

Jackson/Teton County Elected Officials' Guide to Emergency Operations



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INTRODUCTION

This manual is to be used as a guide only. It recommends procedures to help the efforts of elected officials from Town of Jackson and Teton County governments. The guidelines contained herein should not replace or override the judgment of those involved in managing town and county's efforts to recover from a disaster. Because every incident is unique, it is not feasible to develop a document outlining a single chronology or sequence of events for every emergency. Officials may need to alter procedures outlined in this manual in order to adequately address each event.

AUTHORITY

Federal

- 1) Public Law 81-920 (Federal Civil Defense Act of 1950) as amended
- 2) Public Law 93-288 (Disaster Relief Act of 1974) as amended

State

- 1) Wyoming Statutes 19-13 (Wyoming Homeland Security Act)
- 2) Executive Order 1988-7

Local

- 1) Teton County/Town of Jackson Emergency Operations Plan, September 2015
- 2) Teton County/Town of Jackson Multi-Hazard Mitigation Plan, March 2016
- 3) "A Resolution regarding Emergency Management in Teton County and the Town of Jackson"
 - a) Teton County Resolution #2015-039; Town of Jackson Resolution #15-24
- 4) National Incident Management System (NIMS) Resolution
 - a) Teton County Resolution #2015-038; Town of Jackson Resolution #15-23

SITUATION

Purpose

- 1) Provide for prevention/mitigation of disasters by reducing risk and preventing loss
- 2) Prepare for potential disasters by developing alerting and warning measures and training programs to enhance the effectiveness of emergency operations
- 3) Provide for a flexible response for managing emergencies, minimizing loss of life and property, and averting undue hardship and/or suffering
- 4) Provide for a means of performing recovery/restoration activities after the disaster impact
- 5) Establish continuity of government

Vulnerability

1) Potential hazards that may affect Teton County and the Town of Jackson

Table 1 Hazard Consequences (taken from Teton County/Town of Jackson/Teton Conservation District Multi-Hazard Mitigation Plan, March 2016)

| Hazard | Severity | Probability | Cumulative | Ranking |
|-------------------------|----------|-------------|------------|---------|
| Dam Failure | 4 | 1 | 2.5 | Medium |
| Drought | 4 | 3 | 3.5 | High |
| Earthquake | 4 | 1 | 2.5 | Medium |
| Expansive Soils | 1 | 1 | 1 | Low |
| Flood/flash flood | 3 | 2 | 2.5 | Medium |
| Hail | 1 | 4 | 2.5 | Medium |
| Hazardous Materials | 3 | 2 | 2.5 | Medium |
| Landslide/Avalanche | 3 | 4 | 3.5 | High |
| Land Subsidence | 2 | 1 | 1.5 | Low |
| Lightning | 3 | 4 | 3.5 | High |
| Liquefaction | 4 | 1 | 2.5 | Medium |
| Snow Avalanche | 3 | 4 | 3.5 | High |
| Terrorism | 4 | 1 | 2.5 | Medium |
| Tornado | 4 | 1 | 2.5 | Medium |
| Urban Fire | 3 | 2 | 2.5 | Medium |
| Windstorm | 2 | 1 | 1.5 | Low |
| Windblown deposit | 0 | 1 | 0.5 | Low |
| Wildland Fire | 4 | 3 | 3.5 | High |
| Winter Storms/Blizzards | 3 | 4 | 3.5 | High |
| Volcanism/Eruption | 4 | 0 | 2 | Medium |

Severity:

- 4 = Resulting in multiple deaths and/or extensive property damage
- 3 = Resulting in isolated deaths and/or isolated property damage
- 2 = Resulting in frequent injuries and/or limited property damage
- 1 = Resulting in infrequent injuries and/or property damage
- 0 = Resulting in no reported injuries on an annual or seasonal basis

Probability:

- 4 = Frequent; likely to occur on an annual or seasonal basis
- 3 = Probable; likely to occur several times in an average lifetime
- 2 = Occasional; likely to occur at some point in an average lifetime
- 1 = Remote; unlikely, but possible once in an average lifetime
- 0 = Improbable; so unlikely that it can be assumed it will not occur

Cumulative Ranking: Greater than 3 = High, 2-3 = Medium, Less than 2 = Low

- 2) Teton County/Town of Jackson may also be subject to the risk of an emergency as a result of:
 - a) Material or resource shortages
 - b) Agricultural related disasters (non weather)
 - c) Health related disasters
 - d) Evacuation from Yellowstone National Park/Grand Teton National Park as a result of an emergency/disaster occurring in the Parks

