



ORDINANCE NO.

25-0431



## JEFFERSON COUNTY

### EMERGENCY OPERATIONS PLAN



Prepared by

JEFFERSON COUNTY PUBLIC SAFETY COMMISSION  
with  
JEFFERSON COUNTY  
OFFICE OF EMERGENCY MANAGEMENT  
and  
JEFFERSON COUNTY OFFICIALS

2025

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## FOREWORD

This Emergency Operations Plan (EOP) lays a framework which outlines how Jefferson County will manage emergency incidents of any type or magnitude. It is an all-hazards plan that addresses operations during all phases of emergency management (mitigation, preparedness, response and recovery) by government departments, public safety agencies and community partners.

The EOP is not intended to address incidents which occur on a daily basis which can be handled routinely. Its focus is only on incidents which cause widespread problems that affect the County at large.

This functional plan is broken into three parts:

1. The Basic Plan is the County's overall guide to emergency management activities. It contains the policies and regulations that govern emergency management and assigns responsibilities for the execution of emergency functions to various offices, departments and private organizations. The Basic Plan is chiefly used by the Jefferson County Chief Executive and major decision makers, but all those involved in emergency operations should be familiar with it.
2. The Emergency Support Functions provide lines of authority and responsibilities pertaining to the specific emergency functions outlined in the Basic Plan.
3. Numerous supporting documents which provide strategic direction and information pertaining to their sections have been included.

There are numerous plans and procedures that work in conjunction with the EOP. These documents are not included in this document but are referenced when necessary and appropriate.

## PROMULGATION STATEMENT

The officials of Jefferson County have developed this emergency operations plan to enhance the County's emergency response capability.

It is designed to promote the coordination of County and community services to use available resources for the mitigation of the impact of major disaster, (natural or otherwise), on life and property of those in the County. It incorporates the principles and processes of the National Incident Management System, (NIMS), and the Incident Command System (ICS).

When used properly and updated annually this plan can assist local government officials in responding to and recovering from the effects of natural and man-made disasters. This plan and its' provisions will become official upon adoption by the Jefferson County, Missouri Council of an Ordinance approving the plan and upon approval of the Ordinance by the County Executive.

Dennis J. Gannon

County Executive,  
Jefferson County

1-4-26

Date

R. W. T.

Chairperson,  
Jefferson County Council

1/7/2026

Date

John D. Tracy

Director of Administration,  
Jefferson County

1/6/26

Date

D. H.

Chairperson,  
Public Safety Commission

1/5/26

Date

## **DISTRIBUTION LIST JEFFERSON COUNTY EOP**

County Executive  
Director of Administration  
County Counselor  
County Council  
County Sheriff  
County Clerk  
County Treasurer  
County Assessor  
County Auditor  
County Collector  
County Public Works Department Director  
County Emergency Management Director  
County Health Department Director  
County Local Emergency Planning Committee (LEPC) Chairman  
Division of Family Services Director within Jefferson County  
Prosecuting Attorney  
County Public Administrator  
County Recorder  
Medical Examiner  
County Services Director  
Municipal Police Chiefs  
County E-911 Dispatch Center  
County Parks & Recreation Department Director  
American Red Cross  
Antonia Fire Dept.  
Cedar Hill Fire Dept.  
City of Desoto Fire Dept.  
Crystal City Fire Dept.  
DeSoto Rural Fire Dept.  
Dunklin Fire Dept.  
Eureka Fire Dept.  
Festus Fire Dept.  
Goldman Fire Dept.  
Hematite Fire Dept.  
High Ridge Fire Dept.  
Hillsboro Fire Dept.  
Jefferson R-7 Fire Dept.  
Mapaville Fire Dept.  
Pacific Fire Dept.  
Rock Community Fire Dept.

Saline Valley Fire Protection District  
Big River Ambulance District  
Joachim/Plattin Ambulance District  
Meramec Ambulance District  
North Jefferson County Ambulance District  
Rock Township Ambulance District  
Valle Ambulance District  
Amateur Radio Club  
Mercy Jefferson  
Mercy South  
Missouri Highway Patrol Troop C  
State Emergency Management Agency (SEMA)  
Missouri Emergency Response Commission (MERC)  
Jefferson County Homeland Security Emergency Response Team  
Cedar Hills Lake  
City of Arnold  
City of Byrnes Mill  
City of Desoto  
City of Festus  
City of Herculaneum  
City of Hillsboro  
City of Kimmwick  
City of Parksdale  
City of Pevely  
City of Scotsdale  
Crystal City Olympian Village  
Peaceful Village  
Village of Lake Tekakwitha

## BASIC PLAN

### PURPOSE

This Emergency Operations Plan (EOP) establishes guidelines for the organization of Jefferson County, Missouri's resources to effectively respond to and recover from any type of disaster the jurisdiction may face. It identifies resources, responsibilities and partnerships necessary to accomplish this with the overarching goals to:

- Organize an effective incident management structure based on local and national best practices.
- Mount an effective disaster response capable of saving lives, protecting property and protecting the environment.
- Mitigate continued disaster impact via incident stabilization and integration of lessons learned into the local incident management cycle
- Preserve a functional civil government.
- Maintain essential economic activities.
- Provide for foundational establishment of short and long-term community-wide disaster recovery strategies.

The structure described within this document is the framework within which the County will coordinate its efforts with those of its partners. It is strategic in nature and not meant to provide specific, detailed instruction that may otherwise limit or prohibit imaginative, resourceful actions that incident management may require.

### SCOPE

This EOP is applicable to the whole of Jefferson County's jurisdiction. It provides a framework for countywide coordination of both County assets and the resources of partner agencies, public and private, that may be necessary for effective incident management purposes.

The EOP is not meant to be utilized for daily occurrences that can be handled as a matter of routine by the County or its partners. Its focus is on incidents that create community-wide needs causing suffering that cannot be effectively alleviated by any single agency.

Nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered.

