AGENDA
CITY OF SHERIDAN
JANUARY 23, 2023
STUDY SESSION COUNCIL MEETING START 5:30 P.M.

1. Discussion of Award to In-Yarak Construction, Inc. for Blacktooth Park Restrooms and Parks Maintenance/Storage Shop Project in the Amount of $743,950 - Public Works Director Hanns Mercer

2. Discussion of the Way Forward for DDA (Downtown Development Authority) - City Administrator Stuart McRae

3. Discussion of Sheridan County Emergency Operations Plan - City Administrator Stuart McRae.

4. Discussion of Updates to Cemetery Policy Addressing the Addition of the Columbarium - City Clerk Cecilia Good and Parks Superintendent Joshua Morgan

5. Discussion of Transfer of Ownership for Resort Liquor License #1 (DBA Ramada Plaza) to Sheridan USA, Inc - City Clerk Cecilia Good

6. Discussion of Committee Creation Process - City Attorney Brendon Kerns

7. Discussion of GPET Process - City Treasurer Karen Burtis

8. Discussion of Bid Award for Replacement of Fire Loss Police Patrol Vehicle - Chief of Police Travis Koltiska

CITY OF SHERIDAN, WYOMING
55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Public Works

MEMORANDUM

Project Name:	Discussion of Award to In-Yarak Construction, Inc. for Blacktooth Park Restrooms and Parks Maintenance/Storage Shop Project in the Amount of $743,950 - Public Works Director Hanns Mercer
From:	Hanns Mercer, Public Works Director
To:	Mayor and Council
CC:	
Date:	12/27/2022

Recommendation:

The City of Sheridan received sealed bids for Blacktooth Park Phase III Project and the bid opening took place on Tuesday, January 10, 2023. Staff recommends that the Mayor and City Council award the project to In-Yarak Construction, Inc., the lowest qualified bidder, in the amount of $743,950.

Staff requests that for the Blacktooth Park Phase III Project, the Mayor and City Council authorize the Public Works Director, Hanns Mercer, to act on behalf of the Council and Mayor on all matters related to this project.

Background:

The Blacktooth Park Phase III Project includes the installation of a 2,000 sq. ft. stick built building housing a public restroom, and an adjoining Parks Department maintenance building with a covered patio.

The project was advertised on December 16, 20, and 29, 2022. A pre-bid conference was held on December 22, 2022.

Bids Received:

In-Yarak Construction, Inc.	$743,950.00
O'Dell Construction	$752,890.00
Van Ewing Construction	$940,250.00

Discussion:

Blacktooth Park has been in development for many years. The phasing is as follows:
Phase 1 - Initial construction of 3 soccer fields - Complete
Phase 2 - Addition of 1 soccer field and installation of gravity sewer to serve the restroom building - Complete
Phase 3 - Construction of restroom/Parks Department building - Current
Phase 4 - All inclusive playground - Future

Funding:

This project is funded by GPET, Public Benefit and LWC Grant.

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

City Administrator

MEMORANDUM

Project Name: Discussion of Sheridan County Emergency Operations Plan - City Administrator Stuart McRae.
From:
To: Mayor and Council
CC:
Date:

Background:

Discussion of the final version of the updated County EOP for City adoption. The County EOP is the City's mechanism for obtaining State and Federal emergency management funds in the case of a larger emergency and does not preclude the City from addressing internal emergency funding unilaterally.

Attachments

Certification of Approval
EOP Approval
Emergency Operations Plan

CERTIFICATION OF APPROVAL

SHERIDAN COUNTY,
CITY OF SHERIDAN
EMERGENCY OPERATING PLAN

This certifies the December 16th, 2022 version of the Sheridan County Emergency Operations Plan (SC-EOP) has been accepted and approved by Sheridan County as required by W.S. 19-13-108.

This plan supersedes all previous Emergency Operations Plans or similar documents.

_____
Mayor, City of Sheridan

_____
City Clerk

_____
Date of approval by the City of Sheridan Council

_____
Jesse Ludikhuize
Sheridan County Emergency Management Coordinator

_____
Date

APPROVAL PAGE

SHERIDAN COUNTY
EMERGENCY OPERATIONS PLAN (EOP)
Rewrite

Effective Date: 12·20·2022

To: Sheridan County Jurisdictions and Stakeholders

Transmitted herewith is the rewrite acknowledgement of (and multi-year update, as appropriate, to) the Emergency Operations Plan for Sheridan County and the cities/towns therein. This rewrite supersedes prior reviews and any update to emergency management/civil defense plans promulgated by the county. The plan provides a framework in which the departments of each city, town, and the county can plan and perform their respective emergency functions during a disaster or national emergency.

This plan recognizes the need for ongoing Emergency Management Planning by all jurisdictions of government within Sheridan County. This plan attempts to be all inclusive in combining the phases of Emergency Management, which are **(1)** Mitigation: Those activities which eliminate or reduce the probability of disaster; **(2)** Preparedness: Those activities which government, organizations, and individuals develop to save lives and minimize damage; **(3)** Response: To prevent loss of lives and property and provide emergency assistance; **(4)** Recovery: Short-term and long-term activities which return the community to normal or with improved standards.

This plan is in accordance with existing Federal, State and Local statutes. This rewrite/update page (and any attachments, as appropriate) is being submitted to the Wyoming Office of Homeland Security (WOHS) pursuant to their update requirement. The County's EOP will be revised and updated on an "as needed basis." There may be instances in which no changes are required; however, the plan will still be considered as "updated" via this rewrite/approval cover page.

It is incumbent on recipients to advise the Sheridan County Emergency Management Coordinator of any plan changes or updates, especially those which might result in improvements. Reviews will occur approximately every two years as required by WOHS. However, this rewrite/update/approval page for the EOP remains in effect beyond the two-year time span from the issue date, unless superseded by substantive, significant, changes to the EOP, as determined by the Emergency Management Coordinator in consultation with County Stakeholders (LEPC, etc.). Minor changes to the plan will not automatically require re-signing of this approval page (i.e., typo corrections, changes to FEMA ESF references, personnel, or phone number/contact updates etc.).

Dated this day: 20th day of December.

Lonnie J. Wright
Chairman, Sheridan County Board of County Commissioners

2022
Sheridan County
Emergency Operations Plan (SC-EOP)
BASE PLAN

December 16, 2022

I. PROMULGATION

The Sheridan County Emergency Operations Plan (SC-EOP) is a policy-level framework outlining a collaborative approach to emergency response activities within Sheridan County. The SC-EOP serves as the homeland security plan for Sheridan County as required in Wyoming State Statute *(W.S. 19-13-108).*

The SC-EOP is considered part of Sheridan County's emergency plan canon by Sheridan County Emergency Management (SCEM), and as such, all Sheridan County departments, divisions, and boards are expected to review, exercise, and follow this plan during incident response.

II. APPROVAL AND IMPLEMENTATION

APPROVAL PAGE

SHERIDAN COUNTY
EMERGENCY OPERATIONS PLAN (EOP)
Rewrite

Effective Date: 12·20·2022

To: Sheridan County Jurisdictions and Stakeholders

Transmitted herewith is the rewrite acknowledgement of (and multi-year update, as appropriate, to) the Emergency Operations Plan for Sheridan County and the cities/towns therein. This rewrite supersedes prior reviews and any update to emergency management/civil defense plans promulgated by the county. The plan provides a framework in which the departments of each city, town, and the county can plan and perform their respective emergency functions during a disaster or national emergency.

This plan recognizes the need for ongoing Emergency Management Planning by all jurisdictions of government within Sheridan County. This plan attempts to be all inclusive in combining the phases of Emergency Management, which are **(1)** Mitigation: Those activities which eliminate or reduce the probability of disaster; **(2)** Preparedness: Those activities which government, organizations, and individuals develop to save lives and minimize damage; **(3)** Response: To prevent loss of lives and property and provide emergency assistance; **(4)** Recovery: Short-term and long-term activities which return the community to normal or with improved standards.

This plan is in accordance with existing Federal, State and Local statutes. This rewrite/update page (and any attachments, as appropriate) is being submitted to the Wyoming Office of Homeland Security (WOHS) pursuant to their update requirement. The County's EOP will be revised and updated on an "as needed basis." There may be instances in which no changes are required; however, the plan will still be considered as "updated" via this rewrite/approval cover page.

It is incumbent on recipients to advise the Sheridan County Emergency Management Coordinator of any plan changes or updates, especially those which might result in improvements. Reviews will occur approximately every two years as required by WOHS. However, this rewrite/update/approval page for the EOP remains in effect beyond the two-year time span from the issue date, unless superseded by substantive, significant, changes to the EOP, as determined by the Emergency Management Coordinator in consultation with County Stakeholders (LEPC, etc.). Minor changes to the plan will not automatically require re-signing of this approval page (i.e., typo corrections, changes to FEMA ESF references, personnel, or phone number/contact updates etc.).

Dated this day: 20th day of December.

Lonnie J. Wright
Chairman, Sheridan County Board of County Commissioners

III. RECORD OF CHANGES

The table below provides an ongoing list of changes or revisions throughout the five-year plan review cycle. Any new changes, additions, or modifications to the SC-EOP are to be added to the table below at the time of revision. New additions will be shared with the departments identified on the distribution list.

Change Number: YR-XXX	Date of Change: MM/YYYY	Change Summary/Sections Affected	Position Name/Initials

IV. PLAN DIRECTION AND ORGANIZATION

The SC-EOP is modeled after the National Response Framework (NRF) and consists of a base plan, appendices, and three types of annexes: Agency, Incident, and Support. To facilitate efficient navigation, the SC-EOP includes hyperlinks between sections when referenced. The plan is best read using a PDF viewer.

Base Plan

The Base Plan describes the structure and processes comprising a countywide approach to incident management designed to integrate the efforts and resources of local, private sector, and nongovernmental organizations. The Base Plan includes planning assumptions, roles and responsibilities, concept of operations, incident management actions, and plan maintenance instructions.

Appendices provide other relevant, more detailed supporting information, including terms, definitions, acronyms, and authorities. Appendices will also include relevant Federal Emergency Management Agency (FEMA) forms and templates that may be useful during incident response.

Agency Annexes

The SC-EOP will use the Agency/Department-focused format to describe key incident support functions. These agency annexes will focus on critical functions and those responsible for carrying them out. These annexes describe policies, processes, roles and responsibilities of various partner agencies before, during, and after an emergency.

Incident Annexes

The Incident Annexes address contingency or hazard situations requiring specialized application of the EOP. The Incident Annexes describe the policies, responsibilities, and coordination processes that govern the interaction of public and private entities engaged in incident management and emergency response operations across a spectrum of potential hazards. These annexes are typically augmented by a variety of supporting plans and operational supplements.

Support Annexes

The Support Annexes describe any functions that are complex enough that they require engagement across many agencies for implementation. Like the Incident Annexes, the Support Annexes describe a situation or function that requires specialized application of the EOP.

V. Table of Contents

I. Promulgation ..... **i**
II. Approval and Implementation ..... **ii**
III. Record of Changes ..... **iii**
IV. Plan Direction and Organization ..... **iv**
Base Plan IV
Agency Annexes IV
Incident Annexes IV
Support Annexes IV
V. Table of Contents ..... **v**
Section 1. Introduction **1**
1.1. PURPOSE 1
1.2. SCOPE 1
1.3. AUTHORITIES 1
1.4. SITUATION OVERVIEW 1
1.5. PLANNING ASSUMPTIONS 3
Section 2. Concept of Operations **5**
2.1. KEY CONCEPTS 5
2.2. EMERGENCY AND DISASTER DECLARATIONS 6
2.3. SHERIDAN COUNTY EMERGENCY OPERATIONS CENTER (SC-EOC) 9
Section 3. Roles and Responsibilities **13**
3.1. FEDERAL GOVERNMENT 16
3.2. STATE GOVERNMENT 17
3.3. SHERIDAN COUNTY BOARD OF COUNTY COMMISSIONERS 19
3.4. CITY AND TOWN COUNCILS 20
3.5. SHERIDAN COUNTY ADMINISTRATOR 20
3.6. CITY/TOWN ADMINISTRATORS 21
3.7. MUNICIPAL AND COUNTY DEPARTMENTS AND AGENCIES 21
3.8. LEGAL AFFAIRS 21
3.9. NONPROFIT AND PRIVATE-SECTOR ORGANIZATIONS 22
3.10. COMMUNITY MEMBERS 22
3.11. MUTUAL AID 22
Section 4. Direction, Control, and Coordination **24**

4.1. DIRECTION 24
4.2. CONTROL....26
4.3. COORDINATION 26
Section 5. Information Collection, Analysis, and Dissemination....28
5.1. COLLECTION 28
5.2. ANALYSIS....28
5.3. DISSEMINATION....29
Section 6. Communications and Coordination 30
6.1. ALERTS, WARNINGS, AND NOTIFICATIONS 30
6.2. INTEROPERABLE COMMUNICATIONS 34
6.3. PUBLIC INFORMATION AND EXTERNAL AFFAIRS....35
Section 7. Administration, Finance, and Logistics 38
7.1. ADMINISTRATION....38
7.2. FINANCE 39
7.3. LOGISTICS....43
Section 8. Plan Management and Maintenance 45
8.1. PLAN DEVELOPMENT....45
8.2. PLAN MAINTENANCE....45
8.3. TRAINING AND EXERCISES 45
8.4. DISTRIBUTION....45
Agency Annexes .... AA-1`
American Red Cross Agency Annex AA-3
Sheridan Coroner's Office Agency Annex AA-7
Emergency Management Department Annex....AA-9
Fairground Agency Annex....AA-13
Firefighting Agencies Annex....AA-15
Information Technology Agency Annex AA-21
Joint Dispatch Center Agencies Annex....AA-25
Law Enforcement Agencies Annex....AA-29
Sheridan County Public Health Annex....AA-35
Public Works Annex....AA-39
Regional Emergency Response Team Agency Annex AA-45
Salvation Army Agency Annex AA-49

Sheridan Area Search and Rescue Agency Annex AA-53
Sheridan College Agency Annex AA-55
Sheridan County School Districts Agency Annex AA-57
Sheridan Memorial Hospital Annex AA-60
The Hub Agency Annex AA-62
University of Wyoming Extension Office Agency Annex AA-66
Volunteers of America, Northern Rockies AA-72
Wyoming Regional EMS Agency Annex AA-74

Incident Annexes **IA-1**

Dam Failure Hazard Annex IA-3
Biological – Pandemic Incident Annex IA-15
Cyber Incident Annex IA-21
Flood Annex IA-27
Hazardous Material Incident Annex IA-35
Severe Spring / Summer Weather Annex IA-41
Severe Winter Weather Annex IA-47
Terrorism Incident Annex IA-53
Wildfire Incident Annex IA-59

Support Annexes **SA-1**

Protective Actions Support Annex SA-3
Volunteers Management Annex SA-11

Appendices **App-1**

Appendix A. Plan Distribution List App-3
Appendix B. Glossary App-5
Appendix C. Acronyms App-11
Appendix D. Applicable Laws, Regulations, and Statutes App-13
Appendix E. Forms and Templates App-23
Dam Failure and Flood Event Procedures App-23
Dam Failure Report App-25
National Weather Service (NWS) Billings, MT Checklist App-32
Reservoir and Dam Owner Checklist App-33
Water Commissioner Checklist App-34
Water Utility Checklist App-35

911 Center Checklist App-36
Sheridan County Emergency Management Agency Checklist App-38
Sheridan County Sheriff's Office Checklist App-41
Police Department Checklist App-43
Wyoming Highway Patrol Checklist App-45
Risk Area Maps App-47
ICS Fillable Forms App-48
Appendix F. Memoranda of Agreement/Understanding App-116

SECTION 1. INTRODUCTION

Sheridan County takes a proactive role in preventing, protecting against, mitigating, responding to, and recovering from potential natural hazards, technological hazards, and human-caused threats. The County and its municipalities intend to act quickly to prevent emergencies as much as possible, and to facilitate an orderly, efficient response and recovery to all disasters.

The Sheridan County Emergency Operations Plan (SC-EOP) serves as the homeland security plan for Sheridan County as required in Wyoming State Statute (W.S. 19-13-108).

1.1. Purpose

The SC-EOP is a framework describing the approach to responding to natural, technological, or human-caused disasters and emergencies impacting Sheridan County and its municipalities. The SC-EOP outlines the roles and responsibilities of the agencies responsible for the protection of people, property, critical infrastructure, and natural resources in Sheridan County.

The SC-EOP follows the principles of the National Incident Management System (NIMS) Third Edition 2017 and leverages guidance established within the National Response Framework (NRF) Fourth Edition 2019, and Comprehensive Preparedness Guide (CPG) 101, v3.0 2021.

1.2. Scope

The SC-EOP addresses resource, coordination, and support needs for response to all types of threats, major disasters, planned events, or other emergencies impacting Sheridan County communities, including unincorporated Sheridan County, City of Sheridan, Town of Clearmont, Town of Dayton, and Town of Ranchester. This includes locally declared emergencies, a State Declared Disaster, or a Federal Declared Disaster.

The SC-EOP is applicable to all local departments and agencies that may be asked to support emergency response operations within Sheridan County.

1.3. Authorities

Various federal, state, and local statutory authorities and policies provide the basis for local emergency response operations. Nothing in the SC-EOP alters existing authorities or conveys new authorities to local officials or individual departments and agencies. The Agency Annexes provide a summary of relevant statutes that provide additional authority and policy direction.

The SC-EOP may be used in conjunction with other emergency plans developed under these and other authorities as well as memorandums of understanding (MOUs) among agencies.

1.4. Situation Overview

Sheridan County covers about 2,524 square miles of land in north-central Wyoming, sharing a border with Montana. This shared border creates an important relationship with Big Horn County, MT. Sheridan County is a part of Wyoming Region 1, which includes Campbell, Crook, Johnson, and Weston counties, collectively making up the northeast corner of the state.

The local geography includes high plains in the eastern portion, and high peaks from the Bighorn Mountains towards the west. Several major tributaries to the Yellowstone River flow through Sheridan County, including the Tongue River and Powder River. About 65% of Sheridan County is privately owned lands and 35% is a mix of federal and state-owned lands. Bighorn National Forest encompasses the west side of Sheridan and Johnson counties. Interstate 90 runs through the county, traversing Ranchester and the City of Sheridan. State Highway 14 and 16 connect to I-90, connecting to Clearmont in the east and Dayton in the west.

Approximately 31,00 people live in Sheridan County, with nearly 60% living in the City of Sheridan, 35% living in unincorporated county areas, and the remaining 5% living in the towns of Clearmont, Dayton, and Ranchester.

Sheridan County Emergency Management (SCEM) is an independent department within the county government with the mission to lessen the effects of a disaster on the lives and property of Sheridan County through leadership, coordination, and support. SCEM was designated as the local homeland security program for Sheridan County and all its municipalities, as outlined in Wyoming State Statute (W.S. 19-13-108).

SCEM is responsible for coordinating the Local Emergency Planning Committee (LEPC) and Community Emergency Response Team (CERT), as well as managing emergency planning efforts, including the Hazard Mitigation Plan (HMP), Community Wildfire Protection Plan (CWPP), and the SC-EOP. SCEM coordinates across the Whole Community, including all levels of government, community-based organizations, the private sector, and the public to ensure efficient prevention of, mitigation, response to, and recovery from emergencies and disasters.

1.4.1. Hazard Vulnerability Assessment

The Region 1 Hazard Mitigation Plan (HMP) was last updated in 2018. The HMP identifies 12 natural hazards and two (2) technological hazards that pose a significant and potentially life-threatening risk to community members. **Table 1** provides a summary of hazard significance for each jurisdiction in Sheridan County based on a combination of geographic extent, potential magnitude/severity, and frequency/probability of occurrence. Drought, flooding, severe winter weather, and wildfire pose the greatest risk to Sheridan County communities.

The HMP does not include additional human-caused threats that may pose a risk to Sheridan County, including cyber threats or attacks, terrorism, or a public health emergency. More detail on the hazard identification and risk assessment is available in the Sheridan County Annex of the 2018 HMP, which is updated every five years and approved by FEMA.

Table 1. Hazard Identification and Risk Assessment by Municipality (2018 HMP)

Hazard	Sheridan County	Clearmont	Dayton	Ranchester	Sheridan
Dam Failure	Medium	Medium	Medium	Medium	Medium
Drought	High	High	High	High	High
Earthquake	Low	Medium	Low	Low	Low
Expansive Soil	Low	Low	Low	Low	Low
Flood	High	Medium	High	High	High

Table 1. Hazard Identification and Risk Assessment by Municipality (2018 HMP)					
Hazard	**Sheridan County**	**Clearmont**	**Dayton**	**Ranchester**	**Sheridan**
Hail	Medium	Medium	Low	Low	Medium
Hazardous Materials	Medium	Low	Low	Low	Medium
High Winds and Downbursts	Medium	Medium	Medium	Medium	Medium
Landslide/Rockfall/Debris Flow	Medium	Low	Low	Low	Medium
Lightning	Medium	Medium	Medium	Medium	Medium
Mine and Land Subsidence	Low	Low	Low	Low	Low
Severe Winter Weather	High	High	High	High	High
Tornado	Medium	Low	Low	Low	Medium
Wildfire	High	High	Medium	Medium	High

1.5. Planning Assumptions

Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level. While resources may eventually become available through mutual aid and from the State of Wyoming and Federal government, Sheridan County and its municipalities will first be responsible for managing emergency operations using local resources.

The SC-EOP is based on the following planning assumptions and considerations:

- Sheridan County is vulnerable to the hazards indicated above as well as others which may develop in the future.
- Warning time available to implement the SC-EOP will vary from little or no warning to days or longer, depending on the hazard.
- Local government officials, both elected and appointed, will, to the best of their abilities carry out all responsibilities regarding public safety and the protection of property. These responsibilities include attention to all phases of emergency management and provisions to ensure the continuity of an effective, constitutional form of government.
- Agencies with emergency responsibilities are properly trained, familiar with existing plans, and can implement them in a timely and effective manner.
- Members of the public, as well as local government, community-based organizations, and businesses should plan to be self-sufficient for at least two weeks after a catastrophic emergency or disaster.
- Outside assistance will eventually be available to supplement local government resources to cope with a disaster, but may not arrive for several days, depending on the resource, providing agency, and need.
- Incidents could occur elsewhere in the state or country which may require Sheridan County to host evacuees or otherwise provide mutual aid resources.
- Incidents could cross jurisdictional boundaries, requiring a cooperative response.
- Incident response will require information-sharing and coordination across several agencies and jurisdictions, as well as between public and private entities.

- A significant emergency or disaster will impact the entire community, potentially overwhelming critical infrastructure, leading to fatalities and injuries, and damaging property, infrastructure, and natural resources.

SECTION 2. CONCEPT OF OPERATIONS

The Concept of Operations section describes the concepts, policies, and structures that will organize Sheridan County incident response in alignment with NIMS.

Plan Activation

An Emergency Management Coordinator (EMC) is appointed by the Sheridan County Board of County Commissioner to act as their agent in leading an emergency management program. The EMC is responsible for activating and applying the SC-EOP as an operational and policy guide for any emergency or disaster. Activation and application of the SC-EOP may also include enhanced monitoring activities by SCEM. The SC-EOP is "de-activated" when the jurisdiction returns to steady-state operations.

2.1. Key Concepts

In alignment with the National Response Framework, Sheridan County has identified the following priorities for incident response:

- **Life Safety:** Ensure the safety and security of community members, first responders, and support personnel.
- **Incident Stabilization:** Establish leadership to stabilize Community Lifelines and reduce future impacts.
- **Protect Property and Environment:** Protect infrastructure assets, systems, and networks, whether physical or virtual, and preserve environmental resources.
- **Societal Restoration:** Reestablish disrupted Community Lifelines.

2.1.1. Emergency Response Agencies

Emergency response functions will generally parallel the normal daily operation of local government agencies and departments. These existing organizational structures are the way we organize across the community **– *the means* –** to enhance coordination and integration during an emergency. To the extent possible, the same personnel will participate in both activities – regular operations and emergency operations. Those day-to-day functions that do not contribute to emergency operations may be suspended for the duration of the emergency and recovery period. Resources normally required for day-to-day operations may be redirected to support emergency operations.

2.1.2. Core Capabilities

The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken **– *the ways* –** to stabilize and reestablish Community Lifelines. Each agency included in the SC-EOP is associated with various capabilities within the Response Mission Area.

2.1.3. Community Lifelines

FEMA developed the Community Lifelines concept to create a common framework to prioritize and ensure the delivery of critical services within a community that must be stabilized or

reestablished **– *the ends* –** to alleviate threats to life and property. The seven (7) Community Lifelines are illustrated in **Figure 1**below.

Figure 1. FEMA Community Lifelines

2.1.4. Vulnerable Populations

Sheridan County is committed to serving the entire community before, during, and after an emergency or disaster. We recognize that not all community members are equally self-sufficient during a disaster, and some may require more immediate and comprehensive resources and support from the local government. These community members are considered more vulnerable during an emergency and will be a priority during response.

The Wyoming State Response Coordination Plan (SRCP) defines Functional, Vulnerable, or Special Needs populations as the following:

- Infants and young children
- Pregnant women
- Older adults
- People with weakened immune systems or chronic health impairments
- People who do not speak English as their primary language
- People with mental health or physical disabilities that will need unique accommodation
- People who are transient, including tourists, seasonal works, and the homeless

Sheridan County will apply the SRCP definition to prioritize resources and support for vulnerable populations during emergency response.

2.2. Emergency and Disaster Declarations

This section describes the process, templates, and individuals involved in issuing a declaration of emergency or disaster for all-hazards incidents, including potential coordination with the state and federal governments. A formal declaration of emergency or disaster may expedite access to necessary resources and assistance from neighboring communities, key stakeholders, and when appropriate the state or federal government.

2.2.1. Locally Declared Disasters

If an emergency exceeds the resources and capabilities of local response operations and/or immediately available mutual aid resources, the Sheridan County Board of County Commissioners may declare a state of emergency. This declaration may include the entire county or specific communities, as requested by City/Town Councils. The declaration can be

used to request and secure additional assistance, including the Wyoming State Response Coordination Center (SRCC).

A template for a local disaster declaration, provided by Wyoming Office of Homeland Security (WOHS), is available in the SC-EOP Appendices**.** Once the declaration is sent to WOHS, a State of Emergency can be declared by the Governor of Wyoming, as described below.

2.2.2. State Declared Disasters

If the Governor determines the disaster is beyond the ability of local government to effectively respond, a State of Emergency can be declared through an executive order or proclamation.

- SCEM will provide documentation in support of a Declaration request, in accordance with Wyoming State Statute and WOHS policy.
- The action of the Governor will be in support of the local jurisdiction's expressed needs.

The Declaration of a State of Disaster or State of Emergency by the Governor serves to:

- Activate the emergency response, recovery, and mitigation phases of the state and local emergency management plans, including the SRCP.
- Provide authority for the mobilization and deployment of all resources to which the plans refer, or any other provision of law relating to emergencies.
- In alignment with the SRCP, allow various state agencies authority and responsibility for emergency functions.

WOHS will present the Governor with the following information:

- Nature and amount of state and local resources that have been or will be committed
- An estimate of the amount and severity of damage and impacts
- An estimate of the type and amount of state assistance needed

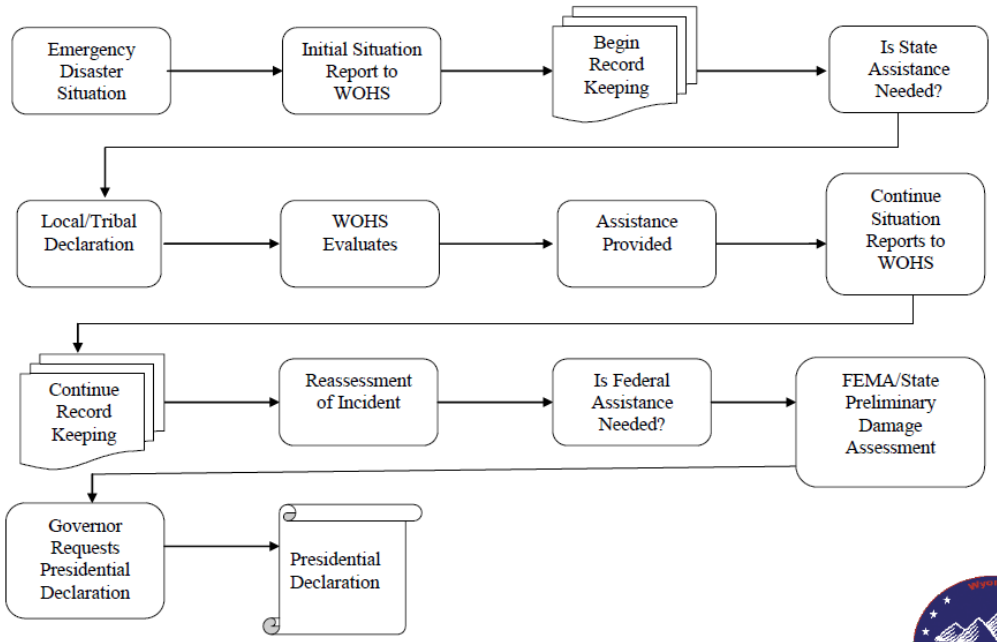
The State of Disaster or Emergency shall continue until the Governor finds that the threat of danger has passed or that the disaster has been dealt with to the extent that emergency conditions no longer exist, and the Governor terminates the State of Disaster or Emergency by executive order or proclamation. The executive order shall indicate:

- The nature of the disaster
- The area threatened
- The conditions which have brought it about, or which make possible termination of the State of Disaster or Emergency

An executive order or proclamation shall be disseminated promptly by means calculated to bring its contents to the attention of the public and, unless the circumstances attendant upon the disaster prevents or impede, shall be promptly filed with WOHS, the Secretary of State, and the local jurisdiction in the area to which it applies.

Documentation of the complete State of Wyoming process for disaster assistance is described in **Figure 2.**

Figure 2. State Disaster Assistance Process Flow Chart[1]



[1] Disaster Assistance Process Flow Chart. Wyoming Office of Homeland Security (WOHS). https://hls.wyo.gov/plans-and-documents

2.2.3. Presidential Disaster Declarations

As established in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), all requests for a Declaration by the President that a major disaster exists shall be made by the Governor. The Stafford Act includes two types of disaster declarations:

- **Emergency Declarations:** The President can declare an emergency for any occasion or instance when the President determines federal assistance is needed. Emergency declarations supplement state and local efforts in providing emergency services.
- **Major Disaster Declarations:** The President can declare a major disaster for any natural event that the President determines has caused damage of such severity that it is beyond the combined capabilities of state and local governments to respond. A major disaster declaration provides a wide range of federal assistance programs for individuals and public infrastructure, including funds for both emergency and permanent work.

Federal assistance through a Presidential Disaster Declaration is requested by the Governor if the situation meets the criteria for a declaration. The Governor submits a written request to the president through FEMA Region VIII in Denver, CO. FEMA gathers information to supplement the Governor's request, and this is sent to the President who determines the final disposition. The disposition of the request is transmitted through FEMA Region VIII back to the Governor. FEMA, part of the Emergency Preparedness and Response Directorate of the Department of Homeland Security, is tasked with coordinating the response of federal agencies with state and local governments.

Based on the Governor's request, the President may declare that a Major Disaster or Emergency exists, thus activating an array of federal programs to assist in the response and recovery effort. Not all programs, however, are activated for every disaster. The determination of which programs are activated is based on the needs found during the damage assessment and any subsequent information that may be discovered.

2.3. Sheridan County Emergency Operations Center (SC-EOC)

The Sheridan County Emergency Operations Center (SC-EOC) is a physical or virtual location established (or designated) within the county from which SCEM and coordinating departments and agencies coordinate information and resource to support incident response. The SC-EOC houses the staff, equipment, and communications technology that may be needed to support emergency response.

2.3.1. Emergency Operations Center (EOC) Location and Alternate EOC

Table 2 includes the primary and alternate locations for the SC-EOC:

Table 2. Primary and Alternate SC-EOC Locations	
Building Name	**Address**
Sheridan Law Enforcement Center (Primary)	54 W. 13th Street, Sheridan, WY 82801
Sheridan City Hall (Alternate)	55 E. Grinnell Plaza, Sheridan, WY 82801

The EMC may choose to activate the SC-EOC virtually using existing online communications tools. A Level 3 (Monitoring/Enhanced) Activation, requiring minimal staff presence as described in Section 2.3.2, may be activated from the Sheridan County Courthouse at the Emergency Management offices.

2.3.2. EOC Activation

There are three functional levels of SC-EOC activation based on the individual situation and need for coordinated response. The SC-EOC is not staffed 24/7 for monitoring activities. The Joint Dispatch Center, located at the Sheridan Law Enforcement Center, is responsible for day-to-day monitoring, alert, and notification functions.

The Emergency Management Coordinator will determine if and to what level the SC-EOC should be activated. When the Emergency Management Coordinator is not available, the SC-EOC can be activated by the following authorities: Incident Commander, WOHS Director, Joint Dispatch Center, Multi-Agency Coordination (MAC) Group, or the Sheridan County Board of Commissioners.

Additionally, the activation of the SC-EOC may follow one of the following "trigger" events:

- Joint Dispatch Center is overwhelmed with requests for resources and assistance to the extent they cannot maintain primary 9-1-1 Public Safety Answering Point (PSAP) capabilities. In this case, Dispatch will maintain PSAP responsibilities, while the SC-EOC absorbs requests for resources from Incident Command.
- Joint Dispatch Center cannot obtain incident response resources as requested by Incident Command.
- The Sheridan County Board of County Commissioners declare a State of Emergency.
- Protective action orders are issued for a large enough area that Incident Command requires additional resource support to implement the order.

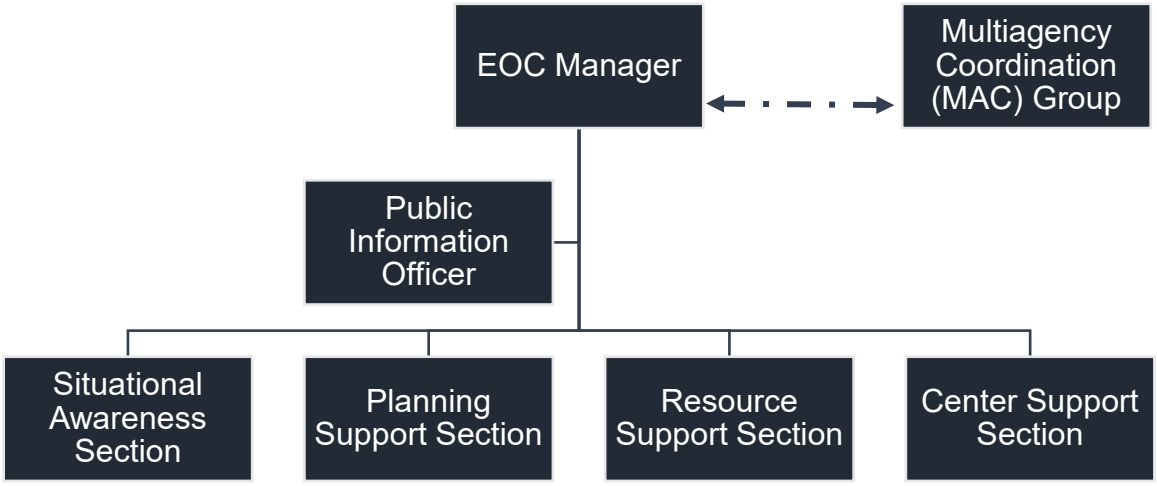
SC-EOC activation levels include:

- **Level 3 – Monitoring/Enhanced Activation:** Certain incidents that have the potential to rise to the level of an emergency or disaster. This activation is primarily supported by SCEM. This activation level may include one or more subject matter experts depending on the nature of the incident (e.g., hazardous materials spill) and may be activated virtually. The situation may require additional staff or equipment and supplies from another department or jurisdiction to deal with the incident.
- **Level 2 – Partial Activation**: Emergencies or non-catastrophic disasters which have special characteristics requiring response by multiple municipal or county departments and partner agencies. This activation level requires the acquisition and/or use of special resources and will require support from selected departments.
- **Level 1 – Full Activation:** Extraordinary disasters which require the coordinated response of Sheridan County and municipal departments and agencies, neighboring jurisdictions, and the greater community to save lives and preserve and protect property. This level of activation will require 24-hour response coordination and utilization of staff from other county and municipal departments and agencies, state agencies, and federal partners.

2.3.3. Organizational Structure

The SC-EOC will be organized using the Incident Support Model (ISM), as illustrated in **Figure 3 below.** For some SC-EOC activations, not all positions or sections will be staffed. In these situations, EOC personnel may fill two roles (such as both Situational Awareness Section Chief and Planning Support Section Chief), but sections should not be combined or collapsed. The EOC Manager assumes all roles and responsibilities of non-activated/unfilled EOC positions.

Figure 3. SC-EOC Organizational Structure



The **EOC Manager** is responsible for:

- Setting EOC objectives
- Facilitating the development of policy direction and resource prioritization by elected officials and administrative leadership through the MAC Group (described in Section 4.1.1).
- Determining the need for additional command-level staff, including an Assistant Manager, Legal Advisor, Safety Officer, or other technical specialists
- Overseeing EOC operations and ensuring that objectives are carried out
- Managing coordination and communication with all activated EOC Sections

The **Public Information Officer (PIO)** is responsible for:

- Ensuring timely, accurate, and accessible information is shared with the public
- Coordinating with subject matter experts to collect and develop appropriate public information and materials
- Reporting to the incident scene, as requested by an Incident Command (IC), to collect information regarding the incident from operational staff and/or to provide briefings to the media
- Distributing disaster messaging on all relevant platforms

- Developing messaging for designated spokespersons to share with the public and/or media, including elected officials

The **Situational Awareness Section** is responsible for:

- Collecting, analyzing, and disseminating incident information through assessment of Community Lifelines (described in 2.1.3)
- Developing a Situation Report (SITREP) for each operational period
- Creating products for the MAC Group, PIO, and other internal and external stakeholders
- Monitoring weather and geologic forecasts and providing updates to the EOC, IC, and MAC Group, as appropriate
- Processing requests for information
- Developing reports, briefings, and presentation products
- Developing material to support public messaging
- Integrating Geographic Information Systems (GIS) and other technical information
- Maintaining updated displays in the EOC and other methods as appropriate

The **Planning Support Section** is responsible for:

- Providing a range of current and future planning services including development of an EOC plan for support of the incident
- Developing an EOC Support Plan (ESP) and other incident reports as needed
- Developing contingency, deactivation, and recovery plans
- Assisting in developing and executing the shared goals of multiple jurisdictions and organizations involved in managing the incident
- Coordinating a standard planning process to achieve the objectives of the EOC leadership and foster unity of effort among all organizations represented
- Coordinating closely with the Incident Command Planning Section (if established) to ensure that both on-scene and EOC personnel have appropriate contingency plans

The **Resource Support Section** is responsible for:

- Enhancing, but not replacing, pre-existing resource management structures such as dispatch centers, expanded dispatch, or agency-specific mutual aid agreements
- Processing resource and task requests from on-scene ICs and/or their designated Logistics Section Chiefs
- Sourcing, requesting/ordering, and tracking to their assigned incident all resources, including supplies, equipment, and personnel, acquired from:
    - Government departments and agencies
    - Community organizations and nongovernmental partners
    - Mutual aid agreements
    - Purchased or leased items

The **Center Support Section** is responsible for:

- Coordinating EOC facility and staff support needs including communications, IT, and administrative processes

- Organize general services such as supplies, equipment, facility security, maintenance, staff support, and scheduling
- Conducting financial tracking, documentation, and filing for the EOC

SECTION 3. ROLES AND RESPONSIBILITIES

Sheridan County will use the Agency/Department-focused format to organize emergency response and assure vertical and horizontal integration of all activities during an emergency. Following a Whole Community approach, all levels of government, the private sector, community-based organizations, and community members will have a role in incident response. The SC-EOP details the structure for coordinating interagency support for large-scale incidents, including declared disasters under the Stafford Act and for non-Stafford Act emergencies.

Various Sheridan County and municipal departments are identified as either Primary or Supporting Agencies for emergency response. Additionally, some community-based organizations and state agencies may serve as a Primary or Supporting Agency when there is not an appropriate local government lead. Primary and Supporting Agencies are listed in **Table 3** (following page). Each is assigned to various Response Core Capabilities. Roles and responsibilities for each agency are described in the Agency Annexes in more detail.

Table 3. Response Capabilities by Agency															
Primary Agencies	Planning	Public Information and Warning	Operational Coordination	Infrastructure Systems	Critical Transportation	Environmental Response/ Health and Safety	Fatality Management Services	Fire Management and Suppression	Logistics and Supply Chain Management	Mass Care Services	Mass Search and Rescue Operations	On Scene Security Protection and Law Enforcement	Operational Communications	Public Health, Healthcare, and EMS	Situational Assessment
Emergency Management	P	P	P	S	S	S	S	S	P	S	S	S	S	S	P
Information Technology		S											S		
Joint Dispatch Center		P	P		S								P		
Law Enforcement Agencies			S		S		S				S	P	S		
Public Health						P				P				P	
Public Works				P	P										
Search and Rescue					S		S				P				
Sheridan Fire & Rescue, Rural Fire Protection Districts			S		S	P		P			S		S		
Sheridan Memorial Hospital						S	S							P	
The Hub…on Smith										P					
Supporting Agencies															
American Red Cross									S	S				S	
Northern Wyoming Mental Health Center (merged with VOA)										S				S	

Regional Emergency Response Team 1 (Sheridan Fire & Rescue)						S		S							
Salvation Army										S					
Sheridan College										S					
Sheridan County Coroner							P								
Sheridan County Fairgrounds										S					
Sheridan County University of Wyoming Extension Office										S					
Sheridan County School District					S					S					
Sheridan VA Medical Center														S	
State of Wyoming Agencies															
Wyoming Department of Transportation					P	S									
Wyoming Highway Patrol					S	S						S	S		
Wyoming Office of Homeland Security	S	S	S						S				S		
Wyoming Regional EMS														S	
Wyoming State Forestry Division								S							

In addition to the Primary and Supporting Agencies included in **Table 3** (previous page), various federal, state, and local organizations may participate in emergency response operations within Sheridan County. These groups and their primary responsibilities and authorities are detailed below.

3.1. Federal Government

Sheridan County communities may, in some instances, coordinate directly with federal agencies to augment local resources to support emergency and disaster response. Most often, this coordination is managed through the relevant state agencies.

3.1.1. Federal Emergency Management Agency

FEMA is responsible for the coordination of federal response operations in accordance with the NRF. FEMA provides resources in support of state and local government capabilities and coordinates the delivery of federal disaster relief assistance programs. As described in Section 2.2, coordination with FEMA and requests for disaster assistance are managed by WOHS.

3.1.2. Bighorn National Forest

Bighorn National Forest encompasses the western portion of Sheridan County. The Tongue Ranger District and Forest Supervisor's Office is located in the City of Sheridan. Bighorn National Forest is responsible for emergency operations within the National Forest boundaries. There may be some instances where the National Forest requests assistance from Sheridan County agencies for incidents surrounding the Forest, including along highways leading into and from the area. Relevant responsibilities and authorities for Bighorn National Forest include:

- Issuing protective actions within Bighorn National Forest
- Assessing the damage to transportation infrastructure and the impact of an incident on transportation operations within and adjacent to the National Forest
- Restoring essential transportation infrastructure within and adjacent to the National Forest
- Leading fire suppression operations within the National Forest
- Providing public safety and security for incidents within the National Forest
- Responding to mutual aid requests for incidents within Sheridan County when local resources are exceeded
- Coordinating with Sheridan Area Search and Rescue through the Sheridan County Sheriff’s Office for resources as needed
- Coordinating with the SC-EOC to organize and distribute public information for incidents affecting the National Forest, including wildland fires

3.1.3. Bureau of Land Management

The U.S. Bureau of Land Management (BLM) manages thousands of acres of land in Sheridan County. The nearest field office is located in Buffalo, WY, which is responsible for managing 780,291 acres of public lands and 4,731,140 acres of mineral estate within Campbell, Johnson and Sheridan counties. BLM is responsible for emergency operations on public lands. There may be some instances where the BLM requests assistance from Sheridan County agencies for

incidents surrounding public lands, including along highways leading into and from the area. Relevant responsibilities and authorities for the BLM include:

- Assessing the damage to transportation infrastructure and the impact of an incident on transportation operations within and adjacent to public lands
- Restoring essential transportation infrastructure within and adjacent to public lands
- Requesting support for fire suppression operations impacting public lands from Sheridan County fire agencies until state resources are needed
- Providing public safety and security for incidents on public lands
- Responding to mutual aid requests for incidents within Sheridan County when local resources are exceeded
- Coordinating with Sheridan Area Search and Rescue through the Sheridan County Sheriff's Office for resources as needed

3.2. State Government

Sheridan County communities will coordinate with various state agencies to augment local resources to support and coordinate emergency and disaster response. All state agencies, as described in the following sections, act according to policy and direction from the Governor of Wyoming. As a State's Chief Executive, the Governor of Wyoming is responsible for the public safety and welfare of the people of Wyoming.

The Governor is responsible for:

- Coordinating state resources to address the full spectrum of emergency management actions across all hazards that may pose a threat to Wyoming communities
- Making, amending, and rescinding orders and regulations under a Governor's emergency declaration
- Providing leadership in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency
- Encouraging participation in mutual aid and implementing authorities for the State to enter into mutual aid agreements with other states to facilitate resource sharing
- Serving as the Commander-in-Chief of state military forces (National Guard when in State Active Duty or Title 32 Status and the authorized state militias)
- Requesting federal assistance when it becomes clear that state capabilities will be insufficient or have been exceeded or exhausted

3.2.1. Wyoming Office of Homeland Security

Wyoming Office of Homeland Security (WOHS) is responsible for:

- Serving as the state coordinating agency for Emergency Support Function (ESF) #02 (Communications), ESF #03 (Public Works and Engineering), ESF #07 (Logistics Management and Resource Support), ESF #09 (Search & Rescue), ESF #10 (Oil and Hazardous Materials Response), ESF #12 (Energy), ESF #13 (Public Safety and Security), and ESF #15 (External Affairs) within the SRCP
- Implementing all policy decisions related to emergency management
- Coordinating with local emergency management coordinators

- Coordinating state emergency operations and resources in support of local government capabilities
- Directing and coordinating the delivery of state disaster relief assistance programs
- Maintaining the Wyoming SRCP which outlines policies and procedures to organize and implement state assistance

3.2.2. Wyoming Department of Transportation

Wyoming Department of Transportation (WYDOT) is responsible for:

- Serving as the state coordinating agency for Emergency Support Function (ESF) #01 (Transportation) within the SRCP
- Planning for the management of transportation infrastructure and resources, including emergencies that impact state-owned highways and facilities, such as evacuations, hazardous materials incidents, flooding, etc.
- Implementing statewide transportation plans applicable during emergencies and disasters, including the Emergency Highway Traffic Regulation Plan
- Coordinating the use of resources with local public works departments within Sheridan County for a unified and coordinated effort to support emergency response
- Limiting and guiding access to critical transportation routes as needed
- Determining the status of state owned/operated transportation corridors
- Managing the restoration and recovery of state transportation infrastructure
- Conducting damage assessments for state-owned critical transportation impacted during an emergency or disaster
- Coordinating with local public works agencies to provide engineering and other contracted personnel and equipment to support debris removal and repair of state roadways

Wyoming Highway Patrol is a division of WYDOT but serves a distinct purpose during emergency and disaster response. Wyoming Highway Patrol is responsible for:

- Maintaining and operating the Wyoming Highway Patrol Dispatch Center
- Providing escorts for sensitive resources and supplies needed to support local response, such as those from the Strategic National Stockpile (SNS)
- Performing traffic control and maintaining flow on essential transportation routes
- Monitoring the condition of roadways in and around affected areas

3.2.3. Wyoming State Forestry Division

Sheridan County is a part of Wyoming State Forestry Division (WSFD) District 5. WSFD is primarily responsible for managing state trust lands, as well as fire protection responsibilities on all state trust lands and coordinates with other public agencies to provide additional firefighting resources. WSFD is responsible for:

- Coordinating the Wildfire Management Annual Operating Plan of how interagency fire protection will be conducted
- Providing state wildland firefighting resources when local capabilities are exceeded
- Accessing interstate mutual aid for firefighting resources

- Providing specialized expertise and additional personnel to support incident response
- Supporting local requests for Fire Management Assistance Grants (FMAG) and other assistance programs

Additional detail describing wildfire incident response is included in the Wildfire Incident Annex.

3.2.4. Wyoming Game & Fish

Wyoming Game & Fish has an office in Sheridan with staff that coordinate regularly with city and county officials. Wyoming Game & Fish is responsible for:

- Supporting emergency operations with personnel and vehicles as needed
- Providing specialized personnel and expertise related to wildlife and watershed issues, including zoonotic disease and water-borne disease
- Assist with notifying individuals at risk from a hazardous materials event affecting wildlife and fishing areas

3.2.5. Wyoming State Engineer's Office

The Wyoming State Engineer's Office has a location in Sheridan with staff the coordinate regularly with city and county officials. Wyoming State Engineer's Office is responsible for:

- Coordinating emergency activities between the SRCC and dam owners
- Managing water control structures to minimize/control flood damage, including stream gauge monitoring equipment
- Providing specialized personnel and expertise related to flooding and water quality

Additional detail describing flood incident response and dam failure incident response are included in the Flood Incident Annex and Dam Failure Incident Annex, respectively.

3.3. Sheridan County Board of County Commissioners

Sheridan County is responsible under all applicable laws, executive orders, resolutions, proclamations, rules, and regulations for incident management within Sheridan County. The Sheridan County Board of County Commissioners (BOCC) is responsible for:

- The BOCC shall recommend a local homeland security coordinator (referred to as the emergency management coordinator) to the Governor for appointment *(W.S. 19-13-108)*
- Authorizing, staffing, and funding an emergency management program to coordinate with all government, private, and community-based organizations which have responsibilities in a comprehensive emergency management program
- Providing policy and direction of the overall emergency incident, and for the organization of personnel, resources, and facilities for emergency response
- Dispersing resources, facilities, and personnel to ensure redundancy and continuity of essential county government functions during an emergency
- Coordinating with the Sheridan City Council, Ranchester Town Council, Dayton Town Council, and Clearmont Town Council to provide direction and control for emergencies impacting each municipality

- Following the disaster assistance process as outlined in Section 2.2. With the assistance of SCEM and the County Attorney declaring a Local Disaster, requesting the Governor declare a State of Emergency or Disaster, or, if necessary, invoking the emergency powers of government.
- Drafting a Delegation of Authority and assigning an Incident Commander to manage the declared disaster if the delegation is not already implied through current duties
- Approving Mutual Aid Agreements and MOUs
- Monitoring emergency response during disaster situations and keeping the public informed in coordination with the Public Information Officer (PIO)

3.4. City and Town Councils

Each incorporated city/town in Sheridan County, including Clearmont, Dayton, Ranchester, and Sheridan, are responsible under all applicable laws, executive orders, proclamations, rules, regulations, and ordinances for incident management within their jurisdiction. The respective Town/City Councils and Mayors are responsible for:

- Designating the SCEM as the appropriate agency to coordinate with all government, private, and community-based organizations which have responsibilities in a comprehensive emergency management program
- Providing policy and direction of the overall emergency incident, and for the organization of personnel, resources, and facilities for emergency response operations within their jurisdiction
- Dispersing resources, facilities, and personnel to ensure redundancy and continuity of essential municipal government functions during an emergency
- Coordinating with Sheridan County elected officials to provide direction and control for emergencies impacting each municipality
- Determining when an incident exceeds the capacity of municipal departments and either informal assistance from SCEM or formal assistance from Sheridan County is needed
- Participating in requests for disaster assistance and declaration of a Local Disaster, in coordination with SCEM, the Town Attorney, and the Sheridan County BOCC
- Approving Mutual Aid Agreements and MOUs
- Monitoring emergency response during disaster situations and keeping the public informed in coordination with the Public Information Officer (PIO)

3.5. Sheridan County Administrator

The Sheridan County Administrator is responsible for:

- Participating in the MAC Group to develop and implement policy direction and allocate resources for emergency operations on behalf of the BOCC, as described in Section 4.1.1.
- Serving as the primary contact point and liaison for the BOCC with SCEM
- Relaying notifications and appropriate information from SCEM to the BOCC in a timely manner
- Assisting the BOCC with drafting disaster declarations and delegations of authority as needed, with support from the County Attorney's Office

3.6. City/Town Administrators

Each City/Town has a position that functions in an administrative leadership role, whether the City Administrator, Town Clerk, or the Mayor. That position is responsible for:

- Participating in the MAC Group to develop and implement policy direction and allocate resources for emergency operations on behalf of their City/Town, as described in Section 4.1.1.
- Serving as the primary contact point and liaison for the City/Town Council with SCEM
- Relaying notifications and appropriate information from SCEM to the City/Town Council in a timely manner
- In coordination with legal counsel, assisting the City/Town Council with drafting disaster declarations, and delegations of authority as needed

3.7. Municipal and County Departments and Agencies

Government departments provide support in accordance with national, state, and local authorities and guidance. All Sheridan County and municipal departments designated as a primary or supporting agency in the SC-EOP are responsible for:

- Assigning at least one (1) staff member to work in the SC-EOC as Support Staff when requested by SCEM or the Sheridan County Administrator to provide coordination and support during emergency operations, as allowed in (W.S.19-13-111) which gives SCEM the authorization to employ all available resources and personnel of the County and its municipalities
- Providing the name and contact information for the assigned staff member serving as a SC-EOC Support Staff who will then participate in training, exercises, and activations
- Excusing assigned SC-EOC Support Staff from regular duties and/or adjusting their schedules to accommodate emergency support operations work
- Mobilizing departmental equipment, supplies, and other resources to support emergency operations as requested by the SC-EOC
- Preparing and maintaining department Standard Operating Procedures (SOP) identifying functions to be performed in an emergency
- Participating in initial and/or ongoing response under their own authorities and funding
- Making personnel, resources, and facilities available for essential emergency use upon request from SCEM and/or the SC-EOC
- Developing Mutual Aid Agreements and MOUs for activities during emergencies

3.8. Legal Affairs

The Sheridan County Attorney and City of Sheridan Attorney are responsible for providing legal advice and guidance to emergency management and elected officials within their respective jurisdiction. Counsel may be asked to provide legal opinions regarding jurisdictional policies, authority by ordinances, and relevant state or federal laws. Additionally, legal counsel will support the development of delegations of authority and local disaster declarations made by elected officials. SCEM, as a county department, is a client of the Sheridan County Attorney.

3.9. Nonprofit and Private-sector Organizations

Community-based organizations designated as a primary or supporting agency in the SC-EOP should integrate their planning and supporting procedures. These organizations may be asked to respond on short notice to provide timely and effective aid and/or assistance.

Additionally, community-based organizations are responsible for:

- Ensuring regular communication with SCEM and providing the name and contact information for the assigned staff member to support emergency operations, who will then participate in training, exercises, and activations
- Coordinating with government agencies to ensure adequate assistance during emergencies
- Providing and coordinating supplementary services not provided by government
- Developing and maintaining internal capabilities, SOPs, and plans to respond to emergencies and disasters

3.10. Community Members

Community preparedness is the bedrock of disaster resilience. Community members are responsible for personal, family, and business preparedness. All community members should strive to “Be Two Weeks Ready” in recognition that individuals and families should plan to meet their own needs for at least two weeks during a catastrophic emergency.

Community members with an interest in emergency response may participate in various groups and programs, including Sheridan Area Search and Rescue, HAM Radio Club, the Community Emergency Response Team (CERT), Amateur Radio Emergency Services (ARES), and the local American Red Cross chapter. When community members prioritize their own preparedness, local government resources are more available for vulnerable community members who may be less self-sufficient during an emergency, as noted in Section 2.1.4.

Community members are also encouraged to enroll in emergency alert and notification programs, including Sheridan County CodeRED, and strive to share reputable and validated information about ongoing emergencies and disasters. Reputable public information is that shared directly by elected officials, the PIO, and through official Sheridan County and municipal channels (social media, websites, etc.). The Sheridan County website will serve as the primary venue for public information during an emergency.

3.11. Mutual Aid

When an emergency requires additional assistance and resources that exceed Sheridan County’s capabilities, certain agreements are set in place for the delivery of such emergency services. In such cases, there are several mutual aid systems which may be activated by SCEM, including:

Emergency Management Assistance Compact

The Emergency Management Assistance Compact (EMAC) is an all-hazards, national system of mutual aid that has been ratified by the U.S. Congress and is law in all 50 states and

territories. Through EMAC, Wyoming can access resources from all disciplines, protect personnel who deploy to an emergency or disaster, and be reimbursed for mission-related costs. To receive resources, the Governor must have declared an emergency or disaster which authorizes funds to be expended for response and recovery and activating EMAC. Administration of EMAC is handled by WOHS, and EMAC cannot be accessed directly by local governments. EMAC requests from other states may come to Wyoming, and WOHS may put EMAC resource requests out to counties for fulfillment.

Wyoming Inter-County Mutual Aid Agreement

The Wyoming Inter-County Mutual Aid Agreement (WICMAA) establishes the terms and conditions by which signatory Wyoming counties, including Sheridan County, and/or tribes may request aid and assistance from any other signatory counties and/or tribes in responding to an emergency, disaster, or overtaxing planned event that exceeds the resources available to a requesting jurisdiction.

Providing Mutual Aid Assistance

Sheridan County recognizes the importance of assisting other communities across the state and nation in times of crisis, as they themselves have received the same assistance from communities across the United States during their own emergencies. Requests for mutual aid to Sheridan County may be received through the Joint Dispatch Center or SCEM. SCEM may activate the SC-EOC to help process and coordinate these requests. Unless otherwise stated in a Mutual Aid Agreement or MOU, SCEM is designated as Sheridan County's agent for mutual aid requests. Formal requests for mutual aid assistance will be directed to SCEM from WOHS when approved by the WOHS Director.

Functional and Agency-Specific Mutual Aid Assistance

Local government agencies may also manage functionally specific or agency-specific mutual aid agreements. Each agency is responsible for managing, updating, and maintaining these agreements, at the direction of local elected officials. These agreements are described within the relevant Agency Annexes and Incident Annexes. Relevant MOUs will be provided to the EMC for record.