Local Resources

- 1) Personnel and equipment associated with Fire, EMS, Law Enforcement, Public Health, Hospital, Emergency Management, Public Works, Red Cross, Private Industry, Voluntary Organizations, and Airport
- 2) Resources available from neighboring counties, state, and federal agencies per mutual aid agreements/letters of understanding
 - a) Teton County is part of the Wyoming Inter-County Mutual Aid Agreement between County Commissioners from 17 (as of September 2016) Wyoming Counties.
<http://wyomingallhazards.wixsite.com/waha/wyoming-statewide-mutual-aid>

State Resources

- 1) For State/Federal assistance, requests are coordinated through Wyoming Office of Homeland Security (WOHS)
- 2) Request Procedures
 - a) Emergency Declaration
 - b) Situation Reports & Damage assessment
 - c) Fiscal Reports
- 3) Wyoming Office of Homeland Security Guides/Templates
 - a) Disaster Assistance Process Flowchart
 - b) Disaster Sequence of Events
 - c) Sample Local Disaster Declaration (also in appendix II)
 - d) All can be found at <http://wyohomelandsecurity.state.wy.us/disasterdecinfo.aspx>

Federal Resources

The U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), is the coordinating agency for all federal assistance for emergency management. Requests for federal assistance must be channeled through Wyoming Office of Homeland Security. How the federal government is organized to assist during emergencies is outlined in the National Response Framework (NRF), which can be found online at <http://www.fema.gov/emergency/nrf/>.

EXECUTION

Concept of Operations

- 1) The Town/County Administrators (Primary) and Mayor/Chairman (Secondary) are on the Emergency Fanout List. This is a notification list of key local personnel to advise them of potential emergency situations. Notification will be received via Nixle email/text message or phone call from the Emergency Operations Center (EOC) or Teton County Sheriff's Office Dispatch. The Administrator(s) and Mayor/Chairman are to notify other members of the Council/Commission of the situation and await further update from Emergency Management.
- 2) In a declared emergency or disaster, the Teton County Board of County Commissioners (Board) or Town of Jackson Council (Council) shall be responsible for the policy and direction of the overall emergency incident, and for the organization of personnel, resources, and facilities depending upon jurisdiction. The Board and Council, however, do not participate in the emergency response effort, nor do they participate directly in the functions of the Incident Command System (ICS).
- 3) The Incident Command System and the National Incident Management System (NIMS) shall be used as the incident management protocol for all emergency response agencies during emergencies/disasters.
- 4) The Board/Council is responsible for drafting a formal Delegation of Authority, and assigning an Incident Commander or Unified Commanders to manage the declared emergency or disaster.
- 5) The Emergency Management Coordinator is responsible for activation of the Town/County Emergency Operations Plan (EOP), management of the Teton County Emergency Operations Center (EOC), and providing situation reports to the Town/County Administrators, as appropriate.
- 6) The Town/County Administrator is responsible for keeping the Council/Board apprised of the situation and presenting items to them for approval such as evacuation orders, emergency declarations, resolutions on resource rationing, curfews, etc.
- 7) Heads of various departments/agencies (public, private and volunteer) are responsible for assigned Emergency Support Functions (ESF's) as outlined in the Town/County EOP.
- 8) Financial authority and the power to obligate monies:
 - a) In the event of a disaster/emergency in Teton County, the Emergency Management Coordinator has the authority to spend up to five thousand dollars per incident of Teton County funds for emergency response purposes before seeking approval from the Board of County Commissioners.
 - b) In the event of a disaster/emergency in the Town of Jackson, the Emergency Management Coordinator has the authority to spend up to five thousand dollars per incident of Town of Jackson funds for emergency response purposes before seeking approval from the Town Council.
 - c) Each emergency response agency may obligate funds towards an incident per agency policy and allocated budget.
 - d) The Board and/or Council have the authority to obligate additional monies which can be outlined in their Delegation of Authority to the Incident Commander/Unified Command.

9) Location of the primary Emergency Operations Center (EOC) is 3240 S Adams Canyon Dr. The backup EOC is located at the University of Wyoming Extension Office at 255 W Deloney Ave. If communications are down, the EOC should be the rally point for department heads and elected officials during a disaster.