### SITUATIONS & ASSUMPTIONS

#### Situations

Most emergencies occurring in Jefferson County will not necessitate use of this plan and can be handled as a matter of routine by the County and/or other identified partner agencies. There will, however, be instances in which the severity, longevity or sheer volume of occurring emergencies overwhelms that day-to-day capacity to effectively provide incident management services. Listed below are existing situations that have been incorporated into planning for incident management.

- Jefferson County is in the eastern section of the State of Missouri and is bordered by St. Louis County to the north, the Mississippi River to the east, Ste. Genevieve and St. Francis Counties to the south, and Franklin and Washington Counties to the west.
- Per the 2020 census, Jefferson County has a population of 226,739.
- The most populous city within Jefferson County is Arnold, located in the northeast corner of the county with a population of 20,858 in the 2020 census.
- Jefferson County is subject to many hazards that have the potential to cause damage and create casualties. These are identified and discussed in Appendix 1.
- It is the responsibility of local government to foster a comprehensive emergency management program capable of meeting emergency needs of those who have been or might be impacted by a major disaster.
- Jefferson County has an established Department of Emergency Management responsible for ensuring the preparedness of its Emergency Operations Center and overseeing general implementation of the Emergency Operations Plan.
- Jefferson County has adopted use of the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents. This system enhances management of local incidents by establishing a common management system used at all levels of government.
- A Public Safety Commission has been established by the Jefferson County Home Rule Charter to consult with the Department of Emergency Management on creation of this plan and on matters of general emergency preparedness throughout the County. Its membership consists of representation from:
  - County Emergency Management
  - Municipal Emergency Management
  - Public Health
  - Sheriff's Office
  - Municipal Law Enforcement
  - 911 Dispatch
  - Health Department
  - Fire Protection Districts
  - Municipal Fire
  - Ambulance Districts
  - Member of the Public
- The County has an established Local Emergency Planning Commission that provides planning, training and exercise expertise on matters concerning hazardous materials. The LEPC consults with the Department of Emergency Management on development and maintenance of ESF 10 within this plan.
- Jefferson County is a member of the St. Louis Area Regional Response System (STARRS) and, as such maintains, and has access to various types of response apparatus and personnel that have

been positioned throughout the St. Louis Metro Area.

- Mutual aid agreements exist between many of the emergency service agencies, the subdivisions in the county and surrounding areas. These agreements assist in providing additional equipment, supplies, facilities and/or personnel when local shortfalls exist.
- Emergency notifications are available to County Residents via a reverse-911 system overseen by Jefferson County 911 Dispatch.
- The County is constructing an outdoor warning siren system covering densely populated portions of its jurisdiction. (*estimated completion is Q1 2026*)
- Most municipalities within the County maintain independent outdoor warning sirens systems.
- This emergency management plan is being developed and maintained pursuant to Missouri State Law, Chapter 44, RSMo, the all-hazard emergency planning guidance developed by the State Emergency Management Agency (SEMA), guidance from the Missouri Emergency Response Commission (MERC) and the Comprehensive Preparedness Guide developed by the Federal Emergency Management Agency (FEMA)

#### **Assumptions**

- Officials and employees of Jefferson County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan. They will fulfill these responsibilities as needed and as capable.
- County residents are generally aware of local hazards, emergency warning systems and basic personal life-safety protective actions appropriate to these.
- If local resources are inadequate to effectively manage an incident, necessary resources will be attainable via mutual aid agreements, private industry contracts or emergency resource requests to higher levels of government.
- Regardless of mitigation & preparedness measures, the most significant incidents (i.e., high-magnitude earthquake) may require County residents, businesses and industries to be self-sufficient for a minimum of three days.

#### **CONCEPT OF OPERATIONS**

##### **General**

Upon determination that local capacity to effectively provide incident management services without activation of this plan has been exceeded, the County Executive may declare a state of local emergency as described in Appendix 5.

This plan will be implemented according to the emergency classification and control guidelines in ESF-5. These guidelines describe how the EOC may be organized and what personnel/departments may have a

role in incident management based on the severity level of the incident requiring its activation.

This plan is based on the concept that emergency functions assigned to the various groups, organizations, and individuals will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be employed as much as possible in both normal and emergency functions. While full realization of this plan will require the support and input of outside agencies, the County departments overseeing each ESF will, in most cases, have preexisting relationships with these in the course of their normal operations.

Day-to-day functions that do not contribute directly to emergency operations may be suspended for the duration of the emergency. Efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.

## ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

### Organization

The County's Emergency Operations Center utilizes the following Emergency Support Functions (ESF) to identify and align common incident management needs with departments best suited to coordinate the County's response. Identified primary coordinating agencies will provide support to local incident command posts through the County's EOC offering support as required by the situation.

<b>ESF 1: TRANSPORTATION</b>	<ul style="list-style-type: none"><li>• Movement of supplies &amp; people</li><li>• Incident traffic management</li></ul>	<ul style="list-style-type: none"><li>• <i>Public Works</i></li><li>• <i>Sherriff's Office</i></li><li>• <i>Emergency Management</i></li></ul>
<b>ESF 2: COMMUNICATIONS</b>	<ul style="list-style-type: none"><li>• Incident communications</li></ul>	<ul style="list-style-type: none"><li>• <i>Emergency Management</i></li></ul>
<b>ESF 3: PUBLIC WORKS &amp; ENGINEERING</b>	<ul style="list-style-type: none"><li>• Damage assessment, repair</li><li>• Debris Clearance</li><li>• Flood Control</li><li>• Public Assistance Qualification</li></ul>	<ul style="list-style-type: none"><li>• <i>Public Works</i></li><li>• <i>County Services</i></li><li>• <i>Parks &amp; Recreation</i></li><li>• <i>Emergency Management</i></li></ul>
<b>ESF 4: FIRE</b>	<ul style="list-style-type: none"><li>• Fire suppression</li></ul>	<ul style="list-style-type: none"><li>• <i>Emergency Management</i></li><li>• <i>Parks &amp; Recreation</i></li></ul>
<b>ESF 5: EMERGENCY MANAGEMENT</b>	<ul style="list-style-type: none"><li>• Emergency Operations Center management</li></ul>	<ul style="list-style-type: none"><li>• <i>Emergency Management</i></li></ul>
<b>ESF 6: MASS CARE &amp; SHELTERING</b>	<ul style="list-style-type: none"><li>• Sheltering people, companion animals</li><li>• Supply Distribution</li><li>• Shelter-in-place, Evacuation</li></ul>	<ul style="list-style-type: none"><li>• <i>County Services</i></li><li>• <i>Sherriff's Office</i></li><li>• <i>Emergency Management</i></li></ul>

