate alerting procedures which include notifying your own staff, other appropriate county and local agencies and external support services
- Prioritize use of personnel and resources to provide for continuity of existing services
- Initiate mutual aid when necessary
- Brief county emergency management director on emergency status. Include:
 - Nature of emergency
 - Atmospheric conditions

- Injuries/fatalities
- Resources needed
- Resources committed
- Advise staff of key locations then brief and dispatch health/medical personnel as appropriate to address health/medical needs
- Advise staff of public information procedures then coordinate and report any public information releases to the county PIO
- Set up medical shelters as needed
- Set up general population shelters as needed

COUNTY PUBLIC HEALTH SERVICES

ALL-HAZARDS RECOVERY DUTIES AND RESPONSIBILITIES

- Ensure continued staffing of EOC and/or field command post, as necessary
- Prioritize use of personnel and equipment to provide for continuity of existing services
- Continue to monitor situation for health/medical related problems (e.g., radiation communicable disease, vector control, need to continue quarantine)
- Brief county emergency management director on recovery status
- Keep PIO advised of recovery efforts
- Continue to inform public about appropriate health/medical related protective actions (e.g., protection against contaminated food/water, disposal of garbage/debris)
- Cooperate with Red Cross and other agencies in identifying and addressing health/medical related needs
- Continue to compile and document disaster-related costs and submit to county emergency management director
- Work with human services to identify need for and provide crisis counseling services to emergency workers and disaster victims
- Assist with phasing out of shelters and with return of patients/residents to health/medical facilities
- Release additional personnel as appropriate
- Replenish supplies and repair damage to equipment
- Arrange for sanitarian to be available for questions concerning septic systems and water wells through UMDHU

- Coordinate the testing of potable water as necessary
- Assist the Sheriff in selecting a site for disposal of dead animals if quantities indicate
- Debrief staff, participate in evaluations and revise emergency plans accordingly

EMERGENCY MEDICAL SERVICES
Bowbells, Lignite, Portal, and Powers Lake Ambulance

ALL-HAZARDS RESPONSE DUTIES AND RESPONSIBILITIES

- Initiate alerting procedures which include notifying your own staff, other appropriate county and local agencies and external support services
- Prioritize use of personnel and resources to provide for continuity of existing services
- Notify the Upper Missouri District Health Unit of incident to prepare them for possible activation should the situation warrant
- Initiate mutual aid when necessary
- Brief county emergency management director on emergency status.
 Include:
 - Nature of emergency
 - Atmospheric conditions
 - Injuries/fatalities
 - Resources needed
 - Resources committed
- Advise staff of key locations then brief and dispatch health/medical personnel as appropriate (e.g., coroner to the scene) to address health/medical needs
- Advise staff of public information procedures then coordinate and report any public information releases to the county PIO to ensure that health questions are answered, local health care providers are notified, appropriate information is released including inquiry service locations, phone numbers and other information is released
- Notify hospitals and other medical facilities to prepare to receive injured
- Coordinate emergency medical care to victims
- Provide for special emergency medical needs of residents in affected area (e.g., special medications, treatments)
- Establish a triage area for victims

- Treat injured and arrange for transport to appropriate health/medical facilities
- Maintain records and compile disaster-related costs
- Assist in evacuating health/medical facilities as needed
- Ensure that emergency medical services are provided to emergency workers
- Monitor both short and long term health/medical conditions of those affected by the disaster (e.g., by plume, if hazmat incident); monitor identified individuals in affected area
- Assume responsibility for transport of handicapped and elderly when evacuation is ordered in conjunction with Social Services
- Coordinate the evacuation of the hospital and nursing home should it become necessary
- Distribute emergency literature to disaster victims
- Provide support for rural residences for sewage and septic systems if necessary
- Provide immunizations to the public if necessary

EMERGENCY MEDICAL SERVICES
Bowbells, Lignite, Portal, and Powers Lake Ambulance

ALL-HAZARDS RECOVERY DUTIES AND RESPONSIBILITIES

- Ensure continued staffing of EOC and/or field command post, as necessary
- Prioritize use of personnel and equipment to provide for continuity of existing services
- Brief county emergency management director on recovery status
- Keep PIO advised of recovery efforts
- Continue to compile and document disaster-related costs and submit to county emergency management director
- Work with human services to identify need for and provide crisis counseling services to emergency workers and disaster victims
- Assist with phasing out of shelters and with return of patients/residents to health/medical facilities
- Release additional personnel as appropriate
- Replenish supplies and repair damage to equipment

- Provide emergency medical services support for volunteers engaged in cleanup efforts
- Debrief staff, participate in evaluations and revise emergency plans accordingly
- Distribute emergency literature to disaster victims

COUNTY FIRE SERVICES

Bowbells, Columbus, Lignite, Portal, and Powers Lake Fire Services

ALL-HAZARDS RESPONSE DUTIES AND RESPONSIBILITIES

- Initiate alerting procedures, including notifying your own staff, other appropriate county and local agencies and external support services
- If first on the scene, establish the incident command system
- Brief county emergency management director on emergency status. Include:
 - Nature of emergency
 - Atmospheric conditions
 - Injuries/fatalities
 - Resources needed
 - Resources committed
- Prioritize use of personnel and equipment to provide for continuity of routine services
- Assist in determining and advise staff of all key operational locations (e.g., EOC, JIC, field command post, shelters, staging areas, and other key facilities)
- Dispatch fire services representatives to EOC if activated
- Assist law enforcement in warning the affected populations
- Coordinate the deployment of fire personnel to the affected area to perform such activities as:
 - firefighting, evacuation, search and rescue
 - maintaining accurate records of disaster-related expenditures
 - providing disaster assessment information to the EOC
 - establishing emergency communications to the EOC or dispatch center
- If a hazardous materials incident, contact State EOC and request a Regional Hazardous Materials Team

- ❑ Advise staff of public information procedures. Coordinate and report any public information releases to the county PIO
- ❑ Request mutual aid or other additional assistance, if necessary, and coordinate deployment
- ❑ Provide for shift change and arrange for feeding of emergency workers. Feeding should be coordinated through the EOC
- ❑ Brief county emergency management director on recovery status
- ❑ Provide support for rural residences for sewage and septic systems if necessary
- ❑ Provide immunizations to the public if necessary

COUNTY FIRE SERVICES
Bowbells, Columbus, Lignite, Portal, and Powers Lake Fire Services

ALL-HAZARDS RECOVERY DUTIES AND RESPONSIBILITIES

- ❑ Ensure continued staffing of EOC and field command post, as necessary
- ❑ Prioritize use of personnel and equipment to provide for continuity of existing services
- ❑ Brief county emergency management director on recovery status
- ❑ Keep PIO advised of recovery efforts
- ❑ Assist emergency management director in compiling PDA and other damage assessment reports
- ❑ Continue to compile and document disaster-related costs including mutual aid and submit to county emergency management director
- ❑ Work with human services to identify the need for and arrange crisis counseling services to emergency workers
- ❑ Replenish supplies and repair damage to equipment. Restore all equipment to a state of readiness
- ❑ Release additional personnel, as appropriate, and phase out mutual aid
- ❑ Compile and submit costs related to a hazmat response for billing to the responsible party
- ❑ Debrief staff, attend evaluations and revise emergency plans accordingly

COUNTY SOCIAL SERVICES ALL-HAZARDS RESPONSE DUTIES AND RESPONSIBILITIES

- Establish contact with emergency management director and report to EOC
- Notify all key staff members to be on standby
- Prioritize use of personnel and equipment to provide for continuity of existing services
- Establish communications with local health agencies, Red Cross and other volunteer agencies
- Establish communications with regional and state human services offices and request assistance, if needed
- Test emergency communications equipment
- Upon notification by emergency management, coordinate with Red Cross and/or Salvation Army in opening and managing shelter operations including:
 - alerting appropriate staff and opening shelters (reference Red Cross/Salvation Army manuals)
 - notifying owners/operators of facilities in which shelter space is to be made available
 - opening reception centers
 - transferring operation of shelters to American Red Cross and/or Salvation Army once they are on-scene
- Assign liaison person to Red Cross Resource Service Center, if established
- Establish inquiry services for relatives of disaster victims in coordination with county social service department and appropriate volunteer agency
- Coordinate with PIO to ensure that appropriate information is released including inquiry service locations, phone numbers and other information is released
- Advise EOC personnel where shelters are located, when shelters are operational, and capabilities and restrictions of each shelter
- Check inventories to determine if needed shelter resources are immediately available
- Based on known disaster information, determine the needs as related to human services including the established number of crisis counselors needed
- Coordinate gathering information on extent of private damages, needs of citizens, and the impact on local human service resources.

- Identify and provide human services for special needs groups, particularly at shelters
- Assume responsibility for transport of handicapped and elderly when evacuation is ordered in conjunction with the County Nurse and Appropriate Hospital
- Contact appropriate state, federal and volunteer agencies to arrange for additional supplies of food and clothing
- Evaluate and determine the need for trained debriefing teams for emergency workers
- Maintain accurate records of disaster-related expenditures
- Evaluate the need to provide care for injured or dislocated individuals including:
 - Family assistance center
 - Family reunification area
 - Food/water
 - Clothing
 - Sanitation
 - Prescriptions
 - Animal welfare (pets)

COUNTY SOCIAL SERVICES

ALL-HAZARD RECOVERY DUTIES AND RESPONSIBILITIES

- Ensure continued staffing of EOC and/or field command post, as necessary
- Prioritize use of personnel and equipment to provide for continuity of existing services
- Brief county emergency management director on recovery status
- Keep media advised of recovery efforts. Distribute emergency literature to disaster victims
- Provide necessary outreach and counseling services to citizens affected by emergency or disaster
- Continue to provide Disaster Welfare Inquiry Services per American Red Cross procedures

- If a presidential disaster is declared, provide personnel to work at DAC to assist with administration of various disaster assistance programs such as crisis counseling
- Direct staff to identify potential clients for Crisis Counseling Program and assist State Department of Human Services staff in preparing application to Federal Emergency Management Agency (FEMA) for immediate and long-term programs

PUBLIC HEALTH / COUNTY NURSE

ALL-HAZARD RESPONSE/RECOVERY CHECKLIST

(Response and Recovery actions are combined because the County Nurse's actions are combined in both response and recovery.)

COUNTY AUDITOR

ALL-HAZARD RESPONSE/RECOVERY DUTIES AND RESPONSIBILITIES

(Response and Recovery actions are combined because the Auditor's actions are combined in both response and recovery.)

- Upon notification of the incident, report to the EOC and provide EOC staffing of finance and administration as necessary
- Oversee the expenditure of funds and ensure response expenditures are tracked to maximize disaster assistance should it become available
- Maintain accurate records of disaster-related expenditures
- Assist the county emergency manager as necessary
- Keep inventory of county property damaged or destroyed during incident and in post incident activities
- Manage volunteers and the receipt and distribution of donations
- Provide public information through the county PIO

BOWBELLS PUBLIC SCHOOL, BURKE CENTRAL PUBLIC SCHOOL, POWERS LAKE PUBLIC SCHOOL

ALL-HAZARD RESPONSE/RECOVERY DUTIES AND RESPONSIBILITIES

(Response and Recovery actions are combined because the School District's actions are combined in both response and recovery.)

- Upon notification of the incident, report to the EOC and provide EOC staffing as necessary
- Provide for the safety of the students and plan and coordinate transfer of students to parents or guardians
- Provide the facilities to shelter disaster victims
- Provide transportation of evacuees and/or injured disaster victims
- Provide public information through the county PIO

NDSU EXTENSION SERVICE

ALL-HAZARD RESPONSE/RECOVERY DUTIES AND RESPONSIBILITIES

(Response and Recovery actions are combined because the NDSU Extension Service's actions are combined in both response and recovery.)

- Upon notification of the incident, report to the EOC and provide EOC staffing as necessary
- Address concerns regarding agricultural functions as well as the effect of the incident upon the natural and cultural resources of the county
- Assessment and surveillance of agriculture needs within the county; provision of agriculture-related services and supplies;
- Identification and application of appropriate agriculture assistance programs
- Obtaining and delivering emergency food supplies
- Responsible for the care and well-being of large animals and livestock
- Provide public information through the county PIO

CLERK OF COURT/RECORDER

ALL-HAZARD RESPONSE/RECOVERY DUTIES AND RESPONSIBILITIES

(Response and Recovery actions are combined because the Recorder's actions are combined in both response and recovery.)

- Upon notification of the incident, report to the EOC and provide EOC staffing as necessary
- Provide assistance to the county emergency manager and other EOC officials as necessary
- Provide assistance to the county auditor on volunteer and donations management
- Provide public information through the county PIO

STATE'S ATTORNEY

ALL-HAZARD RESPONSE/RECOVERY DUTIES AND RESPONSIBILITIES

(Response and Recovery actions are combined because the State Attorney's actions are combined in both response and recovery.)

- Upon notification of the incident, report to the EOC and provide EOC staffing as necessary
- Provide legal advice to the EOC officials as necessary
- Provide public information through the county PIO

TAX EQUALIZATION DIRECTOR

ALL-HAZARD RESPONSE/RECOVERY DUTIES AND RESPONSIBILITIES

(Response and Recovery actions are combined because the Tax Equalization's actions are combined in both response and recovery.)

- Upon notification of the incident, report to the EOC and provide EOC staffing as necessary

- Provide damaged/destroyed property values for damage assessment purposes
- Provide assistance to the county emergency manager and other EOC officials as necessary.
- Provide assistance to the county auditor on volunteer and donations management
- Provide public information through the county PIO

BURKE COUNTY TREASURER

ALL-HAZARD RESPONSE/RECOVERY DUTIES AND RESPONSIBILITIES

(Response and Recovery actions are combined because the Tax Equalization’s actions are combined in both response and recovery.)

- Upon notification of the incident, report to the EOC and provide EOC finance and administration staffing as necessary
- Provide assistance to the county emergency manager and other EOC officials as necessary
- Provide assistance to the county auditor on volunteer and donations management
- Provide public information through the county PIO

BURKE COUNTY VETERANS’ SERVICE OFFICER

ALL-HAZARD RESPONSE/RECOVERY DUTIES AND RESPONSIBILITIES

(Response and Recovery actions are combined because the Veterans’ Service Officer’s actions are combined in both response and recovery.)

- Upon notification of the incident, report to the EOC and provide EOC staffing as necessary
- Provide assistance to the county emergency manager and other EOC officials as necessary
- Provide public information through the county PIO

Incident/Hazards Specific Annex

Some disasters or emergencies require unique approaches to prevention, preparedness, response, recovery and mitigation at some, or all levels. This Annex constitutes a collection of materials intended to address specific incidents/hazards. It includes specialized guidance, processes and administration to meet those needs based upon the individual characteristics of the incident.

Hazard	Lead Agencies	Support Agencies
Communicable Disease	County Health Nurse, Upper Missouri District Health Unit	Emergency Manager, Sheriff, Social Services, NDSU Extension Agent, Burke Appropriate Ambulance Services, Public Information Officer
Dam Failure	Sheriff	Burke County Road Department, Emergency Manager, Fire Departments, Public Information Officer
Drought	Emergency Manager	County Health Nurse, NDSU Extension Agent, Social Services, Public Information Officer
Flooding	Road Department	Emergency Manager, Sheriff, City Public Works, Fire Departments, Public Information Officer
Geologic Hazards	Emergency Manager	None
Hazardous Materials Release	County Fire Departments	Sheriff, Emergency Manager, Road Department, County Health Nurse, Public Information Officer, Private Industry (responsible party)
Homeland Security	Sheriff	Emergency Manager, County Fire Departments, County Health Department, Social Services, Border

Hazard	Lead Agencies	Support Agencies
		Patrol, Public Information Officer
Severe Summer Storms (Including Tornadoes)	Sheriff	Emergency Manager, County Fire Departments, Appropriate Ambulance Services, Road Department, City Public Works, Tax Equalization Director, Public Information Officer
Severe Winter Weather	Sheriff	Emergency Manager, County Fire Departments, Appropriate Ambulance Services, Road Department, City Public Works, Public Information Officer
Shortage of Critical Materials	Emergency Manager	Sheriff, Social Services, County Health Nurse, NDSU Extension Agent, Public Information Officer
Transportation Accident	Sheriff	Highway Patrol, Road Department, Appropriate Ambulance Services, Fire Departments, County Nurse, Emergency Manager, Social Services, Public Information Officer
Urban Fire	City Fire Departments	Sheriff, City Public Works, Appropriate Ambulance Services, Emergency Manager, Public Information Officer
Wildland Fire	Fire Departments	Sheriff, City Public Works, Appropriate Ambulance Services, Emergency Manager,

Hazard	Lead Agencies	Support Agencies
		County Road Department, Public Information Officer

Appendix I to Annex B of the Burke County LEOP

Communicable Disease

Human Disease

Lead – Burke County Public Health Nurse

First District Health Unit

Support – Emergency Manager

Sheriff

Burke County Social Services

Public Information Officer

Appropriate Ambulance Service

NDSU Extension Agent

Saint Luke’s Hospital

Description

Disease transmission may occur naturally or intentionally, as in the case of bioterrorism, and infect populations rapidly with little notice. There are differences in response to a gradual occurring disease and a rapidly occurring disease. Responders will have to make decisions on how to best respond. New diseases regularly emerge or mutate such as the 2009 emergence of H1N1, 2015 emergence of Ebola and 2016 emergence of the Zika Virus in South and Central America and the possible threat to southern North America.

Bio-Terrorism Diseases

- Anthrax
- Botulism
- Plague
- Smallpox
- Tularemia
- Viral Hemorrhagic Fevers
- Cholera
- Mycotoxins

- Rican

Natural Occurring Diseases

- Food-borne illnesses, such as E. coli and Salmonella
- Influenza
- Meningitis
- Pertussis/Whooping Cough
- Measles
- Enterovirus D68 (EV-D68)
- Norwalk Virus
- Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS)
- Ebola (shortage of PPE due to JIT Manufacturing)
- H1N1
- Zika Virus
- Hantavirus

Initial Assessment of the communicable disease

- Identify disease and assess **ESF #8-Health & Medical**
 - Determine risk factors for disease and identify susceptible populations
 - Surveillance strategies to identify cases, contacts, and the source and magnitude of the communicable disease emergency
- Determine and implement effective strategies to contain the communicable disease **ESF #8-Health & Medical**
 - Assess possible casualty rate
 - Conduct a damage assessment
 - Assess immunization resource requirements
 - Assess treatment resource requirements

Notification – An event has occurred or is occurring and a response is necessary.

- Notify Emergency Manager, Sheriff, Public Information Officer, and Upper Missouri District Health Unit **ESF #2-Communications & Alerting**
- Notify County Commissioners **ESF #2-Communications & Alerting**
- Notify facilities where people live/work in close proximity and provide advice on disease control methods **ESF #2-Communications & Alerting**
 - Burke County Schools (Bowbells, Lignite, Powers Lake}
 - Day Care Centers

- Notify Appropriate Ambulance Service
- Notify NDDDES ESF #5-Emergency Management
- Notify the public through First District Health Unit website, the county website, newspapers, local television, radio, and social media **ESF #15-Public Information**
- Provide communicable disease information to responders, clinicians, the public, and other stakeholders **ESF #2-Communications & Alerting,**
- Notify County Commissioners **ESF #2-Communications & Alerting**
- Notify facilities where people live/work in close proximity and provide advice on disease control methods **ESF #2-Communications & Alerting, ESF #15-Public Information**

Warning – If there is potential of an event happening that will impact life and public safety and immediate action is required.

- First responders, community members will be warned by, newspapers, local TV and radio.

ESF #2-Communications & Alerting, ESF #15-Public Information

Establish Incident Command System

- Identify incident commander **ESF #5-Emergency Management**
- Establish incident command post **ESF #5-Emergency Management**
- Determine ICP Staffing **ESF #5-Emergency Management**
- Determine EOC staffing need and staffing requirements **ESF #5-Emergency Management**
- Establish operational periods **ESF #5-Emergency Management**
- Request IMAT and/or mutual aid support **ESF #5-Emergency Management**
- Request the Civil Support Team (CST) to provide presumptive analysis **ESF #5-Emergency Management**

Immediate Public Safety

- Reduce current and future hazards **ESF #13-Public Safety & Law Enforcement**
- Establish medical services **ESF #8-Health & Medical**
 - Triage

- Transport
- Treat
- Quarantine and/or shelter
- Ensure that the needs of special populations are addressed **ESF #8-Health & Medical**
- Manage and analyze data about the communicable disease emergency and response **ESF #8-Health & Medical**

Property Security

- Establish security for quarantined homes and shelters **ESF #13-Public Safety and Law Enforcement**
- Provide traffic and crowd control **ESF #13-Public Safety and Law Enforcement**
- Remove ongoing hazards to responders or public **ESF #13-Public Safety and Law Enforcement**
- Establish morgue **ESF #8-Health & Medical**

Public Welfare

- Request VOAD support **ESF #14-Volunteer & Donation Management**
- Provide food and medications for quarantined and sheltered individuals **ESF #8-Health & Medical**
- Disseminate public information **ESF #15-Public Information Restoration & Recovery**
- Return systems to normal **ESF #8-Health & Medical**

Plant Disease

Plant diseases, particularly those that infect crops, can distress the agricultural community. Of particular concern in Burke County would be those diseases that affect wheat, corn, sunflowers, forage, or barley namely karnal bunt disease of wheat and wheat stem rust-UG00 (Race TTKSK). Plant disease normally will not require a response except by the producer which in most cases will be the application of a fungicide or other chemicals to control the crop disease.

Animal Disease

In Burke County, animal diseases that cause most concern are those affecting cattle. They are anthrax and foot and mouth disease. Animal

diseases may require a response because the animal disease can spread by people, vehicles, farm machinery, or animal feed. Thus the response actions listed here apply mostly to animal disease.

Lead – Sheriff

Support – Emergency Manager

Burke County Extension Agent

Public Information Officer

North Dakota Department Agriculture

(State Veterinarian possibly including the

Veterinarian

Reserve Corps)

Initial Assessment of the communicable disease

- Identify disease and assess: **ESF #11-Agriculture, Cultural and Natural Resources**
- Determine risk factors for disease and identify susceptible areas **ESF #11-Agriculture, Cultural and Natural Resources**
- Surveillance strategies to identify cases, contacts, and the source and magnitude of the communicable disease emergency **ESF #11-Agriculture, Cultural and Natural Resources**
- Determine and implement effective strategies to contain the communicable disease **ESF #11-Agriculture, Cultural and Natural Resources**
- Assess possible casualty rate **ESF #11-Agriculture, Cultural and Natural Resources**
- Conduct a damage assessment **ESF #11-Agriculture, Cultural and Natural Resources**
- Assess control resource requirements **ESF #11-Agriculture, Cultural and Natural Resources**
- Assess treatment resource requirements **ESF #11-Agriculture, Cultural and Natural Resources**

Notification – An event has occurred or is occurring and a response is necessary.

- Notify Emergency Manager **ESF #2-Communication & Alerting**
 - Notify Sheriff **ESF #2-Communication & Alerting**
 - Notify Public Information Officer **ESF #2-Communication & Alerting**
 - Notify North Dakota Department of Agriculture (State Veterinarian) **ESF #2-Communication & Alerting**
 - Notify Burke County Extension Agent **ESF #2-Communication & Alerting**
- Notify County Commissioners **ESF #2-Communication & Alerting**
- Notify farmer/ranchers and provide advice on disease control methods through county website, newspaper, local television, radio and social media **ESF #2-Communication & Alerting, ESF #15-Public Information**
- Notify NDDDES **ESF #5-Emergency Management**
- Provide communicable disease information to responders, clinicians, farmers/ranchers, and other stakeholders **ESF #2-Communication & Alerting, ESF #15-Public Information**

Warning – If there is potential of an event happening that will impact life and public safety and immediate action is required.

- First responders and community members will be warned by newspapers, local TV and radio. **ESF #2-Communication & Alerting, ESF #15-Public Information**

Establish Incident Command System

- Identify incident commander **ESF #5-Emergency Management**
- Establish incident command post **ESF #5-Emergency Management**
- Determine ICP staffing **ESF #5-Emergency Management**
- Determine EOC staffing need and staffing requirements **ESF #5-Emergency Management**
- Establish operational periods **ESF #5-Emergency Management**
- Request IMAT and/or mutual aid support **ESF #5-Emergency Management**
- Request ND Department of Agriculture Support (State Veterinarian) **ESF #5--Emergency Management**

Property Security

- Determine if it is best to quarantine farms/ranches **ESF #13-Public Safety & Law Enforcement, ESF #11-Agriculture, Cultural and Natural Resources**
- Establish security for quarantined farms/ranches **ESF #13-Public Safety & Law Enforcement**
- Provide traffic and crowd control **ESF #13-Public Safety & Law Enforcement**
- Establish safe method of destroying and disposing of animals **ESF #13-Public Safety & Law Enforcement, ESF #11-Agriculture, Cultural and Natural Resources**

Restoration & Recovery

- Return systems to normal **ESF-#7-Resource Support**

Appendix II to Annex B of the Burke County LEOP

Dam Failure

Lead – Sheriff

Support – Emergency Manager

Burke County Road and Bridge Department

Fire Departments

Public Information Officer

Description

There are three dams low hazard dams in Burke County, Short Creek Dam, Northgate Dam, and McGreger Dam. Dam failure is not a big concern for Burke County as the dams are located in rural or agricultural areas where there is little possibility of future development. Failure of these dams may result in damage to agricultural land, township and county roads. No loss of life is expected if the dam fails.

Notification – An event has occurred or is occurring and a response is necessary.

- Notify Sheriff's Department **ESF #2-Communication & Alerting**
- Notify Burke County Road Department **ESF #2-Communication & Alerting**
- Notify Emergency Manager **ESF #2-Communication & Alerting**
- Notify County Commissioners **ESF #2-Communication & Alerting**
- Notify Fire Departments **ESF #2-Communication & Alerting**
- Notify Public Information Officer **ESF #2-Communication & Alerting**

Initial Scene Assessment

- Scene safety **ESF #13-Public Safety & Law Enforcement**
- Current weather conditions **ESF #13-Public Safety & Law Enforcement**
- Resource requirements **ESF #7-Resource Support**

Warning – If there is potential of an event happening that will impact life and public safety.

- First responders and community members will be warned by NWS, and local TV and radio. **ESF #13-Public Safety & Law Enforcement**
- Update website and social media **ESF #15- Public Information**

Establish Incident Command System

- Identify incident commander **ESF #5-Emergency Management**
- Establish incident command post **ESF #5-Emergency Management**
- Determine ICP staffing **ESF #5-Emergency Management**
- Determine EOC staffing need and staffing requirements **ESF #5-Emergency Management**
- Establish operational periods **ESF #5-Emergency Management**
- Request IMAT or mutual aid support **ESF #5-Emergency Management**

Immediate Public Safety

- Barricade washed out roads or those that may wash out **ESF #1-Transportation**
- Remove ongoing hazards to responders or public **ESF #13-Public Safety & Law Enforcement**

Recovery

- Restore transportation system **ESF #7-Resource Support, ESF #1-Transportation**

Appendix III to Annex B of the Burke County LEOP

Drought

Lead – Emergency Manager
Support – Public Information Officer
County Health Nurse
NDSU Extension Agent
Social Services

Description

There is no emergency response to a drought. However there is response to drought impacts such as loss of potable water which is covered in "Shortage of Critical Materials" and the increase in fire probability which is covered in "Wildland Fire".

Appendix IV to Annex B of the Burke County LEOP

Flooding

Lead – Burke County Road Department
Support – Emergency Manager
Sheriff
City Public Works
Fire Departments
Public Information Officer

Description

The cities in Burke County are not affected by flooding except for street flooding after periods of heavy rain or very rapid snowmelt.

Flooding does occur in rural Burke County. The issues center on closed basin flooding caused by the prairie potholes filling with water and overflowing to another prairie pothole resulting in road washouts.

Flooding can occur as a result of snowmelt or heavy rain.

Warning – There is potential of an event happening that will impact life and public safety.

First responders and community members will be warned by NWS, and local TV and radio **ESF #13-Public Safety & Enforcement, ESF #2-Communications & Alerting**

Notification – An event has occurred or is occurring and a response is necessary.