SECTION 4. DIRECTION, CONTROL, AND COORDINATION

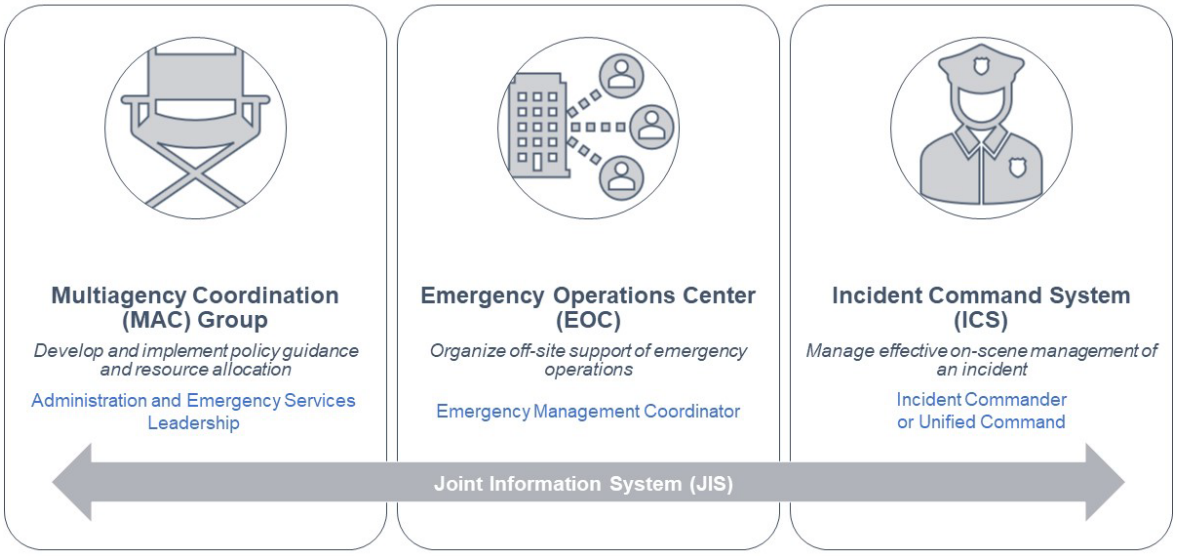
This section outlines the relevant structures and authorities to:

- **Direct** resources for incident response
- **Control** assets and personnel to maintain critical operations
- **Coordinate** within the local government structures and with state and federal partners for emergency response

4.1. Direction

The NIMS Command and Coordination Structures offer the basic architecture for allocating resources, developing and implementing policy direction, and ensuring efficient support and coordination for incident management and response. When the SC-EOC is activated, it is essential to establish a division of responsibilities between these structures, including Incident Command (as organized by the Incident Command System), the SC-EOC, and local leadership serving as the Multiagency Coordination (MAC) Group. **Figure 4** illustrates the distinct roles of these coordination structures within incident management.

Figure 4. NIMS Command and Coordination Structures



4.1.1. Multiagency Coordination Group

Local elected officials are responsible for setting policy and approving resource allocations. These policy-level decisions are administered and implemented by the MAC Group during an emergency. The MAC Group is facilitated by the SC-EOC Manager to support policy guidance and resource allocation when the SC-EOC is activated. The MAC Group may not be necessary for every emergency and can be organized to meet the needs of each unique incident.

The Sheridan County MAC Group is made up of the following individuals:

- County Administrative Director

- One county commissioner
- Sheridan County Fire Warden
- Sheridan County Sheriff/Undersheriff
- Municipal representatives as relevant
- Other local leadership as relevant (Health Officer, Legal Counsel, etc.)

4.1.2. Emergency Operations Center

The SC-EOC is responsible for providing off-site resource and coordination support for Incident Command. The SC-EOC provides off-site support through the following strategies:

- Facilitating and providing administrative support to the MAC Group
- Gathering and disseminating information in support of response operations
- Developing incident reports, including SITREPs
- Issuing community-wide alert and warning in coordination with the Joint Dispatch Center
- Relaying protective action instructions to the public
- Organizing and implementing large-scale evacuations
- Requesting assistance from the State and other external sources
- Coordinating agencies to provide key support operations (ex. sheltering, mass care, evacuations, damage assessment)

Section 2.3.3 includes a complete description of the SC-EOC organization and responsibilities.

4.1.3. Incident Command

Response during routine incidents is managed by through Incident Command (IC) or Unified Command (UC) and follows the Incident Command System (ICS). Within ICS, resources are coordinated by the responding emergency services agencies and dispatch centers.

The role of the on-scene Incident Commander is distinct from the SC-EOC Manager. The SC-EOC supports incident operations by securing resources, documenting activities and situational updates, and other key activities as described in Section 2.3.3. The IC/UC is responsible for on-the-ground, response operations at the site of an emergency or incident.

IC/UC is generally responsible for field operations, including:

- Defining and isolating the scene
- Directing and controlling the on-scene response to the incident and managing the emergency resources committed there
- Warning the population in the immediate area of the incident and providing them protective action instructions
- Implementing traffic control in and around the incident scene
- Conducting public information activities relating to the incident
- Requesting community level public alert and warning through SCEM
- Requesting activation of the SC-EOC if incident support is needed such as additional resources beyond what dispatch can provide, information management, or policy direction

4.1.4. Joint Information System

The Joint Information System (JIS) is a system that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during incident operations. The SC-EOC PIO, described in Section X, is responsible for managing the JIS through regular coordination and information sharing with the MAC Group, as well as Primary and Supporting Agencies with a role in emergency response.

4.2. Control

In accordance with NIMS processes, resource and policy issues are addressed at the lowest organizational level practicable. If the issues cannot be resolved at the starting level, they are forwarded up to the next level for resolution. As routine incidents evolve into emergencies, there may be a need to activate the SC-EOC.

As an incident develops, each jurisdiction retains control over their personnel, assets, and response resources. Within each jurisdiction, administrative and departmental leadership retain policy control over their employees and equipment. However, these departments will carry out mission assignments as directed by the SC-EOC Manager during activation.

In addition to support of the SC-EOC, each department head is responsible for continuing operations within their respective departments. Departments are encouraged to develop, exercise, and maintain a Continuity of Operations Plans (COOP) which describes lines of authority, direction, and control, and ensures continuity of essential functions. The Sheridan County COOP is managed by SCEM. Certain departments and critical functions, including Sheridan County Public Health and Sheridan County Election's Office are required to have a COOP in place. Each departmental COOP operates separately from the SC-EOP but supports the overall continuity of local government and ensures the availability of resources to respond to a disaster while maintaining essential functions.

Departmental COOPs are an example of vertical plan integration. They should align with the principles and procedures of the SC-EOP but operate separately. Other examples of vertical plan integration with the SC-EOP include departmental or functional SOPs, emergency response plans, and state and federal response plans.

4.3. Coordination

Coordination between Sheridan County, municipalities, local government departments and agencies, and partners identified in mutual aid or other agreements, will serve as the primary basis for incident operations.

If local resources are inadequate to deal with an emergency, additional assistance will be requested from the State. State assistance is intended to supplement rather than substitute local resources, including mutual aid, equipment purchases or leases, or emergency service contracts.

Requests for state assistance are made to WOHS by SCEM or through a Disaster Declaration, as described in Section 2.2. State emergency assistance begins with WOHS to validate, obtain, and provide that state assistance. The WOHS Director has the authority to utilize all state

resources to respond to a request for assistance, apart from the National Guard, which requires approval of the Governor.

If resources required to control an emergency are not available within the State, the Governor may request assistance from other states pursuant to several interstate compacts or from the federal government through FEMA. The process to request federal assistance through a Disaster Declaration is described in Section 2.2.

SECTION 5. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

[This section of the EOP describes the essential information requirements identified during the planning process. It describes the type of information needed, the source of the information, who uses the information, how the information is shared, the method of providing the information and any specific times the information is needed.]

5.1. Collection

Incident information collection will be organized using the FEMA Community Lifelines concept. Assessment and reporting of the status of Community Lifelines will provide the foundation for information collection and dissemination, allowing the SC-EOC to distinguish the highest priorities for incident operations, stabilization, and ultimately societal restoration from other incident information.

Each of the Community Lifelines, illustrated in **Figure 5** below, are composed of multiple components and subcomponents to define key services.

Figure 5. FEMA Community Lifelines

The SC-EOC Situational Awareness Section is responsible for collecting and organizing incident information collected in coordination with Primary and Supporting Agencies using the Community Lifelines Status Worksheet, available in the SC-EOP Appendices.

5.2. Analysis

The SC-EOC Situational Awareness Section will collect incident information and provide an assessment of Community Lifeline status within a Situational Report (SITREP) for each operational period. The SITREP is shared with key leadership, including the MAC Group, PIO, and IC to inform decision-making and ensure situational awareness. The PIO may choose to use the SITREP to develop regular briefings to the public, as well as highlight any misinformation or combat rumors. A template for the SITREP is available in the SC-EOP Appendices.

Assessment of each Community Lifeline component includes five elements, detailed in **Table 4.**

Table 4. Community Lifelines Assessment	
Category	**Description**
Component Status	What? – Summarize the root cause(s) of disruption to lifeline services
Impacts	So What? - Explain the disaster impacts to specific communities, disaster survivors, and response operations. Detail how the survivor experience or response operation will improve if this component is stabilized. Specify the impacted areas and population totals.
Actions	Now What? - Describe the actions that are being taken to stabilize and re-establish the disrupted services. Summarize the most critical actions being taken across the Whole Community.
Limiting Factors	What's the Gap? - Express issues that are preventing services from being stabilized or re-established. Such issues can stem from another lifeline/component, resource shortfall, management, policy, etc.
Estimated Time to Status Change and Re-Establishment Requirements	When? - Provide current component condition or an estimated timeframe for when a change in condition is expected.

5.3. Dissemination

The SC-EOC Situational Awareness Section will develop a strategy for dissemination in coordination with the SC-EOC Manager. Methods for dissemination may include:

- SITREPs for each operational period
- Verbal and written updates to the MAC Group and elected officials
- Display on screens and boards within the SC-EOC
- Public distribution as coordinated by the PIO
- Email distribution to Whole Community partners

SECTION 6. COMMUNICATIONS AND COORDINATION

This section describes the communication protocols and coordination procedures used between response organizations during emergencies and disasters. It discusses the framework for delivering communications support and how Sheridan County's communications integrate with state and federal systems.

6.1. Alerts, Warnings, and Notifications

SCEM and the Joint Dispatch Center, housed within the City of Sheridan Police Department, are responsible for alert, warning, and notification functions.

Alerts, Warnings, and Notifications (AWNs) are emergency messages that include the source of the message, what the emergency is, where it is located, what responders are doing to rectify the issue, and *actions the public needs to take in a timely manner.*

Several agencies are authorized to issue AWNs in Sheridan County, including:

- **State of Wyoming:** WOHS is the Alerting Authority for the State of Wyoming, including all of Sheridan County. Wyoming Highway Patrol is the Alerting Authority for AMBER Alerts for Wyoming. Additionally, the National Weather Service (NWS) is the Alerting Authority for all weather-related emergency messages in Wyoming. WOHS maintains the MOU with FEMA for the Integrated Public Alert and Warning System (IPAWS) and is the administrator for any local jurisdiction application for IPAWS MOUs in Wyoming.
- **Sheridan County:** SCEM and the Joint Dispatch Center are the Alerting Authorities and maintain MOUs with FEMA for use of the IPAWS system to alert all of Sheridan County, including Big Horn National Forest. The Joint Dispatch Center issues alerts through the Sheridan County CodeRed opt-in notification system.
- **Cody and Casper Interagency Dispatch Centers:** These dispatch centers are responsible for AWN related to wildland fire incidents. They may request public AWNs from the Joint Dispatch Center or SCEM for certain messages.

6.1.1. AWN Tools

Sheridan County uses several redundant systems to notify and warn the public, summarized in **Table 5.**

Table 5. Alert, Warning, and Notification Tools			
System/Tool	**Alerting Authority**	**Platform**	**Purpose**
CodeRed	Joint Dispatch Center	Text or email notification	Alert residents and visitors who have **pre-registered** for alerts of public safety issues
Integrated Public Alert and Warning System (IPAWS)	Sheridan County EMC; Joint Dispatch Center	See below	FEMA's national system for local alerting that provides authenticated emergency and life-saving information through several platforms, including Wireless Emergency Alerts (WEA), Emergency Alert System (EAS), National Oceanic and Atmospheric Administration (NOAA) All-Hazards Weather Radio, and Common Alerting Protocol (CAP) described below.
IPAWS – Wireless Emergency Alerts (WEA)	Sheridan County EMC; Joint Dispatch Center	Mobile phone	WEA allows for geographically targeted messages alerting people of imminent threats. These alerts do not require prior registration. Visitors will receive alerts if they are in the alert area and have not disabled WEA on their phone.
IPAWS – Emergency Alert System (EAS)	Sheridan County EMC; Joint Dispatch Center	Radio and television	EAS allows for public warning through radio and television broadcasters. As described in the Wyoming EAS Plan, local media radio broadcasters monitor KLGT and NOAA Radio. Sheridan Media forwards these messages through a single EAS ENDEC, so messages are simultaneously transmitted on all signals and web streams. Cable TV broadcasters monitor radio alerts.
IPAWS – Enhanced Non-Weather Emergency Messages (NWEM)	Sheridan County EMC; Joint Dispatch Center	Radio	A nationwide network of radio stations broadcasting continuous weather information directly from the nearest NWS office. NWEMs are broadcast over NOAA Weather Radio All Hazards and other NWS dissemination systems.

Table 5. Alert, Warning, and Notification Tools			
System/Tool	**Alerting Authority**	**Platform**	**Purpose**
IPAWS – Common Alerting Protocol (CAP)	Sheridan County EMC; Joint Dispatch Center	Internet	CAP allows emergency messages to be simultaneously disseminated over a wide variety of existing and emerging public alerting systems. Many web-based services and apps, such as Google Maps, use CAP alerts to display emergency information from IPAWS messages.
Outdoor and Mobile Warning Sirens	Fire and Law Enforcement Agencies	Equipment	Sirens and public address systems on fire apparatus and police cars may be used for small evacuations and neighborhood alerting. The Town of Story and the Town of Dayton have an outdoor siren.
Amateur Radio Operators	Sheridan County EMC through WOHS	HAM Radio	The Sheridan County HAM Radio Club provides Amateur Radio Emergency Services (ARES).
National Warning System (NAWAS)	Joint Dispatch Center	Phone	NAWAS is a FEMA operated, 24-hour continuous private telephone system used for alert of all-hazards events. Dispatch is responsible for initiating community-wide notification through the Shift Commander who will decide who to notify based on the chain of command. Policies are documented in FEMA's NAWAS Manual.
Social Media	Sheridan County IT	Internet	Sheridan County's social media pages will be used to share updates about emergencies.
Sheridan County Website	Sheridan County IT	Internet	Sheridan County's website will be used to host relevant information about ongoing incidents.

6.1.2. Joint Dispatch Center

The primary responsibilities of the Joint Dispatch Center for AWNs include:

- Acts as the IPAWS Alerting Authority for Sheridan County
- Determines appropriate public alert method (e.g., CodeRed, IPAWS), deconflicts information, crafts message, and issues alert on behalf of requesting agency
- Serves as the 24/7 Warning Point for Sheridan County. As the Warning Point, Dispatch provides continuous monitoring and maintains communications systems to gather and relay information to ICs and local leadership.

- Serves as the National Warning System (NAWAS) warning point for Sheridan County. NAWAS is a 24-hour continuous private line telephone system used to convey warnings to federal, state, and local governments and is maintained by FEMA.
- Maintains and regularly tests back-up, dedicated voice and data systems. These systems are linked to other monitoring and alert organizations, including the NWS, Wyoming Highway Patrol Dispatch, WOHS, and the EAS.
- Relays any received warnings to SCEM and notifies SCEM when their coordination resources have been overwhelmed, triggering the activation of the SC-EOC. Additional trigger events that require notification of SCEM include:
    - Any incident that could trigger SC-EOC activation, including Level 3 (Enhanced/Monitoring) and those listed in Section 2.3.2 (EOC Activation)
    - As requested by the Incident Commander Any incident that may require the involvement of elected officials and/or administrators and/or the activation of the MAC Group through the SC-EOC
    - Any incident that requires specialized resources, including the Regional Emergency Response Team, bomb squad, search and rescue, etc.
    - Mutual aid requests from neighboring jurisdictions and agencies outside Sheridan County. These requests typically go through WOHS, but may be directed to dispatch, depending on the requesting agency.
    - Any threat to critical facilities
    - Any incident requiring evacuations
    - Incident-specific triggers as outlined in the Incident Annexes

6.1.3. Sheridan County Emergency Management

- Acts as the IPAWS Alerting Authority for Sheridan County
- Determines appropriate public alert method, deconflicts information, crafts message, and issues alert on behalf of requesting agency, in coordination with the Joint Dispatch Center.
- Ensures AWNs are accessible to vulnerable populations (e.g., translation, accessible technology, various alerting methods)
- Begins incident documentation upon receiving notification or alert of an event from Dispatch
- Determines if elected officials and WOHS should be notified and if a SITREP should be issued
- Notifies the Sheridan County Administrator upon any activation of the SC-EOC
- Notifies all appropriate county, local, and state agencies upon partial (Level 2) or full (Level 1) activation of the SC-EOC

6.2. Interoperable Communications

To achieve interoperability, Sheridan County will integrate communications systems with state and federal disaster communications networks.

6.2.1. Local Interoperability

SCEM manages documentation of appropriate interoperable radio frequencies and channels in coordination with Sheridan Fire-Rescue. These frequencies are included in Section 3 of the Sheridan City/County Emergency Resource Information Manual.

6.2.2. State Interoperability

Wyoming Highway Patrol (WHP) Dispatch serves as Wyoming's 24/7 NAWAS warning point. For NAWAS warnings, WHP Dispatch fans out the warning to downstream NAWAS warning points and the WOHS Duty Officer. For non-NAWAS warnings, the WOHS Duty Officer will notify the appropriate county Emergency Management Coordinators. Wyoming emergency communications are organized using the following plans:

- **Wyoming Communications Field Operations Guide (WY-CFOG):** Describes regional, state, and federal interoperable and mutual aid systems and assets to increase efficiency, create consistent knowledge of interoperable systems, and support pre-incident planning efforts.
- **Wyoming Communications Interoperability Plan (SCIP):** A statewide strategic plan to enhance interoperable and emergency communications.
- **Wyoming Public Safety Communication Interoperability Guide:** Provides guidelines to initiate and sustain communication interoperability during an incident.

6.2.3. Federal Interoperability

The National Emergency Communications Plan (NECP) is the Nation's strategic plan for emergency communications that promotes communication and sharing of information across all levels of government for all threats and hazards, as needed and when authorized. At the federal level, FEMA is the agency responsible for maintaining the NAWAS system, and they distribute warnings to state warning points for significant incidents.

6.3. Public Information and External Affairs

When the SC-EOC is activated, the EOC Manager will identify a Public Information Officer (PIO) to lead the development and distribution of public information and external affairs. The role of the PIO is detailed in Section 2.3.3.

Public Information is contextual information about an incident or emergency. It provides the who, what, where, when, and why for the public and the media. Often, public information will amplify AWNs and provide *more background information to help the public better understand the issue.*

6.3.1. Public Information Tools

Sheridan County uses several platforms to share information with the public about an incident or emergency, summarized in **Table 6.**

Table 6. Public Information Tools

System/Tool	Administrator	Purpose
Sheridan County Social Media	Sheridan County IT	Sheridan County's social media pages will be used to share updates about emergencies.
Municipality Social Media	Varies	Municipalities will share information from Sheridan County and/or the PIO through their own social media accounts to provide updates about emergencies. Use of consistent, pre-approved information during an emergency is essential to controlling rumors and reducing misinformation.
Sheridan County Website	Sheridan County IT	Sheridan County's website will be used to host relevant information about ongoing incidents.
Municipal Websites	Varies	Municipalities will share information from Sheridan County and/or the PIO to their own websites to provide updates about emergencies. Use of consistent, pre-approved information during an emergency is essential to controlling rumors and reducing misinformation.
Press Release	PIO	The PIO will develop standard messaging that provides key incident information for distribution to local, regional, state, or even national media outlets. The primary media outlets in Sheridan County are Sheridan Media and Sheridan Press. The PIO will leverage the Community Lifelines Status Form (located in the SC-EOP Appendices) to collect relevant incident information for distribution to the public.
Media Appearance	IC, MAC Group, Elected Officials	Public officials and designated incident and administrative leadership are authorized to make public comments to the press from media

Table 6. Public Information Tools		
System/Tool	**Administrator**	**Purpose**
		appearances and interviews. This is a unique "spokesperson" role that should be limited to those with appropriate authority and sufficient understanding of the incident. The PIO will develop talking points or standard messaging to support appearances.
Partner Agency Listservs	Various Agencies	The PIO may distribute a press release or other standard messaging to various community organization partners to distribute to their networks, most often through email lists. Key partners include: The Hub, Sheridan County Chamber of Commerce, Sheridan County School District, etc.

6.3.2. Public Information Considerations

Depending on the type of incident or disaster, the PIO and other agencies contributing to public information should be mindful of their communication strategies. For additional guidance and resources, Sheridan County PIOs should use the NIMS Basic Guide for PIOs resource from FEMA.[2] Key considerations and recommendations include:

- Develop coordinated messaging between agencies and municipalities involved in disaster response and recovery. Integrated communication can help to prevent misinformation sharing. All agencies should use shared messaging produced by the PIO and distributed through the SC-EOC.
- Use alternative, non-digital communication strategies if there are any limitations to digital communication tools, including during power outages.
- Ensure involvement from law enforcement agencies to understand sensitive data breaches and ensure public information does not compromise an ongoing investigation.
- Bring public information issues and decisions to the MAC Group as needed. This group should help to determine what information to share with the public, especially related to sensitive incident information. These individuals will also serve as a spokesperson when addressing the media or the public, so their buy-in is important.
- Identify an appropriate spokesperson for the incident. This may be an emergency services representative (such as the Fire Chief or Police Chief), and elected official, the Incident Commander, or an administrative leader.

[2] This resource is available here: https://www.fema.gov/sites/default/files/documents/fema_nims-basic-guidance-public-information-officers_12-2020.pdf

- Ensure incident communication is appropriate for people with disabilities and others with access and functional needs.[3] [4] Some public information may also require translation or interpretation services to reach all vulnerable community members.
- Coordinate with subject matter experts to clarify protective actions and hazard information and provide actionable guidance focused on life safety.
- Incident specific public information considerations are addressed in the Incident Annexes

[3] This resource provides guide on effective communications for people with disabilities: https://rems.ed.gov/docs/Effective%20Communications%20for%20People%20with%20Disabilities.pdf
[4] Access and functional needs are individual circumstances requiring assistance, accommodation, or modification for mobility, communication, transportation, safety, health maintenance, and so on due to any temporary or permanent situation that limits an individual's ability to take action during an incident.

SECTION 7. ADMINISTRATION, FINANCE, AND LOGISTICS

This section describes the general administrative, financial, and resource support policies and procedures to manage incident operations.

7.1. Administration

This section describes administrative protocols used during an emergency operation.

7.1.1. Documentation

Documentation is key during incident response and recovery to create a historical record, recover costs, address insurance needs, identify areas of improvement for future incidents, and develop mitigation strategies. Documentation also provides a legal account of the actions that took place before, during, and after an emergency event.

The SC-EOC Planning Section is responsible for developing incident reports documenting incident scope, resource needs and requests, decision-making, and assistance from mutual aid, state, or federal partners. The various types of incident reports, who is responsible for their preparation, and the relevant template or tool is listed in **Table 7.** All completed forms should be submitted to the SC-EOC and emailed to scema@sheridancountywy.gov.

Table 7. Incident Reports

Report Name	Responsible	Template or Form
Incident Briefing	SC-EOC Situational Awareness Section	FEMA Form ICS-201
Incident Objectives	SC-EOC Planning Section	FEMA Form ICS-202
Organization Assignment List	SC-EOC Planning Section	FEMA Form ICS-203
Assignment List	SC-EOC Resource Support Section	FEMA Form ICS-204
Communications List	Public Information Officer	FEMA Form ICS-205A
Incident Organization Chart	SC-EOC Manager	FEMA Form ICS-207
Safety Message Plan	SC-EOC Center Support Section	FEMA Form ICS-208
Incident Status Summary	SC-EOC Situational Awareness Section	FEMA Form ICS-209
Resource Status Change		FEMA Form ICS-210
General Message	IC/UC	FEMA Form ICS-213
Requests for Assistance	SC-EOC Manager	FEMA Form ICS-213RR
Resource Requests	IC/UC	FEMA Form ICS-213RR
Documentation of Assistance Offered or Given	SC-EOC Manager	FEMA Form ICS-213RR
Incident Action Plan (IAP)	IC/UC	FEMA Form ICS-215A
Situation Report (SITREP)	SC-EOC Situational Awareness Section	Template provided in the SC-EOP Appendices
Damage Assessment Reports	Public Works Agencies	Reporting tools available through WOHS
Cost Accounting Reports	Sheridan County Business Office	Reports for the incident line item (if created)

7.1.2. After-Action Report

Following a SC-EOC activation, SCEM will develop an After-Action Report (AAR) and Improvement Plan (IP) in coordination with participating Primary and Supporting Agencies, as well as federal, state, and private sector partners as relevant. Each Agency involved in incident response is responsible for documenting its activities to support the preparation of the AAR. The AAR will detail successes, problems, and key issues affecting emergency response operations. The AAR captures planning needs, staffing requirements, process refinement, equipment shortages, and training needs. The IP will identify specific actions to improve future emergency operations, SC-EOC activation, or the overall SC-EOP.

7.2. Finance

Sheridan County is responsible for procuring necessary supplies and equipment for county departments during a disaster or emergency. Each municipality within the county is responsible for procuring supplies and equipment for their respective departments.

For an incident for which a Local Disaster Declaration (described in Section 2.2) is made:

- Proper documentation will be needed to justify local expenditures for which reimbursement from FEMA will be requested.
- Work may be completed for disaster recovery through two methods:
    - **Contracting** with private businesses to do the work (Contract Work), ensuring that contractors have not been "debarred"
    - **Force Account,** which is using government personnel, equipment and supplies including extra hires (personnel hired to perform recovery work)

The policies and procedures outlined in this section do not take precedence over other, more specific agreements, including the Wildland Fire Management Annual Operating Plan and Wyoming Wildland Fire Resource Mobilization Guide.

7.2.1. Roles and Responsibilities

The Sheridan County Business Office, Sheridan County Clerk/Treasurer, and municipal clerk/treasurers play key roles in financial management and cost recovery during a declared disaster, summarized in **Table 8.**

Table 8. Roles in Financial Management and Cost Recovery

Department	Roles and Responsibilities
Sheridan County Business Office	• Develops Disaster Procurement Procedures for Sheridan County based on the direction provided in the Local Disaster Declaration • Expedites procurement and coordinates with the MAC Group on legal or financial authority • Inventories available supplies and equipment in the county after a disaster/emergency • Issues hand receipts/requisitions for securing supplies and equipment in disaster situations • Develops procedures for authorizing access to supplies and equipment during disaster situations

Table 8. Roles in Financial Management and Cost Recovery	
Department	**Roles and Responsibilities**
	• Responsible for recordkeeping and accounting for all funds expended during disaster operations • Procures all supplies and equipment for operating departments following initial life-saving activities • Provides clerical support during disaster operations • Coordinates with municipal clerk/treasurers
Sheridan County Clerk/ Treasurer	• Ensures that funds are available as needed for disaster operations • Issues negotiable instruments/documents if needed • Reconciles warrants with the Sheridan County Business Office
Municipal Clerk/ Treasurers	• Responsible for developing Disaster Procurement Procedures for the municipality based on the direction provided in the Local Disaster Declaration • Expedites procurement and coordinates with the MAC Group on legal or financial authority • Coordinates with the Sheridan County Business Office in development of the procedures and in their execution • Develops procedures for authorizing access to supplies and equipment during disaster situations • Responsible for necessary/required recordkeeping, accounting for all funds expended by the municipality during disaster operations • Procures all supplies and equipment for operating departments or agencies following initial life-saving activities • Reconciles warrant with the Sheridan County Business Office • Ensures that records of all city/town emergency management board meetings are maintained

7.2.2. Insurance and Cost Recovery

While federal assistance may become available after a disaster, it will not cover the complete cost of losses. Community members are responsible for protecting their assets through insurance policies, including homeowners and renters' insurance, as the primary mechanisms for personal cost recovery.

Sheridan County, City of Sheridan, Town of Clearmont, Town of Dayton, and Town of Ranchester all participate in the National Flood Insurance Program (NFIP), which ensures homeowners and business owners are eligible for flood insurance. Local outreach and education programs emphasize personal preparedness for disasters and encourage resident participation in alert and warning, mitigation projects, and more. More strategies to encourage property protection, insurance participation, and disaster education and outreach are included in the Wyoming Region 1 HMP.

In addition to personal preparedness and insurance, there may be some forms of disaster assistance provided through state and federal programs, including:

- **Wyoming Governor's Office's Emergency Disaster Fund**: If an incident is declared a State Disaster by the Wyoming Governor's Office, funding may be made available through this fund and managed through WOHS.
- **Emergency Fire Suppression Account (EFSA):** State resources and funding are made available for wildland firefighting efforts for participating counties, including Sheridan County, as established in WS 36-1-401
- **FEMA Public Assistance (PA) Program:** Provides assistance so that communities can quickly respond to and recover from major disasters or emergencies declared by the President. FEMA provides supplemental Federal grant assistance for debris removal, emergency protective measures, and the restoration of disaster damaged, publicly owned facilities and specific facilities of certain nonprofit organizations. The PA Program also encourages protection of these damaged facilities from future incidents by providing assistance for hazard mitigation measures. FEMA provides this assistance based on authority in statutes, executive orders, regulations, and policies.
- **FEMA Individual Assistance (IA) Program:** Supports individuals and households through a menu of assistance programs, including: Mass Care and Emergency Assistance; Individuals and Households Program; Disaster Case Management; Crisis Counseling Assistance and Training Program; Disaster Legal Services; Disaster Unemployment Assistance; and Voluntary Agency Coordination.
- **FEMA Disaster Recovery Centers:** For Presidentially Declared Disasters where FEMA has opened Individual Assistance or Small Business Administration assistance, FEMA will establish a Disaster Recovery Center (DRC) in the community.
- **Small Business Administration:** Provides disaster loans to businesses of all sizes located in declared disaster areas, as well as private nonprofit organizations, homeowners, and renters affected by those disasters. Losses that are not covered by insurance or FEMA funding can be covered, as well as business operating expenses that could have been met had the disaster not occurred.
- **Fire Management Assistance Grants (FMAG):** Available to states, local and tribal governments, for the mitigation, management, and control of fires on publicly or privately owned forests or grasslands, which threaten such destruction as would constitute a major disaster. The Fire Management Assistance declaration process is initiated when a state submits a request for assistance to the FEMA Regional Director at the time a "threat of major disaster" exists. The entire process is accomplished on an expedited basis and a FEMA decision is rendered in a matter of hours. The primary administrator in Sheridan County for FMAG requests to the State of Wyoming is the County Fire Warden.

7.2.3. Procurement

All procedures for emergency and disaster-related procurement will follow established procurement procedures for Sheridan County and/or affected municipalities, in alignment with all local, state, and federal laws.

For Sheridan County, purchases of over $1,000 outside of an existing budget require at least three quotes. Through a Local Disaster Declaration, the Sheridan County BOCC may choose to include limitations on county spending, pre-approve overtime for personnel involved in emergency response, or other emergency policies for spending and resource procurement.

7.2.4. Tracking and Documenting Disaster-related Costs

Each Sheridan County agency/department and affected municipality involved in incident response is responsible for incurring, tracking, and recording their own disaster-related costs. Incident-specific costs may include contract work, labor hours, vehicles, equipment, and materials. Capturing complete and accurate records of costs is necessary to document requests for reimbursement assistance applications, and for potential future audit reports. If an incident develops into a major disaster declaration (as described in Section 2.2), proper documentation will be needed to justify local expenditures for which reimbursement will be requested.

Through the Local Disaster Declaration, the Sheridan County BOCC will determine whether a cost accounting project code will be established for the incident. This project code, if established, will be used to document and track all costs incurred by Sheridan County during response and recovery operations.

7.3. Logistics

This section describes the logistics and resource management mechanisms to identify and acquire resources in advance of and during emergency operations. The SC-EOC Resource Support Section is responsible for coordinating the acquisition of resources using procedures that align with the Resource Management Cycle as described by NIMS **(Figure 6).**

The Sheridan City/County Emergency Resource Information Manual, prepared by Sheridan Fire/Rescue, will be used to understand and obtain available resources during emergencies. Contact information and inventories of equipment and supplies are updated annually. The State of Wyoming maintains a statewide Distribution Management Plan that provides some additional guidance for accessing and distributing resources through the state.

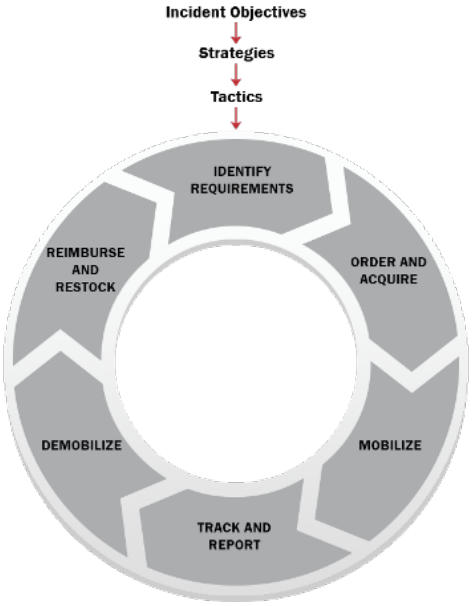


Figure 6. NIMS Resource Management Cycle

Resource management during an incident includes the following steps:

Identify Requirements

The SC-EOC Resource Support Section will identify resource requirements for an incident and will first attempt to fill the need from existing resources (based on the Resource Manual), mutual aid, or existing MOUs/MOAs.

Resource identification should involve:

- Type and quantity of resources needed
- Location where the resources should be sent
- Determine who will receive and use the resources

Order and Acquire

The SC-EOC accepts resource orders from supported ICs or occasionally from other essential service providers. To place an order, the IC or Logistics Section will submit FEMA Form ICS-213RR to the SC-EOC Resource Support Section via email (scema@sheridancountywy.gov). ICS-213RR and other ICS templates are available in the SC-EOP Appendices.

Mobilize

The SC-EOC Resource Support Section will provide an ordered resource with a resource order, using FEMA Form ICS-260, to confirm they are authorized to mobilize. Resources must check-in upon arrival at the incident, and check-in is the responsibility of the incident. ICS-260 and other ICS templates are available in the SC-EOP Appendices.

Track and Report

Once resources have arrived at the incident requesting the resource, tracking is the responsibility of the incident. The requesting incident must inform the SC-EOC Resource Support Section that the resource has arrived and that they are now responsible for the resource. The SC-EOC Resource Support Section may also track supplies not directly assigned to an incident, such as at points of distribution established by the SC-EOC.

Demobilize

Once response has been completed, all resources will be transitioned back into normal, day-today operations. This process will occur in stages and resources will be returned to normal function once their responsibilities and/or tasks are completed or transferred to other personnel groups. Incidents that received resources ordered by the SC-EOC are responsible for their demobilization. The SC-EOC Resource Support Section can assist incidents in determining demobilization requirements from home agencies that provided resources.

Reimburse and Restock

Sheridan County and municipal departments are also responsible for maintaining accountability of their property throughout incident operations. In the event of a disaster declaration, property used for incident management operations which is lost, damaged, stolen, or consumed may be cost reimbursable. Local agencies must be able to provide the proper documentation to recover for loss. This includes condition of resources before and after mobilization, and proof of stockpile size of supplies before and after mobilization.

SECTION 8. PLAN MANAGEMENT AND MAINTENANCE

This section describes the responsibilities and process for managing the SC-EOP, including plan development, annual maintenance and review, regular trainings and exercises, and distribution of the plan.

8.1. Plan Development

SCEM is responsible for the development of the SC-EOP in coordination with emergency services and administrative leadership in Sheridan County. The development process included the following key steps:

- Reviewing FEMA guidance, including the Comprehensive Preparedness Guide 101 (Version 3) and existing local and state plans, policies, and procedures
- Convening a small planning committee of emergency services and administrative representatives
- Hosting one-on-one interviews with Primary and Supporting Agencies to discuss their roles and responsibilities, as well as supporting resources for emergency response
- Updating the Whole Community on the plan development process and the purpose of the SC-EOP during community events and meetings
- Facilitating a tabletop exercise to validate the 2022 SC-EOP Update with the participation of Primary and Supporting Agencies, as well as state and federal partners

8.2. Plan Maintenance

The Emergency Management Coordinator will conduct an annual review of the SC-EOP. Comments can be submitted at any time to SCEM and will inform the annual review. The annual review process will consider plan adequacy, feasibility, and acceptability, as well as incorporating comments from users and considering any recommended improvements from recent SC-EOC activations.

8.3. Training and Exercises

The SC-EOP will be exercised on an annual basis, either through a discussion-based tabletop exercise, a real-time functional exercise, or a real-world incident requiring SC-EOC activation. SCEM is responsible for convening the organizations and agencies named in the SC-EOP to identify critical issues, lessons learned, and best practices for incident response planning. After each exercise, SCEM will develop an AAR/IP to document, validate, and assign action items and relevant plan updates. SCEM will provide training to Primary and Supporting Agencies on their roles and relevant SC-EOP content on an as-needed basis.

8.4. Distribution

The Emergency Management Coordinator will provide an electronic version to each Primary and Supporting Agency, all other Sheridan County departments, each municipality in the county, and state and federal agencies referenced in the plan for review and comment. The SC-EOP will also be publicly available on the Sheridan County website. Hard copies of the plan will be maintained at the SC-EOC. The record of distribution is available in the SC-EOP Appendices.

This page is intentionally blank.

2022
Sheridan County
Emergency Operations Plan (SC-EOP)
Agency Annexes

December 16, 2022

TABLE OF CONTENTS

American Red Cross Agency Annex AA-3
Sheridan Coroner's Office Agency Annex AA-7
Emergency Management Department Annex AA-9
Fairground Agency Annex AA-13
Firefighting Agencies Annex AA-15
Information Technology Agency Annex AA-21
Joint Dispatch Center Agencies Annex AA-25
Law Enforcement Agencies Annex AA-29
Sheridan County Public Health Annex AA-35
Public Works Annex AA-39
Regional Emergency Response Team Agency Annex AA-45
Salvation Army Agency Annex AA-49
Sheridan Area Search and Rescue Agency Annex AA-53
Sheridan College Agency Annex AA-55
Sheridan County School Districts Agency Annex AA-57
Sheridan Memorial Hospital Annex AA-60
The Hub Agency Annex AA-62
University of Wyoming Extension Office Agency Annex AA-66
Veteran Affairs Health Care System AA-68
Volunteers of America, Northern Rockies AA-72
Wyoming Regional EMS Agency Annex AA-74

AMERICAN RED CROSS AGENCY ANNEX

The purpose of this Annex is to coordinate the support and resources of American Red Cross during an emergency or disaster impacting Sheridan County, including meeting the immediate disaster needs of survivors and their families.

Fairground Agency Annex At-a-Glance	
Key Support Staff	• • Primary Contact: Disaster Program Manager • Secondary Contact
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways - to stabilize and reestablish the lifelines.*	 **Mass Care Services**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	 **Food, Water, Shelter**

Scope

The American Red Cross Agency Annex provides Sheridan County the mechanism to coordinate and receive support from American Red Cross during an emergency. Agency Annexes are used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated. This likely includes situations where an individual agency or community's resources are overwhelmed and require additional assistance in responding to an emergency.

The American Red Cross Agency Annex includes the following primary functions:

- **Mass Care Service Coordination** includes the coordination of non-medical mass care services such as sheltering of victims, organizing feeding operations, and collecting and providing information on victims to family members.
- **Food Supply** includes determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of the supplies, and authorizing disaster relief.
- **Human Services** includes providing victim-related recovery efforts, which may include establishing a Family Assistance Center (FAC).

- **Sheltering** includes coordinating and providing assistance for short-term shelter needs of disaster survivors and their pets.
- **Residential Damage Assessments** includes identifying a management and coordination structure for residential damage assessment activities, as well as providing initial reports to the SC-EOC describing extent of damages.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

In accordance with the American Red Cross's organizational documents and charter, ratified by the United States Congress on January 5, 1907, as well as the Disaster Relief Act of 1974, the Red Cross (national organization and local chapters) provides an array of 'Mass Care Services' to emergency and disaster victims routinely under its own authority. Furthermore, the Red Cross is tasked as the primary agency responsible for federally supported Mass Care Services per the National Response Framework (Emergency Support Function #6) despite being a nongovernmental organization.

In addition to the resources provided by the American Red Cross, Sheridan County has identified local mass care service providers to manage and coordinate mass care and shelter activities, which may be supported by Red Cross personnel, if available. Local agencies will provide immediate, local coordination of services prior to the mobilization of American Red Cross volunteers. The lead agency for mass care services coordination in Sheridan County is The Hub.

Roles and Responsibilities

The following tasks have been identified for American Red Cross to support Sheridan County incident response.

American Red Cross Roles and Responsibilities

-

General Support and Coordination

- ✓ Assign a liaison to the SC-EOC, as requested, to coordinate requests for additional resources, as well as provide regular updates to EOC staff and leadership on mass care services
- ✓ Provide regular, accurate, and relevant public information related to mass care services, donated goods and services, and emergency sheltering to the Public Information Officer (PIO)
- ✓ Notify and mobilize volunteers of opportunities to support emergency response, mass care service provision, and disaster recovery efforts
- ✓ Coordinate and respond to MOUs with volunteer agencies and corporations in the county or as requested by the SC-EOC

Mass Care Operations

- ✓ Coordinate with other volunteer and mass care services agencies, including the Salvation Army, faith-based agencies, and The Hub to identify needs and available resources and avoid duplication of resources. The Hub will lead coordination between mass care agencies locally, in partnership with the SC-EOC and/or IC.

American Red Cross Roles and Responsibilities

- ✓ Provide medical support, first aid, and health services if requested by the SC-EOC or Incident Command (IC)
- ✓ Initiate emergency assistance programs for families and individuals impacted by disasters by leveraging partnerships with other local and statewide agencies
- ✓ Report available sheltering, mass feeding, and/or distribution facility space and capacity to the SC-EOC

Food Supply

- ✓ Coordinate with the Salvation Army to distribute emergency food and supplies people seeking disaster assistance and people in shelters
- ✓ Recruit, train, and manage volunteers to support emergency food distribution
- ✓ Distribute non-medical, life sustaining resources and hygiene items

Human Services

- ✓ As directed by the SC-EOC, support the establishment of a Family Assistance Center (FAC) in coordination with Sheridan Memorial Hospital, mass care providers, and other community services. An FAC provides a single, shared location for impacted individuals and their families to access multi-agency resources and information about the disaster and recovery.
- ✓ Organize volunteers to provide services at an FAC. Adequately staff FACs in coordination with other volunteer groups as requested by the SC-EOC or IC
- ✓ Provide relevant services within the FAC, including case management and behavioral health care and counseling for families and survivors
- ✓ Collect, receive, and report victim status in coordination with hospitals and other care units through a Disaster Welfare Information (DWI) system

Sheltering

- ✓ Activate and implement adequate sheltering strategies based on information gathered from the SC-EOC or IC. Coordinate with other mass care and emergency shelter providers to identify temporary shelter resources.
- ✓ Adequately staff shelter sites as requested by the SC-EOC or IC
- ✓ Modify shelters to accommodate those who have disabilities or other access and functional needs

Residential Damage Assessments

- ✓ Provide residential damage assessment teams as requested by the SC-EOC or IC and as resources are available

This page is intentionally blank.

SHERIDAN CORONER'S OFFICE AGENCY ANNEX

The purpose of this Annex is to coordinate the support and resources of the Sheridan County Coroner's Office to provide fatality management during all types of emergencies and disasters in Sheridan County.

Coroner's Office Annex At-a-Glance	
Key Support Staff	• Primary Contact: County Coroner • Secondary Contact: Joint Dispatch Center
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways - to stabilize and reestablish the lifelines.*	**Fatality Management Services**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	**Health and Medical (Fatality Management)**

Scope

The Coroner Office in Sheridan County provides fatality management. This Annex provides Sheridan County with the mechanism to coordinate and receive support from the Coroner Office during an emergency. This Annex is used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated.

The Coroner's Office Agency Annex includes the following primary functions:

- **Fatality Management Services** includes victim identification and mortuary services.
- **Family Reunification** involves identifying and operating a designated place used to reunify victims and their family members immediately after an incident or for family members of victims who were killed or injured to seek information and services

A **Family Reunification Center** provides a venue for authorities to provide information to victims and facilitate the collection of information that can be used for victim identification. This is distinct from a **Family Assistance Center**.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

The following tasks have been identified for the Sheridan County Coroner's Office to support incident response.

Coroner's Office Agency Roles and Responsibilities

Fatality Management Services

- ✓ Identify the deceased and determine the manner and cause of death as accurately as possible
- ✓ In determining the manner and cause of death investigations shall include:
  - Scene investigation
  - Toxicology sample on the deceased
  - Inventory of property, evidence, and medications
  - Photographs
  - External exam
  - DNA sample
- ✓ Issue a written report for all death investigations
- ✓ Establish morgues and alternative storage for decedents
- ✓ Provide transportation, security, and preservation of the deceased until released to the next of kin or their designee
- ✓ Manage the collections, identification, care, and inventorying of human remains
- ✓ Protect the chain of custody for any evidence in their custody
- ✓ Manage a comprehensive system of record-keeping of fatalities
- ✓ Coordinate with emergency responders to estimate the extent of casualties
- ✓ Coordinate with law enforcement agencies having jurisdiction in a death scene investigation
- ✓ Report all fatalities to the SC-EOC
-

Family Reunification

- ✓ Activate the Victim Identification Plan in coordination with Sheridan Memorial Hospital
- ✓ Coordinate with the Sheridan County Sheriff's Office to identify and support a Family Reunification Center for families to receive updates during a mass casualty incident
- ✓ Provide for the notification of next of kin
- ✓ Establish operations to recover a significant number of bodies during a mass casualty incident
- ✓ Manage family communication during the coroner's process
-
-

EMERGENCY MANAGEMENT DEPARTMENT ANNEX

The purpose of this Annex is to coordinate the support and resources of Sheridan County Emergency Management to guide emergency and disaster response operations, including activation and management of the Sheridan County Emergency Operations Center.

Sheridan County Emergency Management Annex At-a-Glance	
Key Support Staff	• Primary Contact: Emergency Management Coordinator • Secondary Contact: Sheridan County Administrator
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways – to stabilize and reestablish the lifelines.*	 **Planning** **Public Information and Warning** **Operational Coordination** **Situational Assessment** **Operational Communications** **Logistics Supply Chain Management**
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways – to stabilize and reestablish the lifelines.*	 **Communications (Alerts, Warnings, and Messages)** **Food, Water, Shelter** **Safety and Security (Government Service; Community Safety)**

Scope

This Agency Annex provides the mechanism to coordinate and receive support from Sheridan County Emergency Management during an emergency. Agency Annexes are used to guide emergency response operations when the SC-EOC is activated. This likely includes situations where an individual agency or community's resources are overwhelmed and require additional assistance in responding to an emergency.

The Emergency Management Annex includes the following primary functions:

- **Inter-agency Coordination** involves developing, maintaining, and exercising structures to organize community-wide response, including local government, non-governmental organizations, the private sector, and the public.
- **Situational Awareness** involves information collection, information management, modeling and analysis, and the development and distribution of reports on the status of operations and impacts, including Situation Reports (SITREP) and Incident Action Plans (IAP).
- **Incident Documentation** includes maintaining documentation of disaster response activities and costs to secure post-disaster recovery assistance, as available.
- **Alert, Warning, and Notification (AWN) Tools** involves securing, maintaining, and deploying various, redundant AWN tools in coordination with the Incident Commander (IC) and the Joint Dispatch Center.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

The following tasks have been identified for Sheridan County Emergency Management to support Sheridan County incident response.

Emergency Management Roles and Responsibilities
General Support and Coordination ✓ Initiate the activation of the SC-EOC and serve as the EOC Manager, as described in Base Plan and based on the activation triggers described in the Incident Annexes ✓ Initiate notifications of appropriate leadership upon activation of the SC-EOC ✓ Respond to requests for resources from the Incident Commander (IC). Manage and track requests for resources submitted to the SC-EOC. ✓ Serve as the primary liaison to WOHS, the State Response Coordination Center (SRCC), and FEMA ✓ Support the development of protective action guidelines with ICs as described in the Protective Actions Annex ✓ Activate the Multi-Agency Coordination (MAC) Group as appropriate and facilitate meetings • **Inter-agency Coordination** ✓ Maintain ongoing communication with all primary and supporting agencies involved in incident response **Situational Awareness** ✓ Collect essential incident information, analyze that information, and put relevant information into SITREPS and distribute to appropriate personnel and agencies ✓ Support IC planning activities and assist with IAP development if needed **Incident Documentation** ✓ Maintain incident documentation to support reimbursement requests

Emergency Management Roles and Responsibilities
✓ Initiate and manage after-action reporting and development of an improvement plan after every SC-EOC activation **Alert, Warning, and Notification Tools** ✓ Support the IC/Unified Command by issuing emergency alerts, warnings, and notifications as requested. AWN tools and procedures are detailed in Section 6.11 of the Base Plan ✓ Act as the IPAWS Alerting Authority for Sheridan County ✓ Determine appropriate public alert method, deconflict information, craft message, and issue alert on behalf of requesting agency ✓ Ensure AWNs are accessible to vulnerable populations (e.g., translation, accessible technology, various alerting methods) ✓ Provide regular, accurate, and relevant public information related to emergency operations and protective action guidelines to the Public Information Officer (PIO) ✓ Coordinate with the PIO to integrate AWNs (actionable life or property safety information) and public information (contextual information relevant to the ongoing incident)

This page is intentionally blank.

FAIRGROUND AGENCY ANNEX

The purpose of Fairground Agency Annex is to coordinate the support and resources of Sheridan County Fairgrounds during an emergency or disaster, including managing the fairground facilities as a public space for emergency responders, survivors, and on-site resource coordination.

Fairground Agency Annex At-a-Glance	
Key Support Staff	• Primary Contact: Fairgrounds Director • Back-up Contact: Facilities Manager
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways - to stabilize and reestablish the lifelines.*	 **Mass Care Services**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	 **Food, Water, Shelter** **(Food, Water, Shelter, and Agriculture)**

Scope

The Fairground Agency Annex provides Sheridan County the mechanism to coordinate and receive support from the Sheridan County Fairgrounds during an emergency. The Fairground Agency Annex is used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated. This likely includes situations where an individual agency or community's resources are overwhelmed and require additional assistance in responding to an emergency.

The Fairground Agency Annex includes the following primary functions:

- **Mass Care Facilities** includes providing facility space for mass care agencies to provide services such as sheltering (for survivors and large animals), feeding operations, emergency first aid, providing information to impacted individuals and families, and coordinating bulk distribution of emergency relief items.
- **Volunteer and Donations Management** involves serving as a receiving location for community donations, including goods, services, and volunteers to support survivors.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

The following tasks have been identified for the Sheridan County Fairgrounds to support Sheridan County incident response.

Sheridan County Fairgrounds Roles and Responsibilities

-

General Support and Coordination

- ✓ Report available animal sheltering, mass feeding, and/or distribution facility space and capacity to the SC-EOC
- ✓ Coordinate with other volunteer and mass care services agencies, including the American Red Cross, faith-based agencies, Salvation Army, and The Hub to identify facility needs to provide resources and services
- ✓ Provide regular, accurate, and relevant public information related to mass care services and emergency sheltering to the Public Information Officer (PIO)
- ✓ Respond to formal MOU requests by Sheridan County Public Health for use of the Fairgrounds' facilities
- ✓ Coordinate with the City of Sheridan Police and Sheridan County Sheriff's Office for security during planned events and emergency response operations

Mass Care Operations

- ✓ Provide the 40-acre facility space, including the 9,000 sq ft Exhibit Hall and other buildings to support emergency operations, including but not limited to:
  - Community Point of Distribution (C-POD) or mass vaccination site, as established in the MOU with Sheridan County Public Health
  - Sandbag filling and distribution site
  - Collection and distribution site for community donations and volunteers
  - Family Assistance Center (FAC) organized by mass care agencies
- ✓ Build or set-up ad hoc structures – tents, bathroom, stalls, shelters, and trailers
- ✓ Provide Fairgrounds equipment for emergency operations, as requested by the SC-EOC
- ✓ Distribute information on hazards, risks, threats to animals, as well as protective actions and evacuation options for large animals

Sheltering

- ✓ Establish shelter as requested by the SC-EOC for displaced individuals with capability for bathrooms and shower trailers
- ✓ Establish a staging area for livestock evacuation/sheltering as requested by the SC-EOC
- ✓ Assist large animal owners with accessing needed resources, such as food and supplies
- ✓ Coordinate operations with the University of Wyoming Extension Office to support large animal sheltering, as needed

FIREFIGHTING AGENCIES ANNEX

The purpose of this Annex is to coordinate the support and resources of Sheridan County firefighting agencies during an emergency or disaster, including structure and wildland fires, as well as incidents with specialized operational needs.

<table>
<tr><th colspan="3">Fire Agencies Annex At-a-Glance</th></tr>
<tr><td>Key Support Staff</td><td>Sheridan County Fire Warden
County Fire Warden
Assistant County Fire Warden
Big Horn Fire Department
Fire Chief
Assistant Fire Chief
Clearmont Fire District
Fire Chief
Assistant Fire Chief
Dayton Fire Department
Fire Chief
Assistant Fire Chief</td><td>Goose Valley Fire Department (Sheridan Area Rural Fire Protection District)
Fire Chief
Assistant Fire Chief
Ranchester Fire Department (Tongue River Fire Protection District)
Fire Chief
Assistant Fire Chief
Sheridan Fire-Rescue
On-duty Officer
Division Chief - Operations
Story Fire Department
Fire Chief
Assistant Fire Chief</td></tr>
<tr><td>Core Capabilities
The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways - to stabilize and reestablish the lifelines.</td><td>
Environmental Response/ Healthy and Safety</td><td>
Fire Management and Suppression</td></tr>
<tr><td>Community Lifelines
Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.</td><td>

Safety and Security (Fire Service)</td><td>

Hazardous Materials (Facilities; HAZMAT, Pollutants, Contaminants)</td></tr>
</table>

Scope

The Fire Agencies Annex provides Sheridan County with the mechanism to coordinate and receive support from the various fire departments and districts during an emergency. The Fire Agencies Annex guides emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated. This likely includes situations where an individual agency or community's resources are overwhelmed and require additional assistance in responding to an emergency.

The Fire Agencies Annex includes the following primary functions:

- **Firefighting Activities** includes the detection and suppression of structural and wildland fires, as well as specialized firefighting activities.
- **Mobilizing Firefighting Resources** involves managing relationships with support organizations through the development of processes and procedures and execution of inter-agency mutual aid agreements to provide personnel, equipment, and supplies in support of local entities.
- **Hazardous Materials Incident Response and Containment** involves the prevention of, response to, containment of, and monitoring the clean-up of hazardous material releases.

Hazardous Materials *are substances or chemicals that pose a health hazard, a physical hazard, or harm to the environment. Hazardous materials are defined and regulated by the U.S. Environmental Protection Agency, U.S. Occupational Safety and Health Administration, U.S. Department of Transportation, and U.S. Nuclear Regulatory Commission.*

More detail on hazardous materials response is addressed in the HazMat Incident Annex. More detail on wildland firefighting operations is addressed in the Wildfire Incident Annex.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

This section provides a checklist of initial responsibilities for each relevant fire agency.

Agency Roles and Responsibilities
The following tasks have been identified for **Sheridan County Fire Department/Districts** to support Sheridan County incident response: **General Support and Coordination** ✓ Support debris removal from affected areas to clear critical roads, in coordination with public works agencies ✓ Help to identify impacts to human health and safety such as poor air quality or toxic exposure or contamination, in coordination with Sheridan County Public Health ✓ Establish continuous communication with the Sheridan County Sheriff's Office (SCSO) and other appropriate law enforcement agencies during any emergency ✓ Support search and rescue operations such as swift water rescue, confined space rescue, and extractions as requested by the Incident Commander (IC) or SC-EOC

Agency Roles and Responsibilities

- ✓ Support sandbagging operations as requested by the SC-EOC
- ✓ Provide a list of equipment available for emergency response to the Sheridan County Fire Warden
- ✓ Provide emergency medical services in coordination with other health and medical providers, including Wyoming Regional EMS, Sheridan Memorial Hospital, and Sheridan County Public Health
- ✓ Maintain and deploy emergency alert systems in coordination with the Sheridan County Emergency Management Coordinator (EMC), including fixed and mobile sirens to notify residents of emergency and evacuation.
- ✓ Assist with evacuation of towns and rural areas as directed by the SCSO. Evacuation roles and responsibilities are further detailed in the Protective Measures Annex and specific incident annexes where evacuations may be necessary.