<b>ESF 7: RESOURCE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Incident resource acquisition, management &amp; care</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Administrative Services</i></li> <li>• <i>Emergency Management</i></li> </ul>
<b>ESF 8: PUBLIC HEALTH &amp; MEDICAL</b>	<ul style="list-style-type: none"> <li>• Public emergency medical needs</li> <li>• Public health needs</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Emergency Management</i></li> <li>• <i>Sheriff's Office</i></li> </ul>
<b>ESF 9: SEARCH &amp; RESCUE</b>	<ul style="list-style-type: none"> <li>• Search &amp; rescue</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Sheriff's Office</i></li> <li>• <i>Parks &amp; Recreation</i></li> <li>• <i>Emergency Management</i></li> </ul>
<b>ESF 10: HAZARDOUS MATERIALS</b>	<ul style="list-style-type: none"> <li>• Hazardous materials</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Emergency Management</i></li> <li>• <i>Sheriff's Office</i></li> <li>• <i>Public Works</i></li> </ul>
<b>ESF 11: AGRICULTURE</b>	<ul style="list-style-type: none"> <li>• Crops</li> <li>• Animals</li> <li>• Environment</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Emergency Management</i></li> <li>• <i>County Services</i></li> <li>• <i>Parks &amp; Recreation</i></li> </ul>
<b>ESF 12: ENERGY</b>	<ul style="list-style-type: none"> <li>• Critical infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Emergency Management</i></li> <li>• <i>Public Works</i></li> </ul>
<b>ESF 13: LAW ENFORCEMENT &amp; COUNTERTERRORISM</b>	<ul style="list-style-type: none"> <li>• Law enforcement</li> <li>• Cybersecurity</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Sheriff's Office</i></li> <li>• <i>Emergency Management</i></li> </ul>
<b>ESF 14: LONG TERM RECOVERY</b>	<ul style="list-style-type: none"> <li>• Community Recovery</li> <li>• Damage Assessment</li> <li>• Individual Assistance Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Emergency Management</i></li> <li>• <i>County Services</i></li> </ul>
<b>ESF 15: PUBLIC INFORMATION &amp; WARNING</b>	<ul style="list-style-type: none"> <li>• Incident public information</li> <li>• Community warning</li> </ul>	<ul style="list-style-type: none"> <li>• <i>County Executive</i></li> <li>• <i>Administrative Services</i></li> <li>• <i>Emergency Management</i></li> <li>• <i>Sheriff's Office</i></li> </ul>

Area support agencies providing services relevant to each ESF are identified in this plan and the County maintains a level of communication with each to ensure the support provided by the EOC will be meaningful. This includes operators of critical infrastructure, first response agencies and community organizations.

The Office of Emergency Management and the Jefferson County Sheriff's Office also maintain open, two-way communication with the St. Louis Area Fusion Center and provide relevant intelligence to partner agencies when possible.

Recognizing that the impact of a local disaster may inspire members of the public to offer time or resources to the County's incident management efforts, unaffiliated volunteers and/or donations received will be tracked through the EOC's logistics section. These resources be overseen directly by the EOC or delegated to a partner agency for coordination.

## **Assignment of Responsibilities**

The County Executive of Jefferson County is ultimately responsible for emergency management activities in the unincorporated areas of the county. The Chief Elected Official of each municipality has a similar responsibility within their jurisdictions. These officials can delegate their authority, but never their responsibility.

At no time will the authority of the County Executive supersede the authority of the elected officials of any of the incorporated subdivisions unless: (1) requested to do so by those elected officials, (2) the local subdivisions' governmental body is incapacitated or ceases to exist, or (3) empowered to do so by the governor under the authority of Chapter 44, RSMo.

- The County Executive is responsible for declaring a county state of emergency and requesting state and federal assistance when appropriate. (See Appendix 5)
- The County Executive appoints an Emergency Management Director who is responsible for the following:
  - Brief appropriate officials and new employees on their roles in emergency management.
  - Coordinate all emergency management activities and planning for future emergency management activities.
  - Make decisions on routine, day-to-day matters pertaining to emergency management.
  - Advise elected officials on courses of action available for major decisions.
  - Ensure proper functioning and staffing of the EOC and coordinate EOC operations during an emergency.
  - Assist in preparation of emergency proclamation/resolution of a state of emergency when/if appropriate.
  - Act as liaison with other local, state, and federal emergency management agencies.
  - Handle duties as outlined in the local ordinances, court orders, and agreements.

As much as possible, these functions (as identified above) will be assigned to agencies and/or individuals who perform these, or similar, tasks on a day-to-day basis.

An agency or individual assigned primary responsibility for any of these functions may also be assigned one or more support responsibilities.

## **Common Responsibilities**

Departments involved in the incident management process will have varying responsibilities dependent on the ESF under which they are operating. However, all involved departments are responsible for the following items regardless of function within the incident.

- Provide staffing to Emergency Operations Center for Emergency Support Function support if required.
- Assist in development of relevant incident management objectives.
- Allocate and manage department assets assigned to incident response.
- Assist logistics section in location & acquisition of supplies necessary for accomplishment of incident management objectives
- Maintain records of the cost of department supplies, resources and staff-hours needed to

respond to the incident.