Notify Sheriff's Department **ESF #2-Communications & Alerting**

Notify fire departments **ESF #2-Communications & Alerting**

Notify Burke County Road Department **ESF #2-Communications & Alerting**

Notify Emergency Manager **ESF #2-Communications & Alerting**

Notify hazardous materials facility owners **ESF #2-Communications & Alerting**

Notify NDDDES **ESF #2-Communications & Alerting**

Notify County Commissioners **ESF #2-Communications & Alerting**

- Update website and social media **ESF#15- Public Information**

Initial Assessment of the scene/situation

- Scene safety **ESF #13-Public Safety & Law Enforcement**
- Casualties **ESF #8Health & Medical**
- Current weather conditions **ESF #13-Public Safety & Law Enforcement**
- Damage assessment **ESF #13-Public Safety & Law Enforcement**
- Resource requirements **ESF#7-Resource Support**
- Barricade flooded roads **ESF #3-Public Works & Engineering**

Establish Incident Command System

- Identify incident commander **ESF #5-Emergency Management**
- Establish incident command post **ESF #5-Emergency Management**
- Determine EOC staffing need and staffing requirements **ESF #5-Emergency Management**
- Establish operational periods **ESF #5-Emergency Management**

Immediate Public Safety

- Reduce current and future hazards **ESF #13-Public Safety & Law Enforcement**
- Request power turn-off **ESF #3-Public Works & Engineering**
- Turn on/off gas/propane **ESF #3-Public Works & Engineering**
- Remove debris interfering with response operations **ESF #1-Transportation**
- Evacuate or shelter in place **ESF #13-Public Safety & Law Enforcement**
- Conduct SAR, account for residents **ESF #9-Search & Rescue**
- Control hazardous materials releases **ESF #10-Hazardous Materials (Haz-Mat) Response**

Property Security

- Establish perimeter security on scene **ESF #13-Public Safety & Law Enforcement**
- Provide traffic and crowd control **ESF #13-Public Safety & Law Enforcement**
- Provide barricades as required **ESF #3-Public Works**
- Remove ongoing hazards to responders or public **ESF #13-Public Safety & Law Enforcement**
- Provide power generation **ESF #12-Energy**
- Establish morgue **ESF #8-Health & Medical**

Restoration & Recovery

- Re-establish communications network **ESF #13-Public Safety & Law Enforcement**
- Restore critical facilities/functions **ESF #8-Health & Medical, ESF #13-Public Safety & Law Enforcement, ESF#5- Emergency Manager**
 - Hospital
 - Law Enforcement Center
 - Emergency Operations Center
 - Nursing Home
- Restore utility services **ESF #12-Energy, ESF #8-Health & Medical**
 - Water/Wastewater
 - Electricity
 - Telephone
- Restore transportation system **ESF #1-Transportation**
- Environmental remediation **ESF #8-Health & Medical**

Appendix V to Annex B of the Burke County LEOP

Geologic Hazards

Lead – Emergency Manager
Support – None

Description

There are no identified geologic hazards in Burke County.

Appendix VI to Annex B of the Burke County LEOP

Hazardous Materials

Lead –	County Fire Department(s)
Support –	Sheriff
	Emergency Manager
	Road Department
	County Health Nurse
	Public Information Officer
	Private Industry (responsible party)
	Emergency Medical Services

Description

A hazardous material is any substance that has the potential to cause harm to humans, animals, plants, or the environment either by itself or through interaction with other factors. In Burke County hazardous materials are found in the energy industry and in agriculture. A hazardous materials release can occur either at a fixed facility or during transportation. Burke County has 718 active oil well sites, 2 natural gas processing facilities, and 452 farms. There are 33 salt water disposal sites in Burke County. Northeastern Burke County has an extensive network of pipelines that carry both crude oil and CO₂ which pose a hazardous materials release risk. Burke County has numerous agricultural chemical supply and storage sites. All of the active oil well sites have hazardous materials and most of the farms have or use hazardous materials.

Warning – There is potential of an event happening that will impact life and public safety.

- First responders will be warned by State Radio, local public safety radio, and local TV and radio. **ESF #2-Communications & Alerting**
- Community members will be warned by and local TV and radio. **ESF #2-Communications & Alerting**

Notification – An event has occurred or is occurring and a response is necessary.

- Notify Sheriff's Department **ESF #2-Communications & Alerting**
- Notify fire departments **ESF #2-Communications & Alerting**
- Notify Appropriate ambulance agency **ESF #2-Communications & Alerting**
- Notify Appropriate Hospital **ESF #2-Communications & Alerting**

- Notify Burke County Road Department **ESF #2-Communications & Alerting**
- Notify Emergency Manager **ESF #2-Communications & Alerting**
- Notify hazardous materials facility owners **ESF #2-Communications & Alerting**
- Notify NDDDES **ESF #2-Communications & Alerting**
- Notify County Commissioners **ESF #2-Communications & Alerting**
- Update website and social media **ESF #15-Public Information**

Initial Assessment of the scene

- Scene safety **ESF #8-Health & Medical, ESF #4-Firefighting**
- Casualties **ESF #8-Health & Medical**
- Current weather conditions **ESF #13-Public Safety & Law Enforcement**
- Damage assessment **ESF #4-Firefighting**
- Resource requirements **ESF #7-Resource Support**

Establish Incident Command System

- Identify incident commander **ESF #5-Emergency Management**
- Request IMAT or mutual aid support **ESF #5-Emergency Management**
- Request Regional Hazardous Materials Team support **ESF #5-Emergency Management**
- Establish incident command post **ESF #5-Emergency Management**
- Determine ICP Staffing **ESF #5-Emergency Management**
- Determine EOC staffing need and staffing requirements **ESF #5-Emergency Management**
- Establish operational periods **ESF #5-Emergency Management**
- Request industry hazardous materials response resources support **ESF #5-Emergency Management**
- Request the Civil Support Team **ESF #5-Emergency Management**

Immediate Public Safety

- Reduce current and future hazards **ESF #3-Public Works & Engineering, ESF #12-Energy**
 - Request power turn-off

- Turn on or off gas/propane
- Remove debris interfering with response operations
- Evacuate or shelter in place **ESF #13-Public Safety & Law Enforcement, ESF #6-Mass Care, Housing & Human Services**
- Provide to the public instructions on how to protect themselves **ESF #8-Health & Medical, ESF #15-Public Information**
- Establish medical services **ESF #8-Health & Medical**
 - Triage
 - Transport
 - Treat
- Conduct SAR, account for residents **ESF #9-Search & Rescue**
- Control hazardous materials releases **ESF #10-Hazardous Materials (Haz-Mat) Response**
- Decontaminate first responders and the public as necessary **ESF #10-Hazardous Materials (Haz-Mat) Response, ESF #8-Health & Medical, Private Industry**

Property Security

- Establish perimeter security on scene **ESF #13-Public Safety & Law Enforcement**
- Provide traffic and crowd control **ESF #13-Public Safety & Law Enforcement**
- Provide barricades as required **ESF #3-Public Works & Engineering**
- Remove ongoing hazards to responders or public **ESF #13-Public Safety & Law Enforcement**
- Provide power generation **ESF #12-Energy**
- Establish morgue **ESF #8-Health & Medical**

Public Welfare

- Request VOAD support **ESF #14-Volunteer & Donation Management**
- Establish shelter **ESF #6-Mass Care, Housing & Human Services**
- Setup temporary sanitation **ESF #8-Health & Medical, ESF #15-Public Information**
 - Provide food and water
 - Establish family assistance center
 - Provide clothing

- Replace prescription medicines
- Disseminate public information

Restoration & Recovery

- Re-establish communications network **ESF #13-Public Safety & Law Enforcement**
- Restore critical facilities/functions **ESF #8-Health & Medical, ESF #5-Emergency Management, ESF #13-Public Safety & Law Enforcement**
 - Hospital
 - Law Enforcement Center
 - Emergency Operations Center
 - Nursing Home
- Restore utility services **ESF #12-Energy, ESF #8-Health & Medical**
 - Water/Wastewater
 - Electricity
 - Telephone
- Restore transportation system **ESF #1-Transportation**
- Environmental remediation **ESF #8-Health & Medical**
- Provide public information **ESF #15-Public Information**

Appendix VII to Annex B of the Burke County LEOP

Homeland Security

Lead – Sheriff
Support – Emergency Manager
County Fire Departments
County Health Department
Social Services
Border Patrol
Public Information Officer

Description

A homeland security incident may be caused by a foreign terrorist acting as a single person or small group or it may be a large organization with a planned agenda. A homeland security incident could also be caused by a domestic group or individual with an agenda to change some domestic policy through carrying out a violent or non-violent act at a public or private facility. Regardless of the perpetrator, the intent of causing death, injuries, and/or destruction is the main objective of the terrorist.

The action taken by the terrorist(s) may be an explosive device, gun fire, release of a hazardous material, contamination of a necessary resource including the water supply, or other means of disrupting Burke County. The response will vary depending on the type of action of the terrorist(s).

Warning – There is potential of an event happening that will impact life and public safety.

- First responders will be warned by State Radio, Local Radio, Telephone or pager **ESF 2 – Communications and Alerting**
- If deemed appropriate, community members will be warned by NWS, and local TV and radio **ESF 2 – Communications and Alerting**

Notification – An event has occurred or is occurring and a response is necessary.

- Notify Sheriff’s Department **ESF 2 – Communications and Alerting**
- Notify fire departments **ESF 2 – Communications and Alerting**
- Notify Appropriate ambulance agency **ESF 2 – Communications and Alerting**

- Notify Appropriate Hospital **ESF 2 – Communications and Alerting**
- Notify Burke County Road Department **ESF 2 – Communications and Alerting**
- Notify Emergency Manager **ESF 2 – Communications and Alerting**
- If appropriate, notify hazardous materials facility owners **ESF 2 – Communications and Alerting**
- Notify NDDDES **ESF 2 – Communications and Alerting**
- Notify County Commissioners **ESF 2 – Communications and Alerting**
- If appropriate, update website and social media **ESF #15-Public Information**

Initial Assessment of the scene/situation

- Scene safety **ESF #13-Public Safety & Law Enforcement**
- Casualties **ESF #8-Health & Medical**
- Current weather conditions **ESF #13-Public Safety & Law Enforcement**
- Damage assessment **ESF #3-Public Works & Engineering**
- Resource requirements **ESF #7-Resource Support**

Establish Incident Command System

- Identify incident commander **ESF #5-Emergency Management**
- Establish incident command post **ESF #5-Emergency Management**
- Determine ICP staffing **ESF #5-Emergency Management**
- Determine EOC staffing need and staffing requirements **ESF #5-Emergency Management**
- Establish operational periods **ESF #5-Emergency Management**
- Request mutual aid support **ESF #5-Emergency Management**
- Request support possibly from IMAT, Bureau of Criminal Investigation, North Dakota National Guard, 81st Civil Support Team, Border Patrol, FBI, Bureau of Tobacco and Firearms, State Health Department **ESF #5-Emergency Management**

Immediate Public Safety

- Reduce current and future hazards **ESF #13-Public Safety & Law Enforcement**
- Request power turn-off **ESF #12-Energy**
 - Turn on/off gas/propane
- Remove debris interfering with response operations **ESF #3-Public Works & Engineering**
- Evacuate or shelter in place **ESF #8-Health & Medical**
- Establish medical services **ESF #8-Health & Medical**
 - Triage
 - Transport
 - Treat
- Conduct SAR, account for residents **ESF #9-Search & Rescue**
- Control hazardous materials releases **ESF #10-Hazardous Materials (Haz-Mat) Response**
- Establish perimeter security on scene **ESF #13-Public Safety & Law Enforcement**
- Provide traffic and crowd control **ESF #13-Public Safety & Law Enforcement**

Property Security

- Provide barricades as required **ESF #3-Public Works & Engineering**
- Remove ongoing hazards to responders or public **ESF #3-Public Works & Engineering**
- Provide power generation **ESF #12-Energy**
- Establish morgue **ESF #8-Health & Medical**

Public Welfare

- Request VOAD support **ESF #14-Volunteer & Donation Management**
- Establish shelter **ESF #6-Mass Care, Housing & Human Services**
- Setup temporary sanitation **ESF #8-Health & Medical**
- Provide food and water **ESF #6-Mass Care, Housing & Human Services**
- Establish family assistance center **ESF #6-Mass Care, Housing & Human Services**

- Provide clothing **ESF #6-Mass Care, Housing & Human Services**
- Replace prescription medicines **ESF #8-Health & Medical**
- Disseminate public information **ESF #15-Public Information**

Restoration & Recovery

- Re-establish communications network **ESF #2-Communications & Warning**
- Restore critical facilities/functions **ESF #8-Health & Medical, ESF #5-Emergency Management, ESF #13-Public Safety & Law Enforcement**
 - Hospital
 - Law Enforcement Center
 - Emergency Operations Center
 - Nursing Home
- Restore utility services **ESF #12-Energy, ESF #8-Health & Medical**
 - Water/Wastewater
 - Electricity
 - Telephone
- Restore transportation system **ESF #1-Transportation**
- Environmental Remediation **ESF #3-Public Works & Engineering, ESF #8-Health & Medical**
- Provide public information **ESF #15-Public Information**

Appendix VIII to Annex B of the Burke County EOP

Severe Summer Weather Including Tornado Response

Lead – Sheriff
Support – Emergency Manager

County Fire Departments

Appropriate Ambulance Services

County Road Department

City Public Works

Tax Equalization Director

Public Information Officer

Description

Severe summer weather includes a variety of conditions that may require an emergency response. These conditions include severe thunderstorms which may bring heavy rain causing flash flooding, high winds including tornadoes which may damage property and cause death and injuries, property damaging hail, and extreme heat.

Warning – There is potential of an event happening that will impact life and public safety.

First responders will be warned by Storm Sentry system **ESF #2-Communications & Alerting**

Community members will be warned by NWS, and local TV and radio. **ESF #2-Communications & Alerting**

Notification – An event has occurred or is occurring and a response is necessary.

Notify Sheriff's Department **ESF #2-Communications & Alerting**

Notify fire departments **ESF #2-Communications & Alerting**

Notify Appropriate ambulance agency **ESF #2-Communications & Alerting**

Notify Appropriate Hospital **ESF #2-Communications & Alerting**

Notify Burke County Road Department **ESF #2-Communications & Alerting**

- Notify Emergency Manager **ESF #2-Communications & Alerting**
- Notify hazardous materials facility owners **ESF #2-Communications & Alerting**
- Notify NDDDES **ESF #2-Communications & Alerting**
- Notify County Commissioners **ESF #2-Communications & Alerting**
- Update website and social media **ESF #15-Public Information**

Initial Assessment of the scene

- Scene safety **ESF #13-Public Safety & Law Enforcement**
- Casualties **ESF #8-Health & Medical**
- Current weather conditions **ESF #13-Public Safety & Law Enforcement**
- Damage assessment **ESF #3-Public Works& Engineering**
- Resource requirements **ESF #7-Resource Support**

Establish Incident Command System

- Identify incident commander **ESF #5-Emergency Management**
- Establish incident command post **ESF #5-Emergency Management**
- Determine ICP staffing **ESF #5-Emergency Management**
- Determine EOC staffing need and staffing requirements **ESF #5-Emergency Management**
- Establish operational periods **ESF #5-Emergency Management**
- Request IMAT or mutual aid support **ESF #5-Emergency Management**

Immediate Public Safety

- Reduce current and future hazards **ESF #13-Public Safety & Law Enforcement**
- Request power turn-off **ESF #12-Energy**
- Turn on/off gas/propane **ESF #12-Energy**
- Remove debris interfering with response operations **ESF #13-Public Safety & Law Enforcement**
- Evacuate or shelter in place **ESF #13-Public Safety & Law Enforcement**
- Establish medical services **ESF #8-Health & Medical**

- Triage
- Transport
- Treat
- Conduct SAR, account for residents **ESF #9-Search & Rescue**
- Control hazardous materials releases **ESF #10-Hazardous Materials (Haz-Mat) Response**
- Provide emergency public information **ESF #15-Public Information**

Property Security

- Establish perimeter security on scene **ESF #13-Public Safety & Law Enforcement**
- Provide traffic and crowd control **ESF #13-Public Safety & Law Enforcement**
- Provide barricades as required **ESF #3-Public Works & Engineering**
- Remove ongoing hazards to responders or public **ESF #13-Public Safety & Law Enforcement**
- Provide power generation **ESF #12-Energy**
- Establish morgue **ESF #8-Health & Medical**

Public Welfare

- Request VOAD support **ESF #14-Volunteer & Donation Management**
- Establish shelter **ESF #6-Mass Care, Housing & Human Service**
- Setup temporary sanitation **ESF #8-Health & Medical**
- Provide food and water **ESF #6-Mass Care, Housing & Human**

Services

- Establish family assistance center **ESF #6-Mass Care, Housing & Human Services**
- Provide clothing **ESF #6-Mass Care, Housing & Human Services**
- Replace prescription medicines **ESF #8-Health & Medical**
- Disseminate public information **ESF #15-Public Information**

Restoration & Recovery

- Re-establish communications network **ESF #2-Communications & Alerting**
- Restore critical facilities/functions **ESF #8-Health & Medical, ESF #5-Emergency Management, ESF #13-Public Safety & Law Enforcement**
 - Hospital
 - Law Enforcement Center
 - Emergency Operations Center
 - Nursing Home
- Restore utility services **ESF #12-Energy, ESF #8-Health & Medical**
 - Water/Wastewater
 - Electricity
 - Telephone
- Restore transportation system, **ESF #1-Transportation**
- Environmental Remediation, **ESF #8-Health & Medical**

Appendix IX of Annex B of the Burke County EOP

Severe Winter Weather

Lead – Sheriff
Support – County Road Department
City Public Works
Emergency Manager
County Fire Departments
Appropriate Ambulance Services
Public Information Officer

Description

Severe winter weather may include a variety of conditions including heavy snowfall, a blizzard, extreme cold, cold wind chill, an ice storm, and a combination of these conditions. People of Burke County are generally well prepared for severe winter weather conditions but there has been an influx of people from other parts of the USA that are not. When severe winter weather conditions hits, they may be more vulnerable because they do not know what protective actions to take. If conditions are so bad, all the residents may be vulnerable to severe weather conditions.

Warning – There is potential of an event happening that will impact life and public safety.

First responders will be warned by Storm Sentry system, **ESF #2-Communications & Alerting**

Community members will be warned by NWS, and local TV and radio. **ESF #2-Communications & Alerting**

Notification – An event has occurred or is occurring and a response is necessary.

Notify Sheriff’s Department **ESF #2-Communications & Alerting**

Notify fire departments **ESF #2-Communications & Alerting**

Notify Burke County Road Department **ESF #2-Communications & Alerting**

Notify Emergency Manager **ESF #2-Communications & Alerting**

Notify schools and day care centers **ESF #2-Communications & Alerting**

- Notify County Commissioners **ESF #2-Communications & Alerting**
- Update website and social media **ESF #15-Public Information**

Initial Assessment of the scene/situations

- Scene safety **ESF #13-Public Safety & Law Enforcement**
- Casualties **ESF #8-Health & Medical**
- Current weather conditions **ESF #13-Public Safety & Law Enforcement**
- Current road conditions **ESF #1-Transportation**
- Damage assessment **ESF #13-Public Safety & Law Enforcement**
- Resource requirements **ESF #7-Resource Support**

Establish Incident Command System

- Identify incident commander **ESF #5-Emergency Management**
- Establish incident command post **ESF #5-Emergency Management**
- Determine ICP staffing **ESF #5-Emergency Management**
- Determine EOC staffing need and staffing requirements **ESF #5-Emergency Management**
- Establish operational periods **ESF #5-Emergency Management**
- Request IMAT or mutual aid support **ESF #5-Emergency Management**

Immediate Public Safety

- Reduce current and future hazards **ESF #13-Public Safety & Law Enforcement**
- If WAWSA water supply is affected, restore service as soon as it is safe to do so **ESF #8-Health & Medical**
- Remove snow interfering with response operations **ESF #1-Transportation**
- Shelter in place **ESF #6, Mass Care, Housing, and Human Services**
- Establish medical services **ESF #8-Health & Medical**
 - Triage
 - Transport
 - Treat

- Conduct SAR, account for residents **ESF #9-Search & Rescue**

Property Security

- Remove ongoing hazards to responders or public **ESF #13-Public Safety & Law Enforcement**
- Provide power generation **ESF #12-Energy**
- Establish morgue **ESF #8-Health & Medical**

Public Welfare

- Request VOAD support **ESF #14-Volunteer & Donation Management**
- Determine the need to establish shelter(s) based on power outages and time until power restoration **ESF #6-Mass Care, Housing & Human Services**
- Setup temporary sanitation **ESF #8-Health & Medical**
- Provide food and water **ESF #6-Mass Care, Housing & Human Services**
- Establish family assistance center **ESF #14-Volunteer & Donations Management**
- Provide clothing **ESF #6-Mass Care, Housing & Human Services**
- Replace prescription medicines **ESF #8-Health & Medical**
- Disseminate public information **ESF #15-Public Information**

Restoration & Recovery

- Re-establish communications network **ESF #2-Communications & Alerting**
- Restore critical facilities/functions if disrupted during the event **ESF #8-Health & Medical**
 - Hospital
 - Law Enforcement Center
 - Emergency Operations Center
 - Nursing Home
- Restore utility services if disrupted during the event **ESF #8-Health & Medical, ESF #12-Energy**
 - Water/Wastewater
 - Electricity
 - Telephone

- Restore transportation system **ESF #1-Transportation**
- Disseminate public information **ESF #15-Public Information**

Appendix X to Annex B of the Burke County EOP

Shortage of Critical Materials

Lead –	Emergency Manager
Support –	City Public Works
	County Health Nurse
	Public Information Officer
	Social Services
	NDSU Extension Agent
	Sheriff

Description

A shortage of critical materials may involve a variety of products or services necessary for the health and well-being of Burke County citizens. This may include water, food, medicines, heating fuel, gasoline or diesel fuel, and electrical power along with other products or services. An example of a recent shortage of critical materials incident was in 2014 when the Western Area Water Supply pipeline broke shutting off the water supply to the Burke County cities. An emergency response was necessary to obtain water for basic needs.

Warning – There is potential of an event happening that will impact life and public safety

First responders and community members will be warned by NWS, and local TV and radio **ESF #2-Communications & Alerting**

Notification – An event has occurred or is occurring and a response is necessary

Notify Sheriff's Department **ESF #2-Communications & Alerting**

Notify fire departments **ESF #2-Communications & Alerting**

Notify Appropriate ambulance agency **ESF #2-Communications & Alerting**

Notify Appropriate Hospital **ESF #2-Communications & Alerting**

Notify Burke County Road Department **ESF #2-Communications & Alerting**

Notify Emergency Manager **ESF #2-Communications & Alerting**

Notify NDDDES **ESF #2-Communications & Alerting**

- Notify Schools and Day Care Centers **ESF #2-Communications & Alerting**
- Notify County Commissioners **ESF #2-Communications & Alerting**
- Update website and social media **ESF #15-Public Information**

Initial Assessment of the scene/situation

- Current weather conditions **ESF #13-Public Safety & Law**

Enforcement

- Damage assessment **ESF #3-Public Works & Engineering**
- Resource requirements **ESF #7-Resource Response**

Establish Incident Command System

- Identify incident commander **ESF #5-Emergency Management**
- Determine EOC staffing need and staffing requirements **ESF #5-Emergency Management**
- Establish operational periods **ESF #5-Emergency Management**
- Request IMAT or mutual aid support **ESF #5-Emergency Management**

Immediate Public Safety

- Reduce current and future hazards **ESF #13-Public Safety & Law**
- Enforcement**
- If WAWSA water is affected, restore service as soon as it is safe to do so **ESF #8-Health & Medical**
 - Shelter in place **ESF #6-Mass Care, Housing & Social Services**
 - Establish medical services **ESF #8-Health & Medical**
 - Triage
 - Transport
 - Treat
 - Disseminate public information **ESF #15-Public Information**

Public Welfare

- Request VOAD support **ESF #14-Volunteer & Donations Management**
- Establish shelter **ESF #6-Mass Care, Housing & Human Services**
- Setup temporary sanitation **ESF #8-Health & Medical**

- Provide food and water **ESF #6-Mass Care, Housing & Human Services**
- Establish family assistance center **ESF #6-Mass Care, Housing & Human Services**
- Provide clothing **ESF #6-Mass Care, Housing & Human Services**
- Obtain prescription medicines **ESF #8-Health & Medical**
- Disseminate public information **ESF #15-Public Information**

Restoration & Recovery

- Re-establish communications network **ESF #2-Communications & Alerting**
- Restore critical facilities/functions if disrupted during the event **ESF #8-Health & Medical, ESF #13-Public Safety & Law Enforcement, ESF #5-Emergency Management**
 - Hospital
 - Law Enforcement Center
 - Emergency Operations Center
 - Nursing Home
- Restore utility services if disrupted during the event **ESF #12-Energy, ESF #8-Health & Medical**
 - Water/Wastewater
 - Electricity
 - Telephone

Appendix XI to Annex B of the Burke County EOP

Transportation Accident

Lead –	Sheriff
Support –	Highway Patrol
	Road Department
	Appropriate Ambulance Services
	Fire Departments
	County Health Nurse
	Emergency Manager
	Social Services
	Public Information Officer

Description

Transportation accidents can be of four types, highway, railroad, airplane, and recreational waterways. The most common mode of transportation in Burke County is highway thus making it the most common. Railroad accidents usually involve a derailment and are not common. Burke County has two general services airports at Bowbells and Columbus with no passenger services. Highway accidents may be caused by weather conditions, unsafe vehicle operation, and heavy road use beyond the traffic volume the highway was designed for. An accident may or may not involve hazardous materials. If hazardous materials are involved, refer to the Hazard Materials Appendix.

Notification – An event has occurred or is occurring and a response is necessary.

- Notify Sheriff's Department **ESF #2-Communicatons & Alerting**
- Notify fire departments **ESF #2-Communicatons & Alerting**
- Notify appropriate ambulance agency **ESF #2-Communicatons & Alerting**
- Notify Appropriate Hospital **ESF #2-Communicatons & Alerting**
- Notify Burke County Road Department **ESF #2-Communicatons & Alerting**
- Notify Emergency Manager **ESF #2-Communicatons & Alerting**
- Notify NDDDES **ESF #5-Emergency Management**
- Notify Schools and Day Care Centers if the event is near the facility **ESF #2-Communicatons & Alerting**
- Notify County Commissioners **ESF #2-Communicatons & Alerting**
- Update website and social media **ESF #15-Public Information**

Initial Assessment of the scene/situation

- Scene safety **ESF #13-Public Safety & Law Enforcement**
- Casualties **ESF #8-Health & Medical**
- Current weather conditions **ESF #13-Public Safety & Law Enforcement**
- Damage assessment **ESF #3-Public Works & Engineering**
- Resource requirements **ESF #7-Resource Support**

Establish Incident Command System

- Identify incident commander **ESF #5-Emergency Management**
- Establish incident command post **ESF #5-Emergency Management**
- Determine EOC staffing need and staffing requirements **ESF #5-Emergency Management**
- Establish operational periods **ESF #5-Emergency Management**
- Request IMAT or mutual aid support **ESF #5-Emergency Management**

Immediate Public Safety

- Reduce current and future hazards **ESF #13-Public Safety & Law Enforcement**
- If WAWSA water is affected, restore service as soon as it is safe to do so **ESF #8-Health & Medical**
- Remove snow interfering with response operations **ESF #1-Transportation**
- Shelter in place **ESF #6-Mass Care, Housing & Human Services**
- Establish medical services **ESF #8-Health & Medical**
 - Triage
 - Transport
 - Treat
- Conduct SAR, account for residents **ESF #9-Search & Rescue**

Property Security

- Remove ongoing hazards to responders or public **EFS #13-Public Safety & Law Enforcement**
- Provide power generation **ESF #12-Energy**
- Establish morgue **ESF #8-Health & Medical**

Public Welfare

- Request VOAD support **ESF #14-Volunteer & Donations Management**
- Establish shelter **ESF #6-Mass Care, Housing & Human Services**
- Setup temporary sanitation **ESF #8-Health & Medical**
- Provide food and water **ESF #6-Mass Care, Housing & Human Services**

Establish family assistance center **ESF #6-Mass Care, Housing & Human Services**

Disseminate public information **ESF 315-Public Information**

Restoration & Recovery

Re-establish communications network **ESF #2-Communications & Alerting**

Restore critical facilities/functions if disrupted during the event **ESF #8-Health & Medical, ESF #5-Emergency Management, EFS #13-Public Safety & Law Enforcement**

Hospital

Law Enforcement Center

Emergency Operations Center

Nursing Home

Restore utility services if disrupted during the event **ESF #12-Energy, ESF #8-Health & Medical**

Water/Wastewater

Electricity

Telephone

Natural Gas pipelines

Restore transportation system **ESF #1-Transportation**

Appendix XII to Annex B of the Burke County EOP

Urban Fires

Lead – Fire Departments
Support – Sheriff
Public Works
Emergency Manager
Appropriate Ambulance Agency
Public Information Officer

Description

Bowbells and Powers Lake the most susceptible cities in Burke County to urban fire. The other four cities are also vulnerable but not to the extent of Bowbells and Powers Lake because of their size. If the fire is occurring at a hazardous materials facility, refer to the hazardous materials Annex.

Notification – An event has occurred or is occurring and a response is necessary.