Firefighting Activities

- ✓ Maintain an all-hazards approach to emergency response in their jurisdiction or as requested by the SC-EOC or IC
- ✓ Conduct regular fire control and management to minimize loss of life and property
- ✓ Coordinate and perform fire prevention, suppression, and investigation services
- ✓ Lead response to incidents within jurisdiction and provide an initial situational assessment and relevant intelligence and information to the SC-EOC. As local resources are exceeded, request mutual aid.
- ✓ Respond to mutual aid requests from neighboring fire districts within Sheridan County when local resources are exceeded
- ✓ Ensure safety at the incident scene or when requested by SC-EOC or IC

HazMat Incident Response and Containment

- ✓ Request the activation of specialized HazMat response teams, including Sheridan Fire-Rescue and the Regional Emergency Response Team if needed or requested by the SC-EOC
- ✓ Assess the situation status, including location, exposure pathways and directions, potential impacts to health, safety, and environment, and the types, availability, and location of resource resources
- ✓ Establish hot, warm, and cold zones for HazMat operations
- ✓ Determine decontamination areas and establish appropriate operations for small incidents
- ✓ Coordinate decontamination activities with appropriate local, state, and federal agencies for larger incidents
- ✓ Coordinate with appropriate agencies to ensure control, environmental monitoring and assessment, clean-up, and disposal of hazardous waste

The following tasks have been identified for **Sheridan County Fire Warden** to support Sheridan County incident response:

General Support and Coordination

Agency Roles and Responsibilities

- ✓ Act as liaison to the SC-EOC, as requested, to coordinate requests for additional firefighting resources and mutual aid and provide regular updates to EOC staff and leadership on firefighting efforts
- ✓ Support SC-EOC monitoring activities, including weather forecast for potential and active fire events
- ✓ Provide regular, accurate, and relevant public information related to fire activity, response operations, and evacuation to the Public Information Officer (PIO)
- ✓ Provide assistance to fire districts for the administration of emergency activities
- ✓ Coordinate fire district emergency activities with the EMC or as requested
- ✓ Support sandbagging operations as requested by the SC-EOC

Firefighting Activities

- ✓ Conduct the actions and duties identified in Wyoming Statute 35-9-402
- ✓ Coordinate Sheridan County's Structural and Wildland Fire Program
- ✓ Support the EMC and Joint Dispatch Center in issuing emergency notifications and public alert services, including providing emergency and disaster information
- ✓ Assist the Fire Chief of each department or district in the investigation of the cause, origin, and circumstances of each fire, as requested
- ✓ Develop, advise, implement, and monitor radio communications for Sheridan County's fire service in conjunction with the EMC
- ✓ Provide emergency response assistance for fire suppression activities to cooperating agencies

Mobilizing Firefighting Resources

- ✓ All firefighting response responsibilities for the Sheridan County Fire Warden are as requested by the responding fire district and/or IC
- ✓ Coordinate with the Wyoming State Forester to request, submit, and approve, resources from the Emergency Fire Suppression Account (EFSA)
- ✓ Initiate, maintain, and submit documentation of the use of EFSA funding
- ✓ Coordinate requests for mutual aid, as outlined in the Annual Operating Plan (AOP), and additional personnel and resources from State agencies as needed or requested by the SC-EOC
- ✓ Assist with requests to the State for Fire Management Assistance Grants
- ✓ Coordinate with the Cody and Casper Interagency Dispatch Centers to access federal wildland firefighting resources for Sheridan County

HazMat Incident Response and Containment

- ✓ Request the activation of specialized HazMat response teams, including Sheridan Fire-Rescue and the Regional Emergency Response Team if needed or requested by the SC-EOC

The following tasks have been identified for **Sheridan Fire-Rescue** to support Sheridan County incident response:

General Support and Coordination

Agency Roles and Responsibilities

- ✓ Act as liaison to the SC-EOC, as requested, to coordinate requests for additional firefighting resources and mutual aid and provide regular updates to EOC staff and leadership on firefighting efforts
- ✓ Support debris removal from affected areas to clear critical roads, including removal of hazards such as energized wires, in coordination with public works agencies
- ✓ Help to identify impacts to human health and safety such as poor air quality or toxic exposure or contamination, in coordination with Sheridan County Public Health
- ✓ Provide regular, accurate, and relevant public information related to fire activity, response operations, and evacuation to the Public Information Officer (PIO)
- ✓ Support search and rescue operations such as swift water rescue, confined space rescue, long angle rope rescue, and extractions as requested by the IC or SC-EOC
- ✓ Support sandbagging operations as requested by the SC-EOC

Firefighting Activities

- ✓ Maintain an all-hazards approach to emergency response in their jurisdiction or as requested by the SC-EOC or IC
- ✓ Conduct regular fire control and management to minimize loss of life and property
- ✓ Coordinate and perform fire prevention, suppression, and investigation services
- ✓ Lead response to incidents within jurisdiction and provide an initial situational assessment and relevant intelligence and information to the SC-EOC. As local resources are exceeded, request mutual aid.
- ✓ Respond to mutual aid requests from neighboring fire districts within Sheridan County when local resources are exceeded, including as outlined in the MOU with Goose Valley Fire Department
- ✓ Ensure safety at the incident scene or when requested by SC-EOC or IC

HazMat Incident Response and Containment

- ✓ Respond to requests for specialized HazMat response resources, including the Regional Emergency Response Team (RERT) activation
- ✓ Coordinate with Wyoming Region 1 RERT
- ✓ Assess the situation status, including location, exposure pathways and directions, potential impacts to health, safety, and environment, and the types, availability, and location of resource resources
- ✓ Establish hot, warm, and cold zones for HazMat operations
- ✓ Determine decontamination areas and establish appropriate operations
- ✓ Coordinate decontamination activities with appropriate local, state, and federal agencies
- ✓ Coordinate with appropriate agencies to ensure control, environmental monitoring and assessment, clean-up, and disposal of hazardous waste

This page is intentionally blank.

INFORMATION TECHNOLOGY AGENCY ANNEX

The purpose of this Annex is to coordinate the support and resources of Sheridan County Information Technology (IT) departments during an emergency or disaster, including protecting the public agency computer and networking infrastructure and other technology from potential threats, as well as supporting response to incidents with specialized operational need.

IT Agency Annex At-a-Glance	
Key Support Staff	Sheridan County IT Department • Primary Contact: IT Director • Secondary Contact: IT Assistant City of Sheridan IT Department • Primary Contact: IT Manager • Secondary Contact: City Administrator
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways - to stabilize and reestablish the lifelines.*	 **Public Information and Warning** **Operational Communications**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	 **Communications** **(Responder Communications; Infrastructure; Finance)**

Scope

The IT Annex provides the mechanism to coordinate and receive support during an emergency that threatens or damages technology and communications infrastructure. The IT Annex guides emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated. This likely includes situations where an individual agency or community's resources are overwhelmed and require additional assistance in responding to an emergency.

The IT Agency Annex includes the following primary functions:

- **Incident Management Continuity** involves providing temporary communications support for incident operations, including communications to and from the SC-EOC.

- **Communications Infrastructure** includes coordinating restoration of damaged communications infrastructure within the affected area as well as any critical information networks.
- **Public Information** involves maintaining, updating, and monitoring public web platforms to share incident information and updates on emergency response

More detail on the IT role in cyber incident response is addressed in Cyber Incident Annex.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

This section provides a checklist of initial responsibilities for IT departments in Sheridan County.

IT Agency Roles and Responsibilities
The following tasks have been identified for Sheridan County IT to support Sheridan County incident response: • **General Support and Coordination** ✓ Support the SC-EOC by responding to requests for additional IT resources and equipment and provide regular updates to EOC staff and leadership ✓ Coordinate with the Sheridan County Emergency Management Coordinator (EMC) to provide updates and request resources to the Wyoming Office of Homeland Security (WOHS) or U.S. Critical Infrastructure and Security Agency (CISA) on confirmed or potential cyberattacks and threats ✓ Coordinate and provide support to dedicated IT groups and departments working within Sheridan County, including City of Sheridan, Veterans Affairs, Sheridan College, Sheridan Memorial Hospital, etc. ✓ Support IT operations and incidents in the neighboring municipalities if requested ✓ Support the Sheridan County Elections Office to maintain election security on tabulated results, testing of equipment, and reporting results state officials ✓ Provide critical Sheridan County agencies with the necessary IT equipment to efficiently respond to an incident **Incident Management Continuity** ✓ Establish and maintain temporary communications between the SC-EOC and public safety agencies, including first responders and dispatch, municipalities, and other Community Lifelines agencies ✓ Engage amateur radio operators for emergency communications, as needed ✓ Coordinate with agencies who provide high-speed wireless broadband solutions during emergency response ✓ Coordinate with the Sheridan County GIS department to provide mapping and data to the SC-EOC as relevant **Communications Infrastructure** ✓ Report damages to local communications infrastructure and the resources necessary to restore it through the SC-EOC ✓ Implement strategies to restore technology and communications infrastructure

IT Agency Roles and Responsibilities

- ✓ Contact Wyoming Department of Transportation to resolve any issues with local radio towers and/or equipment

Public Information

- ✓ Provide media support to the County during an emergency or as requested by the SC-EOC, including managing social media and website updates. The Sheridan County website serves as the primary source of public information during disaster response.
- ✓ Provide regular and accurate public information related to communications infrastructure damage and restoration activities to the Public Information Officer (PIO)
- ✓ Monitor Sheridan County web platforms and provide updates to the SC-EOC on rumor control and misinformation
-

The following tasks have been identified for City of Sheridan IT to support Sheridan County incident response:

-

General Support and Coordination

- ✓ Support the SC-EOC by responding to requests for additional IT resources and equipment and provide regular updates to EOC staff and leadership
- ✓ Coordinate with Sheridan County IT to provide support to dedicated IT groups and departments working within Sheridan County, including Veterans Affairs, Sheridan College, Sheridan Memorial Hospital, etc.
- ✓ Support IT operations and incidents in the neighboring municipalities if requested
- ✓ Provide critical Sheridan County agencies with the necessary IT equipment to efficiently respond to an incident

Communications Infrastructure

- ✓ Report damages to local communications infrastructure and the resources necessary to restore it through the SC-EOC
- ✓ Implement strategies to restore technology and communications infrastructure

Public Information

- ✓ Provide media support to the City during an emergency or as requested by the SC-EOC, including managing social media and website updates
- ✓ Provide regular and accurate public information related to communications infrastructure damage and restoration activities to the Public Information Officer (PIO)
- ✓ Monitor City of Sheridan web platforms and provide updates to the SC-EOC on rumor control and misinformation

This page is intentionally blank.

JOINT DISPATCH CENTER AGENCIES ANNEX

The purpose of this Annex is to coordinate the support and resources of the dispatch centers serving Sheridan County during an emergency or disaster, including resource coordination, interoperable communications, monitoring and notification functions, and providing timely warning to Sheridan County residents and visitors.

Dispatch Center Agencies Annex At-a-Glance	
Key Support Staff	Joint Dispatch Center • Primary Contact: Chief of Police • Secondary Contact: Captain Cody Interagency Dispatch Center Casper Interagency Dispatch Center
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways – to stabilize and reestablish the lifelines.*	 **Public Information and Warning** **Operational Coordination** **Operational Communications**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	 **Communications** **(Alert, Warnings, and Messages; 911 & Dispatch, Responder Communications; Infrastructure)**

Scope

The Dispatch Center Agency Annex describes the mechanisms to coordinate interagency resource coordination, communications, and alert, warning, and notifications for incidents within Sheridan County. Agency Annexes are used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated. This likely includes situations where an individual agency or community's resources are overwhelmed and require additional assistance in responding to an emergency.

Dispatch Centers have the following primary functions:

- **Alert, Warning, and Notification (AWN) Tools** involves securing, maintaining, and deploying various, redundant AWN tools in coordination with the Incident Commander (IC) and Sheridan County Emergency Management (SCEM).
- **Communications Infrastructure** includes ensuring the capacity for incident response personnel to communicate with the affected population and establish interoperable voice and data communications.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

This section provides a checklist of initial responsibilities for dispatch centers serving Sheridan County.

Agency Roles and Responsibilities
The following tasks have been identified for the Joint Dispatch Center to support Sheridan County incident response:
General Support and Coordination ✓ Serve as the primary Public Safety Answering Point (PSAP) and dispatch center for Sheridan County for all-hazards except for wildland fire incidents ✓ Receive communications and notifications from the IC to determine whether an ongoing incident may trigger the activation of the SC-EOC ✓ Notify the Sheridan County Emergency Manager of any incidents that may trigger activation of the SC-EOC, as described in Section 2.3.2 of the Base Plan and within each Incident Annex ✓ Maintain communication with the IC who will monitor the incident and is responsible for requesting resources from pre-existing mutual aid agreements or the SC-EOC
Alert, Warning and Notification ✓ Support the IC/Unified Command by issuing emergency alerts, warnings, and notifications as requested. AWN tools and procedures are detailed in 6.1.1 of the Base Plan. ✓ Initiate AWN procedures to distribute protection actions across all relevant tools ✓ Serve as the 24/7 National Warning System (NAWAS) warning point for Sheridan County and support fan-out procedures ✓ Serve as the primary Alerting Authority and maintain an MOU with FEMA for use of the Integrated Public Alert and Warning System (IPAWS), as well as CodeRed, to alert for incidents impacting Sheridan County residents. The Joint Dispatch Center has authority to issue public alerts and warnings in Sheridan County, especially if time is of the essence.
Communications Infrastructure ✓ Coordinate with agency IT departments to test back-up, dedicated voice, data systems, and emergency alert systems ✓ Implement recovery strategies for disruption to communication and systems ✓ Coordinate with agency IT departments to ensure redundant and interoperable communications

Agency Roles and Responsibilities
The following tasks have been identified for the Cody Interagency Dispatch Center to support Sheridan County incident response: ✓ Serves as the primary dispatch center for wildland fire incidents within the Bighorn National Forest boundary and all lands west of I-90 in Sheridan ✓ Maintain continuity of dispatch communications between incident responders, SC-EOC, and other stakeholders
The following tasks have been identified for the Casper Interagency Dispatch Center to support Sheridan County incident response: ✓ Serves as the primary dispatch center for wildland fire incidents in all other parts of Sheridan County (outside of Bighorn National Forest and lands west of I-90 in Sheridan) ✓ Maintain continuity of dispatch communications between incident responders, SC-EOC, and other stakeholders •

This page is intentionally blank.

LAW ENFORCEMENT AGENCIES ANNEX

The purpose of this Annex is to coordinate the support and resources of Sheridan County law enforcement agencies during an emergency or disaster, including protecting life and property, maintaining law and order, and responding to incidents with specialized operational needs.

Law Enforcement Agencies Annex At-a-Glance	
Key Support Staff	Sheridan County Sheriff's Office • Sheriff • Undersheriff/Patrol Lieutenant Sheridan Police Department • Chief of Police • Captain Town of Ranchester • Town Marshal
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways - to stabilize and reestablish the lifelines.*	 **On-scene Security Protection and Law Enforcement**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	 **Safety and Security (Law Enforcement/Security)** **Communications (Alerts, Warnings, and Messages)**

Scope

The Law Enforcement Agencies Annex provides Sheridan County with the mechanism to coordinate and receive support from the various law enforcement departments during an emergency. The Law Enforcement Agencies Annex is used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated. This likely includes situations where an individual agency or community's resources are overwhelmed and require additional assistance in responding to an emergency.

The Law Enforcement Agencies Annex includes the following primary functions:

- **Safety and Security** includes coordinating law enforcement resources during major emergencies or disasters to provide access control and security to impacted areas, as well as manage evacuations and re-entry efforts and provide security to response and recovery operations sites.
- **Investigative Services** involves conducting forensic analysis and attributing criminal and terrorist acts. Additionally, provide investigative resources to assist the Sheridan County Coroner and Sheridan Area Search and Rescue (SAR) with identification of the deceased and locating missing persons.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

This section provides a checklist of initial responsibilities for each law enforcement agency.

Agency Roles and Responsibilities

The following tasks have been identified for **Sheridan County Sheriff's Office** to support Sheridan County incident response:

General Support and Coordination

- ✓ Assign a liaison to the SC-EOC or MAC Group to coordinate requests for additional law enforcement resources and provide regular updates to SC-EOC staff
- ✓ Respond to mutual aid requests from law enforcement agencies within Sheridan County when local resources are exceeded
- ✓ Request mutual aid from neighboring counties and/or state agencies, including Wyoming Game and Fish, Wyoming Department of Criminal Investigations (DCI), Wyoming Department of Transportation (WYDOT), or Wyoming Highway Patrol, in coordination with the Joint Dispatch Center and SC-EOC
- ✓ Coordinate and authorize search and rescue operations and activities and deploy Sheridan Area SAR resources as appropriate
- ✓ Assist City of Sheridan with law enforcement functions as requested
- ✓ Coordinate law enforcement functions in the Town of Ranchester, Town of Clearmont, and Town of Dayton, and unincorporated areas
- ✓ Coordinate with the Joint Dispatch Center to request needed resources
- ✓ Coordinate with the City of Sheridan Police Department to establish a family reunification center as requested by SC-EOC or Incident Commander (IC)

Safety and Security

- ✓ Perform traffic control to maintain flow on essential transportation routes and evacuation routes
- ✓ Coordinate with Sheridan County Public Works to identify, request, and place roadway barriers or other traffic signage, as requested by the appropriate roadway owner/operator (cities, WYDOT, etc.)
- ✓ Maintain incident security by limiting ingress/ingress routes and enforcing restrictions
- ✓ Lead the evacuation of towns, buildings, and residential areas as requested by the SC-EOC or IC, including door-to-door notification. Evacuation policies and responsibilities are further detailed in the Protective Measures Annex and specific incident annexes where evacuations may be necessary.

Agency Roles and Responsibilities
✓ Coordinate with the City of Sheridan Police Department on specialized incident responses, including active shooter incidents. Sheridan County will lead response to an active shooter incident for Sheridan County School District #1 and #3 and Story Elementary School (District #2). ✓ Assist incident operations by using patrol vehicles to deliver supplies as requested ✓ Monitor ongoing all-hazards incidents and report developing hazards to the SC-EOC ✓ Enforce protective action and public health orders as issued by the IC, SC-EOC, or local elected officials **Alerts, Warnings, and Notifications** ✓ Receive alerts, warnings, and notifications from the Joint Dispatch Center ✓ Request and initiate alert, warning, and notification procedures to distribute protective action notices, including evacuations, from the Joint Dispatch Center and SC-EOC ✓ Provide regular, accurate, and relevant public information related to law enforcement activity, response operations, and evacuation to the Public Information Officer (PIO) **Investigative Services** ✓ Support criminal investigative efforts within the jurisdiction or as requested ✓ Act as the primary liaison for any major investigations, including criminal investigations led by Wyoming DCI or the Federal Bureau of Investigations •
The following tasks have been identified for **Sheridan Police Department** to support Sheridan County incident response: **General Support and Coordination** ✓ Assign a liaison to the SC-EOC or MAC Group to coordinate requests for additional law enforcement resources and provide regular updates to SC-EOC staff ✓ Respond to mutual aid requests from law enforcement agencies within Sheridan County when local resources are exceeded, including agencies with pre-existing agreements such as the Veterans Affairs Medical Center and local treatment centers ✓ Request assistance for specialized operations, including SAR, additional personnel, equipment from the Sheridan County Sheriff's Office as needed ✓ Coordinate with the Joint Dispatch Center to request needed resources ✓ Coordinate with the Sheridan County Sheriff's Office to establish a family reunification center as requested by SC-EOC or IC ✓ Support the Sheridan City Council in requesting aid and declaring a local emergency ✓ Support state and federal agency operations as requested by the SC-EOC or IC **Safety and Security** ✓ Perform traffic control to maintain flow on essential transportation routes and evacuation routes ✓ Maintain incident security by limiting ingress/ingress routes and perimeter protection ✓ Lead evacuations within the City of Sheridan as requested by the SC-EOC or IC, including door-to-door notification. Evacuation policies and responsibilities are further detailed in the Protective Measures Annex and specific incident annexes where evacuations may be necessary. ✓ Assist incident operations by using patrol vehicles to deliver supplies as requested

Agency Roles and Responsibilities

- ✓ Coordinate with the Sheridan County Sheriff's Office on specialized incident responses, including active shooter incidents. Sheridan Police Department will lead response to an active shooter incident for Sheridan County School District #2, except for Story Elementary School.
- ✓ Respond to emergencies county-owned facilities located within the City of Sheridan, including the Fairgrounds and water treatment plant
- ✓ Monitor ongoing all-hazards incidents and report developing hazards to the SC-EOC
- ✓ Enforce protective action and public health orders as issued by the IC, SC-EOC, or local elected officials

Alerts, Warnings, and Notifications

- ✓ Receive alerts, warnings, and notifications from the Joint Dispatch Center
- ✓ Request and initiate alert, warning, and notification procedures to distribute protective action notices, including evacuations, from the Joint Dispatch Center and SC-EOC
- ✓ Provide regular, accurate, and relevant public information related to law enforcement activity, response operations, and evacuation to the Public Information Officer (PIO)

Investigative Services

- ✓ Support criminal investigative efforts within the jurisdiction or as requested
- ✓ Act as the primary liaison for any major investigations, including criminal investigations led by Wyoming DCI or the Federal Bureau of Investigations

The following tasks have been identified for the **Ranchester Town Marshall** to support Sheridan County incident response:

General Support and Coordination

- ✓ Respond to mutual aid requests from law enforcement agencies within Sheridan County when local resources are exceeded
- ✓ Request assistance for specialized operations, including SAR, additional personnel, equipment from the Sheridan County Sheriff's Office as needed
- ✓ Coordinate with the Joint Dispatch Center to request needed resources
- ✓ Support the Ranchester Town Council in requesting aid and declaring a local emergency

Safety and Security

- ✓ Perform traffic control to maintain flow on essential transportation routes and evacuation routes
- ✓ Maintain incident security by limiting ingress/ingress routes and perimeter protection
- ✓ Assist with evacuations in Ranchester as requested by the SC-EOC or IC, including door-to-door notification. Evacuation policies and responsibilities are further detailed in the Protective Measures Annex and specific incident annexes where evacuations may be necessary.
- ✓ Monitor ongoing all-hazards incidents and report developing hazards to the SC-EOC
- ✓ Enforce protective action and public health orders as issued by the IC, SC-EOC, or local elected officials

Alerts, Warnings, and Notifications

Agency Roles and Responsibilities
✓ Receive alerts, warnings, and notifications from the Joint Dispatch Center ✓ Request and initiate alert, warning, and notification procedures to distribute protective action notices, including evacuations, from the Joint Dispatch Center and SC-EOC ✓ Provide regular, accurate, and relevant public information related to law enforcement activity, response operations, and evacuation to the Public Information Officer (PIO)

This page is intentionally blank.

SHERIDAN COUNTY PUBLIC HEALTH ANNEX

The purpose of this Annex is to coordinate the support and resources of Sheridan County Public Health to provide comprehensive public health and medical response care, as well as protect the quality of life for residents during an emergency.

Sheridan County Public Health Annex At-a-Glance	
Key Support Staff	• Primary Contact: County Health Officer • Secondary Contact: Public Health Nurse Manager • Additional Contact: Public Health Response Coordinator
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways - to stabilize and reestablish the lifelines.*	**Public Health, Healthcare, and EMS**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	**Health and Medical (Public Health)**

Scope

The Public Health Annex provides Sheridan County with the mechanism to coordinate and receive support from Sheridan County Public Health during an emergency. This Annex is used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated.

The Public Health Agency Annex includes the following primary functions:

- **Assessment of Health/Medical Needs** involves local assessment and identification of needs, such as investigating public health threats from disease, environmental response, injury surveillance, and reporting.
- **Coordination of Care and Resources** includes the organization of necessary care and protective actions across hospitals, emergency services providers, health/medical personnel, and technical specialists.
- **Public Information** includes collecting and disseminating accurate and timely public health and medical information to the public.

More detail on Sheridan County Public Health's role in pandemic response is addressed in the Biological-Pandemic Incident Annex.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

The following tasks have been identified for Sheridan County Public Health to support Sheridan County incident response.

Public Health Roles and Responsibilities
General Support and Coordination ✓ Assign a liaison to the SC-EOC, as requested, to coordinate requests for additional resources and mutual aid, as well as provide regular updates to EOC staff and leadership on public health and medical operations ✓ Assist, support, and advise in the setup of medical and non-medical sheltering for displaced populations in coordination with mass care services agencies (The Hub, Salvation Army, American Red Cross, and shelter sites) ✓ Evaluate and advise on response effectiveness pertaining to public health concerns ✓ Coordinate with other health and medical agencies through Community Health Emergency Medical Preparedness (CHEMP) meetings to assess public health impacts from all types of emergencies and facilitate accurate information sharing **Assessment of Health/Medical Needs** ✓ Monitor and evaluate public health risks or hazards and ensure the appropriate actions are taken to protect the health and safety of disaster victims, responders, and the public ✓ Provide epidemiological surveillance, case investigation, contact tracing, and follow up for epidemic and endemic diseases ✓ Assist the County Health Officer (CHO) to detect, prevent, and control epidemic diseases ✓ Dispense Medical Counter Measures (MCMs) through pre-determined Points of Distribution (PODs) as directed by CHO and/or the Wyoming Department of Health. Maintain PODs through the duration of the emergency. ✓ Coordinate mass testing and vaccine distribution and mobilize community organizations to support outreach, public information, and distribution methods ✓ Facilitate laboratory services for identification required to support emergency health and medical services ✓ Establish preventative health services, including the control of communicable diseases such as influenza, particularly in emergency shelters ✓ Assist in triage and medical support on-scene to supplement Wyoming Regional EMS and other medical providers, as needed **Coordination of Care and Resources** ✓ Lead coordination with other health/medical agencies in Sheridan County based on their functional areas and expertise to assess public health impacts from all types of emergencies

Public Health Roles and Responsibilities

- ✓ Coordinate with the Sheridan County Emergency Management Coordinator (EMC) to request staff, supplies, and equipment through mutual aid, from Wyoming Office of Homeland Security, or through the Strategic National Stockpile, as needed
- ✓ Coordinate with Sheridan Memorial Hospital and/or Sheridan Veteran's Administration Medical Center to:
  - Manage medical activities within the hospitals during an emergency
  - Identify and request medical resources from outside the County
  - Clarify medical guidance as needed and distribute to other responding agencies, including EMS, public health nurses, etc.
  - Coordinate with EMS, other medical facilities, and on-site emergency personnel for casualty evaluation and transport for further treatment
- ✓ Partner with Public Works departments to secure resources for state agencies and subject matter experts to monitor and test public infrastructure for environmental health hazards (i.e., water sampling)
- ✓ Establish preventative health services, including the control of communicable diseases: vaccination, pre-exposure prophylaxis, post-exposure treatment

Public Information

- ✓ Provide regular, accurate, and relevant public information related to public health and medical activities, environmental safety incident response, and personal protective measures to the Public Information Officer (PIO)
- ✓ Issue public health orders, as needed
- ✓ Coordinate with the Sheridan County EMC to issue alerts and warnings related to public health emergencies, when necessary
- ✓ Utilize a public warning system when necessary

This page is intentionally blank.

PUBLIC WORKS ANNEX

The purpose of this Annex is to provide guidance for public works departments in Sheridan County to respond to an emergency that requires coordinated support and resources to stabilize or restore critical infrastructure, including transportation, power, water, and wastewater.

Public Works Annex At-a-Glance	
Key Support Staff	Sheridan County Public Works • Primary Contact: County Road and Bridge Superintendent • Secondary Contact: Road and Bridge Lead Operator • Additional Contact: County Engineer City of Sheridan Public Works • Primary Contact: Public Works Director • Secondary Contact: Street Maintenance Superintendent Town of Clearmont – Utilities, Water, and Sewer • Primary Contact: Director of Operations • Secondary Contact: Water and Sewer Operator Town of Dayton – Utilities, Water, and Sewer • Primary Contact: Director of Operations • Secondary Contact: Water and Sewer Operator Town of Ranchester – Utilities, Water, and Sewer • Primary Contact: Director of Operations • Secondary Contact: Water and Sewer Operator
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways - to stabilize and reestablish the lifelines.*	 **Infrastructure Systems** **Critical Transportation**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	 **Food, Water, Shelter (Water)** **Transportation (Highway/Roadway/Motor Vehicle; Railway)**

Scope

The Public Works Annex establishes the structure for a timely, coordained, and unified response from Public Works agencies in Sheridan County for anticipated or actual disasters. The Annex is used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated. This likely includes situations where an individual agency or community's resources are overwhelmed and require additional assistance in responding to an emergency.

The Public Works Annex includes the following primary functions:

- **Transportation Infrastructure** involves coordinating with roadway operators, including Wyoming Dept. of Transportation (WYDOT), to maintain, monitor conditions, repair, and restore the function of local transportation infrastructure in and around affected areas.
- **Water and Wastewater Systems** includes coordinating with utility providers to assess damage, restore operations, and maintain safety of critical facilities
- **Damage Assessment** involves coordinating damage assessment activities for critical infrastructure and public facilities, as well as providing initial reports to the SC-EOC describing damages. This function does not include damage assessments of residential structures.
- **Debris Removal** is the clearance, removal, and disposal of items broken or destroyed.
- **Movement of Resources** includes moving and distributing resources necessary for emergency response and recovery operations.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

This section provides a checklist of initial responsibilities for each relevant public works agency.

Agency Roles and Responsibilities
The following tasks have been identified for **Sheridan County Public Works** to support incident response: **General Support and Coordination** ✓ Assign a liaison to the SC-EOC, as requested, to coordinate requests for additional resources and mutual aid, as well as provide regular updates to EOC staff and leadership on public works operations ✓ Participate in response planning related to infrastructure and public facilities, including emergency transportation, evacuation routes, and debris removal ✓ Provide regular, accurate, and relevant public information related to public facilities and critical infrastructure to the Public Information Officer (PIO) ✓ Activate MOUs and emergency contracts when local resources have been exceeded, including for equipment and supplies ✓ Supplement the resources of Sheridan County municipalities to support emergency response needs **Transportation Infrastructure** ✓ Coordinate with WYDOT and cities/towns to restore and repair local, county, and state roads, bridges, and other facilities in Sheridan County

Agency Roles and Responsibilities

- ✓ Mobilize personnel and equipment in response to damage of the local transportation system
- ✓ Set up warning signs when weather conditions make it unsafe to drive and close roads when necessary
- ✓ Provide temporary traffic control for county roads in coordination with the Sheridan County Sheriff's Office and Wyoming Highway Patrol

Water and Wastewater Systems

- ✓ Coordinate with Sheridan Area Water Supply (SAWS) to assess damage and restore potable water operations, as needed
- ✓ Ensure roadways to water supply facilities are cleared and accessible to SAWS personnel

Damage Assessment

- ✓ Conduct damage assessments to critical infrastructure, transportation infrastructure, and Sheridan County facilities using the FEMA Preliminary Damage Site Assessment Form
- ✓ Support SAWS to assess the physical system of reservoirs, intakes, treatment plants, water storage tanks, pumping stations, transmission mains, distribution mains and meters for any damage

Debris Removal

- ✓ Clear debris and refuse from county roads and vital areas outside of the county's jurisdiction, as needed
- ✓ Monitor obstructions in streams, including ice jams, in coordination with the Sheridan County Emergency Management Coordinator (EMC) to determine if debris needs to be cleared to prevent flooding
- ✓ Coordinate the use of private equipment and qualified volunteers to support debris removal and clearing of critical roads

Movement of Resources

- ✓ Coordinate with the EMC to organize sandbag filling stations, supplies, and delivery to Sheridan County municipalities
- ✓ Assist in projects that require heavy equipment to move materials and supplies
- ✓ Support fire districts by supplying water tenders and other heavy equipment that may be needed during wildfire response

The following tasks have been identified for **City of Sheridan Public Works** to support incident response:

General Support and Coordination

- ✓ Assign a liaison to the SC-EOC, as requested, to coordinate requests for additional resources and mutual aid, as well as provide regular updates to EOC staff and leadership on public works operations
- ✓ Submit all requests for additional emergency response resources to the SC-EOC, including sandbagging, personnel, equipment, and supplies, using the Resource Request Message

Agency Roles and Responsibilities

- ✓ Participate in response planning related to infrastructure and public facilities, including emergency transportation, evacuation routes, and debris removal
- ✓ Provide regular, accurate, and relevant public information related to public facilities and critical infrastructure to the Public Information Officer (PIO)

Transportation Infrastructure

- ✓ Coordinate with WYDOT and Sheridan County to restore and repair roads, bridges, and other facilities in the City of Sheridan
- ✓ Provide temporary traffic control for city roads in coordination with the City of Sheridan Police Department and Wyoming Highway Patrol, as relevant

Water and Wastewater Systems

- ✓ Coordinate with SAWS to assess damage and restore potable water operations
- ✓ Ensure roadways to water supply facilities are cleared and accessible to SAWS personnel

Damage Assessment

- ✓ Conduct damage assessments to critical infrastructure, transportation infrastructure, and City of Sheridan facilities using the FEMA Preliminary Damage Site Assessment Form
- ✓ Support SAWS to assess the physical system of reservoirs, intakes, treatment plants, water storage tanks, pumping stations, transmission mains, distribution mains and meters for any damage

Debris Removal

- ✓ Clear debris and refuse from city roads and vital areas outside of the city's jurisdiction
- ✓ Coordinate the use of private equipment and qualified volunteers to support debris removal and clearing of critical roads

Movement of Resources

- ✓ Coordinate with the EMC to organize sandbag filling stations, supplies, and delivery
- ✓ Assist in projects that require heavy equipment to move materials and supplies

The following tasks have been identified for **Sheridan Area Water Supply** to support incident response:

General Support and Coordination

- ✓ Assign a liaison to the SC-EOC, as requested, to coordinate requests for additional resources and mutual aid, as well as provide regular updates to EOC staff and leadership on water supply and service restoration

Water and Wastewater Systems

- ✓ Coordinate with Sheridan County and City of Sheridan public works departments to assess damage and restore potable water operations

Damage Assessment

- ✓ Conduct damage assessments to SAWS facilities using the FEMA Preliminary Damage Site Assessment Form, including the physical system of reservoirs, intakes,

Agency Roles and Responsibilities
treatment plants, water storage tanks, pumping stations, transmission mains, distribution mains and meters for any damage
The following tasks have been identified for **Town of Clearmont Water & Sewer** to support incident response: **General Support and Coordination** ✓ Assign a liaison to the SC-EOC, as requested, to coordinate requests for additional resources and mutual aid, as well as provide regular updates to EOC staff and leadership on public works operations ✓ Submit all requests for additional emergency response resources to the SC-EOC, including sandbagging, personnel, equipment, and supplies, using the Resource Request Message **Water and Wastewater Systems** ✓ Stabilize any immediate threat to water and sewer infrastructure ✓ Examine, inspect, repair, and replace any water or sewer infrastructure damaged during an emergency **Damage Assessment** ✓ Conduct damage assessments to infrastructure and facilities using the FEMA Preliminary Damage Site Assessment Form ✓ Request any additional personnel, including assistance from the Sheridan County Engineer, through the EMC •
The following tasks have been identified for **Town of Dayton Water & Sewer** to support incident response: **General Support and Coordination** ✓ Assign a liaison to the SC-EOC, as requested, to coordinate requests for additional resources and mutual aid, as well as provide regular updates to EOC staff and leadership on public works operations ✓ Submit all requests for additional emergency response resources to the SC-EOC, including sandbagging, personnel, equipment, and supplies, using the Resource Request Message **Water and Wastewater Systems** ✓ Stabilize any immediate threat to water and sewer infrastructure ✓ Examine, inspect, repair, and replace any water or sewer infrastructure damaged during an emergency **Damage Assessment** ✓ Conduct damage assessments to infrastructure and facilities using the FEMA Preliminary Damage Site Assessment Form ✓ Request any additional personnel, including assistance from the Sheridan County Engineer, through the EMC

Agency Roles and Responsibilities
The following tasks have been identified for **Town of Ranchester Water & Sewer** to support incident response: **General Support and Coordination** ✓ Assign a liaison to the SC-EOC, as requested, to coordinate requests for additional resources and mutual aid, as well as provide regular updates to EOC staff and leadership on public works operations ✓ Submit all requests for additional emergency response resources to the SC-EOC, including sandbagging, personnel, equipment, and supplies, using the Resource Request Message **Water and Wastewater Systems** ✓ Stabilize any immediate threat to water and sewer infrastructure ✓ Examine, inspect, repair, and replace any water or sewer infrastructure damaged during an emergency **Damage Assessment** ✓ Conduct damage assessments to infrastructure and facilities using the Resource Request Message ✓ Request any additional personnel, including assistance from the Sheridan County Engineer, through the EMC

Forms and Templates

- **FEMA Preliminary Damage Site Assessment Form** should be used to conduct an Initial Damage Assessment of public facilities and critical infrastructure.
- **Resource Request Message** (ICS 213 RR) should be used to submit requests for resources to the SC-EOC

REGIONAL EMERGENCY RESPONSE TEAM AGENCY ANNEX

The purpose of this Annex is to coordinate the support and resources of the Regional Emergency Response Team (RERT) 1 during an emergency or disaster, including organizing, equipping, training, and responding to hazardous materials, weapons of mass destruction (terrorism), and/or any all-hazards incidents requiring specialized resources and equipment.

RERT 1 Annex At-a-Glance	
Key Support Staff	• Primary Contact: Sheridan Fire-Rescue on-duty Officer • Secondary Contact: Division Chief – Operations • Additional Contact: Campbell County Emergency Management (RERT 1 Liaison)
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways - to stabilize and reestablish the lifelines.*	**Environmental Response/Health and Safety**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	**Hazardous Material** **(Facilities; HAZMAT, Pollutants, and Contaminants)**

Scope

This Agency Annex provides Sheridan County with the mechanism to coordinate and receive support from RERT during an emergency. The Annex is used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated. This likely includes situations where an individual agency or community's resources are overwhelmed and require additional assistance in responding to an emergency.

The primary function of the RERT 1 is to lead **Hazardous Material Incident Response and Containment**, which involves the response to, containment of, and monitoring the clean-up of hazardous material releases. More detail on the RERT 1 role in hazardous materials response is addressed in the Hazardous Materials Incident Annex.

Hazardous Materials *are substances or chemicals that pose a health hazard, a physical hazard, or harm to the environment. Hazardous materials are defined and regulated by the U.S.*

Environmental Protection Agency, U.S. Occupational Safety and Health Administration, U.S. Department of Transportation, and U.S. Nuclear Regulatory Commission.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Procedures for Activation of a RERT

Early consideration should be given to requesting RERT 1 and/or other state assets.

1. Before a regional response team may respond to an incident, an initial assessment or size-up of the emergency shall be made.
2. The initial assessment or size-up will usually be made by the agency having jurisdiction, emergency spill responders, public safety agencies, local, state, federal, or tribal government officials (including team members), the county sheriff personnel or law enforcement personnel.
3. If, after making an assessment or size-up of the incident, the on-scene Incident Commander (IC) or unified command determines that the emergency involves a hazardous material spill or release and that it cannot be successfully controlled with local resources, the on-scene official may request assistance from RERT 1. It is preferred that the activation request come through SCEM.
4. RERT response requests shall be directed to the Wyoming Office of Homeland Security (WOHS) Duty Officer.
5. The requestor provides, to the best of their knowledge, the WOHS Duty Officer the following information:
    a. Incident location, size, and severity
    b. Danger present and area threatened
    c. Fire, health, or explosion hazard
    d. Name of chemical or substance (if known)
    e. Evacuations contemplated or in progress
6. Planned activations to cover events will only be approved in certain circumstances. These activations should be utilized as training opportunities and be paid for out of the training/exercise grant funding provided to each RERT.
7. If you have an activation that occurs later than the initial request (i.e., responding several hours later due to weather, personnel, etc.) a phone call to the WOHS Duty Officer will be made advising them of the time the team leaves for the response.

Roles and Responsibilities

The following tasks have been identified for RERT 1 to support Sheridan County incident response.

RERT 1 Roles and Responsibilities
•
General Support and Coordination ✓ Assign a liaison to serve in the SC-EOC to coordinate request for additional resources and provide regular updates to EOC staff

RERT 1 Roles and Responsibilities

- ✓ Evaluate and respond to requests including providing available resources, equipment, and personnel
- ✓ Coordinate with local agencies and the SC-EOC when protective action orders are needed, as detailed in the Protective Action Order Annex

HazMat Incident Response and Containment

- ✓ Respond to HazMat incidents within their jurisdiction as requested by the IC and approved by WOHS.
- ✓ Coordinate with WOHS on RERT requests and approvals. All operations must be approved for reimbursement.
- ✓ Respond to, identify, and mitigate threats to protect life, property, and the environment
- ✓ Assess the situation status, including location, exposure pathways and directions, potential impacts to human health, welfare, safety, and the environment, types, availability, and location of response resources, technical support, HazMat, and cleanup services
- ✓ Employ detection and monitoring equipment and request personnel as needed from Campbell County
- ✓ Establish hot, warm, and cold zones for HazMat operations
- ✓ Coordinate decontamination activities with appropriate local, state, and federal agencies, including the Veteran's Administration Healthcare Services (VAHCS)
- ✓ Coordinate with various agencies to ensure control, environmental monitoring and assessment, clean-up, and disposal of any hazardous waste
- ✓ Request additional resources from local agencies as needed to support response, including booming and mitigation resources, decontamination trailers, etc.

This page is intentionally blank.

SALVATION ARMY AGENCY ANNEX

The purpose of this Annex is to coordinate the support and resources of the Salvation Army during an emergency or disaster impacting Sheridan County, including collecting, sorting, and distributing donated goods and providing emergency assistance to help meet survivors' most urgent needs.

Salvation Army Agency Annex At-a-Glance	
Key Support Staff	• Primary Contact: Envoy in Charge/Co-leader • Secondary Contact: Social Services Director
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways – to stabilize and reestablish the lifelines.*	 **Mass Care Services**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	 **Food, Water, Shelter** **(Food, Water; Shelters; Commercial Facilities)**

Scope

This Agency Annex provides Sheridan County with the mechanism to coordinate and receive support from the Salvation Army during an emergency. Agency Annexes are used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated. This likely includes situations where an individual agency or community's resources are overwhelmed and require additional assistance in responding to an emergency.

The Salvation Army Agency Annex includes the following primary functions:

- **Mass Care Operations** includes the coordination of non-medical mass care services such as sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting, and providing information to impacted individuals and families, and coordinating bulk distribution of emergency relief items
- **Food Supply** includes determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of the supplies and authorizing disaster relief.

- **Human Services** includes providing victim-related recovery efforts, which may include establishing a Family Assistance Center (FAC).

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

The following tasks have been identified for the Salvation Army to support Sheridan County incident response.

Salvation Army Roles and Responsibilities
•
General Support and Coordination ✓ Assign a liaison to the SC-EOC, as requested, to coordinate requests for additional mass care resources and mutual aid and provide regular updates to EOC staff and leadership on mass care efforts ✓ Provide regular, accurate, and relevant public information related to mass care services and donated goods and services to the Public Information Officer (PIO) ✓ Deploy Salvation Army Thrift Store employees to disaster services, as needed ✓ Support access to additional grant funding and reimbursement through state and federal emergency programs **Mass Care Operations** ✓ Coordinate with other volunteer and mass care services agencies, including the American Red Cross, faith-based agencies, and The Hub to identify needs and available resources and avoid duplication of resources. The Hub will lead coordination between mass care agencies locally, in partnership with the SC-EOC and/or IC. ✓ Coordinate with Salvation Army Emergency and Disaster Services (EDS) to organize and deploy volunteers, and other response assets from neighboring communities as requested by SC-EOC or IC. ✓ Initiate emergency assistance programs for families and individuals impacted by disasters by leveraging partnerships with other local and statewide agencies, including the Ministerial Association, Rotary Club, and organizations supporting people with disabilities and other access and functional needs ✓ Leverage the Just Serve software to manage volunteers and individuals affected by the emergency/disaster **Food Supply** ✓ Coordinate with local businesses to solicit donations, establish contracts, or purchase food, water, and other emergency relief items for impacted individuals and families ✓ Establish a canteen site to distribute food, water, and other donated goods to evacuees, people seeking disaster assistance, and people in shelters ✓ Recruit, train, and manage volunteers to support emergency food distribution **Human Services** ✓ As directed by the SC-EOC, support the establishment of a Family Assistance Center (FAC) in coordination with other mass care providers. An FAC provides a single,

Salvation Army Roles and Responsibilities
shared location for impacted individuals and their families to access multi-agency resources and information about the disaster and recovery. ✓ Organize volunteers to provide services at an FAC. Adequately staff FACs in coordination with other volunteer groups as requested by the SC-EOC or IC. ✓ Support the provision of survivor case management for families and individuals seeking assistance from the Salvation Army ✓ Provide affected families and individuals with vouchers for clothing and furniture at the Salvation Army Thrift Stores ✓ Provide affected families and individuals with vouchers for non-congregate housing

This page is intentionally blank.

SHERIDAN AREA SEARCH AND RESCUE AGENCY ANNEX

The purpose of this Annex is to coordinate the support and resources of Sheridan Area Search and Rescue (SAR) during an emergency or disaster, including locating, accessing, stabilizing, and transporting victims.

Search and Rescue Annex At-a-Glance	
Key Support Staff	• Primary Contact: Sheridan County Sheriff • Secondary Contact: Volunteer Coordinator
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways - to stabilize and reestablish the lifelines.*	 **Mass Search and Rescue**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	 **Safety and Security (Search and Rescue)**

Scope

The SAR Annex provides Sheridan County with the mechanism to coordinate and receive support during an emergency. The SAR Annex is used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated. This likely includes situations where an individual agency or community's resources are overwhelmed and require additional assistance in responding to an emergency.

The SAR Annex includes the following primary functions:

- **Urban (structural collapse) or confined space search and rescue** involves supporting personnel, equipment, and supplies in support of search and rescue activities in collapsed buildings in the county.
- **Waterborne search and rescue** involves supporting personnel, equipment, and supplies in support of search and rescue activities in the county's streams and lakes.
- **Land search and rescue** involves providing personnel, equipment, and supplies in support of search and rescue activities.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Sheridan Area SAR is a 501(c)3 nonprofit organization made up of 30-40 active volunteers. Deployment of Sheridan Area SAR resources is directed by the Sheridan County Sheriff's Office (SCSO). All requests for SAR should first be made to SCSO to ensure the appropriate resources and personnel are available and the emergency within Sheridan County's authority.

Sheridan Area SAR also serves as the Community Emergency Response Team (CERT) for Sheridan County. CERT is a division within SAR.

Roles and Responsibilities

The following tasks have been identified for Sheridan Area SAR to support Sheridan County incident response.

Sheridan Area SAR Roles and Responsibilities

General Support and Coordination

- ✓ Notify available SAR volunteers upon activation of the SC-EOC
- ✓ Provide personnel, as requested, to the SC-EOC to provide status and information on SAR efforts
- ✓ Provide regular, accurate, and relevant public information related to ongoing search and rescue operations to the SCSO and/or the Public Information Officer (PIO), as appropriate
- ✓ Track volunteer hours, operation hours, resources, and expenses by operational period and report to the SC-EOC as needed

Search and Rescue Operations

- ✓ Initiate community-based SAR support operations across Sheridan County and neighboring cities, county, or states as requested by the SCSO, including urban, confined space, waterborne, and land search and rescue
- ✓ Coordinate with the SCSO and SC-EOC to request and/or respond to mutual aid requests for SAR operations, including neighboring counties, states, and tribal nations
- ✓ Coordinate with the SCSCO and SC-EOC to request specialized equipment for SAR operations from state resources, including air support from Wyoming National Guard
- ✓ Mobilize trained volunteers to support SAR and other emergency response activities as requested by the SC-EOC or SCSO
- ✓ Ensure deployed volunteers are appropriately qualified and trained volunteers and account for the return and safety of each deployed volunteer
- ✓ Provide additional personnel, equipment, and technology to assist in SAR response operations when local resources are exceeded
- ✓ Coordinate with Wyoming Regional EMS to ensure immediate medical care for survivors and efficient transport to an appropriate medical provider
- ✓ Support Sheridan Fire-Rescue and other fire departments in conducting underwater searches and swift rescue, as requested
- ✓ Support law enforcement with investigations and evidence searches, as requested
- •

SHERIDAN COLLEGE AGENCY ANNEX

The purpose this Annex is to coordinate the support and resources of Sheridan College during an emergency or disaster, including minimizing disruptions to students and their families, as well as providing facilities and other resources to support community response.

Sheridan College Annex At-a-Glance	
Key Support Staff	• Primary Contact: Vice President • Secondary Contact: Assistant Vice President
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways - to stabilize and reestablish the lifelines.*	 **Mass Care Services**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	 **Food, Water, Shelter**

Scope

This Agency Annex provides Sheridan County with the mechanism to coordinate and receive support from Sheridan College during an emergency. Agency Annexes are used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated. This likely includes situations where an individual agency or community's resources are overwhelmed and require additional assistance in responding to an emergency.

The Sheridan College Agency Annex includes the following primary functions:

- **Mass Care Operations** includes the coordination of non-medical mass care services such as sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting, and providing information to impacted individuals and families, and coordinating bulk distribution of emergency relief items.
- **Food Supply** includes determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of the supplies and authorizing disaster relief.
- **Sheltering** includes coordinating and providing assistance for short-term shelter needs of disaster survivors and their pets.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

The following tasks have been identified for Sheridan College to support Sheridan County incident response.

Sheridan College Roles and Responsibilities

-

General Support and Coordination

- ✓ Assign a liaison to the SC-EOC, as requested, to coordinate requests for additional mass care resources and mutual aid and provide regular updates to EOC staff and leadership on student needs and services, as well as mass care services
- ✓ Provide regular, accurate, and relevant public information related to mass care services and student and family needs to the Public Information Officer (PIO)
- ✓ Respond to formal MOU requests for use of the College's facilities
- ✓ Ensure the Campus Emergency Operations Center coordinates with the SC-EOC
- ✓ Coordinate and brief administrators of the College during an incident
- ✓ Coordinate with law enforcement, fire, and other responding agencies for incident communications and situational awareness
- ✓ Assist and manage the campus web page to update the college community and during the operational periods
- ✓ Coordinate and assist the College president with use of emergency power/unusual authority during an emergency

Mass Care Operations

- ✓ Distribute information on hazards, risks, and protective actions (including evacuation) to students and families
- ✓ Initiate emergency assistance programs for families and individuals impacted by disasters by leveraging partnerships with other local and statewide agencies
- ✓ Report available sheltering, mass feeding, and/or distribution facility space and capacity to the SC-EOC
- ✓ Coordinate with other mass care services agencies, including the American Red Cross, faith-based agencies, and The Hub to identify needs and available resources and avoid duplication of resources

Food Supply

- ✓ Distribute emergency food and supplies to evacuees, people seeking disaster assistance, and people in shelters
- ✓ Recruit, train, and manage volunteers to support emergency food distribution

Sheltering

- ✓ Activate and implement adequate sheltering strategies based on information gathered from the SC-EOC
- ✓ Coordinate and provide assistance for short-term shelter needs of disaster survivors

SHERIDAN COUNTY SCHOOL DISTRICTS AGENCY ANNEX

The purpose of Annex is to coordinate the support and resources of Sheridan County School Districts during an emergency or disaster, including use of the districts' facilities and vehicles.

Sheridan County School Districts Agencies Annex At-a-Glance	
Key Support Staff	Sheridan County School District # 1 • Primary Contact: Superintendent • Secondary Contact: Facilities Director Sheridan County School District #2 • Primary Contact: Superintendent • Secondary Contact: Crisis Management Director Sheridan County School District #3 • Primary Contact: Superintendent • Secondary Contact: Curriculum Coordinator
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways - to stabilize and reestablish the lifelines.*	 **Critical Transportation** **Mass Care Services**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	 **Transportation (Highway, Roadway, Motor Vehicle; Mass Transit)** **Mass Care (Food, Water, and Shelter)**

Scope

This Annex provides the mechanism to coordinate and receive support from the Sheridan County School Districts during an emergency. Agency Annexes are used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated. This likely includes situations where an individual agency or community's resources are overwhelmed and require additional assistance in responding to an emergency.

The School District Agencies Annex includes the following primary functions:

- **Evacuation and Transportation Operations** includes assessment and analysis of evacuation routes and available resources (including vehicles) during a disaster.
- **Mass Care Services** includes the coordination of non-medical mass care services such as sheltering of victims, organizing feeding operations, providing emergency first aid at

designated sites, collecting, and providing information to impacted individuals and families, and coordinating bulk distribution of emergency relief items.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

The following tasks have been identified for the Sheridan County School Districts to support Sheridan County incident response.

School District Roles and Responsibilities
•
General Support and Coordination ✓ Assign a liaison to the SC-EOC, as requested, to coordinate requests for additional resources, as well as provide regular updates to EOC staff and leadership on the needs of families and children in Sheridan County ✓ Participate in the Multi-agency Coordination (MAC) Group as requested by SC-EOC ✓ Provide regular, accurate, and relevant public information related to student and family services to the Public Information Officer (PIO) ✓ Distribute public information and alerts through the Student Management System (mass email, text, and phone notification platform) as directed by the SC-EOC and using content developed by the PIO ✓ Notify and mobilize personnel to support emergency response, mass care service provision, and disaster recovery efforts ✓ Respond to formal MOU requests by Sheridan County Emergency Management, Sheridan College, Sheridan Police Department, and Sheridan County Public Health for use of the school districts' facilities or other resources and services as relevant ✓ Close school facilities and release students from school when directed to do so by the appropriate authorities
•
Evacuation and Transportation Operations ✓ Redirect buses and identify priority routes to support incident operations, including access to the impacted areas, evacuation efforts, or first responder transportation ✓ Evacuate students from school buildings when the situation warrants or when directed to do so by the SC-EOC ✓ Coordinate the use of school business/drivers to support the overall evacuation effort ✓ Transport relief supplies necessary for incident response and recovery operations
Mass Care Operations ✓ Coordinate with other volunteer and mass care services agencies, including the American Red Cross, faith-based agencies, Salvation Army, and The Hub to identify facility and personnel needs to provide emergency support services ✓ Report available sheltering, mass feeding, and/or distribution facility space and capacity to the SC-EOC and make facilities available during emergencies as needed ✓ Support distribution of emergency relief items ✓ Maintain a MOU with the American Red Cross with designated shelter facilities

School District Roles and Responsibilities
✓ Assist with translation needs at mass care sites, shelters, or other community service centers, when established

SHERIDAN MEMORIAL HOSPITAL ANNEX

The purpose of this Annex is to coordinate the support and resources of Sheridan Memorial Hospital to provide essential medical care and services during all types of disasters.

Sheridan Hospital Annex At-a-Glance	
Key Support Staff	• Primary Contact: Emergency Management Coordinator • Secondary Contact: Chief Executive Officer
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways – to stabilize and reestablish the lifelines.*	 **Public Health, Healthcare, and EMS**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	 **Health and Medical** **(Medical Care, Medical Supply Chain)**

Scope

The Sheridan Hospital Annex provides Sheridan County with the mechanism to coordinate and receive support from health and medical agencies during an emergency. This Annex guides emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated.

The Sheridan Hospital Annex includes the following primary functions:

- **Medical Care** involves triaging patients and treating them based on hospital policy and procedures.
- **Patient Movement** is the handling of wounded, ill, injured, or other persons in need of medical, surgical, and dental care or treatment. This includes people who are contagious and could spread a disease to exposed patients.
- **Medical Supply Chain** includes securing necessary equipment and supplies, including personal protective equipment, for disaster response.

More detail on Sheridan Hospital's role in pandemic response is addressed in the Biological-Pandemic Incident Annex.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

The following tasks have been identified for Sheridan Memorial Hospital to support Sheridan County incident response.

Sheridan Memorial Hospital Roles and Responsibilities

General Support and Coordination

- ✓ Follow the Hospital Incident Command System (HICS) and Sheridan Memorial Hospital Emergency Operations Plan to manage hospital operations during emergencies or disasters
- ✓ Notify the Sheridan County Emergency Management Coordinator (EMC) of any internal hospital disasters and support needs from the County, including road clearing, patient transport, or emergency staffing
- ✓ Assign a liaison to the SC-EOC, as requested, to coordinate requests for additional resources and mutual aid, as well as provide regular updates to EOC support staff and leadership on public health and medical operations. This liaison is responsible for managing communication between the SC-EOC and hospital leadership group.
- ✓ Coordinate with other health and medical agencies, such as the Regional Health Care Coalition and Veterans Affairs Sheridan Medical Center, to assess public health impacts from all types of emergencies
- ✓ Provide regular, accurate, and relevant public information related to public health and medical activities to the Public Information Officer (PIO)
- ✓ Coordinate with the Sheridan County Sheriff's Office to identify and support a Family Reunification Center for families to receive updates during a mass casualty event

Medical Care

- ✓ Participate in field and inter-hospital medical communications
- ✓ Ensure exits and entrances to triage areas are clearly identified
- ✓ Establish a mass casualty triage protocol based on severity of illness/injury, survivability and hospital capacity following internationally accepted guidelines
- ✓ Establish decontamination and treatment procedures and areas for hazardous materials incidents

Patient Movement

- ✓ Coordinate with Wyoming Regional EMS and any medical response personnel on-scene to ensure casualties are transported to the appropriate medical facility
- ✓ Provide medical guidance as needed to EMS
- ✓ Increase hospital capacity by outsourcing non-critical patients to other departments

Medical Supply Chain

- ✓ Distribute medical personnel, supplies, services, and equipment to disaster areas
- ✓ Coordinate with the Sheridan County EMC to request additional stockpiles of personal protective equipment and other supplies from Wyoming Office of Homeland Security or through the Strategic National Stockpile
- ✓ Implement emergency contracts or mutual aid to access supplies and equipment, including fuel, as needed for response

THE HUB AGENCY ANNEX

The purpose of this Annex is to coordinate the support and resources of The Hub during an emergency or disaster, including providing emergency assistance to help meet survivors' most urgent needs.

The Hub Agency Annex At-a-Glance	
Key Support Staff	• Primary Contact: Human Services Director • Secondary Contact: Volunteer Coordinator
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways - to stabilize and reestablish the lifelines.*	 **Mass Care Services**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	 **Food, Water, Shelter** **(Food, Water, Shelter)**

Scope

Agency Annexes provides Sheridan County with the mechanism to coordinate and receive support during an emergency. Agency Annexes are used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated. This likely includes situations where an individual agency or community's resources are overwhelmed and require additional assistance in responding to an emergency.

The Hub Agency Annex includes the following primary functions:

- **Mass Care Service Coordination** includes the coordination of non-medical mass care services such as sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.
- **Access and Functional Needs (AFN) Coordination** includes providing or sourcing appropriate services for people with AFN such as transportation during an evacuation, sheltering, and access to required medical care.
- **Food Supply** includes determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of the supplies, and authorizing disaster relief.

- **Human Services** includes providing victim-related recovery efforts, which may include establishing a Family Assistance Center (FAC).

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

The following tasks have been identified for The Hub to support Sheridan County incident response.