10) Operations are divided into four phases:

a) **Prepare**

i) Preparation activities such as equipping responders, planning, training, and exercises

b) **Respond**

i) Appropriate emergency response

ii) Public alert/warning

iii) Evacuation

iv) Sheltering

v) Rationing

vi) Curfews

vii) Initiate damage assessment process

c) **Recover**

i) Continue damage assessment actions

ii) Continue necessary emergency response services (fire, medical, search and rescue, utility restoration, sanitation, sheltering, etc.)

iii) Request assistance as required (county/state/federal)

iv) Restore to pre disaster condition

d) **Mitigation**

i) Evaluate and consider actions to reduce or eliminate reoccurrence probabilities and incorporate them into the rebuilding/recovery phase

Note: Actions initiated in a particular phase may overlap into the next phase or phases, or actions designated in one phase may actually begin in the previous phase.

Emergency Task Assignments

1) Board of County Commissioners/Town Council

- a) Responsible for establishing policy before, during, and after an emergency (such as when to evacuate, when to ask for assistance, curfews, rationing, training requirements for employees, etc.)
- b) Establishes a line of succession within its government so that continuity of direction and control exists at all times
- c) Responsible for making the decision to expend funds and request outside support beyond mutual aid agreements when the incident is beyond the resources of the governmental body
- d) Participates in emergency training and exercises
- e) Responds to requests for emergency services from other political entities, as provided for in mutual aid agreements

2) Town/County Administrator

- a) Acts as primary contact point and liaison between Emergency Management and Town Council/County Commission
- b) Responsible for relaying alerts, warnings, and appropriate information from Emergency Management to Council/Commission
- c) Working with Town/County counsel, assists Council/Commission with drafting disaster declarations and delegations of authority as needed
- d) Participates in emergency training and exercises

3) Emergency Management Coordinator

- a) Acts on behalf of the Board/Council to build readiness for coordinated emergency operations
- b) Acts as principal advisor to the Board/Council on local emergency operations
- c) Assures coordination among the operating departments of government, with non government organizations (NGO's), and with higher and adjacent governments
- d) Activates, coordinates, and manages EOC operations and the EOP

4) Emergency Support Function (ESF) Departments/Agencies

- a) Develop and maintain disaster/emergency operations plans to effectively carry out their respective emergency support functions
- b) Upon activation of the EOC, the department/agency head, or representative, reports to the EOC as requested
- c) Make resources and facilities available for essential emergency use

- d) Provide coordination and support during emergency operations as required by the Town/County Emergency Operations Plan (EOP)
- e) Grant and/or use waivers in accordance with the applicable Wyoming statute for necessary response to and recovery operations from a disaster
- f) Provide training for personnel in appropriate disaster preparedness, response, and recovery functions

Emergency Support Functions (ESFs)

The individual/agency that is designated as ESF Coordinator is responsible for coordinating the activities of the function for the county/town. Individuals/agencies that are designated as Primary Agencies are responsible for assisting the ESF Coordinator in carrying out the activities of the function. These ESFs are assigned through the Town/County EOP.

| ESF Name | ESF Coordinator | Primary Agencies | Purpose |
|---|--|---|--|
| #01 Transportation | Teton County Road & Levee | WYDOT, START Bus | Ensures the coordination of transportation route repair and restoration. In addition, it ensures transportation support for agencies requiring access to significant events. |
| #02 Communications | Teton County Sheriff's Office Communications | County/Town/TCSO IT, Emergency Management | Ensures the availability and coordinated use of county communications systems for the dissemination of disaster information, for the exchange of information between decision-makers, and for the coordination of county support to local response agencies. |
| #03 Public Works and Engineering | Teton County Engineering | TOJ Public Works, Teton County Building Department, TOJ Planning & Building | Ensures coordination for pre- and post incident assessments as well as repair and restoration of essential facilities, utilities, and other public works. |
| #04 Firefighting | Jackson Hole Fire/EMS | | Enables the detection and suppression of wildland, rural, and urban fires. The function provides for a coordinated application of available resources. |