- Notify Sheriff's Department **ESF #2-Communications & Alerting**
- Notify fire departments **ESF #2-Communications & Alerting**
- Notify Appropriate ambulance agency **ESF #2-Communications & Alerting**
- Notify Appropriate Hospital **ESF #2-Communications & Alerting**
- Notify Emergency Manager **ESF #2-Communications & Alerting**
- Notify hazardous materials facility owners **ESF #2-Communications & Alerting**
- Notify NDDDES **ESF #5-Emergency Management**
- Notify County Commissioners **ESF #2-Communications & Alerting**
- Update website and social media **ESF #15-Public Information**

Initial Assessment of the scene

- Scene safety **ESF #4-Firefighting**
- Casualties **ESF #8-Health & Medical**

- Current weather conditions **ESF #13-Public Safety & Law Enforcement**
- Damage assessment **ESF #3-Public Works & Engineering**
- Resource requirements **ESF #7-Resource Support**

Establish Incident Command System

- Identify incident commander **ESF #5-Emergency Management**
- Establish incident command post **ESF #5-Emergency Management**
- Determine ICP Staffing **ESF #5-Emergency Management**
- Determine EOC staffing need and staffing requirements **ESF #5-Emergency Management**
- Establish operational periods **ESF #5-Emergency Management**
- Request IMAT or mutual aid support **ESF #5-Emergency Management**

Immediate Public Safety

- Reduce current and future hazards **ESF #3-Public Works & Engineering**
 - Request power turn-off
 - Turn off/on gas/propane
 - Remove debris interfering with response operations
- Evacuate **ESF #13-Public Safety & Law Enforcement**
- Establish medical services **ESF #8-Health & Medical**
 - Triage
 - Transport
 - Treat
- Conduct SAR, account for residents **ESF #9-Search & Rescue**
- Control hazardous materials releases **ESF #10-Hazardous Materials (Haz-Mat) Response**

Property Security

- Establish perimeter security on scene **ESF #13-Public Safety & Law Enforcement**
- Provide traffic and crowd control **ESF #13-Public Safety & Law Enforcement**
- Provide barricades as required **ESF #3-Public Works & Engineering**

- Remove ongoing hazards to responders or public **ESF #3-Public Works & Engineering**
- Provide power generation **ESF #12-Energy**
- Establish morgue **ESF #8-Health & Medical**

Public Welfare

- Request VOAD support **ESF #14-Volunteer & Donation Management**
- Establish shelter **ESF #6-Mass Care, Housing & Human Service**
- Setup temporary sanitation **ESF #8-Health & Medical**
- Provide food and water **ESF #6-Mass Care, Housing & Human Service**
- Establish family assistance center **ESF #6-Mass Care, Housing & Human Service**
- Provide clothing **ESF #6-Mass Care, Housing & Human Service**
- Replace prescription medicines **ESF #8-Health & Medical**
- Disseminate public information **ESF #15-Public Information**

Restoration & Recovery

- Re-establish communications network **ESF #2-Communications & Alerting**
- Restore critical facilities/functions **ESF #8-Health & Medical, ESF #13-Public Safety & Law Enforcement, ESF #5-Emergency Management**
 - Hospital
 - Law Enforcement Center
 - Emergency Operations Center
 - Nursing Home
- Restore utility services **ESF #8-Health & Medical, ESF #3-Public Works & Engineering**
 - Water/Wastewater
 - Electricity
 - Telephone
- Restore transportation system **ESF #1-Transportation**
- Environmental remediation **ESF #8-Health & Medical**

Appendix XIII to Annex B of the Burke County EOP

Wildland Fires

Lead – Fire Departments
Support – Emergency Manager
Sheriff
Appropriate Ambulance Services
Emergency Manager
County Road Department
Public Information Officer

Description

Wildland fires in Burke County refer mainly to the burning of grasslands which may be pastures or CRP, and cropland. The losses may include pastureland and hay land, unharvested crops, and rural buildings.

Warning – There is potential of an event happening that will impact life and public safety. The public and first responders are warned by the National Weather Service issuing a “Red Flag Warning”.

- First responders will be warned by State Radio and Storm Sentry **ESF #2-Communications & Alerting**
- Community members will be warned by NWS, and local TV and radio. **ESF #2-Communications & Alerting, ESF #15-Public Information**

Notification – An event has occurred or is occurring and a response is necessary.

- Notify Sheriff’s Department **ESF #2-Communications & Alerting**
- Notify fire departments **ESF #2-Communications & Alerting**
- Notify Appropriate ambulance agency **ESF #2-Communications & Alerting**
- Notify Appropriate Hospital **ESF #2-Communications & Alerting**
- Notify Burke County Road Department **ESF #2-Communications & Alerting**
- Notify Emergency Manager **ESF #2-Communications & Alerting**
- Notify hazardous materials facility owners **ESF #2-Communications & Alerting**

- Notify NDDDES **ESF #5-Emergency Management**
- Notify County Commissioners **ESF #2-Communications & Alerting**
- Update website and social media **ESF #15-Public Information**

Initial Assessment of the scene

- Scene safety **ESF #13-Public Safety & Law Enforcement**
- Casualties **ESF #8-Health & Medical**
- Current weather conditions **ESF #13-Public Safety & Law Enforcement**
- Damage assessment **ESF #3-Public Works & Engineering**
- Resource requirements **ESF #7-Resource Support**

Establish Incident Command System

- Identify incident commander **ESF #5-Emergency Management**
- Establish incident command post **ESF #5-Emergency Management**
- Determine ICP Staffing **ESF #5-Emergency Management**
- Determine EOC staffing need and staffing requirements **ESF #5-Emergency Management**
- Establish operational periods **ESF #5-Emergency Management**
- Request IMAT or mutual aid support **ESF #5-Emergency Management**

Immediate Public Safety

- Reduce current and future hazards **ESF #3-Public Works & Engineering,**
ESF #12-Energy
 - Request power turn-off
 - Turn on gas/propane
 - Remove debris interfering with response operations
- Evacuate or shelter in place **ESF #6-Mass Care, Housing & Human Service**
- Establish medical services **ESF #8-Health & Medical**
 - Triage
 - Transport
 - Treat

- Conduct SAR, account for residents **ESF #9-Search & Rescue**
- Control hazardous materials releases **ESF #10-Hazardous Materials (Haz-Mat) Response**

Property Security

- Establish perimeter security on scene **ESF #13-Public Safety & Law Enforcement**
- Provide traffic and crowd control **ESF #13-Public Safety & Law Enforcement**
- Provide barricades as required **ESF #3-Public Works & Engineering**
- Remove ongoing hazards to responders or public **ESF #13-Public Safety & Law Enforcement**
- Provide power generation **ESF #12-Energy**
- Establish morgue **ESF #8-Health & Medical**

Public Welfare

- Request VOAD support **ESF #14-Volunteer & Donations Management**
- Establish shelter **ESF #6-Mass Care, Housing & Human Services**
- Setup temporary sanitation **ESF #8-Health & Medical**
- Provide food and water **ESF #6-Mass Care, Housing & Human**

Services

- Establish family assistance center **ESF #6-Mass Care, Housing & Human Services**
- Provide clothing **ESF #6-Mass Care, Housing & Human Services**
- Replace prescription medicines **ESF #8-Health & Medical**
- Disseminate public information **ESF #15-Public Information**

Restoration & Recovery

- Re-establish communications network **ESF #2-Communications & Alerting**
- Restore critical facilities/functions **ESF #8-Health & Medical, ESF #13-Public Safety & Law Enforcement, ESF #13-Public Safety & Law Enforcement**

- Hospital
- Law Enforcement Center
- Emergency Operations Center
- Restore utility services **ESF #8-Health & Medical, ESF #12-Energy**
 - Water/Wastewater
 - Electricity
 - Telephone
- Restore transportation system **ESF #1-Transportation**
- Environmental remediation **ESF #8-Health & Medical**

Evacuation and Sheltering Annex

Purpose

This Annex deals with the movement of people to a safe area, from an area believed to be at risk, when emergency situations necessitate such action. This evacuation and sheltering annex describes the provisions that have been made to ensure the safe and orderly evacuation of people threatened by the hazards Burke County and its cities face. n

OBJECTIVES

1. To identify residents, businesses, public buildings and other areas from which occupants and property may need to be evacuated.
2. To locate and identify special concerns of the incident staff to include persons with functional needs, pets, livestock or other property requiring specialized consideration.
3. To identify resources necessary to accomplish an evacuation.
4. To identify the shelter locations for evacuees and the process for caring for their needs.
5. To provide for the timely, safe, orderly evacuation of affected areas as ordered by county and or city officials and or the Incident Commander.
6. Provide for prompt information dissemination to the affected area.
7. Provide for prompt return of all displaced citizens.
8. Incident Specific Objectives, e.g. Recognize, Avoid, Isolate, and Notify (RAIN) if hazardous materials are a recognized threat:

A. _____

B. _____

C. _____

D. _____

SCOPE OF AUTHORITY

In North Dakota, authority for evacuating persons from a threat is prescribed by state law as listed below:

Evacuation Authority of the Governor

- The North Dakota Disaster Act of 1985, [North Dakota Century Code Chapter \(NDCC\) 37-17.1](#)
- During the state of emergency or disaster the governor has the authority to direct and compel (that is forcibly remove) the evacuation of all or part of the population from any stricken or threatened area within the state if the action is necessary for the preservation of life or other disaster mitigation, response or recovery.

Evacuation and Sheltering Authority of County Commissioners and Mayors

- All county commissioners and mayors have the authority to direct, but not to compel, evacuation within their jurisdiction in the event of a disaster emergency. The authority of county and municipal elected officials may be exercised after a local disaster or emergency has been declared by the county or municipal governing body upon finding that a disaster has occurred or is imminent.
- In the event of the need for sheltering, the Chief Elected Official will delegate authority to the Social Services representative, based upon a recommendation to shelter by the Incident Commander. The Shelter Supervisor, likely a representative from American Red Cross, Social Services or a School Superintendent (dependent of the Red Cross Shelter Models), will then be directed to activate shelters.

Evacuation Authorization

1. **DELEGATION OF AUTHORITY.** Before implementing this plan, if the area of concern is outside the jurisdictional authority of the designated Incident Commander, the affected jurisdiction(s) Chief Elected Official, e.g. mayor or county commissioner, must delegate decision-making and implementation authority.
2. **AUTHORITY:** Authority for evacuation during this incident is based on the following references:
 - a. **Legal Authority:** [North Dakota Century Code Chapter \(NDCC\) 37-17.1](#)
 - b. **Disaster Plan:** Burke County, Local Emergency Operations Plan

3. **RESPONSIBILITY:** The agency responsible for planning, implementing, and managing an evacuation during this incident is identified as the Incident Commander.

4. **INCIDENT COMMANDER's written evacuation statement:**

"I have determined the nature of this emergency may pose significant threat to the health and safety of persons within the area, added/ revised objectives per the threat and revised/edited/ inputted the implementation plan.

The affected Chief Elected Official(s) is/are requested to review the attached plan, initiate necessary proclamations or declarations, and grant extraordinary authority for me to implement elements of the evacuation plan as conditions warrant.

OR

The nature of this emergency does not permit prior authorization of evacuation through normal channels. I order the immediate implementation of evacuation efforts as noted in the attached plan.

OR

The evacuation was ordered during the Initial Attack of this incident and the attached plan documents the decisions for that action.

SIGNATURE and TITLE of INCIDENT COMMANDER DATE and TIME"

5. **CHIEF ELECTED OFFICIAL(S) written evacuation statement:**

"As the official(s) having legal responsibility for the approval of evacuations within this jurisdiction:

a. The Incident Evacuation Plan has been reviewed, necessary proclamations or declarations have been completed, and the Incident Commander is hereby granted authority to implement elements of the plan as conditions warrant.

OR

b. The Incident Evacuation Plan has been reviewed, and it is my/our decision to withhold approval of the Incident Commander's request for authority to implement elements of the plan. The basis for this decision is attached. This decision may be reviewed and amended as conditions warrant.

OR

c. *I/we have been advised of the Incident Commander's use of extraordinary authority to proceed with evacuation. The basis for that decision has been reviewed and I/we do do not authorize continued evacuation efforts.*

SIGNATURE and TITLE

DATE and TIME"

Situation and Assumptions

Typical are assumptions that:

- The annex focuses on hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in the jurisdiction.
- Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 percent of the people at risk will evacuate before being directed to do so.
- Some people will refuse to evacuate, regardless of the threat.
- Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.
- Roughly 5-10 percent of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels rather than use government-provided mass care facilities.
- Where available, military support (as approved by the Governor) may be available to support evacuation efforts.
- Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented on an *ad hoc* basis. The individual responsible for implementing it should be the Incident Commander at the scene of the emergency, with support arranged through the EOC as necessary.
- Evacuation instructions should be based on known or assumed health risks associated with the hazard.

Concept of Operations

There are several factors which must be considered when planning for an evacuation. Among these are the characteristics of the hazard or threat itself. The magnitude, intensity, speed of onset, duration, and impact on the local community, are all significant elements to be considered. They will determine the number of people to be evacuated, time available in which to effect the evacuation, and the time and distance of travel necessary to insure safety. Evacuees are moved from their homes to a designated area

within the jurisdiction (or a neighboring jurisdiction in some cases) not impacted by the hazard that caused the evacuation.

Hazard Specific Threats to Health and Safety

Hazardous Materials Fixed Facilities:

Anhydrous Ammonia Plant, Owner – Sun Prairie Grain, 201 Railroad St. Coteau Elevator

Anhydrous Ammonia Plant, Owner – Sun Prairie Grain, Northgate 7100 Hwy 52 Southside of Jct. Hwy. 52 and Jct. Hwy. 8

Anhydrous Ammonia Plant, Owner – Sun Prairie Grain Elevator, Lignite, N.D.

Anhydrous Ammonia Plant, Owner – Mitch McEvers, 10180 84th Ave NW, Lignite

Anhydrous Ammonia Plant, Owner – Powers Lake Elevator, Powers Lake

Bear Paw Energy, Owner- 10050 84th Ave. NW Lignite, N.D.

Sun Prairie Grain Trans-Loading Facility, County Road 17 and Railway Street SE, Bowbells, N.D.

Basin Transload Facility, 10154 93rd Ave NW, Columbus N.D.

Other (Disaster Specific) Hazards to Health and Safety, e.g. Transportation Incident(s):

Hazardous Materials Transportation

Transportation accidents involving a carrier transporting hazardous materials can occur anywhere in Burke County. As an example if a train derailment or highway accident occurs with hazardous materials being transported, a breach on the hazardous materials container may require a whole town to evacuate or a significant portion of a rural area.

Bowbells and Columbus have general aviation airports from which crop sprayers may use as an operational base, storing various types of crop pesticides and herbicides.

Burlington, Northern, Santa FE (BNSF) Railroad and the Canadian Pacific (CPR) Railroad provides rail services to Burke County. BNSF has two routes in the county; one line enters the county north east of Coteau, runs to Lignite and westward to Larson and Divide County. The other line is in the southern part of the county serving Powers Lake. The CPR enters the United States at Portal and runs north east through Flaxton and Bowbells, and continues on to Ward County. The Dakota Missouri Valley and Western Railroad branches to Flaxton from the BNSF line west of Lignite and makes a short run northward then turns east towards Flaxton. All of these cited railroad lines carry hazardous materials especially CPR which carries crude oil from Canada into the United States. CPR and BNSF lines carry Bakken Crude Oil to refineries to the east. In addition, anhydrous ammonia and other farm fertilizers and chemicals are carried by railroads.

Burke County is served by ND Highway 5 which runs east/west across the northern part of the county through Columbus, near Lignite where it shares the highway with US Highway 52 going eastward to Flaxton, south to Bowbells and into Ward County. ND Highway 40 runs north/south across the western part of the county running Columbus to Battleview then turning westward into Williams County. ND Highway 50 runs on the border between Burke and Mountrail County in southeastern Burke County, it makes a jog north and runs westward to Powers Lake and Battleview. A major United States highway, US 52 enters the county east of Bowbells, runs north and west to Flaxton, and runs west and north to Portal which is a 24 hour Port of Entry. There are numerous County and Township roads in Burke County as evidenced in the map below. US Highway 52, all state and county highways and all township roads serve as transportation routes for hazardous materials from agricultural chemicals to chemicals related to oil production. (Refer to Appendix 1 for maps of Burke County and its cities.)

Weather Related Events

Severe summer storms may be the cause of an evacuation when a tornado destroys the housing in a city and the people have no place to go. The population may be forced to shelter in a neighboring town or in a safe building in their town. Winter storms may cause the loss of power to a city whereby people are required to seek shelter in a community shelter where electricity and heat are provided by generators.

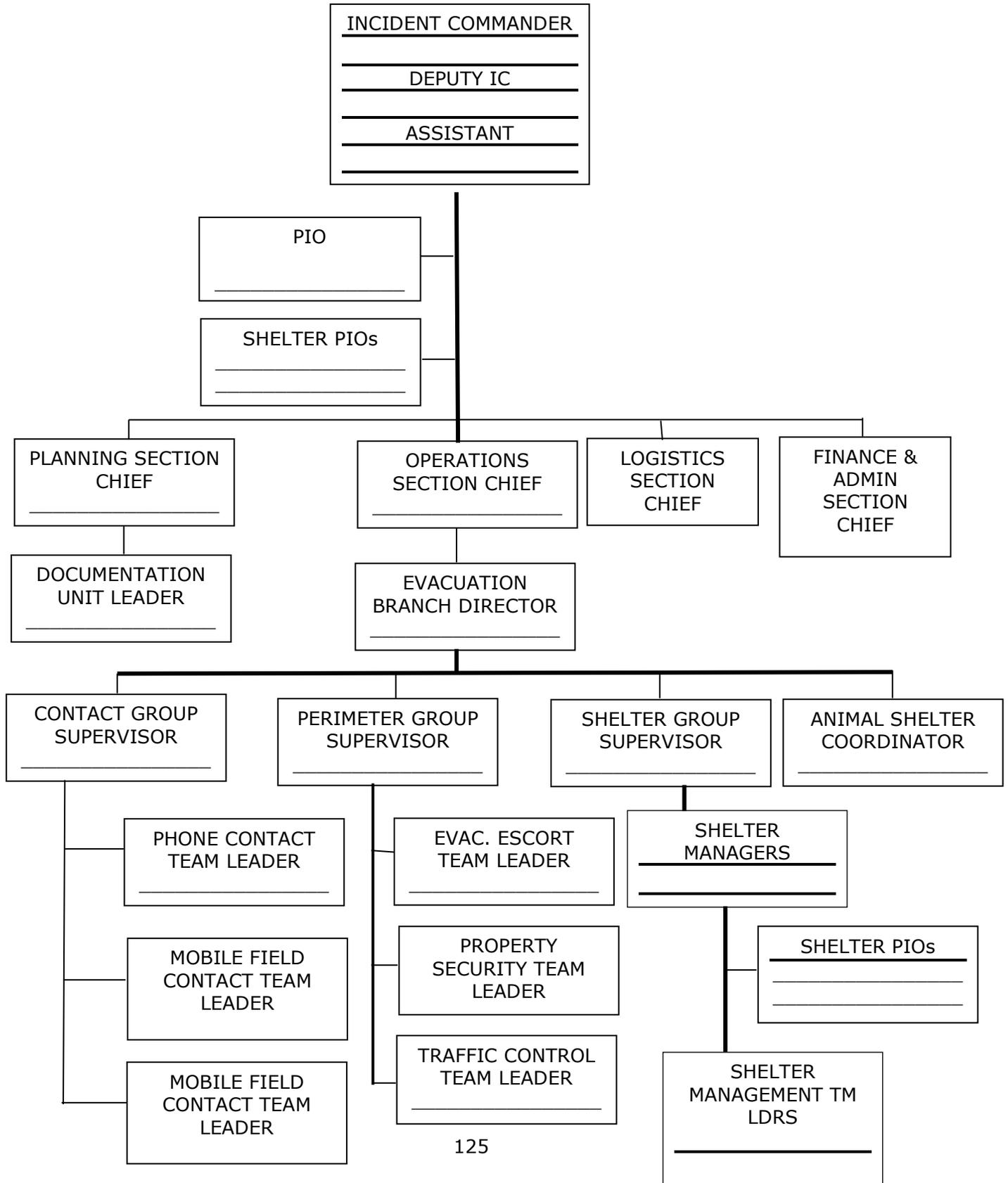
General

Evacuation Implementation

The process of evacuating people from their communities is very complicated. First of all there must be eminent danger to the population to

require an evacuation. Secondly the evacuation must be planned by individuals who understand their community; the population, hazards, and resources. Thirdly, officials managing the evacuation must use the Incident Command System to carry out an organized evacuation response.

Incident Command Evacuation Organization Chart



Incident Command System Positions Defined

Evacuation Branch Director

**[Resource Order to be filled by _____
Political sub-division with jurisdiction]**

An Evacuation Branch Director (EBD) is needed when evacuation is **probable** or people are in **immediate danger** and the Incident Commander does not have sufficient resources to effect necessary actions below. The EBD reports to the Operations Section Chief (OSC) when one is assigned to the incident, otherwise to the Incident Commander (IC). The EBD is primarily responsible for preparing and/or revising this evacuation plan, managing any evacuation effort associated with the incident, and coordinating evacuation efforts between the various agencies that may be involved.

When an evacuation is eminent, the evacuation branch will meet at the following staging areas:

1. Bowbells Fire Hall
2. Columbus Fire Hall
3. Flaxton City Hall
4. Lignite Fire Hall
5. Portal Fire Hall
6. Powers Lake Fire Hall

Duties include those of all needed subordinate positions not filled and:

- Obtain initial and daily briefings from OSC or IC; understand "Concept of Operation" at page 124 and Special Needs Demographics page 146.
- Determine and understand local jurisdiction and responsible state agency authorities for conducting an evacuation as a result of this incident (see page 122) and Obstruction Response Procedure page 145).
- Review position descriptions on following pages, evaluate need for additional Evacuation Branch resources and order accordingly:
 - Alert – concentrate on Contact Group.
 - Warning – concentrate on Contact and Perimeter Groups and Shelter Group Supervisor.
 - Evacuation – review all Branch resource needs.
- When the IC has issued an evacuation warning or directive:
 1. Begin shelter preparations or establishment by coordinating with the local Disaster Coordinator, Janice Knosp of the Mid-Dakota Chapter, American Red Cross (ARC) Phone (701) 852-2828 **to**

open _____ in the _____ community, or other pre-designated shelter in the _____, ND area. (See Pages 36-38)

2. Coordinate **to establish livestock and pet holding areas** as required.
- Establish an evacuee briefing site(s) at the designated shelter. Provide site locations(s) to Information Officer, Perimeter Group Supervisor and Contact Group Supervisor.
 - Inform Incident Communications Unit and/or Resource Unit of all status changes of resources assigned to the Branch.
 - Revise this evacuation plan as necessary.
 - Coordinate Branch activities with Divisions and other Branches.
 - Know daily planning cycle and participate with Incident Planning Section Chief (PSC) in the development of daily Incident Action Plans, unless urgency of evacuation situation precludes it.
 - Coordinate with PSC or Documentation Unit Leader to understand incident documentation requirements.
 - Attend daily Operations Briefing.
 - Review work assignments with Group Supervisors daily, usually immediately after the daily Operations Briefing.
 - Approve and turn in time reports of Group Supervisors.
 - Ensure subordinates are aware of reporting and documentation requirements and comply.
 - Complete a Unit Log (ICS Form 214 <https://training.fema.gov/icsresource/icsforms.aspx>) daily and submit it as directed by the OSC or IC.

Contact Group Supervisor

[Resource Order(s) to be filled by

_____ **Political sub-division with jurisdiction]**

A Contact Group Supervisor (CGS) is needed when evacuation is **possible**, **probable** or people are in **immediate danger** and Incident Commander (IC) does not have sufficient resources to effect necessary actions below. The CGS reports to the Evacuation Branch Director (EBD) when one is assigned to the incident, otherwise to the Operations Section Chief (OSC) or lastly, the IC. The CGS is responsible for ensuring people in the evacuation area are informed of the current danger level, what shelters have been activated and/or shelter in place procedures. The CGS coordinates with the Public Information Officer (PIO) and manages

assigned contact teams to inform people using any combination of: posting information bulletins in locations specified by PIO, telephone calls, and direct, house-to-house contact. Duties include those of all needed subordinate positions not filled and:

- Obtain initial and daily briefings from EBD, OSC or IC; understand "Concept of Operation" at pages 124.
- Review Contact Team descriptions (see page 131) and order any additional resources needed.
- Determine if Burke County Social Services has updated evacuation Area Resident Contacts & Phone Numbers list. Provide updates to Phone Contact Team Leader.
- Obtain from Amanda Wallace, (Agency Representative) and provide to each assigned Mobile Field Contact Team, maps that depict all known residences in the area teams are to cover.
- Determine maximum possible number of residences in affected area and order from local fire departments, appropriate quantities of signage/door hangers for Alert, Warning, and Evacuation phases; provide an adequate supply of the appropriate signage/door hanger cards to each assigned Mobile Field Contact Team with instructions on their use.
- Develop notification message appropriate to current situation in conjunction with EBD and provide to Contact Team Leaders with appropriate directions.

Alert – advise people in affected area of the situation and recommend they take precautions to "Protect in Place".

Warning – recommend that persons requiring extraordinary care, transportable property, pets, and livestock (if feasible) be moved from affected area, and that residents continue to "Protect in Place". Identify briefing site(s) established by EBD.

Evacuation – direct occupants of the affected area(s) to leave within a specified time period, by pre-designated route(s), and report to briefing site(s) established by EBD. Warn those refusing to cooperate with the Evacuation directive as follows:

"If you choose to stay and defend your property, you do so at your own risk. You may incur personal liability for any interference with emergency personnel. Emergency personnel may not be available to assist you."

Contact Teams should report to the Perimeter Group Supervisor by the fastest possible means, any person(s) who appears to be incapable of making a reasonable and informed decision due to their physical or mental condition, or is otherwise unable to comply with the evacuation directive.

- Provide adequate supplies of Pre-evacuation Contact Data sheets to all Contact Teams.
- Collect completed Pre-evacuation Contact Data sheets from all Contact Teams daily and process according to incident documentation procedures.
- Inform EBD or Incident Communications and/or Resource Unit of all status changes of resources assigned to the Group.
- Review assignments daily with all Group resources.
- Approve and turn in time for all resources assigned to the Group.
- Complete a Unit Log (ICS Form 214 <https://training.fema.gov/icsresource/icsforms.aspx>) daily and submit it as directed by EBD, OSC or IC. Inform supervisor of hazardous situations, significant events and resource status.
- Implement "Text Telephone" sometimes known as TTY for the hearing impaired.

Contact Teams

Phone Contact Team

A Phone Contact Team is needed when evacuation is **possible, probable** or people are in **immediate danger** and Incident Commander wants to make phone notifications but does not have sufficient resources. The phone notification situation dictates the number of team members. They report to a working Team Leader who reports to the Contact Group Supervisor (CGS). Team members make phone notifications as instructed in writing by the CGS, to area residents listed by the Incident Management Team (IMT) Planning Section. That list will be provided to and may be obtained from Burke County Social Services. Supplies and equipment required for each team member include:

- An operable telephone,
- A chair or bench,
- Table space,
- Simple, written instructions accompanying a notification message,
- A list of names and numbers to call,
- A supply of Pre-evacuation Contact Data sheets (see p. 47; used in Alert and Warning phases),
- A ball point pen (and spares) to track contacts.

Mobile Field Contact Teams

Mobile Field Contact Teams are needed when evacuation is **possible, probable** or people are in **immediate danger** and Incident Commander wants to make field notifications but lacks sufficient resources. Each 2-person team has a driver and a Team Leader. The number of people in the evacuation area dictates the number of teams. They report to the Contact Group Supervisor (CGS). Teams visit all known, accessible residences in the evacuation area and notify residents as directed by the CGS. Supplies and equipment required for each team includes:

- A map identifying all known residences in coverage area,
- A vehicle appropriately equipped to travel the intended routes,
- A public address phone and speaker,
- A radio that can transmit and receive on a frequency also available to the Perimeter Group Supervisor,
- Simple, written instructions with the notification message,
- A supply of Pre-evacuation Contact Data sheets (see p. 47; used in Alert and Warning phases),
- A supply of Alert Phase signage "Protect In Place" used in **Alert phase only**,
- A supply of Warning Phase signage "Evacuation" used in **Warning phase only**, and
- A ball point pen (and spares) to complete special instructions on "Evacuation" signage and track contacts.

Designated markings are posted by the Mobile Field Contact Teams. Closure signs are posted at the perimeter as needed and door signage is posted on homes using the following color code:

Description of Action	How Distinguished
Resident/Occupant has been personally contacted.	Orange
Occupant has a condition that requires extraordinary care.	Yellow
Hazardous materials identified on property.	Blue
Occupant request assistance moving property	Green
Non-Emergency vehicle permitted within perimeter	Red

Perimeter Group Supervisor

[Resource Order(s) filed by the law enforcement authorities with jurisdiction.]