The Hub Roles and Responsibilities
General Coordination and Support ✓ Assign a liaison to the SC-EOC, as requested, to coordinate requests for additional resources and mutual aid, as well as provide regular updates to EOC staff and leadership on mass care services ✓ Provide regular, accurate, and relevant public information related to mass care services and donated goods and services to the Public Information Officer (PIO) ✓ Distribute public information and alerts through mass email and messaging platforms as directed by the SC-EOC and using content developed by the PIO ✓ Notify and mobilize volunteers of opportunities to support emergency response, mass care service provision, and disaster recovery efforts **Mass Care Services Coordination** ✓ Lead coordination with other volunteer and mass care services agencies, including the American Red Cross, Salvation Army, faith-based agencies, and other social services agencies to identify needs and available resources and avoid duplication of resources ✓ Make facilities and vehicles available for distribution of mass care services, including the main campus at 211 Smith Street, adjacent day facility, and café, as well as accessible buses ✓ Support evacuation for people with access and functional needs, as directed by the Sheridan County Sheriff's Office ✓ Initiate volunteer and donations management procedures, identifying a shared collection location, documenting needs, and organizing distribution of donations to survivors in coordination with the SC-EOC ✓ Operate an Emergency Fund to receive monetary donations for disaster survivors following established policies and procedures **Access and Functional Needs Coordination** ✓ Maintain a voluntary registry for people who may need individualized evacuation assistance, transportation, and/or notification ✓ Staff or resource qualified interpreters and provide auxiliary aids to communication such as Braille, text-based telecommunications equipment, hearing aid-compatible telephones ✓ Partner with local or regional disability support organizations ✓ Coordinate with mass care and sheltering organizations to ensure facilities have ADA compliant access, restrooms, etc.

The Hub Roles and Responsibilities

Food and Water

- ✓ Coordinate with the Salvation Army to distribute emergency food and supplies to evacuees, people seeking disaster assistance, and people in shelters
- ✓ Recruit, train, and manage volunteers to support emergency food distribution
- ✓ Distribute non-medical, life sustaining resources and hygiene items

Human Services

- ✓ As directed by the SC-EOC, support the establishment of a Family Assistance Center (FAC) in coordination with Sheridan Memorial Hospital, mass care providers, and other community services. An FAC provides a single, shared location for impacted individuals and their families to access multi-agency resources and information about the disaster and recovery.
- ✓ Coordinate with the American Red Cross and emergency shelter providers to identify temporary shelter resources. Serve as the lead shelter agency in the early operational periods of a disaster until the American Red Cross can mobilize and respond.
- ✓ Gather and share information with survivors regarding long-term housing assistance and recovery in coordination with the Sheridan County Council of Social Agencies

This page is intentionally blank.

UNIVERSITY OF WYOMING EXTENSION OFFICE AGENCY ANNEX

The purpose of this Annex is to coordinate the support and resources of University of Wyoming (UW) Extension Office during an emergency or disaster impacting Sheridan County, including supporting response to an agriculture or animal emergency.

UW Extension Office Annex At-a-Glance	
Key Support Staff	• Primary Contact: University of Wyoming Extension Youth Development Professional • Secondary Contact: University of Wyoming Extension Youth Development Administrative Assistants
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways - to stabilize and reestablish the lifelines.*	 **Mass Care Services**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	 **Food, Water, Shelter**

Scope

This Annex provides Sheridan County with the mechanism to coordinate and receive support from UW Extension Office during an emergency. Agency Annexes are used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated. This likely includes situations where an individual agency or community's resources are overwhelmed and require additional assistance in responding to an emergency.

The UW Extension Office Annex includes the following primary functions:

- **Food Supply and Safety** includes determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of the supplies, and authorizing disaster relief.
- **Animals and Agriculture** involves implementing an integrated response to a zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

The following tasks have been identified for UW Extension Office to support Sheridan County incident response.

UW Extension Office Roles and Responsibilities
•

General Support and Coordination

- ✓ Assign a liaison to the SC-EOC, as requested, to coordinate requests for additional mass care resources and mutual aid and provide regular updates to EOC staff and leadership on agricultural and natural resources
- ✓ Provide regular, accurate, and relevant public information related to natural resources and agricultural impacts to the Public Information Officer (PIO)
- ✓ Coordinate with other University of Wyoming Extension offices in large emergency if needed or requested

Food Supply and Safety

- ✓ Prove technical assistance as needed around nutrition, food safety, food preparation, and food preservation
- ✓ Provide information on local food producers and retailers that can supplement supply chain shortages

Animals and Agriculture

- ✓ Coordinate with state and federal agencies engaged in response to a natural resource, animal, or agricultural emergency
- ✓ Provide technical expertise to incident responders and the SC-EOC about the significance of natural or agricultural resources and potential impacts

VETERAN AFFAIRS HEALTH CARE SYSTEM

The purpose of this Annex is to coordinate the support and resources of the Veteran Affairs Health Care System (VAHCS) to provide essential medical care and services for veterans during all types of emergencies and disasters, as well as support comprehensive public health and medical response care in Sheridan County.

VAHCS Annex At-a-Glance	
Key Support Staff	• Primary Contact: Emergency Manager • Secondary Contact: VA Police Department
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways – to stabilize and reestablish the lifelines.*	**Public Health, Healthcare, and EMS**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	**Health and Medical** **(Public Health)**

Scope

The VAHCS in Sheridan provides a range of medical and mental health services to veterans. This Annex provides Sheridan County with the mechanism to coordinate and receive support from VAHCS during an emergency. This Annex is used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated.

The VAHCS Annex includes the following primary functions:

- **Medical Care** involves triaging patients and treating them based on hospital policy and procedures.
- **Patient Movement** is the handling of wounded, ill, injured, or other persons to obtain medical, surgical, and dental care or treatment. This includes person who are contagious and could spread a disease to exposed patients.
- **Coordination of Care and Resources** includes the organization of necessary care and protective actions across hospitals, medical and non-medical sheltering emergency services providers, health/medical personnel, and technical specialists.

More detail on the VAHCS role in pandemic response is addressed in the Biological-Pandemic Incident Annex.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

The following tasks have been identified for the VAHCS to support Sheridan County incident response:

VAHCS Roles and Responsibilities

-

General Support and Coordination

- ✓ Follow the Hospital Incident Command System (HICS) and Hospital Emergency Operations Plan to manage hospital operations during emergencies or disasters
- ✓ Notify the Sheridan County Emergency Management Coordinator (EMC) of any internal hospital disasters and support needs from the County, including road clearing, patient transport, or emergency staffing
- ✓ Assign a liaison to the SC-EOC, as requested, to coordinate requests for additional resources and mutual aid, as well as provide regular updates to EOC staff and leadership on public health and medical operations
- ✓ Provide regular, accurate, and relevant public information related to health and medical activities to the Public Information Officer (PIO)
- ✓ Coordinate with the Sheridan County Sheriff's Office to identify and support a Family Assistance Center (FAC) for families to receive updates during a mass casualty incident
- ✓ Explore resource sharing with Sheridan Memorial Hospital and other medical facilities
- ✓ During a Federal declared disaster, use the Deployable Emergency Medical Personnel System (DEMPS) to provide additional staff support
- ✓ Coordinate distribution of resources delivered to the VA drop site

Medical Care

- ✓ Coordinate with other responding agencies, such as the Regional Health Care Coalition, Sheridan Hospital, and VISN to assess public health impacts from all types of emergencies
- ✓ Participate in field and inter-hospital medical communications
- ✓ Ensure exit and entrance to triage areas are clearly identified
- ✓ Establish a mass casualty triage protocol based on severity of illness/injury, survivability and hospital capacity that follows internationally accepted principles and guidelines
- ✓ Establish decontamination and treatment procedures and areas for hazardous materials incidents
- ✓ Distribute medical personnel, supplies, services, and equipment to disaster areas

Patient Movement

- ✓ Coordinate with EMS, other hospitals, and any medical response personnel on-scene to ensure that casualties are transported to the appropriate medical facility
- ✓ Provide medical guidance as needed to EMS

VAHCS Roles and Responsibilities
✓ Increase hospital capacity by outsourcing non-critical patients to other departments **Coordination of Care and Resources** ✓ Connect with other regional VA clinics nearby and regional to share expertise and resources ✓ Implement emergency contracts or mutual aid to access supplies and equipment, including fuel, as needed for response ✓ Coordinate with the Sheridan County EMC to dispatch mobile medical vans when additional resources are needed in the county •

This page is intentionally blank.

VOLUNTEERS OF AMERICA, NORTHERN ROCKIES

The purpose of this Annex is to coordinate the support and resources of the Volunteers of America, Northern Rockies to provide essential mental health services during all types of emergencies and disasters in Sheridan County.

Volunteers of America, Norther Rockies Annex At-a-Glance	
Key Support Staff	• *Primary Contact: Heath Steel COO* • *Secondary Contact: Dr. Aimee Foster / Behavioral Health*
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways - to stabilize and reestablish the lifelines.*	**Public Health, Healthcare, and EMS**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	**Health and Medical** **(Public Health)**

Scope

The Volunteers of America, Northern Rockies provides a range of mental health services. This Annex provides Sheridan County with the mechanism to coordinate and receive support from the Volunteers of America, Northern Rockies during an emergency. This Annex is used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated.

The Volunteers of America Northern Rockies Annex includes the following primary function:

- **Crisis Counseling Assistance and Training** includes the provision of outreach, counseling, and other mental health services to survivors during an emergency. The additional mental health services include psychiatry, crisis stabilization, and long-term assistance.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

This section provides a checklist of initial responsibilities for the Volunteers of America, Northern Rockies to support Sheridan County incident response.

Northern Wyoming Mental Health Center Roles and Responsibilities

-

General Support and Coordination

- ✓ Assign a liaison to the SC-EOC, as requested, to coordinate requests for additional resources and mutual aid, as well as provide regular updates to EOC staff and leadership on mental health.
- ✓ Provide regular, accurate, and relevant public information related to mental health impacts and considerations from an emergency to the Public Information Officer (PIO)

Coordination of Care and Resources

- ✓ Assist, support, and advise in the provision of mental health services for displaced populations in coordination with mass care services agencies (The Hub, Salvation Army, American Red Cross, and shelter sites)
- ✓ Connect disaster survivors and their families with mental health and substance abuse treatment services as needed
- ✓ Stay connected with other national, affiliate, satellite offices of Volunteers of America

-

WYOMING REGIONAL EMS AGENCY ANNEX

The purpose of this annex is to coordinate the support and resources of Wyoming Regional Emergency Medical Services (EMS) to provide emergency medical services and coordinate patient movement during all types of emergencies and disasters.

Wyoming Regional EMS Annex At-a-Glance	
Key Support Staff	• *Primary Contact:* EMS Manager • *Secondary Contact:* Director of Urgent and Emergent Services
Core Capabilities *The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken – the ways – to stabilize and reestablish the lifelines.*	**Public Health, Healthcare, and EMS**
Community Lifelines *Lifelines describe the critical services within a community that must be stabilized or reestablished - the ends - to alleviate threats to life and property.*	**Health and Medical** **(Medical Care, Patient Movement)**

Scope

The Agency Annex provides Sheridan County with the mechanism to coordinate and receive support from Wyoming Regional EMS during an emergency. This Annex is used to guide emergency response operations when the Sheridan County Emergency Operations Center (SC-EOC) is activated.

The Wyoming Regional Emergency Medical Services Annex includes the following primary functions:

- **Medical Care** involves triaging patients and treating them based on hospital policy and procedures.
- **Patient Movement** is the handling of wounded, ill, injured, or other persons to obtain medical, surgical, and dental care or treatment. This includes people who are contagious and could spread a disease to exposed patients.

More detail on Wyoming Regional EMS's role in pandemic response is addressed in the Biological-Pandemic Incident Annex.

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the EOP Base Plan.

Roles and Responsibilities

The following tasks have been identified for Wyoming Regional EMS to support Sheridan County incident response.

Wyoming Regional EMS Roles and Responsibilities

General Support and Coordination

- ✓ Notify the Sheridan County Emergency Management Coordinator (EMC) of any EMS support needs from the County, including road clearing, patient transport, or emergency staffing
- ✓ Coordinate with other health and medical agencies, including Sheridan County Public Health, Sheridan Memorial Hospital, and the Veterans Affairs Sheridan Medical Center, to assess public health impacts from all types of emergencies
- ✓ Follow the lead of the Incident /Commander
-

Medical Care

- ✓ Provide basic life support care including providing rescue breathing, placing basic airways, performing wound care, splinting, assessment, and care of injured or ill patients
- ✓ Deliver skilled healthcare in a controlled environment
- ✓ Perform all the skills of the EMT and AEMT
- ✓ Place IV's, place BIAD airways, and administer some medications
- ✓ Administer medications through IV and IO lines, place advanced airways through intubation, obtain and interpret 4 and 12 lead EKGs, perform Advanced Life Support care of ill and injured patients
- ✓ Manage pre-hospital care and logistics
- ✓ Coordinate with local hospitals to establish and follow mass casualty triage protocol based on severity of illness/injury, survivability and hospital capacity following internationally accepted guidelines

Patient Movement

- ✓ Safely transport patients from the scene of the accident to the nearest hospital or clinic
- ✓ Coordinate with hospitals and any medical response personnel on-scene to ensure casualties are transported to the appropriate medical facility
- ✓ During mass casualty incidents, communicate directly with hospitals to determine where patients should be taken for triage
-

This page is intentionally blank.

2022
Sheridan County
Emergency Operations Plan (SC-EOP)
Incident Annexes

December 16, 2022

TABLE OF CONTENTS

Dam Failure Hazard Annex IA-3
Biological - Pandemic Incident Annex IA-15
Cyber Incident Annex IA-21
Flood Annex IA-27
Hazardous Material Incident Annex IA-35
Severe Spring / Summer Weather Annex IA-41
Severe Winter Weather Annex IA-47
Terrorism Incident Annex IA-53
Wildfire Incident Annex IA-59

DAM FAILURE HAZARD ANNEX

The Dam Failure Annex enables a coordinated, multiagency response to a dam failure incident. It also provides reference to dam locations, capacities and projected impact areas, and relevant information on dam owners and operators regarding their responsibilities to life safety and preservation of property.

Primary and Supporting Agencies for a Wildfire Incident	
Primary Agency	• Wyoming State Engineers Office
Support Agencies	• Sheridan Department of Emergency Management • Sheridan County Sheriff's Office • Sheridan Police Department • Joint Dispatch Center • Wyoming Office of Homeland Security • Sheridan Public Works • Sheridan Memorial Hospital • University of Wyoming Extension Office • Sheridan County Fairgrounds • Wyoming 211

Scope

The Dam Failure Annex identifies and describes Sheridan County's specific concerns, capabilities, and resources to respond to the challenges posed by a sudden release of water from a dam failure hazard.

Some areas in Sheridan County at risk of dam failure and a resulting flood include the following locations. Maps for these areas are included in the dam EAPs referenced below and are available in the Emergency Management Office.

- Sheridan Heights Dam Location Map
- Park No. 1 and No 2
- Cloud Peak
- Willow Park
- Kearney Lake
- Big Horn Reservoir
- Twin Lakes No. 1
- Dome Lake No.1
- Sawmill Reservoir Dam
- Sheridan County Rivers and Creeks
- Sheridan County Rivers & Creek Location Map
- National Flood Insurance Program Flood Insurance Rate Maps
- National flood Insurance Program Flood Hazard Boundary Maps, US Department of Housing and Urban Development, Federal Insurance Administration
- Sheridan County Zoning and Land Use Maps
- City of Sheridan Zoning and Land Use Maps

- Town of Ranchester Zoning and Land Use Maps
- Town of Dayton Zoning and Land Use Maps
- Town of Clearmont Zoning and Land Use Maps

Activation

Incident Annexes are always used as directed by the Sheridan County Emergency Operations Center (SC-EOC). This section lists potential triggers for applying the Incident Annex by the SC-EOC, categorized by EOC activation level. The purpose of the potential triggers is for the Supporting Agencies to better understand when their support may be needed.

Incident Triggers	
Level 3: Enhanced/Monitoring	An enhanced activation of the SC-EOC and subsequent application of the Incident Annex may include: • Increase monitoring activities and inter-agency communication in the case of a suspected dam failure or flood threat.
Level 2: Partial Activation	A partial activation of the SC-EOC and subsequent application of the Incident Annex may include: • Initiate temporary road closures and alternative routes as needed; supports planning for evacuation • Gather information about the incident and identifies resources required to respond • Coordinate temporary sheltering and assistance • Locate and provides supplies to emergency response personnel as needed
Level 1: Full Activation	A full activation of the SC-EOC and subsequent application of the Incident Annex may include all elements of a Level 2 activation, and: • Document any dam failure damage significantly impacting community lifelines within the County • Track confirmed injuries, casualties, and loss of property due to dam failure.

Concept of Operations

The Wyoming State Engineer's Office will manage a technical response to a dam failure incident. The SC-EOC and the supporting agencies and staff will assist with the non-technical elements of the incident response.

A dam failure incident requiring a Level 2 or Level 1 activation will also initiate the SC-MAC Group. This group should determine policy-level actions, which may include important decisions with financial implications.

SC-EOC would issue alerts for incident conditions and statements related to a dam failure and a dam failure with evacuation notices would be issued by SCEMA via the EOC.

Hazard Characteristics

According to the Wyoming Safety of Dams, dam failure is classified in the following manner:

Classification of Dam Failure Conditions (Wyoming Safety of Dams)	
Watch	• Slowly Developing Condition: the hazard does not pose an immediate threat to residents or property, and warning or evacuation response may be adjusted to meet changing conditions. Time period involved is forty-eight hours or more. • Rapidly Developing Condition: the hazard does not pose an immediate threat to residents or property, and warning or evacuation response may be adjusted rapidly to meet changing conditions. Time period involved is from six to forty-eight hours.
Warning	• Practically instantaneous failure. • Requires an immediate response to preserve life and minimize damage to property. • Immediate warning and evacuation is essential because of the incident's unpredictable nature and short time lapse (less than six hours) prior to flood waters arriving.
Controlled Release	• Controlled release by use of gate(s) at the principal spillway, outlet works or possibly emergency spillways. Amount of water released could range from a little to the entire amount impounded by the dam. • May be used to preserve the integrity of the dam. • May result in some downstream flooding so a flood watch may need to be issued.

The Dam Hazard Potential is classified in the following manner:

Classification of Dam Hazard Potential (Does not indicate degree of safety or lack of structural safety)	
Type 1: High Hazard	• Significant loss of life possible. • Excessive economic loss, extensive community, industry or agriculture.
Type 2: Significant Hazard	• Some loss of life possible, a small number of inhabitable structures affected (no rural communities or urban development). • Appreciable economic loss, notable agriculture or industry.
Type 3: Low Hazard	• No loss of life expected, no residences affected. • Minimal economic loss, undeveloped to occasional structures or agriculture.

Probable Maximum Flood (PMF)

The most severe natural storm and flood that might be expected on the contributory drainage above the dam.

The following table lists the major Dams Affecting Sheridan County and their potential hazard information.

Dams Affecting Sheridan County						
Name	**Type**	**Storage Volume**	**Computed Peak Flows**	**Approx. Time Before Flood Water Hits**	**Description**	**Owner**
Sheridan Heights Dam	1 (High Hazard Dam)	113 acres-feet	24, 668 cfs at the dam 15,618 cfs at Sheridan, 9.6’	.1 hours Before reaching Sheridan	An earthen dam built in 1939 and used for irrigation. This dam is located in Dead Man Gulch, Sheridan, Wyoming.	Holly Sugar Company
Big Horn Reservoir Dam	1 (High Hazard Dam)	5,800 acre feet	153,469 cfs at the dam 44,410 cfs at Fort Bridger	4.9 hours Before reaching Sheridan	An earthen dam built in 1964 and used for irrigation. This dam is located 26 miles from Sheridan on Cross Creek. This dam includes the original Big Horn Reservoir dams #1, 2, and 3.	Big Horn Reservoir Company
Twin Lakes No. 1 Dam	1 (High Hazard Dam)	1,605 acre feet	141,249 cfs at the dam 28,303 cfs at Sheridan, 11.4’	4.2 hours Before reaching Sheridan	An earthen dam built in 1971 and used for water supply. This dam is located on Coney Creek, 23 miles from Sheridan.	City of Sheridan

Dams Affecting Sheridan County						
Name	**Type**	**Storage Volume**	**Computed Peak Flows**	**Approx. Time Before Flood Water Hits**	**Description**	**Owner**
Big Goose Park Reservoir No. 1 Dam	1 (High Hazard Dam)	13,730 acre-feet	483,245 cfs at the dam 216,799 cfs at Beckton, 27.7’	1.7 hours Before reaching Beckton	An earthen dam built in 1958 and sued for irrigation. This dam is located 23 miles from Sheridan on the east fork of Big Goose Creek.	Park Reservoir Company
Sawmill Reservoir Dam	1 (High Hazard Dam)	1,831 acre-feet	119,018 cfs at the dam 21,226 cfs at Sheridan, 8.2’	4.9 hours Before reaching Sheridan	This is an earthen dam built in 1972 and used for irrigation. This dam is located 22 miles from Sheridan on Sawmill Creek.	D.H. Roberts
Dome Lake No. 1 Reservoir Dam	1 (High Hazard Dam)	2,030 acre-feet	78,755 cfs at the dam 12,429 cfs at Sheridan, 8.7’	4.9 hours Before reaching Sheridan	This is an earthen dam built in 1969 and used for irrigation and recreation. This dam is located 26 miles from Sheridan on the west fork of Big Goose Creek.	Dome Lake Reservoir Company
Padlock No. 1a Dam	1 (High Hazard Dam)	960 acre-feet	5,059 cfs at the dam	3 hours Before reaching Ranchester	This is an earthen dam built in 1961 and used for	Padlock Ranch, Inc.

Dams Affecting Sheridan County						
Name	**Type**	**Storage Volume**	**Computed Peak Flows**	**Approx. Time Before Flood Water Hits**	**Description**	**Owner**
			2,378 cfs at Sheridan, 8.7’		irrigation. This dam is located 4 miles from Ranchester and is on Five Mile Creek.	
Wagner Dam	1 (High Hazard Dam)	2,300 acre-feet	104,825 cfs at the dam 36,652 cfs at Monarch, 5.8’	2.4 hours Before reaching Monarch	This is an earthen dam built in 1973 and used for irrigation. This dam is located 15 miles from Monarch on Columbus Creek.	Padlock Ranch, Inc.
Sibley Lake Dam	Type 2 (Significant Hazard)	379 acre-feet	36,788 cfs at the dam 5,422 cfs at Sheridan, 4.4’	5 hours Before reaching Dayton	This is an earthen dam built in 1938 and used for recreation. This dam is located 17 miles from Dayton on Prune Creek.	US Forest Service
Clouds Peek Dam	1 (High Hazard Dam)	4,620 acre-feet	43,074 cfs at the dam 16,037 cfs at Story, 11.4’	5 hours Before reaching Story	This is an earthen dam built in 1968 and used for irrigation. This dam is located 14 miles from Story on the south fork of	RCPRD Company

Dams Affecting Sheridan County						
Name	**Type**	**Storage Volume**	**Computed Peak Flows**	**Approx. Time Before Flood Water Hits**	**Description**	**Owner**
					South Piney Creek.	
Willow Park Dam	1 (High Hazard Dam)	6,370 acre-feet	180,999 cfs at the dam 90,356 cfs at Story, 15’	1.3 hours Before reaching Story	This is an earthen dam built in 1959 and used for irrigation and water supply. This dam is located 9 miles from Story on the south fork of South Piney Creek.	Willow Park Reservoir Company
Kearney Lake Dam	1 (High Hazard Dam)	7,500 acre-feet	204,406 cfs at the dam 92,508 cfs at Story, 13.8’	1.9 hours Before reaching Story	This is an earthen dam built in 1966 and used for irrigation. This dam is located 13 miles from Story on the north fork of South Piney Creek.	KLLR Company

River and Stream Discharges

Peak flows for Sheridan County creeks are provided below:

River and Stream Peak Flows	
Name	Peak Flows
Little Goose Creek	3,368 cfs
Big Goose Creek	4,249 cfs
Goose Creek above Soldier Creek	6,810 cfs
Goose Creek below Soldier Creek	7, 367 cs

Flood Warnings are advance notice issued by the National Weather Service that a flood is imminent or occurring at a specified location or river basin.

Flood Warnings are issued when high flow, overflow or inundation by water causes or threatens damage.

A flood warning message should specify.

- Expected severity of flooding
- Affected river, stream, or area
- Time flooding should end
- Expected maximum water levels at specific forecast points during the event or flood crest

Flood Warnings are notices issued by the National Weather Service that flash flooding is imminent or occurring in a specified area. Individuals should move themselves and any rapidly movable stock to safe ground immediately.

Flash Flood Watches are advance notice issued by the National Weather Service that heavy rains may result in flash flooding in a specified area. Individuals should remain alert and be prepared for the possibility of a flood emergency which will require immediate action.

Communities in Sheridan County may also be subject to sheet flow resulting from inadequate capacity of underground culverts or drainage ditches causing ponding of water and flooding of streets and possibly basements.

Roles and Responsibilities

This section provides a checklist of initial responsibilities and key consideration for each supporting agency.

Agency Roles and Responsibilities	
Sheridan County Office of Emergency Management (SCEM)	The following activities and tasks have been identified for **SCEM**: ✓ Respond to notifications of a dam failure, or potential dam failure ✓ Activate the Emergency Operations Center (EOC) and determine the level of response for the dam failure incident

	✓ Activate appropriate EOC support functions and agencies ✓ Coordinate public notifications for health and safety of people in the inundation area ✓ Request mutual aid from neighboring counties and/or state agencies as needed ✓ Issue alerts and warning for flooding, shelter-in-place and evacuation recommendations.
Sheridan County Sheriff's Office	The following activities and tasks have been identified for the **Sheriff's Office**: ✓ Request additional resources needed for adequate response ✓ Provide emergency communication during a dam failure incident ✓ Assist in developing emergency notifications ✓ Support evacuation or shelter-in-place recommendations ✓ Maintain incident security by limiting ingress/egress routes and perimeter protection during dam failure incident
Sheridan Police Department	The following activities and tasks have been identified for **Sheridan Police Department**: ✓ Maintain incident security by limiting ingress/egress routes and perimeter protection during dam failure incident ✓ Support evacuation or shelter-in-place recommendations ✓ Provide assistance in delivering equipment and additional resources
Joint Dispatch Center	The following activities and tasks have been identified for **Joint Dispatch Center** ✓ Request additional resources needed for adequate response ✓ Provide emergency communication during a dam failure incident
Wyoming Office of Homeland Security	The following activities and tasks have been identified for **Wyoming Office of Homeland Security:** ✓ Respond to Sheridan County Sheriff's Office requests for additional resources and equipment during a dam failure incident ✓ Activate the State EOC as needed to support dam failure response operations
Public Works	The following activities and tasks have been identified for **Public Works**: ✓ Clear roadways of debris and provide law enforcement agencies with the equipment necessary to secure incident scene (barricades, emergency lighting, debris clean-up, etc.) ✓ Coordinate emergency actions to protect infrastructure from damage and contamination
Sheridan Memorial Hospital	The following activities and tasks have been identified for **Sheridan Memorial Hospital**: ✓ Manage patients with injuries and assist in providing an adequate hospital response ✓ Provide emergency and hospital capacity information to the EOC

University of Wyoming Extension Office	The following activities and tasks have been identified for the **University of Wyoming Extension Office:** ✓ Provide technical expertise to incident responders about the significance of natural or agricultural resources and potential impacts ✓ Coordinate with state and federal agencies engaged in response to a natural resource, animal, or agricultural emergency.
Sheridan County Fairgrounds	The following activities and tasks have been identified for the **Sheridan County Fairgrounds:** ✓ Provide location, services, and staff support for pets and animals' evacuations
Wyoming 211	The following activities and tasks have been identified for **Wyoming 211**: ✓ Provide information to the public during incidents

Dam Owner Responsibilities

In coordination with emergency management authorities, dam owners are responsible for detecting and evaluating dam safety incidents, classifying the incident, notifying authorities, taking appropriate response actions, and maintaining their Emergency Action Plan (EAP).

An EAP lists the dam owner and operators required responsibilities, including:

- Actions the dam owner will take to moderate or alleviate a problem at the dam
- Actions the dam owner will take, and in coordination with emergency management authorities, to respond to incidents or emergencies related to the dam
- Procedures dam owners will follow to issue early warning and notification messages to responsible downstream emergency management authorities
- Inundation maps to help dam owners and emergency management authorities identify critical infrastructure and population-at-risk sites that may require protective measures, warning, and evacuation planning
- Delineation of the responsibilities of all those involved in managing an incident or emergency and how the responsibilities should be coordinated

Dam Owners must coordinate with emergency management authorities to ensure agreements on responsibilities and roles. They must also coordinate with the appropriate National Weather Services (NWS) Weather Forecast Office (WFO) to ensure timely and accurate weather information. The NWS has a congressional mandate to issue official public warnings for all weather-related events, including dam breaches and flooding.

State and local authorities are typically responsible for evacuation planning and implementation. Dam owners must also coordinate with upstream and downstream dam owners to determine operational procedures for mitigating the effects of floods and dam safety emergencies. If the dams are vital to the community in providing critical resources (drinking water or power), the owners must have a recovery plan to avoid a negative impact to a community's recovery.

Dam owners and operators must tailor their Emergency Action Plan (EAP) to their site conditions and must update it periodically to prevent the plan from becoming outdated and ineffective. Dam owners must include in the EAP revisions to flood inundation areas, downstream developments, personnel, etc.

Dam owners and operators may reference the *Federal Guidelines for Emergency Action Planning for Dams.*

Additional Functional Considerations

Additional considerations that may require multiagency coordination include, but are not limited to:

- Alert, Warning, and Notification
- Public Information
- Financial Procedures
- Logistics and Resource Support

Forms and Templates

- Dam Failure and Flood Watch or Warning Call List and Emergency Contact Numbers
- Dam Failure Report
- Dam Failure and Flood Hazard Emergency Public Information Sample Releases
- National Weather Service (NWS) Billings, MT Checklist
- Reservoir and Dam Owner Checklist
- Water Commissioner Checklist
- Water Department and Water Utility Checklist
- 911 Center Checklist
- Sheridan County Emergency Management Agency Checklist
- Sheridan County Sheriff's Office Checklist
- Police Department Checklist
- Wyoming Highway Patrol Checklist

This page is intentionally blank.

BIOLOGICAL – PANDEMIC INCIDENT ANNEX

The purpose of the Biological – Pandemic Incident Annex is to describe roles, responsibilities, and coordinating mechanisms for managing a global outbreak of an infectious disease.

Supporting Agencies for a Biological – Pandemic Incident	
Primary Agency	• **Sheridan County Public Health**
Supporting Agencies	• **Sheridan Memorial Hospital** • **Emergency Management** • **Wyoming Regional EMS** • **Sheridan County VA Medical Center** • **Sheridan County Coroner's Office:**

Scope

The annex identifies the jurisdiction's approach to respond and recover from infectious disease outbreaks and other biological incidents.

Activation

Incident Annexes are always used as directed by the Sheridan County Emergency Operations Center (SC-EOC). This section lists potential triggers for applying the Incident Annex by the SC-EOC, categorized by EOC activation level. The purpose of the potential triggers is for the Supporting Agencies to better understand when their support may be needed.

Incident Triggers	
Level 3: Enhanced/Monitoring	An enhanced activation of the SC-EOC and subsequent application of the Incident Annex may include: • There are reports and cases of a new infectious disease in other states and countries, less than five may have been reported in the state.
Level 2: Partial Activation	A partial activation of the SC-EOC and subsequent application of the Incident Annex may include: • Infections have reached epidemic levels in the county. • Medical facilities are reaching treatment capacities

Incident Triggers	
	• School attendance and operations are hindered by absenteeism • Death rates related to the disease are starting to rise nationally and county-wide.
Level 1: Full Activation	A full activation of the SC-EOC and subsequent application of the Incident Annex may include all elements of a Level 2 activation and: • The disease is spreading rapidly through the county, state, and globally. Nationally, there are a high number of deaths related to the disease. • State and local hospitalization and deaths are reaching critical levels as determined by the health department • Healthcare facilities are unable to treat all incoming patients • Isolation and quarantine measures for the general public are recommended by state and/or local public health officials

Concept of Operations

A pandemic is an infectious disease that spreads beyond the community where it originated, across several countries, and affects large numbers of people. It can spread through aerosolized droplets, skin contact, bodily fluids, and/or hard surfaces. Public warnings and implementation of protective actions may come from the World Health Organization, Centers for Disease Control, the state and local health departments, and medical practitioners.

General

Throughout the response period, the agencies will serve to evaluate and analyze medical and public health assistance requests and responses and develop and update assessments of medical and public health status. They will also assure that accurate logs are maintained to support after-action reports and other documentation of the disaster conditions. The goals are as follows:

- To create a health and medical support response that provides for the command, control, and coordination of health and medical planning, operations, and mutual aid.
- To coordinate the dispatch and use of health and medical resources and provide the means of coordination with local government.
- To provide a system for the receipt and dissemination of information, data, and directives pertaining to emergency response activities among organizations providing health and medical resources.
- To prescribe a procedure for the inventory of health and medical personnel, facilities, and equipment in the county.
- To collect and disseminate information and intelligence relating to health and medical needs for disasters or emergencies, either existing or pending.

Supporting Plans

- SCPH Biological-Pandemic Influenza Response Plan

Roles and Responsibilities

Agency Roles and Responsibilities	
Public Health	The following activities and tasks have been identified for **Public Health**: ✓ Organize any necessary care or protective actions among hospitals, medical personnel, emergency service providers, and technical specialists. ✓ Ensure proper lockdown and decontamination procedures are initiated immediately upon notification of an incident. ✓ Provide public health response activities such as EMS triage, treatment, and transportation or evacuation of impacted individuals. ✓ Monitor the health and safety of first responders and healthcare staff. ✓ Provide information, personal protective actions, signs and symptoms, and other relevant human health information regarding the incident for distribution to the public ✓ Coordinate with the Sheridan Memorial Hospital, Wyoming Regional EMS, and Sheridan VA Medical Center to ensure the proper safety measures are implemented for all medical facilities and medical first responders
Emergency Management	The following activities and tasks have been identified for **Emergency Management:** ✓ Request state support if local resources are overwhelmed, provide logistics support, and set up mass distribution of PPE and necessary resources. ✓ Gathers information about the incident and identifies resources required to respond ✓ Develop a process for information sharing between local incident management agencies and other appropriate sectors that can offer support.
Sheridan Memorial Hospital	The following activities and tasks have been identified for **Sheridan Memorial Hospital**: ✓ Make knowledgeable decisions to determine the cause and solution for an outbreak of an infectious disease. ✓ Primary treatment facility for people needing medical intervention. ✓ Responsible for the development of the hospital's plan and policies for emergency medical treatment and care, and for the overall management of medical activities within the hospital during an emergency. ✓ Coordinate with local emergency responders to isolate and decontaminate incoming patients; if needed, to avoid the spread of

Agency Roles and Responsibilities	
	chemical or bacterial agents to other patients, staff, ambulances, and the Emergency Room at Sheridan County Memorial Hospital. ✓ Report hospital status and bed numbers/availability ✓ Provide medical guidance ✓ Set up alternative care sites as needed. ✓ Distribute and deploy medical personnel, supplies, services, and equipment to disaster site areas. ✓ Institute Victim Identification Plan within the hospital, in coordination with the County Coroner and EMS.
Wyoming Regional EMS	The following activities and tasks have been identified for **Wyoming Regional EMS**: ✓ Deploy EMTs who may be able to intervene by providing patients with an appropriate level of care before and during transport to the hospital. ✓ Evaluate and provide treatment to patients during transport to the nearest hospital offering the appropriate level of care for the patient. ✓ Establish and maintain field communications and coordination with other emergency responders (medical, fire, police, public works, etc.), and radio or telephone communications with hospitals, as appropriate. ✓ Direct the activities of private, volunteer, and other emergency medical units and of bystander volunteers as needed.
Sheridan County VA Medical Center	The following activities and tasks have been identified for **Sheridan County VA Medical Center**: ✓ Support treatment efforts to the community during a disaster. ✓ Responsible for the development of the hospital's plan and policies for emergency medical treatment and care, and for the overall management of medical activities within the hospital during an emergency. ✓ Provide medical guidance ✓ Set up alternative care sites as needed. ✓ Decontaminate and isolate patients, if needed, with EMS support. ✓ Distribute and deploy medical personnel, supplies, services, and equipment to disaster site areas. ✓ Deploy the medical vans to support treatment efforts ✓ Institute Victim Identification Plan within the hospital, in coordination with the County Coroner and EMS.
Sheridan County Coroner's Office	The following activities and tasks have been identified for **Sheridan County Coroner's Office:** ✓ Coordinate with the County Health Officer plans for responding to mass death situations (establishes temporary morgues, storage of the remains until release/burial, release of remains to appropriate persons; and if needed, designates alternate burial sites). ✓ Provide for the collection, identification, and care of human remains, determining the cause of death, inventorying and protecting

Agency Roles and Responsibilities	
	deceased's personal effects, and locating and notifying the next of kin. ✓ Establish and maintain a comprehensive record-keeping system for continuous updating and recording of fatality numbers. ✓ Establish and implement a plan for the marking and disposition of on-scene fatalities with: o Wyoming Regional EMS. o Funeral directors, morticians, and modes for transportation of deceased persons. o The American Red Cross for location and notification of relatives. ✓ Arrange for autopsies, as required, to determine cause of death in the event of a potential health related emergency or other mass death situation.

Additional Functional Considerations

Additional considerations for biological incidents are dissemination of information through social media, websites, and other online forums. Messaging should be consistent and unified from each participating agency.

Forms and Templates

- ICS 201: Incident Briefing
- ICS 202: Incident Objectives
- ICS 203: Organization Assignment List
- ICS 204: Assignment List
- ICS 205 A: Communications List
- ICS 207: Incident Organization List
- ICS 208: Safety Message / Plan
- ICS 230g: Daily Meeting Schedule

This page is intentionally blank.

CYBER INCIDENT ANNEX

The purpose of Cyber Incident Annex is to provide a framework for digital security and data recovery to respond to threats that jeopardize the confidentiality and availability of computer infrastructure, and communications or information systems for Sheridan County and their essential services.

Supporting Agencies for a Cyber	
Primary Agency	**Sheridan County IT Department**
Supporting Agencies	• **Sheridan County Office of Emergency Management** • **Sheridan County Joint Dispatch Center** • **City of Sheridan IT** • **Wyoming Office of Homeland Security (WOHS)** • **Wyoming Department of Transportation (WYDOT)** • **Veterans Affair (VA)** • **Sheridan College** • **Sheridan Memorial Hospital:**

Scope

The cyber incident annex identifies and describes the framework for digital security and data recovery to protect Sheridan County's cyber infrastructure and mitigate damages caused by common cyber threats.

Common cyber threats include:

- **Virus/Ransomware**: Malicious software uploaded onto a computer's digital infrastructure
- **Data Loss**: The destruction of data by any method, whether intentional or accidental
- **Unauthorized Access**: Obtaining access controls and barriers are bypassed to gain unapproved access to data
- **Abuse of Authorized Access**: Having the authorization and credentials to access data but sourced for unethical or illegal use

Activation

Incident Annexes are always used as directed by the Sheridan County Emergency Operations Center (SC-EOC). This section lists potential triggers for applying the Incident Annex by the SC-EOC, categorized by EOC activation level. The purpose of the potential triggers is for the Supporting Agencies to better understand when their support may be needed.

Incident Triggers	
Level 3: Enhanced/Monitoring	An enhanced activation of the SC-EOC and subsequent application of the Incident Annex may include: • Increase monitoring activities and inter-agency communication in the case of a suspected cyber threat or attack or individual service (software, telecom, or internet) outage.
Level 2: Partial Activation	A partial activation of the SC-EOC and subsequent application of the Incident Annex may include: • Confirmed cyber threat or attack • Widespread internet or radio outage • Multiple service outage (software, telecom, and/or internet)
Level 1: Full Activation	A full activation of the SC-EOC and subsequent application of the Incident Annex may include: • Any power failure significantly comprising community lifelines within the County, including impacts to water, wastewater, or communications infrastructure • Widespread digital communications outage

Concept of Operations

Sheridan County Information Technology (IT) department will manage a technical response to a cyberattack incident. The SC-EOC and the supporting agencies and staff will assist with the non-technical elements of the incident response.

A cyberattack incident on any government agency/department will also initiate the SC-MAC Group. This group should determine policy-level actions, which may include important decisions with financial implications, such as responding to a ransom demand from attackers.

Common cyber threats that the Sheridan County Information Technology (IT) department may experience includes:

- Disruption of utilities from distributed-denial-of-services (DDoS) attack, rendering utilities unreachable for the county
- Phishing emails compromising employee's email and retrieving all the business' information
- Infiltration and unauthorized access to county data through malware software. Malware can come in viruses, trojans, spyware, adware, and botnets.
- Denial of access to county and critical infrastructure data from ransomware
- Infiltration and unauthorized access to third party/vendor software
- Breach of county and critical infrastructure cloud services

The first actions for any IT department after a cyber threat is detected include:

- Determining the magnitude of the incident
- Notifying appropriate staff and departments at risk
- Disconnecting compromised systems from the network

- Creating backups for affected systems
- Gathering and securing all forms of evidence

Subsequent priorities include:

- Reviewing the log reports and configuration of files to find any signs or evidence suggesting an intrusion
- Changing security or configuration weaknesses
- Installing a new and clean version of the compromised operating system including necessary security areas, regardless of system backups already in place

During an active cyberattack incident, The Sheridan County IT department may coordinate with the SCEM to request support from the dedicated IT working group which include IT entities/departments in and outside the county including the City of Sheridan IT, Sheridan College IT, Sheridan Memorial Hospital IT, Veteran Affair (VA), etc.

The Sheridan County IT department is responsible for their own backup, protective actions, and cyber response procedures. The county's IT department must backup their system and directory to provide data recovery in the case of an active system failure.

Roles and Responsibilities

Agency Roles and Responsibilities	
Sheridan County IT Department	The following activities and tasks have been identified for **Sheridan County IT Department**: ✓ Coordinate with the Sheridan County Emergency Management Coordinator (EMC) to provide updates and request resources to the Wyoming Office of Homeland Security (WOHS) or U.S. Critical Infrastructure and Security Agency (CISA) on confirmed or potential cyberattacks and threats ✓ Ensure continuity of interoperable communications to support emergency response ✓ Restores and repairs damaged communications infrastructure
Sheridan County Office of Emergency Management (SCEM)	The following activities and tasks have been identified for **Sheridan County Office of Emergency Management (SCEM):** ✓ Determine the level of response after a cyber incident and partner with local, state, and federal agencies if deemed necessary. ✓ Respond to notifications of a cyberattack incident from Sheridan County IT ✓ Activate the Emergency Operations Center (EOC) and determine the level of response for a cyberattack incident ✓ Request additional resources from internal and external IT partners when local resources have been exhausted ✓ Provide updates and request resources from the Wyoming Office of Homeland Security or the U.S. Critical Infrastructure and Security Agency (CISA) on behalf of IT during a cyber incident ✓ Coordinate and initiate the IT working group to assist response efforts during a cyberattack incident

Agency Roles and Responsibilities	
Sheridan County Joint Dispatch Center	The following activities and tasks have been identified for **Sheridan County Dispatch Center**: ✓ Assist the Sheridan County IT department in developing AWN during a cyber incident if deemed necessary ✓ Assist with emergency notifications ✓ Monitor IT services and networks that support dispatch operations ✓ Report to Sheridan County IT Department and City of Sheridan IT Department all IT failures within the Dispatch Center ✓ Prepare for service continuity operations in case of Dispatch Center IT failures.
City of Sheridan IT	The following activities and tasks have been identified for **City of Sheridan IT**: ✓ Serve as the primary agency for cyber incidents ✓ Respond to Sheridan County IT requests for additional IT resources and equipment during a cyberattack incident ✓ Coordinate with Sheridan County IT to support the IT working group to effectively respond during a cyberattack incident ✓ Provide Sheridan County IT with their expertise in cyber incidents ✓ Provide the Sheridan County IT department with IT assistance during cyber incidents such as breaches, system testing, and incident monitoring
Wyoming Office of Homeland Security (WOHS)	The following activities and tasks have been identified for **Wyoming Office of Homeland Security (WOHS)** ✓ Respond to Sheridan County IT requests for additional resources and equipment during a cyberattack incident ✓ Coordinate with Sheridan County IT to support the IT working group to effectively respond during a cyberattack incident •
Veterans Affair (VA)	The following activities and tasks have been identified for **Veterans Affair (VA)**: ✓ Respond to Sheridan County IT requests for additional IT resources and equipment during a cyberattack incident ✓ Coordinate with Sheridan County IT to support the IT working group to effectively respond during a cyberattack incident ✓ Provide Sheridan County IT with their expertise in cyber incidents •
Sheridan College	The following activities and tasks have been identified for **Sheridan College**:

Agency Roles and Responsibilities	
	✓ Respond to Sheridan County IT requests for additional IT resources and equipment during a cyberattack incident ✓ Coordinate with Sheridan County IT to support the IT working group to effectively respond during a cyberattack incident ✓ Provide Sheridan County IT with their expertise in cyber incidents
Sheridan Memorial Hospital	The following activities and tasks have been identified for **Sheridan Memorial Hospital:** ✓ Respond to Sheridan County IT requests for additional IT resources and equipment during a cyberattack incident ✓ Coordinate with Sheridan County IT to support the IT working group to effectively respond during a cyberattack incident ✓ Provide Sheridan County IT with their expertise in cyber incidents

Additional Functional Considerations

Additional functions that may require multiagency coordination include, but are not limited to:

- Alert, Warning, and Notification
- Public Information
- Protective Actions (including evacuation)
- Financial Procedures
- Logistics and Resource Support

Forms and Templates

- ICS 201: Incident Briefing
- ICS 202: Incident Objectives
- ICS 203: Organization Assignment List
- ICS 204: Assignment List
- ICS 205 A: Communications List
- ICS 207: Incident Organization List
- ICS 208: Safety Message / Plan
- ICS 230g: Daily Meeting Schedule

This page is intentionally blank.

FLOOD ANNEX

This Flood Annex enables a coordinated, multiagency response to a flood incident.

Supporting Agencies for a Dam Failure	
Primary Agency	• **Sheridan County Sheriff's Office**
Supporting Agencies	• **Sheridan County Emergency Management** • **Sheridan Police Department** • **Sheridan Fire Districts** • **Sheridan Search and Rescue** • **Wyoming Highway Patrol** • **Public Works: County Road and Bridge** • **WYDOT** • **The Hub** • **Wyoming Engineers Office** • **American Red Cross** • **NWS Billings** • **Public Health** • **Wyoming 211**

Scope

The annex identifies Sheridan County's specific concerns when responding to the challenges posed by all forms of flooding including riverine flooding, flash flooding, rain on snow, post-wildfire flooding, frazil ice, ice jams, irrigation ditch malfunctions, and snowmelt runoff. Some of the impacts and potential challenges identified for flooding include:

- Road closures
- Isolation of vulnerable community members
- Increased response times for emergency services
- Interruption or cancellation of government and healthcare services
- Reduced private or public transportation options
- Loss of or damage to structures
- Loss of or damage to natural resources, including impacts to water quality
- Increased car accidents

Activation

Incident Annexes are always used as directed by the Sheridan County Emergency Operations Center (SC-EOC). This section will list potential triggers for applying the Incident Annex by the SC-EOC, categorized by EOC activation level. The purpose of the potential triggers is for the Supporting Agencies to better understand when their support may be needed.

Incident Triggers	
Level 3: Enhanced/Monitoring	An enhanced activation of the SC-EOC and subsequent application of the Incident Annex may include: • The National Weather Service and local meteorologist have issued flash flood warnings.
Level 2: Partial Activation	A partial activation of the SC-EOC and subsequent application of the Incident Annex may include: • The emergency spill over from a river or reservoir is filling up. • Structural failure of flood control or irrigation devices such as culverts, headgates, ditches, or impoundments that pose a downstream risk to people or property • Multiple homes or businesses destroyed by flooding • Any flood event that threatens to cause water levels to rise and spread inland causing bridges, houses, trees, and cars to be carried off.
Level 1: Full Activation	A full activation of the SC-EOC and subsequent application of the Incident Annex may include: • A river or drainage areas is overflowing, and water levels are rising near residential low-lying areas. • The structural failure of a levee system or dam. • An event that requires the response of multiple local, state, or federal agencies.

Concept of Operations

The most common flooding types in Sheridan County include[5]:

- **Flash Flooding**: Flooding that begins within 3 to 6 hours of heavy rainfall, dam or levee breaks, and/or mudslides.
- **Rain on snow**: Heavy rainfall on snowpack. The rainfall becomes runoff instead of infiltrating into the ground because the existing snowpack is covering it. Additionally, the rain on the snow accelerates snowmelt, adding to the runoff.
- **Post wildfire flooding**: After wildfires, the characteristics of the soil in the impacted area can become water-resistant. As a result, rain that typically would have seeped into the ground now becomes runoff and contributes to a flash flood.
- **Ice Jams**: The water overflows rivers and banks because ice that has broken apart causes obstructions and disrupts the normal flow of the body of water.
- **Frazil Ice**: Caused when streams freeze from the bottom up due to a unique phenomenon also called anchor ice. This ice displaces water in the channel, causing it to overflow its banks. The anchor ice can also become dislodged, float to the surface, and in turn cause ice jams.

[5] Wyoming Flood Guide. U.S. Army Corps of Engineers.

- **Snowmelt Runoff**: Depending on the snow characteristics, when packs of snow melts and the soil is frozen, water cannot infiltrate it, so the melting snow becomes runoff.

NWS issues advisories, watches, and warnings for potential or actual flood incidents, as listed in the table below. Watch level incidents raise awareness with TCEM staff while warnings should result in Level 3 Activation. The long-term weather outlook can provide 2-5 days' notice of an event.

NWS Public Safety Notifications[6]	
Warnings – Take Action!	
Flash Flood Warning	A Flash Flood Warning is issued when a flash flood is imminent or occurring. If you are in a flood prone area move immediately to high ground. A flash flood is a sudden violent flood that can take from minutes to hours to develop. It is even possible to experience a flash flood in areas not immediately receiving rain.
Flood Warning	A Flood Warning is issued when the hazardous weather event is imminent or already happening. A Flood Warning is issued when flooding is imminent or occurring.
Watch – Be Prepared	
Flood Watch	A Flood Watch is issued when conditions are favorable for a specific hazardous weather event to occur. A Flood Watch is issued when conditions are favorable for flooding. It does not mean flooding will occur, but it is possible.
Advisory – Be Aware	
Flood Advisory	A Flood Advisory is issued when a specific weather event that is forecast to occur may become a nuisance. A Flood Advisory is issued when flooding is not expected to be bad enough to issue a warning. However, it may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.

Supporting Documents

2019 Sheridan County June 2109 Flood Event After-Action Report/Improvement Plan

Roles and Responsibilities

Agency Roles and Responsibilities	
Sheridan County Sheriff's Office	The following activities and tasks have been identified for the **Sheridan County Sheriff's Office**: ✓ Conduct a situation assessment and determine resources needed. ✓ Coordinate search and rescue activities ✓ Perform traffic control and maintain flow on essential routes. ✓ Discuss and implement road closures in coordination with the Sheridan County Road and Bridge. ✓ Monitor the condition of all roadways and transportation corridors in and around the affected area and restrict access as necessary.

[6] https://www.weather.gov/safety/flood-watch-warning

Agency Roles and Responsibilities	
	✓ Order volunteer evacuations as needed
Public Works	The following activities and tasks have been identified for **Public Works**: ✓ Prepare information on potential emergency problems o Nature of the problem (seepage, boils, etc.) and type of potential failure o Evaluation of typical emergency conditions (increasing rate of flow, muddy water, whirlpools, etc.) o Necessary equipment, materials, and labor for various emergency conditions o Data necessary to identify an emergency condition ✓ Coordinate activities with the Sheridan County Emergency Management Agency ✓ Coordinate the use of private equipment and manpower for Public Works support ✓ Clears debris from city roads
County Road and Bridge	The following activities and tasks have been identified for **County Road and Bridge**: ✓ Coordinate activities with the Sheridan Public Works if flooding occurs in the city. ✓ Discuss and implement road closures in coordination with the Sheriff's Office. ✓ Clears debris from county roads
Wyoming Engineers Office	The following activities and tasks have been identified for the **Wyoming Engineers Office**: ✓ Coordinate with NWS – Billings and SCEM to gather data necessary to identify emergency conditions necessary to make flood decisions ✓ Take actions to alleviate various emergency conditions
National Weather Service - Billings	The following activities and tasks have been identified for the **National Weather Service - Billings**: ✓ Coordinate with the Wyoming Engineers Office and SCEM to gather data necessary to identify emergency conditions necessary to make flood decisions
Sheridan County Emergency Management:	The following activities and tasks have been identified for Sheridan County **Emergency Management**: ✓ Gather information about the incident and identify resources required to respond.

Agency Roles and Responsibilities	
	✓ Serve as the primary liaison to WOHS, the State Response Coordination Center (SRCC), and FEMA ✓ Support the development of protective action guidelines with field incident commanders ✓ Provide public alert, warning, and notification to affected local agencies and public officials ✓ Coordinate with NWS – Billings and the Wyoming Engineers Office to gather data necessary to identify flood levels and stream conditions necessary to make flood decisions ✓ Make recommendations to NWS – Billings to issue flood warnings ✓ Provide SCEM portable message boards for traffic notifications and control.
Sheridan Fire-Rescue:	The following activities and tasks have been identified for **Sheridan Fire-Rescue:** ✓ Support the Sheriff's Office with search and rescue activities in the city ✓ Provide medical support ✓ Assist Public Works with debris removal when requested ✓ Coordinate with the SC-EOC Resource Support Section to identify mutual aid resource needs, locate staging areas, and determine the duration of resource support.
Sheridan Fire Districts	The following activities and tasks have been identified for **Sheridan Fire Districts**: ✓ Support the Sheriff's Office with search and rescue activities within their districts ✓ Coordinate with the SC-EOC Resource Support Section to identify mutual aid resource needs, locate staging areas, and determine the duration of resource support.
Wyoming Highway Patrol:	The following activities and tasks have been identified for **Wyoming Highway Patrol**: ✓ Initiate temporary road closures on state highways and assess damage to state transportation corridors ✓ Provide regular, accurate, and relevant public information related to road closures and transportation on state highways. ✓ Manage alternative transportation services for responders and supporting emergency response by transporting materials and supplies through road closures.
WYDOT	The following activities and tasks have been identified for **WYDOT**: ✓ Any emergency response activities regarding state roads including road closure and clearing debris.

Agency Roles and Responsibilities	
	✓ Provide and update notifications on highway message boards
Sheridan Police Department:	The following activities and tasks have been identified for **Sheridan Police Department**: ✓ Perform community surveillance and security. ✓ Assist with identifying flooded roadways. ✓ Perform traffic control and maintain flow on essential routes. ✓ Monitor the condition of all roadways and transportation corridors in and around the affected area and restrict access as necessary. ✓ Order volunteer evacuations as needed.
The Hub	The following activities and tasks have been identified for **The Hub**: ✓ Manage financial and item donations ✓ Manage volunteers and task volunteers with tasks ✓ Distribute hot meals to the elderly and impacted households ✓ Coordinate with Red Cross to provide shelter for households whose houses and been severely impacted ✓ Coordinate with other non-government agencies to provide assistance
American Red Cross	The following activities and tasks have been identified for the American Red Cross: ✓ Provide shelter, food, and water for households whose houses and been severely impacted
Public Health	The following activities and tasks have been identified for **Public Health**: ✓ Support contamination testing for water systems ✓ Conduct mass dispensing of antibiotics if the waters were contaminated with GI bacteria or some such; e. coli, typhus, cholera, etc. ✓ Work with Sheridan Memorial Hospital to determine any diseases being spread and impacting the community
Sheridan Search and Rescue	The following activities and tasks have been identified for **Sheridan Search and Rescue:** ✓ Perform search and rescue activities for missing persons.
Wyoming 211	The following activities and tasks have been identified for **Wyoming 211:** ✓ Proved public information on evacuations, sandbag locations and volunteer opportunities.

Additional Functional Considerations

Consider timing of emergency alert, warning, and notification to account for evacuation time. Alerts and notifications may be made through any of all of the following:

- Code Red

- Volunteer Notification System
- Integrated Public Alerting and Warning System (IPAWS)
- Wireless Emergency Alerts (WEA)
- NOAA Weather Radio Alerts
- Social Media
- Posting updated information on the County website
- Integrating and update notifications on portable and overhead message boards

Forms and Templates

- ICS 201 – Incident Briefing
- ICS 202: Incident Objectives
- ICS 203: Organization Assignment List
- ICS 204: Assignment List
- ICS 205 A: Communications List
- ICS 207: Incident Organization List
- ICS 208: Safety Message / Plan
- ICS 209: Incident Status Summary
- ICS 215: Operational Planning Worksheet
- ICS 230g: Daily Meeting Schedule

This page is intentionally blank.

HAZARDOUS MATERIAL INCIDENT ANNEX

The purpose of Hazardous Material Incident Annex is to describe roles, responsibilities, and coordinating mechanisms for managing a hazardous materials (HazMat) incident that has exceeded local capabilities.

Supporting Agencies for a Hazmat Material Incident	
Primary Agency	• **Sheridan County Fire Municipalities:**
Supporting Agencies	• **LEPC: Public Works** • **Regional Emergency Response Team (RERT 1)** • **Sheridan County Joint Dispatch Center** • **Sheridan Memorial Hospital** • **Sheridan County Office of Emergency Management** • **Sheriff's Office** • **Sheridan Police Department** • **Wyoming Department of Transportation** • **Wyoming Office of Homeland Security:** • **Wyoming 211**

Scope

The Hazardous Material Incident Annex identifies and describes the methods, resources, and proper procedures to respond to incidents involving HazMat spills or releases from fixed facilities or materials in transport.

Activation

Incident Annexes are always used as directed by the Sheridan County Emergency Operations Center (SC-EOC). This section lists potential triggers for applying the Incident Annex by the SC-EOC, categorized by EOC activation level. The purpose of the potential triggers is for the Supporting Agencies to better understand when their support may be needed.

Incident Triggers	
Level 3: Enhanced/Monitoring	An enhanced activation of the SC-EOC and subsequent application of the Incident Annex may include: • Increase monitoring activities and inter-agency communication in the case of a suspected HazMat incident (ex. overturned tanker) • Investigate and determine the cause of a truck accident or train derailment.
Level 2: Partial Activation	A partial activation of the SC-EOC and subsequent application of the Incident Annex may include: • Temporary closure of roads and alternate routes

Incident Triggers	
	• Assess impacts to critical public infrastructure and systems • Initiate request for mutual assistance from public safety agencies • Gather further information about the incident and identify resources required to respond • Request information about potential impacts to natural resources and environment
Level 1: Full Activation	A full activation of the SC-EOC and subsequent application of the Incident Annex may include elements of Level 1 and Level 2 activations, and: • Any confirmed HazMat incident impacting community lifelines and infrastructure within the County. • Responding to large number of residents falling ill due to HazMat contamination or fallout

Concept of Operations

The Sheridan County Fire Municipalities will manage the initial response to a HazMat incident. The closest department to the scene will respond, establish command, and conduct scene assessments. The initial response may also include containment and establishing protection boundaries. The RERT may be requested for technical assistance. The SC-EOC and the supporting agencies and staff will assist with the non-technical elements of the incident response.