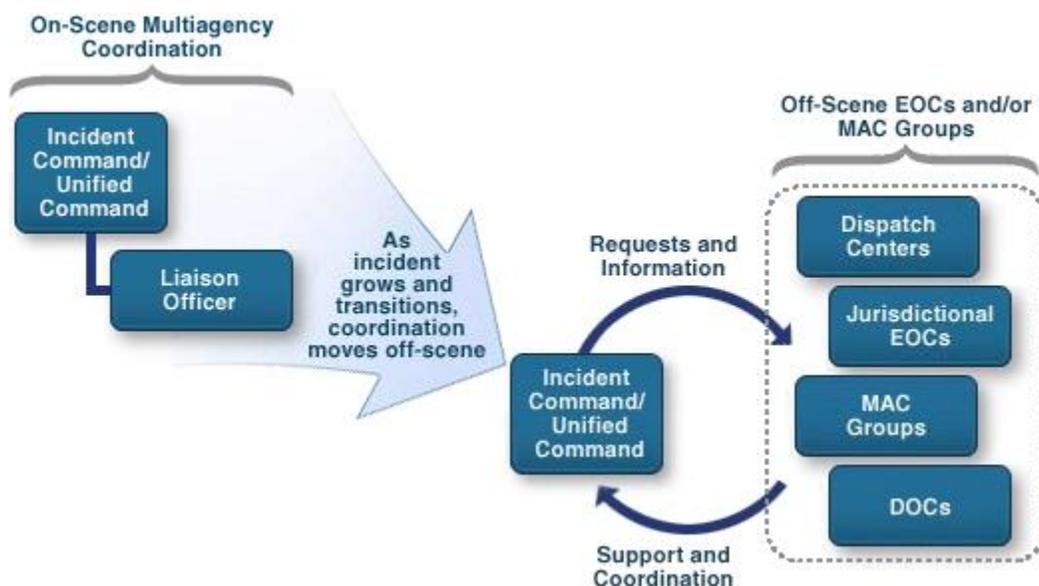
| ESF Name | ESF Coordinator | Primary Agencies | Purpose |
|---|-----------------------------------|---|--|
| #05 Emergency Management | Teton County Emergency Management | County Commissioners, Town Council | Supports mitigation, preparedness, response, and recovery activities of Teton County/Town of Jackson government, and local incident management. ESF #5 provides the core management and administrative functions in support of the Teton County Emergency Operations Center and Joint Information Center. |
| #06 Mass Care, Housing, and Human Services | Teton County Emergency Management | School District, Public Health, Red Cross, Hospital | Supports the county/town's efforts to address the non-medical mass care, housing, and human services needs of individuals and/or families impacted by disaster events. |
| #07 Resource Support | Teton County Emergency Management | County Commissioners, Town Council | Facilitates logistical and resource support, other than funds, to local emergency recovery efforts, including personnel, equipment, supplies, and similar items not included in other ESFs. |
| #08 Public Health and Medical Services | Teton County Health Officer | Public Health, Hospital | Ensures the provision of comprehensive medical care to disaster victims (including veterinary and/or animal health issues), supplements and supports disrupted or overburdened local medical personnel and facilities, and relieves personal suffering and trauma. It coordinates county/local health and medical resources in response to public health and medical care needs following a significant natural disaster or manmade event. |

| ESF Name | ESF Coordinator | Primary Agencies | Purpose |
|--|---|--|---|
| #09 Urban Search & Rescue | Jackson Hole Fire/EMS | | Addresses activities including locating, extricating, and providing onsite medical treatment to victims trapped in collapsed structures. |
| #10 Hazardous Materials Response | Jackson Hole Fire/EMS | Regional Emergency Response Team, Emergency Management | Provides support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials. |
| #11 Agriculture and Natural Resources | Teton County Extension Office | County Veterinarian, Public Health, County Commissioners, Town Council | Ensures an adequate and safe food supply; mitigates the loss of crops, livestock, and wildlife; and protects significant natural and cultural resources and historic properties. |
| #12 Energy | TOJ Public Works | | Coordinate the restoration of damaged energy systems and components after a disaster. In addition, it guides the restoration of energy supply. |
| #13 Public Safety and Security | Sheriff's Office/Police Department | | Integrates state public safety and security capabilities and resources to support the full range of incident management activities. |
| #14 Long-Term Recovery and Mitigation | Teton County Planning/TOJ Planning & Building | | Provides a framework for local government, nongovernmental organizations (NGOs), and the private sector designed to enable community recovery from the long-term consequences of a significant incident. During recovery efforts, this function seeks to simultaneously rebuild while reducing or eliminating (i.e. mitigating) the effects of future events. |

| ESF Name | ESF Coordinator | Primary Agencies | Purpose |
|----------------------|---|---------------------------------------|--|
| #15 External Affairs | Teton County Public Information Officer/TOJ Public Information Officer | County Commissioners, Town Council | Ensures that sufficient assets are deployed to the field during a potential or actual incident to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the local populace. |

CONTROL AND COORDINATION

Coordination



Coordination of a large-scale event by the Council/Commission should occur through the EOC. This is also where elected officials should turn for information on the incident. Elected officials maintain their legal authority and responsibility for the response to the incident through a Delegation of Authority (see appendix), which outlines who the Incident Commander (IC)/Unified Commanders (UC) are, what the expectations of the elected officials are, and any financial, political, or other limitations that may need to be taken into account by the IC. Both the Town and County Administrators are vital in facilitating this process and acting as a liaison between the EOC and elected officials.