A Perimeter Group Supervisor (PGS) is needed when evacuation is **probable** or people are in **immediate danger**. The PGS reports to the Evacuation Branch Director (EBD) when assigned, otherwise to the Operations Section Chief (OSC), lastly to the Incident Commander (IC). The PGS is responsible for locating and securing perimeters, establishing and staffing traffic control points, and securing any property, pets and/or livestock holding areas designated by the EBD. The PGS must also see that any person(s) who appears to be incapable of making a reasonable and informed decision or is otherwise unable to comply with an evacuation directive relayed by Mobile Field Contact Teams, is escorted out of the evacuation area. Duties include those of all needed subordinate positions not filled and:

- Obtain initial and daily briefings from the EBD, OSC or IC; understand "Concept of Operation".
- Review Security Team descriptions and order any additional resources needed.
- Ensure reliable communications with Mobile Field Contact Teams. Ensure a response to any Mobile Field Contact Team report of any person(s) who appears to be incapable of making a reasonable and informed decision due to their physical or mental condition, or is otherwise unable to comply with the evacuation directive. Be prepared to have individual(s) escorted from evacuation area. Ensure an Evacuation Order Report (see page 123) is completed in each instance. Ensure the OSC and IC are aware of the Evacuation Order as soon as possible.
- Secure evacuated residential areas and property and animal holding area(s) as needed.
- Establish checkpoints, roadblocks or road closures as needed to control the situation.
- Coordinate with PIO to ensure information disseminated at control points is accurate.
- Ensure reasonably reliable communications between control points.
- Provide Roadblock Traffic Control Teams with Roadblock Data sheets and instructions on their use.
- Collect Roadblock Data sheets and Evacuation Order Reports from Security Teams daily and process according to incident procedures.
- Coordinate with Barry Jager Local Jurisdiction to establish a Personal Property Holding Area and secure same. Inform EBD, Contact Group Supervisor and PIO.

- Ensure the North Dakota Department of Human Services, (Children and Family Services) (701) 328-2316, or the nearest local office is aware of any unaccompanied minors escorted to shelters.
- Inform EBD or Incident Communications and/or Resource Unit of all status changes of resources assigned to the Group.
- Review assignments daily with all Group resources.
- Approve and turn in time for all resources assigned to the Group.
- Complete a Unit Log (ICS Form 214 <https://training.fema.gov/icsresource/icsforms.aspx>) daily and submit it as directed by EBD, OSC or IC. Inform supervisor of hazardous situations, significant events and resource status.

SECURITY TEAMS

Evacuation Escort Team

An Evacuation Escort Team is needed when evacuation is **probable** or people are in **immediate danger**. And IC may be faced with a need for peace officers to escort people from evacuation area. Evacuation situation dictates number of team members needed. They report to a working Team Leader who reports to Perimeter Group Supervisor (PGS). Two team members respond to each Mobile Field Contact Team or other report of any person(s) in the evacuation area: who appears to be incapable of making a reasonable and informed decision due to their physical or mental condition, or is otherwise unable to comply with an evacuation directive, or any minor(s) unaccompanied by a parent or guardian. Teams must be prepared to escort individual(s) from evacuation area. Provide security to persons returning to their homes. They must complete a written Evacuation Order Report (see p. 46) for each occurrence and report the occurrence to the PGS by the fastest means available. Unaccompanied minors must be escorted to a shelter and the escort must contact the North Dakota Department of Human Services, (Children and Family Services) (701) 328-2316, **Toll Free:** (800) CHILDREN [(800) 245-3736] or the nearest local office. Supplies and equipment required for each team member include:

- A map identifying the Incident Command Post (ICP) and all known residences in the area the team is to cover,
- A vehicle appropriately equipped to travel the area,
- A public address phone and speaker,
- A radio that can transmit and receive on a frequency also available to Team Leader and PGS,
- A supply of Evacuation Order Reports (see p. 46), and
- A ball point pen (and spares) to write reports.

Property Security Team

A Property Security Team is needed when evacuation is **probable** or people are in **immediate danger** and the IC needs to secure real or personal property or animals belonging to those evacuated, but lacks sufficient resources. The number of personal property, animal holding or residential areas dictates the number of team members. Provide assistance and security to people returning to their homes. They report to a Property Security Team Leader who reports to the PGS. Supplies and equipment required for each team member includes:

- A map identifying the area a team member is to cover and the ICP,
- A vehicle appropriately equipped to travel to and from the area, and
- A radio that can transmit and receive on a frequency also available to both Team Leader and PGS.

Mobile property holding area(s):

1. Bowbells – Burke County Shop
2. Flaxton – RV Park (West of Fire Hall)
3. Lignite – Burke County Shop
4. Columbus – Fire Hall
5. Portal – Fire Hall
6. Powers Lake – Burke County Shop

Traffic Control Team

A Traffic Control Team is needed when evacuation is **probable** or people are in **immediate danger** and IC requires checkpoints, roadblocks or road closures to control the situation, but lacks sufficient resources. Number of needed control points dictates number of team members. Team members report to a Traffic Control Team Leader who reports to PGS. Team Leader and PGS will determine staffing required at each control point. Supplies and equipment required at each control point include:

- A map for each control point identifying both it and the ICP,
- A vehicle appropriately equipped to travel to and from the point,
- Accurate, current, situational information of interest to the public, and
- A radio that can transmit and receive on a frequency also available to both Team Leader and PGS.
- Roadblock Traffic Control Teams also require Roadblock Datasheets (p. 48) and instructions on their use.

TRAFFIC CONTROL DEVICES: (Specify Type and Quantity)

- A. Signs: _____
- B. Barricades/cones/pylons: TBD – Plan for (8) Street Barricades – If Needed.
- C. Lights: TBD – Plan for Illumination of (4) Intersections
 - 1. Warning: _____
 - 2. Illumination: _____

Public Information Officer

A Public Information Officer (PIO) is necessary as part of the Command Staff and at each operational shelter. The ARC will provide a PIO for Model 1, Red Cross Shelters. As part of the Command Staff, the locally identified PIO will be actively engaged in each phase of the evacuation and sheltering operation. It is critical that the local PIO be actively involved in public awareness campaigns during Phase 1, Prevention, Mitigation and Preparedness, (see Attachment A, Shelter In Place brochure).

Types of Communication:

- Emergency Alert System – warning tones, crawl messages, cable TV override, NOAA Weather Radio
- Oral Communications – interviews, telephone conversations, briefings, public service announcements, speeches
- Print Communications – press releases, fax, email, public notices, and fact sheets.

Name: Debbie Kuryn, Secondary Barry Jager	
Contact Numbers:	Phone: 701-377-4911 Cell: 701-310-4911 Pager: 1-800-472-2121 E-Mail: bjager@nd.gov
Location of Community Briefings and Potential Assembly Areas	Bowbells – Bowbells City Hall Columbus- Community Center Flaxton – Fire Hall Lignite – Community Center Powers Lake – City Hall/ Senior Center Portal – Fire Hall
Date and Time for Community Briefings	TBD

Location of Media Briefings:	City Hall Bowbells 100 Main St Columbus Community Center 102 2 nd Ave. Flaxton City Hall 103 Davis Ave NE Lignite Community Center 216 Main St. Powers Lake City Hall 218 Main St. Portal Fire Hall 300 Clark St.
Date and Time for Media Briefings:	TBD

Shelter Group Supervisor

**[Resource Order to be filled by the _____
Chapter of the American Red Cross chapter with disaster
and sheltering operations jurisdiction (see page Error!
Bookmark not defined.)] Or Other Local Volunteer
Organizations**

A Shelter Group Supervisor (SGS) is needed when evacuation is **probable** or people are in **immediate danger** and shelter planning or shelters are needed. The SGS reports to the Evacuation Branch Director (EBD) when assigned, otherwise to the Operations Section Chief (OSC), lastly to the Incident Commander (IC). The SGS is responsible for opening and overseeing management of shelters in areas designated by the EBD (see pages 36-37). Duties include those of all needed subordinate positions not filled and:

- Obtain initial and daily briefings from the EBD, OSC or IC; understand “Concept of Operation”.
- Meet immediate needs (to include medical) of persons requiring extraordinary care.
- Review ARC Shelter Management standing operating procedures and order needed resources.
- See to the cultural and religious needs of persons at the shelter through the Ministerial Association.
- Coordinate if necessary, with American Red Cross, Salvation Army, Church or other volunteer groups to ensure that adequate, safe shelters capable of feeding nutritionally adequate meals, providing first

aid, and tracking and bedding down occupants, are open to evacuees when needed.

- Coordinate with Command Staff PIO to ensure assignment of an Information Officer to each shelter. Ensure shelter occupants are continually informed of the incident situation and control efforts.
- Be able to identify all unattended minors at the shelter.
- Ensure that relatives/guardians of shelter occupants can locate them.
- Inform EBD or Incident Communications and/or Resource Unit of all status changes of resources assigned to the Group.
- Review assignments daily with all Group resources.
- Approve and turn in time for all resources assigned to the Group.
- Complete a Unit Log (ICS Form 214, <https://training.fema.gov/icsresource/icsforms.aspx>) daily and submit it as directed by EBD, OSC or IC. Inform supervisor of hazardous situations, significant events and resource status.

Note: Currently the Shelter Group Supervisors are the superintendents of the Bowbells, Lignite (Burke Central) and Powers Lake Public Schools. This arrangement will probably change pending an agreement between the ARC and the school superintendents. It is anticipated that the school superintendents will select Model Number One at which time the ARC will control every aspect of sheltering services. Currently, the Red Cross has an agreement with the schools in Burke County. Agreements are in place with Divide and Burke Counties of North Dakota.

Animal Shelter Coordinator

An Animal Shelter Coordinator (ASC) is needed when evacuation is **probable** or people are in **immediate danger** and animal shelter planning or shelters are needed. The ASC reports to the Evacuation Branch Director (EBD) when assigned, otherwise to the Operations Section Chief (OSC), lastly to the Incident Commander (IC). The ASC is responsible for opening and overseeing management of shelters in areas designated by the EBD. Duties include those of all needed subordinate positions not filled and:

- Obtain initial and daily briefings from the EBD, OSC or IC; understand "Concept of Operation" at pages 8-13.
- Meet immediate needs of animals requiring extraordinary care.
- Review Animal Shelter Management standing operating procedures and order needed resources.
- Coordinate if necessary, with local veterinary services to ensure that adequate, safe shelters capable of feeding nutritionally adequate meals, providing first aid, and tracking and bedding down evacuated animals as needed.

- Coordinate with Command Staff PIO.
- Ensure that animal owners can locate their animals.
- Inform EBD or Incident Communications and/or Resource Unit of all status changes of resources assigned to the shelter.
- Review assignments daily with all shelter resources.
- Approve and turn in time for all resources assigned to the shelter.
- Complete a Unit Log (ICS Form 214 <https://training.fema.gov/icsresource/icsforms.aspx>) daily and submit it as directed by EBD, OSC or IC. Inform supervisor of hazardous situations, significant events and resource status.

Finance and Administrative Section Chief

- As soon as possible, in collaboration with other General Staff Section Chiefs conduct an early assessment of essentially needed mutual aid assistance. Review mutual aid agreements in place (see county LEOP).
- If needed mutual aid agreements are not in place – conduct the necessary coordination to secure the needed assistance.

Evacuation Cost May Include:

- Transportation cost for evacuees
- Equipment and Supplies
- Rent for Evacuation Centers
- Food
- Water
- Other (Describe)

Evacuation Phases

Evacuation actions are divided into three phases: Phase 1-Prevention, Mitigation, and Preparedness; Phase 2, Response; and Phase 3-Recovery.

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 SOGs
- Participate in evacuation and sheltering planning, training, and exercises.

Fire Department

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

Public Health

- Develop evacuation and sheltering SOGs.
- 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 SOGs.
- 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 SOGs.
- 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 SOGs.

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 131-132 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 page 131),
- Phone Contact Team (see page 132), and
- Mobile Field Contact Teams (see page 133).

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 page 144),
- Contact Group (as identified in paragraph A, above),
- Perimeter Group Supervisor (see page 132),
- Security Teams (see page 133),
- Shelter Group Supervisor (see p. 134), 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.

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.

D. **EMERGENCY IMPLEMENTATION PROCEDURE:** In the event an evacuation is directed a door to door notification is preferred. However, if time does not permit personal notification of affected people, the following procedure will be utilized:

Local radio and television stations, local PSAP, local NWS outlets (Bismarck, and Williston) and Reverse 911 (where available).

E. **OBSTRUCTION RESPONSE PROCEDURE:** The recommended response for persons refusing to cooperate with an evacuation directive is: By order of the Governor of North Dakota, through the North Dakota Highway Patrol (Lead Functional Authority) to local Law Enforcement, persons refusing will be compelled to cooperate.

F. **Traffic Plan**

Routes and Destinations:

Primary Route: Out of Town Evacuation	Bowbells to Flaxton or Lignite – W. on US Hwy 52
	Bowbells to Powers Lake- S. on ND Hwy 8 and W. on ND Hwy 50
	Lignite and Flaxton to Bowbells – E. on US Hwy 52
	Lignite to Powers Lake – S. on Burke Co. Rd. 11
	Powers Lake to Lignite – N. on Burke Co. Rd. 11
	Powers Lake to Bowbells – E. on ND Hwy.50 and N on ND Hwy 8
	Powers Lake to Tioga west on ND Hwy. 50, south on ND Highway 40; east on ND Hwy. 50 and north to Kenmare
	Columbus to Lignite or Flaxton and Bowbells – E. on ND Hwy 5
	Portal to Lignite – S. on US Hwy 52
In-Town Evacuation	Most direct/safe route to nearest Fire hall or closest local shelter.

Primary Destination:	If safe (Incident Dependant)
	Bowbells – 200 Madison Ave (Public School)
	Burke Central, Lignite - 104 4 th Ave W (Public School)
	Powers Lake – 600 Railroad Ave (Public School)

Alternate Route:	Incident Dependant – “Remember for HazMat – Stay Uphill, Upstream, Upwind”
	If US Hwy 52 East between Lignite and Bowbells is compromised use Burke County 11 and Burke County 8.
	If Burke County Road 11 is compromised between Lignite and Powers Lake use ND Hwy 50 and ND Hwy 8 to Bowbells
	If US Hwy 52 is compromised between Portal and Lignite use Burke County Rd. 2 E. and S. on ND Hwy 8 and S on ND Hwy 52 to Bowbells
Alternate Destination:	Bowbells City Hall
	Powers Lake Legion Hall
	Lignite Community Center

Special Needs Population Transportation Resources

The special needs population includes those individuals who are not able to transport themselves. This includes children in school, children in day care centers; the handicapped (hearing-impaired, sight-impaired, mentally impaired, and mobility-impaired); non-English speaking people;; incarcerated residents in jails, transient populations (street people, motel and hotel guests, seasonal workers); and people without transportation.

It is impossible to provide accurately the number of special needs populations. However, the following table provides an estimate of the numbers of selected population categories that may need assistance with transportation out of the evacuated area.

US Census Bureau, 2015-2016 estimates		
Population Category	Percent of Population	Disability Population
<5 Years of Age	8%	176
<18 Years of Age	20.8%	457
>65 Years of Age	17.9%	393
Foreign Born	3.4%	75

Language other than English	5.1%	112
<65 Years of Age with a disability	5.4%	119

People without their own means of transportation need assistance evacuating to a safe area. School buses will be used to transport people during an evacuation. The available buses include:

- Bowbells School (4) School Buses – Total Passengers = 126
- Lignite School (6) School Buses – Total Passengers = 262
- Powers Lake School (5) School Buses – Total Passengers = 169

People without transportation or in need of transportation assistance will be directed to meet at their evacuation assembly area described below.

- Evacuation Assembly Area/Areas:
- Bowbells, Burke County Courthouse
- Columbus, Community Center
- Flaxton, Fire Hall
- Lignite, Community Center
- Powers Lake, City Hall/Senior Center
- Portal, Fire Hall

Handicapped individuals unable to get to the pickup point are encouraged to register with the “Disability Registry” that is kept at the ND Department of Emergency Services (ND DES). Local officials can access this registry by contacting ND DES to get the names and addresses of those individuals.

Incarcerated individuals will be transported to a neighboring jurisdiction (Williston or Minot) by the Sheriff’s Office.

Traffic Control

During a rapid evacuation, highways may become congested with traffic resulting in unsafe conditions for the evacuees. Traffic control is necessary with the type of control outlined in this table.

Location	Type of Control
Bowbells to Flaxton and Lignite – ND Hwy 52, North and Westbound.	<input checked="" type="checkbox"/> Mobile Patrols <input type="checkbox"/> Traffic Directional Control <input type="checkbox"/> Pilot Cars
Lignite to Portal - ND Hwy. 52, Northbound	<input checked="" type="checkbox"/> Mobile Patrols <input type="checkbox"/> Traffic Directional Control <input type="checkbox"/> Pilot Cars
Lignite to Columbus- ND Hwy 52, Westbound	<input checked="" type="checkbox"/> Mobile Patrols <input type="checkbox"/> Traffic Directional Control <input type="checkbox"/> Pilot Cars

Lignite to Powers Lake – Burke County Rd. 11, Southbound	<input checked="" type="checkbox"/> Mobile Patrols <input type="checkbox"/> Traffic Directional Control <input type="checkbox"/> Pilot Cars
Bowbells to Powers Lake – ND Hwy 8, Southbound and ND Hwy 50, Westbound	<input checked="" type="checkbox"/> Mobile Patrols <input type="checkbox"/> Traffic Directional Control <input type="checkbox"/> Pilot Cars
For "In-town" sheltering – (Incident Dependant) Select and Identify Traffic Control Measures along (Safe) Emergency Routes – to the nearest fire hall or identified shelter.	

EVACUATION SHELTERS:

Shelter Name/Phone Number	Location	Responsible Agency	Shelter Manager
Bowbells Public School, 701-377-2397	200 Madison Ave Bowbells, ND 58721	Bowbells Public School	Celeste Thingvold
Lignite Public School, 701-933-2821	104 4 th Ave W Lignite, ND 58752	Burke Central School	John Bruce
Powers Lake Public School, 701-464-5432	600 Railroad Ave E Powers Lake, ND 58773	Powers Lake School	John Gruenberg

Public Information Officers will be assigned to shelters as follows:

Shelter Name	Information Officer	Contact Numbers
Bowbells, Public School	If Model No. 1 is designated – the ARC will provide a PIO – In the Meantime Debbie Kuryn, Chairman of County Commissioners secondly, Barry Jager, County Emergency Manager will fill in as PIO.	Phone 701-364-1800–ARC Local PIO: 701- 377-4911 Cell:701-377-4911 Pager: 1-800-472-2121 E-Mail:bjager@nd.gov
Lignite, Burke Central Public School	If Model No. 1 is designated – the ARC will provide a PIO – In the Meantime Allen	Phone: 701-364-1800 – ARC

	Ryberg, Chairman of County Commissioners and / or Barry Jager, County Emergency Manager will fill in as PIO.	Local PIO: 701-377-4911 Cell:701-339-4911 Pager:1-800-472-2121 E-Mail:bjager@nd.gov
Powers Lake, Public School	If Model No. 1 is designated – the ARC will provide a PIO – In the Meantime Allen Ryberg, Chairman of County Commissioners and / or Barry Jager, County Emergency Manager will fill in as PIO.	Phone: 701-364-1800-ARC Local PIO: 701-377-4911 Cell: 701-339-4911 Pager: 1-800-472-2121 E-Mail: bjager@nd.gov

Animal Shelter Locations

Provisions must be made to house animals which may be household pets or livestock evacuated from a farm. The following table outlines animal shelter areas.

Responsible Local Official – County Extension Agent		
Facility Name	Address	Phone No.
Powers Lake NW Veterinary Clinic	211 Main St Powers Lake	701-464-5121
Burke County Fair Grounds Flaxton, ND	7711 County Fair Road Flaxton, ND	701-430-1512 701-339-1133 701-377-2927

Phase 3 – Recovery

The responsibility of local agencies are outlined below.

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 NDDDES for longer term transition housing, e.g. FEMA trailers.

Organization and Assignment of Responsibilities

Chief Executive Official (“CEO”) (Chair of County Commission or Mayor)

- Requires the evacuation coordinator to report to the EOC when notified of an emergency situation.
- Issues a statement on the jurisdiction's policy on people that do not comply with evacuation. The statement addresses the consequences for not evacuating and the services (food, medical, utilities, sanitation, etc.) that will be discontinued or interrupted in the evacuation area.
- Issues evacuation instructions or an evacuation order when appropriate.

Evacuation Coordinator

Upon arrival at the EOC:

- Reviews known information about the emergency situation and make recommendations to the Emergency Manager on the appropriate evacuation options to implement.
- Determines any scene(s) where IC(s) may have already evacuated. If so, identifies perimeters and verify extent of abandonment.
- Identifies assembly areas for picking up people that do not have their own transportation.
- Identifies evacuation routes.
 - Estimates the traffic capacity of each designated evacuation route.
 - Selects evacuation routes from risk area to designated mass care facilities.
 - Examines access to evacuation routes from each part of the risk area.
 - Prepares the evacuation movement control plan.
 - Coordinates with law enforcement officials.
 - Assists, as appropriate, the animal care and control agency's efforts to
 - Evacuate animals at risk during catastrophic emergency situations.

Emergency Manager

- Makes recommendations to the “CEO” on the appropriate evacuation option to implement.
- Ensures that functional coordinators are clear on location of mass care facilities outside of the risk area that will be used to house evacuees.
- Coordinates with and assist the animal care and control agency staff to identify facilities that may be used to house evacuated animals.

Law Enforcement

- Provides traffic control during evacuation operations. Operational considerations include:
 - Route assignment departure scheduling.
 - Road capacity expansion.
 - Entry control for outbound routes.
 - Perimeter control on inbound routes.
 - Traffic flow, including dealing with breakdowns.
 - Establishment of rest areas.
- Secures, protects, and houses those prisoners that must be evacuated.
- Assists in the evacuation of the risk area, as necessary.
- Protects property in the evacuated area.
- Limits access to the evacuated area.
- Coordinates with the Evacuation Coordinator.

Public Works

- Verifies the structural safety of routes (roads, bridges, railways, waterways, airstrips, etc.) that will be used to evacuate people.

Public Information Officer (PIO)

- Disseminates the following types of instructional materials and information to evacuees:
 - Identification of the specific area(s) to be evacuated.
 - List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, sleeping bags).
 - Departure times.
 - Pick-up points for people requiring transportation.
 - Evacuation routes. (Give easy to understand instructions using major roads, streets, highways, rivers, etc.)
 - Location of mass care facilities outside of the evacuation area.
- Keeps evacuees and the general public informed on evacuation activities and the specific actions they should take.

Mass Care Coordinator

- Disseminates information on appropriate actions to protect and care for companion and farm animals that are to be evacuated or left behind.
- Activates staff and opens mass care facilities outside the evacuation area when directed to do so by appropriate authority.

Health and Medical Coordinator

- Ensures patient population is reduced in hospitals, nursing homes, and other health care facilities, if evacuation becomes necessary.
- Ensures transport and medical care are provided for the patients being evacuated.
- Ensures continued medical care is provided for patients who cannot be moved when hospitals, nursing homes, and other health care facilities are evacuated.

School Superintendent

- Evacuates students from school buildings when the situation warrants or when directed to do so by appropriate authority.
- Closes school facilities and releases students from school when directed to do so by appropriate authority.
- Coordinates, where appropriate, the use of school buses/drivers to support the overall evacuation effort.

Animal Care and Control Agency

- Based on information from the Evacuation Coordinator on the high hazard areas in the jurisdiction, makes an initial estimate of the numbers and types of animals that may need to be evacuated.
- Coordinates with the Evacuation Coordinator to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, veterinary hospitals, zoos, pet stores, animal shelters, university laboratories, etc. and wildlife (as appropriate) from the risk area.
- As appropriate, mobilizes transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals.

All Tasked Organizations

- Implements evacuation by sending evacuation team(s) to load and transport the animals being evacuated.
- As appropriate, dispatches search and rescue teams to look for animals left behind by their owners, stray animals, and others needing transport to a safe location.
- Make provisions to protect and secure facilities and equipment not taken out of the area to be evacuated.
- Identify and make provisions to relocate the organizational equipment and supplies that will be moved from the evacuation area.

Administration and Logistics

This section addresses the administrative and general support requirements for the evacuation function.

Administration

Specific areas to be addressed include:

- Records and reports associated with tracking the status (evacuation notices, number evacuated, number of evacuees in mass care facilities, etc.) of evacuation events.
- Attaching Appendix 1 that contains maps that depict the routes that have been designated as primary and alternate evacuation routes.

Logistics

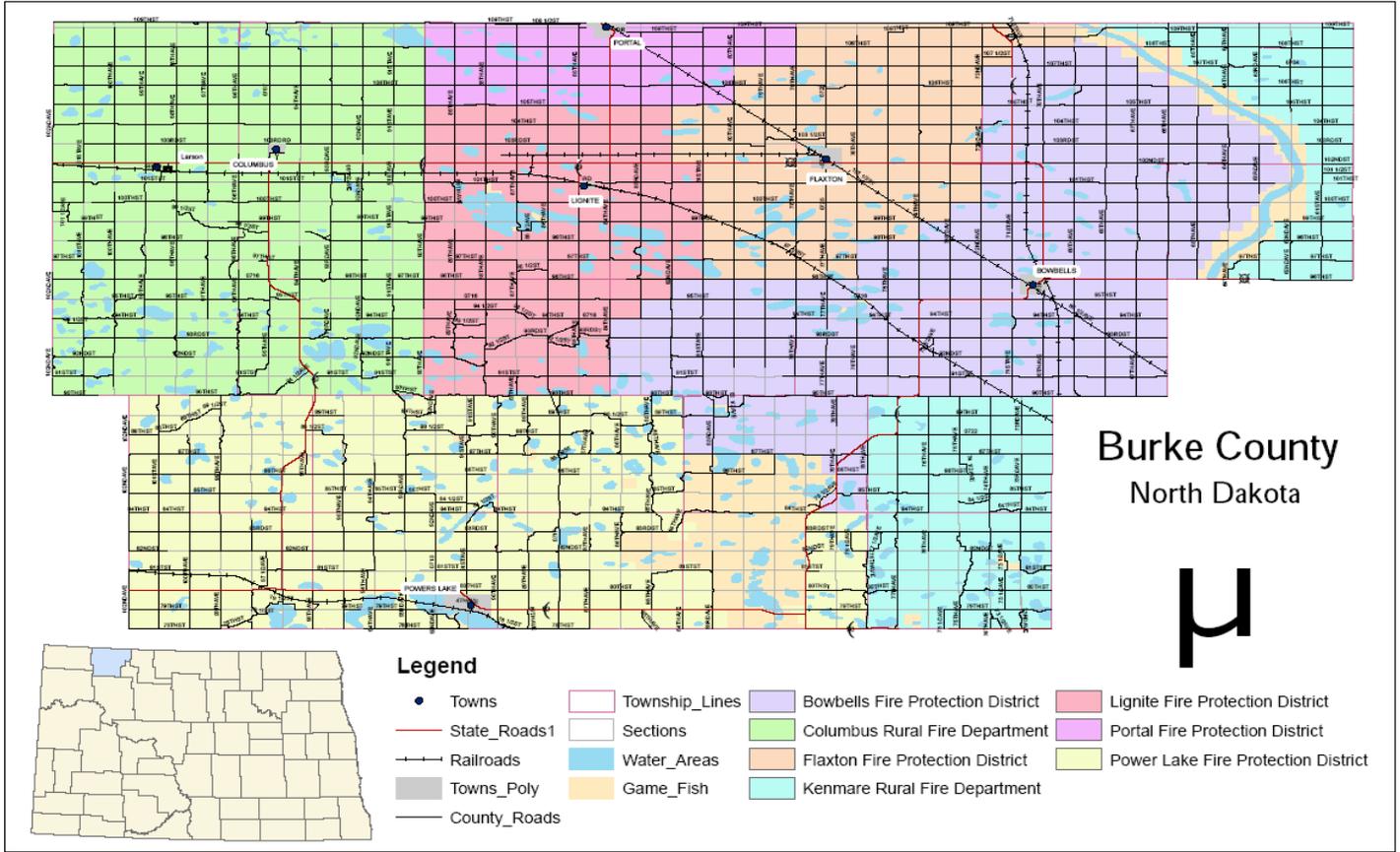
Specific areas to be addressed include:

- The provisions that have been made to move from the area being evacuated those essential supplies and equipment items that are needed to sustain operations and to meet the needs of evacuees. Typical items include:
 - Food.
 - Water and water trailers.
 - Medical supplies.
 - Food, carriers, leashes, etc. for animals.
 - Sanitation devices.
 - Portable generators and lighting devices.
 - Gas and diesel fuel.
 - Public works equipment and vehicles such as bulldozers, graders, dump trucks, snowplows, etc.,
 - Police and fire fighting vehicles, etc.Mutual aid agreements with neighboring jurisdictions that address the support (law enforcement personnel, vehicles to transport evacuees, mass care staff and facilities to shelter evacuees, etc.) to be provided by the jurisdictions to facilitate evacuation operations.
- This section should identify who is responsible for coordinating revision of the jurisdiction's Evacuation Annex, keeping its attachments current, and ensuring that SOPs and other necessary implementing documents are developed.