The common HazMat incidents the County may experience include:

- **Fix Facility Incidents:** Release of hazardous materials in a facility that manages explosive, flammable, combustible, corrosive, reactive, poisonous materials.
- **Transportation Accidents:** An overturned tanker or train derailment releasing reportable quantities of hazardous materials.
- **Storage Tank or Pipeline Breach:** Release of hazardous materials, typically hazardous liquids or gas, from pipelines or storage tanks.

Initial public alert and warning, protective actions, and safety measures will be handled by local resources. The initial responding agency will establish an Incident Commander (IC) and Incident Command Post (ICP) to facilitate inter-agency coordination for response using the Incident Command System (ICS).

State and federal assistance will be requested by the IC to the SC-EOC or SCEM when local resources are inadequate or scarce. At the federal level, the National Response Center (NRC) must be notified if a CERCLA hazardous substance is spilled in excess of its RQ.

A HazMat incident on any a government own facility, transportation vehicle, infrastructure, and route will also initiate the SC-MAC Group. This group should determine policy-level actions, which may include important decisions with financial implications, such as responding to a ransom demand from attackers.

Roles and Responsibilities

Agency Roles and Responsibilities	
Sheridan County Office of Emergency Management (SCEM)	The following activities and tasks have been identified for **SCEM**: ✓ Receive resource requests from the RERT and notify the Office of Homeland Security for approval and funding ✓ Respond to notifications of a HazMat incident from the Sheriff's Office ✓ Activate the Emergency Operations Center (EOC) and determine the level of response for the HazMat incident ✓ Request mutual aid from neighboring counties and/or state agencies
Sheridan County Joint Dispatch Center	The following activities and tasks have been identified for **Sheridan County Joint Dispatch Center**: ✓ Support requests for additional resources needed for adequate response ✓ Provide emergency communication support during a HazMat incident ✓ Assist in developing and delivering emergency notifications enforcing evacuation or shelter-in-place orders
Sheridan County Sheriff's Office	The following activities and tasks have been identified for **Sheridan County Sheriff's Office**: ✓ Maintain incident security by limiting ingress/egress routes and perimeter protection during HazMat incidents ✓ Support investigative operations during a HazMat incident if necessary ✓ Enforce protective actions issued by the IC, SC-EOC, or local elected officials ✓ Support evacuation recommendations for immediate areas downwind or downstream from the release •
Wyoming Office of Homeland Security	The following activities and tasks have been identified for **Wyoming Office of Homeland Security**: ✓ Respond to mutual aid requests ✓ Respond to Sheridan County Sheriff's Office requests for additional resources and equipment during a HazMat incident ✓ Approve and fund RERT HazMat response activities •
Public Works	The following activities and tasks have been identified for **Public Works**: ✓ Provide infrastructure damage assessments

Agency Roles and Responsibilities	
	✓ Clear debris and provide law enforcement agencies with the equipment necessary to secure incident scenes (barricades, emergency lighting, debris clean-up, etc.) •
Sheridan Memorial Hospital	The following activities and tasks have been identified for **Sheridan Memorial Hospital**: ✓ Coordinate protective actions for affected individuals, first responders, medical staff, impacted by the HazMat incident ✓ Manage medical care and assist in providing an adequate HazMat hospital response
Sheridan County Fire Municipalities:	The following activities and tasks have been identified for **Sheridan Fire Municipalities**: ✓ Conduct a preliminary situation and determine the emergency actions that need to be taken ✓ Identify the chemicals involved and control the spill / release of the substance to prevent any further damage ✓ Establish initial protection boundaries and containment areas ✓ Request hazmat response support as needed ✓ Search for individuals that are unaccounted for and conduct lifesaving activities
Sheridan Police Department	The following activities and tasks have been identified for **Sheridan Police Department:** ✓ Secure and restrict access to the area ✓ If deaths or serious injuries are involved, reach out to the families of the individuals
Wyoming Department of Transportation	The following activities and tasks have been identified for **Wyoming Department of Transportation**: ✓ Determine road closures, identify alternate routes as needed, and provide a press release to the public ✓ Clean up the accident site ✓ Update the Wyoming 511 travel information app about road and travel conditions
Regional Emergency Response Team (RERT 1)	The following activities and tasks have been identified for **Regional Response Team (RERT 1)**: ✓ Provide hazmat operations and technician level response as needed to mitigate hazards. ✓ Handle the control and containment of an impending or actual discharge and/or uncontrolled release of oil or hazardous materials ✓ Respond to mutual aid requests and provide additional equipment that local agencies have exhausted or lack

Agency Roles and Responsibilities	
Local Emergency Planning Committee (LEPC)	The following activities and tasks have been identified for **Local Emergency Planning Committee (LEPC)**: ✓ Collect reporting information and provide support to the response as needed through engagement of stakeholders and responsible parties. ✓ Collect reporting information ✓ Provide support to the response through engagement of stakeholders and responsible parties
Wyoming 211	The following activities and tasks have been identified for **Wyoming 211**: ✓ Provide public information as determined by the IC or the EOC.

Additional Functional Considerations

Additional functions that may require multiagency coordination include, but are not limited to:

- Alert, Warning, and Notification
- Public Information
- Protective Actions (including evacuation)
- Financial Procedures
- Logistics and Resource Support

Forms and Templates

- ✓ ICS 201: Incident Briefing
- ✓ ICS 202: Incident Objectives
- ✓ ICS 203: Organization Assignment List
- ✓ ICS 204: Assignment List
- ✓ ICS 205 A: Communications List
- ✓ ICS 207: Incident Organization List
- ✓ ICS 208: Safety Message / Plan
- ✓ ICS 230g: Daily Meeting Schedule
- ✓ CFR 49 Materials
- ✓ CERCLA Materials
- ✓ RERT Map
- ✓ 2022 Wyoming Commodity Flow Study for Sheridan County
- ✓ BNSF HazMat Traffic Flow Report for Sheridan County

This page is intentionally blank.

SEVERE SPRING / SUMMER WEATHER ANNEX

This Severe Spring / Summer Weather Annex enables a coordinated, multiagency response to a spring and summer incidents.

Supporting Agencies for Sever Spring / Summer Weather	
Primary Agency	There is no established primary agency for a spring / summer incident. The SC-EOC may choose to identify a primary agency based on individual incident. The primary agency may transition during response as conditions change.
Supporting Agencies	• **Sheridan County Joint Dispatch Center** • **Sheriff's Office: Sheridan Police Department** • **Sheridan County Fire-Rescue/ Fire Municipalities** • **Public Works** • **Sheridan Office of Emergency Management** • **American Red Cross** • **The Hub** • **Search and Rescue** • **Sheridan VA Medical Center**: **Sheridan Memorial Hospital** • **Wyoming 211**

Scope

The annex identifies Sheridan's County's specific concerns when responding to the challenges posed by spring / summer incidents including excessive heat, tornadoes, drought, and poor air quality. Some of the impacts and challenges identified for spring / summer storms include:

- Collapsed Structures
- Road closures
- Increased response time for emergency services
- Limited resources for emergency response
- Crop loss

Activation

Incident Annexes are always used as directed by the Sheridan County Emergency Operations Center (SC-EOC). This section lists potential triggers for applying the Incident Annex by the SC-EOC, categorized by EOC activation level. The purpose of the potential triggers is for the Supporting Agencies to better understand when their support may be needed.

Incident Triggers	
Level 3: Enhanced/Monitoring	An enhanced activation of the SC-EOC and subsequent application of the Incident Annex may include: • There has been an emergency drought declaration

Incident Triggers	
	• The National Weather Service has issued a severe weather watch notification
Level 2: Partial Activation	A partial activation of the SC-EOC and subsequent application of the Incident Annex may include: • There has been a significant increase in reported cases for heat strokes • The National Weather Service has issued a severe weather warning notification
Level 1: Full Activation	A full activation of the SC-EOC and subsequent application of the Incident Annex may include: • A tornado collapses multiple homes and people are injured • Severe weather has caused significant power outages requiring respite center/sheltering operations

Concept of Operations

NWS issues advisories, watches, and warnings for potential or actual storm incidents, as listed in the Table below.

NWS Public Safety Notifications[7]	
Warnings – Take Action	
Excessive Heat	An Excessive Heat Warning is issued within 12 hours of the onset of extremely dangerous heat conditions. The general rule of thumb for this Warning is when the maximum heat index temperature is expected to be 105° or higher for at least 2 days and nighttime air temperatures will not drop below 75°
Tornado	A tornado has been sighted or indicated by weather radar. There is imminent danger to life and property.
Thunderstorms	Severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property.
Watch – Be Prepared	
Excessive Heat	Heat watches are issued when conditions are favorable for an excessive heat event in the next 24 to 72 hours. The risk of a heat wave has increased but its occurrence and timing is still uncertain.
Tornado	Tornadoes are possible in and near the watch area.
Thunderstorms	Severe thunderstorms are possible in and near the watch area.
Advisory – Be Aware	
Excessive Heat	The potential exists for an excessive heat event in the next 3-7 days.

[7] Weather Warnings. National Weather Service. https://www.weather.gov/safety/

Roles and Responsibilities

Agency Roles and Responsibilities	
Public Works	The following activities and tasks have been identified for **Public Works**: ✓ Prepare information on potential emergency problems o Nature of the problem (seepage, boils, etc.) and type of potential failure o Evaluation of typical emergency conditions (increasing rate of flow, muddy water, whirlpools, etc.) o Actions to alleviate various emergency conditions o Necessary equipment, materials, and labor for various emergency conditions o Data necessary to identify an emergency condition ✓ Coordinate activities with the Sheridan County Emergency Management Agency ✓ Assist in road closure and redirecting traffic. ✓ Coordinate the use of private equipment and manpower for Public Works support
Sheridan Office of Emergency Management	The following activities and tasks have been identified for Sheridan Office of **Emergency Management**: ✓ Gather information about the incident and identify resources required to respond. ✓ Serve as the primary liaison to WOHS, the State Response Coordination Center (SRCC), and FEMA. ✓ Support the development of protective action guidelines with field incident commanders. ✓ Provide public alert, warning, and notification on behalf of incident commanders.
American Red Cross	The following activities and tasks have been identified for **American Red Cross**: ✓ Coordinates temporary sheltering and assistance ✓ Activate adequate sheltering strategies based on information gathered from the EOC. ✓ Coordinate adequately staffed shelter sites. ✓ Support distribution of emergency relief items ✓ Provide residential assessment teams
The Hub	The following activities and tasks have been identified for **The Hub**: ✓ Manage financial and item donations ✓ Manage volunteers and task volunteers with tasks ✓ Distribute hot meals to the elderly and impacted households

Agency Roles and Responsibilities	
	✓ Provide shelter for households whose houses and been severely impacted
Search and Rescue	The following activities and tasks have been identified for **Search and Rescue**: ✓ Search for people who are missing. ✓ Provide immediate health and medical services for victims involved in search and rescue operations ✓ Coordinate with Wyoming Regional EMS to help access victims in need of rescue.
Sheridan Fire-Rescue	The following activities and tasks have been identified for **Sheridan Fire-Rescue**: ✓ Facilitate firefighting, search and rescue, and evacuation activities ✓ Conduct a situation assessment and determine resources needed. ✓ Coordinate with the SC-EOC Resource Support Section to identify mutual aid resource needs, locate staging areas, and determine the duration of resource support.
Sheridan VA Medical Center	The following activities and tasks have been identified for **Sheridan VA Medical Center**: ✓ Addresses emerging medical needs due to storm impacts ✓ Monitor for a spike in carbon monoxide cases. ✓ Monitor utility disruptions that could affect healthcare providers and vulnerable groups that receive treatments (such as dialysis) or rely on power for medical equipment. ✓ Support the development of public messaging on health and safety impacts from a storm for distribution to the public in coordination
Sheridan Memorial Hospital	The following activities and tasks have been identified for **Sheridan Memorial Hospital**: ✓ Addresses emerging medical needs due to storm impacts ✓ Monitor for a spike in carbon monoxide cases. ✓ Monitor utility disruptions that could affect healthcare providers and vulnerable groups that receive treatments (such as dialysis) or rely on power for medical equipment. ✓ Support the development of public messaging on health and safety impacts from a storm for distribution to the public in coordination
Law Enforcement (Sheridan County Sheriff's Office and Sheridan	The following activities and tasks have been identified for **Law Enforcement**: ✓ Assist with public notifications, stranded motorists and road closures. Provide windshield damage assessments. ✓ Perform traffic control and maintain flow on essential routes.

Agency Roles and Responsibilities	
County Police Department)	✓ Provide access control and security to impacted areas. ✓ Monitor the condition of all roadways and transportation corridors in and around the affected area and restrict access as necessary.
Wyoming Highway Patrol	The following activities and tasks have been identified for **Wyoming Highway Patrol**: ✓ Provide regular, accurate, and relevant public information related to road closures and transportation ✓ Manage alternative transportation services for responders and supporting emergency response by transporting materials and supplies.
Wyoming 211	The following activities and tasks have been identified for **Wyoming 211**: ✓ Provide public information as determined by the IC or the EOC.
Sheridan County Joint Dispatch Center	The following activities and tasks have been identified for **Sheridan County Joint Dispatch Center**: ✓ Provide Emergency Communications Support

Additional Functional Considerations

Consider timing of alert, warning, and notification to allow for time to allow residents to take shelter or other emergency actions with enough time.

Forms and Templates

- ICS 201 – Incident Briefing
- ICS 202: Incident Objectives
- ICS 203: Organization Assignment List
- ICS 204: Assignment List
- ICS 205 A: Communications List
- ICS 207: Incident Organization List
- ICS 208: Safety Message / Plan
- ICS 230g: Daily Meeting Schedule

This page is intentionally blank.

SEVERE WINTER WEATHER ANNEX

The Severe Winter Weather Annex enables a coordinated, multiagency response to a winter storm incident which includes widespread power outages.

Supporting Agencies for Severe Winter Weather	
Primary Agency	There is no established primary agency for winter storm incident. The SC-EOC may choose to identify a primary agency based on individual incident. The primary agency may transition during response as conditions change.
Supporting Agencies	• **Sheridan County Joint Dispatch Center** • **Sheriff's Office** • **Sheridan County Public Health** • **Sheridan Police Department** • **Sheridan County Fire-Rescue/ Fire Municipalities** • **Sheridan Road and Bridge / Public Works** • **Emergency Management** • **American Red Cross** • **The Hub** • **Search and Rescue** • **Sheridan VA Medical Center**: • **Sheridan Memorial Hospital**: • **WYDOT**: **Wyoming Highway Patrol**:

Scope

The annex identifies Sheridan County's specific concerns when responding to the challenges posed by winter storms including blizzards, ice jams, ice storms, heavy snow fall, avalanches, and windchill. Some of the impacts and challenges identified for severe winter storms include:

- Road closures
- Isolation of vulnerable community members
- Increased response times for emergency services
- Interruption or cancellation of government and healthcare services
- Reduced private or public transportation options
- Damaged or collapsed structures
- Increased car accidents

Activation

Incident Annexes are always used as directed by the Sheridan County Emergency Operations Center (SC-EOC). This section lists potential triggers for applying the Incident Annex by the SC-EOC, categorized by EOC activation level. The purpose of the potential triggers is for the Supporting Agencies to better understand when their support may be needed.

Incident Triggers	
Level 3: Enhanced/Monitoring	An enhanced activation of the SC-EOC and subsequent application of the Incident Annex may include: • Winter Storm Warning or Blizzard Warning issued by the National Weather Service (NWS).
Level 2: Partial Activation	A partial activation of the SC-EOC and subsequent application of the Incident Annex may include: • A few roads are closed but no major disruption to people commuting. • There is an increase in reported cases for carbon monoxide poisoning and hypothermia.
Level 1: Full Activation	A full activation of the SC-EOC and subsequent application of the Incident Annex may include: • All major roadways are closed for an extended period of time, impacting the local supply chain and requiring temporary sheltering operations • Disruptions to critical infrastructure (such as power or communications failures) that last for an extended period and has a negative domino effect on the community

Concept of Operations

NWS issues advisories, watches, and warnings for potential or actual winter storm incidents, as listed in table below.

NWS Public Safety Notifications[8]	
Warnings – Take Action	
Avalanche	Avalanches have occurred or are imminent. Backcountry travel highly discouraged.
Blizzard	Frequent gusts greater than or equal to 35 mph accompanied by falling and/or blowing snow, frequently reducing visibility to less than 1/4 mile for three hours or more
Ice Storm	Ice accumulation around 1/4 inch or more
Winter Storm	Significant winter weather event including snow, ice, sleet or blowing snow, or a combination of these hazards.
Wind Chill	A combination of very cold air and strong winds will create dangerously low wind chill value and could result in hypothermia.
Watch – Be Prepared	
Avalanche	Avalanche conditions are favorable or expected but not imminent or occurring. Stay tuned for issuance of Avalanche Warnings.
Winter Storm Watch	When conditions are favorable for a significant winter storm event. There could be heavy sleet, heavy snow, ice storm, heavy snow and blowing snow, or a combination of events.

[8] Winter Weather Warnings. National Weather Service. https://www.weather.gov/safety/winter-ww

NWS Public Safety Notifications8	
Wind Chill Watch	Potential for a combination of extremely cold air and strong winds to create dangerously low wind chill values.
Advisory – Be Aware	
Winter Weather	A combination of wintry elements (snow, blowing snow, ice, sleet) is expected but conditions should not be hazardous enough to meet warning criteria.
Wind Chill	Low wind chill temperatures are expected but will not reach local warning criteria. Extremely cold air and strong winds will combine to generate low wind chill readings.

Roles and Responsibilities

Agency Roles and Responsibilities	
Public Works	The following activities and tasks have been identified for **Public Works**: ✓ Prepare information on potential emergency problems o Actions to alleviate various emergency conditions o Necessary equipment, materials, and labor for various emergency conditions o Data necessary to identify an emergency condition ✓ Coordinate activities with the Sheridan County Emergency Management Agency ✓ Assist in road closure and redirecting traffic. ✓ Plow and clear the roadway. ✓ Coordinate the use of private equipment and manpower for Public Works support
Road and Bridge	The following activities and tasks have been identified for **Road and Bridge**: ✓ Assist in road closure in coordination with the Sheriff's Office and redirecting traffic ✓ Plow and clear the roadway
WYDOT	The following activities and tasks have been identified for **WYDOT**: ✓ Assist with road clearing on state highways and provide damage assessments •
Sheridan County Emergency Management	The following activities and tasks have been identified for **Emergency Management:** ✓ Gather information about the incident and identify resources required to respond. ✓ Serve as the primary liaison to WOHS, the State Response Coordination Center (SRCC), NWS Billings, and FEMA.

Agency Roles and Responsibilities	
	✓ Support the development of protective action guidelines with field incident commanders. ✓ Provide public alert, warning, and notification on behalf of incident commanders.
American Red Cross	The following activities and tasks have been identified for **American Red Cross**: ✓ Coordinates temporary sheltering and assistance ✓ Activate adequate sheltering strategies based on information gathered from the ERC. ✓ Coordinate adequately staffed shelter sites. ✓ Support distribution of emergency relief items ✓ Provide residential assessment teams
The Hub	The following activities and tasks have been identified for **The Hub**: ✓ Manage financial and item donations ✓ Manage volunteers and task volunteers with tasks ✓ Distribute hot meals to the elderly and impacted households ✓ Assist the Red Cross with shelter operations
Search and Rescue	The following activities and tasks have been identified for **Search and Rescue**: ✓ Search for people who are missing. ✓ Provide immediate health and medical services for victims involved in search and rescue operations ✓ Coordinate with Wyoming Regional EMS to help access victims in need of rescue.
Sheridan Fire-Rescue / Fire Districts	The following activities and tasks have been identified for **Sheridan Fire-Rescue:** ✓ Facilitate firefighting, search and rescue, and evacuation activities ✓ Conduct a situation assessment and determine resources needed. ✓ Coordinate with the SC-EOC Resource Support Section to identify mutual aid resource needs, locate staging areas, and determine the duration of resource support.
Law Enforcement (Sheridan County Sheriff's Office and Sheridan County Police Department)	The following activities and tasks have been identified for **Law Enforcement**: ✓ Perform traffic control and maintain flow on essential routes. ✓ Provide access control and security to impacted areas. ✓ Monitor the condition of all roadways and transportation corridors in and around the affected area and restrict access as necessary. ✓ Notify EOC of any road/highway closures and provide access to first responders on closed roads/highways when possible.

Agency Roles and Responsibilities	
Sheridan VA Medical Center	The following activities and tasks have been identified for **Sheridan VA Medical Center**: ✓ Addresses emerging medical needs due to winter storm impacts ✓ Monitor for a spike in carbon monoxide cases. ✓ Monitor utility disruptions that could affect healthcare providers and vulnerable groups that receive treatments (such as dialysis) or rely on power for medical equipment. ✓ Support the development of public messaging on health and safety impacts from a winter storm for distribution to the public in coordination
Sheridan Memorial Hospital	The following activities and tasks have been identified for **Sheridan Memorial Hospital**: ✓ Addresses emerging medical needs due to winter storm impacts ✓ Monitor for a spike in carbon monoxide cases. ✓ Monitor utility disruptions that could affect healthcare providers and vulnerable groups that receive treatments (such as dialysis) or rely on power for medical equipment. ✓ Support the development of public messaging on health and safety impacts from a winter storm for distribution to the public in coordination
Sheridan Joint Dispatch Center	The following activities and tasks have been identified for **Sheridan County Joint Dispatch Center**: • Provide emergency communications support
Wyoming Highway Patrol	The following activities and tasks have been identified for **Wyoming Highway Patrol:** • Notify EOC of any highway closures and provide access to first responders on closed Highways when possible.
Sheridan County Public Health	The following activities and tasks have been identified for **Sheridan County Public Health:** ✓ Maintain vaccine stability and temperature control in the event of power failure

Additional Functional Considerations

Consider timing of emergency alert, warning, and notification to account for evacuation, sheltering, or other emergency action time Alerts and notification s may be made through any or all of the following:

- Code Red
- Volunteer Notification System
- Integrated Public Alerting and Warning System (IPAWS)

- Wireless Emergency Alerts (WEA)
- NOAA Weather Radio Alerts
- Social Media
- Posting updated information on the County website
- Add or update portable and overhead signage

Forms and Templates

- ICS 201 – Incident Briefing
- ICS 202: Incident Objectives
- ICS 203: Organization Assignment List
- ICS 204: Assignment List
- ICS 205 A: Communications List
- ICS 207: Incident Organization List
- ICS 208: Safety Message / Plan
- ICS 209: Incident Status Summary
- ICS 215: Operational Planning Worksheet
- ICS 230g: Daily Meeting Schedule

TERRORISM INCIDENT ANNEX

The purpose of the Terrorism Incident Annex is to facilitate effective law enforcement and investigation in response to any threats or actual acts of terrorism. Furthermore, this annex outlines operational concepts, tasks, and assigns responsibilities for responding to terrorism incidents.

Supporting Agencies for a Cyber	
Primary Agency	• **Sheridan County Sheriff's Office**
Supporting Agencies	• **Sheridan County Office of Emergency Management** • **Sheridan County Joint Dispatch Center** • **Sheridan Police Department** • **Regional Emergency Response Team (RERT)** • **Wyoming Office of Homeland Security (WOHS)** • **Public Health Department** • **Sheridan Memorial Hospital** • **Public Works Department**

Scope

The Terrorism incident annex establishes the structure for a timely, coordinated, and unified response from local law enforcement and investigative agencies to any threats or actual acts of terrorism, no matter if the threats are deemed to be credible and/or whether they can escalate. As defined in the Homeland Security Act of 2022, terrorism is an activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States, and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping. This annex guides response to terrorism incidents, such as weapons of mass destruction (WMD), or chemical, biological, radiological, nuclear, or high-explosive (CBRNE) material.

Activation

Incident Annexes are always used as directed by the Sheridan County Emergency Operations Center (SC-EOC). This section lists potential triggers for applying the Incident Annex by the SC-EOC, categorized by EOC activation level. The purpose of the potential triggers is for the Supporting Agencies to better understand when their support may be needed.

Incident Triggers	
Level 3: Enhanced/Monitoring	An enhanced activation of the SC-EOC and subsequent application of the Incident Annex may include: • Increase monitoring activities and inter-agency communication in the case of a suspected credible terrorist threat or attack
Level 2: Partial Activation	A partial activation of the SC-EOC and subsequent application of the Incident Annex may include: • Gathering information about the threat or incident and identify the resources required to respond • Locate and provide supplies to emergency response personnel, as needed • Handle the control and containment of a threat or actual intentional release of hazardous materials • Provide accurate updates and messaging to the public
Level 1: Full Activation	A full activation of the SC-EOC and subsequent application of the Incident Annex may include: • Any confirmed terrorism incident significantly comprising and damaging community lifelines within the County, including impacts to water, wastewater, or communications infrastructure • Large number of mass casualties or injured individuals that exceed local medical response

Concept of Operations

The Sheridan County Sheriff's Office may potentially experience the numerous hazards related to terrorism incidents, including:

- Bomb threats and bombings
- Weapons of Mass Destruction (WMD)/CBRNE Weapons
- Agro-terrorism (food supplies)
- Facility/Infrastructure Attack
- Armed Assault
- Assassination
- Kidnappings

The level of assessment and control of the terrorism incident and/or related hazards is based on multiple factors, including but not limited to:

- Number of locations affected
- Types of scenes created (incident, hazardous, and/or crime)
- Level of coordination of local law enforcement, protective actions, governmental technical expertise, and investigative actions

A terrorism incident may result in the coordination with specified agencies such as Public Health, WOHS, and FEMA. The Public Health Department may be assigned as the local role in

terrorism consequence management for incident involving biological agents, WOHS will be the lead state agency and will coordinate state resources for local terrorism consequence management, FEMA will act as lead agency for terrorism consequence management operations and coordinate federal resources for the incident.

Sheridan County assessment and control of a terrorism incident may similarly depend on whether it is a non-specific threat scenario, an articulated threat immediately initiates the FBI threat assessment process to determine if the threat is credible or a hoax. If the threat is credible, the FBI notifies local, state, and federal authorities for appropriate response actions. During a no-notice scenario the local first responder community is the first to arrive on site. The ICS should be established in accordance with local policies. Federal assistance should be requested by local and state authorities with the established EOPs.

Sheridan County follows any effort to deter or prevent acts of terrorism by apprehending and prosecuting any individual who plans or perpetrates any level of terrorist actions/attacks. After receiving any form of a terrorist threat, local departments notify the FBI and the Wyoming Information and Analysis Team (WIAT, Wyoming's Fusion Center). An initial assessment is conducted to assess the credibility of the threat and confirm if the potential terrorist act involves WMD or CBRNE. Once deemed credible, local law enforcement will notify/request the SCEM to activate the SC-EOC and a Joint Operations Center (JOC) is established by the FBI to provide field coordination. Credible threats will also require both state and federal resources.

A terrorism incident on any government agency/department will also initiate the SC-MAC Group. This group should determine policy-level actions, which may include important decisions with financial implications.

Roles and Responsibilities

Agency Roles and Responsibilities	
Sheridan County Office of Emergency Management (SCEM)	The following activities and tasks have been identified for **SCEM**: ✓ Respond to notifications of a terrorism incident from the Sheriff's Office ✓ Activate the Emergency Operations Center (EOC) and determine the level of response for the terrorism incident ✓ Request mutual aid from neighboring counties and/or state agencies, including SPD, Wyoming Department of Criminal Investigations (DCI), and the Wyoming Office of Homeland Security (WOHS), in coordination with the Joint Dispatch Center and SC-EOC ✓ Assign a liaison to the SC-EOC or MAC Group to coordinate requests for additional resources during a terrorism incident
Sheridan County Dispatch Center	The following activities and tasks have been identified for the **Sheridan County Dispatch Center**: ✓ Request additional resources needed for adequate response ✓ Provide emergency communication during a terrorism incident

Agency Roles and Responsibilities	
Sheridan Police Department	The following activities and tasks have been identified for the **Sheridan Police Department**: ✓ Support the Sheriff's Office and other law enforcement with personnel/workforce, equipment, and additional resources for specific incident actions: evacuation, investigations, perimeter protection and crowd control for a terrorism incident ✓ Respond to mutual aid requests from law enforcement agencies within Sheridan County and assist with specialized operations ✓ Support investigative operations during a terrorism incident ✓ Enforce protective actions issued by the IC, SC-EOC, or local elected officials ✓ Maintain incident security by limiting ingress/egress routes and perimeter protection during terrorism incident
Regional Emergency Response Team (RERT)	The following activities and tasks have been identified for the **RERT**: ✓ Respond to mutual aid request from law enforcement agencies within Sheridan County and assist with specialized operations ✓ Assist and coordinate with law enforcement agencies in a terrorism incident for CBRNE weapons, particularly if a hazardous material component ✓ Provide personnel, equipment, and additional resources when local resources are exhausted ✓ Coordinate with the Sheriff's Office for terrorism-specific resources, including HazMat response and clean-up
Wyoming Office of Homeland Security (WOHS)	The following activities and tasks have been identified for **WOHS**: ✓ Respond to mutual aid requests ✓ Respond to Sheridan County Sheriff's Office requests for additional resources and equipment during a terrorism incident ✓ Provide expertise to the law enforcement agencies to effective respond during a terrorism incident •
Public Health Department	The following activities and tasks have been identified for the Public **Health Department**: ✓ Respond to mutual aid requests ✓ Respond to Sheridan County Sheriff's Office requests for additional resources and during a terrorism incident ✓ Provide expertise to the law enforcement agencies, especially if biological agent is released ✓ Manage mass causalities
Public Works Department	The following activities and tasks have been identified for the **Public Works Department**:

Agency Roles and Responsibilities	
	✓ Respond to Sheridan County Sheriff's Office requests for additional resources and during a terrorism incident ✓ Provide law enforcement agencies with the equipment necessary to secure incident scene (barricades, emergency lighting, debris clean-up, etc.)
Sheridan Veteran's Affair	The following activities and tasks have been identified for the **Sheridan Veteran's Affair**: ✓ Respond to mutual aid requests from law enforcement agencies within Sheridan County and assist with specialized operations ✓ Provide ad hoc equipment and training during a terrorism incident involving hazardous materials
Sheridan County Sheriff's Office	The following activities and tasks have been identified for the **Sheridan County Sheriff's Office:** ✓ Serves as the primary agency for a terrorism incident in coordination with the Federal Bureau of Investigations (FBI), Wyoming DCI, and other law enforcement agencies ✓ Support law enforcement investigation and intelligence activities led by FBI or Wyoming DCI ✓ Request mutual aid from neighboring counties and/or state agencies if the terrorism incident exhaust resource ✓ Mobilizes resources and capabilities of public safety agencies and security to protect life, property, and maintain law and order ✓ Coordinate with City of Sheridan Police Department on specialized incident response. ✓ Maintain incident security by limiting ingress/egress routes and enforcing restrictions during a terrorist incident ✓ Coordinate with Search and Rescue (S&R) for S&R operations and activities as deemed necessary during a terrorist attack ✓ Coordinate with the PIO to provide vital information on the terrorism incident ✓ Establish a Family Reunification Center and provide reunification services
Sheridan Memorial Hospital	The following activities and tasks have been identified for the **Sheridan Memorial Hospital**: • Coordinate with law enforcement in managing mass casualties and adequate hospital response

Additional Functional Considerations

Additional considerations that may require multiagency coordination include, but are not limited to:

- Alert, Warning, and Notification
- Public Information
- Protective Actions (including evacuation)
- Financial Procedures
- Logistics and Resource Support]

Forms and Templates

- ICS 201: Incident Briefing
- ICS 202: Incident Objectives
- ICS 203: Organization Assignment List
- ICS 204: Assignment List
- ICS 205 A: Communications List
- ICS 207: Incident Organization List
- ICS 208: Safety Message / Plan
- ICS 230g: Daily Meeting Schedule

WILDFIRE INCIDENT ANNEX

The Wildfire Incident Annex enables a coordinated, multiagency response to a wildfire incident that has exceeded local firefighting capabilities.

Supporting Agencies for a Wildfire Incident	
Primary Agency	**Sheridan County/Fire Municipalities:**
Supporting Agencies	• **Sheridan County Fire Warden** • **Casper and Cody Interagency Dispatch Centers** • **Sheridan County Office of Emergency Management** • **Sheridan County Joint Dispatch Center** • **Sheriff's Office** • **Sheridan Police Department** • **Wyoming Office of Homeland Security** • **Public Works** • **Sheridan Memorial Hospital** • **Wyoming State Forestry** • **Wyoming 211**

Scope

The Wildfire Incident Annex identifies and describes Sheridan County's specific concerns, capabilities, and resources to respond to the challenges posed by wildfire incidents. Some of the impacts and potential challenges identified for wildfires include:

- Road closures and/or reduced visibility
- Isolation of vulnerable community members
- Increased response times for emergency services
- Health and safety impacts due to smoke and poor air quality
- Need to implement protective actions, including evacuations
- Loss of or damage to structures
- Potential injury and/or loss of life
- Loss of or damage to natural resources, including impacts to water quality
- Secondary hazards in burn areas, including flooding and landslides

Activation

Incident Annexes are always used as directed by the Sheridan County Emergency Operations Center (SC-EOC). This section lists potential triggers for applying the Incident Annex by the SC-EOC, categorized by EOC activation level. The purpose of the potential triggers is for the Supporting Agencies to better understand when their support may be needed.

Incident Triggers	
Level 3: Enhanced/Monitoring	An enhanced activation of the SC-EOC and subsequent application of the Incident Annex may include: • Increase monitoring activities and inter-agency communication in the case of a suspected wildfire threat, such as red flag warnings.
Level 2: Partial Activation	A partial activation of the SC-EOC and subsequent application of the Incident Annex may include: • Initiate temporary road closures and alternative routes as needed; supports planning for evacuation • Gather information about the incident and identifies resources required to respond • Coordinates temporary sheltering and assistance • Locates and provides supplies to emergency response personnel as needed • Address emerging medical needs due to wildfire impacts, including smoke/poor air quality
Level 1: Full Activation	A full activation of the SC-EOC and subsequent application of the Incident Annex may include all elements of a Level 2 activation, and: • Documenting any wildfire damage significantly impacting community lifelines within the County • Tracking confirmed injuries, casualties, and loss of property due to wildfires

Concept of Operations

The Sheridan County/Fire Municipalities will manage a technical response to a wildfire incident. The SC-EOC and the supporting agencies and staff will assist with the non-technical elements of the incident response.

A wildfire incident requiring a Level 2 or Level 1 SC-EOC activation will also initiate the SC-MAC Group. This group should determine policy-level actions, which may include important decisions with financial implications.

The National Weather Service (NWS) issues various alerts for dangerous wildfire conditions, as listed below. These alerts are common during Sheridan County wildfire season, fire danger typically occurs in August and September. A Red Flag Warning, described below, should result in a Level 3 Activation of the SC-EOC:

Red Flag Warning – Take Action: Warm temperatures, very low humidity, and strong winds are expected to combine to produce an increased risk of fire danger. Fire conditions are ongoing. A Red Flag Warning alerts firefighting agencies and land managers to extreme fire risk. A Red Flag Warning could also be issued when fire weather occurs over a holiday weekend or when large crowds are expected in public areas.

Fire Weather Watch – Be Prepared: Weather conditions could result in extensive wildland fire occurrence or extreme fire behavior. A watch means critical fire weather conditions are possible within the next 12-72 hours, but not imminent or occurring.

Extreme Fire Behavior: The wildfire is hard to predict and likely to rage out of control. One or more of the criteria must be met: moving fast at a high rate of spread, prolific crowning and/or spotting, presence of fire whirls, and strong convection column.

During Level 3 Activation of the SC-EOC, pre-planning for incident support can facilitate more effective response, including:

- Plan potential evacuation routes based on area impacted by warning, current road conditions, construction, congestion, and daily traffic patterns. Due to wide areas that Red Flag Warnings cover, this may not be practical
- Working with residential and care facilities to review evacuation plans
- Encourage community members to sign up for emergency notifications using “Code Red” and become familiar with the “Ready-Set-Go” procedures.
- Developing pre-written warning and protective action bulletins for Public Information Officers (PIOs)
- Reminding community members about the protective action levels and how to prepare for a wildfire evacuation, shelter-in-place, or area avoidance as appropriate

Roles and Responsibilities

This section provides a checklist of initial responsibilities and key considerations for each Supporting Agency.

Agency Roles and Responsibilities	
Sheridan County /Fire Municipalities	The following activities and tasks have been identified for the **Sheridan County/Fire Municipalities**: ✓ Lead response to incidents within jurisdiction and provide an initial situational assessment and relevant intelligence and information to the County Fire Warden and SC-EOC ✓ Support debris removal from affected areas to clear critical roads, in coordination with public works agencies ✓ Assist Wyoming Regional EMS ✓ Help to identify impacts to human health and safety such as poor air quality or toxic exposure or contamination, in coordination with Sheridan County Public Health ✓ Provide a list of equipment available for emergency response to the Sheridan County Fire Warden ✓ Assist with evacuation of towns and rural areas as directed by the SCSO
Sheridan County Office of Emergency	The following activities and tasks have been identified for **SCEM**: ✓ Respond to notifications of a wildfire

Agency Roles and Responsibilities	
Management (SCEM)	✓ Activate the Emergency Operations Center (EOC) and determine the level of response for the wildfire incident ✓ Activate appropriate EOC support functions and agencies ✓ Coordinate public notifications for health and safety of people in the fire area ✓ Request mutual aid from neighboring counties and/or state agencies as needed
Sheridan County Sheriff's Office	The following activities and tasks have been identified for the **Sheriff's Office**: ✓ Request additional resources needed for adequate response ✓ Provide emergency communication during a wildfire incident ✓ Assist in developing emergency notifications ✓ Provide assistance to support evacuation recommendations Maintain incident security by limiting ingress/egress routes and perimeter protection during wildfire incident
Sheridan Police Department	The following activities and tasks have been identified for **Sheridan Police Departmen**t: ✓ Maintain incident security by limiting ingress/egress routes and perimeter protection during wildfire incident ✓ Support evacuation or shelter in place recommendations ✓ Provide assistance in delivering equipment and additional resources
Joint Dispatch Center	The following activities and tasks have been identified for **Joint Dispatch Center** ✓ Primary contact for requesting resources within the County. ✓ Assist firefighting agencies with developing notifications for evacuation or shelter-in place orders ✓ Provide emergency communication during a wildfire incident
Wyoming Office of Homeland Security	The following activities and tasks have been identified for **Wyoming Office of Homeland Security:** ✓ Respond to Sheridan County Sheriff's Office requests for additional resources and equipment during a wildfire incident ✓ Activate the State EOC as needed to support wildfire response operations
Public Works	The following activities and tasks have been identified for **Public Works**: ✓ Clear roadways of debris and provide law enforcement agencies with the equipment necessary to secure incident scene (barricades, emergency lighting, debris clean-up, etc.)

Agency Roles and Responsibilities	
	✓ Coordinate emergency actions to protect infrastructure from damage and contamination ✓ Coordinate with the Sheridan Area Water Supply (SAWS) to manage the rural water system during wildfire. ✓ Provide infrastructure damage assessments, restoration, and additional resources including barricades and emergency lighting
Sheridan Memorial Hospital	The following activities and tasks have been identified for **Sheridan Memorial Hospital**: ✓ Manage patients with wildfire associated injuries and assist in providing an adequate hospital response ✓ Provide emergency and hospital capacity information to the EOC ✓ Coordinate protective actions for affected individuals, first responders, medical staff, impacted by the wildfire incident
University of Wyoming Extension Office	The following activities and tasks have been identified for the **University of Wyoming Extension Office:** ✓ Provide technical expertise to incident responders about the significance of natural or agricultural resources and potential impacts ✓ Coordinate with state and federal agencies engaged in response to a natural resource, animal, or agricultural emergency.
Sheridan County Fairgrounds	The following activities and tasks have been identified for the **Sheridan County Fairgrounds:** ✓ Provide location, services, and staff support for pets and animals evacuations
Casper and Cody Interagency Dispatch Centers	The following activities and tasks have been identified for the **Casper and Cody Interagency Dispatch Centers:** ✓ Primary contact for requesting resources outside of the County. ✓ Coordinate aviation support and special equipment
Wyoming State Forestry	The following activities and tasks have been identified for **Wyoming State Forestry**: ✓ Serve as the lead on EFSA approval and oversight. ✓ Deploy special skilled individuals based on the training completed on their red card
Wyoming 211	The following activities and tasks have been identified for **Wyoming 211**: ✓ Provide public information as determined by the IC or the EOC.
Sheridan County Fire Warden	The following activities and tasks have been identified for **Sheridan County Fire Warden**:

Agency Roles and Responsibilities	
	• Primary contact for coordination and requesting Emergency Fire Suppression Account (EFSA) access.

Additional Functional Considerations

Additional considerations that may require multiagency coordination include, but are not limited to:

- Alert, Warning, and Notification
- Public Information
- Protective Actions (including evacuation)
- Financial Procedures
- Logistics and Resource Support]

Forms and Templates

- District 5 Annual Operating Plan (AOP)
- Fire Strategy Initial Communications and Fire Strategy Briefing (Forest and Ro)
- 2008 Sheridan County Intra-county Mutual Aid Agreement
- 2018 Sheridan County Community Wildfire Protection Plan (CWPP)
- 2022 Cody Interagency Dispatch Center Mobilization Guide
- 2022 Casper Interagency Dispatch Center Mobilization Guide
- Master Cooperative Wildland Fire Management and Stafford Act Agreement

2022
Sheridan County
Emergency Operations Plan (SC-EOP)
Support Annexes

December 16, 2022

TABLE OF CONTENTS

Protective Actions Support Annex SA-3

VOLUNTEERS MANAGEMENT ANNEX SA-11

PROTECTIVE ACTIONS SUPPORT ANNEX

The Protective Actions Support Annex describes the process for issuing clear protective actions, including evacuation, to ensure the efficient and coordinated protection of residents and visitors in the event of an emergency/disaster.

Table 1: Protective Actions Annex At-a-Glance		
Primary Agency	Sheridan County Emergency Management (SCEM)	
Supporting Agencies *Agency annexes coordinate the support and resources during all types of emergencies and incidents.*	Sheridan County Fire Municipalities Sheridan County Sheriff's Office Sheridan Police Department	Sheridan County Public Health Sheridan Fire-Rescue The Hub Sheridan County Fairgrounds

Scope

Protective Actions includes the following primary functions:

- **Protective Action Orders** includes determining the need for a protective action order, the type of order and/or classification, as well as notifying the public through established alert and warning procedures.
- **Public Assistance** involves ensuring protective action orders are documented to support access to insurance reimbursement, public assistance and individual assistance programs, or other grant programs.
- **Evacuation Routes and Methods** includes pre-identifying primary and alternate evacuation routes and determining actual evacuation routes, as well as methods to evacuate vulnerable populations.
- **Evacuee Resources** involves the coordination of resources for evacuees, including transportation, mass care, and sheltering.

Activation

Support Annexes are always activated by the SC-EOC. This sub-section includes potential triggers for activating this Support Annex by the SC-EOC, categorized EOC activation level.

Table 2: Protective Actions Annex Activation Triggers	
Level 4: Steady State **Level 3: Enhanced/Monitoring**	Steady State (or regular, day-to-day operations) and Enhanced/Monitoring operations would not require Support Annex activation.
Level 2: Partial Activation	A partial activation of the SC-EOC and subsequent activation of the Protective Actions Annex may include: • A localized protective action order is issued
Level 1: Full Activation	A full activation of the SC-EOC and subsequent activation of the Protective Actions Annex may include: • A major protective action order is issued

Concept of Operations

Protective actions are actions taken to minimize the potential impacts of an incident and protect the health and safety of the public. Common protective actions include, but are not limited to:

- Evacuation Levels
  - READY (Red) = Prepare early, assemble supplies, and follow news updates
  - SET (Yellow) = Be alert and prepare your family and home, consider evacuation if you have pets, livestock, or people who may need more time to leave
  - GO (Green) = Evacuate now
- STAY! (Orange) = Shelter-in-Place
- AVOID! (Pink) = Stay away from this area

Protective measures may not have a specific impact area or geography, but instead are relevant for the entire community, including protective measures during a public health emergency (e.g., quarantines) or technological threats (e.g., cyber-attacks).

A protective action order, issued by an appropriate authority, must include the following information:

- Nature of the order (Evacuate = GO!; Shelter-in-Place = STAY!; Exclusion = AVOID!)
- Exact area within the order (geographic area or boundaries)
- Date/time on which the order shall become effective
- Estimated length of time the order will be in-force, or estimated timetable for updates
- Authority from which permits for entry or activity may be obtained if needed

Authorities

The authority to issue protective action orders is delegated by the Sheridan County Board of County Commissioners to appropriate agencies through the SC-EOP. A protective action order may be issued by a local Incident Commander (IC) or a Unified Command (UC) with authority from one of the agencies listed in **Table 3.**

Table 3: Protective Action Order Authorities

Agency	Jurisdiction
City and Town Councils	Clearmont, Dayton, Ranchester, Sheridan
Sheridan County Board of Commissioners	Sheridan County
Sheridan County Fire-Rescue	Sheridan County
Sheridan County Sheriff's Office	Sheridan County
Sheridan Fire Chiefs	Fire Districts
Sheridan Police Department	Town of Sheridan
Sheridan Public Health	Sheridan County
Sheridan Public Works	Town of Sheridan
Sheridan Road and Bridge	Sheridan County
WYDOT	State of Wyoming
Wyoming Highway Patrol	State of Wyoming
Wyoming Department of Health	State of Wyoming
Wyoming State Fire Marshal	State of Wyoming

The IC/UC issuing the protective action order will complete and sign a protective action order form. For incidents without an IC/UC, a senior official from the authority having jurisdiction will complete and sign the protective action order form. SCEM will provide the completed and signed form to the Sheridan County Board of Commissioners as soon as practical.

The following Wyoming State Statutes describe the authority of local governments to issue protective action orders:

- **Removal of Combustible Material; Remedy of Flammable Conditions:** In the event of a hazard of immediate life-threatening severity, the State Fire Marshal, Sheridan County Fire Warden, or a Fire Chief may order evacuation of a building or area and may implement emergency measures to protect life and property and to remove the hazard. *(WS 35-9-116)*
- **Areas of Extreme Fire Danger:** The Sheridan County Board of Commissioners can issue a resolution for a fire closure upon recommendation from the fire warden. The resolution cannot keep people from accessing their private property, nor those that have permission/reason to use that private property. *(WS 35-9-301 to 304, Article 3)*
- **Public Health:** Wyoming State Statute allows for the investigation of diseases, quarantine, regulation of travel, employment of police officers to enforce quarantine, report of county health officer, supplies and expenses, and restricting ingress and egress at a location based on a public health threat. The County Public Health Office has authority to place restrictions on ingress/egress, declare a place in quarantine, and maintain quarantine measures. *(WS 35-4-103)*
- **Closing or Restricting Roads:** As a result of conditions on or near a public highway that create a threat to public health or safety, Wyoming Highway Patrol, Sheridan Police Department, or Sheridan County Sheriff's Office may close any highway to traffic to protect the public from danger. The authority with control over that highway must be notified of the closing immediately. *(WS 24-1-107)*
- **County Adopted Building Codes:** The County has adopted the International Building Code (IBC) and International Residential Code (IRC), as allowed in Wyoming Statute. Chapter 1 of both the IBC and IRC outlines the legal authorities for Building Officials, including "red tagging" buildings to force people to evacuate and not occupy a building. *(WS 35-9-121)*
- **Homeland Security:** "Homeland Security" includes the evacuation of persons from stricken areas. *(WS 19-13-102)*

Protective Order Classifications

A protective order may affect some, or all, of Sheridan County's population and transient or visiting populations. There are three classifications:

- **Limited**: An incident requiring protective orders for a limited geography (such as a neighborhood). A single IC has the authority to issue and implement the protective action order, as well as initiate alert and warning.

- **Localized:** An incident or Local Emergency that requires protective orders for a larger geographic area (e.g., multiple neighborhoods, large housing development, or isolated community) that requires support from additional agencies to implement and/or the activation of the SC-EOC.
- **Major**: A Local Emergency or Local Disaster that requires protective orders throughout an entire municipality or the County, requiring additional mutual aid resources and activation of the SC-EOC to implement.

Protective Order Considerations

The implementation of protective action orders, especially localized or major orders, require special considerations to achieve compliance and ensure all community members understand and receive appropriate guidance. Key areas of concern for Sheridan County are vulnerable populations and enforcement.

Vulnerable Populations

In some cases, there will be limited time or resources to completely evacuate people with disabilities and other access and functional needs. Evacuating people with disabilities or others who cannot self-evacuate requires additional personnel, vehicles, and other resources. For this reason, Sheridan County strongly encourage care facilities to develop, test, and exercise plans for evacuation or shelter-in-place. People who live in pre-identified high-risk areas, such as the Wildland-Urban Interface, should create personal evacuation plans in coordination with friends, family, and neighbors. Additionally, Sheridan County has adopted the “Ready, Set, Go!” methodology for evacuations, which provides additional time and guidance for those who may need to pre-evacuate given mobility limitations.

Security and Enforcement

As indicated in the Authorities section above, Sheridan County has limited legal authority to enforce protective actions.

Roles and Responsibilities

This section provides a checklist of initial responsibilities for each agency involved in supporting protective actions. Tasks are organized by emergency management phase.

Protective Actions Roles and Responsibilities	
SCEM (Primary)	The following activities and tasks have been identified for **SCEM**: **Response** ✓ Identify an appropriate Protective Action Coordinator to manage implementation of protective actions, including: o Ensuring essential supplies and equipment to sustain operations and meet the needs of residents under protective action orders, including evacuees. o Identifying current and potential perimeters for protective action orders and evacuation routes. o Coordinating the structural safety of evacuation routes with Public Works and law enforcement agencies. o Collect and disseminate relevant details of evacuation routes, including assembly areas, traffic capacity, designated mass care facilities, access, and movement control. ✓ Recommend appropriate evacuation options to elected officials. ✓ Organize transportation and shelter for evacuees in coordination with The Hub and the American Red Cross ✓ Coordinate with the private sector to notify tourists, visitors, lodging facilities, resorts, and other private sector agencies of protective action orders. ✓ Maintain complete records of the status of protective action orders and implementation, including protective action notices, number of people under protective action, number of evacuees in mass care centers or shelters, etc. ✓ Maintain ongoing communication with all supporting agencies. ✓ Provide regular, accurate, and relevant public information related protective action orders) for distribution through the Joint Information System (JIS).
Sheridan Fire-Rescue (Supporting)	The following activities and tasks have been identified for **Sheridan Fire-Rescue**: **Response** ✓ Incident Commander (or other defined incident leadership) issues a protective action order for incidents within jurisdiction ✓ Incident Commander (or other defined incident leadership) determines when it is safe to end a protective action order. ✓ Initiate Alert and Warning procedures to distribute protective action notices through all relevant tools ✓ Coordinate with SCEM to request transportation and shelter resources for evacuees.

Protective Actions Roles and Responsibilities	
	✓ Coordinate the movement control plan with the Protective Action Coordinator.
Fire Municipalities (Supporting)	The following activities and tasks have been identified for **Fire Municipalities**: ✓ Support and assist with evacuation orders.
Sheridan County Sheriff's Office (Supporting)	The following activities and tasks have been identified for **Sheridan County Sheriff's Office**: **Response** ✓ Incident Commander (or other defined incident leadership) issues a protective action order for incidents within jurisdiction. ✓ Incident Commander (or other defined incident leadership) determines when it is safe to end a protective action order. ✓ Secure the immediate area surrounding the protective action order, including access control and property protection. ✓ Coordinate with SCEM to request transportation and shelter resources for evacuees. ✓ Provide traffic control during evacuation operations. Operational considerations include: o Route assignment departure scheduling o Road capacity expansion o Entry control for outbound routes o Perimeter control on inbound routes o Traffic flow, including dealing with breakdowns o Establishment of rest areas ✓ Implement protective action orders, including securing, protecting, and evacuating incarcerated individuals. ✓ Coordinate the movement control plan with the Protective Action Coordinator.
Sheridan Police Department (Supporting)	The following activities and tasks have been identified for **Sheridan Police Department**: **Response** ✓ Incident Commander (or other defined incident leadership) issues a protective action order for incidents within jurisdiction. ✓ Incident Commander (or other defined incident leadership) determines when it is safe to end a protective action order. ✓ Initiate Alert and Warning procedures to distribute protective action notices through all relevant tools ✓ Secure the immediate area surrounding the protective action order, including access control and property protection. ✓ Coordinate with SCEM to request transportation and shelter resources for evacuees. ✓ Provide traffic control during evacuation operations. Operational considerations include: o Route assignment departure scheduling o Road capacity expansion

Protective Actions Roles and Responsibilities	
	○ Entry control for outbound routes ○ Perimeter control on inbound routes ○ Traffic flow, including dealing with breakdowns ○ Establishment of rest areas ✓ Implement protective action orders, including securing, protecting, and evacuating incarcerated individuals. ✓ Coordinate the movement control plan with the Protective Action Coordinator.
The Hub (Supporting)	The following activities and tasks have been identified for **The Hub**: **Response** ✓ Coordinate, where appropriate, the use of buses/drivers to support the overall evacuation effort. ✓ Coordinate, where appropriate, the use of facilities to support the overall evacuation effort.
Sheridan County Fairgrounds (Supporting)	The following activities and tasks have been identified for the **Sheridan County Fairgrounds:** **Response** ✓ Coordinate with the Protective Action Coordinator to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, pet stores, animal shelters, etc. and wildlife (as appropriate). ✓ Prepare space and house evacuated animals.
Sheridan County Public Health (Supporting)	The following activities and tasks have been identified for **Sheridan County Public Health**: **Response** ✓ Issue a protective action order for incidents within jurisdiction (e.g., public health emergencies). ✓ Determine when it is safe to end a protective action order. ✓ Coordinate with healthcare providers and care facilities to ensure patients, nursing home residents, and people in long-term care facilities are reduced as possible, evacuated, and receive ongoing medical care when evacuation is not possible. ✓ Ensure medically vulnerable populations can implement protective actions through coordination with private healthcare facilities and service providers.

This page is intentionally blank.

VOLUNTEERS MANAGEMENT ANNEX

The Volunteers Management Annex describes the coordination of unaffiliated volunteers during a disaster or emergency incident.

Scope

Volunteers management includes the following primary functions:

- **Organization and Procedures** involves developing and implementing a process that ensures that Sheridan County can take advantage of services without compromising incident management activities.
- **Volunteer Management** includes coordinating with organizations with established volunteer management structures to receive and ensure the appropriate engagement of unsolicited and solicited volunteers.

This appendix does not address pre-established and vetted volunteer that serve a specific function.

Roles and Responsibilities

Roles and Responsibilities	
The Hub (Primary)	The following activities and tasks have been identified for **The Hub** ✓ Serve as the lead point of contact for the EOC to coordinate volunteers and donated goods. ✓ Establish a Volunteer Coordination Center, including a volunteer hotline. ✓ Identify volunteer coordinators to organize and mobilize unaffiliated volunteers. ✓ Coordinate with the EOC to provide public information regarding the need for volunteers
The EOC	The following activities and tasks have been identified for **The EOC** ✓ Provide software to tag and track volunteers/equipment ✓ Contact volunteers from national nonprofits and volunteer organizations.
Sheridan County CERT (Supporting)	The following activities and tasks have been identified for **Sheridan County CERT** • ✓ Assist in basic emergency response actions o Conduct light search and rescue operations. o Document damage and relay important information to emergency personnel. o Conduct triage on disaster survivors before emergency responders arrive. o Provide basic first aid to disaster survivors. o Assist with crowd control and providing updated information to residents. o Help lost individuals and those with special needs

This page is intentionally blank.

2022
Sheridan County
Emergency Operations Plan (SC-EOP)
Appendices

December 16, 2022

TABLE OF CONTENTS

Appendix A. Plan Distribution List App-3
Appendix B. Glossary App-5
APPENDIX C. ACRONYMS APP-11
Appendix D. Applicable Laws, Regulations, and Statutes App-13
Appendix E. Forms and Templates App-23
Appendix F. Memoranda of Agreement/Understanding App-127

APPENDIX A. PLAN DISTRIBUTION LIST

The SC-EOP will be distributed electronically to all participating local agencies, state and federal government agencies, and community-based and private sector organizations. The SC-EOP will also be publicly available on the SCEM website. Hard copies of the plan will be maintained at the SC-EOC.

The record of distribution for the 2022 EOP Update is provided below.

2022 EOP Update Plan Distribution List		
Agency/Department	**Contact Name**	**Contact Title**

This page is intentionally blank.

APPENDIX B. GLOSSARY

After-Action Report/Improvement Plan (AAR/IP): The main product of the Evaluation and Improvement Planning process. The After-Action Report/Improvement Plan (AAR/IP) has two components: an After-Action Report (AAR), which captures observations of an exercise and makes recommendations for post-exercise improvements; and an Improvement Plan (IP), which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion.

All-Hazards: Natural, technological, or human-caused incidents that warrant action to protect life, property, environment, and public health or safety, and to minimize disruptions of critical services and daily activities.

Appendix: Supporting documents such as a list of acronyms, copies of statutes, and maps that provide additional guidance and references for planning.

Authorities and References: A component of the base plan that provides the legal basis for emergency operations and activities. When the TC-EOP is approved, the procedures and policies within the document become legally binding.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Community Emergency Response Team (CERT): A community-level program administered by the Federal Emergency Management Agency that trains residents to understand their responsibility in preparing for disaster. The program increases its members' ability to safely help themselves, their family, and their neighbors. Trained CERT volunteers provide immediate assistance to victims in their area, organize spontaneous volunteers who have not had the training, and collect disaster intelligence that will assist professional responders with prioritization and allocation of resources following a disaster.