Line of Authority

The Board of County Commissioners has the primary legal authority and responsibility for policy and direction of all emergency responses within the County, as does the Town Council within the Town of Jackson (although both should work together as a united body during incidents that cross jurisdictional boundaries). The Board/Council does not participate in the emergency response effort and does not directly participate in the functions of the Incident Command System that is managing the on-scene operations. The Emergency

Management Coordinator acts as an advisor to the Board/Council and coordinates the response of all agencies. Each department/agency chief is responsible for the control and coordination of his/her agency or department.

CONTINUITY OF GOVERNMENT

Objectives

- 1) The objective is to ensure continuity of leadership, direction, and services by local governments in the event of disaster, and to ensure performance of essential functions in the event of evacuation. To accomplish this objective, the following actions are required:
 - a) Establish automatic lines of succession for key functions of government
 - b) Preserve essential records needed to protect rights of individuals and conduct emergency operations (i.e. vital statistics, deeds, corporation papers, operational plans, resources data, authorities, personnel and payroll rosters, succession lists, supplies and equipment lists, laws, charters, and financial records)
 - c) Establish protected, equipped, and supplied emergency evacuation sites where operations can continue
 - d) Provide for the full use of government personnel, facilities, and equipment for emergency and disaster functions
 - e) Ensure capability to evacuate

Purpose

- 1) The purpose of the Continuity of Government concept is to develop and implement a plan which will maximize the potential for the local governments to preserve, maintain, or reconstitute their ability to carry out the executive, legislative, and judicial processes under the threat or occurrence of any emergency condition that could disrupt such processes and services. The overall purpose of the Continuity of Government concept is:
 - a) Preserve lawful leadership and authority
 - b) Prevent the unlawful assumption of authority
 - c) Preserve vital government documents
 - d) Assure that mechanisms and systems necessary for continued government direction and control are in place prior to the crisis
 - e) Assure that government services essential to the continued welfare of the public can be delivered during an emergency

Elements of Continuity of Government

- 1) **Succession**
 - a) The process that is established to list the order or line of those entitled to succeed one another under emergency conditions.
- 2) **Pre-delegation of Emergency Authorities**

- a) The process that is established to allow specific emergency-related legal authorities to be exercised by the elected or appointed leadership or their designated successors

3) **Emergency Action Steps**

- a) Actions that facilitate the ability of government personnel to respond quickly and efficiently to emergencies
- b) Assure that procedures list and quantify the specific actions that senior officials in leadership positions of the executive, legislative, and judicial branches of government must be prepared to take in response to emergency conditions

4) **Emergency Operations Center (EOC)**

- a) The central facility from which all emergency efforts can be coordinated and supported
- b) Assures that the capability exists for the leadership to coordinate and support operations from a centralized facility in the event of an emergency.

5) **Alternate Emergency Operations Center (AEOC)**

- a) A facility that can be used to coordinate and support all government emergency response efforts if the primary EOC facility is not available during emergencies
- b) The facility also houses key government officials that are forced to evacuate from the primary EOC

6) **Safeguarding Essential Records**

- a) The measures that are taken by government to protect those documents that the government must have to continue functioning during emergency conditions and to protect the rights and interests of citizens after the emergency is over.

7) **Protection of Government Resources, Facilities, and Personnel**

- a) The measures that are taken to protect resources, facilities, and personnel in a manner that will facilitate sufficient redundancy to ensure government can continue to function during emergency conditions.

Concept of Operations

- 1) Neither Wyoming State Statute, Town Ordinance, nor County Resolution address the issue of succession for the Council/Commission. As things stand, the acting Incident Commander (IC) or Unified Commanders (UC) would make policy decisions as deemed necessary during a crisis if the Council/Commission is incapacitated or unable to form a quorum.
- 2) The succession of government for Emergency Support Functions (ESF's) is specified in the Emergency Operations Plan (Coordinating Agencies are first, Primary Agencies second, etc.). Usually, these lines of succession are very general and deliberately limited.
- 3) Departments that enact their COOP must notify Emergency Management as soon as practical.