## **DIRECTION & CONTROL**

- Jefferson County has a dedicated Emergency Management Director and Operations Center (EOC). In the event of an activation of the center, all ESF operations will be coordinated through it.
- The primary EOC for Jefferson County will be located at 1409 Herculaneum Industrial Drive, Herculaneum, Missouri. In the event the primary EOC cannot be used, an alternate EOC has been identified at the backup County 9-1-1 Dispatch Center in at 6710 Veterans Drive, Cedar Hill, Missouri.
- Strategic direction of incident assigned resources will originate from the EOC, but individual assets assigned to the incident from outside agencies will remain under the direct control of their home agency supervisors.
- Specific incident management work assignments may be provided by on-site response command personnel
- Communication in the field will generally be accomplished using normal agency procedures with agency dispatch centers kept updated on resource status by the applicable Emergency Support Function lead at the Emergency Operations Center. If an incident communications plan has been developed (ICS 205) with differing instruction, it should be regarded as the correct communications strategy.

## **ADMINISTRATION & LOGISTICS**

### **Administration**

- Any resources needed for incident management should be requested through the EOC Logistics Section (ESF 7) to ensure complete records are maintained.
- Upon arrival, incident resources should be reported to the Operations Section Chief and tracked by the Planning Section's Resource Unit (ESF 5).
- Records of relevant personal and organizational activities during incident management (i.e. decisions, actions & agreements) should be maintained. These are records essential for development of future prevention, mitigation and preparedness activities and the settling of any potential litigation. Each department head, or that person responsible for an emergency function, is responsible for ensuring records are kept and delivered to the Planning Section's Documentation Unit in the EOC (ESF 5).
- Discrimination on the grounds of race, color, religion, nationality, sex, age, physical impairment, or economic status will not be allowed in the execution of emergency management functions. This policy applies to all levels of government and the private sector.

### **Logistics**

- All normal County procurement & hiring policies will be adhered to unless deviation is merited by emergency circumstance and approved by proper elected officials under the authorities and by the procedures set forth in local ordinances (ESF-7).
- Agreements and understandings with other local agencies & jurisdictions, regional partners, higher levels of government or private entities can be utilized to supplement local resources should an incident exhaust the capabilities of Jefferson County. Requests should be made through the EOC's Logistics Section and be in accordance with negotiated mutual aid agreements and understandings. **All such agreements should be documented in writing with the County's Finance & Administration Section Leader in the Emergency Operations Center.**
- Disaster assistance from the state or federal government will be utilized in accordance with their provisions and statutes. Requests for such assistance should be made through the EOC's Logistics Section in accordance with local, state and federal policy regarding such assistance.
- Procedures for the inventory, storage, and maintenance of resources, including donations and services of the private sector, will be conducted in accordance with normal County policy unless deviation is merited by emergency circumstance and approved by proper elected officials under the authorities and by the procedures set forth in local ordinances.

#### **CONTINUITY OF GOVERNMENT OPERATIONS**

- Each County department head should establish internal lines of decision-making authority, within the scope of their authority, to ensure vacancies do not preclude critical incident management activities provided by their respective departments
- Should circumstances resulting from a disaster prevent a political entity or subdivision from performing effective operations, the next higher political subdivision may assume authority, if requested, until the affected political entity is able to adequately resume operations.

**Lines of Decision-Making Authority**

ADMINISTRATIVE SERVICES	ASSESSOR	AUDITOR	COLLECTOR	CLERK	COUNTY COUNCIL
County Administrator	County Assessor	County Auditor	County Collector	County Clerk	Council Chairperson
Deputy County Administrator		Deputy Auditor	Deputy Collector	Chief of Staff	
COUNTY COUNSELOR	COUNTY EXECUTIVE	COUNTY SERVICES	EMERGENCY MANAGEMENT	HUMAN RESOURCES	JUVENILE OFFICE
County Counselor	County Executive	Director of County Services	Director of Emergency Management	Human Resources Manager	Chief Juvenile Officer
Assistant County Counselor		Assistant Director of County Services	Deputy Director of Emergency Management		
MUNICIPAL COURT	PARKS & RECREATION	PROSECUTING ATTORNEY	PUBLIC ADMINISTRATOR	PUBLIC WORKS	PURCHASING
Municipal Court Administrator	Director of Parks & Recreation	Prosecuting Attorney	Public Administrator	Director of Public Works	Purchasing Manager
		First Assistant Prosecuting Attorney	Deputy Public Administrator	Deputy Director of Public Works	
RECORDER OF DEEDS	SHERIFF	TREASURER	TREASURER		
Recorder of Deeds	County Sheriff	County Treasurer	County Treasurer		
Chief Deputy Recorder	Undersheriff	Chief Deputy Treasurer	Chief Deputy Treasurer		

**Vacancies**

**Elected Officials**

Per the Jefferson County Home Rule Charter Section 12.3:

**County Executive**

Should the office of the County Executive become vacant, the County Council will appoint a person to hold the office until January 1, following the next general election.

**County Council**

Should a position on the County Council become vacant, the County Council will by majority vote of the remaining serving Council Members appoint a person to hold the office until the end of the term of the vacant Council Member.

#### **Other Local Elected Officials**

The County Executive will appoint a person to hold the vacant office in question until January 1 following the next general election.

#### **Administrative Officials**

The County Executive may designate an acting officer to serve until a vacancy in any appointive office is filled in the manner provided in the County Charter.

#### **PRESERVATION OF RECORDS**

- Vital records for Jefferson County are in various forms such as written, microfilmed, or computerized. Essential records are kept within the Jefferson County Administrative Building (729 Maple St.) and the County Courthouse (300 Main St.) and are the responsibility of the County Clerk.
- To provide normal government operations after a disaster, all vital records of both a public and private nature recorded by the county must be protected and preserved. This includes legal documents. The following guidelines will apply:
  - Each department should identify which of its records and documents would be vital to the continuance of Jefferson County government and the incident management process during a major disruption of normal activities.
  - Identified critical records should be duplicated, moved to a safe area away from danger and/or stored in secure, safe locations within the jurisdiction.

#### **PLAN DEVELOPMENT**

This plan is primarily focused on the response phase of incident management but recognizes that successful response hinges greatly on actions taken before and following the necessity of activating this plan.