Comprehensive Preparedness Guide (CPG) 101: A guide designed to assist jurisdictions with developing emergency operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

Continuity of Operations (COOP): A functional annex providing procedures to follow in the wake of an incident where the normal operations are severely disrupted.

Coordinate: To advance an analysis and exchange of information systematically among principals who have or may have a need-to-know certain information to carry out specific incident management responsibilities.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Emergency Management/Response Personnel: Includes federal, state, territorial, tribal, substate regional, and local governments, nongovernmental organizations, private sector organizations; critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. Also known as emergency or first responder.

Emergency Operations Center (EOC): The physical or virtual location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place.

Emergency Operations Plan (EOP): An ongoing plan for responding to a wide variety of potential hazards. An EOP describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated.

Emergency Support Functions (ESFs): ESFs provide the structure for coordinating interagency support for response to an incident. They are mechanisms for grouping functions most frequently used to provide support for both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

Evacuation: The organized, phased, and supervised withdrawal, dispersal, or removal of students, personnel, and visitors from dangerous or potentially dangerous areas.

Exercise: An instrument to train for, assess, practice, and improve performance in prevention, protection, response, and recovery capabilities in a risk-free environment. Exercises can be used for: testing and validating policies, plans, procedures, training, equipment, and inter-agency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement.

Functional Annexes: Individual chapters in the EOP that focus on procedures for a specific Emergency Support Function (ESF) or group of functions. These annexes address all-hazard critical operational functions and describe the actions, roles, and responsibilities of participating organizations.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

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 or incident.

Hazard-Specific Annexes: Individual chapters in an EOP that describe strategies for managing missions for a specific hazard. They explain the procedures that are unique to that annex for a hazard type and may be short or long depending on the details needed to explain the actions,

roles, and responsibilities. The information in these annexes is not repeated elsewhere in the plan.

Hazardous Material (HAZMAT): 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.

Human-Caused Hazards: Hazards that rise from deliberate, intentional human actions to threaten or harm the well-being of others. Examples include school violence, terrorist acts, or sabotage.

Incident: An occurrence, natural or human-caused, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Integrated Communications: Communications facilitated through the development and use of a common communications plan.

Joint Information Center (JIC): A facility established to coordinate critical emergency information, crisis communications, and public affairs functions. The JIC is the central point of contact for all news media. The Public Information Officer may activate the JIC to better manage external communication.

Joint Information System (JIS): A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Memorandum of Understanding (MOU): An agreement to be used by federal, tribal, state, and local agencies to assist and define the relationship between and among agencies.

Multiagency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as policy groups, multiagency committees, emergency management committees, or as otherwise defined by the Multiagency Coordination System.

Multiagency Coordination System (MACS): A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and MAC Groups.

Mutual Aid Agreements: Agreements between agencies, organizations, and jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services.

National Incident Management System (NIMS): A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF): A guide establishing a comprehensive, national, all-hazards approach to domestic incident response. It intends to capture specific authorities and best practices for managing incidents ranging from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

Natural Hazard: Hazard related to weather patterns and/or physical characteristics of an area. Often natural hazards occur repeatedly in the same geographical locations.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of nongovernmental organizations include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief

services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System (NIMS), preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer (PIO): A member of the Command Staff who serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.

Recovery: Encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities. Examples: Short-term recovery focuses on crisis counseling and restoration of lifelines such as water and electric supply, and critical facilities. Long-term recovery includes more permanent rebuilding.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of the EOP and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

Technological Hazard: These hazards originate from technological or industrial accidents, infrastructure failures, or certain human activities. These hazards cause the loss of life or injury, property damage, social and economic disruption, or environmental degradation, and often come with little to no warning.

Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: Natural, technological, or human-caused occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Unified Command (UC): In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, unified

command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

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 National Weather Service (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 National Weather Service that in a defined area, conditions are favorable for the specified type of severe weather such as flash floods, severe thunderstorms, tornadoes, and tropical storms.

APPENDIX C. ACRONYMS

SC-EOP Acronyms Guide	
Acronym	**Terminology**
AAR	After-Action Report
AWN	Alert, Warning, and Notification
BOCC	Board of County Commissioners
CAP	Common Alerting Protocol
CERT	Community Emergency Response Team
COOP	Continuity of Operations Plan
CPG	Comprehensive Preparedness Guide
EAS	Emergency Alert System
EFSA	Emergency Fire Suppression Account
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
ESP	EOC Support Plan
FAC	Family Assistance Center
FBI	Federal Bureau of Investigations
FEMA	Federal Emergency Management Agency
FMAG	Fire Management Assistance Grants
GIS	Geographic Information Systems
HMP	Hazard Mitigation Plan
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IP	Improvement Plan
IPAWS	Integrated Public Alert and Warning System
ISM	Incident Support Model
JIS	Joint Information System
MAC	Multiagency Coordination
MACS	Multiagency Coordination System
MOU	Memorandum of Understanding
NAWAS	National Alert and Warning System
NECP	National Emergency Communications Plan
NFIP	National Flood Insurance Program
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service

SC-EOP Acronyms Guide	
Acronym	**Terminology**
PA	Public Assistance
PIO	Public Information Officer
PSAP	Public Safety Answering Point
SC	Sheridan County
SCEM	Sheridan County Emergency Management
SCEOC	Sheridan County Emergency Operations Center
SCIP	Wyoming Communications Interoperability Plan
SITREP	Situation Report
SOP	Standard Operating Procedures
SRCC	State Response Coordination Center
SRCP	State Response Coordination Plan
UC	Unified Command
WEA	Wireless Emergency Alert
WHP	Wyoming Highway Patrol
WICMAA	Wyoming Inter-County Mutual Aid Agreement
WOHS	Wyoming Office of Homeland Security
WS/WYO STAT	Wyoming Statute
WSFD	Wyoming State Forestry Division
WY	Wyoming
WY-CFOG	Wyoming Communications Field Operations Guide
WYDOT	Wyoming Department of Transportation

APPENDIX D. APPLICABLE LAWS, REGULATIONS, AND STATUTES

The following federal laws, executive orders, and presidential directives are applicable:

- The **Homeland Security Act of 2002,** Pub. Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. §§ 101-557 and in other scattered sections of the U.S.C.), established the Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- The **Robert T. Stafford Disaster Relief and Emergency Assistance Act,** 93 Pub. L. No. 288, 88 Stat. 143 (1974) (codified as amended at 42 U.S.C. §§ 5121- 5206, and scattered sections of 12 U.S.C., 16 U.S.C., 20 U.S.C., 26 U.S.C., 38 U.S.C. (2002)), establishes the programs and processes for the Federal Government to provide disaster and emergency assistance to states, local governments, tribal nations, individuals, and qualified private nonprofit organizations.
- The **Public Health Security and Bioterrorism Preparedness and Response Act** of 2002, Pub. L. No. 107-188, 116 Stat. 294 (2002) (codified in scattered sections of 7 U.S.C., 18 U.S.C., 21 U.S.C., 29 U.S.C., 38 U.S.C., 42 U.S.C., and 47 U.S.C. (2002)), is designed to improve the ability of the United States to prevent, prepare for, and respond to bioterrorism and other public health emergencies.
- The **Defense Production Act** of 1950, 64 Stat. 798 (1950) (codified as amended by the Defense Production Act Reauthorization of 2003, Pub. L. 108-195, 117 Stat. 2892 (2003) at 50 U.S.C. app. §§ 2061-2170 (2002)), is the primary authority to ensure the timely availability of resources for national defense and civil emergency preparedness and response.
- The **Posse Comitatus Act**, 18 U.S.C. § 1385 (2002), prohibits the use of the Army or the Air Force for law enforcement purposes, except as otherwise authorized by the Constitution or statute.
- The **National Emergencies Act**, 50 U.S.C. §§ 1601- 1651 (2003), establishes procedures for Presidential declaration and termination of national emergencies.
- The **Comprehensive Environmental Response, Compensation, and Liability Act**, 42 U.S.C. §§ 9601-9675 (2002), and the Federal Water Pollution Control Act (Clean Water Act), 33 U.S.C. 80 | National Response Framework December 2004 §§ 1251-1387 (2002), established broad federal authority to respond to releases or threats of releases of hazardous substances and pollutants or contaminants that may present an imminent and substantial danger to public health or welfare and to discharges of oil.
- The **Cooperative Forestry Assistance Act** of 1978, 16 U.S.C. §§ 2101-2114 (2002), authorizes the Secretary of Agriculture to assist in the prevention and control of rural fires, and to provide prompt assistance whenever a rural fire emergency overwhelms, or threatens to overwhelm, the firefighting capabilities of the affected state or rural area.
- The **Communications Act** of 1934, 47 U.S.C. §§ 151-615b (2002), provides the authority to grant special temporary authority on an expedited basis to operate radio frequency devices.

- The **Insurrection Act**, 10 U.S.C. §§ 331-335 (2002). Recognizing that the primary responsibility for protecting life and property and maintaining law and order in the civilian community is vested in state and local governments, the Insurrection Statutes authorize the President to direct the armed forces to enforce the law to suppress insurrections and domestic violence. Military forces may be used to restore order, prevent looting, and engage in other law enforcement activities.
- The **Defense Against Weapons of Mass Destruction Act**, 50 U.S.C. §§ 2301-2368 (2003), is intended to enhance the capability of the Federal Government to prevent and respond to terrorist incidents involving WMD
- **Emergencies Involving Chemical or Biological Weapons**. Pursuant to 10 U.S.C. § 382 (2002), in response to an emergency involving biological or chemical WMD that is beyond the capabilities of civilian authorities to handle, the Attorney General may request DOD assistance directly. Assistance that may be provided includes identifying, monitoring, containing, disabling, and disposing of the weapon.
- **Volunteer Services**. There are statutory exceptions to the general statutory prohibition against accepting voluntary services under 31 U.S.C. § 1342 (2002) December 2004 National Response Framework | 81 that can be used to accept the assistance of volunteer workers. Such services may be accepted in "emergencies involving the safety of human life or the protection of property." Additionally, provisions of the Stafford Act, 42 U.S.C. §§ 5152(a), 5170a(2) (2002), authorize the President to, with their consent, use the personnel of private disaster relief organizations and to coordinate their activities.
- The **Public Health Service Act**, 42 U.S.C. §§ 201 et seq. Among other things, this act provides that the Secretary of HHS may declare a public health emergency under certain circumstances (see 42 U.S.C. § 247d), and that the Secretary is authorized to develop and take such action as may be necessary to implement a plan under which the personnel, equipment, medical supplies, and other resources of the Department may be effectively used to control epidemics of any disease or condition and to meet other health emergencies and problems.
- The **Veterans Affairs Emergency Preparedness Act** of 2002, Pub. L. No. 107-287, 116 Stat. 2024 (2002) (amending and codifying various sections of 38 U.S.C.). 38 U.S.C. § 1785 (2003), if funded, directs the VA and DOD to develop training programs for current health-care personnel and those emergency/medical personnel in training in the containment of nuclear, biological, and chemical attacks and treatment of casualties.
- The **Resource Conservation and Recovery Act** of 1976, 42 U.S.C. §§ 6901-6986 (2002), which was passed as an amendment of the Solid Waste Disposal Act of 1965, Pub. L. 89-272, 79 Stat. 997 (1965), gave the EPA the authority to control hazardous waste from "cradle to grave."
- The **Occupational Safety and Health Act**, 29 U.S.C. §§ 651-678 (2002), among other things, assures safe and healthful working conditions for working men and women by authorizing enforcement of the standards developed under the act; by assisting and encouraging the states in their efforts to assure safe and healthful working conditions; and by providing for research, information, education, and training in the field of occupational safety and health.

- **Flood Control and Coastal Emergencies,** 33 U.S.C. § 701n (2002) (commonly referred to as Public Law 84-99), authorizes the USACE an emergency fund for preparation for emergency response to natural disasters, flood fighting and rescue operations, rehabilitation of flood control and hurricane protection structures, temporary restoration of essential public facilities and services, advance protective measures, and provision of emergency supplies of water. The USACE receives funding for such activities under this authority from the Energy and Water Development Appropriation.
- The **Oil Pollution Act** of 1990, Pub. L. No. 101- 380, 104 Stat. 484 (1990) (codified as amended at 33 U.S.C. §§ 1203, 1223, 1321, 2701-2761 and various other sections of the U.S.C. (2002)), improves the Nation's ability to prevent and respond to oil spills by establishing provisions that expand the Federal Government's ability and provides the money and personnel necessary to respond to oil spills. The act also created the national Oil Spill Liability Trust Fund.
- The **Clean Air Act**, 42 U.S.C. §§ 7401-7671q (2002) and 40 CFR § 80.73 (2003). The EPA may temporarily permit a refiner, importer, or blender to distribute nonconforming gasoline in appropriate extreme or unusual circumstances (e.g., an Act of God) that could not have been avoided. EPA may seek DOE's advice on fuel supply situations when deciding whether to grant a request to distribute nonconforming gasoline.
- The **Public Utilities Regulatory Policies Act** of 1978, Pub. L. No. 95-617, 92 Stat. 3117 (1978) (codified at scattered sections of 15 U.S.C., 16 U.S.C., 30 U.S.C., 42 U.S.C., 43 U.S.C. (2002)), and the Power plant and Industrial Fuel Use Act of 1978, Pub. L. No. 95- 620, 92 Stat. 3289 (1978) (codified as amended at 42 U.S.C. §§ 8301-8484 (2002)). The President has authority to prohibit any power plant or major fuel burning installation from using natural gas or petroleum as a primary fuel during an emergency.
- The **Federal Power Act**, 16 U.S.C. §§ 791a-828c, 824a(c) (2002), 10 CFR § 205.370 (2003). The Secretary of Energy has authority in an emergency to order temporary interconnections of facilities and/or the generation and delivery of electric power.
- The **Department of Energy Organization Act**, Pub. L. No. 95-91, 91 Stat. 567 (1977) (codified predominantly at 42 U.S.C. §§ 7101-7385o (2002)), and the Federal Power Act, 16 U.S.C. §§ 791a-828c (2002), 10 CFR §§ 205.350, 205.353 (2003). DOE has authority to obtain current information regarding emergency situations on the electric supply systems in the United States.
- The **Department of Energy Organization Act,** Pub. L. No. 95-91, 91 Stat. 567 (1977) (codified predominantly at 42 U.S.C. §§ 7101-7385o (2002)), 10 CFR §§ 205.350, 205.353 (2003), and the Federal Energy Administration Act of 1974, 15 U.S.C. §§ 761-790h (2002). DOE and the National Association of State Energy Officials (NASEO) have agreed that DOE will develop, maintain, and distribute a contact list of state and federal individuals responsible for energy market assessment and energy emergency responses, and that the states will participate in the effort by providing timely assessments of energy markets to DOE and other states in the event of an energy supply disruption.
- The **Energy Policy and Conservation Act,** 42 U.S.C. §§ 6201-6422 (2002), as amended by the Energy Policy Act of 1992, Pub. L. No. 102-486, 106 Stat. 2776 (1992)

(as amended and codified in scattered sections of the U.S.C.). The President may, in emergency, order federal buildings to close and/or conserve energy.

- **Transportation of Hazardous Material,** 49 U.S.C. §§ 5101-5127 (2002). Improves the regulatory and enforcement authority of the Secretary of Transportation to provide adequate protection against the risks to life and property inherent in the transportation of hazardous material in commerce.
- The **Low Income Home Energy Assistance Act** of 1981, 42 U.S.C. §§ 8621-8629 (2002). HHS has discretionary funds available for distribution under the Low Income Home Energy Assistance Program (LIHEAP), according to the criteria that relate to the type of emergency that precipitates their need. DOE may advise HHS on the fuel supply situation for such emergency funding.
- The **Small Business Act,** 15 U.S.C. §§ 631-651e (2002). The mission of the Small Business Administration is to maintain and strengthen the Nation's economy by aiding, counseling, assisting, and protecting the interests of small businesses and by helping families and businesses recover from incidents such as major disasters, emergencies, and catastrophes.
- The **Immigration Emergency Fund** (IEF) was created by section 404(b)(1) of the Immigration and Nationality Act. The IEF can be drawn upon to increase INS's enforcement activities, and to reimburse states and localities in providing assistance as requested by the Secretary of the DHS in meeting an immigration emergency declared by the President.
- The **Animal Health Protection Act** of 2002, 7 U.S.C. 8310, consolidates all of the animal quarantine and related laws and replaces them with one flexible statutory framework. This act allows APHIS Veterinary Services to act swiftly and decisively to protect U.S. animal health from a foreign pest or disease.
- **28 CFR § 0.85** designates the FBI as the agency with primary responsibility for investigating all crimes for which it has primary or concurrent jurisdiction and which involve terrorist activities or acts in preparation of terrorist activities within the statutory jurisdiction of the United States. This would include the collection, coordination, analysis, management, and dissemination of intelligence and criminal information as appropriate.
- **Executive Order 12148**, 44 Fed. Reg. 43239 (1979), as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003), designates DHS as the primary agency for coordination of federal disaster relief, emergency assistance, and emergency preparedness. The order also delegates the President's relief and assistance functions under the Stafford Act to the Secretary of Homeland Security, with the exception of the declaration of a major disaster or emergency.
- **Executive Order 12656**, 53 Fed. Reg. 47491 (1988), Assignment of Emergency Preparedness Responsibilities, as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003), assigns lead and support responsibilities to each of the federal agencies for national security emergency preparedness. The amendment designates DHS as the principal agency for coordinating programs and plans among all federal departments and agencies.
- **Executive Order 13354**, 69 Fed. Reg. 53589 (2004), National Counterterrorism Center, establishes policy to enhance the interchange of terrorism information among agencies

and creates the National Counterterrorism Center to serve as the primary federal organization in the U.S. Government for analyzing and integrating all intelligence information posed by the United States pertaining to terrorism and counterterrorism.

- **Executive Order 13356**, 69 Fed. Reg. 53599 (2004), Strengthening the Sharing of Terrorism Information to Protect Americans, requires the Director of Central Intelligence, in consultation with the Attorney General and the other intelligence agency heads, to develop common standards for the sharing of terrorism information by agencies within the Intelligence Community with 1) other agencies within the Intelligence Community, 2) other agencies having counterterrorism functions, and 3) through or in coordination with the Department of Homeland Security, appropriate authorities of state and local governments.
- **Executive Order 12580**, 52 Fed. Reg. 2923 (1987), Superfund Implementation, as amended by numerous Executive orders, delegates to a number of federal departments and agencies the authority and responsibility to implement certain provisions of CERCLA. The policy and procedures for implementing these provisions are spelled out in the NCP and are overseen by the NRT.
- **Executive Order 12382**, 47 Fed. Reg. 40531 (1982), as amended by numerous Executive orders, President's National Security Telecommunications Advisory Committee (NSTAC). This order provides the President with technical information and advice on national security telecommunications policy. Up to 30 members from the telecommunications and information technology industries may hold seats on the NSTAC.
- **Executive Order 12472**, 49 Fed. Reg. 13471 (1984), Assignment of National Security and Emergency Preparedness Telecommunications Functions, as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003). This order consolidated several directives covering NSEP telecommunications into a comprehensive document explaining the assignment of responsibilities to federal agencies for coordinating the planning and provision of NSEP telecommunications. The fundamental NSEP objective is to ensure that the Federal Government has telecommunications services that will function under all conditions, including emergency situations.
- **Executive Order 12742**, 56 Fed. Reg. 1079 (1991), National Security Industrial Responsiveness, as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003). This order states that the United States must have the capability to rapidly mobilize its resources in the interest of national security. Therefore, to achieve prompt delivery of articles, products, and materials to meet national security requirements, the Government may place orders and require priority performance of these orders.
- **Executive Order 13284**, 68 Fed. Reg. 4075 (2003), Amendment of Executive Orders, and Other Actions, in Connection with the Establishment of the Department of Homeland Security. This order amended previous Executive orders in order to make provisions for the establishment of DHS.
- **Executive Order 13286**, 68 Fed. Reg. 10619 (2003), Amendment of Executive Orders, and Other Actions, in Connection with the Transfer of Certain Functions to the Secretary of Homeland Security. This order reflects the transfer of certain functions to, and other responsibilities vested in, the Secretary of Homeland Security, as well as the transfer of

certain agencies and agency components to DHS, and the delegation of appropriate responsibilities to the Secretary of Homeland Security.

- **Executive Order 12333**, 46 Fed. Reg. 59941 (1981), United States Intelligence Activities, designates DOE as part of the Intelligence Community. It further defines counterintelligence as information gathered and activities conducted to protect against espionage, sabotage, or assassinations conducted for or on behalf of foreign powers, organizations or persons, or international terrorist activities. This order specifically excludes personnel, physical, document, or communications security programs from the definition of counterintelligence.
- **Executive Order 12919**, 59 Fed. Reg. 29625 (1994), National Defense Industrial Resources Preparedness, as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003). This order delegates authorities and addresses national defense industrial resource policies and programs under the Defense Production Act of 1950, as amended, except for the amendments to Title III of the act in the Energy Security Act of 1980 and telecommunication authorities under Exec. Order 12472, 49 Fed. Reg. 13471 (1984).
- **Executive Order 12777**, 56 Fed. Reg. 54757 (1991), Implementation of Section 311 of the Federal Water Pollution Control Act of October 18, 1972, as amended, and the Oil Pollution Act of 1990, as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003). Implemented section 311 of the FWPCA as amended by OPA 90.
- **Executive Order 13295**, 68 Fed. Reg. 17255 (2003), Revised List of Quarantinable Communicable Diseases. Specifies certain communicable diseases for regulations providing for the apprehension, detention, or conditional release of individuals to prevent the introduction, transmission, or spread of suspected communicable diseases.
- **Executive Order 12196**, 45 Fed. Reg. 12769 (1980), Occupational Safety and Health Programs for Federal Employees. This order sets the OSHA program guidelines for all agencies in the Executive Branch except military personnel and uniquely military equipment, systems, and operations.
- **Presidential Decision Directive 39**: U.S. Policy on Counterterrorism, June 21, 1995, establishes policy to reduce the Nation's vulnerability to terrorism, deter and respond to terrorism, and strengthen capabilities to detect, prevent, defeat, and manage the consequences of terrorist use of WMD; and assigns agency responsibilities.
- **Presidential Decision Directive 62:** Combating Terrorism, May 22, 1998, reinforces the missions of federal departments and agencies charged with roles in defeating terrorism.
- **Homeland Security Presidential Directive-1:** Organization and Operation of the Homeland Security Council, Oct. 29, 2001. This directive establishes policies for the creation of the HSC, which shall ensure the coordination of all homeland security-related activities among executive departments and agencies and promote the effective development and implementation of all homeland security policies.
- **Homeland Security Presidential Directive-2:** Combating Terrorism Through Immigration Policies, Oct. 29, 2001. This directive mandates that, by November 1, 2001, the Attorney General shall create the Foreign Terrorist Tracking Task Force, with assistance from the Secretary of State, the Director of Central Intelligence, and other officers of the Government, as appropriate. The Task Force shall ensure that, to the maximum extent permitted by law, federal agencies coordinate programs to accomplish

the following: 1) deny entry into the United States of aliens associated with, suspected of being engaged in, or supporting terrorist activity; and 2) locate, detain, prosecute, or deport any such aliens already present in the United States.

- **Homeland Security Presidential Directive-3:** Homeland Security Advisory System, Mar. 11, 2002. This directive establishes policy for the creation of a Homeland Security Advisory System, which shall provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to federal, state, and local authorities and to the American people. Such a system would provide warnings in the form of a set of graduated "Threat Conditions" that would increase as the risk of the threat increases. At each Threat Condition, federal departments and agencies would implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert.
- **Homeland Security Presidential Directive-4:** National Strategy to Combat Weapons of Mass Destruction, Dec. 2002. Sets forth the National Strategy to Combat Weapons of Mass Destruction based on three principal pillars: (1) Counterproliferation to Combat WMD Use, (2) Strengthened Nonproliferation to Combat WMD Proliferation, and (3) Consequence Management to Respond to WMD Use. The three pillars of the U.S. national strategy to combat WMD are seamless elements of a comprehensive approach. Serving to integrate the pillars are four cross-cutting enabling functions that need to be pursued on a priority basis: intelligence collection and analysis on WMD, delivery systems, and related technologies; research and development to improve our ability to address evolving threats; bilateral and multilateral cooperation; and targeted strategies against hostile states and terrorists.
- **Homeland Security Presidential Directive-5:** Management of Domestic Incidents, February 28, 2003, is intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system. In HSPD-5 the President designates the Secretary of Homeland Security as the PFO for domestic incident management and empowers the Secretary to coordinate federal resources used in response to or recovery from terrorist attacks, major disasters, or other emergencies in specific cases. The directive assigns specific responsibilities to the Attorney General, Secretary of Defense, Secretary of State, and the Assistants to the President for Homeland Security and National Security Affairs, and directs the heads of all federal departments and agencies to provide their "full and prompt cooperation, resources, and support," as appropriate and consistent with their own responsibilities for protecting national security, to the Secretary of Homeland Security, Attorney General, Secretary of Defense, and Secretary of State in the exercise of leadership responsibilities and missions assigned in HSPD-5. The directive also notes that it does not alter, or impede the ability to carry out, the authorities of federal departments and agencies to perform their responsibilities under law.
- **Homeland Security Presidential Directive-6:** Integration and Use of Screening Information, Sept. 16, 2003. In order to protect against terrorism, this directive establishes the national policy to: (1) develop, integrate, and maintain thorough, accurate, and current information about individuals known or appropriately suspected to be or have been engaged in conduct constituting, in preparation for, in aid of, or related to terrorism (Terrorist Information); and (2) use that information as appropriate and to the full extent permitted by law to support (a) federal, state, local, territorial, tribal, foreign-

government, and private-sector screening processes, and (b) diplomatic, military, intelligence, law enforcement, immigration, visa, and protective processes.

- **Homeland Security Presidential Directive-7:** Critical Infrastructure Identification, Prioritization, and Protection, Dec. 17, 2003. This directive establishes a national policy for federal departments and agencies to identify and prioritize U.S. critical infrastructure and key resources and to protect them from terrorist attacks.
- **Homeland Security Presidential Directive-8:** National Preparedness, Dec. 17, 2003. This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of federal preparedness assistance to state and local governments, and outlining actions to strengthen preparedness capabilities of federal, state, and local entities.
- **Homeland Security Presidential Directive-9**: Defense of United States Agriculture and Food, Jan. 30, 2004. This directive establishes a national policy to defend the agriculture and food system against terrorist attacks, major disasters, and other emergencies.
- **Homeland Security Presidential Directive-10:** Biodefense for the 21st Century, April 28, 2004. This directive provides a comprehensive framework for the Nation's biodefense and, among other things, delineates the roles and responsibilities of federal agencies and departments in continuing their important work in this area.
- **National Security Directive 42:** National Policy for the Security of National Security Telecommunications and Information Systems, July 5, 1990. This directive establishes initial objectives of policies, and an organizational structure to guide the conduct of activities to secure national security systems from exploitation; establishes a mechanism for policy development and dissemination; and assigns responsibilities for implementation.

The following Wyoming State statues are applicable:

- The Wyoming Homeland Security Act, Wyo.Stat. § 19-13-101 et seq.
- Vacancy in Office of Governor, Wyo. Stat. § 9-1-211
- Health Regulations Generally, Wyo.Stat. § 35-4-101 et seq.
- Wyoming Emergency Response Act, Wyo.Stat. § 35-9-151 et seq.
- Assignment of Disaster/Emergency Mitigation, Preparedness, Response and Recovery Functions to State Agencies, Executive Order 1988-7.
- Assignment of Emergency Response, Preparedness, and Recovery Functions for Radiological Materials Transportation Accidents, Executive Order 1990-4.
- Other Acts, Executive Orders, Proclamations, Compacts, Agreements and Plans pertaining to events, emergencies, and disasters including:
    - The Wyoming Public Assistance Administrative Plan (current version)
    - The Wyoming Individual and Family Grant Administrative Plan (current version)
    - The Wyoming Hazard Mitigation Grant Administrative Plan (current version)
    - The Wyoming Multi-Hazard Mitigation Plan (current version)
    - State Operations & Coordination Center Standard Operating Procedures

  - Emergency Highway Traffic Regulation Plan
  - Radiological Materials Transportation Accident Emergency Response Plan.
  - The Emergency Management Basic Administrative Handbook.
  - The Wyoming Energy Emergency Contingency Plan
  - The Wyoming Department of Health All Hazards Plan (current version)
  - The Animal Emergency Management & Operations Plan (current version)
- Other Acts pertaining to volunteers' exposure to liability:
  - General Provisions as to Civil Actions, Wyoming Statute 1-1-125 (Immunity for Volunteers).

This page is intentionally blank.

APPENDIX E. FORMS AND TEMPLATES

DAM FAILURE AND FLOOD EVENT PROCEDURES

Dam Failure and Flood Watch or Warning Call List and Emergency Contact Numbers

WATCH--NOTIFY THE FOLLOWING:

✓	Name	Work Number
	Sheriff's Office, Sheriff	672-3455
	Police Department, Chief	672-2413
	County Emergency Mgt. Coord.	675-2569
	National Weather Service (Billings)	800-240-4496
	Big Horn Dam, Big Horn Reservoir Co.	
	Twin Lakes Dam, City of Sheridan	
	Park No. 1 Dam, Park Reservoir Co	
	Sawmill Reservoir	
	Dome Lake Dam, Dome Lake Reservoir Co.	
	Padlock No. 1a Dam, Padlock Ranch	
	Wagner Dam, Padlock Ranch	
	Sibley Lake Dam, USDA Forest Service	674-2600 (Business, Hours Only)
	USFS Cody dispatch USFS Engineer	307-578-5740
	Cloud Peak Dam, Rock Creek & Piney Res. & Ditch Co.	
	Willow Park Reservoir	
	Kearney Lake Dam, Kearney Lake Land & Res. Co.	
	Sheridan Public Works	307-675-4232
	Wyoming Highway Patrol (Cheyenne)	307-777-4321
	Wyoming Office of Homeland Security	307-777-4900
	National Flood Insurance Program Manager, Wyo. Office of Homeland Security	777-4910
	Wyoming State Engineers Office, Surface Water Administrator Surface Water Administrator	777-6475
	KWYO Radio Station (EBS)	672-0701
	Sheridan Media	672-7421

After receiving information from National Weather Service or the Bureau of Reclamation, notify person on list in order of priority depending on the location and direction of travel of flood waters. Notify persons closest to location of sighting first. Also notify any county warning point that could be affected.

WARNING--NOTIFY ALL OF THE ABOVE PLUS UTILIZE THE EMERGENCY FAN-OUT LIST:

✓	Name	Work Number
	Co. Commissioner	674-2900
	Co. Commissioner	674-2900
	Co. Commissioner	674-2900
	Co. Commissioner	674-2900
	Co. Commissioner	674-2900
	Mayor, Sheridan	674-6483
	Mayor, Clearmont	758-4465
	Mayor, Dayton	655-2217
	Mayor, Ranchester	655-2283
	Wyoming Highway Patrol, Lt.	674-8569
	Sheridan Fire Department	674-7244
	Dayton Fire Department	655-9406
	Tongue River Fire Department	655-9561
	Clearmont Fire Department	758-4303
	Story Fire Department	683-3300
	Big Horn Fire Department	672-7465
	Sheridan /Goose Valley Fire Department	674-6844
	County Fire Warden	672-9162
	County Road & Bridge/Public Works	752-3990
	Clearmont Public Works	758-4465
	Ranchester Public Works	655-2283
	Dayton Public Works	655-2217
	Search & Rescue	674-7827
	HAM RADIO: RACES/ARES	414-510-0623
	Dept of Family Services	672-2404
	American Red Cross	686-8407
	Memorial Hospital	672-1026
	School District #1	655-9541
	School District #2	674-7405
	School District #3	758-4412
	Burlington Northern Railroad	800-832-5452
	Westview Health Care Center	672-9789

DAM FAILURE REPORT

1a. Date of Report_____ B. Time of Report_____

2a. Name of Person Reporting Failure_____

B. Phone Number_____ C. Agency or Department_____

3a. Name of Dam_____B. Dam Owner_____

C. Time of Failure_____D. County Dam is Located In_____

River or Stream Dam Is Located on_____

Name of Any Other Dams Downstream_____

4a. Description of Incident (Indicate Type of Incident)

_____ (1) Controlled water release with potential flooding downstream
_____ (2) Slowly developing condition (more than 48 hours)
_____ (3) Rapidly developing condition (6 to 48 hours)
_____ (4) Practically instantaneous failure (less than 6 hours)

IF POTENTIAL DAM FAILURE, what is the current dam condition? (cracked, overflowing top/sides, washing out, etc.)

_____
_____

Following data should be received from the Wyoming Office of Homeland Security, State Engineer's Office or National Weather Service Office in Billings. **This data will be updated as new information becomes available**.

Dam Information

(1) Five-digit dam I.D. Number _____

(2) Official Name of Dam_____

(3) Location: Township _____ North; Range _____ West; Section_____

Latitude _____ N Longitude _____ W

(4) Storage Volume (acre-feet) _____ (5) Dam Height_____

(6) Estimated Failure me (min.) _____

Nearest Downstream Town Information:

Name _____

Distance _____

Travel time _____

(4) Peak flow _____ (5) Peak depth _____

Name of person report is given to: _____

When Sufficient Data Has Been Received by Warning Point, Issue a Warning and Follow Checklists

Sample Radio Message for Flood Watch Near Reservoirs

THIS IS _____ SPEAKING FOR THE SHERIDAN COUNTY EMERGENCY
(name)
MANAGEMENT AGENCY. DUE TO A SEVERE THUNDERSTORM IN THE _____ RIVER OR _____

RIVER DRAINAGE AREA _____ RESERVOIR IS NOW
(reservoir name)
RELEASING A LARGE AMOUNT OF WATER OVER ITS EMERGENCY SPILLWAY. THIS RELEASE

WILL LEAD TO FLOODING ALONG THE _____PERSONS LIVING IN LOW-LYING
(river/creek name)
AREAS ALONG _____ SHOULD EVACUATE IMMEDIATELY TO HIGHER GROUND.
(river/creek name)
LOCAL AUTHORITIES ADVISE THAT THERE IS NO DANGER OF DAM BREAKAGE AT

_____ RESERVOIR AT THIS TIME. KEEP TUNED TO KWYO 1410 AM FOR MORE
(reservoir name)

INFORMATION ON CURRENT CONDITIONS.

Sample Radio Message For

Dam Failure Warning

THIS IS _____ SPEAKING FOR THE SHERIDAN COUNTY EMERGENCY
(name)
MANAGEMENT AGENCY. THE 911 CENTER OF THE SHERIDAN COUNTY SHERIFF'S OFFICE

HAS JUST BEEN NOTIFIED THAT THE DAM AT _____ RESERVOIR
(reservoir name)
IS ABOUT TO FAIL. THE WATER IMPOUNDED BEHIND THE DAM(S) WILL BE RELEASED

DOWNSTREAM WITHIN MINUTES.

ALL PERSONS IMMEDIATELY DOWNSTREAM FROM _____ RESERVOIR
(reservoir name)
SHOULD BEGIN TO EVACUATE IMMEDIATELY. FLOOD WATERS FROM THE RESERVOIR

ARE EXPECTED TO ARRIVE IN _____ AT APPROXIMATELY _____.
(town name) (time)
FLOOD WATERS ARE EXPECTED TO PEAK THERE AT APPROXIMATELY _____.
(time)
KEEP TUNED TO KWYO 1410 AM FOR MORE INFORMATION ON CURRENT CONDITIONS.

Sample Radio Message for Flash Flood Warning

_____ HAS JUST RECEIVED A SPECIAL BULLETIN FROM THE NATIONAL WEATHER
(station)
SERVICE FOR RESIDENTS OF SHERIDAN COUNTY. A FLASH FLOOD WARNING HAS JUST

BEEN ISSUED FOR PERSONS IN LOW-LYING AREAS ALONG _____.
(creek or river name)
PERSONS IN THESE AREAS SHOULD MOVE TO HIGHER GROUND IMMEDIATELY. THIS

WARNING COVERS ALL PERSONS IN LOW-LYING AREAS BETWEEN _____
(east and west boundaries)
AND _____.
(north and south boundaries)

THE 911 CENTER OF THE SHERIDAN COUNTY SHERIFF'S DEPARTMENT ADVISES THAT

YOU DO NOT TAKE TIME TO MAKE PHONE CALLS OR PACK PERSONAL BELONGINGS. LOCK

YOUR HOME AND HEAD FOR HIGHER GROUND IMMEDIATELY. KEEP TUNED TO KWYO 1410 AM

FOR MORE INFORMATION ON CURRENT CONDITIONS.

Sample Telephone Message for Flash Flood Warning

THIS IS THE 911 CENTER OF THE SHERIDAN COUNTY SHERIFF'S OFFICE. THE NATIONAL

WEATHER SERVICE HAS JUST ISSUED A FLASH FLOOD WARNING FOR PERSONS IN LOW-

LYING AREAS ALONG _____ CREEK/RIVER. PLEASE EVACUATE TO HIGHER
(creek or river name)

GROUND IMMEDIATELY. TUNE TO KWYO 1410 AM ON YOUR RADIO FOR MORE INFORMATION

ON THE FLASH FLOOD WARNING. PLEASE DO NOT USE THE TELEPHONE UNLESS YOU HAVE

AN EMERGENCY. PLEASE EVACUATE TO HIGHER GROUND NOW.

Sample Radio Message For Slow-Rising Flood With Evacuation

THIS IS _____ SPEAKING FOR THE SHERIDAN COUNTY EMERGENCY
(name)
MANAGEMENT AGENCY. SHERIDAN COUNTY HAS JUST RECEIVED A SPECIAL BULLETIN

FROM THE NATIONAL WEATHER SERVICE FOR RESIDENTS OF SHERIDAN COUNTY.

IMPORTANT INFORMATION FOLLOWS WHICH WILL DIRECT YOU ON THE PROPER ACTIONS TO

TAKE DUE TO _____ IN THE _____ RIVER OR
(heavy rains, snowmelt, dam failure, etc.)
_____ RIVER DRAINAGE AREA _____, _____ IS(ARE)
(river or stream names)
EXPECTED TO REACH FLOOD STAGE AT _____. THEREFORE, WE ARE
(time and day)
URGING RESIDENTS OF LOW-LYING AREAS ALONG _____ IN THE
(river or stream names)
EXPECTED FLOOD PLAIN TO EVACUATE TO HIGHER GROUND. RESIDENTS OF THIS AREA ARE

ASKED TO GO TO THE HOMES OF FRIENDS OR RELATIVES IF POSSIBLE UNTIL FURTHER NOTICE.

IF YOU HAVE NO PLACE TO GO, PLEASE EVACUATE TO _____
(name and address of
_____ AND REMAIN THERE UNTIL YOU ARE ADVISED
emergency shelter)
THAT IT IS SAFE TO RETURN. IF YOU NEED TRANSPORTATION OR HELP GETTING TO A

TEMPORARY SHELTER, PLEASE CALL THE 911 CENTER. PLEASE REMEMBER THAT PROMPT ACTION IS IMPORTANT, BUT IT IS VERY IMPORTANT THAT YOU REMAIN CALM. YOU DO HAVE TIME TO PROPERLY EVACUATE THE AREA. DO NOT CALL THE POLICE DEPARTMENT OR SHERIFF'S OFFICE FOR ROUTINE ASSISTANCE BECAUSE THEY ARE VERY BUSY WITH EVACUATION ASSISTANCE AND FLOOD WATCH STATIONS. I REPEAT, DO NOT CALL THE POLICE OR SHERIFF UNLESS YOU HAVE AN IMMEDIATE EMERGENCY. IF YOU NEED EVACUATION ASSISTANCE, PLEASE CALL 911.

THERE ARE SEVERAL THINGS WHICH YOU CAN AND SHOULD DO BEFORE YOU EVACUATE YOUR HOME OR BUSINESS. MAKE SURE THAT YOU TURN OFF THE MAIN GAS, ELECTRIC AND WATER VALVES. IF YOU NEED INSTRUCTIONS IN HOW TO DO THIS, PLEASE CALL YOUR UTILITY COMPANY. IF YOU ARE ABLE AND HAVE TIME, YOU MAY WANT TO MOVE SOME OF YOUR MORE VALUABLE ITEMS TO THE HIGHEST PART OF YOUR BUILDING. SOME RESIDENCES OR BUSINESSES ALSO MAY BE ABLE TO PROTECT STRUCTURES WITH PLASTIC SHEETS OR SANDBAGS IF TIME PERMITS.

DO NOT TRY TO DO TOO MUCH AS TO JEOPARDIZE YOU OR YOUR FAMILY'S SAFETY.

ONCE YOU HAVE TURNED OFF YOUR UTILITIES AND PACKED NECESSARY ITEMS FOR A

POSSIBLY EXTENDED STAY AWAY FROM YOUR HOME OR BUSINESS, SECURE THE BUILDING

AND LEAVE.

IF YOU GO TO ONE OF THE PUBLIC SHELTERS, PLEASE CHECK-IN WITH THE SHELTER

MANAGER AND GIVE YOUR NAME AND ADDRESS SO THAT THE PROPER AUTHORITIES WILL

BE ABLE TO ANSWER INQUIRIES ON YOUR WHEREABOUTS. IF YOU ARE STAYING WITH

FRIENDS, RELATIVES, OR AT A MOTEL PLEASE CALL _____

(registration agency)

AND ADVISE THEM OF YOUR TEMPORARY LOCATION. THIS INFORMATION WILL AID

LOCAL AGENCIES DEALING WITH THE FLOOD.

KEEP TUNED TO KWYO 1410 AM FOR MORE INFORMATION ON CURRENT CONDITIONS.

NATIONAL WEATHER SERVICE (NWS) BILLINGS, MT CHECKLIST

1. The National Weather Service Forecast Office at Billings, Montana is responsible for weather warnings and statement for Sheridan County. It is manned 24 hours a day.

2. Advise the State Warning Point (Highway patrol) of moderate to heavy thundershower activity determined by weather reports upstream from reservoirs in the Goose Creek and Piney Creek Drainage Areas.

3. Respond to questions with advice on weather reports upstream from reservoirs in Goose Creek and Piney Creek Drainage areas.

4. Provide, as requested, with a brief, informal statement whenever there are thundershowers over the Goose Creek and Piney Creek drainage area upstream from the reservoirs. Be brief and to the point.

5. A FLASH FLOOD **WATCH** for the Goose Creek and Piney Creek drainage area through Cat Creek, Clear Creek, Prairie Dog Creek, and near Ucross, Clearmont, Leiter, Tongue River near Burgess Jct., Dayton, Ranchester, or other communities is the judgement the NWS.

    a. Send WATCH message over NOAA Weather Wire and NOAA Weather Radio

    b. Contact Wyoming Highway Patrol (State Warning Point) via NAWAS to verify receipt of weather wire.

6. A FLASH FLOOD **WARNING** for the Goose Creek and Piney Creek drainage area through Cat Creek, Clear Creek, Prairie Dog Creek, and near Ucross, Clearmont, Leiter, Tongue River near Burgess Jct., Dayton, Ranchester, or other communities is the judgement the NWS.

    1. Send WATCH message over NOAA Weather Wire and NOAA Weather Radio

    2. Contact Wyoming Highway Patrol (State Warning Point) via NAWAS to verify receipt of weather wire.

7. Start a Local Aviation Warning, if necessary

8. Update forecasts as required

9. Fill out National Verification Watch or Warning Log

10. Start a Severe Weather Log

11. Any extensive coverage of moderate activity should be reported to the Highway Patrol, especially if slow moving

12. Cooperate with Sheridan County in providing requested information and updates

RESERVOIR AND DAM OWNER CHECKLIST

1. Review Sheridan County Emergency Operations Plan (Public Works Agency Annex, and Dam Failure and Flood Incident Annexes)

2. Delineate areas potentially affected by a dam failure at reservoirs using inundation maps, flood plain maps, or other methods. Review the risk areas periodically.

3. Prepare information on potential emergency problems
   a. Nature of the problem (seepage, boils, etc.) and type of potential failure
   b. Evaluation of typical emergency conditions (increasing rate of flow, muddy water, whirlpools, etc.)
   c. Actions to alleviate various emergency conditions
   d. Necessary equipment, materials, and labor for various emergency conditions
   e. Data necessary to identify an emergency condition

4. Coordinate activities with the Sheridan County Emergency Management Agency

5. Carefully monitor water levels at reservoirs if problems are suspected

6. Tour drainage ways and water courses to check for obstacles or other problems that might impede the flow of water

7. Transmit reservoir water level data to the Sheridan County Emergency Management Coordinator. Increase monitoring of water levels at the reservoirs. Consider monitoring the reservoirs continuously. Increase release from reservoir to decrease water level and reduce the possibility of dam failure.

8. Install automatic sensing devices to warn of possible changes in water levels

9. Advise Sheridan County Emergency Management Agency, the 911 Center, and the National Weather Service when to consider issuing a WATCH or WARNING message

10. Check availability of equipment and supplies

11. Fill equipment and vehicle fuel tanks

12. Check the accuracy of contact information for off-duty personnel

13. Make emergency repairs and take emergency actions

14. Move equipment and supplies out of low-lying areas

15. Notify the 911 Center immediately upon learning that an incident involving the dam has occurred or is imminent

16. Provide advice and technical information to the 911 Center and Sheridan County Emergency Management Agency

17. Assist with flood containment

18. Assist with damage assessment after flood passes

19. Begin repairs

20. Document expenditures

WATER COMMISSIONER CHECKLIST

1. Review Sheridan County Emergency Operations Plan (Public Works Agency Annex, and Dam Failure and Flood Incident Annexes)
2. Review which areas are at risk in the event of a flood or dam failure
3. Coordinate activities with the Sheridan County Emergency Management Agency
4. Inspect reservoir dams as often as necessary utilizing the checklist provided by the State Engineer's Office
5. Assist in monitoring reservoir water levels
6. Tour drainage ways and water courses to check for obstacles or other problems that might impede the flow of water
7. Increase inspection of the dam when notified of potential problems for any upstream dam, or a flood WATCH or WARNING upstream
8. Monitor communications concerning upstream dams until water levels recede
9. Notify the State Engineer's Office (Safety of Dams Engineer) of any concerns
10. Recommend emergency repairs and actions, such as increasing release from the dam to draw down the reservoir
11. Fill equipment and vehicle fuel tanks
12. Check the accuracy of contact information for off-duty personnel
13. Notify the 911 Center immediately upon learning that an incident involving a dam has occurred or is imminent
14. Provide advice and technical information to the 911 Center and Sheridan County Emergency Management Agency
15. Coordinate activities with the State Engineer's Office (Safety of Dams Engineer)
16. Assist with flood containment
17. Assist with damage assessment after flood passes
18. Document expenditures

WATER UTILITY CHECKLIST

1. Review Sheridan County Emergency Operations (Public Works Agency Annex, and Dam Failure and Flood Incident Annexes)

2. Delineate areas potentially affected by a dam failure at reservoirs using inundation maps, flood plain maps, or other methods. Review the risk areas periodically.

3. Prepare information on potential emergency problems
   a. Nature of the problem (seepage, boils, etc.) and type of potential failure
   b. Evaluation of typical emergency conditions (increasing rate of flow, muddy water, whirlpools, etc.)
   c. Actions to alleviate various emergency conditions
   d. Necessary equipment, materials, and labor for various emergency conditions

4. Data necessary to identify an emergency condition

5. Coordinate activities with the Sheridan County Emergency Management Agency

6. Carefully monitor water levels at reservoirs if problems are suspected

7. Tour drainage ways and water courses to check for obstacles or other problems that might impede the flow of water

8. Transmit reservoir water level data to the Sheridan County Emergency Management Coordinator. Increase monitoring of water levels at the reservoirs. Consider monitoring the reservoirs continuously. Increase release from reservoir to decrease water level and reduce the possibility of dam failure.

9. Install automatic sensing devices to warn of possible changes in water levels

10. Advise Sheridan County Emergency Management Agency, the 911 Center, and the National Weather Service when to consider issuing a WATCH or WARNING message

11. Check availability of equipment and supplies

12. Fill equipment and vehicle fuel tanks

13. Check the accuracy of contact information for off-duty personnel

14. Make emergency repairs and take emergency actions

15. Move equipment and supplies out of low-lying areas

16. Notify the 911 Center immediately upon learning that an incident involving the dam has occurred or is imminent

17. Provide advice and technical information to the 911 Center and Sheridan County Emergency Management Agency

18. Assist with flood containment

19. Assist with damage assessment after flood passes

20. Begin repairs

21. Document expenditures

911 CENTER CHECKLIST

1. Review Sheridan County Emergency Operations Plan (Joint Dispatch Centers Agency Annex, and Dam Failure and Flood incident Annexes)

2. Review which areas are at risk in the event of a flood or dam failure

3. Coordinate activities with the Sheridan County Emergency Management Coordinator

4. Coordinate activities with other communication centers (Sheriff's Office; Police Department; etc.)

5. Record water level reports at the reservoirs in the Big Goose Creek, Little Goose Creek and Piney Creek areas

6. Obtain reports from the National Weather Service on weather conditions and the potential for flooding

7. DAM FAILURE WATCH Condition
   a. Immediately notify the Sheridan County Emergency Management Coordinator if advised of dam structural problems to determine if the WATCH condition should be activated
   b. Contact the National Weather Service for information and advice
   c. Activate the WATCH condition. Specify which reservoirs or dams are under the WATCH condition, and fanout the message as outlined Appendix E
   d. Obtain and record reservoir water levels
   e. Coordinate communications
   f. Complete Dam Failure Report and provide information to State Warning Point (Highway Patrol)
   g. Notify residents downstream from dam utilizing Rural Residents Downstream from Dam

8. Fanout the FLASH FLOOD WATCH message upon notification that the National Weather Service has issued a FLASH FLOOD WATCH

9. Fanout the FLASH FLOOD WARNING message upon notification that the National Weather Service has issued a FLASH FLOOD WARNING. People in the flash flood area should evacuate immediately to higher ground or other safe location.
   a. Emergency vehicles with public address systems should broadcast the FLASH FLOOD WARNING message to assigned sections in the flash flood warning area if possible (Attachment 8 - Emergency Public Information Sample Releases)

10. If a flash flood report comes from a source other than the National Weather Service, verify the report as quickly as possible. Notify the National Weather Service. Fanout the FLASH FLOOD WARNING message.

11. Fanout the FLOOD WARNING message upon notification that the National Weather Service has issued a FLOOD WARNING

12. When at any Sheridan County reservoir reports significant structural problems, immediately notify the Sheridan County Emergency Management Coordinator. If a verified report of a dam breach is received, immediately issue a DAM FAILURE WARNING.

a. Verify any unverified report of a dam failure as quickly as possible. Issue a DAM FAILURE WARNING.

b. Fanout the DAM FAILURE WARNING message (Appendix E)
c. Complete Dam Failure Report and provide to State Warning Point (Highway Patrol)
d. Notify residents downstream from dam utilizing Rural Residents Downstream from Dam

13. Request assistance from other departments and agencies
    a. Emergency vehicles with public address systems should broadcast the FLOOD WARNING or DAM FAILURE WARNING message to people in the inundation area
    b. Assist with evacuation of the flood inundation areas

SHERIDAN COUNTY EMERGENCY MANAGEMENT AGENCY CHECKLIST

1. Review Sheridan County Emergency Operations Plan, including Dam Failure and Flood Hazard Annex

2. Review which areas are at risk in the event of a flood or dam failure

3. Coordinate mitigation, preparedness, response and recovery activities with government agencies and private businesses

4. Monitor water level reports at reservoirs and in streams in the Goose Creek and Piney Creek Basins.

5. Obtain reports from the National Weather Service on weather conditions and the potential for flooding

6. Notify the Wyoming Office of Homeland Security

7. Contact the National Weather Service when advised of dam structural problems and determine if a DAM FAILURE WATCH should be issued
   a. Activate DAM FAILURE WATCH condition, and specify which reservoirs are affected
   b. Ensure DAM FAILURE WATCH fanout is completed

8. Tour the drainage ways and water courses to check for obstacles or problems that might impede the flow of water

9. Coordinate with governmental agencies and departments
   a. Review Sheridan County Emergency Operations Plan including Dam Failure and Flood Hazard Annex. Provide extra copies of appropriate annexes, if needed.
   b. Check equipment and supplies including emergency generators
   c. Move equipment and supplies out of low-lying areas
   d. Fill vehicle and equipment fuel tanks
   e. Check accuracy of contact information used to reach off-duty personnel
   f. Increase monitoring of reservoirs and streams in the Goose Creek and Piney Creek Basins

10. Ensure reservoir water levels are obtained and recorded. Monitor the situation.

11. Ensure communications are coordinated

12. Fanout the FLASH FLOOD WATCH message upon notification that the National Weather Service has issued a FLASH FLOOD WATCH. Provide the 911 Center guidance on which additional individuals or agencies should receive the FLASH FLOOD WATCH message.

13. Fanout the FLASH FLOOD WARNING message upon notification that the National Weather Service has issued a FLASH FLOOD WARNING. Provide the 911 Center guidance on which additional individuals or agencies should receive the FLASH FLOOD WARNING message. A flash flood is occurring or is imminent. People in the flash flood area should evacuate immediately and move to higher ground or other safe location
   a. Contact emergency response agencies to have emergency vehicles equipped with public address systems broadcast the FLASH FLOOD WARNING message to assigned sections in the WARNING area
   b. Activate the Sheridan County Emergency Operations Plan and the Emergency Operations Center

14. If state or federal assistance is needed follow the "Checklist for Emergency Management Coordinators, County Commissioners/Mayors for Obtaining State/Federal Assistance in the Event of an Emergency/Disaster"

15. Contact The Hub Human Services Director to activate The Hub Agency Annex. Coordinate with The Hub and American Red Cross to open reception centers and emergency shelters if needed to house evacuees.

16. Contact The Hub to provide mass feeding

17. Assist the 911 Center in verifying a flash flood report from a source other than the National Weather Service as quickly as possible. Contact the National Weather Service. Determine whether to initiate fanout of the FLASH FLOOD WARNING message.

18. Ensure that the FLOOD WARNING message is distributed upon notification that the National Weather Service has issued a FLOOD WARNING. Provide guidance to the 911 Center on which additional individuals or agencies that should receive the FLOOD WARNING message.

19. Coordinate flood response activities
    a. Evacuate the flood area or potential flood area
    b. Secure the flood area and restrict unnecessary traffic into the area
    c. Establish reception centers and emergency shelters (Contact American Red Cross for shelter listing)
    d. Provide relief services for workers and victims (The Hub Agency Annex)
    e. Contact the U.S. Army Corps of Engineers for technical assistance
    f. Erect defenses and containments such as dikes or sandbags
        1. Determine where to locate defenses
        2. Recruit physical labor to construct the defenses
    g. Public information and relations with news media (Appendix E)
    h. Utility repairs (Public Works Agency Annex)
    i. Search and rescue operations
    j. Animal control

20. Coordinate flood recovery activities
    a. If state or federal assistance is needed follow the "Checklist for Emergency Management Coordinator, County Commissioners/Mayors for Obtaining State/Federal Assistance in the Event of an Emergency/Disaster"
    b. Clear mud and debris from primary and secondary streets as quickly as possible to provide access for relief and clean-up vehicles. Take pictures of the area before beginning clearance.
    c. Coordinate damage assessment activities
        1. Remove debris deposited on curb by residents of homes affected by the flood waters. Take photographs or have insurance companies inspect and verify the damage to property that is insured through their companies before removing any debris from the damaged area.
        2. City and County Engineers will conduct damage assessment to determine the dollar value loss with the assistance of the Emergency Management Damage Assessment Team
        3. Take photographs of the damage
        4. Require City and County Assessors to furnish a list of names and addresses of damaged property to the Sheridan County Emergency Management Agency for the public record
        5. Insurance companies will inspect and verify the damage to property insured through their companies. No attempt will be made to clean up damaged area until all damage has been assessed by insurance companies.
        6. No immediate repairs will be made unless required by the County Health Officer to protect public health or by the County Engineer to protect public safety. Take photographs prior to making repairs.
    d. Provide for public health and sanitation
        1. Safe drinking water
        2. Remove spoiled food
        3. Dispose of sewage and garbage
        4. Control mosquitoes
        5. Promptly treat injuries to avoid disease

6. Vaccinate to prevent disease spread

e. Provide for the mental health of victims, families, and disaster workers
f. Resettlement assistance
   1. Issue advisories on the flood situation and how to cope with health and safety problems when returning to the flooded areas
   2. Monitor the flood situation and determine when it is safe for evacuees to return to the flooded areas
   3. Establish disaster assistance centers
g. Record keeping (EOP Base Plan 7.1.1 Documentation, Appendix E)
   1. Expenditures must be documented to receive reimbursement from the Governor's Disaster Fund, or to show local commitment under a Presidential Major Disaster Declaration
   2. Complete all required reports and submit to the Wyoming Office of Homeland Security
h. Establish an "ad hoc" Recovery Task Force or Interagency Hazard Mitigation Task Force
i. Develop and implement a recovery plan/mitigation plan (406 plan)

SHERIDAN COUNTY SHERIFF'S OFFICE CHECKLIST

1. Review Sheridan County Emergency Operations Plan (Law Enforcement Agencies Annex,) Dam Failure and Flood Incident Annexes)

2. Review which areas are at risk in the event of a flood or dam failure

3. Assist Sheridan County Emergency Management Agency in annually updating Attachment 9--Rural Residents Downstream from Dams

4. Monitor the water levels of Sheridan County reservoirs and dams. Notify the 911 Center if a dangerous condition is observed.

5. Check equipment and supplies including emergency generators

6. Fill vehicle and equipment fuel tanks

7. Check the accuracy of contact information used to reach off-duty personnel

8. Move equipment and supplies out of low-lying areas

9. Tour drainage ways and water courses to check for obstacles or problems that might impede the flow of water

10. Emergency Operating Center key staff should report for duty

11. Request and coordinate law enforcement assistance from outside Sheridan County and local law enforcement agencies within the county

12. Coordinate communications with the 911 Center

13. Secure the flood area and restrict unnecessary traffic into the area

14. Provide security for homes and property in the affected area

15. Assist with flood containment

16. Support search and rescue operations (Sheridan Area Search and Rescue Agency Annex)
    a. Conduct two searches of the disaster area (may be conducted simultaneously)
        1. First search is conducted rapidly to locate, rescue, treat, and remove all the victims that can be found easily
        2. Second search is a deliberate, careful examination to assure that all victims have been discovered
    b. Special equipment such as boats, helicopters, and special purpose vehicles may be needed to rescue people stranded by flood waters
    c. Safety of the searchers must be considered. Beware of unnecessary risks
        1. Appoint a safety officer at the scene responsible for avoiding dangerous practices
        2. Be alert for the possibility of debris collapse
    d. Victims plastered with mud require careful handling and washing before transfer to hospitals

e. Buildings, structures and debris that have been searched should be marked to indicate that they do not need to be searched again
f. Specialty teams may be required. Tracking dog teams may be useful in locating victims.