- 4) Through the Wyoming Association of Risk Management (WARM), both the Town and County have access to Agility Recovery Systems. This is a continuity of operations company that provides mobile office space, communications infrastructure, and planning templates for customers affected by disasters and displaced from their routine work spaces. The Emergency Management Coordinator, County HR Director, and Town/County Administrators have access to this system and can request assistance as directed.
- 5) Each department in both the Town and County are required by policy to have Continuity of Operations Plans (COOP) which outline lines of succession for each department, critical emergency functions of that department, etc.
- 6) Each jurisdiction should regularly exercise their emergency plans including those portions pertaining to Continuity of Government.

APPENDIX A: CHECKLISTS

Board of County Commissioners/Town Council

PHASE I: PREPARE

- 1) Attend briefings by department heads
- 2) Review policies, Emergency Operations Plan, and Multi-Hazard Mitigation Plan
- 3) Review assignment of all local government employees
- 4) Make appointments necessary to support the operational plan
- 5) Recommend local ordinances/resolutions necessary to mitigate the effects of potential disasters/emergencies and to provide legal authority to persons, departments, and agencies carrying out emergency management functions
- 6) Take suggested trainings in Incident Command System and incident response for elected officials
- 7) Ensure that a community recovery plan is written. The plan should address the following:
 - i) Housing facilities
 - ii) Commercial considerations
 - iii) Community facilities
 - iv) Utilities
 - v) Transportation
 - vi) Securing hazardous property, facilities
 - vii) Establish reconstruction organization

PHASE II: RESPOND

- 1) Assess situation and needs
- 2) Coordinate public information/announcements through Joint Information System (JIS) and Public Information Officer (PIO)
- 3) Continuously gather information and monitor situation
- 4) Issue Declaration of Emergency/Disaster
- 5) Provide policy and direction through the EOC
- 6) Order evacuation, if required
- 7) Request State/Federal assistance, if necessary

PHASE III: RECOVER

- 1) Ensure damage assessment and recovery actions are started
- 2) Request state and/or federal assistance, if necessary
- 3) Complete necessary reports and forms and submit to the State of Wyoming
- 4) Establish disaster assistance needed, availability, and organize local contractors.
- 5) Create recovery task force
- 6) Mobilize resources for recovery to expedite disaster relief and restore vital community facilities
- 7) Assess existing plans for implementation potential
- 8) Assess need for special resolutions, permits, and construction moratoria
- 9) Establish intercommunity, regional, state, and federal liaisons
- 10) Establish monitoring and feedback sources through Joint Information System (JIS) and Public Information Officer (PIO)

- 11) Continue assessment of damage, identification of needs, and sources of assistance.
- 12) Identify available resources. Monitor their availability.
- 13) Identify outside investment and aid for public facilities and private investment.

PHASE IV: MITIGATION

- 1) Assign the formulation of a plan for community development, including consideration of local hazards and recovery plan for affected area
- 2) Refine recovery plan
- 3) Request or authorize local appropriations
- 4) Recommend necessary special resolutions, and execute permits, moratoria, etc.
- 5) Apply for state and federal aid, if needed
- 6) Coordinate with key community service agencies for mitigation projects (utility companies, special districts, etc.)

Emergency Management Coordinator

PHASE I: PREPARE

- 1) Coordinate with departments/agencies to review Emergency Operations Plan (EOP)
- 2) Review, update, and test plan periodically
- 3) Ensure development of systems for warning, response, communications, shelters, and evacuation to support emergency management; ensure that the systems are reviewed, updated and tested periodically
- 4) Ensure that key elements of public emergency information are developed, published and distributed
- 5) Coordinate review and update of all emergency procedures
- 6) Establish necessary management procedures
- 7) Prepare EOC for activation

PHASE II: RESPOND

- 1) Alert key staff
- 2) Brief Board of County Commissioners/Town Council and department heads through Town/County Administrator
- 3) Recommend actions
- 4) Activate EOC and EOP
- 5) Notify Wyoming Office of Homeland Security (WOHS)
- 6) Brief EOC staff
- 7) Submit required reports to WOHS
- 8) Coordinate assistance through the Board for:
 - a) Mutual aid
 - b) State
 - c) Federal/Military
 - d) Disaster/emergency declaration
 - e) Delegation of authority