The following operational time frames are recognized industrywide as crucial to the operation of an effective emergency management system. Within each Emergency Support Function, activities applicable to each timeframe have been identified for consideration by the personnel & agencies that play a part in their respective fulfillment. These activities are derived from the collective input of the Jefferson County Public Safety Commission and are meant to guide and support continued training, exercise and investment in the County's emergency management system.

- *Prevention:* Activities undertaken with the purpose of eliminating the threat posed by an identified hazard.
- *Mitigation:* Activities undertaken that will reduce potential negative impact of an incident.
- *Preparedness:* Activities undertaken to enhance readiness to implement this plan

- *Response*: Direct implementation of emergency response and incident management strategies necessary to protect life, property and the environment.
- *Recovery*: Activities undertaken to alleviate suffering following an incident and to promote community restoration.

## PLAN MAINTENANCE

- Departments assigned responsibilities within this plan should be familiar with this plan and its content. The Emergency Management Director and Public Safety Commission will consider best methods to provide for regular training and exercise of this plan. Recommendations and/or concerns should be reported to the Emergency Management Director and Public Safety Commission.
- The County Executive and Emergency Management Director will sign the promulgation document for all departments and organizations listed within after the Jefferson County Council approves the plan by ordinance.
- The Office of Emergency Management, in conjunction with the PSC, will be responsible for instituting a review of this EOP and updating it on a biannual basis.
- ESF 10: Hazardous Materials will be reviewed by the Jefferson County Local Emergency Planning Commission
- This EOP will be tested periodically with the resulting revisions and changes being made and distributed in an expedient fashion.
- Necessary changes shall be effective upon approval by the County Council.
- The Emergency Management Director will provide a copy of the plan & revisions to all organizations/agencies assigned responsibilities.

## AUTHORITIES & REFERENCES

- Federal Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
- Federal Public Law 99-499, SARA, Title III
- Guide for All-Hazard Emergency Operations Planning, SLG 101, FEMA, September 1996
- Home Rule Charter of Jefferson County, Missouri
- Homeland Security Presidential Directive 5 (HSPD-5)
- Jefferson County Purchasing Policy
- Missouri All-Hazard Emergency Planning Guidance, SEMA, as amended
- Missouri Code of State Regulation, Title XI, Division 10, Chapter 11
- Missouri Hazard Analysis, SEMA, as amended
- National Incident Management System Guideline for the National Qualification System (November 2017)
- Order 01-02-2008F of the County Commission of the County of Jefferson, Missouri, establishing

the Jefferson County Emergency Management Agency.

- Revised Statutes of Missouri 190.060
- Revised Statutes of Missouri 321.220
- Revised Statutes of Missouri 321.600
- Revised Statutes of Missouri 650.325
- Revised Statutes of Missouri, Chapter 292, as amended
- Revised Statutes of Missouri, Chapter 44, as amended
- St. Louis Area Regional Mitigation Plan (2020 – 2025)
- St. Louis Regional Threat & Hazard Identification and Risk Assessment (2020)
- State of Missouri Emergency Operations Plan, as amended
- Jefferson County Department of Parks and Recreation Master Plan (2013)

## Appendix 1:

# JEFFERSON COUNTY HAZARD IDENTIFICATION & THREAT ANALYSIS

This Appendix provides an overview of identified hazards to Jefferson County. This is not an all-encompassing list, and the relative threat of each hazard is merely an estimation of potential impact based on local history and knowledge. Any of these hazards may present as singular occurrences or concurrently with others. Threat ranking does not take relative likelihood of occurrence into account.

Analysis is meant to help guide prioritization of trainings, exercises and investments in Jefferson County's Emergency Management System. It contributes to the St. Louis Metro Area's Mitigation Plan, Threat and Hazard Identification and Risk Assessment (THIRA) and its associated Stakeholder Preparedness Review (SPR)