17. Assist with flood recovery activities

18. Maintain records of expenditures

POLICE DEPARTMENT CHECKLIST

1. Review Sheridan County Emergency Operations Plan (Law Enforcement Agencies Annex. and Dam Failure and Flood Incident Annexes)

2. Review which areas are at risk in the event of a flood or dam failure

3. Coordinate activities with the Sheridan County Emergency Management Agency

4. Tour drainage ways and water courses to check for obstacles or problems that might impede the flow of water

5. FLASH FLOOD WATCH or FLOOD WARNING
   a. Check equipment and supplies including emergency generators
   b. Fill vehicle and equipment fuel tanks
   c. Check the accuracy of contact information used to reach off-duty personnel
   d. Move equipment and supplies out of low-lying areas

6. During a WATCH condition patrols should be stationed near areas of water flow. Notify dispatcher immediately if flooding occurs. A WARNING condition will be activated by the Sheridan County Emergency Management Agency following this report.

7. Activate the Sheridan County/Municipal Emergency Operations Plan

8. Emergency Operating Center key staff should report for duty

9. WARNING Condition
   a. Notify residents in the immediate flood areas to evacuate immediately
   b. Assist people in evacuating or ask dispatcher to notify the 911 Center and obtain assistance in evacuating people
   c. Police Sergeants should notify watch supervisors and request additional police officers if necessary
   d. The 911 Center will advise all other emergency response agencies
   e. Provide security at reception centers and emergency shelters

10. Request and coordinate law enforcement assistance from outside Sheridan County

11. Coordinate communications with the 911 Center

12. Secure the flood area and restrict unnecessary traffic into the area

13. Provide security for homes and property in the affected area

14. Assist with flood containment

15. Assist with search and rescue operations
    a. Conduct two searches of the disaster area (may be conducted simultaneously)
       1. First search is conducted rapidly to locate, rescue, treat, and remove all victims that can be found easily
       2. Second search is a deliberate, careful examination to assure that all victims have been discovered
    b. Special equipment such as boats, helicopters, and special purpose vehicles may be needed to rescue people stranded by flood waters
    c. Safety of the searchers must be considered. Beware of unnecessary risks
       1. Appoint a safety officer at the scene responsible for avoiding dangerous practices
       2. Be alert for the possibility of debris collapse

d. Victims plastered with mud require careful handling and washing before transfer to hospitals
e. Building, structures and debris that have been searched should be marked to indicate that they do not need to be searched again
f. Specialty teams may be required. Tracking dog teams may be useful in locating victims.

16. Assist with flood recovery activities

17. Maintain records of expenditures

WYOMING HIGHWAY PATROL CHECKLIST

1. Review Sheridan County Emergency Operations Plan (Law Enforcement Agencies Annex, and Dam Failure and Flood Incident Annexes)

2. Review which areas are at risk in the event of a flood or dam failure

3. Coordinate activities with the Sheridan County Emergency Management Agency

4. Tour drainage ways and water courses to check for obstacles or problems that might impede the flow of water

5. FLASH FLOOD WATCH or FLOOD WARNING
   a. Check equipment and supplies including emergency generators
   b. Fill vehicle and equipment fuel tanks
   c. Check the accuracy of contact information used to reach off-duty personnel
   d. Move equipment and supplies out of low-lying areas

6. During a WATCH Condition patrols should be stationed near areas of water flow. Notify dispatcher immediately if flooding occurs. A WARNING Condition will be activated by the Sheridan County Emergency Management Agency following this report.

7. Activate the Sheridan County/Municipal Emergency Operations Plan

8. Emergency Operating Center key staff should report for duty

9. WARNING Condition
   a. Assist the Sheriff's Office in notifying residents in the immediate flood areas that they should evacuate immediately
   b. Assist people in evacuating or ask dispatcher to notify the 911 Center to obtain assistance in evacuating people
   c. Notify people along Interstate and State Highways in the potential flood inundation are to evacuate immediately
   d. Patrol Sergeants should notify watch supervisors and request additional patrol officers if necessary
   e. The 911 Center will advise all other emergency response agencies
   f. Provide traffic control along Interstate and State Highway evacuation routes

10. Request and coordinate Highway Patrol assistance from outside Sheridan County

11. Coordinate communications with the 911 Center

12. Assist in securing the flood area and restricting unnecessary traffic into the area

13. Provide security for homes and property along State Highway and Interstate routes in the affected area

14. Assist with the flood containment

15. Assist with search and rescue operations
    a. Conduct two searches of the disaster area (may be conducted simultaneously)
       1. First search is conducted rapidly to locate, rescue, treat, and remove all victims that can be found easily
       2. Second search is a deliberate, careful examination to assure that all victims have been discovered

b. Special equipment such as boats, helicopters, and special purpose vehicles may be needed to rescue people stranded by flood waters
c. Safety of the searchers must be considered. Beware of unnecessary risks.
    1. Appoint a safety officer at the scene responsible for avoiding dangerous practices
    2. Be alert for the possibility of debris collapse
d. Victims plastered with mud require careful handling and washing before transfer to hospitals
e. Buildings, structures and debris that have been searched should be marked to indicate that they do not need to be searched again
f. Specialty teams may be required. Tracking dog teams may be useful in locating victims.

16. Assist with flood recovery activities

17. Maintain records of expenditures

RISK AREA MAPS

- Sheridan Heights Dam Map
- Park No.1 & No. 2
- Cloud Peak
- Willow Park
- Kearney Lake
- Big Horn Reservoir
- Twin Lakes No. 1
- Dome Lake No. 1
- Sawmill Reservoir Dam Map
- Padlock No. 1 Map
- 5 Mile Dam Map
- Wagner Dam Map
- National Flood Insurance Program Flood Insurance Rate Maps
- National Flood Insurance Program Flood Hazard Boundary Map, US Department of Housing and Urban Development, Federal Insurance Administration
- Sheridan County Zoning and Land Use Maps
- City of Sheridan Zoning and Land Use Maps
- Town of Ranchester Zoning and Land Use Maps
- Town of Dayton Zoning and Land Use Maps
- Town of Clearmont Zoning and Land Use Maps

ICS FILLABLE FORMS

Fills are available to download at the following link: https://training.fema.gov/icsresource/icsforms.aspx

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:
4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)**:**		

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command)**:** Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____
ICS 201, Page 1 Date/Time: _____

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

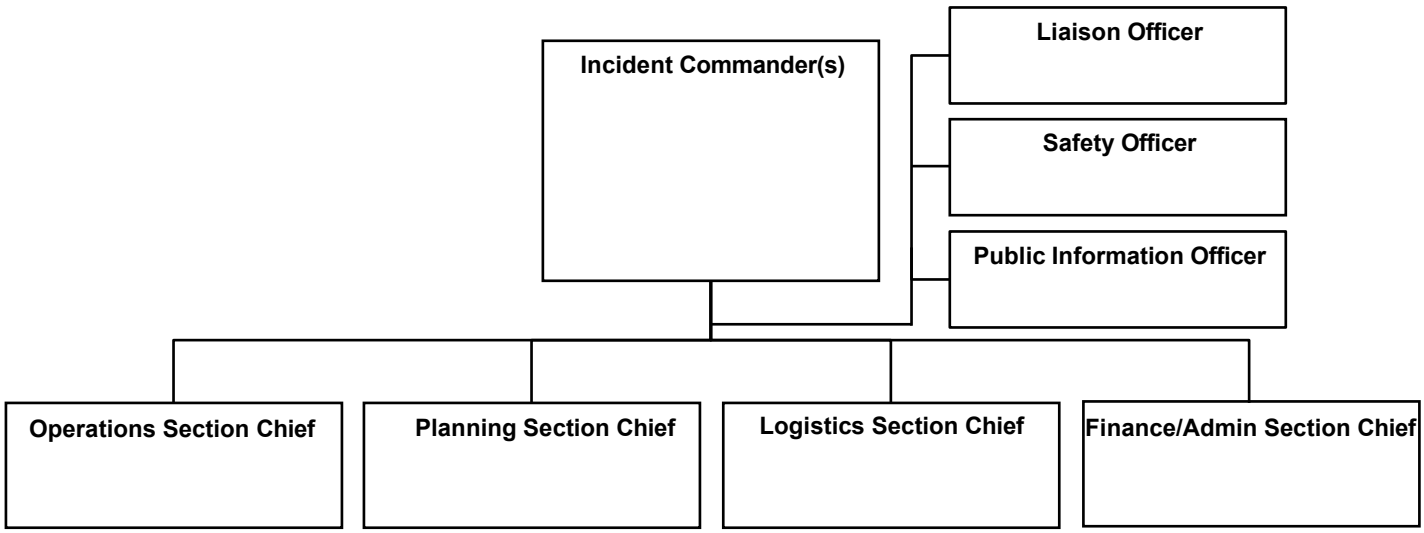
Time:	Actions:

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 2 Date/Time: _____

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

9. Current Organization (fill in additional organization as appropriate)**:**



6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 3 Date/Time: _____

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 4 Date/Time: _____

ICS 201

Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Initiated** • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	**Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	**Situation Summary and Health and Safety Briefing (**for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	**Current and Planned Objectives**	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	**Current and Planned Actions, Strategies, and Tactics** • Time • Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	**Current Organization** (fill in additional organization as appropriate) • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief	• Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	**Resource Summary**	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an “X” or a checkmark upon arrival to the incident.
	• Notes (location/ assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	**2. Operational Period:** Date From: Date To: Time From: Time To:

3. Objective(s):

4. Operational Period Command Emphasis:

General Situational Awareness

5. Site Safety Plan Required? Yes ☐ No ☐

Approved Site Safety Plan(s) Located at:

6. Incident Action Plan (the items checked below are included in this Incident Action Plan)**:**

☐ ICS 203	☐ ICS 207	Other Attachments:
☐ ICS 204	☐ ICS 208	☐ _____
☐ ICS 205	☐ Map/Chart	☐ _____
☐ ICS 205A	☐ Weather Forecast/Tides/Currents	☐ _____
☐ ICS 206		☐ _____

7. Prepared by: Name: Position/Title: _____ Signature: _____

8. Approved by Incident Commander: Name: _____ Signature: _____

ICS 202	**IAP Page** _____	Date/Time: _____

ICS 202

Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident. If needed, an incident number can be added.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Objective(s)**	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: **S**pecific – Is the wording precise and unambiguous? **M**easurable – How will achievements be measured? **A**ction-oriented – Is an action verb used to describe expected accomplishments? **R**ealistic – Is the outcome achievable with given available resources? **T**ime-sensitive – What is the timeframe?
4	**Operational Period Command Emphasis**	Enter command emphasis for the operational period, which may include tactical priorities, or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	**Site Safety Plan Required?** Yes □ No □	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	**Incident Action Plan** (the items checked below are included in this Incident Action Plan): ☐ ICS 203 ☐ ICS 204 ☐ ICS 205 ☐ ICS 205A ☐ ICS 206 ☐ ICS 207 ☐ ICS 208 ☐ Map/Chart ☐ Weather Forecast/ Tides/Currents Other Attachments:	Check appropriate forms and list other relevant documents that are included in the IAP. ☐ ICS 203 – Organization Assignment List ☐ ICS 204 – Assignment List ☐ ICS 205 – Incident Radio Communications Plan ☐ ICS 205A – Communications List ☐ ICS 206 – Medical Plan ☐ ICS 207 – Incident Organization Chart ☐ ICS 208 – Safety Message/Plan
7	**Prepared by** • Name • Position/Title • Signature	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	**Approved by Incident Commander** • Name • Signature • Date/Time	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Incident Commander(s) and Command Staff:	
IC/UCs	
Deputy	
Safety Officer	
Public Info. Officer	
Liaison Officer	

4. Agency/Organization Representatives:	
Agency/Organization	Name

5. Planning Section:	
Chief	
Deputy	
Resources Unit	
Situation Unit	
Documentation Unit	
Demobilization Unit	
Technical Specialists	

6. Logistics Section:	
Chief	
Deputy	
Support Branch	
Director	
Supply Unit	
Facilities Unit	
Ground Support Unit	
Service Branch	
Director	
Communications Unit	
Medical Unit	
Food Unit	

7. Operations Section:		
Chief		
Deputy		
Staging Area		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Air Operations Branch		
Air Ops Branch Dir.		

8. Finance/Administration Section:	
Chief	
Deputy	
Time Unit	
Procurement Unit	
Comp/Claims Unit	
Cost Unit	

9. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 203 | **IAP Page** _____ Date/Time: _____

ICS 203

Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Incident Commander(s) and Command Staff** • IC/UCs • Deputy • Safety Officer • Public Information Officer • Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	**Agency/Organization Representatives** • Agency/Organization • Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	**Planning Section** • Chief • Deputy • Resources Unit • Situation Unit • Documentation Unit • Demobilization Unit • Technical Specialists	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	**Logistics Section** • Chief • Deputy **Support Branch** • Director • Supply Unit • Facilities Unit • Ground Support Unit **Service Branch** • Director • Communications Unit • Medical Unit • Food Unit	Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
7	**Operations Section** • Chief • Deputy • Staging Area **Branch** • Branch Director • Deputy • Division/Group **Air Operations Branch** • Air Operations Branch Director	Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column. Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
8	**Finance/Administration Section** • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit	Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
9	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ASSIGNMENT LIST (ICS 204)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:	3. Branch: Division: Group: Staging Area:

4. Operations Personnel: Name / Contact Number(s)

Operations Section Chief: _____

Branch Director: _____

Division/Group Supervisor: _____

5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information
Resource Identifier	Leader			

6. Work Assignments:

7. Special Instructions:

8. Communications (radio and/or phone contact numbers needed for this assignment)**:**

Name/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)
/	
/	
/	
/	

9. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 204 | **IAP Page** _____ Date/Time: _____

ICS 204

Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Branch** **Division** **Group** **Staging Area**	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	**Operations Personnel** • Name, Contact Number(s) – Operations Section Chief – Branch Director – Division/Group Supervisor	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	**Resources Assigned**	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.
	• Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	• Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

Block Number	Block Title	Instructions
6	**Work Assignments**	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	**Special Instructions**	Enter a statement noting any safety problems, specific precautions to be exercised, drop-off or pickup points, or other important information.
8	**Communications** (radio and/or phone contact numbers needed for this assignment) • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel)	Enter specific communications information (including emergency numbers) for this Branch/Division/Group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. In light of potential IAP distribution, use sensitivity when including cell phone number. Add a secondary contact (phone number or radio) if needed.
9	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:	2. Date/Time Prepared: Date: Time:	3. Operational Period: Date From: Date To: Time From: Time To:

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

5. Special Instructions:

6. Prepared by (Communications Unit Leader) Name: _____ Signature: _____

ICS 205	IAP Page _____	Date/Time: _____

ICS 205

Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Date/Time Prepared**	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	**Basic Radio Channel Use**	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	**Special Instructions**	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	**Prepared by** (Communications Unit Leader) • Name • Signature • Date/Time	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

COMMUNICATIONS LIST (ICS 205A)

1. Incident Name:	**2. Operational Period:** Date From: Date To: Time From: Time To:

3. Basic Local Communications Information:

Incident Assigned Position	Name (Alphabetized)	Method(s) of Contact (phone, pager, cell, etc.)

4. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 205A	**IAP Page** _____	Date/Time: _____

ICS 205A

Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

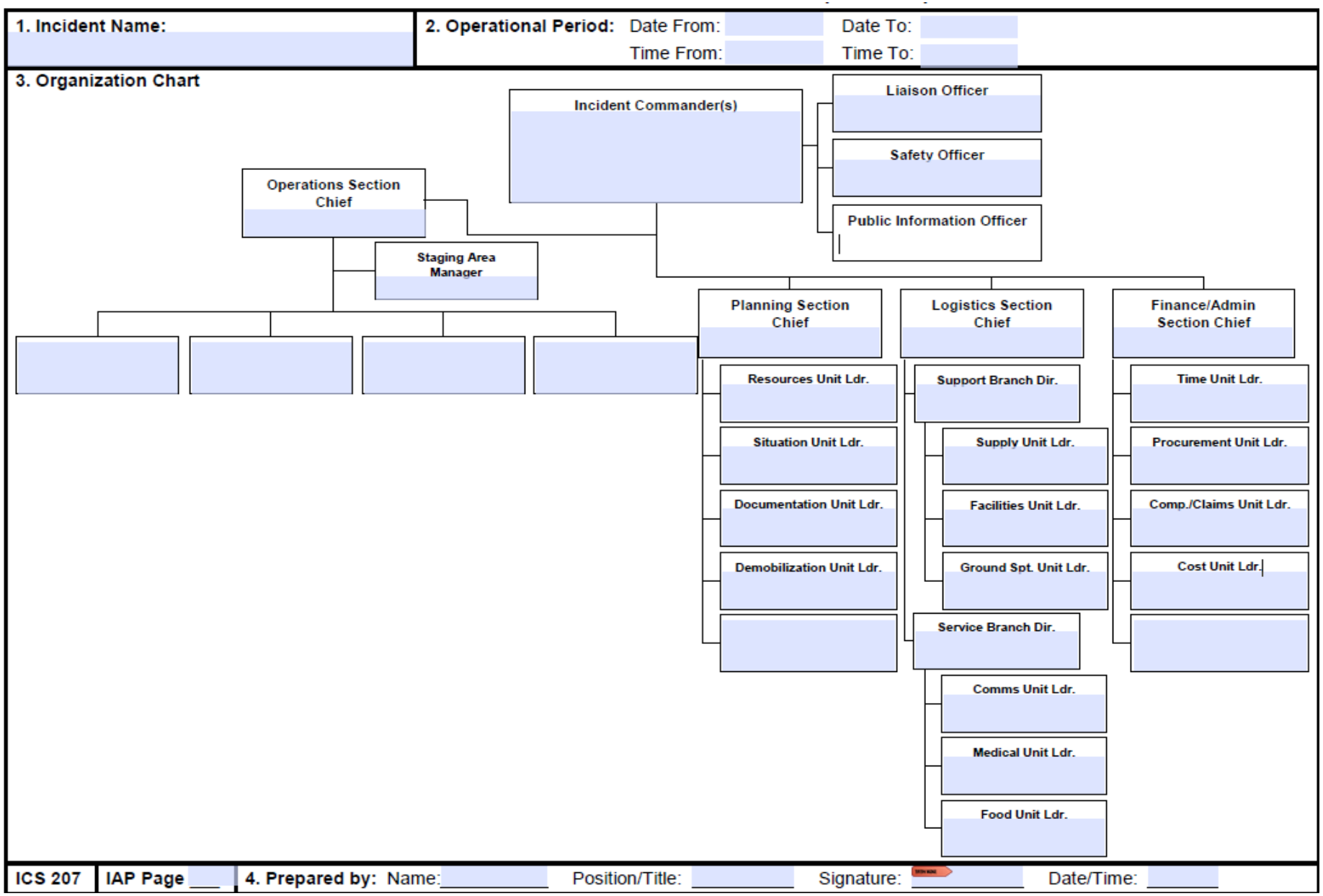
Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Basic Local Communications Information**	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	• Incident Assigned Position	Enter the ICS organizational assignment.
	• Name	Enter the name of the assigned person.
	• Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT ORGANIZATION CHART (ICS 207)



ICS 207

Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	**Incident Name**	Print the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Organization Chart**	• Complete the incident organization chart. • For all individuals, use at least the first initial and last name. • List agency where it is appropriate, such as for Unified Commanders. • If there is a shift change during the specified operational period, list both names, separated by a slash.
4	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

SITE SAFETY AND CONTROL PLAN (ICS 208 HM)	1. Incident Name:	2. Date Prepared:	3. Operational Period: Time:

Section I. Site Information

4. Incident Location:

Section II. Organization

5. Incident Commander:	6. HM Group Supervisor:	7. Tech. Specialist - HM Reference:
8. Safety Officer:	9. Entry Leader:	10. Site Access Control Leader:
11. Asst. Safety Officer - HM:	12. Decontamination Leader:	13. Safe Refuge Area Mgr:
14. Environmental Health:	15.	16.

17. Entry Team: (Buddy System) Name:	PPE Level	18. Decontamination Element: Name:	PPE Level
Entry 1		Decon 1	
Entry 2		Decon 2	
Entry 3		Decon 3	
Entry 4		Decon 4	

Section III. Hazard/Risk Analysis

19. Material:	Container type	Qty.	Phys. State	pH	IDLH	F.P.	I.T.	V.P.	V.D.	S.G.	LEL	UEL

Comment:

Section IV. Hazard Monitoring

20. LEL Instrument(s):	21. O_2 Instrument(s):
22. Toxicity/PPM Instrument(s):	23. Radiological Instrument(s):

Comment:

Section V. Decontamination Procedures

24. Standard Decontamination Procedures: YES: ☐ NO: ☐

Comment:

Section VI. Site Communications

25. Command Frequency:	26. Tactical Frequency:	27. Entry Frequency:

Section VII. Medical Assistance

28. Medical Monitoring: YES: ☐ NO: ☐ 29. Medical Treatment and Transport In-place: YES: ☐ NO: ☐

Comment:

Section VIII. Site Map

30. Site Map:

Weather ☐ Command Post ☐ Zones ☐ Assembly Areas ☐ Escape Routes ☐ Other ☐

Section IX. Entry Objectives

31. Entry Objectives:

Section X. SOP S and Safe Work Practices

32. Modifications to Documented SOP s or Work Practices: YES ☐ NO ☐

Comment:

Section XI. Emergency Procedures

33. Emergency Procedures

Section XII. Safety Briefing

34. Asst. Safety Officer – HM Signature | Safety Briefing Completed (Time):

35. HM Group Supervisor Signature: | 36. Incident Commander Signature:

INSTRUCTIONS FOR COMPLETING THE SITE SAFETY AND CONTROL PLAN ICS 208 HM

A Site Safety and Control Plan must be completed by the Hazardous Materials Group Supervisor and reviewed by all within the Hazardous Materials Group prior to operations commencing within the Exclusion Zone.

Item Number	Item Title	Instructions
1.	**Incident Name/Number**	**Print name and/or incident number.**
2.	**Date and Time**	**Enter date and time prepared.**
3.	**Operational Period**	**Enter the time interval for which the form applies.**
4.	**Incident Location**	**Enter the address and or map coordinates of the incident.**
5 - 16.	**Organization**	**Enter names of all individuals assigned to ICS positions. (Entries 5 & 8 mandatory). Use Boxes 15 and 16 for other functions: i.e., Medical Monitoring.**
17 - 18.	**Entry Team/Decon Element**	**Enter names and level of PPE of Entry & Decon personnel. (Entries 1 - 4 mandatory buddy system and back-up.)**
19.	**Material**	**Enter names and pertinent information of all known chemical products. Enter UNK if material is not known. Include any which apply to chemical properties. (Definitions: ph = Potential for Hydrogen (Corrosivity), IDLH = Immediately Dangerous to Life and Health, F.P. = Flash Point, I.T. = Ignition Temperature, V.P. = Vapor Pressure, V.D. = Vapor Density, S.G. = Specific Gravity, LEL = Lower Explosive Limit, UEL = Upper Explosive Limit)**
20 - 23.	**Hazard Monitoring**	**List the instruments which will be used to monitor for chemical.**
24.	**Decontamination Procedures**	**Check NO if modifications are made to standard decontamination procedures and make appropriate Comments including type of solutions.**
25 - 27.	**Site Communications**	**Enter the radio frequency(ies) which apply.**
28 - 29.	**Medical Assistance**	**Enter comments if NO is checked.**
30.	**Site Map**	**Sketch or attach a site map which defines all locations and layouts of operational zones. (Check boxes are mandatory to be identified.)**
31.	**Entry Objectives**	**List all objectives to be performed by the Entry Team in the Exclusion Zone and any parameters which will alter or stop entry operations.**
32 - 33.	**SOP s, Safe Work Practices, and Emergency Procedures**	**List in Comments if any modifications to SOP s and any emergency procedures which will be affected if an emergency occurs while personnel are within the Exclusion Zone.**
34 - 36.	**Safety Briefing**	**Have the appropriate individual place their signature in the box once the Site Safety and Control Plan is reviewed. Note the time in box 34 when the safety briefing has been completed.**

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:			2. Incident Number:	
*3. Report Version (check one box on left): ☐ Initial Rpt # (if used): ☐ Update ☐ Final	*4. Incident Commander(s) & Agency or Organization:		5. Incident Management Organization:	*6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____
7. Current Incident Size or Area Involved (use unit label – e.g., "sq mi," "city block"):	8. Percent (%) Contained _____ Completed _____	*9. Incident Definition:	10. Incident Complexity Level:	*11. For Time Period: From Date/Time: _____ To Date/Time: _____

Approval & Routing Information

*12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	*13. Date/Time Submitted: Time Zone:
*14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____	*15. Primary Location, Organization, or Agency Sent To:

Incident Location Information

*16. State:	*17. County/Parish/Borough:	*18. City:
19. Unit or Other:	*20. Incident Jurisdiction:	21. Incident Location Ownership (if different than jurisdiction):
22. Longitude (indicate format): Latitude (indicate format):	23. US National Grid Reference:	24. Legal Description (township, section, range):
*25. Short Location or Area Description (list all affected areas or a reference point):		26. UTM Coordinates:
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels):		

Incident Summary

*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.):				
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):				
30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			

ICS 209, Page 1 of ___ | ** Required when applicable.*

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:

Additional Incident Decision Support Information

*31. Public Status Summary:	A. # This Reporting Period	B. Total # to Date
C. Indicate Number of Civilians (Public) Below:		
D. Fatalities		
E. With Injuries/Illness		
F. Trapped/In Need of Rescue		
G. Missing *(note if estimated)*		
H. Evacuated *(note if estimated)*		
I. Sheltering in Place *(note if estimated)*		
J. In Temporary Shelters *(note if est.)*		
K. Have Received Mass Immunizations		
L. Require Immunizations *(note if est.)*		
M. In Quarantine		
N. Total # Civilians (Public) Affected:		

*32. Responder Status Summary:	A. # This Reporting Period	B. Total # to Date
C. Indicate Number of Responders Below:		
D. Fatalities		
E. With Injuries/Illness		
F. Trapped/In Need of Rescue		
G. Missing		
H. Sheltering in Place		
I. Have Received Immunizations		
J. Require Immunizations		
K. In Quarantine		
N. Total # Responders Affected:		

33. Life, Safety, and Health Status/Threat Remarks:

35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern)**:**

*34. Life, Safety, and Health Threat Management:	A. Check if Active
A. No Likely Threat	☐
B. Potential Future Threat	☐
C. Mass Notifications in Progress	☐
D. Mass Notifications Completed	☐
E. No Evacuation(s) Imminent	☐
F. Planning for Evacuation	☐
G. Planning for Shelter-in-Place	☐
H. Evacuation(s) in Progress	☐
I. Shelter-in-Place in Progress	☐
J. Repopulation in Progress	☐
K. Mass Immunization in Progress	☐
L. Mass Immunization Complete	☐
M. Quarantine in Progress	☐
N. Area Restriction in Effect	☐
	☐
	☐
	☐
	☐

36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

37. Strategic Objectives (define planned end-state for incident)**:**

ICS 209, Page 2 of ___	* Required when applicable.

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:

Additional Incident Decision Support Information *(continued)*

38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:

1) critical resource needs identified above,
2) the Incident Action Plan and management objectives and targets,
3) anticipated results.

Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. Planned Actions for Next Operational Period:

42. Projected Final Incident Size/Area (use unit label – e.g., "sq mi")**:**

43. Anticipated Incident Management Completion Date:

44. Projected Significant Resource Demobilization Start Date:

45. Estimated Incident Costs to Date:

46. Projected Final Incident Cost Estimate:

47. Remarks (or continuation of any blocks above – list block number in notation)**:**

ICS 209, Page 3 of ___	* *Required when applicable.*

INCIDENT STATUS SUMMARY (ICS 209)

1. Incident Name:	2. Incident Number:

Incident Resource Commitment Summary

48. Agency or Organization:	49. Resources (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box):	50. Additional Personnel not assigned to a resource:	51. Total Personnel (includes those associated with resources – e.g., aircraft or engines – *and* individual overhead):
52. Total Resources			

53. Additional Cooperating and Assisting Organizations Not Listed Above:

ICS 209, Page ___ of ___	* *Required when applicable.*

ICS 209
Incident Status Summary

Purpose. The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. **T**he ICS 209 contains basic information elements needed to support decision making at all levels above the incident to support the incident. Decisionmakers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, tribal, county, State, and Federal agencies. Once ICS 209 information has been submitted from the incident, decisionmakers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS 209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur, and secure additional capability when there are limited resources due to constraints of time, distance, or other factors. The information included on the ICS 209 influences the priority of the incident, and thus its share of available resources and incident support.

The ICS 209 is designed to provide a “snapshot in time” to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared. However, readers of the ICS 209 may have access to more up-to-date or real-time information in reference to certain information elements on the ICS 209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up-to-date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

Reporting Requirements. The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS 209s should be completed according to each jurisdiction or discipline’s policies, mobilization guide, or preparedness plans. It is recommended that consistent ICS 209 reporting parameters be adopted and used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, an agency or MAC (Multiagency Coordination) Group may require the submission of an initial ICS 209 when a new incident has reached a certain predesignated level of significance, such as when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS 209 forms are completed either once daily or for each operational period – in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS 209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS 209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS 209s for an incident, based upon incident activity and support levels.

Preparation. When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS 209 at the incident. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

The ICS 209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly

which portion of the larger incident the ICS 209 is meant to address. For example, a particular ICS 209 submitted during a statewide outbreak of mumps may be relevant only to mumps-related activities in Story County, Iowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16–26.

While most of the "Incident Location Information" in Blocks 16–26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

Distribution. ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a dispatch center or MACS element, it may subsequently be transmitted to various incident supports and coordination entities based on the support needs and the decisions made within the MACS in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS 209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information within MACS.

All completed and signed original ICS 209 forms MUST be given to the incident's Documentation Unit and/or maintained as part of the official incident record.

Notes:

- To promote flexibility, only a limited number of ICS 209 blocks are typically required, and most of those are required only when applicable.
- Most fields are optional, to allow responders to use the form as best fits their needs and protocols for information collection.
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who are a part of the response community as defined by NIMS. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organizational personnel, and contract employees (such as caterers), depending on local/jurisdictional/discipline practices.
- For additional flexibility only pages 1–3 are numbered, for two reasons:
  - Possible submission of additional pages for the Remarks Section (Block 47), and
  - Possible submission of additional copies of the fourth/last page (the "Incident Resource Commitment Summary") to provide a more detailed resource summary.

Block Number	Block Title	Instructions
***1**	**Incident Name**	**REQUIRED BLOCK.** • Enter the full name assigned to the incident. • Check spelling of the full incident name. • For an incident that is a Complex, use the word "Complex" at the end of the incident name. • If the name changes, explain comments in Remarks, Block 47. • Do not use the same incident name for different incidents in the same calendar year.

Block Number	Block Title	Instructions

2	**Incident Number**	• Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline.
		• Examples include:
		  ○ A computer-aided dispatch (CAD) number.
		  ○ An accounting number.
		  ○ A county number.
		  ○ A disaster declaration number.
		  ○ A combination of the State, unit/agency ID, and a dispatch system number.
		  ○ A mission number.
		  ○ Any other unique number assigned to the incident and derived by means other than those above.
		• Make sure the number entered is correct.
		• Do not use the same incident number for two different incidents in the same calendar year.
		• Incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47.

***3**	**Report Version (check one box on left)**	**REQUIRED BLOCK.** • **This indicates the current version of the ICS 209 form being submitted.** • **If only one ICS 209 will be submitted, check BOTH "Initial" and "Final" (or check only "Final").**
	□ Initial	Check "Initial" if this is the first ICS 209 for this incident.
	□ Update	Check "Update" if this is a subsequent report for the same incident. These can be submitted at various time intervals (see "Reporting Requirements" above).
	□ Final	• Check "Final" if this is the last ICS 209 to be submitted for this incident (usually when the incident requires only minor support that can be supplied by the organization having jurisdiction). • Incidents may also be marked as "Final" if they become part of a new Complex (when this occurs, it can be indicated in Remarks, Block 47).
	Report # (if used)	Use this optional field if your agency or organization requires the tracking of ICS 209 report numbers. Agencies may also track the ICS 209 by the date/time submitted.
***4**	**Incident Commander(s) & Agency or Organization**	**REQUIRED BLOCK.** • Enter both the first and last name of the Incident Commander. • If the incident is under a Unified Command, list all Incident Commanders by first initial and last name separated by a comma, including their organization. For example: L. Burnett – Minneapolis FD, R. Domanski – Minneapolis PD, C. Taylor – St. Paul PD, Y. Martin – St. Paul FD, S. McIntyre – U.S. Army Corps, J. Hartl – NTSB
5	**Incident Management Organization**	Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc. This block should not be completed unless a recognized incident management organization is assigned to the incident.

Block Number	Block Title	Instructions
*6	**Incident Start Date/Time**	**REQUIRED.** This is always the start date and time of the incident (not the report date and time or operational period).
	Date	Enter the start date (month/day/year).
	Time	Enter the start time (using the 24-hour clock).
	Time Zone	Enter the time zone of the incident (e.g., EDT, PST).
7	**Current Incident Size or Area Involved** (use unit label – e.g., "sq mi," "city block")	• Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.). • Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks (Block 47). • Indicate that the size is an estimate, if a more specific figure is not available. • Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives. • If the incident involves more than one jurisdiction or mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47). • The incident may be one part of a much larger event (refer to introductory instructions under "Preparation). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management bounds.
8	**Percent (%) Contained or Completed** (circle one)	• Enter the percent that this incident is completed or contained (e.g., 50%), with a % label. • For example, a spill may be 65% contained, or flood response objectives may be 50% met.
*9	**Incident Definition**	**REQUIRED BLOCK.** Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire," "bridge collapse," "civil unrest," "parade," "vehicle fire," "mass casualty," etc.
10	**Incident Complexity Level**	Identify the incident complexity level as determined by Unified/Incident Commanders, if available or used.
*11	**For Time Period**	**REQUIRED BLOCK.** • Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time lapsed since the incident started. • The time period may include one or more operational periods, based on agency/organizational reporting requirements.
	From Date/Time	• Enter the start date (month/day/year). • Enter the start time (using the 24-hour clock).
	To Date/Time	• Enter the end date (month/day/year). • Enter the end time (using the 24-hour clock).

Block Number	Block Title	Instructions
APPROVAL & ROUTING INFORMATION		
***12**	**Prepared By**	**REQUIRED BLOCK.** When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center, or another staff person or manager.
	Print Name	Print the name of the person preparing the form.
	ICS Position	The ICS title of the person preparing the form (e.g., "Situation Unit Leader").
	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared. Enter the time zone if appropriate.
***13**	**Date/Time Submitted**	**REQUIRED.** Enter the submission date (month/day/year) and time (using the 24-hour clock).
	Time Zone	Enter the time zone from which the ICS 209 was submitted (e.g., EDT, PST).
***14**	**Approved By**	**REQUIRED.** When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager.
	Print Name	Print the name of the person approving the form.
	ICS Position	The position of the person signing the ICS 209 should be entered (e.g., "Incident Commander").
	Signature	Signature of the person approving the ICS 209, typically the Incident Commander. The original signed ICS 209 should be maintained with other incident documents.
***15**	**Primary Location, Organization, or Agency Sent To**	**REQUIRED BLOCK.** Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially.
INCIDENT LOCATION INFORMATION		
• Much of the "Incident Location Information" in Blocks 16–26 is optional, but completing as many fields as possible increases accuracy, and improves interoperability and information sharing between disparate systems. • As with all ICS 209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports, and analysis by multiple parties outside the incident. • Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information. • Incident location information is usually based on the point of origin of the incident, and the majority of the area where the incident jurisdiction is.	
***16**	**State**	**REQUIRED BLOCK WHEN APPLICABLE.** • Enter the State where the incident originated. • If other States or jurisdictions are involved, enter them in Block 25 or Block 44.

Block Number	Block Title	Instructions
*17	**County / Parish / Borough**	**REQUIRED BLOCK WHEN APPLICABLE.** • Enter the county, parish, or borough where the incident originated. • If other counties or jurisdictions are involved, enter them in Block 25 or Block 47.
*18	**City**	**REQUIRED BLOCK WHEN APPLICABLE.** • Enter the city where the incident originated. • If other cities or jurisdictions are involved, enter them in Block 25 or Block 47.
19	**Unit or Other**	Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about where the incident originated. This may be a local identifier that indicates primary incident jurisdiction or responsibility (e.g., police, fire, public works, etc.) or another type of organization. Enter specifics in Block 25.
*20	**Incident Jurisdiction**	**REQUIRED BLOCK WHEN APPLICABLE.** Enter the jurisdiction where the incident originated (the entry may be general, such as Federal, city, or State, or may specifically identify agency names such as Warren County, U.S. Coast Guard, Panama City, NYPD).
21	**Incident Location Ownership** (if different than jurisdiction)	• When relevant, indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction. • This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site.
22	**22. Longitude** (indicate format)**:** **Latitude** (indicate format)**:**	• Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident. • Clearly label the data, as longitude and latitude can be derived from various sources. For example, if degrees, minutes, and seconds are used, label as “33 degrees, 45 minutes, 01 seconds.”
23	**US National Grid Reference**	• Enter the US National Grid (USNG) reference where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. • Clearly label the data.
24	**Legal Description** (township, section, range)	• Enter the legal description where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. • Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E).
*25	**Short Location or Area Description** (list all affected areas or a reference point)	**REQUIRED BLOCK.** • List all affected areas as described in instructions for Blocks 16–24 above, OR summarize a general location, OR list a reference point for the incident (e.g., “the southern third of Florida,” “in ocean 20 miles west of Catalina Island, CA,” or “within a 5 mile radius of Walden, CO”). • This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map. • Other location information may also be listed here if needed or relevant for incident support (e.g., base meridian).
26	**UTM Coordinates**	Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction.

Block Number	Block Title	Instructions
27	**Note any electronic geospatial data included or attached** (indicate data format, content, and collection time information and labels)	• Indicate whether and how geospatial data is included or attached. • Utilize common and open geospatial data standards. • WARNING: Do not attach or send extremely large data files with the ICS 209. Incident geospatial data that is distributed with the ICS 209 should be simple incident geospatial basics, such as the incident perimeter, origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. • NOTE: Clearly indicate data content. For example, data may be about an incident perimeter (such as a shape file), the incident origin (a point), a point and radius (such as an evacuation zone), or a line or lines (such as a pipeline). • NOTE: Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc. • NOTE: Include a hyperlink or other access information if incident map data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimize information requests. • NOTE: Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident.
INCIDENT SUMMARY		

***28**	**Significant Events for the Time Period Reported** (summarize significant progress made, evacuations, incident growth, etc.)	**REQUIRED BLOCK.**
		• Describe significant events that occurred during the period being reported in Block 6. Examples include:
		  ○ Road closures.
		  ○ Evacuations.
		  ○ Progress made and accomplishments.
		  ○ Incident command transitions.
		  ○ Repopulation of formerly evacuated areas and specifics.
		  ○ Containment.
		• Refer to other blocks in the ICS 209 when relevant for additional information (e.g., "Details on evacuations may be found in Block 33"), or in Remarks, Block 47.
		• Be specific and detailed in reference to events. For example, references to road closures should include road number and duration of closure (or include further detail in Block 33). Use specific metrics if needed, such as the number of people or animals evacuated, or the amount of a material spilled and/or recovered.
		• This block may be used for a single-paragraph synopsis of overall incident status.

29	**Primary Materials or Hazards Involved** (hazardous chemicals, fuel types, infectious agents, radiation, etc.)	• When relevant, enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident. • Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
30	**Damage Assessment Information** (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)	• Include a short summary of damage or use/access restrictions/ limitations caused by the incident for the reporting period, and cumulatively. • Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed. • Include any critical infrastructure or key resources damaged/destroyed/ impacted by the incident, the kind of infrastructure, and the extent of damage and/or impact and any known cascading impacts. • Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.
	A. Structural Summary	Complete this table as needed based on the definitions for 30B–F below. Note in table or in text block if numbers entered are estimates or are confirmed. Summaries may also include impact to Shoreline and Wildlife, etc.
	B. # Threatened (72 hrs)	Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information.
	C. # Damaged	Enter the number of structures damaged by the incident.
	D. # Destroyed	Enter the number of structures destroyed beyond repair by the incident.
	E. Single Residences	Enter the number of single dwellings/homes/units impacted in Columns 30B–D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, single-family homes, etc.).
	F. Nonresidential Commercial Properties	Enter the number of buildings or units impacted in Columns 30B–D. This includes any primary structure used for nonresidential purposes, excluding Other Minor Structures (Block 30G). Note any specifics regarding building or unit types in the text block.
	Other Minor Structures	Enter any miscellaneous structures impacted in Columns 30B–D not covered in 30E–F above, including any minor structures such as booths, sheds, or outbuildings.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (PAGE 2)		

***31**	**Public Status Summary**	• This section is for summary information regarding incident-related injuries, illness, and fatalities for civilians (or members of the public); see 31C–N below.
		• Explain or describe the nature of any reported injuries, illness, or other activities in Life, Safety, and Health Status/Threat Remarks (Block 33).
		• Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances.
		• NOTE: *Do not estimate any fatality information*.
		• NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change.
		• NOTE: Do not complete this block if the incident covered by the ICS 209 is *not directly responsible* for these actions (such as evacuations, sheltering, immunizations, etc.) *even if they are related to the incident*.
		  ○ Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports.
		  ○ For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33.
		• NOTE: When providing an estimated value, denote in parenthesis: "est."
		
		Handling Sensitive Information
		• Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions.
		• Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once.
		• Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.

	A. # This Reporting Period	Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	• Enter the total number of individuals impacted in each category for the entire duration of the incident. • This is a cumulative total number that should be adjusted each reporting period.
	C. Indicate Number of Civilians (Public) Below	• For lines 31D–M below, enter the number of civilians affected for each category. • Indicate if numbers are estimates, for those blocks where this is an option. • Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	• Enter the number of *confirmed* civilian/public fatalities. • See information in introductory instructions ("Distribution") and in Block 31 instructions regarding sensitive handling of fatality information.

Block Number	Block Title	Instructions
	E. With Injuries/Illness	Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s).
***31** (continued)	F. Trapped/In Need of Rescue	Enter the number of civilians who are trapped or in need of rescue due to the incident.
	G. Missing (note if estimated)	Enter the number of civilians who are missing due to the incident. Indicate if an estimate is used.
	H. Evacuated (note if estimated)	Enter the number of civilians who are evacuated due to the incident. These are likely to be best estimates, but indicate if they are estimated.
	I. Sheltering-in-Place (note if estimated)	Enter the number of civilians who are sheltering in place due to the incident. Indicate if estimates are used.
	J. In Temporary Shelters (note if estimated)	Enter the number of civilians who are in temporary shelters as a direct result of the incident, noting if the number is an estimate.
	K. Have Received Mass Immunizations	Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate.
	L. Require Mass Immunizations (note if estimated)	Enter the number of civilians who require mass immunizations due to the incident and/or as part of incident operations. Indicate if it is an estimate.
	M. In Quarantine	Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate.
	N. Total # Civilians (Public) Affected	Enter sum totals for Columns 31A and 31B for Rows 31D–M.
***32**	**Responder Status Summary**	• This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C–N. • Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident. • Explain or describe the nature of any reported injuries, illness, or other activities in Block 33. • NOTE: *Do not estimate any fatality information or responder status information.* • NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. • NOTE: Do not complete this block if the incident covered by the ICS 209 is *not directly responsible* for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. **Handling Sensitive Information** • Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. • Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. • Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.

Block Number	Block Title	Instructions
***32** (continued)	A. # This Reporting Period	Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	• Enter the total number of individuals impacted in each category for the *entire duration* of the incident. • This is a *cumulative* total number that should be adjusted each reporting period.
	C. Indicate Number of Responders Below	• For lines 32D–M below, enter the number of responders relevant for each category. • Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	• Enter the number of *confirmed* responder fatalities. • See information in introductory instructions ("Distribution") and for Block 32 regarding sensitive handling of fatality information.
	E. With Injuries/Illness	• Enter the number of incident responders with serious injuries or illnesses due to the incident. • *For responders, serious injuries or illness are typically those in which the person is unable to continue to perform in his or her incident assignment,* but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.
	F. Trapped/In Need of Rescue	Enter the number of incident responders who are in trapped or in need of rescue due to the incident.
	G. Missing	Enter the number of incident responders who are missing due to incident conditions.
	H.	(BLANK; use however is appropriate.)
	I. Sheltering in Place	Enter the number of responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly.
	J.	(BLANK; use however is appropriate.)
	L. Require Immunizations	Enter the number of responders who require immunizations due to the incident and/or as part of incident operations.
	M. In Quarantine	Enter the number of responders who are in quarantine as a direct result of the incident and/or related to incident operations.
	N. Total # Responders Affected	Enter sum totals for Columns 32A and 32B for Rows 32D–M.
33	**Life, Safety, and Health Status/Threat Remarks**	• Enter any details needed for Blocks 31, 32, and 34. Enter any specific comments regarding illness, injuries, fatalities, and threat management for this incident, such as whether estimates were used for numbers given in Block 31. • This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. • Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment. • Clearly note primary responsibility and contacts for any activities or information in Blocks 31, 32, and 34 that may be caused by the incident, but that are being managed and/or reported by other parties. • Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47).

Block Number	Block Title	Instructions
*34	**Life, Safety, and Health Threat Management**	Note any details in Life, Safety, and Health Status/Threat Remarks (Block 33), and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). Additional pages may be necessary for notes.
	A. Check if Active	Check any applicable blocks in 34C–P based on currently available information regarding incident activity and potential.
	B. Notes	Note any specific details, or include in Block 33.
	C. No Likely Threat	Check if there is no likely threat to life, health, and safety.
	D. Potential Future Threat	Check if there is a potential future threat to life, health, and safety.
	E. Mass Notifications in Progress	• Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident. • These may include use of threat and alert systems such as the Emergency Alert System or a “reverse 911” system. • Please indicate the areas where mass notifications have been completed (e.g., “mass notifications to ZIP codes 50201, 50014, 50010, 50011,” or “notified all residents within a 5-mile radius of Gatlinburg”).
	F. Mass Notifications Completed	Check if actions referred to in Block 34E above have been completed.
	G. No Evacuation(s) Imminent	Check if evacuations are not anticipated in the near future based on current information.
	H. Planning for Evacuation	Check if evacuation planning is underway in relation to this incident.
	I. Planning for Shelter-in-Place	Check if planning is underway for shelter-in-place activities related to this incident.
	J. Evacuation(s) in Progress	Check if there are active evacuations in progress in relation to this incident.
	K. Shelter-In-Place in Progress	Check if there are active shelter-in-place actions in progress in relation to this incident.
	L. Repopulation in Progress	Check if there is an active repopulation in progress related to this incident.
	M. Mass Immunization in Progress	Check if there is an active mass immunization in progress related to this incident.
	N. Mass Immunization Complete	Check if a mass immunization effort has been completed in relation to this incident.
	O. Quarantine in Progress	Check if there is an active quarantine in progress related to this incident.
	P. Area Restriction in Effect	Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28.

Block Number	Block Title	Instructions

35	**Weather Concerns** (synopsis of current and predicted weather; discuss related factors that may cause concern)	• Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant.
		• Include current and/or predicted weather factors, and the timeframe for predictions.
		• Include relevant factors such as:
		  ○ Wind speed (label units, such as mph).
		  ○ Wind direction (clarify and label where wind is coming from and going to in plain language – e.g., "from NNW," "from E," or "from SW").
		  ○ Temperature (label units, such as F).
		  ○ Relative humidity (label %).
		  ○ Watches.
		  ○ Warnings.
		  ○ Tides.
		  ○ Currents.
		• Any other weather information relative to the incident, such as flooding, hurricanes, etc.

36	**Projected Incident Activity, Potential, Movement, Escalation, or Spread** and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes **12 hours** **24 hours** **48 hours** **72 hours** **Anticipated after 72 hours**	• Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes. • Discuss incident potential relative to values at risk, or values to be protected (such as human life), and the potential changes to those as the incident changes. • Include an estimate of the acreage or area that will likely be affected. • If known, provide the above information in 12-, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours.
37	**Strategic Objectives** (define planned end-state for incident)	Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events).

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (continued) **(PAGE 3)**		
38	**Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.** Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts. **12 hours** **24 hours** **48 hours** **72 hours** **Anticipated after 72 hours**	Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes.

Block Number	Block Title	Instructions

39	**Critical Resource Needs** in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:
	12 hours
	24 hours
	48 hours
	72 hours
	Anticipated after 72 hours
		• List the specific critical resources and numbers needed, in order of priority. *Be specific as to the need.*
		• Use plain language and common terminology for resources, and indicate resource category, kind, and type (if available or known) to facilitate incident support.
		• If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels.
		• Provide critical resource needs in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified for each timeframe. Listing critical resources by the time they are needed gives incident support personnel a "heads up" for short-range planning, and assists the ordering process to ensure these resources will be in place when they are needed.
		• More than one resource need may be listed for each timeframe. For example, a list could include:
		  ○ 24 hrs: 3 Type 2 firefighting helicopters, 2 Type I Disaster Medical Assistance Teams
		  ○ 48 hrs: Mobile Communications Unit (Law/Fire)
		  ○ After 72 hrs: 1 Type 2 Incident Management Team
		• Documentation in the ICS 209 can help the incident obtain critical regional or national resources through outside support mechanisms including multiagency coordination systems and mutual aid.
		  ○ Information provided in other blocks on the ICS 209 can help to support the need for resources, including Blocks 28, 29, 31–38, and 40–42.
		  ○ Additional comments in the Remarks section (Block 47) can also help explain what the incident is requesting and why it is critical (for example, "Type 2 Incident Management Team is needed in three days to transition command when the current Type 2 Team times out").
		• Do not use this block for noncritical resources.

40	**Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:** 1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results. **Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.**	• Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan. • Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints. • Identify when the chosen management strategy will succeed given the current constraints. Adjust the anticipated incident management completion target in Block 43 as needed based on this discussion. • Explain major problems and concerns as indicated.

Block Number	Block Title	Instructions

41	**Planned Actions for Next Operational Period**	• Provide a short summary of actions planned for the next operational period.
		• Examples:
		  ○ "The current Incident Management Team will transition out to a replacement IMT."
		  ○ "Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports."
		  ○ "Continue refining mapping of the recovery operations and damaged assets using GPS."
		  ○ "Initiate removal of unauthorized food vendors."

42	**Projected Final Incident Size/Area** (use unit label – e.g., "sq mi")	• Enter an estimate of the total area likely to be involved or affected over the course of the incident. • Label the estimate of the total area or population involved, affected, or impacted with the relevant units such as acres, hectares, square miles, etc. • Note that total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations, and objectives). Projected final size may involve a population rather than a geographic area.
43	**Anticipated Incident Management Completion Date**	• Enter the date (month/day/year) at which time it is expected that incident objectives will be met. This is often explained similar to incident containment or control, or the time at which the incident is expected to be closed or when significant incident support will be discontinued. • Avoid leaving this block blank if possible, as this is important information for managers.
44	**Projected Significant Resource Demobilization Start Date**	Enter the date (month/day/year) when initiation of significant resource demobilization is anticipated.
45	**Estimated Incident Costs to Date**	• Enter the estimated total incident costs to date for the entire incident based on currently available information. • Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If costs decrease, explain in Remarks (Block 47). • If additional space is required, please add as an attachment.
46	**Projected Final Incident Cost Estimate**	• Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency, or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If additional space is required, please add as an attachment.

Block Number	Block Title	Instructions

47	**Remarks** (or continuation of any blocks above – list block number in notation)	• Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed.
		• List the block number for any information continued from a previous block.
		• Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc.
		• For Complexes that include multiple incidents, list all sub-incidents included in the Complex.
		• List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be:
		  ○ By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or
		  ○ By geography (e.g., incident area on the west side of the river is in jurisdiction of City of Minneapolis; area on east side of river is City of St. Paul jurisdiction; river is joint jurisdiction with USACE).
		• Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping).
		• This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g., a public information phone number for the incident, or the incident Web site address).
		• Attach additional pages if it is necessary to include additional comments in the Remarks section.

INCIDENT RESOURCE COMMITMENT SUMMARY (PAGE 4)

- This last/fourth page of the ICS 209 can be copied and used if needed to accommodate additional resources, agencies, or organizations. Write the actual page number on the pages as they are used.
- Include only resources that have been assigned to the incident and that have arrived and/or been checked in to the incident. Do not include resources that have been ordered but have *not* yet arrived.

<u>For summarizing</u>:

- When there are large numbers of responders, it may be helpful to group agencies or organizations together. Use the approach that works best for the multiagency coordination system applicable to the incident. For example,
  - Group State, local, county, city, or Federal responders together under such headings, or
  - Group resources from one jurisdiction together and list only individual jurisdictions (e.g., list the public works, police, and fire department resources for a city under that city's name).
- On a large incident, it may also be helpful to group similar categories, kinds, or types of resources together for this summary.

Block Number	Block Title	Instructions

48	**Agency or Organization**	• List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc.
		• List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information.
		• Agencies or organizations may be listed individually or in groups.
		• When resources are grouped together, individual agencies or organizations may be listed below in Block 53.
		• Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified.
		  ○ These can be listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box.
		  ○ For example:
		  ▪ *Resource:* Type 2 Helicopters… 3/8 (indicates 3 aircraft, 8 personnel).
		  ▪ *Resource:* Type 1 Decontamination Unit… 1/3 (indicates 1 unit, 3 personnel).
		• Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc.

49	**Resources** (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box)	• List resources using clear language when possible – so ICS 209 readers who may not be from the discipline or host jurisdiction can understand the information.
		  ○ Examples: Type 1 Fire Engines, Type 4 Helicopters
		• Enter total numbers in columns for each resource by agency, organization, or grouping in the proper blocks.
		  ○ These can be listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box.
		  ○ For example:
		  ▪ *Resource:* Type 2 Helicopters… 3/8 (indicates 3 aircraft, 8 personnel).
		  ▪ *Resource:* Type 1 Decontamination Unit… 1/3 (indicates 1 unit, 3 personnel).
		• NOTE: One option is to group similar resources together when it is sensible to do so for the summary.
		  ○ For example, do not list every type of fire engine – rather, it may be advisable to list two generalized types of engines, such as “structure fire engines” and “wildland fire engines” in separate columns with totals for each.
		• NOTE: It is not advisable to list individual overhead personnel individually in the resource section, especially as this form is intended as a summary. These personnel should be included in the Total Personnel sums in Block 51.

50	**Additional Personnel** not assigned to a resource	List the number of *additional* individuals (or overhead) that are not assigned to a specific resource by agency or organization.

51	**Total Personnel** (includes those associated with resources – e.g., aircraft or engines – *and* individual overhead)	• Enter the total personnel for each agency, organization, or grouping in the Total Personnel column.
		• WARNING: Do not simply add the numbers across!
		• The number of Total Personnel for each row should include both:
		  ○ The total number of personnel assigned to each of the resources listed in Block 49, and
		  ○ The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50.

Block Number	Block Title	Instructions
52	**Total Resources**	Include the sum total of resources for each column, including the total for the column under Blocks 49, 50, and 51. This should include the total number of *resources* in Block 49, as personnel totals will be counted under Block 51.
53	**Additional Cooperating and Assisting Organizations Not Listed Above**	• List all agencies and organizations that are not directly involved in the incident, but are providing support. • Examples may include ambulance services, Red Cross, DHS, utility companies, etc. • Do not repeat any resources counted in Blocks 48–52, unless explanations are needed for groupings created under Block 48 (Agency or Organization).

OPERATIONAL PLANNING WORKSHEET (ICS 215)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Branch	4. Division, Group, or Other	5. Work Assignment & Special Instructions	6. Resources													7. Overhead Position(s)	8. Special Equipment & Supplies	9. Reporting Location	10. Requested Arrival Time
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
		11. Total Resources Required															14. Prepared by: Name:			
		12. Total Resources Have on Hand															Position/Title:			
		13. Total Resources Need To Order															Signature:			
ICS 215																	Date/Time:			

ICS 215
Operational Planning Worksheet

Purpose. The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

Preparation. The ICS 215 is initiated by the Operations Section Chief and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

Distribution. When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

Notes:

- This worksheet can be made into a wall mount.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Branch**	Enter the Branch of the work assignment for the resources.
4	**Division, Group, or Other**	Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources.
5	**Work Assignment & Special Instructions**	Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required.
6	**Resources**	Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash.
	• Required	Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment.
	• Have	Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment.
	• Need	Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row.
7	**Overhead Position(s)**	List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.).
8	**Special Equipment & Supplies**	List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control.
9	**Reporting Location**	Enter the specific location where the resources are to report (Staging Area, location at incident, etc.).
10	**Requested Arrival Time**	Enter the time (24-hour clock) that resources are requested to arrive at the reporting location.

Block Number	Block Title	Instructions
11	**Total Resources Required**	Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash.
12	**Total Resources Have on Hand**	Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
13	**Total Resources Need to Order**	Enter the total number of resources needed. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
14	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

1. Incident Name	2. Operational Period (Date/Time) From: To:	DAILY MEETING SCHEDULE ICS 230-CG

3. Meeting Schedule (Commonly-held meetings are included)

Date/ Time	Meeting Name	Purpose	Attendees	Location
	Unified Command Objectives Meeting	Review/ identify objectives for the next operational period.	Unified Command members	UC Meeting Room
	Command and General Staff meeting	UC Presents direction to Command and General Staff	UC, Command Staff, General Staff, DOCL, SITL	ICP Meeting Room
	Tactics Meeting	Develop primary and alternate strategies/ to meet Incident Objectives for the next Operational Period.	PSC, OPS, LSC, RESL, SITL, SOFR, DOCL, COML, THSP	ICP Meeting Room
	Planning Meeting	Review status and finalize strategies/tactics and assignments to meet Incident Objectives for the next Operational Period and get tacit approval of IAP.	UC, Command Staff, General Staff, SITL, DOCL, THSP	ICP Meeting Room
	Operations Briefing	Present IAP and assignments to the Supervisors / Leaders for the next Operational Period.	IC/UC, Command Staff, General Staff, Branch Directors, Div./Grp Sups., Task Force/ Strike Team Leaders and Unit Leaders	ICP Meeting Room

4. Prepared by: (Situation Unit Leader) **Date/Time**

DAILY MEETING SCHEDULE ICS 230-CG(Rev.09/05)

Code of Federal Regulations (CFR) 49

The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government. CFR 49 details the organizations of the US Department of Transportation and the authority powers and duties of the Secretary of Transportation by law.