Appendix I to Annex C of the Burke County EOP

Burke County Maps (Including Cities)

Burke County



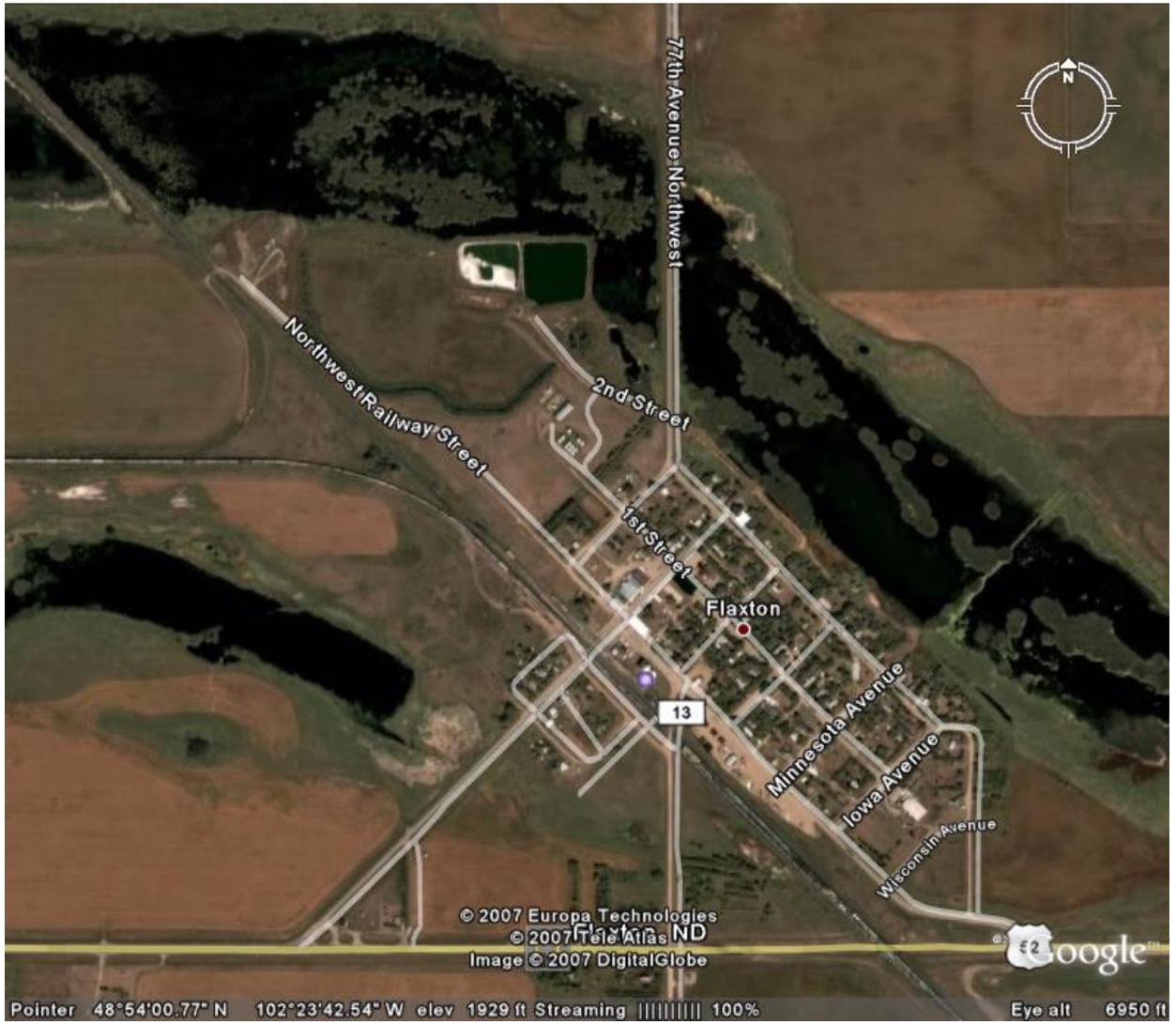
City of Bowbells, ND



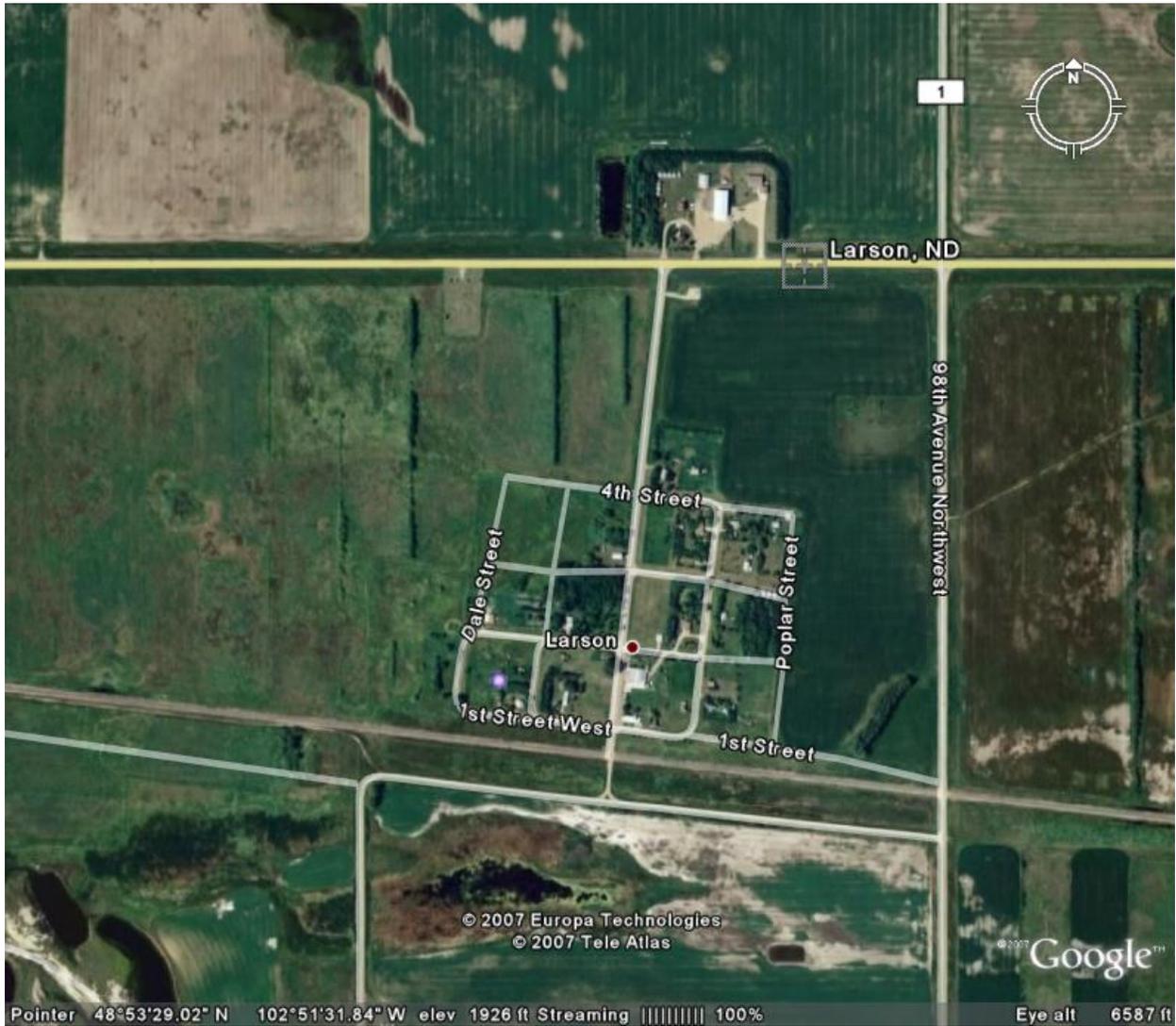
Columbus, ND



Flaxton, ND



Larson, ND



Lignite, ND



Powers Lake, ND



Appendix II to Annex C of the Burke County EOP
 ND DES Shelter Report Forms

N.D. DEPARTMENT OF EMERGENCY SERVICES SHELTER REPORT FORM

County/Tribal Name: Burke		Facility Name: Bowbells School	
Facility Capacity: 250		Facility Owner: Government	
Address: 200 Madison Ave.		City: Bowbells, ND 58721	
Latitude: 48 degrees 48" 14" N		Map locator info: <i>(map name, page, and grid)</i>	
Longitude: 102 degrees 14' 46" W			
Directions: <i>(please reference identifiable landmarks and/or roadways)</i> 12 miles south of Canadian Border on US Hwy 52			
Types of Shelter <i>check only one</i>			
<input type="checkbox"/> Type IV	<input type="checkbox"/> Type III	<input type="checkbox"/> Type II	<input checked="" type="checkbox"/> Type I
<input type="checkbox"/> A*	<input type="checkbox"/> A*	<input type="checkbox"/> A*	<input type="checkbox"/> A*
<input type="checkbox"/> PF*	<input type="checkbox"/> PF*	<input type="checkbox"/> PF*	<input type="checkbox"/> PF*
<i>*Note: 'A' designates Americans with Disabilities Act (ADA) accessible; 'PF' designates pet friendly.</i>			
Refer to Americans with Disabilities Act (ADA) on-line training at www.nd.gov/des/local/.			
Facility Contact Information			
Primary Contact	Alternate Contact - 1	Alternate Contact -2	
<i>Name:</i> Celeste Thingvold	<i>Name:</i> Pauline Jacobson	<i>Name:</i> Cyle Golde	
<i>Title:</i> Superintendent	<i>Title:</i> Business Manager	<i>Title:</i> Teacher	
<i>Work Phone:</i> (701) 377-2396	<i>Work Phone:</i> (701) 377-2396	<i>Work Phone:</i> (701) 377-2396	
<i>Home Phone:</i> (701) 939-5048	<i>Home Phone:</i> (701) 377-2960	<i>Home Phone:</i>	
<i>Cell Phone:</i> (701) 339-1681	<i>Cell Phone:</i> () -	<i>Cell Phone:</i> (701) 848-6391	
<i>Work Address</i> 200 Madison Ave. Bowbells	<i>Work Address:</i> 200 Madison Ave. Bowbells	<i>Work Address:</i> 200 Madison Ave. Bowbells	
<i>Home Address:</i> 9213 Co. Rd. 10 Columbus, ND 58727	<i>Home Address:</i> 500 2 nd St. NW Bowbells,ND 58721	<i>Home Address:</i> 104 Franklin Ave, Bowbells, ND 58721	
<i>Email:</i> Celeste.thingvold @k12.nd.us	<i>Email:</i> pauline.jacobson @k12.nd.us	<i>Email:</i> Cyle.golde@gmail ..com	

Facility Information

Surveyed by: *(signature)*
Celeste Thingvold

Name/Title *(Print)*:
Celeste Thingvold, Superintendent

Americans with Disabilities Act compliance: *refer to Shelter Checklist for ADA Compliance*

- Fully Accessible
 Partially Accessible
 Not Accessible
(accessible entrance, common areas accessible, and restrooms)

Capacity for emergency shelter operational periods.

- | | | |
|-----------------------|---|--|
| Up to 24 hours. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Up to 72 hours. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Up to four (4) weeks. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Total square footage of usable space: 20,000 Are there areas to separate population/services? Yes No

Is facility accessible to emergency response services *(first responders)*? Yes No

Does facility own or have agreements to obtain cots, mats, etc? Yes No

Emergency generator on site. Yes No

Portable generator receptacle connection. Yes No

Source for heating common areas. Yes No

Source for cooling common areas. Yes No

Area for food preparation. Yes No

Full-service kitchen. Yes No

Number of telephone lines. Landline: 3 Cellular: Satellite: Other:

Number of toilets available. Men: 5 Women: 8 Unisex: 1 Accessible: 1

Number of showers available. Men: 6 Women: 6 Unisex:

On-site disaster physical health services available. Yes No

On-site mental health services available. Yes No

On-site 24-hour shelter management team available. Yes No

On-site shelter security personnel available. Yes No

Controlled access to facility in place. Yes No

Shelter Management Information

Shelter Manager Name:

American Red Cross
 Faith Based
 Community
 Other

Organization Name: Bowbells Public School Director: Celeste Thingvold

Address: 200 Madison Ave.

City: Bowbells

State:ND

Zip Code: 58721

Shelter Management Contact Information

Primary Contact	Alternate Contact – 1	Alternate Contact – 2
<i>Name:</i> Celeste Thingvold	<i>Name:</i> Pauline Jacobson	<i>Name:</i> Cyle Golde
<i>Title:</i> Superintendent	<i>Title:</i> Business Manager	<i>Title:</i> Teacher
<i>Work Phone:</i> (701) 377-2396	<i>Work Phone:</i> 701)377-2396	<i>Work Phone:</i> (701)377-2396
<i>Home Phone:</i> (701) 939-5048	<i>Home Phone:</i> (701) 377-2960	<i>Home Phone:</i> (701)
<i>Cell Phone:</i> (701) 339-1681	<i>Cell Phone:</i> () -	<i>Cell Phone:</i> (701) 848-6391
<i>Work Address:</i> 200 Madison Ave.	<i>Work Address:</i> 200 Madison Ave.	<i>Work Address:</i> 200 Madison Ave.
<i>Home Address:</i> 9213 Co RD 10, Columbus, ND 58727	<i>Home Address:</i> 500 2 nd St NW Bowbells	<i>Home Address:</i> 104 Franklin Ave, Bowbells, ND 58721
<i>Email:</i> Celeste.thingvold@k12. nd.us	<i>Email:</i> Pauline.jacobson@k12. nd.s	<i>Email:</i> Cyle.golde@gmail.com

Type of Shelter Management

<input checked="" type="checkbox"/> Model 1: Red Cross Shelters	<input type="checkbox"/> Model 2: Red Cross Partner Shelters	<input type="checkbox"/> Model 3: Red Cross Supported Shelters	<input type="checkbox"/> Model 4: Independently Managed Shelter
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If applicable, American Red Cross (ARC) chapter name:

ARC Code:

Facility Use Limitations

This facility is available for use any time during the year. Yes No

This facility is **only** available for use the following periods: Yes No

From to
From to

From to
From to

This facility is not available for use the following periods:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
From	to	From	to
From	to	From	to
Is shelter pet friendly? (<i>Companion pets must be accepted.</i>)		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
A separate room/area will be designated for pets in kennels.		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, list the amount of space and estimated number of pets that can be accommodated:			
The facility has restrictions on the types of pets.		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:			
Is facility within five (5) miles of an evacuation route?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes
Are there trees, towers, or other potential hazards; (<i>such as dams, chemical plants, etc.</i>) that can affect the safety of the facility or immediate or block access to it during or after an emergency or disaster?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
If yes, are there any mitigation measures that could reduce or eliminate those hazards?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Location relative to Flood Plain	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> 100-year event	<input type="checkbox"/> 500-year event

N.D. DEPARTMENT OF EMERGENCY SERVICES
SHELTER REPORT FORM

County/Tribal Name: Burke	Facility Name: Burke Central
Facility Capacity: 200	Facility Owner: School District
Address: 101 4 th Ave West	City: Lignite
Latitude: 48 degrees 52' 30.11 N	Map locator info: <i>(map name, page, and grid)</i>
Longitude: 102 degrees 33' 53.62 W	
Directions: <i>(please reference identifiable landmarks and/or roadways)</i>	
East of	

Types of Shelter *check only one*

<input type="checkbox"/> Type IV	<input type="checkbox"/> Type III	<input type="checkbox"/> Type II	<input checked="" type="checkbox"/> Type I
<input type="checkbox"/> A*	<input type="checkbox"/> A*	<input type="checkbox"/> A*	<input type="checkbox"/> A*
<input type="checkbox"/> PF*	<input type="checkbox"/> PF*	<input type="checkbox"/> PF*	<input type="checkbox"/> PF*

**Note: 'A' designates Americans with Disabilities Act (ADA) accessible; 'PF' designates pet friendly.*

Refer to Americans with Disabilities Act (ADA) on-line training at www.nd.gov/des/local/.

Facility Contact Information		
Primary Contact	Alternate Contact - 1	Alternate Contact -2
<i>Name:</i> John Bruce	<i>Name:</i> Julie Kreklau	<i>Name:</i> Tim Chrest
<i>Title:</i> Superintendent	<i>Title:</i> Business Manager	<i>Title:</i> Maintenance
<i>Work Phone:</i> (701) 933 - 2821	<i>Work Phone:</i> (701) 933-2821	<i>Work Phone:</i> (701-933-2821
<i>Home Phone:</i>	<i>Home Phone:</i>	<i>Home Phone:</i>
<i>Cell Phone:</i> () -	<i>Cell Phone:</i> (701) 339-8782	<i>Cell Phone:</i> (701) 339-2785
<i>Work Address</i> 104 4 th Ave West, Lignite, ND58752	<i>Work Address:</i> 104 4 th Ave West, Lignite, ND58752	<i>Work Address:</i> 104 4 th Ave West, Lignite, ND58752
<i>Home Address:</i>	<i>Home Address:</i>	<i>Home Address:</i> 305 Peterson Street, Lignite, ND 58752
<i>Email:</i> John.bruce@k12.nd.us	<i>Email:</i> Julie.kreklau@k12.nd.us	<i>Email:</i> Tim.chrest@yahoo.com

Facility Information

Surveyed by: *(signature)*

Name/Title *(Print)*:

Julie Kreklau, Business Manager,

John Bruce , Superintendent

Tim Chrest, Maintenance

Americans with Disabilities Act compliance: *refer to Shelter Checklist for ADA Compliance*

Fully Accessible

Partially Accessible
*(accessible entrance,
common areas
accessible, and
restrooms)*

Not Accessible

Capacity for emergency shelter operational periods.

Up to 24 hours.

Yes

No

Up to 72 hours.

Yes

No

Up to four (4) weeks.

Yes

No

Total square footage of usable space:

Are there areas to separate population/services? Yes

No

Is facility accessible to emergency response services *(first responders)*?

Yes

No

Does facility own or have agreements to obtain cots, mats, etc?

Yes

No

Emergency generator on site.

Yes

No

Portable generator receptacle connection.

Yes

No

Source for heating common areas.

Yes

No

Source for cooling common areas.

Yes

No

Area for food preparation.

Yes

No

Full-service kitchen.

Yes

No

Number of telephone lines.

Landline:
4

Cellular:
2

Satellite:

Other:

Number of toilets available.

Men:
4

Women:
7

Unisex:
1

Accessible:

Number of showers available.

Men:
4

Women:
4

Unisex:

On-site disaster physical health services available.

Yes

No

On-site mental health services available.

Yes

No

On-site 24-hour shelter management team available.

Yes

No

On-site shelter security personnel available.

Yes

No

Controlled access to facility in place.

Yes

No

Shelter Management Information

Shelter Manager Name:

This facility is not available for use the following periods:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
From September to May 25	From to		
From to	From to		
Is shelter pet friendly? (<i>Companion pets must be accepted.</i>)		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
A separate room/area will be designated for pets in kennels.		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, list the amount of space and estimated number of pets that can be accommodated:			
The facility has restrictions on the types of pets.		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:			
Is facility within five (5) miles of an evacuation route?		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Are there trees, towers, or other potential hazards; (<i>such as dams, chemical plants, etc.</i>) that can affect the safety of the facility or immediate or block access to it during or after an emergency or disaster?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes
		Gas Plant	
If yes, are there any mitigation measures that could reduce or eliminate those hazards?		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Location relative to Flood Plain	<input type="checkbox"/> N/A	<input type="checkbox"/> 100-year event	<input type="checkbox"/> 500-year event

N.D. DEPARTMENT OF EMERGENCY SERVICES
SHELTER REPORT FORM

County/Tribal Name: Burke County

Facility Capacity: 350
 Address: 600 Railroad Ave.
 Latitude:
 Longitude:

Facility Name: Powers Lake Public School

Facility Owner: School District
 City: Powers Lake
 Map locator info: *(map name, page, and grid)*

Directions: *(please reference identifiable landmarks and/or roadways)*
 On ND Hwy 50, eleven miles west of ND Hwy 8

Types of Shelter *check only one*

- | | | | |
|---|-----------------------------------|----------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Type IV | <input type="checkbox"/> Type III | <input type="checkbox"/> Type II | <input type="checkbox"/> Type I |
| <input checked="" type="checkbox"/> A* | <input type="checkbox"/> A* | <input type="checkbox"/> A* | <input type="checkbox"/> A* |
| <input checked="" type="checkbox"/> PF* | <input type="checkbox"/> PF* | <input type="checkbox"/> PF* | <input type="checkbox"/> PF* |

**Note: 'A' designates Americans with Disabilities Act (ADA) accessible; 'PF' designates pet friendly.*

Refer to Americans with Disabilities Act (ADA) on-line training at www.nd.gov/des/local/.

Facility Contact Information

Primary Contact

Name:
 John Gruenberg
Title:
 Superintendent
Work Phone:
 (701) 464-5432
Home Phone:
 (701-
Cell Phone:
 (701) 500-3115
Work Address
 600 Railroad Ave E
 Powers Lake, ND 58773
Home Address:
 2700 Heritage Ct,
 Powers Lake, ND
 58703
Email:john.gruenberg@
 k12.nd.us

Alternate Contact - 1

Name:
 Seth Wisthoff
Title:
 Principal
Work Phone:
 (701) 464-5432
Home Phone:
 (701)
Cell Phone:
 (701) 240-1328
Work Address:
 600 Railroad Ave.
 Powers Lake, ND 58773
Home Address:
Email:seth.wisthoff@k1
 2.nd.us

Alternate Contact -2

Name:
 Todd Lerol
Title:
 Chief of Police
Work Phone:
 (701) 464-5602
Home Phone:
 (701)
Cell Phone:
 () -
Work Address:
 208 Main Street,
 Powers Lake, ND 58773
Home Address:
Email:
 talerol@nd.gov

Facility Information

Surveyed by: *(signature)*

Name/Title *(Print)*:

John Gruenberg, Superintendent

Americans with Disabilities Act compliance: *refer to Shelter Checklist for ADA Compliance*

- Fully Accessible
 Partially Accessible
 Not Accessible
(accessible entrance, common areas accessible, and restrooms)

Capacity for emergency shelter operational periods.

- Up to 24 hours. Yes No
 Up to 72 hours. Yes No
 Up to four (4) weeks. Yes No

- Total square footage of usable space: Are there areas to separate population/services? Yes No
 Is facility accessible to emergency response services *(first responders)*? Yes No
 Does facility own or have agreements to obtain cots, mats, etc? Yes No
 Emergency generator on site. Yes No
 Portable generator receptacle connection. Yes No
 Source for heating common areas. Yes No
 Source for cooling common areas. Yes No
 Area for food preparation. Yes No
 Full-service kitchen. Yes No

Number of telephone lines.	Landline:	Cellular:	Satellite:	Other:
	2	0	0	0
Number of toilets available.	Men:	Women:	Unisex:	Accessible:
	6	4	1	1
Number of showers available.	Men:	Women:	Unisex:	
	5	5	0	

- On-site disaster physical health services available. Yes No
 On-site mental health services available. Yes No
 On-site 24-hour shelter management team available. Yes No
 On-site shelter security personnel available. Yes No
 Controlled access to facility in place. Yes No

Shelter Management Information

Shelter Manager Name:

American Red Cross
 Faith Based
 Community
 Other

Organization Name: Powers Lake School Director: John Gruenberg

Address: 600 Railroad Ave.

City: Powers Lake State: ND Zip Code: 58773

Shelter Management Contact Information

Primary Contact	Alternate Contact – 1	Alternate Contact – 2
<i>Name:</i> John Gruenberg	<i>Name:</i> Seth Wisthoff	<i>Name:</i> Todd Lerol
<i>Title:</i> Superintendent	<i>Title:</i> Head Custodian	<i>Title:</i> Chief of Police
<i>Work Phone:</i> (701) 464-5432	<i>Work Phone:</i> (701) 464-5432	<i>Work Phone:</i> (701) 464-5602
<i>Home Phone:</i> (701)	<i>Home Phone:</i> (701)	<i>Home Phone:</i> (701)
<i>Cell Phone:</i> (701) 500-3115	<i>Cell Phone:</i> (701) 240-1328	<i>Cell Phone:</i> () -
<i>Work Address:</i> 600 Railroad Ave. E, Powers Lake, ND 58773	<i>Work Address:</i> 600 Railroad Ave. E, Powers Lake, ND 58773	<i>Work Address:</i> 208 Main Street, Powers Lake, ND 58773
<i>Home Address:</i> 2700 Heritage Ct, Powers Lake, ND 58773	<i>Home Address:</i>	<i>Home Address:</i>
<i>Email:</i> John.gruenberg@k12.nd.us	<i>Email:</i> Seth.wisthoff@k12.nd.us	<i>Email:</i> talerol@nd.gov

Type of Shelter Management

Model 1: Red Cross Shelters
 Model 2: Red Cross Partner Shelters
 Model 3: Red Cross Supported Shelters
 Model 4: Independently Managed Shelter

If applicable, American Red Cross (ARC) chapter name:

ARC Code:

Facility Use Limitations

This facility is available for use any time during the year. Yes No

This facility is **only** available for use the following periods: Yes No

From	to	From	to
From	to	From	to
This facility is not available for use the following periods:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
From	to	From	to
From	to	From	to
Is shelter pet friendly? (<i>Companion pets must be accepted.</i>)		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
A separate room/area will be designated for pets in kennels.		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, list the amount of space and estimated number of pets that can be accommodated: room 24'by 30' or 720 sq. ft. approx. 10 pets			
The facility has restrictions on the types of pets.		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe: No large animals			
Is facility within five (5) miles of an evacuation route?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes
Are there trees, towers, or other potential hazards; (<i>such as dams, chemical plants, etc.</i>) that can affect the safety of the facility or immediate or block access to it during or after an emergency or disaster?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
If yes, are there any mitigation measures that could reduce or eliminate those hazards?		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Location relative to Flood Plain	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> 100-year event	<input type="checkbox"/> 500-year event

N.D. DEPARTMENT OF EMERGENCY SERVICES
SHELTER REPORT FORM

County/Tribal Name:	Facility Name:
Facility Capacity:	Facility Owner:
Address:	City:
Latitude:	Map locator info: <i>(map name, page, and grid)</i>
Longitude:	

Directions: *(please reference identifiable landmarks and/or roadways)*

Types of Shelter check only one

<input type="checkbox"/> Type IV	<input type="checkbox"/> Type III	<input type="checkbox"/> Type II	<input type="checkbox"/> Type I
<input type="checkbox"/> A*	<input type="checkbox"/> A*	<input type="checkbox"/> A*	<input type="checkbox"/> A*
<input type="checkbox"/> PF*	<input type="checkbox"/> PF*	<input type="checkbox"/> PF*	<input type="checkbox"/> PF*

**Note: 'A' designates Americans with Disabilities Act (ADA) accessible; 'PF' designates pet friendly.*

Refer to Americans with Disabilities Act (ADA) on-line training at www.nd.gov/des/local/.

Facility Contact Information

Primary Contact	Alternate Contact - 1	Alternate Contact -2
Name:	Name:	Name:
Title:	Title:	Title:
Work Phone: () -	Work Phone: () -	Work Phone: () -
Home Phone: () -	Home Phone: () -	Home Phone: () -
Cell Phone: () -	Cell Phone: () -	Cell Phone: () -
Work Address	Work Address:	Work Address:
Home Address:	Home Address:	Home Address:
Email:	Email:	Email:

Facility Information

Surveyed by: *(signature)* Name/Title *(Print)*:

Americans with Disabilities Act compliance: *refer to Shelter Checklist for ADA Compliance*

- Fully Accessible Partially Accessible
(*accessible entrance, common areas accessible, and restrooms*) Not Accessible

Capacity for emergency shelter operational periods.