PHASE III: RECOVER

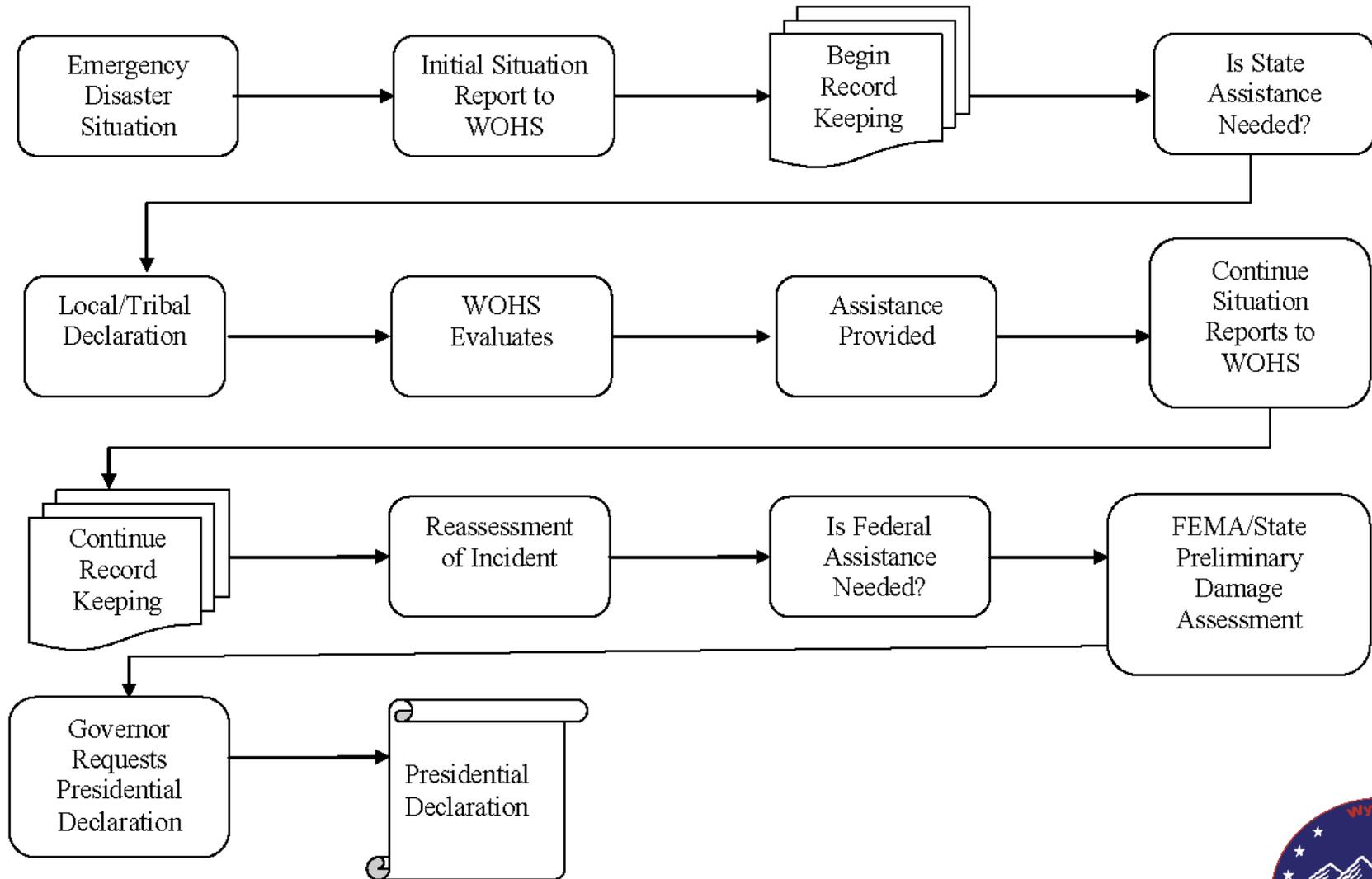
- 1) Coordinate damage and hazards assessment
- 2) Participate in recovery task force
- 3) Coordinate needed public assistance
- 4) Coordinate the mobilization of resources to expedite disaster relief and restore vital community facilities
- 5) Coordinate requests for state/federal assistance

PHASE IV: MITIGATION

- 1) Continue coordinating damage assessment activities
- 2) Participate in reconstruction task force
- 3) Ensure that hazard mitigation efforts are accounted for during reconstruction efforts
- 4) Coordinate available resources and monitor status

APPENDIX B: DISASTER ASSISTANCE PROCESS FLOW CHART

DISASTER ASSISTANCE PROCESS FLOW CHART



APPENDIX C: SAMPLE DISASTER DECLARATION

A Disaster Declaration must be issued prior to requesting state or federal assistance.