### Identified Hazards & Relative Threat

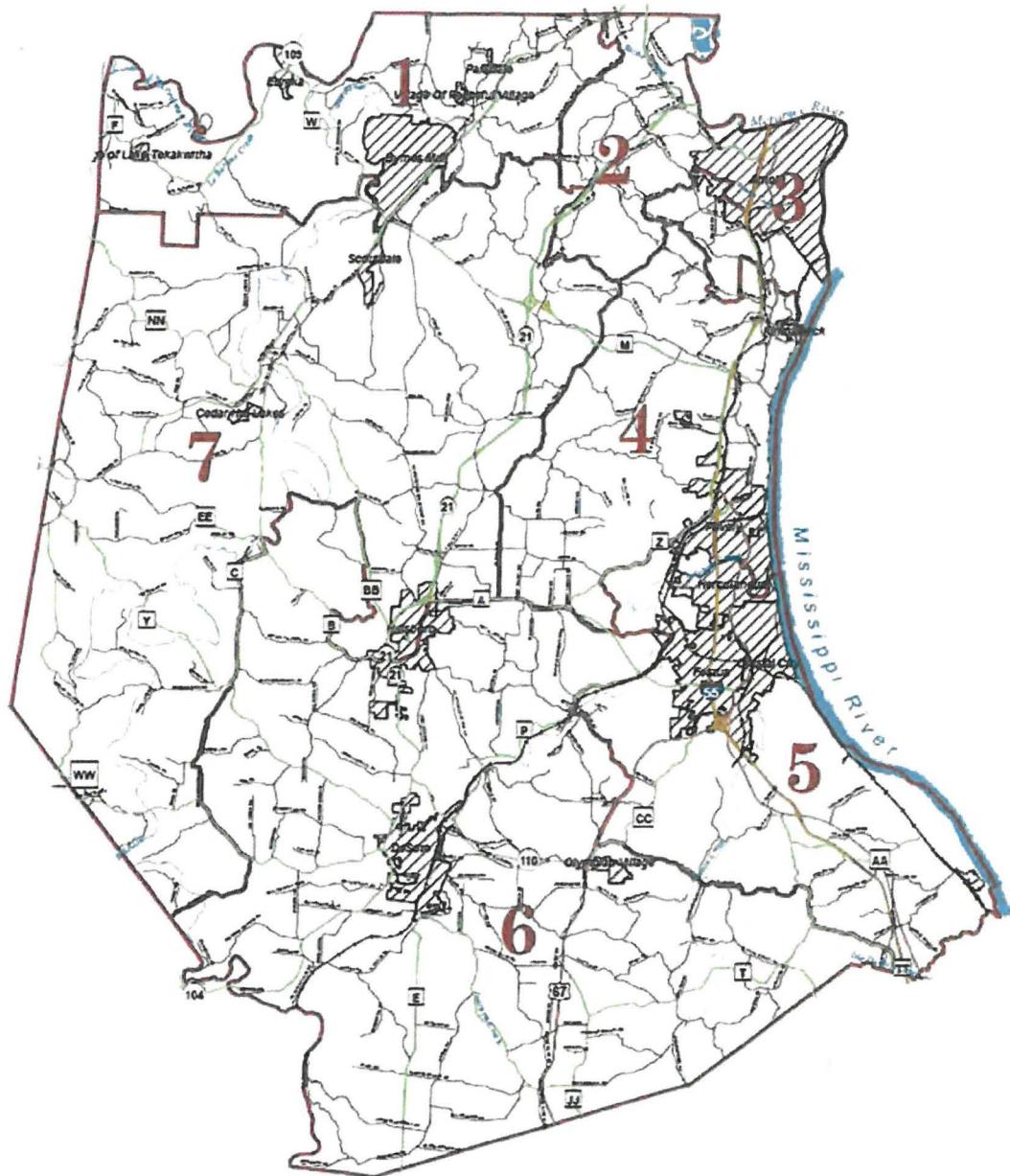
	Jurisdictions	Population	Utilities	Evacuation	Transport. Infra.	Hazmat	Fatalities	Fire	Sheltering	Housing	Rescue	Economic	Critical Infra	Culture/Enviro.	Threat
Nuclear Detonation	3	3	3	3	3	3	3	3	3	3	3	3	3	3	42
Tornado (EF3-EF5)	2.5	2.5	3	2.5	2.5	2.5	2.5	2.5	2.5	3	2.5	2.5	2.5	2.5	36
Terrorism (Organized)	3	2.5	2	2	2.5	2.5	3	2.5	2	2	3	2.5	2.5	2.5	34.5
Earthquake (New Madrid)	2.5	3	2.5	2.5	2.5	2	2.5	2	2	2.5	2.5	2.5	2.5	1.5	32.5
Wildfire	2	2	2	2	2	2	2.5	2	2	2	2	2	2	2.5	29
Urban Fire	1.5	2	1.5	2	1.5	1.5	2	2.5	2	2	2.5	2	1.5	2	26.5
Riverine Flood	3	2	2	2	1.5	1.5	1.5	1	2	2	2.5	2	2	1	26
Hazardous Materials	2.5	1.5	1.5	1.5	1	2.5	2	2	1	1	2	1	1.5	1.5	22.5
Terrorism (Unorganized)	2	1	1	1	1	2	2.5	2	1	1	2.5	2	1.5	2	22.5
Public Health (Pandemic)	2.5	3	2	1	1	1	2.5	1	1	1	1	2.5	1.5	1	22
Winter Storm (Ice)	2.5	3	3	1	1	1.5	1.5	1	1	1	1	1.5	2	1	22
Dam Failure	2	1.5	1.5	1.5	2	1.5	2	1	1.5	1.5	2	1	1.5	1	21.5
Severe Thunderstorm (Derecho)	2.5	3	2.5	1.5	1.5	1	1	1.5	1	1	1.5	1	1	1	21
Tornado (EF0-EF2)	2.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1	1	1.5	1.5	1.5	1.5	21
Airplane Crash	2	1	1	1	1	1.5	3	2	1	1	2.5	1	1.5	1	20.5
Civil Disorder	2.5	2	1	1	1.5	1	1	1.5	1	1	1	2	2	2	20.5
Extended Utility Outage (Power, Non-Malicious)	2	2	2	1	1	1.5	1.5	1	1.5	1	1	1.5	1.5	1	19.5
Train Derailment	2	1	1	1	1.5	2	2	2	1	1	2	1	1	1	19.5
Cyber (Targeted)	2	1.5	2	1	1	1.5	1.5	1.5	1	1	1	1.5	1.5	1	19
Winter Storm (Common)	2.5	3	2	1	1	1	1	1	1	1	1.5	1	1	1	19
Public Health (Endemic)	2	2.5	1.5	1	1	1	1.5	1	1	1	1	1.5	1.5	1	18.5
Drought	2.5	3	1	1	1	1	1	1.5	1	1	1	1	1	1	18
Extreme Temperatures	2	2	1.5	1	1	1	1.5	1	1	1	1	1	1	1	17
Flash Flood	1.5	1	1	1	1.5	1.5	1.5	1	1	1	1.5	1	1	1	16.5
Earthquake (Common)	2	2	1	1	1	1	1	1	1	1	1	1	1	1	16
Public Health (Zoological)	2.5	1	1	1	1	1	1	1	1	1	1	1.5	1	1	16
Transportation Incident	1	1	1	1	1	1.5	1.5	1.5	1	1	1.5	1	1	1	16
Land Subsidence	1	1	1	1	1.5	1	1	1	1	1	1	1	1	1	14.5
Cyber (Common)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	14

Each identified hazard has been assessed by the County's Public Safety Commission on fourteen impact categories influenced by the standardized impact categories used in the St. Louis Metro Area's THIRA. The relative threat is not an indication of likelihood only of potential overall impact, immediate and lasting, to the County. Each is rated on a scale of 1-3, with lower numbers indicating less perceived significance.