- Up to 24 hours. Yes No
Up to 72 hours. Yes No
Up to four (4) weeks. Yes No

Total square footage of usable space: Are there areas to separate population/services? Yes No

Is facility accessible to emergency response services (*first responders*)? Yes No

Does facility own or have agreements to obtain cots, mats, etc? Yes No

Emergency generator on site. Yes No

Portable generator receptacle connection. Yes No

Source for heating common areas. Yes No

Source for cooling common areas. Yes No

Area for food preparation. Yes No

Full-service kitchen. Yes No

Number of telephone lines. Landline: Cellular: Satellite: Other:

Number of toilets available. Men: Women: Unisex: Accessible:

Number of showers available. Men: Women: Unisex:

On-site disaster physical health services available. Yes No

On-site mental health services available. Yes No

On-site 24-hour shelter management team available. Yes No

On-site shelter security personnel available. Yes No

Controlled access to facility in place. Yes No

Shelter Management Information

Shelter Manager Name:

- American Red Cross Faith Based Community Other

Organization Name: Director:

Address:

City: State: Zip Code:

If yes, list the amount of space and estimated number of pets that can be accommodated:

The facility has restrictions on the types of pets. Yes No

If yes, please describe:

Is facility within five (5) miles of an evacuation route? Yes Yes

Are there trees, towers, or other potential hazards; *(such as dams, chemical plants, etc.)* that can affect the safety of the facility or immediate or block access to it during or after an emergency or disaster? Yes Yes

If yes, are there any mitigation measures that could reduce or eliminate those hazards? Yes Yes

Location relative to Flood Plain N/A 100-year event 500-year event

Appendix III to Annex C of the Burke County EOP

ND DES Shelter Checklist Forms

N.D. DEPARTMENT OF EMERGENCY SERVICES SHELTER CHECKLIST FOR ADA COMPLIANCE

Use this form in conjunction with the NDDES Shelter Survey Sample Form.

County/Tribal Name:	Facility Name:		
Facility Capacity:	Facility Owner:		
Address:	City:		
Survey completed/updated by:			
Date:			
Shelter meets the criteria of (select one classification that best describes).:			
<input type="checkbox"/> Type IV	<input type="checkbox"/> Type III	<input type="checkbox"/> Type II	<input type="checkbox"/> Type I
<input type="checkbox"/> A*	<input type="checkbox"/> A*	<input type="checkbox"/> A*	<input type="checkbox"/> A*
<input type="checkbox"/> PF*	<input type="checkbox"/> PF*	<input type="checkbox"/> PF*	<input type="checkbox"/> PF*
<small>*Note: 'A' designates Americans with Disabilities Act (ADA) accessible; 'PF' designates pet friendly.</small>			
Refer to Americans with Disabilities Act (ADA) on-line training at www.nd.gov/des/local/.			
Accessibility:			
<p>NOTE: The types of shelters indicate degree of accessibility as established by the Americans with Disability Act (ADA) guidelines. The guidelines apply to shelter Types IV-A, III-A, II-A, and I-A. There are many acceptable temporary mechanisms that can make a facility accessible. For guidance in this area, contact your local Building and Safety Department, N.D. Department of Human Services- Rehabilitation Consulting Services, Interagency Program for Assistive Technology (IPAT), Centers for Independent Living (CILs), or a disability-related organization.</p>			
Parking:			
Number of parking spaces:	Number of blue spaces:		
Blue spaces with the following:			
96 inch wide space marked with blue paint.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Actual:
Proper signage (<i>Reserved, Fee, and Van Accessible signs</i>).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Actual:
Access aisle – 96 inches wide.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Actual:
Slope not greater than two (2) percent.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Actual:
Recommendations for parking:			
Unloading Area:			
Curb cuts – minimum of 36 inches wide.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Actual:
Ramps with the following provisions:	<input type="checkbox"/> Fixed		<input type="checkbox"/> Portable
Slope – 12 inches ramp for every one (1) inch of height.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>Note actual in spaces provided to the left.</i>
Length: Slope: Cross Slope:			
Minimum – 36 inches wide.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Actual:
Railings – between 34 and 38 inches high.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Actual:
Level landings/Turn space – five (5) feet for every 30 feet of horizontal length.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Actual:
Recommendations for unloading areas:			
Entrance Doors:			
Entrance doors with the following provisions:			
18 inches clear wall space on pull side of door.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Door handles no more than 48 inches from floor.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Door handles with levers/accessible handle.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Automatic doors.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Timed automatic door closer (<i>three seconds to close</i>).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Actual:
Accessible doorways – minimum 32 inches.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Actual:
Threshold barrier of ¼ inch or higher, or beveled edge of no more than ¾ inch.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Actual:
Recommendations for entrance doors:			

N.D. DEPARTMENT OF EMERGENCY SERVICES
SHELTER CHECKLIST FOR ADA COMPLIANCE

Use this form in conjunction with the NDDDES Shelter Survey Sample Form.

Common Area:				
Does entrance area provide direct route to common areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Is 36 inch wide accessible route (<i>pathway</i>) available to all public spaces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Actual:	
Does five (5) foot circle (<i>turnaround</i>) space exist at accessible route termination points to reverse wheelchair direction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Actual:	
Restrooms:				
Number of toilets available:	Men:	Women:	Unisex:	Accessible:
Bathroom door – 32 inches wide.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male: Female:
Signage on latch side of door – Braille, large print.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male: Female:
18 inches clear wall space on pull side of door.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male: Female:
Door handles with levers/accessible handle no more than 48 inches above the floor.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male: Female:
Wheelchair accessible urinals/toilet stalls with:				
Urinals – 30 inches by 48 inches of clear floor space.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Actual:
Urinals – maximum of 17 inches above the floor.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Actual:
Urinals – flush controls up to 44 inches above the		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Actual: Female:
Toilet paper not lower than 19 inches from floor and is located under the grab bar.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male: Female:
Grab bars – 33 to 36 inches from the floor and located behind and on the wall side of the toilet.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male: Female:
Number of sinks.	Men:	Women:	Unisex:	Accessible:
Wheelchair accessible sinks with:				
30 inches wide by 27 inches deep clear space.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male: Female:
Knee space – 29 inches from apron of sink.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male: Female:
Laboratory rim – no higher than 34 inches.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male: Female:
Sink handles – operable by levers or with closed fist.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male: Female:
Towel dispenser – 48 to 54 inches in height.		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male: Female:

N.D. DEPARTMENT OF EMERGENCY SERVICES
SHELTER CHECKLIST FOR ADA COMPLIANCE

Use this form in conjunction with the NDDES Shelter Survey Sample Form.

Air dryers – 48 to 54 inches in height.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male:
			Female:
Sink hot water supply lines (<i>pipes</i>) are insulated or covered.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male:
			Female:
Bottom reflective edge of mirror is no more than 40 inches high.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male:
			Female:
Recommendations for restrooms:			
Showers:			
Number of showers available:	Men:	Women:	Unisex:
Roll-in shower:	Quantity of roll-in showers:	Step-in showers	Quantity of step in showers:
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Shower stall with:			
Minimum 36 inches by 36 inches.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male:
			Female:
Grab bars – 33 to 36 inches from floor.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male:
			Female:
Shower handle – controls mounted between 38 to 48 inches from floor.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male:
			Female:
Shower handles – operable by lever or with closed fist.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male:
			Female:
Shower seat – 17 to 19 inches high.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male:
			Female:
Adjustable shower head – 48 inches high and/or hand held shower head unit with 60 inch hose.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Male:
			Female:
Recommendations for showers:			
Cafeteria:			
Serving line (<i>counter</i>) – 28 to 34 inches high.	Aisles – minimum 36 inches wide.		
<input type="checkbox"/> Yes <input type="checkbox"/> No Actual:	<input type="checkbox"/> Yes <input type="checkbox"/> No Actual:		
Tables – 28 to 34 inches high.	Leg room – 27 inches high, 30 inches wide, 19 inches deep. <input type="checkbox"/> Yes <input type="checkbox"/> No Actual:		
<input type="checkbox"/> Yes <input type="checkbox"/> No Actual:			
Recommendations cafeteria:			

Appendix IV to Annex C of the Burke County EOP

Shelter In Place

GUIDELINES FOR STAYING PUT (SHELTERING IN PLACE)

Whether you are at home, work or elsewhere, there may be situations when it's simply best to stay where you are and avoid any uncertainty outside.

There may be circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as "sealing the room," is a matter of survival.

Use common sense and available information to assess the situation and determine if there is immediate danger. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to take this kind of action.

The process used to seal the room is considered a temporary protective measure to create a barrier between you and potentially contaminated air outside. It is a type of sheltering in place that requires preplanning.

- Bring your family and pets inside.
- Lock doors, close windows, air vents and fireplace dampers.
- Turn off fans, air conditioning and forced air heating systems.
- Take your emergency supply kit unless you have reason to believe it has been contaminated.
- Go into an interior room with few windows, if possible.
- Seal all windows, doors and air vents with 2-4 mil. thick plastic sheeting and duct tape. Consider measuring and cutting the sheeting in advance to save time.
- Cut the plastic sheeting several inches wider than the openings and label each sheet.
- Duct tape plastic at corners first and then tape down all edges.
- Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.
- Local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to the radio or check the Internet often for official news and instructions as they become available.

Shelter-In-Place Kit

You should gather these items together in a box and have ready for any emergency:

- Plastic for windows
- Duct tape
- Towel for under door
- Commercially processed bottled water and food that won't spoil.
- Sanitation supplies
- Radio, flashlight, and extra batteries
- First Aid Kit that includes prescription medication and toiletries.

NOAA All Hazards Radio

Besides severe weather information,
hazardous material spill information can be
heard 24 hours a day on an all hazards radio.

Appendix V to Annex C of the Burke County EOP
Evacuation and Shelter, Sun Prairie Grain
Original plan developed by Kadermas, Lee, and Jackson

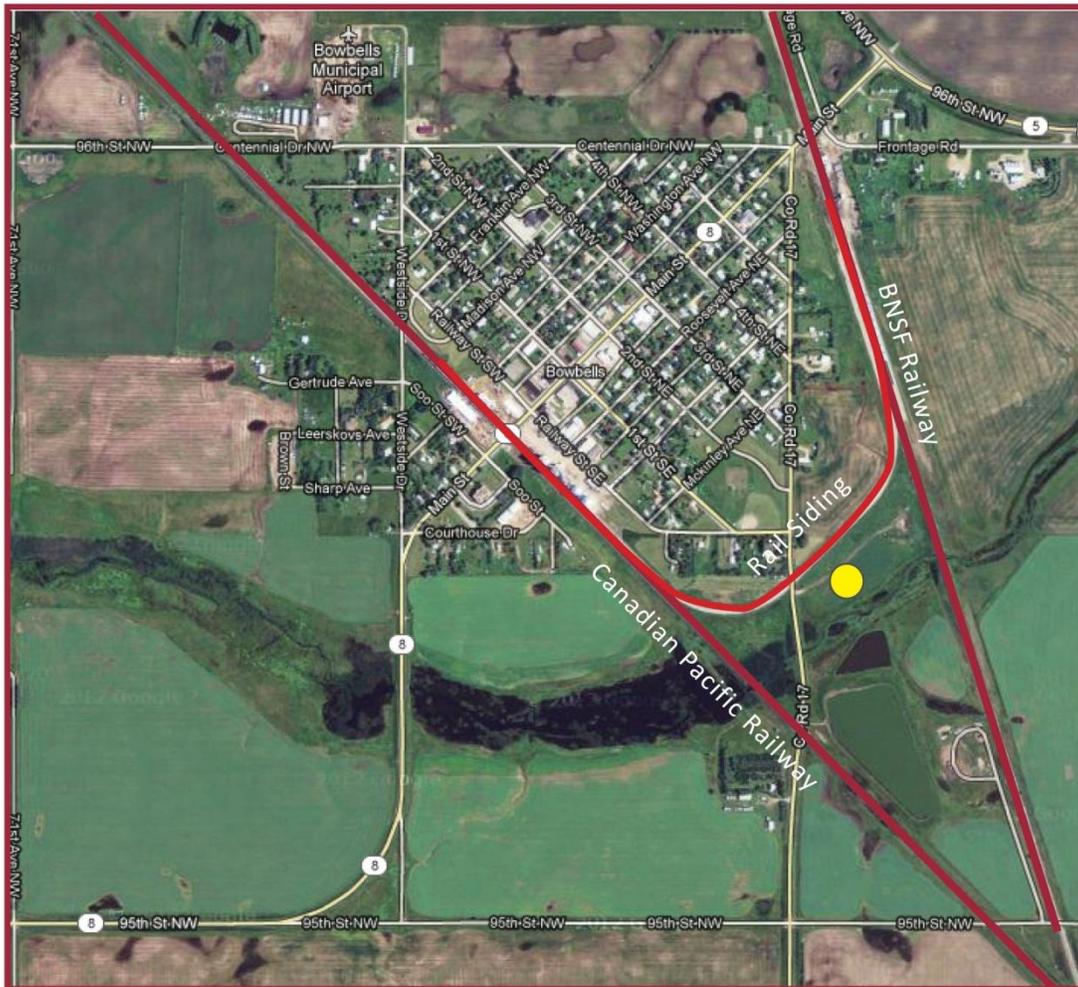
SunPrairie Grain Trans-Loading Facility
Bowbells, ND

A. Facility Location and Security

The trans-loading facility is located southeast of the intersection of County Road 17 and Railway Street SE north of the railway siding. The location of the facility is shown on **Figure 1**. The facility is not secured with fencing and there is no security patrol of the facility; however, the trans-loading operator is on site between 7:00 am and 6:00 pm.

FIGURE 1 – FACILITY LOCATION

SUNPRAIRIE GRAIN TRANS-LOADING FACILITY



B. Facility Owner

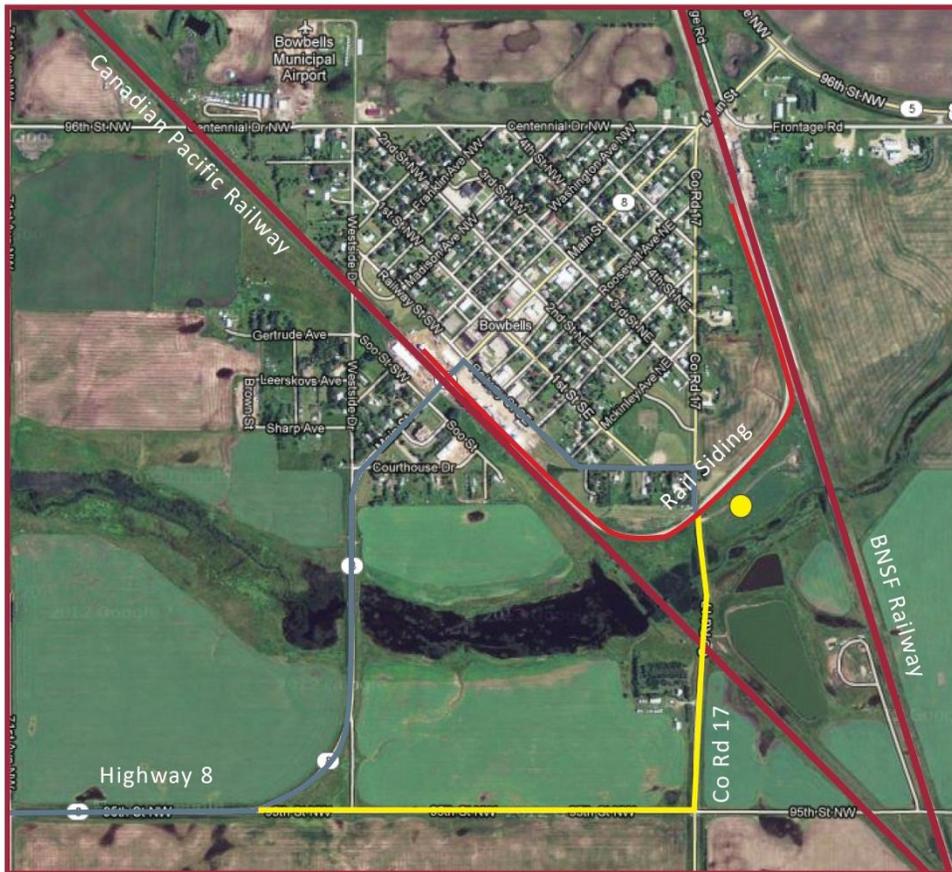
SunPrairie Grain, a division of CHS Inc., owns the rail siding and is the operator of the trans-loading facility. CHS Inc. is a diversified global energy, grains and foods business company. Bryan Lewis is a company safety manager who is very familiar with trans-loading facilities. Mr. Lewis's office phone number is 651 355 8425 and his cell phone number is 612 799 5480.

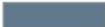
C. Transport of Fuels

Figure 2 shows the transport truck routes. The primary route to the facility is eastbound on Highway 8, eastbound on 95th Street NW and northbound on County Road 17. This route by-passes the City of Bowbells. If justified by weather, road conditions or other circumstances, the transport trucks will travel on Highway 8 into the city and proceed east on Railway Street SW to the facility (route shown in gray on Figure 2).

FIGURE 2 – TRUCK ROUTE

SUNPRAIRIE GRAIN TRANS-LOADING FACILITY



LEGEND	
	CITY BYPASS ROUTE
	CITY ROUTE

Liquid propane and butane are delivered to the facility by transport trucks. During non-winter months an average of 9 to 12 transport trucks arrive at the facility each day. The maximum number of truck deliveries is 20 per day. During winter months, significantly fewer transport trucks deliver fuel to the facility because of the increased local demand for propane for home heating.

Transport trucks are typically at the facility between 7:00 am and 6:00 pm. Trucks generally must arrive at the facility by 4:00 pm and complete unloading by 6:00 pm.

The average volume transported on the transport trucks is 10,000 gallons of liquefied petroleum gas. The largest transport trucks can

carry approximately 13,000 gallons. It typically requires three transport trucks to fill one railcar.

The cargo tank motor vehicles (CTMVs), or transport trucks, are made of steel and meet the DOT specification for a cargo tank. The sides of the containers are approximately 1/2" thick and the domed ends, or heads, of the containers are between 1/3" and 4/10" thick. The maximum allowable working pressure of the CTMV is typically 250 psi. There is at least one pressure release valve on the top of the CTMV, set to discharge, passively, if the pressure in the container approaches 250 psi. Table 1 shows the vapor pressure of the various products being handled at the trans-loading facility.

Table 1: Vapor Pressure for Butane and Propane

Approximate Vapor Pressure in psig									
Temperature		Propane			To		Butane		
° F	° C	100%	95/5*	80/20	60/40	50/50	40/60	20/80	100%
-40	-40.0	3.6	1.3						
-30	-34.4	8	5.5	4.5					
-20	-28.9	14	11	9.2	4.9	1.9			
-10	-23.3	20	17	16	9	6	3.5		
0	-17.8	28	24	22	15	11	7.3		
10	-12.2	37	32	29	20	17	13	3.4	
20	-6.7	47	41	36	28	23	18	7.4	
30	-1.1	58	52	45	35	29	24	13	
40	4.4	72	63	58	44	37	32	18	3
50	10.0	86	77	69	53	46	40	24	6.9
60	15.6	102	93	80	65	56	49	30	12
70	21.1	127	109	95	78	68	59	38	17
80	26.7	140	128	125	90	80	70	46	23
90	32.2	165	149	140	112	95	82	56	29
100	37.8	196	172	168	137	123	100	69	36
110	43.3	220	197	185	165	148	130	80	45

* HD5, Commercial Grade Propane

The CHS-owned rail siding has the capacity to store up to 110 railcars. On a typical day there are between 20 and 25 railcars on the siding. Whether the railcars are full or empty depends largely upon railroad service and transport availability. The maximum capacity of a railroad tank car is 34,500 gallons.

Access to the rail siding is controlled by the Canadian Pacific (CP) and Burlington Northern Santa Fe (BNSF) Railroads. The railroad staff will activate a main line switch to allow delivery or removal of railcars for the siding. CP provides service to the siding every other day and BNSF provides service three times a week.

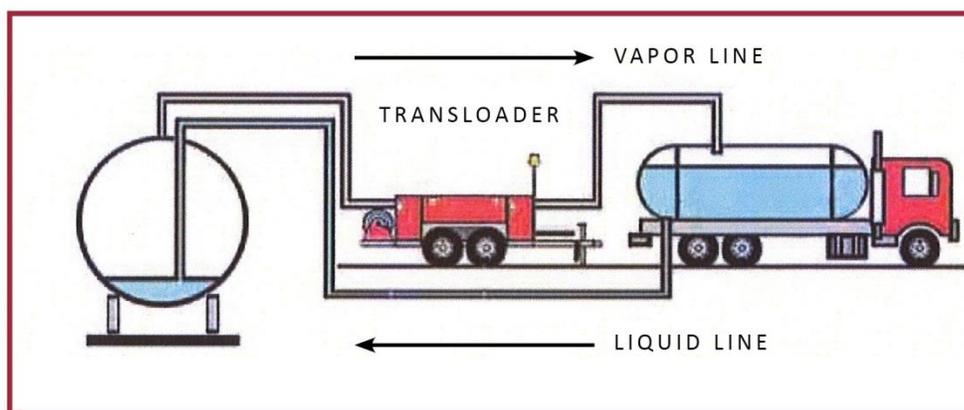
D. Facility Operations

The trans-loading facility transfers liquefied petroleum gas from CTMVs to railroad tank cars. The trans-loading operation is illustrated by **Figure 3**. During the transfer of product, liquefied petroleum gas vapor is displaced by liquid inside the railroad tank car filling it with liquefied petroleum gas. The liquefied petroleum gas vapor is transferred from the railroad tank car to the CTMV. As a result, the CTMVs arrive at the facility loaded with liquid fuel and leave the facility empty of liquid, but with residual liquefied petroleum gas vapor. The railroad tank cars on site typically arrive empty of liquid LP-Gas, containing residual vapor, and are filled with liquefied petroleum gas.

The number of trans-loaders that physically transfer the fuel from the trucks to the railcars can vary from one or more. Each truck requires connection to a trans-loader so at any one time, no more than one truck can transfer product through one trans-loader. Therefore, if there are two trans-loaders on site, there can be no more than two trucks transferring product at any given time.

FIGURE 3 – TRANS-LOADING PROCESS ILLUSTRATION

SUNPRAIRIE GRAIN TRANS-LOADING FACILITY



Figures 4 and 5 are photographs of the trans-loading operation in process. The trans-loading operation requires two staff, the truck driver, who is responsible for transferring the fuel from the CTMV and the on-site trans-loader operator, who is responsible for operating the trans-loader and safely facilitating the transfer of LP-Gas into the railroad tank car.

There are numerous safety features built into the product transfer process. There are emergency shutoff valves (ESVs) located throughout the piping and hoses on the trans-loader and at the railroad tank car. ESVs can be activated one of three ways-manually, remotely or thermally.

There are emergency shutdown stations located on the driver's side front and passenger side rear of the CTMV. The CTMV liquid hose or the discharge system on the CTMV has a passive shutdown system that activates without human intervention in the event a hose rupture between the transport and the transloader, effectively closing off the flow of product with the only product loss being the contents of the hose.

There are at least two remote shutdown stations located on the driver's side behind the cab and at the top of the ladder going to the railroad tank car on a trans-loader. Some of the trans-loaders have an additional shutdown station on the rear of the unit. In addition, the trans-loader operator has a remote control on hand throughout the entire transfer process, which can be activated up to 150 feet away from the transloader to operate the ESVs and to stop the engine of the trans-loader from running in the event of an emergency. By activating any of the stations or the remote control, the ESVs close off product flow, effectively containing the product to the CTMV, trans-loader or railroad tank car.

FIGURE 4 – TRANS-LOADING OPERATION

SUNPRAIRIE GRAIN TRANS-LOADING FACILITY



FIGURE 5 – TRANS-LOADING OPERATION

SUNPRAIRIE GRAIN TRANS-LOADING FACILITY



E. Properties of Propane and Butane

Propane and butane are non-toxic and highly flammable. Propane, in its natural state, is tasteless, colorless and odorless. An odorant is added to propane, giving it its distinctive smell. Butane has a faintly disagreeable natural gas or gasoline-like odor.

Similar to water, liquefied propane and butane will vaporize when they reach their respective boiling points. The boiling point of propane is -44° Fahrenheit and propane will vaporize at temperatures above -44° Fahrenheit. The boiling point for butane is 32° Fahrenheit and butane will vaporize at or above that temperature. To prevent vaporization of the liquid propane and butane, LP-Gas is stored and transported as a liquid under pressure. When liquid propane is released to the atmosphere above its boiling point, the propane liquid rapidly vaporizes. When propane changes from liquid to vapor, its expansion ratio is 270 times the volume of the liquid propane (expansion rate of 270). Simply put, one cubic foot of propane liquid will rapidly expand into 270 cubic feet of propane vapor. Similarly, when liquid butane reaches its boiling point and is released to the atmosphere above its boiling point, the volume of butane vapor is 230 times the volume of liquid butane (expansion rate of 230). Simply put, one cubic foot of butane liquid will rapidly expand into 230 cubic feet of butane vapor.

If there is an unintended release at the facility, liquid propane will nearly always vaporize and liquid butane will vaporize if the outdoor

temperature is at or above 32° Fahrenheit (its boiling point). Given the expansion rates of the liquid fuels a liquid release would quickly create a very large vapor cloud or plume. A liquid release of LP-gas is generally more dangerous than a vapor release.

Propane and butane vapors have a specific gravity of 1.52 and 2.01 respectively, meaning that both products are heavier than air. A vapor release will tend to settle into low areas in the surrounding terrain. Wind currents can carry the vapors and disperse them quickly.

Assuming a flat terrain and a calm day with no wind the vapor cloud will generally remain close to the ground and occupy a large area. If there are depressions or low spots at the leak location, the vaporized fuel may collect in those areas and extend beyond when the volume of the depression or low spot is filled with vaporized fuel. In essence, the movement of vaporized propane and butane will migrate to low areas in the terrain.

If the outside temperature is below 32° Fahrenheit a release of liquid butane will remain in its liquid state and collect in low areas of the terrain, similar to liquid water.

The greatest danger of a fuel vapor leak is on a calm day. In such conditions, the vapor plume will remain large and intact. However, if there are windy conditions, the vapor plume will be less intact because it will be displaced by objects it is blown into, lessening the concentration of the vapor plume.

The concentration of the plume is a very important factor in determining its combustibility. Both gases have lower and upper flammable limits (also referred to as explosive limits) based on the percentage of the gas relative to the volume of air. Below the lower flammable limit the gas is not concentrated enough relative to air to burn and above the upper flammable limit the gas is too concentrated relative to air to burn. The flammable limits in Table 1 are expressed in terms of the percentage of gas relative to air.

Table 2: Explosive Limits for Butane and Propane

Substance	Lower Flammable Limit	Upper Flammable Limit	Ideal Combustion Concentration
Butane	1.55%	8.6%	3.2%
Propane	2.15%	9.6%	4.2%

Source: *Propane Emergencies*, Third Addition, Michael S. Hildebrand and Gregory G. Noll

Between the upper and lower flammable limits for propane and butane, an ignition source with a temperature of 920° Fahrenheit or greater is required to cause combustion. The head of a lit match, a lit cigarette, a gas pilot for a stove or furnace and the electric arc for turning on a 110 volt switch all can ignite propane and butane and cause combustion when the concentration of the gas is between the lower and upper flammable limits.

Both butane and propane have specific concentrations in relation to air that produce "ideal" combustion. Ideal combustion will result in a clean burn of the gases. The ideal combustion concentration for butane and propane gas is shown in Table 1. For propane, if combustion does not occur at the ideal combustion concentration an incomplete combustion will occur resulting in the generation of harmful by-products including carbon monoxide, sulfuric acid and aldehydes. For butane the by-products of incomplete combustion include carbon dioxide and carbon monoxide. The major threat of incomplete combustion is the creation of carbon monoxide which is an odorless gas. Table 2 shows the effects of exposure to carbon monoxide at different concentrations expressed as a percentage of carbon monoxide (CO) in air.

Table 3: Concentration Levels and Physiological Effects of Carbon Monoxide

Concentration of CO in Air	Physiological Effects
0.08%	Dizziness, nausea, and convulsions within 45 minutes. Unconsciousness within 2 hours. Death within 2-3 hours.
0.16%	Headache, dizziness, and nausea within 20 minutes. Death within 1 hour.
0.32%	Headache, dizziness, and nausea with 5-10 minutes. Death within 30 minutes.
0.64%	Headache, dizziness, and nausea with 1-2 minutes. Death within 10-15 minutes.
1.28%	Death within 1-3 minutes.

Source: *Propane Emergencies*, Third Addition, Michael S. Hildebrand and Gregory G. Noll

Phase 1 – Prevention, Mitigation and Preparation

Bowbells Fire Department

- Develop first response and evacuation SOGs for all risks identified in this Addendum to the Burke County Evacuation and Sheltering Plan.
- Coordinate with a CHS Inc. Safety Manager to conduct an on-site first response exercise. Observe the trans-loading operation and identify and document (with pictures) all shut-off valves on the transport truck, the trans-loader and railcar.
- Participate in training exercises in responses to all identified risks.
- Coordinate with CHS Inc. to acquire mobile gas detectors for first responders.