The following is a sample of the language that should be retyped onto the jurisdiction's official letterhead before submitting. Language should be changed to accurately describe current incident.

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

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

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

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

Chair, County Commissioners

(or Mayor of affected jurisdiction

Or appointed authorized representative)

WITNESS my hand and the seal of my office

This day of , 20 .

County (or City/Town) Clerk

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

APPENDIX D: SAMPLE DELEGATION OF AUTHORITY

As of _____ hrs, _____ 20xx, I have delegated the authority and responsibility for the complete management of the (name of incident) _____ Incident to the Incident Commander/Unified Commanders (insert name or names) _____.

As Incident Commander/Unified Commanders (IC/UC), you are accountable to the Board of County Commissioners/Town Council for the overall management of this incident including control and return to local forces. I expect you to adhere to relevant and applicable laws, policies, and professional standards. You will manage this incident under standard protocols and procedures for the Incident Command System (ICS) and the National Incident Management System (NIMS).

My considerations for management of the incident in order of highest priority to lowest are:

- 1) Provide for responder and public safety.
- 2) Provide incident stability.
- 3) Ensure preservation of property without unnecessary risk to life safety.
- 4) Manage the incident cost-effectively for the values at risk.
- 5) Provide for minimal disruption of access to critical community services and commerce. Access must be consistent with the safety of the public.
- 6) Provide training opportunities for less experienced responders in order to strengthen organizational capabilities of local area personnel.
- 7) Coordinate with _____ and the State for use of their resources, as needed, and incorporate them into the overall incident plan.
- 8) The media will be escorted whenever possible. Media cards will identify members of the media.
- 9) Initial attack on cascading events will be the responsibility of this Incident Management Team within a 10-mile radius of the incident.

(The agency may wish to consider adding stipulations for expenditure of funds, what the spending cap is before the IC/UC must request permission to spend funds, daily situational update requirements from the IC/UC, etc.)

Chair of Commission/Mayor

Date

WITNESS my hand and the seal of my office

This day of , 20 .

County (or City/Town) Clerk

APPENDIX E: TRAINING FOR ELECTED OFFICIALS/ADMINISTRATORS

The following courses have been picked by Teton County Emergency Management due to their applicability to elected officials/administrators in managing incidents. At this time, there are no federal requirements for elected officials to take any of these courses, however both the Town Council and County Commissioners have adopted by way of their Employee Policy Manuals and through Resolution/Ordinance that all Town/County full-time employees are required to take IS-100 and IS-700 courses. This ensures that the Town/County has a robust body of employees to best serve the public during disasters. Other higher level responders have more stringent training requirements.

- IS-100.b – Introduction to Incident Command System, ICS-100
<http://training.fema.gov/EMIWeb/IS/IS100b.asp>
- IS-700.a – NIMS An Introduction
<http://training.fema.gov/EMIWeb/IS/is700a.asp>
- IS-908 – Emergency Management for Senior Officials
<http://training.fema.gov/EMIWeb/IS/is908.asp>
- G-402 – Incident Command System Overview for Executives/Senior Officials
(classroom delivery only, can be delivered by Emergency Management)
- MGT-312 – Senior Officials’ Workshop for All-Hazards Preparedness
<http://www.teex.com/teex.cfm?pageid=training&area=teex&templateid=14&Division=ESTI&Course=MGT312>
(Classroom delivery only through Texas Engineering Extension Service; arrange for class through Emergency Management)
- Integrated Emergency Management Course (IEMC)
<http://training.fema.gov/emiweb/iemc/>
(Course offered through FEMA’s Emergency Management Institute in Emmitsburg, MD. FEMA provides travel, tuition, and lodging at no cost to home agency.)

APPENDIX F: ACRONYMS

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| AEOC | Alternate Emergency Operations Center |
| DHS | U.S. Department of Homeland Security |
| EM | Emergency Management |
| EMA | Emergency Management Agency |
| EOC | Emergency Operations Center |
| EOP | Emergency Operations Plan |
| ESF | Emergency Support Function |
| FEMA | Federal Emergency Management Agency |
| IC | Incident Commander |
| ICS | Incident Command System |
| JIC | Joint Information Center |
| JIS | Joint Information System |
| MACS | Multiagency Coordination System |
| NGO | Non-Governmental Organization |
| NIMS | National Incident Management System |
| NRF | National Response Framework |
| PIO | Public Information Officer |
| TOJ | Town of Jackson |
| UC | Unified Commander |
| WOHS | Wyoming Office of Homeland Security |