Additional information can be found on the Code of Federal Regulations webpage or https://www.ecfr.gov/current/title-49

Title 49	Transportation	**Part / Section**
Subtitle B	Other Regulations Relating to Transportation	100 – 1699
Chapter VIII	National Transportation Safety Board	800 – 999
Part 800	Administrative Rules	800.1 – 800.45
Part 801	Public Availability of Information	801.1 – 801.61
Part 802	Rules Implementing the Privacy Act of 1974	802.1 – 802.20
Part 803	Official Seal	803.1 – 803.5
§ 803.1	Description.	
§ 803.3	Authority to affix Seal.	
§ 803.5	Use of the Seal.	
Part 804	Rules Implementing the Government in the Sunshine Act	804.1 – 804.10
Part 805 [Reserved]		
Part 806	National Security Information Policy and Guidelines, Implementing Regulations	806.1 – 806.4
Part 807	Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the National Transportation Safety Board	807.101 – 807.170
Part 821	Rules of Practice in Air Safety Proceedings	821.1 – 821.64
Part 825	Rules of Procedure for Merchant Marine Appeals from Decisions of the Commandant, U.S. Coast Guard	825.1 – 825.40

Part 826	Rules Implementing the Equal Access to Justice Act of 1980	826.1 – 826.40
Subpart A	General Provisions	826.1 – 826.8
Subpart B	Information Required From Applicants	826.21 – 826.24
Subpart C	Procedures for Considering Applications	826.31 – 826.40
Part 830	Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records	830.1 – 830.15
Part 831	Investigation Procedures	831.1 – 831.64
Part 835	Testimony of Board Employees	835.1 – 835.11
Part 837	Production of Records in Legal Proceedings	837.1 – 837.4
Part 840	Rules Pertaining to Notification of Railroad Accidents	840.1 – 840.6
Part 845	Rules of Practice in Transportation: Investigative Hearings; Meetings, Reports, and Petitions for Reconsideration	845.1 – 845.33
Part 850	Coast Guard - National Transportation Safety Board Marine Casualty Investigations	850.1 – 850.35

CERCLA Materials

Sheridan County's response to a release of hazardous materials will abide with the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) also known as Superfund. This act creates a tax on the chemical and petroleum industries and provided broad Federal authority to respond directly to releases or threatened releases of hazardous substances that may endanger public health or the environment.

The CERCLA sets expectations and guidelines for hazardous materials including:

- Established requirements concerning closed or abandoned hazardous waste sites.
- Explain the liability of the person(s) responsible for the release of hazardous waste at these locations.
- Establish a trust fund to provide for cleanup when no responsible party is identified.

There are two kinds of response actions:

- Short-term removals, requiring prompt responses to manage releases or threatened releases
- Long-term remedial response actions, these permanently and significantly reduce the risk and dangers associated with the release of hazardous substances, pollutants, or contaminants. The NCP established the National Priorities List and prioritizes the known releases or threats of substances, pollutants, or contaminants.

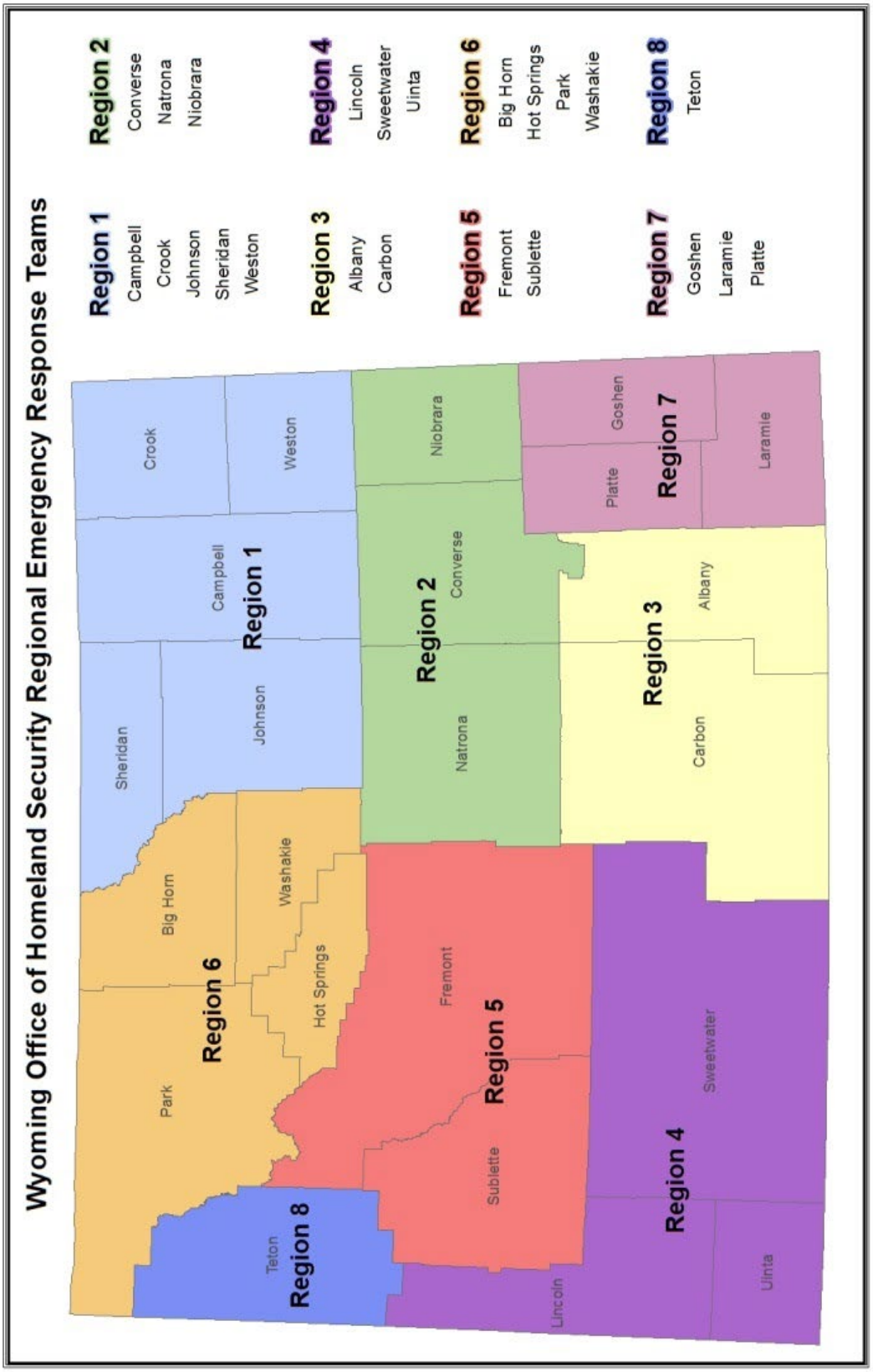
The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) defines "hazardous substance" by reference to the following authorities:

- Clean Water Act (CWA) section 311 ("CWA Hazardous Substances")
- CWA section 307(a) ("CWA Toxic Pollutants")
- Clean Air Act (CAA) section 112 ("CAA Hazardous Air Pollutants (HAPs)")
- Resource Conservation and Recovery Act (RCRA) section 3001 ("RCRA Hazardous Wastes")
- Toxic Substance Control Act (TSCA) section 7

CERCLA section 102(a) also gives the EPA the authority to designate additional hazardous substances not listed under the statutory provisions cited above.

To learn more about the CERCLA requirements and priorities readers may visit the EPA Superfund: CERCLA webpage https://www.epa.gov/superfund/superfund-cercla-overview

RERT Map


Wyoming Office of Homeland Security Regional Emergency Response Teams
Region 1
Campbell
Crook
Johnson
Sheridan
Weston
Region 2
Converse
Natrona
Niobrara
Region 3
Albany
Carbon
Region 4
Lincoln
Sweetwater
Uinta
Region 5
Fremont
Sublette
Region 6
Big Horn
Hot Springs
Park
Washakie
Region 7
Goshen
Laramie
Platte
Region 8
Teton
Crook
Weston
Campbell
Region 1
Sheridan
Johnson
Niobrara
Region 2
Converse
Natrona
Goshen
Platte
Region 7
Laramie
Albany
Region 3
Carbon
Big Horn
Washakie
Hot Springs
Park
Region 6
Fremont
Region 5
Sublette
Sweetwater
Region 4
Lincoln
Uinta
Teton
Region 8

RERT Activation Procedures

(1) Before a regional response team may respond to an incident, an initial assessment or size-up of the emergency shall be made.

(2) The initial assessment or size-up will usually be made by the agency having jurisdiction,

emergency spill responders, public safety agencies, local, state, federal, or tribal government officials (including team members), the county sheriff personnel or law enforcement personnel.

(3) If, after making an assessment or size-up of the incident, the on-scene incident commander or unified command determines that the emergency involves a hazardous material spill or release and that it cannot be successfully controlled with local resources, the on-scene official may request assistance from the Regional Emergency Response Team (RERT) in whose region the incident occurs. It is preferred that the activation request come through the county's Emergency Manager.

(4) RERT response requests shall be directed to the Wyoming Office of Homeland Security (WOHS) Duty Officer at 307-630-2767.

(5) The requestor provides, to the best of their knowledge, the WOHS Duty Officer the following information:

- Incident location, size and severity
- Danger present and area threatened
- Fire, health or explosion hazard
- Name of chemical or substance (if known)
- Evacuations contemplated or in progress

(6) Planned activations to cover events such as National High School Finals Rodeo, parades etc. will only be approved in certain circumstances. These activations should be utilized as training opportunities and be paid for out of the training/exercise grant funding provided to each RERT.

(7) If you have an activation that occurs at a later time than the initial request (i.e., responding several hours later due to weather, personnel etc.) a phone call to the WOHS Duty Officer will be made advising them of the time the team actually leaves for the response.

2022 Wyoming Commodity Flow Study for Sheridan County

This document includes sensitive information and can be made available upon request to the Sheridan County Emergency Management Department.

District 5 Annual Operating Plan (AOP)

[Insert Document/Plan]

Fire Strategy Initial Communications and Fire Strategy Briefing

[Insert Document/Plan]

2018 Map Story Evacuation Map

[Insert Document/Plan]

2018 Story Emergency Action Plan

[Insert Document/Plan]

2018 Sheridan County Community Wildfire Protection Plan (CWPP)

[Insert Document/Plan]

2022 Cody Interagency Dispatch Center Mobilization Guide

[Insert Document/Plan]

2022 Casper Interagency Dispatch Center Mobilization Guide

[Insert Document/Plan]

Master Cooperative Wildland Fire Management and Stafford Act Agreement

[Insert Document/Plan]

Desired Mutual Aid Agreements with Big Horn and Powder River Counties in Montana

[Insert Document/Plan]

APPENDIX F. MEMORANDA OF AGREEMENT/UNDERSTANDING

Memoranda of Agreement/Understanding are provided under this appendix heading in the printed version that is maintained at the Sheridan County Emergency Management Department.

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Clerk

MEMORANDUM

Project Name:	Discussion of Updates to Cemetery Policy Addressing the Addition of the Columbarium - City Clerk Cecilia Good and Parks Superintendent Joshua Morgan
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	City Administrator Stuart McRae
Date:	01/23/2023

Discussion:

The City Council approved the Cemetery Policies and Procedures in 2020. In 2022, the Sheridan Municipal Cemetery added a columbarium as an additional option for the storage of cremains. With the addition of the columbarium, the policies and procedures need to be updated with appropriate language. This includes new definitions and procedures specific to the columbarium.

In addition to the columbarium language, several sections were updated to reflect the change from the Public Works Department to the recently established Parks Department.

Attachments

Cemetery Policies and Procedures 2023

CITY OF SHERIDAN

MUNICIPAL CEMETERY

POLICIES AND PROCEDURES

Updated February 2023

TABLE OF CONTENTS

INTRODUCTION 3

DEFINITIONS 3

SECTION I 6

Responsibilities of the Sheridan Municipal Cemetery

SECTION II 7

Hours of Operation

SECTION III 8

Burial Rates

SECTION IV 10

Cemetery Plots, Lots and Deeds

SECTION V 12

Interments/Disinterments/Disinurnments

SECTION VI 16

Decoration of Lots and Burial Spaces

SECTION VII 18

Markers

SECTION VIII 21

Vaults and Outer Burial Containers

SECTION IX 22

Grounds of Sheridan Municipal Cemetery

SECTION X 23

Lodge Cemeteries

Introduction

The City of Sheridan Governing Body, has adopted these Policies and Procedure for the purpose of providing the citizenry of the county reasonably efficient management, operation, and maintenance of the cemetery. The City of Sheridan reserves the right to establish additional policies and procedures governing the use of its facilities if conditions warrant. The business office of the Sheridan Municipal Cemetery is located at 1000 Ash Street, Sheridan, Wyoming.

Definitions

Burial: The act or result of interment, entombment, or inurnment.

Cemetery Administrator/Coordinator/Sexton: Under general guidance and direction from the Parks Superintendent, performs administrative, supervisory, and skilled maintenance duties of the Sheridan Municipal Cemetery.

Cremains: The remains of a person who has been cremated.

Cremation: The technical heating process that reduces human remains to ashes.

Central or Family Marker: A marker identifying the deceased of more than one plot.A columbarium is a structure for the reverential and public storage of funerary urns, holding cremated remains of the deceased.

Deed: A written instrument granting a right of burial per W.S. §35-8-201.

Disinterment/Disinurnment: The removal of a deceased person from a plot.

Flat Marker: A flat marker is one that is flush with the ground.

Foundation: A granite or concrete slab placed in the ground and leveled to support and stabilize a marker.

Grave: A space of ground in the Sheridan Municipal Cemetery intended to be used for the burial of human remains.

Indigent: A person who does not have the means with which a burial right can be purchased per Wyoming Statute.

Interment: The permanent disposition of the remains of a deceased person by cremation and inurnment, entombment, or burial.

Inurnment: Placing cremated human remains in an urn and placing the urn in a niche or in the ground.

Lodge Cemeteries: Private Cemeteries owned by fraternal lodges.

Lot: Numbered divisions as shown on the Official City Cemetery Map which consist of more than one adjoining plot.

Management: The person or persons duly appointed by the City of Sheridan for the purpose of conducting and administering the cemetery.

Marker: An identification tool made of stone that is placed upon a grave which contains information about the person buried in that particular space.

Mausoleum: An external, free-standing building constructed as a monument enclosing the interment space or burial chamber of a deceased person or persons.

Memorial: See the definition of Marker.

A columbarium niche is a final resting place for ashes after cremation. The columbarium is made up of individual compartments that hold an urn containing the ashes of up to two individuals.

Monument: See the definition of Marker.

Ownership: Rights to burial in a plot. When a plot is deeded, the rights of the Owner are expressed or deemed to be subject to the City Ordinance and policies and procedures of the Sheridan Municipal Cemetery.

Perpetual Care: The general care and maintenance necessitated by the ordinary care which is provided at reasonable intervals within the budget limits of the cemetery. It includes the planting, cutting, watering, and care of lawns, and upkeep of buildings, walks, and roadways. It also provides for the care of trees, shrubs, and flowers planted by the cemetery personnel. Perpetual care does not provide for maintenance markers, decorations or flower vases.

Plot Owner: The person or persons who holds the "deed" to a given cemetery plot as recorded in the City cemetery records.

Plot: An area of sufficient size within a lot which is designated by the Official City Cemetery Map to accommodate a burial.

Resident: Any person currently residing within the incorporated limits of the City of Sheridan or residing within the incorporated limits of the City of Sheridan immediately prior to death. Burial rights certificate means the original conveyance given by the cemetery to the original purchaser. The burial rights certificate entitles the person to the privilege of placement in a niche within the columbarium. The burial rights certificate is not a deed to a parcel of property.

Sexton: The Administrator of the Sheridan Municipal Cemetery.

Urn: A container used for cremated remains.

Vault: A permanent, sealed, outside container of grade better than a two-piece box which is located within a grave.

SECTION I

Responsibilities of the Sheridan Municipal Cemetery

In general, the responsibilities of the administration are to manage, operate, and maintain the cemetery in a manner that will best serve the residents of Sheridan County in accordance with its established mission and values; which are: To provide our community with a peaceful, dignified, final resting place for loved ones, and to maintain and enhance the beauty of our entire cemetery.

The cemetery grounds belonging to the City shall be known as "Sheridan Municipal Cemetery". The cemetery shall be part of the municipal park system, under the supervision of the Director of Public Works, and subject to the policies and procedures adopted by the City Governing Body.

Responsibilities of Designated Staff and Professionals

1. Provide services for the final disposition of human remains and perpetual care for all plots in the cemetery.

2. Operate and maintain the cemetery's fiscal, financial, and budgetary requirements for the benefit of the residents of Sheridan County in a manner that the City Governing Body deems appropriate and in accordance with applicable Wyoming State Statutes.

3. Authorize disinterment/disinurnment. Detailed rules for this procedure are set forth in this document.

4. Issue Permits for the setting of markers.

SECTION II
Hours of Operation

1. Office Hours – The cemetery office will be open from 8:00 a.m. to 2:00 p.m. Monday through Friday. The cemetery office will be closed as noted below.

Holiday	**Office**
New Year's Day *	Closed
Equality Day	Open
President's Day	Open
Memorial Day	Open
Independence Day	Closed
Labor Day	Closed
Columbus Day	Open
Veteran's Day (observed)	Open
Thanksgiving Day	Closed
Employee Appreciation Day (Friday after Thanksgiving Day)	Closed
Christmas Day *	Closed

* If the holiday falls on Saturday, the holiday will be observed on the day before (Friday). If the holiday falls on Sunday, the holiday will be observed on the day after (Monday).

2. Gate Hours – The cemetery gates will be open from dawn to dusk year-round.

It shall be unlawful for any vehicle to be in the cemetery during any other hours without the permission of the Cemetery Sexton.

SECTION III
Burial Rates

ADULT BURIAL PLOT

Full Burial Plot Resident of City	$600.00
Full Burial Plot Non-Resident of City	900.00
Open and Close	450.00
Open and Close Saturday	700.00
Seasonal Fees	100.00

FETUS BURIAL (Valley View Addition)

Fetus Burial Space	No Charge - Donated by City of Sheridan
Open and Close	$30.00

BABY AND CHILD BURIAL (Valley View Addition)
(AGE 0-3 years)

Baby and Child Burial Space	No Charge - Donated by City of Sheridan
Open and Close	$30.00
Open and Close Saturday	$50.00

COLUMBARIUM NICHE
(ALL AGES)

Columbarium Niche Resident of City	$1000.00
Columbarium Niche Non-Resident of City	$1500.00
Open and Close Resident of City	$100.00
Open and Close Non-Resident of City	$150.00

CREMATION BURIAL
(ALL AGES)

Cremation Space	$300.00
Open and Close	$150.00
Open and Close Saturday	$225.00
Seasonal Fee	$50.00

Disinurnment	$3,000.00
Disinterment	$5,000.00

Rates may be adjusted from time to time by the City of Sheridan Governing Body
** Cremation Opening and Closing may be waived by the Sexton if the opening and closing is performed by the family**

SECTION IV
Cemetery Plots, Lots and Deeds

1. **Reservation of Burial Plots** – Plots or other cemetery products may be reserved with a 20% non-refundable down payment at time of reservation. Reservations must be paid in full within ninety (90) days. After ninety (90) days, any item not paid in full will result in the forfeiture of the down payment and the plot or product being returned to open inventory. Any amounts paid in excess of the required non-refundable down payment, will be refunded in full. The final sales price of any reserved plot shall be the price established at the time of reservation.

2. **Plot Purchase** – Plots may be purchased from the City Clerk. The Clerk shall create a purchase application form which shall include the necessary information to issue the cemetery deed.

3. **Nature of Plot Ownership** – Ownership of a cemetery plot consists of the right of interment. Plots are exempt from property tax assessments and taxation. The receipt and record of ownership of plots shall be maintained in the records of the City of Sheridan Clerk's Office. The sale, transfer, or assignment of any plot is governed by City Ordinance. Any person claiming to own a plot whose name is not on the Deed, shall be required to execute and complete an Affidavit of Ownership. The City Clerk shall provide the Affidavit of Ownership. Should there be any dispute as to ownership, the City Clerk shall follow the procedures provided by City Ordinance. No burial will be allowed without proof of ownership.

4. **Subdivision of Plots** – A cemetery plot cannot be divided or subdivided into smaller portions.

5. **Transfer of Plots** – No sale, transfer, or assignment of a plot or ownership therein shall be valid unless allowed by Ordinance and recorded at the offices of the City of Sheridan Clerk.

6. **Unwanted / Unused Plots** – The City may at any time purchase unwanted or unused plots from any individual holding title. The buyback of unused/unwanted plots will be for the amount of original purchase.

7. **Cemetery Deed** – Ownership of plot(s) within the cemetery, shall be evidenced only by a Cemetery Deed or as allowed by City Ordinance.

   a. For deeds issued after April 17, 2020, up to five (5) people may be listed on the Deed as authorized people for burial pursuant to City Ordinances and these Policies and Procedures. Deeds will not be transferable or assignable.

   b. Deeds issued before April 17, 2020, shall be assignable and transferable. If the deeds have been assigned or transferred, the claimant shall execute an Affidavit of Ownership. Rights of burial shall be governed by City Ordinance and the City Policies and Procedures.

8. **Property Declared Abandoned –** The City may, after a period of fifty(50) years with no contact of the owner of record regarding any unused plot in the cemetery, declare it abandoned and place it back into available inventory. The procedure for declaring a plot abandoned shall be per W.S. § 35-8-212.

SECTION V
Interments/Disinterments/Disinurnments

All interments made in the Sheridan Municipal Cemetery will be made in accordance with the policies and procedures approved by the City Governing Body and the regulations and laws of the Wyoming Department of Health and Wyoming Statute.

1. No interment or burial service will be allowed on Sundays or on any days listed below. For burials on legal holidays approval must be granted by the Sexton.

Holiday	**Office**
New Year's Day *	Closed
Equality Day	Open
President's Day	Closed
Memorial Day	Closed
Independence Day	Closed
Labor Day	Closed
Columbus Day	Open
Veteran's Day (observed)	Closed
Thanksgiving Day	Closed
Employee Appreciation Day (Friday after Thanksgiving Day)	Closed
Christmas Day *	Closed

* If the holiday falls on Saturday, the holiday will be observed on the day before (Friday). If the holiday falls on Sunday, the holiday will be observed on the day after (Monday).

2. No burials shall be permitted after 2:00 p.m. from November 1st through March 1st, or after 3:00 p.m. March 2nd through October 31st, subject to the discretion of the Sexton.

3. Saturday burials, not emergency in nature, shall occur between the hours of 10:00 a.m. and 1:00 p.m.

4. Exceptions to paragraphs one (1) and two (2) above may be granted by the Public Works Director. Exceptions may include but are not limited to a contagious disease, emergency health reasons, or for a direct burial requested by a family for religious or cultural reasons. Should an emergency burial be necessitated on a weekend or holiday, extra charges will be levied. Such charges may include but are not limited to costs for City personnel and excavation of the grave. Additional charges may be incurred if weather conditions warrant. Arrangements for an emergency burial must be made through the Sheridan Municipal Cemetery Sexton or his/her assistant.

5. There shall be a two-hour interval between services scheduled on the same day.

6. The Sexton may at his/her discretion, waive the two-hour interval between times of arrival of funeral processions.

7. Arrangement of All Burials Requires 48 Hours' Notice. No burial shall be allowed until after a 48-hour notice is provided to the Sexton. The 48-hour notice is defined as the period of time between the notification to the Sheridan Municipal Cemetery of the death, and the scheduled time of the funeral. The requested time of service, the location, payment for the burial space, excavation of the grave site, and payment of cemetery fees must be finalized prior to burial. Funeral directors and/or families wishing to schedule a funeral on a Monday or Tuesday need to contact the Sexton or the employee on call. All area funeral directors will be notified of the telephone numbers of the Sexton and employee on call.. If the requested time cannot be met, the Sexton or designated employee will notify the funeral director and/or the family..

a. The 48-hour rule may be waived by the Sexton for emergency, religious or cultural reasons.

8. Interment Notices – Funeral Homes, or any person requesting a burial of any kind, must submit to the Sheridan Municipal Cemetery a complete and accurate Interment Notice. Contact information for next of kin must also be provided in the event cemetery personnel have ownership or funeral service considerations that need resolved either pre- or post-burial.

9. State law requires that a standard Burial Transit Permit be provided before any deceased person may be buried. If such permit is not in the possession of the Administration at the time scheduled for interment, there shall be no burial. Permits MUST accompany the deceased to the cemetery.

10. All costs pertaining to interment must be paid prior to the burial. If the selection of a plot is necessary, the family shall select from the available plots and then select the burial space if necessary. If the family has already purchased the plot, the family shall select the burial space if necessary. Such selection can be done in the Cemetery Office. The Sexton will explain all cemetery charges involved in the burial. Should the deceased or a family member not be designated as the owner of the plot but the family claims ownership, the claimant shall be required to complete an Affidavit of Ownership. If there is a dispute as to ownership, the City Clerk shall resolve the dispute according to City Ordinance.

11. All plots, excepting infant plots located in Valley View Addition, are limited to:

a. 1 casket and up to 4 cremains; or
b. 5 sets of cremains; or
c. Infant plots (under the age of 3) are limited to one remains and one cremains or a total of two cremains.

12. Stacked Burials are not permitted in the Sheridan Municipal Cemetery.

Fetal Demise

1. It shall be the policy of the Sheridan Municipal Cemetery to provide burial plots and conduct burial services at no charge for any non-live birth fetal demise in accordance with the following guidelines and rules:

a. The City of Sheridan shall make available non-deeded plots in Valley View Addition at no charge.

b. Lots in the Valley View Addition will be used sequentially starting with the next available plot.

c. A fetal demise of less than 20 weeks gestation AND NOT requiring a death certificate shall be accompanied with the proper release form from a hospital. This form will serve in lieu of a Burial Transit Permit.

d. A fetal demise with a gestation of greater than 20 weeks AND requiring a death certificate shall be accompanied with a Wyoming or other State issued Burial Transit Permit.

e. All fetal demises shall be contained in an appropriate container that prevents the loss of bodily fluids.

f. Fetal remains from an approved health care organization shall be accompanied by a signed Chain of Custody Body Release Form signed by both Cemetery and Hospital personnel.

g. Fetal remains released to the Cemetery from an approved health care organization will be entered into record only by the unique identifying number issued by the hospital. No patient, parent, or family information will be shared with the Cemetery.

Disinterment and Disinurnment

1. A Disinterment Permit (removal of a deceased human body or cremains) must be obtained from the local registrar by the next of kin or other authorized person. Disinterment or disinurnment shall be done subject to the following requirements:

a. The Sexton may authorize disinterment and disinurnments at his/her discretion upon receipt of the proper paperwork. The Sexton will designate the time for the requested disinterment/disinurnment to take place. Disinterment/disinurnment shall be done during regular working hours.

b. A casket disinterment shall cost $5,000.00. An urn disinurnment shall cost $3,000.00. Casket disinterment may result in additional expense to the requesting party, including but not limited to casket replacement or other container requirements in order to comply with Wyoming Department of Health regulations regarding the transportation of a deceased human body.

c. A sealed vault must be used when a family or other authorized person pre-plans a disinterment or disinurnment. Cost of the pre-planned vault is to be borne by those sponsoring the disinterment or disinurnment.

d. All fees must be paid in full prior to scheduled service.

e. All disinterments and disinurnments shall be required to follow all City Ordinances, Wyoming Department of Health Regulations and Wyoming State Statute.

SECTION VI
Decoration of Lots and Burial Spaces

1. The Sheridan Municipal Cemetery has no objection to a family or any authorized individual decorating or beautifying a grave, **provided that permission is first sought from the office of the Sheridan Municipal Cemetery and such decoration or beautification are within the Cemetery's policies. No decorations are permitted to be placed at the base of a columbarium.**

2. All improvements, alterations, changes, or decorations of individual property in the Cemetery shall be under the direction of the Sexton and subject to his/her consent. At any time, in the judgment of the Sexton, should the decorations, improvements, or changes become unsightly to the eye, detract from the overall beauty of the cemetery, become damaging to the grass, interfere or complicate the normal grounds maintenance, or be unauthorized, the Sexton shall have the right to remove, alter, or change such improvements, alterations, changes, or decorations.

3. **Temporary Decorations** – Any decoration not displayed in a permanent vase or receptacle shall be considered temporary in nature (i.e. flowers placed in ground, plastic vases stuck in ground or leaning on marker, or loose on graves, etc.). Temporary decorations should be placed adjacent to the sides of markers. **In general, all temporary decorations shall be allowed from December 1st to March 1st for up to two (2) weeks. Any decoration becoming unsightly may be removed at any time by the cemetery staff.** Temporary decorations may include but are not limited to:

a. Loosely placed live and artificial flowers and plants.
b. Temporary vases, sprays, and wreaths of live or artificial flowers.
c. Christmas Blankets and Wreaths – May be displayed from Dec. 1st to Mar. 1st.
d. Memorial Day Decorations – Will be removed by cemetery personnel for disposal two (2) weeks after Memorial Day.

4. **Permanent Decorations** – Permanent vases for the display of live and artificial flowers must meet the following criteria:

a. The vase(s)must be set with a minimum of three inches (3") of border and must be an integral part thereof. Under no circumstances shall the installation of a vase(s) cause the marker to exceed the maximum allowable width of a marker.

b. Such vase(s) must be installed by an approved marker company at the owner's expense or as approved by the Sexton.

5. **Permanent / Live Plantings** – The planting of live bushes, trees, and plants may only be done by cemetery personnel and with permission from the Sexton. No trees shall be allowed to be planted inside the border of a cemetery plot/lot. Flowers, bulbs, and small bushes may be

planted within permanent planters. No flowers, bulbs, or small bush plantings are allowed on any side of the marker. Trees and large bushes may be planted only in approved areas where no underground encumbrance is known to exist. Any permanent or live planting shall be deemed to be the property of the City once installed or planted. Any permanent or live planting may be removed by the City at any time if the Sexton finds it is necessary for the benefit of the cemetery.

6. **Not Permitted** – The placing of boxes, shelves, stones, toys, mulches, crushed aggregate, stuffed animals, pinwheels, metal designs, ornaments, chairs, shepherd's hooks, settees, glass, urns, flower pots, or flower planters, solar lights, wood fence, metal cases, small objects, or figurines or other items similar in nature that are not permanently secured to a concrete base or marker on plots, shall not be permitted.

7. **Liability** – The Sheridan Municipal Cemetery and the City of Sheridan shall not be liable for any lost, misplaced, or broken flower vases used in the decoration or beautification of spaces by individual owners, nor liable for damages by the elements, thieves, or vandalism.

PRIOR PERMISSION REQUIRED – Again, prior permission is required for any improvements, alterations, decorations, or changes. Any and all items may be removed by cemetery personnel due to unsightliness, damage to grass, interference with operations, etc.

SECTION VII
Markers

1. No memorial or grave marker will be permitted on any burial space until the space has been fully paid for, a deed issued for the plot, and a permit for the placement of a marker has been issued by the City.

2. Only one central or family marker shall be allowed on a plot.

3. Up to five (5) markers for each burial space will be permitted. (headstone and/or flat grass markers).

4. All markers for each burial space in the cemetery shall be placed on the west side of the plot and face east. For plot(s) with any existing marker(s) that are not placed in the traditional manner, the family may set remaining markers on that plot to match already existing markers to maintain a uniform appearance. The Sexton may waive this requirement if necessary, for the benefit of the cemetery.

5. No plot owner shall erect or place or cause to be erected or placed on any plot any memorial or marker that does not conform to the City's policies and procedures.

6. **Placement and Construction:**

a. Any marker in the cemetery must be set on a concrete foundation or approved material. The foundation may be poured in place or be pre-cast. All grave markers must be centered on the foundation.

b. The foundation shall extend three inches (3") beyond the ends of the marker in all directions. The foundation shall be level and flush with the ground surface. The foundation shall be twenty-four inches (24") in width and four inches (4") thick. Foundations shall not exceed a maximum length of five feet (5') for a single marker or a maximum length of eight (8') feet for a double marker.

c. The foundation shall be parallel to and flush with the ground surface.

i. The front of the foundation shall be set on a common base line located by cemetery personnel.

ii.

iii. All graves may be marked and identified by grave markers which shall be made of stone, concrete, or metal, and which shall not exceed eighteen inches (18") in width and fifty-four inches (54") in length for single graves, or ninety inches (90") in length for double graves.

iv. Any marker set in the Sheridan Municipal Cemetery must meet the cemetery requirements. A foundation may not extend beyond the established foundation line in excess of one quarter inch (0.25").

v. Markers may not exceed thirty-six inches (36") in height in the following areas of the cemetery: Sections 61, 62, and 70 through 105.

vi. Markers may not exceed forty-eight inches (48") in height in Juniper Heights. Markers in excess of forty-eight inches (48") in height shall meet and conform to enhanced specifications, as required by the Public Works Director. The Public Works Director may require prior written approval of all installation of marker bases and markers if deemed necessary to achieve the intent of these policies.

vii. Markers maybe constructed to match an existing marker in the following areas of the cemetery: Sections 1 - 60, A, B, E, F, G, H1, H, I, O, P, Q, R1, R, and S.

viii. Any markers, other than the identifying grave marker, which are placed upon the grave shall be set flush with the ground surface.

ix. All work done by marker companies in the Sheridan Municipal Cemetery will be inspected by cemetery personnel for conformance to the cemetery's regulations governing their work. If a company is found to not be in conformance, they must correct the deficiency or remove the marker. All debris, including grass, sod, and dirt, must be removed from the site and will be permitted to be placed around the foundation.

7. **Cremains Marker** – Markers for cremains will be allowed as long as they are placed at the head or foot of the plot. Additional markers for additional interments of cremains in the same burial space will require grass markers, level, and one end flush with the ground surface. The precast for said marker shall extend a minimum of three inches (3") from all sides of stone. This will include the cremains section of Juniper Heights.

8. **Benches** – Benches may be installed at the head of a plot. Benches will be of a permanent nature consisting of either granite, marble, pre-formed concrete, or other approved permanent substance. Benches will be set on a concrete base and adhere to the same foundation and facing requirements for markers. No metal or wood benches will be allowed.

9. **Infant Markers** – Markers in the infant section, Valley View Addition, shall be centered on a concrete base, the maximum dimension of which will be twenty-four inches (24") by thirty-six inches (36") and will extend a minimum of three inches (3") from the stone on all sides. The maximum height for a marker in the Valley View Addition shall not exceed twenty-four inches (24") in height. All other marker requirements per paragraph six (6) shall apply.

10. **Military Markers** – The foundation for military markers shall not exceed eighteen inches (18") by thirty (30") inches and may be precast or poured in place. All other marker requirements per paragraph six (6) shall apply.

11. The City shall exercise due care to protect the lettering, carving, or ornaments on any marker, or any other authorized structure on any plot in the cemetery. The City shall not be responsible for damage caused to these structures.

12. No coping, curbing, hedge, grave mounds, borders, enclosures, or walks will be permitted on any plot in the cemetery.

13. The use of tiles, bricks, gravel, crushed rock, oyster shell, cinders, or other similar materials on any plot in the cemetery is strictly prohibited. Any such materials used may be removed by the Sexton without notice to the owner.

14. Upon the approval by the Sexton, plot owners may hire a commercial cleaning company to clean headstones/markers. Prior to approval, the plot owner and commercial cleaning company shall provide the Sexton with a written waiver of liability. Commercial cleaners must maintain liability insurance and be approved to perform cleaning services in the cemetery. Markers may be cleaned by family members or owners without notice to the Sexton. Cemetery personnel will not provide cleaning chemicals to the public.

SECTION VIII
Vaults and Outer Burial Containers

1. All burials, except for infants and cremated remains, shall be in permanent-type grave liners constructed of concrete, fiberglass steel, polypropylene, or other methods approved by the Public Works Director or designee.

2. All vaults are to be installed by the supplier or mortuary personnel. The installation includes the proper placement of the lowering device and when appropriate, a tent shelter.

3. Installation of concrete vaults must conform to the following procedure:

a. The supplier must furnish planking, or other suitable means, to provide a protective covering for the grass on which the truck crane will move while in the process of setting the vault.

b. All work by the supplier must be done during the regularly scheduled working hours, 8:00 a.m. to 5:00 p.m. Monday thru Friday. The Sexton, or his/her authorized representative, must be present at all times while the installation is taking place.

c. If for any reason the activities of the supplier create a necessity for cemetery personnel to work overtime, the supplier will be responsible for the cost of the overtime.

SECTION IX

Grounds of Sheridan Municipal Cemetery

If any family of a deceased person or any organization or entity wishes to use the cemetery grounds, they may do so by contacting the Sexton and obtaining permission.

1. The grounds may be used for memorial services, committal services, graveside services, or other uses at the discretion of the Administration.

2. There will be no charge for any of the above scheduled uses. Any person or organization using the grounds shall provide a $200 refundable cleaning/security deposit. Parties using the grounds are responsible for cleanup of after use.

3. The hours of availability of the grounds are from 8:00 a.m. to 5:00 p.m. Monday through Friday. If a funeral is scheduled on Saturday, arrangements must be made with the Sexton and an overtime charge for the attending cemetery personnel shall be assessed. If more than one request for use of the grounds is received on any single day, the Sexton is responsible for scheduling such use.

4. All use of the grounds including for memorial services, committal services, and graveside services must be scheduled in advance with the Sexton.

SECTION X
Lodge Cemeteries

1. "Lodge Cemeteries" include the following: Eagles, Elks, Mason Lodge #43, and Mason Lodge #8.

2. Lodges shall enter into a maintenance and management agreement with the City concerning their respective areas of the cemetery.

3. City policies and procedures shall applicable to all Lodge Cemeteries upon transfer to the City.

APPROVED THIS 6TH DAY OF FEBRUARY, 2023 BY THE CITY OF SHERIDAN GOVERNING BODY.

_____
Mayor Rich Bridger

_____
Attest: City Clerk

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Clerk

MEMORANDUM

Project Name:	Discussion of Transfer of Ownership for Resort Liquor License #1 (DBA Ramada Plaza) to Sheridan USA, Inc - City Clerk Cecilia Good
From:	Cecilia Good, City Clerk
To:	Mayor and Council
CC:	City Administrator Stuart McRae
Date:	01/23/2023

Discussion:

See the attached application for the transfer of ownership of Resort License #1 to Sheridan USA, Inc.

Attachments

Resort License #1 Transfer of Ownership Application

(2/22)

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Trf from:		
Reviewer:	Initials	Date
Agent:		/ /
Mgr:		/ /

To be completed by City/County Clerk

Local License #: 1

License Fees

Annual Fee: $_____.____

Prorated Fee: $_____.____

Transfer Fee: $100.00

Publishing Fee: $90.00

Publishing Fee Direct Billed to Applicant: ☐

Date filed with clerk: 1 / 05 / 2023

Advertising Dates: (2 Weeks) 1/18/23 & 1/25/23

Hearing Date: 2 / 6 / 2023

License Term: 2 / 07 / 2023 (Month / Day / Year) Through 12 / 31 / 2023 (Month / Day / Year)

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: SHERIDAN USA INC

Trade/Business Name (dba): RAMADA PLAZA

Building to be licensed/Building Address: 1809 SUGARLAND DR (Number & Street)

SHERIDAN (City) WY (State) 82801 (Zip) SHERIDAN (County)

Local Mailing Address: SAME AS ABOVE (Number & Street or P.O. Box)

_____ (City) _____ (State) _____ (Zip)

Local Business Telephone Number: (307) 672 8931 Fax Number: (833) 301 0404

Business E-Mail Address: GM@hotelspro.net

FILING FOR

☐ NEW LICENSE

☐ TRANSFER OF LOCATION

FILING IN (CHOOSE ONLY ONE)

☑ CITY OF: SHERIDAN

☐ COUNTY OF: _____

☑ TRANSFER OWNERSHIP ☐ ASSIGNMENT LETTER ATTACHED

FORMERLY HELD BY: Cloud Peak Hospitality LLC

FILING AS (CHOOSE ONLY ONE)

☐ INDIVIDUAL
☐ PARTNERSHIP
☐ LP/LLP
☐ LLC
☑ CORPORATION
☐ LTD PARTNERSHIP
☐ ORGANIZATION
☐ OTHER _____

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE
☐ ON-PREMISE ONLY (BAR)
☐ OFF-PREMISE ONLY (PACKAGE STORE)
☐ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)

☐ RESTAURANT LIQUOR LICENSE
☐ BAR AND GRILL LIQUOR LICENSE
☑ RESORT LIQUOR LICENSE

LIMITED RETAIL LIQUOR LICENSE(CLUB)
☐ VETERANS CLUB
☐ FRATERNAL CLUB
☐ GOLF CLUB
☐ SOCIAL CLUB

☐ MICROBREWERY PERMIT
☐ WINERY PERMIT
☐ DISTILLERY SATELLITE PERMIT
☐ WINERY SATELLITE PERMIT
☐ COUNTY MALT BEVERAGE PERMIT
☐ SPECIAL MALT BEVERAGE PERMIT

SPECIAL DESIGNATIONS (CHOOSE ONLY ONE)

☐ GOLF CLUB ☐ GUEST RANCH ☑ RESORT

To Assist the Liquor Division with scheduling inspections: **OPERATIONAL STATUS**

☑ FULL TIME (e.g. Jan through Dec)	(specify months of operation)	from Jan to Dec
☐ SEASONAL/PART-TIME	DAYS OF WEEK (e.g. Mon through Sat)	from MON to SUN
☐ NON-OPERATIONAL/PARKED	HOURS OF OPERATION (e.g. 10a - 2a)	from 4 PM to 10 PM

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 4

1. **BUILDING OWNERSHIP**: Does the applicant? W.S. 12-4-103(a)(iii)

   (a) **OWN** the licensed building? ☑ YES (own)

   (b) **LEASE** the licensed building? (Lease must be through the term of the liquor license) ☐ YES (lease)

   If Yes, please submit a copy of the lease and indicate:

   (i) When the lease expires, located on page_____paragraph_____of lease.

   (ii) Where the **Sales** provision for alcoholic or malt beverages is located, on page_____ paragraph_____of lease.
   (MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601(b) ☐ YES ☑ NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

   (a) Hold any interest in the license applied for? ☐ YES ☑ NO

   (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? ☐ YES ☑ NO

   (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☑ NO

   (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:

   _____

4. Does the **applicant** have any interest or intent to acquire an interest in any other liquor license issued by **this** licensing authority? W.S. 12-4-103(b) ☐ YES ☑ NO

   If "YES", explain: _____

5. **BAR AND GRILL LICENSE OR RESTAURANT LICENSE:**

   Have you submitted a valid food service permit or application? W.S. 12-4-413(a) ☐ YES ☑ NO

6. **RESORT LICENSE:**

   Does the resort complex:

   (a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars ($1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☑ YES ☐ NO

   (b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☑ YES ☐ NO

   (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☑ YES ☐ NO

   (d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars ($10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☑ NO

   (e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)

   1. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☑ NO

7. **MICROBREWERY LICENSE:** NA

   (a) Do you self distribute your products? W.S. 12-2-201(a) ☐ YES ☐ NO
   (Requires wholesale malt beverage license with the Liquor Division)

8. **LIMITED RETAIL (CLUB) LICENSE:** NA

   FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

   (a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO

   (b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

(2/22)

9. LIMITED RETAIL (CLUB) LICENSE: NA

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

(a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

---

10. LIMITED RETAIL (CLUB) LICENSE: NA

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

(a) Do you have more than fifty (50) bona fide members? ☐ YES ☐ NO

(b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? ☐ YES ☐ NO

(c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? ☐ YES ☐ NO

1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO
2. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

---

11. LIMITED RETAIL (CLUB) LICENSE: NA

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

(a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO

(b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO

(c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? ☐ YES ☐ NO

(d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO

(e) Has the club received twenty-five dollars ($25.00) from each bona fide member as Recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO

(f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO

(g) Have you filed a true copy of your bylaws with this application? ☐ YES ☐ NO

(h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) ☐ YES ☐ NO

---

12. If applicant is filing as an <u>Individual, Partnership or Club</u>: W.S. 12-4-102(a)(ii) & (iii) NA

Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip ***DO NOT LIST PO BOXES***	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, ~~P.O. Box 848,~~
Sheridan Wyoming 82801
Ph (307)674-6483 Fax (307)674-2195

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license:	SHERIDAN USA ~~HOTEL~~ INC
Common Name (doing business as):	RAMADA
Street Address:	1809, SUGARLAND DR, SHERIDAN, WY 82801
Phone #:	307-672-8931

Type of License (circle):

Retail	**Limited (Club)**	**Restaurant**	**Bar & Grill** ✓	**Microbrewery**	**Satellite**

Hours of Operation

Our planned hours of operation are:

MON – SAT - 4PM TO 10 PM , SUN - 10 AM TO 10 PM

Last call will be 30 **minutes before closing and last service will be** 15 **minutes before closing.**

The premises will be operated as:

BAR LOUNGE

Nature of Business:	**Regular Events:**	**Special Events:**	**Other:**
Bar	**Happy Hour**	**Competitions of Strength**	
Package Liquor	**Live Entertainment**	**Other Special Events**	
Restaurant			

(All outside events require and Malt Beverage or Catering Permit)

CITY OF SHERIDAN, WYOMING
55 Grinnell Street, P.O. Box 848,
Sheridan Wyoming 82801
Ph (307)674-6483 Fax (307)674-2195

Security/ Crowd Control/ Capacity Limits

The Official Capacity limit for our business is:

195

In order to comply with our capacity limits we shall:

Keep a track of People visting lounge Bar

We shall maintain peace and order in and around our business by:

Limiting No of drinks Served, Checking for intoxcity

Rules of the establishment shall be enforced by:

Property MANAGER / GENERAL MANAGER

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen (18) to twenty (20) year old servers in restaurants if applicable, our establishment will:

Make Sure if they are under 20 then will work only till 10 pm.

12/14/2022

Signature of License Holder

Jay Patil

Date

12/14/2022

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Attorney

MEMORANDUM

Project Name:	Discussion of Committee Creation Process - City Attorney Brendon Kerns
From:	Brendon Kerns, City Attorney
To:	Mayor and Council
CC:	
Date:	

Background:

Please see attached form.

Attachments

Committee Form

Council Committee Creation Form

Creation Date: _____

Motion: _____ 2nd: _____

Vote: Aye(s):_____Nay(s):_____

Assigned Committee Members: _____

_____

_____

Purpose (Insert exact language from the motion as to what the committee is to accomplish): ____

_____

_____

_____

Termination (Date or Event that causes termination of Committee): _____

_____

_____

Due Date for Committee Report: _____

Additional Information and Special Instructions: _____

_____

_____

_____

_____

Mayor

_____

Attest: City Clerk

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Treasurer

MEMORANDUM

Project Name:	Discussion of GPET Process - City Treasurer Karen Burtis
From:	Karen Burtis, City Treasurer
To:	Mayor and Council
CC:	City Administrator Stuart McRae
Date:	01/23/2023

Background:

See the attached General Purpose Excise Tax policies.

Attachments

Overall GPET Policy
GPET Application Policy

City of Sheridan
General Purpose Excise Tax (GPET) Policy

The purpose of this policy is to establish procedures for the efficient and consistent management of the General Purpose Excise Tax. This policy also establishes points of contact for inclusive communications within and without the City.

1. The General Purpose Excise Tax is authorized under W.S. § 39-15-203 and is a general purpose excise tax to be used for general revenue purposes. W.S. § 39-15-204(a)(i) The City refers to the General Purpose Excise Tax as the One % Sales and Use Tax.

2. The proposition "for the county sales and use tax" or "against the county sales and use tax" shall be decided by the vote of the qualified electors of Sheridan County. Any informational campaigns or examples of potential expenditures shall not be deemed as a budgeted appropriation or guarantee to fund. Recipients are not entitled to any specific allocation of funds.

3. The General Purpose Excise Tax may be imposed in one-half (.5%) increments not to exceed two percent (2%). W.S. § 39-15-204(a)(i)

4. The City Clerk and the City Treasurer shall be the designated contacts for all communications regarding the GPET. Any staff member or outside person must direct all questions, comments, or requests for funds/applications to either contact.

5. The annual budgeting of GPET funds is completely at the City's discretion and not tied to or obligated by any informational campaigns or perceived assurances. A portion of the budgeted funds may be set aside for allocation to outside groups, but such funds are not guaranteed.

6. Budgeted funds shall only be used for the purpose requested. Unspent funds shall not be used for other expenditures.

7. Unspent funds at the end of the fiscal year shall revert to the contingency account for future re-allocation.

8. Revenue received in excess of the budgeted revenue shall be placed in the contingency account for future re-allocation.

9. The annual application for GPET funds by outside groups shall be governed by the General Purpose Excise Tax Annual Application Policy. City departments can request funds through the annual budget process.

10. Requests by outside groups for one-time "out-of-cycle requests" will be considered by Council after completion of a General Purpose Excise Tax Out-of-Cycle Request. Out-of-cycle requests are requests that arise after the application period has ended.

PASSED, ADOPTED AND APPROVED OCTOBER 19TH, 2020.

CITY OF SHERIDAN, WYOMING

Roger Miller, Mayor

ATTESTED:

Cecilia Good, City Clerk

City of Sheridan
General Purpose Excise Tax (GPET) Annual Application Policy

The purpose of this policy is to establish procedures and guidelines for outside entities applying for General Purpose Excise Tax (GPET) funds.

1. GPET funds for outside groups shall be governed by the General Purpose Excise Tax Policy.
2. Only non-profit and governmental entities are eligible to apply for GPET funds.
3. Applications for GPET Funds must be completed annually.
4. The Governing Body will determine the amount of GPET funds to be distributed to outside groups.
5. Staff will review applications for completeness.
6. Staff will provide completed applications to the Governing Body.
7. The Governing Body will determine which applicants will receive funding based on the intended use of funds and the Governing Body priorities and needs of the City.
8. Recipients will be required to enter into General Purpose Excise Tax Agreement with the City.
9. Payments to recipients will be disbursed quarterly.
10. Recipients must submit a Semi-Annual Performance and Financial Report by January 15.
11. Recipients must submit an Annual Performance and Financial Report by July 15.
12. Semi-annual and annual reports not submitted on time may result in the withholding of future disbursements.
13. Unspent funds at the end of the fiscal year shall revert to the contingency account for future re-allocation.
14. The following timeline shall apply to the application process:
    a. September 1 – September 20 – Advertise availability of GPET applications
    b. September 1 – September 30 – Distribute applications and accept questions from applicants
    c. October 1 – October 7 – Prepare answers for dissemination to applicants
    d. October 1 – October 31 – Complete and submit applications by applicants
    e. November 1 – November 30 – Review applications for completeness
    f. December 1 - January 15 – Governing Body evaluates applications
    g. 2nd January Meeting – Governing Body determines recipients and amounts
    h. February 15 – Staff distributes agreements to recipients
    i. February 28 – Recipients return signed agreements to City
    j. March – Agreements executed by the Mayor

PASSED, ADOPTED AND APPROVED OCTOBER 19TH, 2020.

CITY OF SHERIDAN, WYOMING

Roger Miller, Mayor

ATTESTED:

Cecilia Good, City Clerk

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307) 674-6483 Fax (307) 674-2195

Police

MEMORANDUM

Project Name:	Discussion of Bid Award for Replacement of Fire Loss Police Patrol Vehicle - Chief of Police Travis Koltiska
From:	Travis Koltiska, Police Chief
To:	Mayor and Council
CC:	
Date:	

Recommendation:

The City of Sheridan move forward with replacing a 2017 Dodge Charger police patrol vehicle with a 2022 Dodge Durango police patrol vehicle pursuant to insurance claims reimbursing the City of Sheridan in the amount of $60,623.17, and that $13,200.00 from the general fund unreserved fund balance be allocated to the replacement of this patrol vehicle.

Background:

On December 8, 2022, a 2017 Dodge Charger patrol vehicle became engulfed in flames due to an engine block heater malfunction. The fire investigator advised evidence of the block heater "arcing" could be seen. The fire completely engulfed the engine and parts of the front passenger compartment. The fire resulted in a complete loss of the patrol car, and all emergency equipment inside.

Working with other staff members, the loss was reported to Travelers Insurance (our carrier) and Traveler's has recently issued a settlement for the vehicle. Travelers has agreed to a settlement as follows:

2017 Dodge Charger - $26,490.00
WatchGuard Car Camera - $6,440.40
Motorola Two-Way Radio - $4,018.77
Upfitting/Installation of Emergency Equipment - $21,324.00
Stalker Radar Unit - $2,350.00

The total settlement includes a waiver of the deductible due to it being a fire loss and totals $60,623.17. Traveler's Insurance is issuing a check in the listed amount which will be received into a general fund account, #10210-7600, which will be utilized to purchase the replacement equipment.

The replacement vehicle selected is once again an all-wheel drive Dodge Durango Police Pursuit Vehicle, with a 3.6 Liter V-6 engine. These vehicles have been selected for several reasons, including but not limited to winter driving capabilities, cargo capacity, driver ergonomics and fuel economy. The bids also included a stipulation that the vehicles be available for immediate delivery upon bid award.

The following three (3) bids were received and opened on January 18, 2023, pursuant to an RFP following city's policies. Deputy Clerk Candace Ainslie and Police Chief Travis Koltiska were present.

1. Sheridan Motor Inc., Sheridan, WY - $44,752.00 (6 month delivery timeline)
2. Fremont Motors, Casper, WY - $42,405.00 (6 month delivery timeline)
3. Joe Cecconi's Chrysler Complex, Niagara Falls, NY - $39,690.00 (vehicle currently in stock)

As such, it is recommended that the bid be awarded to Joe Cecconi's Chrysler Complex, from Niagara Falls, NY in the amount of $39,690.00. They have a vehicle in inventory, which was a condition in the bid, and will expedite the process of getting the vehicle in service. Their bid is also 6.5% lower than the next lowest bid from Fremont Motors of Casper.

Discussion:

The cost of replacing the patrol vehicle with a new Dodge Durango, and all necessary emergency equipment is as follows:

2022 Dodge Durango - $39,690.00
WatchGuard Car Camera - $6,440.40
Motorola Two-Way Radio - $4,018.77
Stalker Radar - $2,350.00
Upfitting/Installation of Emergency Equipment - $21,324.00

Total: $73,823.17

Funding:

With the insurance settlement of $60,623.17, the department is facing a deficit of $13,200.00 to replace the vehicle. Staff is requesting that $13,200.00 from the general fund unrestricted fund balance to make up the deficit and that amount be placed in the same general fund account, #10210-7600.

Attachments

Memorandum

CITY OF SHERIDAN, WYOMING

55 Grinnell Street, P.O. Box 848, Sheridan Wyoming 82801
Ph (307)674-6483 Fax (307)674-2195

Police

MEMORANDUM

Project Name: Replacement of 2017 Dodge Charger

From: Travis Koltiska, Chief of Police

To: Stuart McRae, City Administrator

Cc: Heather Doke, Human Resources
Karen Burtis, City Treasurer

Date: January 23, 2023

Recommendation: The City of Sheridan move forward with replacing a 2017 Dodge Charger police patrol vehicle with a 2022 Dodge Durango police patrol vehicle pursuant to insurance claims reimbursing the City of Sheridan in the amount of $60,623.17, and that $13,200.00 from the general fund unreserved fund balance be allocated to the replacement of this patrol vehicle.

Background: On December 8, 2022, a 2017 Dodge Charger patrol vehicle became engulfed in flames due to an engine block heater malfunction. The fire investigator advised evidence of the block heater "arcing" could be seen. The fire completely engulfed the engine and parts of the front passenger compartment. The fire resulted in a complete loss of the patrol car, and all emergency equipment inside.

Working with other staff members, the loss was reported to Travelers Insurance (our carrier) and Traveler's has recently issued a settlement for the vehicle. Travelers has agreed to a settlement as follows:

2017 Dodge Charger - $26,490.00
WatchGuard Car Camera - $6,440.40
Motorola Two-Way Radio - $4,018.77
Upfitting/Installation of Emergency Equipment - $21,324.00
Stalker Radar Unit - $2,350.00

The total settlement includes a waiver of the deductible due to it being a fire loss and totals $60,623.17. Traveler's Insurance is issuing a check in the listed amount which will be received into a general fund account, #10210-7600, which will be utilized to purchase the replacement equipment.

The replacement vehicle selected is once again an all-wheel drive Dodge Durango Police Pursuit Vehicle, with a 3.6 Liter V-6 engine. These vehicles have been selected for several reasons, including but not limited to winter driving capabilities, cargo capacity, driver ergonomics and fuel economy. The bids also included a stipulation that the vehicles be available for immediate delivery upon bid award.

The following three (3) bids were received and opened on January 18, 2023, pursuant to an RFP following city's policies. Deputy Clerk Candace Ainslie and Police Chief Travis Koltiska were present.

1) Sheridan Motor Inc., Sheridan, WY - $44,752.00 (6 month delivery timeline)
2) Fremont Motors, Casper, WY - $42,405.00 (6 month delivery timeline)
3) Joe Cecconi's Chrysler Complex, Niagara Falls, NY - $39,690.00 (vehicle currently in stock)

As such, it is recommended that the bid be awarded to Joe Cecconi's Chrysler Complex, from Niagara Falls, NY in the amount of $39,690.00. They have a vehicle in inventory, which was a condition in the bid, and will expedite the process of getting the vehicle in service. Their bid is also 6.5% lower than the next lowest bid from Fremont Motors of Casper.

Summary: The cost of replacing the patrol vehicle with a new Dodge Durango, and all necessary emergency equipment is as follows:

2022 Dodge Durango - $39,690.00
WatchGuard Car Camera - $6,440.40
Motorola Two-Way Radio - $4,018.77
Stalker Radar - $2,350.00
Upfitting/Installation of Emergency Equipment - $21,324.00

Total: $73,823.17

Funding: With the insurance settlement of $60,623.17, the department is facing a deficit of $13,200.00 to replace the vehicle. Staff is requesting that $13,200.00 from the general fund unrestricted fund balance to make up the deficit and that amount be placed in the same general fund account, #10210-7600.

END OF MEMO