Sheriff's Department

- Determine if existing planned shelters have sufficient capacity to accommodate the entire population of the City of Bowbells. The City population in 2010 was 366 persons.

Phase 2 – Response

Sheriff's Department

- Assist the Bowbells Fire Department in establishing isolation, evacuation, sheltering zones and evacuation priorities.
- Assist the Bowbells Fire Department in documenting evacuation progress to avoid gaps or duplications.
- Assist the Bowbells Fire Department plan and manage over all traffic control.
- Have a representative at the press briefing area.
- Plan and manage assembly areas for those without vehicles.
- Assist the Bowbells Fire Department to identify evacuation teams to do street-by-street or house-by-house evacuations.
- Assist the Bowbells Fire Department to organize and direct security in zones throughout the incident.
- Coordinate with the Bowbells Fire Department to notify and coordinate with county extension service for locations 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).
- As per command, give a Public Address Announcement to be broadcast on the Emergency Alert System.
- As per command, instruct State Radio to initiate county callback.
- Establish isolation, evacuation, sheltering zones and evacuation priorities.
- Evaluate all areas with an LEL monitor, especially low lying areas or below grade spaces.
- Establish a press briefing area.
- Perform search, rescue and evacuation in the immediate vicinity of the incident.
- Determine if evacuation or sheltering zone is safe for re-entry.
- Immediately contact the ND Department of Emergency Services, Operations and Plans Chief, Amy Anton, office 701 328 8124.

Public Health

- As per command, give message to be broadcast on the Emergency Alert System.
- As per command, initiate staff callback.
- Assist the Bowbells Fire Department in establishing isolation, evacuation, sheltering zones and evacuation priorities.
- Inform sector EMS of priorities.
- Have a representative at the press briefing area.
- Assist the Bowbells Fire 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.
- Assist the Bowbells Fire 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 with the Bowbells Fire Department to organize evacuation of agricultural animals and pets.

State Radio

- Alert/call back dispatchers and 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.
- Coordinate with the Bowbells Fire Department to establish detour routes when needed.
- Coordinate with the Bowbells Fire Department to provide priority service to evacuation routes.
- Provide a representative to the press briefing area when requested.
- Assist with heavy equipment as necessary.
- Assist the Bowbells Fire Department with establishing evacuation and sheltering zones.
- Assist the Bowbells Fire Department with planning evacuation routes.
- Monitor traffic flow on evacuation routes to divert traffic from bottlenecks.

Ambulance

- Coordinate medical evacuation requirements with Incident Command/EOC.
- Coordinate with the Bowbells Fire Department to establish medical triage at incident scene.
- Coordinate incident scene decontamination procedures with Bowbells 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 and 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.

Phase 2: Response – Operational Phases

No amendments.

Phase 3: Recovery

Sheriff's Department

- Assist Bowbells Fire Department 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.
- In coordination with the Bowbells Fire Department, determine ability of evacuees to return safely.
- In coordination with the Bowbells Fire Department, 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

- Determine if evacuation or sheltering zone is safe for re-entry.
- 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 the Bowbells Fire Department in planning safe re-entry.
- Recover barricades and signs.

Evacuation Routes

All or portions of the City of Bowbells will need to be evacuated if a leak of propane or butane of a sufficient magnitude or concentration occurs. Table 4 shows the evacuation routes out of the city that should be used based on the direction of the wind.

Table 4: Recommended Evacuation Routes Based on Wind Direction

Wind Direction	Evacuation Route	Direction
North	Hwy 5	Northbound or Eastbound
	96 th Street NW	Westbound
Northeast	Hwy 5	Northbound or Eastbound
	96 th Street NW	Westbound
Northwest	Hwy 5	Northbound
	96 th Street NW	Westbound
East	Hwy 8	Westbound
	Hwy 5	Northbound or Eastbound
West	Hwy 5	Northbound
	96 th Street NW	Westbound
	Hwy 8	Westbound
South	Hwy 8	Westbound
	Hwy 5	Eastbound
	96 th Street NW	Westbound
Southeast	Hwy 5	Eastbound
	Hwy 8	Westbound
Southwest	96 th Street NW	Westbound
	Hwy 8	Westbound

First Responders Protective Equipment

Minimum personal protective equipment should be Level B: fire-retardant protective clothing, gloves and self-contained breathing apparatus. Only non-sparking tools and equipment should be used. Gas meters should be brought to the site to measure the concentration of propane or butane gas.

First Responders Tactical Measures

Gas/Vapor Leak

As an immediate precautionary measure, all unauthorized personnel should be kept 330 feet away in all directions from the leak site. First responders should immediately measure the concentration of the propane or butane gas to determine if the gas concentration is within the lower and upper explosive limits. Determine the wind direction and temperature. Always approach the source of the leak upwind (in the direction the wind is blowing), then locate and seal the source of the leaking gas. **Figures 6 and 7** show the liquid and vapor lines/valves for the railcar and transport truck fuel containers. Protect personnel attempting to shut-off the leak with water-spray. If the leak cannot be stopped due to a damaged hose, pipe or valve, a fiberglass wrap material known as "Stop It"™ can be used to control the leak. The roll of fiberglass wrap is wetted and wound around the damaged hose, pipe or valve. The control measure is effective only for vapor leaks.

Deploy hose lines into the area where propane or butane concentrations are measured to disperse and dilute the concentration of the gas. Two 1 ½" or 1 ¾" hose lines or larger flowing 100 gpm or higher are recommended. If the ambient temperature is above the temperature of the hydrant or tank water, cone spray the fuel container. This will reduce the temperature of the container and reduce the pressure level in the container to reduce the volume of gas leakage.

FIGURE 6 – RAILCAR VALVES

SUNPRAIRIE GRAIN TRANS-LOADING FACILITY

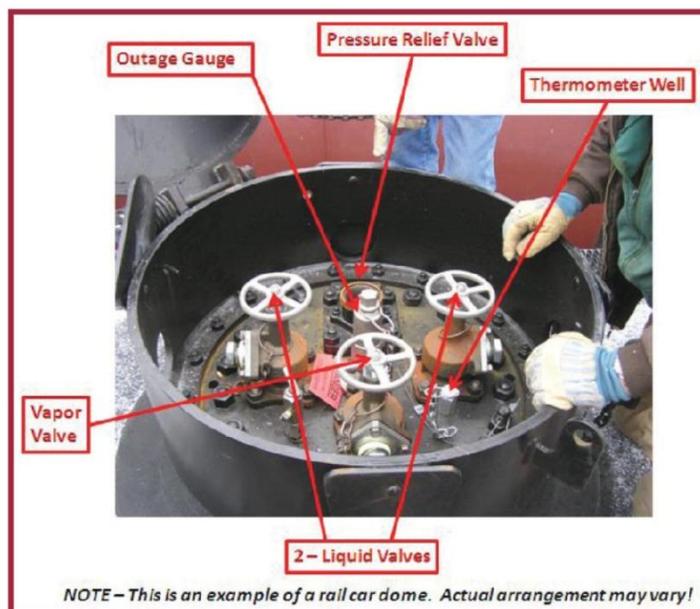
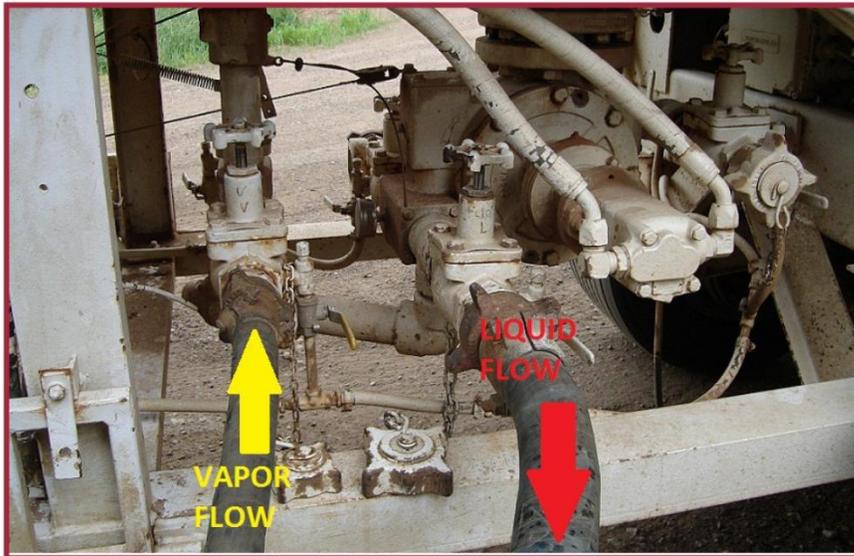


FIGURE 7 – TRANSPORT TRUCK VALVES

SUNPRAIRIE GRAIN TRANS-LOADING FACILITY



Using the gas meters, determine the geographic extend of the gas/vapor plume. Based on the geographic extend, location and concentration of the plume, the Incident Commander should immediately activate evacuation procedures. Guide 115 recommends that in the event of “large” vapor leaks or liquid leaks that vaporize an initial downwind evacuation of at least $\frac{1}{2}$ mile should be implemented. **Figure 8** shows the radius of the 330’ immediate isolation area and the radius for a $\frac{1}{2}$ mile evacuation measured from the trans-loading facility. Depending on the wind direction and magnitude of the vapor or vaporized liquid leak, it may be necessary to evacuate the entire City of Bowbells.

FIGURE 8 – EVACUATION ZONES

SUNPRAIRIE GRAIN TRANS-LOADING FACILITY



If the plume extends into an area with occupied structures, occupants must be notified of the presence of the vapor and required to evacuate the structure. High concentrations of propane and butane gas (above the lower explosive limit) can cause an oxygen-deficient environment and suffocation can occur. When oxygen levels are reduced to 6-10 percent, the symptoms of exposure include nausea and vomiting and collapse or loss of consciousness. With oxygen levels below 6 percent, symptoms of exposure include convulsive movements, possible respiratory collapse and death.

First-aid measures for vapor exposed persons include removing the victim(s) to fresh air as quickly as possible, administration of supplemental oxygen and cardio-pulmonary resuscitation, if necessary.

Fuel Container and/or Structure Fire

If the gas plume within the lower and upper flammable limits reaches a structure with an ignition source, the vapor will ignite with enough force to destroy one or multiple structures. The ignited vapor will flash back to the leaking fuel container. Conventional fire suppression techniques can be used for any structure fires.

If the fuel container is on fire, the fire should be fought from maximum distance or by using unmanned hose holders or monitor nozzles. Cool the top of the container with flooding quantities of water well after the fire is out. Do not direct water at the source of the leak or safety devices because icing may occur. Firefighters should withdraw immediately in case of rising sound from venting pressure relief valves or discoloration of the container. For a massive fire where unmanned hose holders or monitor nozzles are not available, firefighters should withdraw from the area and let the fire burn.

A fuel container can have a boiling liquid expanding vapor explosion (BLEVE). This occurs with a container failure with a release of energy, often rapid and violent, which is accompanied by a release of gas to the atmosphere and propulsion of the container or container pieces due to an over-pressure rupture. A study prepared by the Department of Mechanical Engineering of Queens University, Kingston, Ontario and the Canadian Transport of dangerous Goods Directorate found that projectiles from induced BLEVE of 80 to 100 gallon propane tanks traveled a distance of more than 300 feet. Small projectiles such as bolts and small sections of pipe were not studied.

The US Environmental Protection Agency studied the explosive force of a 33,000-gallon propane container, which is equivalent to the size of the fuel containers on the railcars. A ½ psi increase in pressure, sufficient to shatter windows, extended 4/10th of a mile from the explosion.

Guide 115 of the 2012 North American Emergency Response Guidebook recommends that if a tank, rail car or tank truck is involved in a fire, ISOLATE for 1600 meters (1 mile) in all directions; also, consider initial evacuation for 1600 meters (1 mile) in all directions. **Figure 8** shows a one-mile radius from the trans-loading facility.

Liquid Fuel Leak

As an immediate precautionary measure, all unauthorized personnel should be kept 330 feet away in all directions from the leak site. A liquid fuel leak with no vaporization can occur if the product released is liquid butane when the ambient temperature is below 32° Fahrenheit. It is very important for first responders to know the current and forecasted temperature. If the temperature is forecasted to rise above 32° Fahrenheit before the liquid butane release can be remediated, first responders should prepare for tactical measures of a gas/vapor leak. A propane liquid release will rapidly vaporize unless the ambient temperature is below -44° Fahrenheit.

First responders should locate the source of the leaking liquid LP-Gas. LP-Gas valves should be closed. If the liquid leak cannot be stopped due to a damaged hose, pipe or valve, a freeze wrap should be applied to the source of the leak. A towel or fabric wrap is wetted and then wrapped around the leaking hose, pipe or valve. The wet wrap will freeze due to the very low temperature of liquid propane and the relatively low temperature of LP-Gases. Fire fighters must wear heavy neoprene gloves suitable for working with low temperatures to avoid frostbite.

Once the leakage liquid butane is stopped and the temperature is below 32° Fahrenheit, if there is sufficient time before the ambient temperature reaches 32° Fahrenheit, a permeable vertical barrier should be erected between the spill site and the City of Bowbells of sufficient length to block vaporized butane from entering the city limits. Isolated pools of liquid butane should be channelized to where most of the liquid butane is collected to confine the spill to one location. This will reduce the length of vertical barrier that needs to be collected.

Emergency Contact List

Name	Position	Work Phone	Cell Phone	Home Phone	E-Mail Address
County Contacts					
Barry Jager	Emergency Manager	701-377-4911			bjager@nd.gov
Debbie Kuryn	Chair, Board of County Commissioners	933-3488	339-8439, 334-1815	933-3488	
Allen Ryberg	County Commissioner	377-4000	339-1717		
Jaret Van Berkom	County Commissioner		426-6931		
Jeanine Jensen	Auditor	377-2861	310-0023	377-3877	jsjensen@nd.gov
Jeremy Grohs	Sheriff	377-2311	339-7075		jrgrohs@nd.gov
Nick Throntvelt	Deputy Sheriff	377-2311	339-0064		nthrontveit@nd.gov
Sue Christiansen	Deputy Sheriff	377-2311			schristiansen@nd.gov
Aaron Nord	Deputy Sheriff	377-2311	339-8236		anord@nd.gov
Kenny Tetrault	Highway Department (Road and Bridge)	377-2312	339-2455		Ken100burke@gmail.com
Stacie Schoemer, RN	Public Health (County Nurse) EPR Coordinator, First District Health Unit	377-2316			
	PIO, First District Health Unit				
Amanda Wallace	Social Services	377-1213			
	Social Services				
Dan Folske	County Extension Agent	377-2927	239-1133	377-2703	danfolske@ndsu.edu
Sheila Burns	Treasurer	377-2917			
	WIC				
Bonnie Bohnsak	Clerk of Court/Recorder	377-2718	389-8989	377-2930	blbohnsak@nd.gov
Marla MacBeth	Planning and Zoning	377-6242	570-4914	939-5732	mmacbeth@nd.gov
Kris Hillaert	Director of Tax Equalization	377-2661	218-368-1874		khillart@nd.gov
City Contacts					
Bowbells					
Tony Pandolfo, Mayor	City Commissioners	339-0034	377-2805		tony@jarikuma.com
Kyle Melby		339-1268	377-2334		kdmelby@gmail.com

Name	Position	Work Phone	Cell Phone	Home Phone	E-Mail Address
Jared Mahlum Barry Jager Shannon Holter		377-2989 377-4911 377-5844	339-1862 339-1719	377-2334	jrmahlum@gmail.com bjager@nd.gov sholter@murexpetroleum.com
Tom Roering (Chief)	Bowbells Fire Department	339-8497			
Michael Bolton (Asst. Chief)	Bowbells Fire Department	334-9055			
Lanette Jager	Auditor	377-2608	310-0090	377-9330	
Dan Folske Cindy Winzenburg Charlene Smart	Ambulance Department	377-2927 377-6400 377-2927	339-1133 339-1465 208-631-8668	377-2703 377-2372	danfolske@ndsu.edu
Dennis Benge	Bowbells Public Works	377-2608			
Celeste Thingvold	Bowbells Public School	377-2397			
Columbus					
JoAnn Lunstad, Mayor David Ronning Marty Patrick	City Commission	939-1234 339-1118 339-9585	218-841-2261		
Scott Kihle (Chief)	Columbus Fire Department	939-5034			
Michael Powell (Asst. Chief)	Columbus Fire Department	339-8199	339-8199	939-2185	Michael@bdec.coop
Dan Peterson (Rural Chief)	Columbus Fire Department		705-4885		
Christine Aasheim	Auditor	939-5000		406-261-0078	cityofcolumbus@necra y.com
Jay Blankenship	Columbus Public Works	939-5732			
Flaxton					
Mary Bjergoard (Mayor) Gary `Gib` Cron	City Commission	596-3563 596-6144 596-3536			

Name	Position	Work Phone	Cell Phone	Home Phone	E-Mail Address
Tammy Halvorson Casey Rugle		596-4808			
Barb Cron	Flaxton Public Works	596-2033			
Lignite					
Lance Granrud, Mayor Minnie Ewat Casey Lalum Galen Kalmbach Dick Sandberg	City Commission		339-0631 866-6713 351-0659 339-9381 339-1271	933-2581 933-8154 933-2264	
Lisa Knutson	Auditor	933-2850			lignite@nccray.net
Jory Ehlke (Chief)	Lignite Fire Department	339-0062	339-0062	9335271	joryehlke@hotmail.com
Matt Bova (Asst. Chief)	Lignite Fire Department	933-3404	580-4911	933-3404	Matt.bova@yahoo.com
Lisa Knutson	Ambulance	933-2878	339-8895		
Mark Larson	Lignite Public Works	933-2850	705-2536	933-2537	
John Bruce	Burke Central Public School	933-2821			John.bruce@k12.nd.us
Portal					
Deb Altringer (Mayor) Rosie Melton Kevn Fitchner Bill Keesler Gordon Sjue	City Commission	926-4611 926-5539 926-3191 926-1000 926-3621			
Cyndi Larson	Auditor	926-3601		926-4387	
Ken Evenson (Chief)	Portal Fire Department	629-5105			
Ricky Smith (Asst. Chief)	Portal Fire Department	770-1070			rickysmith@hotmail.com
Lisa Knutson	Portal Ambulance	339-8895			
Larry Wagness	Portal Public Works	926-1954			
Powers Lake					

Name	Position	Work Phone	Cell Phone	Home Phone	E-Mail Address
John Albertson Derek Hockenbory Arlo Greisbach Darrell Carlson Betty Ledene	City Commission		705-5682 705-5790	464-5682 464-5790 464-5579 464-5631	
Jen Titus	Auditor	464-5601 464-5845	641-1653	464-5845	cityofpowerslake@nccray.net
Todd Lerol	Police Department	464-5602	705-5602		talerol@nd.gov
Mark Douts (Chief)	Powers Lake Fire Department		641-3641		Douts12@gmail.com
John Stade (Asst. Chief)	Powers Lake Fire Department		715-657-0516		
Kari Enget	Powers Lake Ambulance	628-2950	641-3176	464-5566	
Jane Streifel	Powers Lake Ambulance	464-5413	339-0834	464-5413	
Randy Mehlhoff	Powers Lake Public Works	464466 705-4866	721-2205		
State and Federal Agencies					
Brent Beeter, Scott Kihle or Supervisor, ext 0	Customs and Border Protection Office of Field Operations (OFO)	701-926-7570 (Portal Station) 24 Hr Dispatch 1-800-922-4077			
Pete Honrud	US Border Patrol	24 Hr Dispatch 1-800-922-4077			
	US Fish and Wildlife	701-965-6488			
Jamie Huschka	ND Highway Patrol	1-800-471-2121 (State Radio)			

Name	Position	Work Phone	Cell Phone	Home Phone	E-Mail Address
	Kinder Morgan Pipeline	1-866-431-3635			
Allan McGeough – Executive Director Janice Knosp Disaster Coordinator	American Red Cross, Mid-Dakota Chapter	(701) 852-2828 After hours – (701) 852-2828			
	Television Stations KXMC (13) CBS-TV Minot KMOT (10) NBC-TV Minot KMCY (ABC/FOX-TV Minot KXMD-CBS TV-Williston KUMV-NBC TV-Williston	852-2104 Fax: 838-1050 852-4101 Fax: 838-8195 838-6614 Fax: 250-7244 572-2345 Fax: 572-0658 572-4676 Fax: 572-0118			
	Radio Stations KCJB Clear Channel Radio Minot KEYZ-660 RADIO- Williston KPPR-FM, 88.7 Williston KMPR-FM, 88.9 Minot	852-4646 Fax: 852-1390 572-5371 Fax: 572-7511			
	Public Safety Answering Point (PSAP)	328-9921,			

Name	Position	Work Phone	Cell Phone	Home Phone	E-Mail Address
	State Radio Communications	1-800-472-2121			
	Powers Lake Vet Service	464-5121 or 5123			
Brent Beeter Scott Kihle	US Customs and Border Patrol Office of Field Operations	1-800-922-4077 701-926-7500			

Response Assets

Agency	Number of Personnel	Equipment Listing
Emergency Manager	1	1 each-Incident Command Vehicle Generator Set of Incident Command ID Vests Night Vision Goggles Flashlights Safety Glasses Safety Hats Office Equipment Laptop computer Computer monitor 2 each-Mobile Radios 6 each-Handheld Radios 1 each-2012 Chevrolet Tahoe Equipped with 1000 watt mobile radio 1 mobile radio 2 traffic signs 1 each-Trauma trailer Equipped with 2 oxygen tanks 1 generator 12 back boards Various medical supplies
Board of County Commissioners	3	No assets listed, a decision and policy making body.
Auditor		Office equipment including desks, office supplies, and computer and copying equipment.
Sheriff	4	K9 trained in narcotics detection, tracking, and bite 1 each 4X4 4 wheeler 2 each vehicle mounted FLIR thermal imagers 1 each hand-held thermal imager 2 each 4X4 pickups 5 each 4X4 SUV's 6 each mobile computers equipped w/mobile dispatch and mapping, mobile radar-w/trailer 7 each night vision goggles
Road Department	7	11 each pickups 2014 Chevrolet ½ ton crew

		<p> 2011 Chevrolet ½ ton crew 2011 Chevrolet ½ ton crew 2009 Chevrolet ½ ton crew 2018 Chevrolet ¾ ton crew 2008 Chevrolet ½ ton 2002 Chevrolet ½ ton regular cab 2001 Chevrolet ½ ton extended cab 2000 Chevrolet 1 ton crew 1999 Chevrolet 1 ton crew (dually) sign truck 1993 Chevrolet 1 ton crew 4 each trucks 2002 Sterling Tandem Axle 2001 Sterling Tandem Triple Axel, Empty #29,240: pup #9,120 1998 Louisville Tandem Axle, Empty weight 28,740# 1982 International Single Axle 6 each Blades 2016 772GP John Deere Blade 2015 772GP John Deere Blade 2014 772GP John Deere Blade 2013 772GP John Deere Blade 2012 772GP John Deere Blade 2011 772GP John Deere Blade 3 each Tractors New Holland Bi-Directional Model TV6070 John Deere 6715 John Deere 2355 Loader Tractor 4 each Pay Loaders, Back Hoes, Skid Steer Loaders 2014 624K John Deere 3.5 yard pay loader 928G CAT 3 yard pay loader 580M Case back hoe 326E John Deere skid steer loader 5 each Mowers JDCX15 15 foot rotary mower (Newer) JDCX15 15 foot rotary mower Schulte 15 foot rotary mower 2014 Dixon mower 2011 Cub Cadet mower 6 each Trailers 2015 ABU triple axel bumper hitch trailer #20,000 </p>
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		<p>2000 1 ton flat bed trailer 2000 bumper hitch trailer (culvert trailer) 1988 belly dump gravel trailer, empty weight 9,120# 1986 pickup box utility trailer 1966 Wisconsin 12 ton trailer</p> <p>7 Skid Steer Attachments 2013 JRB 48 forks 2015 Erskine angle broom 2015 Erskine Rock Bucket 2013 JRB Snow Bucket 2014 Erskine snow blower Miller Grab-tec grapple bucket 2015 dirt bucket</p> <p>Miscellaneous Schulte snow blower SP-12 wheel packer Zipper Mill 2015 Kermits blade packer 2016 Louis blade packer 1986 Wisconsin rotary air compressor 2016 Vibratory rammer wacker 4" water pump 2" water pump 2008 Titan Diesel generator 6500 watt 2008 Titan gas generator 7500 watt 2008 Titan gas air compressor</p>
Public Health		Office equipment including desks, office supplies, and computer and copying equipment.
First District Health Unit		The First District Health Unit has response assets in Minot and response assets available from the State Health Department in Bismarck. Those assets are listed in Attachment 1. They can be used for any type of emergency/disaster response where they are needed.
Social Services		Office equipment including desks, office supplies, and computer and copying equipment.
City of Bowbells	Three Personnel Dennis Benge Dylan Benge	1979 Versatile Tractor w/snow blower International Tractor w/loader 1935 Snow Go truck type snow blower 1991 John Deere Road Maintainer w/snow gate

	Brian Royer	2010 Case 435 skid steer w/broom, snow bucket, snow blower, mower, backhoe, loader 2012 Case tractor w/snow pusher 2015 Global street sweeper 1978 IHC truck 1994 Dodge pickup 2017 Ford F 350 2000 Sterling truck w/plow 2014 Trailer 1985 Ford oil distributor 2003 Chevrolet bus Dixon lawnmower
City of Columbus		1 each 26kw generator on trailer with 210 gallon fuel tank, 1 each 3" water pump, 1 each 3720 John Deere tractor, 1 each 2.5 yard dump truck
City of Lignite	7 Mayor, 4 City Council members, City Auditor, City Maintenance	City Office Building 40X60 City Shop John Deere pay loader John Deere tractor City pickup City dump truck Water tower Large 6" diesel pump 3 each 3" portable pumps 3 water wells
City of Powers Lake	2 each police Officers 2 each city maintenance personnel	763 Bobcat City Pickup 2 each city police vehicles Generator Office equipment Trailers Street sweeper Lawn mowers Water wells
Bowbells Fire Department		1 Tanker truck 1000 gallons of water 1 Pumper truck, 1200 gallons of water 1 Rescue truck equipped with 2 sets of rescue equipment for auto extraction 1 UTV vehicle with 100 gallons of water 1 Chief command pickup 1 brush truck with 100 gallons of water 1 brush truck with 300 gallons of water

		1 brush truck with 300 gallons of water and 1 set of rescue equipment for auto extraction
Columbus Fire Department	?	Unit 1-2008 Chevrolet K3500 HD-brush truck Unit 2-209 GMC 3500 HD-brush truck Unit 3-1991 GMS Top Kick-2,000 gallon tanker truck Unit 4-2013 International Durastar Maxforce Advance Diesel Power pumper truck, 1,000 gallons Unit 5-1968 Ford truck, old pumper truck Unit 6-Humvee, (process of converting into a brush truck) 1 each rescue saw 1 each floating pump (used to pump water from a slough) 2 each exhaust fans or smoke fan (used to clear smoke out of a building after fire is extinguished)
Lignite Fire Department		Red Ford F550 Quick Attack #7084 Red Ford F350 Brush Truck #7087 White Ford F350 Brush Truck #7085 International Pumper Truck #7086 International Tanker Truck #7082 Polaris Ranger 00 sideXside #7088 1 Rescue Truck equipped with a set of rescue equipment for auto extraction 1 Incident Command/Chief Truck 7081
Portal Fire Department		1 rescue squad with 1200 gallons of water 1 tanker with 1200 gallons of water 2 brush trucks with 300 gallons of water each 1 set of rescue tools for auto extraction
Powers Lake Fire Department	25	2015 F-550 Rescue Vehicle Equipped with hydraulic rescue tools, cribbing, struts, lift bags 2008 brush truck, 375 gallons, 10 gallon foampro 1600 2013 brush truck, 375 gallons, 10 gallon foampro 1600 2012 International pumper, 1,000 gallons water, 25 gallon foampro 1600 1974 Chevrolet C65, 750 gallons 1983 Ford tanker, 2,000 gallons with a 2,000 gallon drop tank