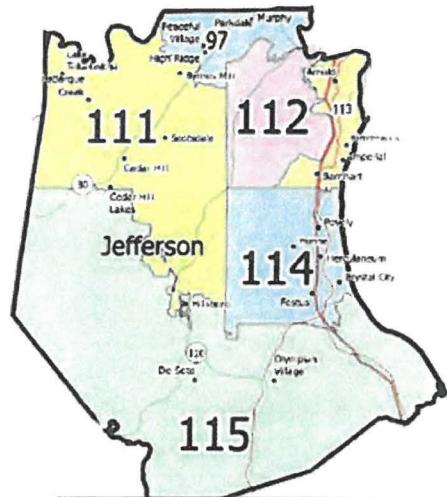
- *Impacted Jurisdictions:* The number of public safety and governmental jurisdictions likely to be negatively impacted by the incident.

- *Impacted Population:* The percentage of Jefferson County's population likely to be impacted by the incident.
- *Impacted Utilities:* The percentage of properties in Jefferson County likely to experience interruption or loss of utility service due to the incident.
- *Evacuation Necessity:* The percentage of the County's population that may be displaced from their primary residence.
- *Impacted Transportation Infrastructure:* Measure of impact to movement of people/supplies along with the time and resources necessary to restore infrastructure.
- *Hazardous Materials Potential:* Likelihood that the incident will include a hazardous materials component and what level of response capability would be required to meaningfully mitigate and contain the incident.
- *Potential for Fatalities:* Ability of local healthcare system to handle potential volume of fatalities associated with an incident
- *Fire Threat:* Likelihood that an incident will include a fire component and what level of response capability would be required to meaningfully mitigate and contain the incident.
- *Need for Shelter:* Percentage of impacted & displaced population that would likely require short-term shelter due to an incident
- *Need for Housing:* Percentage of impacted & displaced population that would likely require long-term/permanent housing options due to the incident
- *Need for Rescue:* Measure of potential need for those impacted by an incident to be removed from harm's way by responders and availability/need of resources to accomplish this.
- *Economic Impact:* Measure of business potential to survive impact of an incident
- *Impact to Critical Infrastructure:* Potential reduction in service level of agencies and services necessary to maintenance of wider community function (i.e. government, public safety, utilities)
- *Impact to Cultural/Environmental Resources:* Potential for and duration of impact to environmental and cultural sites within the County.

## Appendix 2: County Council Districts Map



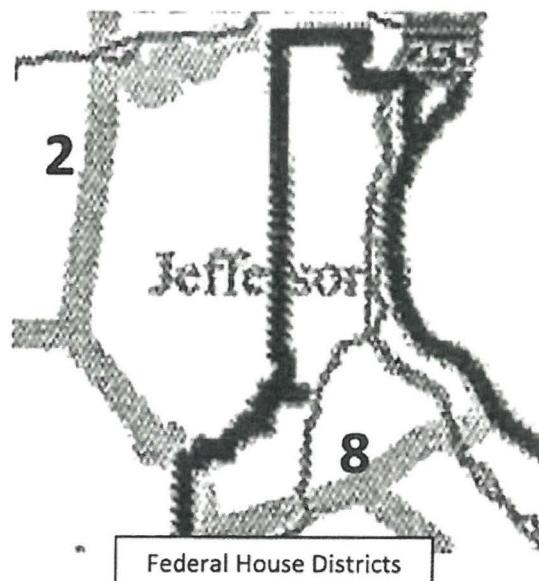
## Appendix 3: State & Federal Districts