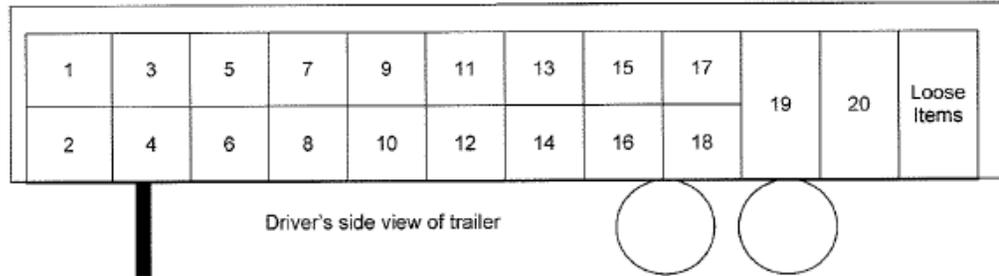
Bowbells Ambulance	8 EMT's 5 EMR's 3 EVOC's	1 each BLS Ambulance, 1999 Ford E-350
Portal Ambulance	7 EMTs 5 EMRs	2012 Ambulance Ambulance Building 3 backboards 1 hydraulic lift cot 1 chair stair 1 12 lead monitor 1 AED Numerous oxygen tanks Various medical supplies Nebulizer Epi pens 2 soft restraints 1 power washer
Powers Lake Ambulance	15 EMTs 1 EMR	1 BLS Ambulance (G133) 1 BLS Ambulance (G132 Backup) 2 hydraulic cots 2 each 12 lead monitors 10 AEDs Ambulance Building
Bowbells Public School		
Burke Central Public School		
Powers Lake Public School		
United States Border Patrol	15	Air Support, Law Enforcement Trained Personnel, Mobile marked vehicles, night vision equipment, snowmobiles, All terrain vehicles, Utility Vehicles

First District Health Unit Assets

**Trailer 5310 Williston
Trailer Seals: 0213850**

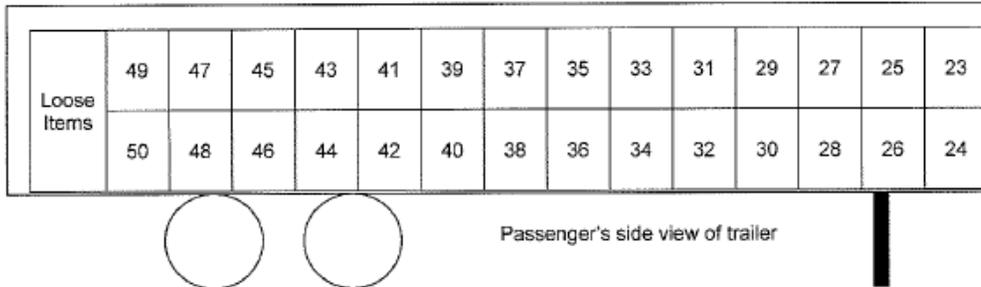
Driver's Side Pallets

- 1 - Isolation Gowns (48)D10-0148768
- 2 - Isolation Gowns (48)D10-0148773
- 3 - SMS Beds (10)
- 4 - SMS Beds (10)
- 5 - SMS Beds (10)
- 6 - SMS Beds (10)
- 7 - SMS Beds (10)
- 8 - SMS Beds (10)
- 9 - SMS Kit #20 Box 2
- 10 - SMS Kit #20: Box 1
- 11 - SMS Beds (10)
- 12 - SMS Beds (10)
- 13 - SMS Beds (10)
- 14 - SMS Beds (10)
- 15 - PHSK Beds (5)
- 16 - PHS Kit: Box 2
- 17 - PHSK Beds (5)
- 18 - PHS Kit: Box 1
- 19 - Paraslyde Evacuation Device (5),
Wheelchairs (2), 3-panel screens (10)
- 20 - Bariatric Bed (2), Evacuation Chair (1),
Stretchers (5), Traffic Cones (20), Personal
Belongings Bags (1 cs)
- Loose Items -
PHSK Backboard (1), Folding table/chairs
set, Oxygen K-cylinders w/ carts (2), PHSK
Nursing Station (1), Vaccine Work Stations
(2), Toddler Cots (6), Toddler Cot Sheets (3
pkg/12), Toddler Cot Blankets (1 pkg /12),
Bedrails (100) VAST Box # 36



Passenger's Side Pallets

- 23 - Masks, Reg. (270)D10-0166583
- 24 - Exam Gloves, Large (560 Bx)D10-
0166590
- 25 - Masks, Sm. (330)D10-0166515
- 26 - Exam Gloves, Med (560 Bx) -0166594
- 27 - Commodes (10)
- 28 - SMS Kit #21: Box 1
- 29 - SMS Kit #21: Box 2
- 30 - SMS Kit #21: Box 3
- 31 - Commodes (10)
- 32 - SMS Kit #20: Box 3
- 33 - SMS Kit #22: Box 2
- 34 - SMS Kit # 22: Box 3
- 35 - SMS Kit #22: Box 1
- 36 - Commodes (10)
- 37 - Commodes (10)
- 38 - SMS Kit #25: Box 3
- 39 - SMS Kit #25: Box 1
- 40 - SMS Kit#25: Box 2
- 41 - Commodes (10)
- 42 - SMS Kit #23: Box 1
- 43 - SMS Kit #23: Box 3
- 44 - SMS Kit #23: Box 2
- 45 - PHSK 3-panel screens (20)D10-0206111
- 46 - PHSK Oxygen concentrators (8)
- 47 - Wheelchairs (4)
- 48 - Wheelchairs (4)
- 49 - Blankets (96)
- 50 - Oxygen K Cylinders (6)



**SMS Basic
Box #1**

Bismarck

Item #	Description	U/U	Qty per 20 pak	Order Quantity:
Box #1				
37-2801	Bag, Drainage, Urinary (20Ea/Cs)	Cs	1	
MAB908A-250	Bag, Trash, Clear 33 gal, 33 x 40 (250Ea/Cs)	Cs	1	10 Cs
MAB1014	Bag, Trash, Infectious Waste - Red (250Ea/Cs)	Cs	1	
67200-80	Brief, Adult, Medium (40Ea/Pkg 2Pkg/Cs)	Cs	1	
67300-80	Brief, Adult, Large (40Ea/Pkg 2Pkg/Cs)	Cs	1	
PB-011	Brief, Adult, Small (12Ea/Pkg 8Pkg/Cs)	Cs	1	
H-869	Bucket, Mop w/wringer (IU=Ea)	Ea	1	10 Ea
1824	Cannula, Nasal w/tubing, Adult (25Ea/Cs)	Cs	1	15 Cs
1101	Cannula, Nasal w/tubing, Pediatric (50Ea/Cs)	Cs	1	15 Cs
1601	Cannula, Nasal w/tubing, Infant (50Ea/Cs)	Cs	1	
4033-2	Diaper, Baby #2 (28Ea/Bag 8Bag/Cs)	Bg	1	3 Cs
4033-4	Diaper, Baby #4 (20Ea/Bag 8Bag/Cs)	Bg	1	3 Cs
4033-6	Diaper, Baby #6 (15Ea/Bag 8Bag/Cs)	Bg	1	3 Cs
16-10515	Gown, Provider Open Back Tie, Med (12Ea/Pkg 6Pkg/Cs)	Pkg	1	
16-10512	Gown, Provider Open Back Tie, 3XXL (12Ea/Pkg 6Pkg/Cs)	Pkg	1	4 Cs
5771B	Gown, Provider Open Back Tie, Adult (12Ea/Pkg 10Pkg/Cs)	Pkg	1	
HHSN	Hamper, Laundry, Frame (IU=Ea)	Ea	1	15 Ea
WHHBN	Hamper, Laundry, Linen (IU=Ea)	Ea	1	15 Ea
911547	Mat, Bedside, Soft-Fall, Non-Slip (IU=Ea)	Ea	1	30 Ea
3U915	Mop, Cut End Head, Size #16, Mopt Type 4 Ply Cotton (IU=EA)	Ea	1	15 Ea
604-S	Stretcher, Disaster, Folding, Wheeled (IU=Ea)	Ea	1	
16640	Tissue, Toilet 4-pak (40RI/Cs)	Cs	1	15 Cs
MDT217468T	Towels, Bath (12ea/pk 60ea/cs)	Pkg	3	
27112	Towels, Paper (12rl/cs)	Cs	1	15 Cs
2632	Trash Can 32 Gallon	Ea	1	5 Ea
2PDP2	Vest, Incident, Red (IU=Ea)	Ea	5	
Admin Pak				
SF59441	Form - Daily Schedule	Pkg	1	
SF59443	Form - Master Patient Record	Pkg	1	
SF59444	Form - Medical Shelter Intake Demographic and Needs Assessment	Pkg	1	
SF59446	Form - Shelter Triage	Pkg	1	
SF59447	Form - Flood Shelter Disaster Surveillance	Pkg	1	
No #	Form - Shelter Facility Confidentiality Statement	Pkg	1	
CDC-EAS	Form - Environmental Assessment for Shelters	Pkg	1	
DMS-05315A	Band, Wrist, Evacuation, Trakband, Multicolored (10Ea/Sht 10Sht/Pkg)	Ea	20	

**SMS Basic
Box #2**

Bismarck

Item #	Description	U/U	Qty per 20 pak	Order Quantity
Box #2				
NON70540W	Bag, Body, Adult (10Ea/Cs)	Cs	1	
1TTZ2	Bag, Laundry	Ea	20	
H120-10	Bedpan, Disposable, (20Ea/Cs)	Cs	1	
18877	Case, Pillow, 34" x 42" (24Ea/Cs)	Cs	2	
5727	Clipboard, Bedside (2Ea/Pkg)	Ea	24	
693022	Formula, Powder, Infant (6Ea/Cs)	Cs	1	10 Cs
55396	Formula, Soy, Infant (6Ea/Cs)	Cs	1	10 Cs
711102	Glove, Surgical, Size 6.5 Latex (50Pr/Bx 4Bx/Cs)	Bx	1	3 Cs
711103	Glove, Surgical, Size 7 Latex (50Pr/Bx 4Bx/Cs)	Bx	1	3 Cs
711104	Glove, Surgical, Size 7.5 Latex (50Pr/Bx 4Bx/Cs)	Bx	1	3 Cs
711105	Glove, Surgical, Size 8 Latex (50Pr/Bx 4Bx/Cs)	Bx	1	3 Cs
8009	Gown, Isolation (10Ea/Pkg 5Pkg/Cs)	Cs	1	
4FS	Pad, Feminine Hygeine (250Ea/Bx)	Bx	1	10 Cs
352	Pad, Under, Regular, 23 x 36 (25Ea/Pkg 6Pkg/Cs)	Cs	1	
P1824-15M	Pillow, Reuseable 18" x 24", 15oz (20Ea/Cs)	Cs	1	
218674	Sheet, Bed, Twin Size, Flat (12Ea/Pkg 5Pkg/Cs)	Pkg	7	
37-3246	Syringe, 60cc Irrigation Piston (50Ea/Cs)	Cs	1	
47410	Tissue, Facial, 100 Ea/Bx (100Ea/bx 30Bx/Cs)	Cs	1	15 Cs
Multi-Pack C				
3WA35	Battery, D-cell, 1.5V (12Ea/Pkg)	Pkg	1	15 PKG
40902	Blood Pressure Cuff, Aneroid Pocket, Adult - Large (IU=Ea)	Ea	1	30 Ea
3EA98	Cord, Extension 25 ft (IU=Ea)	Ea	1	15 Ea
1AGR6	Flashlight, Xenon, Push On/Off (IU=Ea)	Ea	1	15 Ea
6051-000-160	Oximeter, Pulse w/Sensor (IU=Ea)	Ea	1	
T5500 or T5500R	Radio, 2-way (2ea/Pkg 6Pkg/Cs)	Pkg	1	2 Cs
ARCFR400	Radio, NOAA (IU=Ea)	Ea	1	
4000-200	Thermometer, Tympanic Thermoscan Pro 4000 (IU=Ea)	Ea	1	

SMS Basic
Box #3

Bismarck

Item #	Description	U/U	Qty per 20 pak	Order Quantity	
Box #3					
21012	Bag, Gallon, Ziplock (250Ea/Pkg)	Pkg	1	30 Pkg	
20708	Bag, Quart, Ziplock (500Ea/Pkg)	Pkg	1	30 Pkg	
H100-10	Bedpan, Fracture Style (50Ea/Cs)	Ea	50	20 Cs	
1343BL	Blanket, Twin Size 70 x 108 (6Ea/Cs)	Cs	4		
H140D-01	Urinal, Disposable, Male, 33oz (50Ea/Cs)	Cs	1		
4EKA8 or MDS86410J4	Walker	Ea	1		
Multi-Pack A					
3EWH5	Acetaminophen, (Non Aspirin) Adult (500/Pkg)	Pkg	2	5 Cs	
3EWH3	Aspirin, 5 grain, (500ea/Pkg)	Pkg	1	5 Cs	
83400	Bandage, Gauze, Bulky 4.5 x 4.1yds (25 Ea/pkg 100 Ea/Cs)	Ea	25		
MDS087004LF	Bandage, Matrix, Elastic, 4" x 5 yd, Latex Free (10RI/Bx 5Bx/Cs)	Ea	10	4 Cs	
HAN180	Bottle, Baby, 4oz (3EA/PKG 12Pkg/Cs)	Pkg	5	6 Cs	
1013	Clothe, Wash (50Ea/Pkg 10Pkg/Cs)	Ea	100	5 Cs	Paper
5075-800	Cover, Probe, Thermometer (200Ea/Pkg 4Pkg/Bx)	Pkg	1		
1624	Dressing, Adherent, Tagaderm (8Ea/Pkg)	Pkg	1		
403206	Dressing, Hydro Colloid (10Ea/Bx)	Bx	1	2 Cs	
19961	Dressing, Non-Stick, Telfa, 3" x 2" Pad (100Ea/Pkg)	Pkg	1	20 Pkg	
2148	Gauze Sponge 2 x 2 (200Ea/Pkg 25Pkg/Cs)	Pkg	9	6 Cs	
908272	Gauze Sponge 4 x 4 2s 12ply (25Ea/Pkg 24Pkg/Cs)	Pkg	2	4 Cs	
1860	Mask, Respirator, N95 Regular 3M (20Ea/Bx 6Bx/Cs)	Bx	1		
1860S	Mask, Respirator, N95 Small 3M (20Ea/Bx 6Bx/Cs)	Bx	1		
1870	Mask, Respirator, Tri-Fold 3M (20Ea/Bx 6Bx/Cs)	Bx	1		
2000	Mask, Surgical Tie (50Ea/Bx 6Bx/Cs)	Bx	1		
751	Minor Laceration Tray (IU=Ea)	Ea	1		
43-2-241	Scissor, Lister 7 1/4" (IU-Ea)	Ea	1		
Multi-Pack B					
234997	Acetaminophen, (Non-Aspirin) Pediatric (30Ea/Btl)	Btl	1	15 Btl	
3PAD1	Atacid, Low Sodium (500 Ea/Pkg)	Pkg	1		
51-4881-11	Basin, Emesis (50Ea/Pkg 5Pkg/Cs)	Pkg	1		
40900	Blood Pressure Cuff, Aneroid Pocket, Adult - Regular (IU=Ea)	Ea	2		
40901	Blood Pressure Cuff, Aneroid Pocket, Child (IU=Ea)	Ea	1		
8507SA	Container, Sharps, 5qt (20Ea/Cs)	Ea	2		
SK-0100-GCI	Crusher, Pill (IU=Ea)	Ea	1		
3009	Cup, Plastic, Drink, 8oz (100Ea/Pkg 25Pkg/Cs)	Pkg	3	2 Cs	
50004	Eyewear/Glasses, Protective (10Ea/Pkg 5Pkg/Cs)	Pkg	1		
177300	Glove, Exam Nitrile, Large (100Ea/Bx 10Bx/Cs)	Bx	1		
177200	Glove, Exam Nitrile, Medium (100Ea/Bx 10Bx/Cs)	Bx	1		
177100	Glove, Exam Nitrile, Small (100Ea/Bx 10Bx/Cs)	Bx	1		
714 or OMMAT0747Z	Lancet, 21 Ga, Auto Retract (200Ea/Bx)	Bx	1	15 Bx	
46727	Mask, N95, Particulate Respirator/Surgical Duck Bill, Regular (35Ea/Bx)	Bx	1		
555001	Meter, Glucose (IU=Ea)	Ea	1	25 Ea	
800030	Pad Prep PVP Iodine (100Ea/Bx)	Bx	1		
58410	Stethoscope (IU=Ea)	Ea	1		
58410-C	Stethoscope, Cardiology (IU=Ea)	Ea	1		
92800	Syringe, 3cc, Monoject, Safety, w/22ga x 1" needle (100Ea/Bx)	Bx	1		
511110	Syringe, Insulin Safety 1cc 29g x 1/2 (100Ea/Bx)	Bx	1	15 Bx	
260201	Tape, Transparent, 1" x 10yd (12RL/BX)	Bx	1	20 Bx	

Acronyms and Glossary of Terms

Acronym	Definition
AAR	After Action Report
ADA	Americans with Disabilities Act
AFN	Access and Functional Needs
AG	Office of Attorney General
ARES	Amateur Radio Emergency Service
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CFR	Code of Federal Regulations
COG	Continuity of Government
COOP	Continuity of Operations
CPG	Comprehensive Preparedness Guide
CY	Calendar Year
EMERGE NCY MANAGE R	Burke County Emergency Manager
DHS	Department of Homeland Security (Federal)
DOJ	Department of Justice (Federal)
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program
EMD	Emergency Management Director
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPZ	Emergency Planning Zone
ERP	Emergency Response Plan
ESF	Emergency Support Function

Acronym	Definition
FEMA	Federal Emergency Management Agency
FOG	Field Operating Guide
HAZMAT	Hazardous Materials
HSEEP	Homeland Security Exercise and Evaluation Program
IA	Individual Assistance
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
IEMAC	International Emergency Management Assistance Compact
IAEM	International Association of Emergency Managers
IND	Improvised Nuclear Device
IP	Improvement Plan
IT	Information Technology
JIC	Joint Information Center
LEOP	Local Emergency Operations Plan
LOA	Letter of Agreement
MAC	Mission Assignment Coordinator
MACC	Multi-Agency Coordination Center
MOU	Memorandum of Understanding
NDDES	ND Department of Emergency Services
NFIP	National Flood Insurance Program
NGO's	Non-governmental Organizations (i.e. American Red Cross, Salvation Army)
NIMS	National Incident Management System

Acronym	Definition
NOC	National Operations Center
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
PA	Public Assistance
PDD	Presidential Disaster Declaration
POC	Point of Contact
RSA	Revised Statutes Annotated
SAR	Search and Rescue
SOG	Standard Operating Guidelines
SOP	Stand Operating Guidelines
WMD	Weapons of Mass Destruction

Glossary of Terms

Words, phrases, abbreviations, and acronyms relevant to emergency management should be defined. Many terms in emergency management have special meanings, so it is important to establish precise definitions. Such definitions allow the users of the EOP to share an understanding of the EOP.

American Red Cross-The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Attack- A hostile action taken against the United States by foreign forces or terrorists, resulting in the destruction of or damage to military targets, injury or death to the civilian population, or damage or destruction to public and private property.

Checklist -Written (or computerized) enumeration of actions to be taken by an individual or organization, meant to aid memory rather than provide detailed instruction.

Chief Executive Official-The official of the community who is charged with authority to implement and administer laws, ordinances, and regulations for the community. He or she may be a mayor, city manager, etc.

Community- A political entity which has the authority to adopt and enforce laws and

ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county. However, each State defines its own political subdivisions and forms of government.

Contamination-The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people.

Dam- A barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water.

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.

Decontamination- The reduction or removal of a chemical, biological, or radiological material from the surface of a structure, area, object, or person.

Disaster- An occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this Guide, a “large-scale disaster” is one that exceeds the response capability of the local jurisdiction and requires State, and potentially Federal, involvement. As used in the Stafford Act, a “major disaster” is “any natural catastrophe [...] or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] Act to supplement the efforts and available resources or States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”

Disaster Field Office-The office established in or near the designated area of a Presidentially declared major disaster to support Federal and State response and recovery operations. The DFO houses the FCO and ERT, and where possible, the SCO and support staff.

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 (e.g., the ARC).

Dose (Radiation)-A general term indicating the quantity (total or accumulated) of ionizing radiation or energy absorbed by a person or animal.

Dose Rate- The amount of ionizing radiation which an individual would absorb per unit of time.

Dosimeter- An instrument for measuring and registering total accumulated exposure to ionizing radiation.

Earthquake- The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface.

Electromagnetic Pulse-A sharp pulse of energy radiated instantaneously by a nuclear detonation which may affect or damage electronic components and equipment.

Emergency- Any occasion or instance--such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, explosion, nuclear accident, or any other natural or man-made catastrophe--that warrants action to save lives and to protect property, public health, and safety.

Emergency Alert System-A digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communication

Commission. The system provides the President and other national, State, and local officials the means to broadcast emergency information to the public before, during, and after disasters.

Emergency Environmental Health Services-Services required to correct or improve damaging environmental health effects on humans, including inspection for food contamination, inspection for water contamination, and vector control; providing for sewage and solid waste inspection and disposal; clean-up and disposal of hazardous materials; and sanitation inspection for emergency shelter facilities.

Emergency Health Services-Services required to prevent and treat the damaging health effects of an emergency, including communicable disease control, immunization, laboratory services, dental and nutritional services; providing first aid for treatment of ambulatory patients and those with minor injuries; providing public health information on emergency treatment, prevention, and control; and providing administrative support including maintenance of vital records and providing for a conduit of emergency health funds from State and Federal governments.

Emergency Medical-Services, including personnel, facilities, and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of *Services* of final disposition, including medical disposition within a hospital, temporary medical facility, or special care facility, release from site, or declared dead. Further, emergency medical services specifically include those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

Emergency Mortuary Services-Services required to assure adequate death investigation, identification, and disposition of bodies; removal, temporary storage, and transportation of bodies to temporary morgue facilities; notification of next of kin; and coordination of mortuary services and burial of unclaimed bodies.

Emergency Operating Center-The protected site from which State and local civil government officials coordinate, monitor, and direct emergency response activities during an emergency.

Emergency Operations Plan-A document that: describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.

Emergency Planning Zones-Areas around a facility for which planning is needed to ensure prompt and effective actions are taken to protect the health and safety of the public if an accident occurs. The REP Program and CSEPP use the EPZ concept. In the REP Program, the two EPZs are:

- **Plume Exposure Pathway (10-mile EPZ)**. A circular geographic zone (with a 10-mile radius centered at the nuclear power plant) for which plans are developed to protect the public against exposure to radiation emanating from a radioactive plume caused as a result of an accident at the nuclear power plant.
- **Ingestion Pathway (50-mile EPZ)**. A circular geographic zone (with a 50-mile radius centered at the nuclear power plant) for which plans are developed to protect the public from the ingestion of water or foods contaminated as the result of a nuclear power plant accident. In CSEPP, the EPZ is divided into three concentric circular zones:
- **Immediate Response Zone (IRZ)**. A circular zone ranging from 10 to 15 km (6 to 9 miles) from the potential chemical event source, depending on the stockpile location on-post. Emergency response plans developed for the IRZ must provide for the most rapid and effective protective actions possible, since the IRZ will have the highest concentration of agent and the least amount of warning time.

- **Protective Action Zone (PAZ).** An area that extends beyond the IRZ to approximately 16 to 50 km (10 to 30 miles) from the stockpile location. The PAZ is that area where public protective actions may still be necessary in case of an accidental release of chemical agent, but where the available warning and response time is such that most people could evacuate. However, other responses (e.g., sheltering) may be appropriate for institutions and special populations that could not evacuate within the available time.

- **Precautionary Zone (PZ).** The outermost portion of the EPZ for CSEPP, extending from the PAZ outer boundary to a distance where the risk of adverse impacts to humans is negligible. Because of the increased warning and response time available for implementation of response actions in the PZ, detailed local emergency planning is not required, although consequence management planning may be appropriate.

Emergency Response Team-An interagency team, consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT may be expanded by the FCO to include designated representatives of other Federal departments and agencies as needed. The ERT usually consists of regional-level staff.

Emergency Response Team Advance Element-For Federal disaster response and recovery activities under the Stafford Act, the portion of the ERT that is first deployed to the field to respond to a disaster incident. The ERT-A is the nucleus of the full ERT.

Emergency Response Team National-An ERT that has been established and rostered for deployment to catastrophic disasters where the resources of the FEMA Region have been, or are expected to be, overwhelmed. Three ERT-Ns have been established.

Emergency Support Function-In the FRP, a functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety. ESFs represent those types of Federal assistance which the State will most likely need because of the impact of a catastrophic or significant disaster on its own resources and response capabilities, or because of the specialized or unique nature of the assistance required. ESF missions are designed to supplement State and local response efforts.

Emergency Support Team-An interagency group operating from FEMA headquarters. The EST oversees the national-level response support effort under the FRP and coordinates activities with the ESF primary and support agencies in supporting Federal requirements in the field.

Evacuation- Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.

- **Spontaneous Evacuation.** Residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel is unorganized and unsupervised.

- **Voluntary Evacuation.** This is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or order are NOT required to evacuate, however it would be to their advantage to do so.

- **Mandatory or Directed Evacuation.** This is a warning to persons within the designated area that an imminent threat to life and property exists and individuals MUST evacuate in accordance with the instructions of local officials.

Evacuees- All persons removed or moving from areas threatened or struck by a disaster.

Exposure (Radiological)-A quantitative measure of gamma or x-ray radiation at a certain place based on its ability to produce ionization in air.

Exposure Rate(Radiological)-The amount of ionizing radiation to which an individual would be exposed or which he or she would receive per unit of time.

Federal Coordinating Officer-The person appointed by the President to coordinate Federal assistance in a Presidentially declared emergency or major disaster.

Field Assessment Team-

A small team of pre-identified technical experts that conduct an assessment of response needs (not a PDA) immediately following a disaster. The experts are drawn from FEMA, other agencies and organizations--such as the U.S. Public Health Service, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, and the American Red Cross--and the affected State(s). All FAsT operations are joint Federal/State efforts.

Flash Flood- Follows a situation in which rainfall is so intense and severe and runoff so rapid that it precludes recording and relating it to stream stages and other information in time to forecast a flood condition.

Flood- A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

Governor's Authorized Representative-The person empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance.

Hazard Mitigation-Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

Hazardous Material-Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

High-Hazard Areas-Geographic locations that for planning purposes have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, hazardous materials accident, etc.) resulting in vast property damage and loss of life.

Hurricane- A tropical cyclone, formed in the atmosphere over warm ocean areas, in which wind speeds reach 74 miles per hour or more and blow in a large spiral around a relatively calm center or "eye". Circulation is counter-clockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.

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.

Joint Information Center-A central point of contact for all news media near the scene of a large-scale disaster. News media representatives are kept informed of activities and events by public information officials who represent all participating Federal, State, and local agencies that are collocated at the JIC.

Joint Information System-Under the FRP, connection of public affairs personnel, decision-makers, and news centers by electronic mail, fax, and telephone when a single Federal-State-local JIC is not a viable option.

Mass Care- The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster.

Nuclear Detonation-An explosion resulting from fission and/or fusion reactions in nuclear material, such as that from a nuclear weapon.

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

Preliminary Damage Assessment-A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the State as a basis for the Governor's request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor's request. PDAs are made by at least one State and one Federal representative. A local government representative familiar with the extent and location of damage in the community often participates; other State and Federal agencies and voluntary relief organizations also may be asked to participate, as needed.

Radiation Sickness-The symptoms characterizing the sickness known as radiation injury, resulting from excessive exposure of the whole body to ionizing radiation.

Radiological Monitoring-The process of locating and measuring radiation by means of survey instruments that can detect and measure (as exposure rates) ionizing radiation.

Recovery- The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable.

Regional Operating Center-The temporary operations facility for the coordination of Federal response and recovery activities, located at the FEMA Regional Office (or Federal Regional Center) and led by the FEMA Regional Director or Deputy Director until the DFO becomes operational. Once the ERT-A is deployed, the ROC performs a support role for Federal staff at the disaster scene.

Resource Management-Those actions taken by a government to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.

Secondary Hazard-A threat whose potential would be realized as the result of a triggering event that of itself would constitute an emergency. For example, dam failure might be a secondary hazard associated with earthquakes.

Standard Operating Procedure-A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement EOPs by detailing and specifying how tasks assigned in the EOP are to be carried out.

State Coordinating Officer-The person appointed by the Governor to coordinate State, Commonwealth, or Territorial response and recovery activities with FRP-related activities of the Federal Government, in cooperation with the FCO.

State Liaison- A FEMA official assigned to a particular State, who handles initial coordination

with the State in the early stages of an emergency.

Storm Surge- A dome of sea water created by the strong winds and low barometric pressure in a hurricane that causes severe coastal flooding as the hurricane strikes land.

Terrorism- The use of--or threatened use of--criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation, rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered "terrorism").

Tornado- A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.

Tsunami- Sea waves produced by an undersea earthquake. Such sea waves can reach a height of 80 feet and can devastate coastal cities and low-lying coastal areas.

Warning- The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the NWS (e.g., severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area.

Watch- Indication by the NWS that, in a defined area, conditions are favorable for the specified type of severe weather (e.g., flash flood watch, severe thunderstorm watch, tornado watch, tropical storm watch).