Missouri House Districts

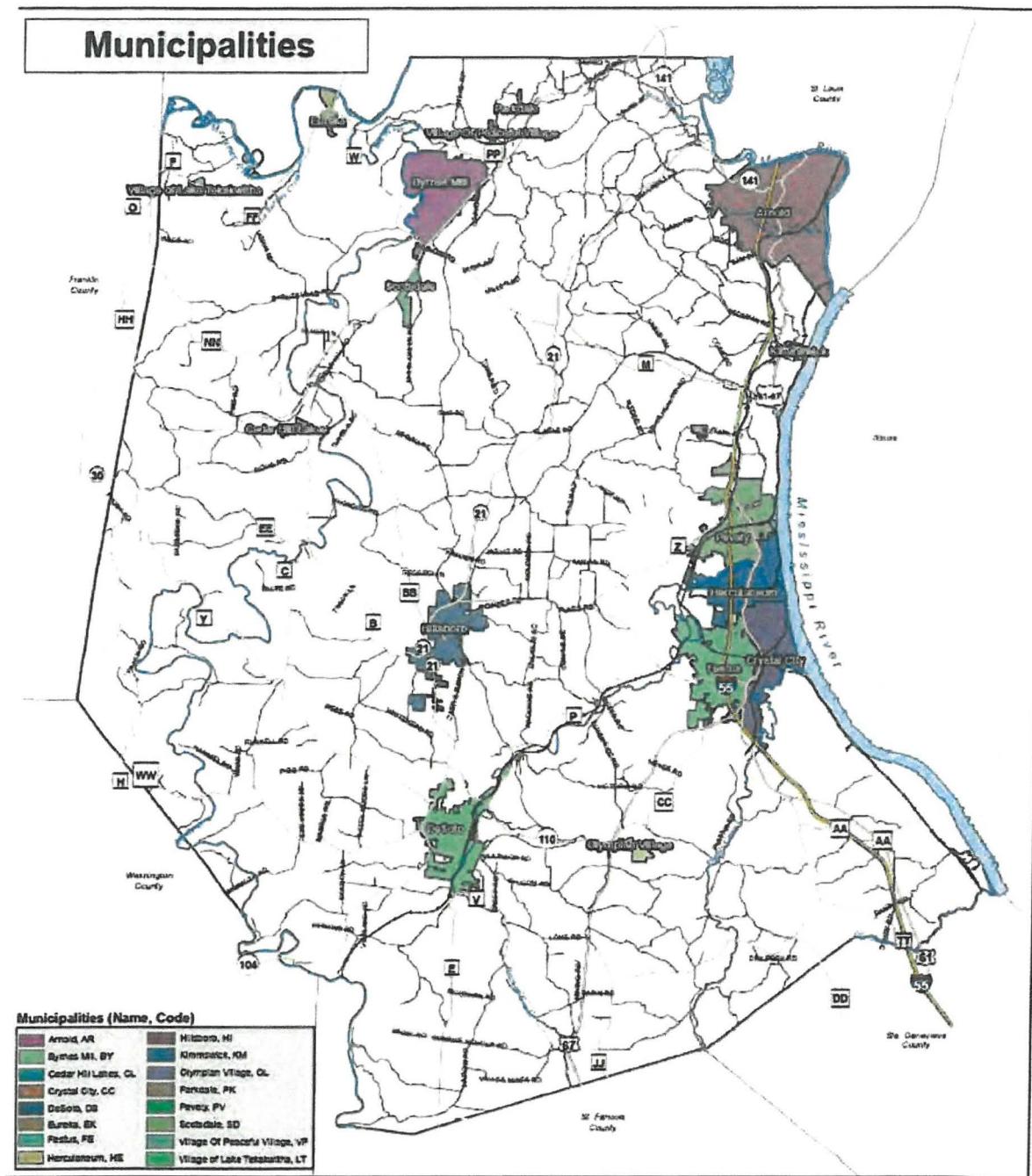


Missouri Senate Districts



Federal House Districts

## Appendix 4: Municipal Boundaries



## **Appendix 5: Local Disaster Declaration Procedure**

Whereupon the County of Jefferson feels the availability of local resources is insufficient to manage the full course of the incident occurring, the County Executive may, by Executive Order, declare a local state of emergency.

Such a declaration is not only used to indicate the local severity of the incident but is also the first step in formally requesting many emergency assets from the State and Federal Governments.

Upon issuance of such a declaration, the County Council should be promptly informed.

## ESF-1 Transportation

**COUNTY AGENCIES:** *Office of Emergency Management  
Department of Public Works  
Sheriff's Office*

**SUPPORT AGENCIES:** *Jefferson County Ambulance Districts  
Jefferson County Port Authority  
Jefferson County Community Organizations Active in Disaster  
Missouri Department of Transportation  
Missouri Highway Patrol  
United States Coast Guard  
Burlington Northern Santa Fe  
Union Pacific*

### **PURPOSE**

This ESF covers transportation of personnel, equipment and supplies in support of incident management. This includes development and implementation of the incident traffic management plan.

### **SITUATIONS & ASSUMPTIONS**

#### **Situations**

- Jefferson County's Department of Public Works includes a Fleet Division that oversees maintenance and fueling needs of County vehicles that may be utilized during emergency response.
- The Jefferson County Sheriff's Office and Department of Public Works regularly perform emergency traffic management duties that could be scaled with appropriate resources into an incident traffic management plan.
- Numerous private roads and bridges serving as single points of ingress/egress for private residences are present in the County.
- Public transportation options in unincorporated areas of Jefferson County are limited.
- Emergency medical transportation is provided by independent ambulance districts located throughout the County.
- The primary local method of personnel and equipment movement is via highway vehicle.
- The Mississippi River is the only navigable waterway utilized for non-recreational transportation with traffic being managed by the United States Coast Guard.
- There is a privately maintained commercial port on the Mississippi in Jefferson County.
- Burlington Northern Santa Fe and Union Pacific Railroads maintain lines in Jefferson County.

## **Assumptions**

- Normal means of personnel and equipment movement may be interrupted.
- Localized transportation options may be interrupted for a significant period.
- Ready access to healthcare facilities will be a priority in most incidents.
- State and Federal partners will coordinate their local response efforts with the County EOC.
- Movement of people and supplies is critical to effective incident management.
- Transportation issues prioritized for attention will vary according to incident needs.
- Isolated communities may require accommodated transportation options.
- Access & Functional needs populations may require accommodated transportation options.
- Some transportation issues may expand beyond the jurisdiction of Jefferson County and require coordination with outside jurisdictions.
- Most private households have access to at least one privately owned vehicle.

## **ORGANIZATION**

This ESF will be grouped within the Logistics Section in the County's EOC

## **ASSIGNMENT OF RESPONSIBILITIES**

### *Jefferson County Public Works*

- Assist in development of traffic plan.
- Arrange for and activate fueling, maintenance and repair of County ground resources.
- Provide transportation services for County equipment & personnel

### *Jefferson County Sheriff's Office*

- Assist in development & enforcement of traffic plan.

### *Jefferson County Office of Emergency Management*

- Integrate County transportation efforts with necessary public and private partner agencies.
- Coordinate with partners for transportation needs of non-County personnel & assets.

## **SUPPORT AGENCY ROLES**

### **Local**

#### *Jefferson County Port Authority*

- Authority overseeing development and operation of commercial port in Herculaneum. May be considered as an option for resource ingress/egress.

#### *Jefferson County Ambulance Districts*

- Provide emergency transportation to those with urgent healthcare needs. May also have capacity to assist in evacuation of populations with access & functional needs.

*Jefferson County Community Organizations Active in Disaster*

- Group of local organizations with community service focus. May have resources available to assist with public transportation needs.

**State**

*Missouri Department of Transportation*

- Maintains and develops State owned highways in Jefferson County.

*Missouri State Highway Patrol*

- Provides traffic control & law enforcement along state highways.

**Federal**

*United States Coast Guard*

- Provides oversight and traffic control of navigable waterways within the United States.

**Private**

*Burlington Northern Santa Fe*

- Private rail carrier maintaining tracks through Jefferson County. May be considered as an option for resource ingress/egress.

*Union Pacific*

- Private rail carrier maintaining tracks through Jefferson County. May be considered as an option for resource ingress/egress.

## **NON-RESPONSE ESF SUPPORT ACTIONS**

**Prevention**

- Develop transportation infrastructure with local hazards in mind to eliminate single points of failure.

**Mitigation**

- Develop transportation capacity with system resilience in mind to minimize vulnerabilities.
- Foster expanded public transportation options to reduce resident reliance on private vehicles.

**Preparation**

- Ensure protection of transportation equipment and personnel.
- Train personnel in department and operational emergency procedures
- Review all sections of this plan to clarify overarching transportation role.
- Maintain emergency guidelines to include, but not limited to:
  - Personnel activation lists
  - General response priorities
  - Equipment usage & repair priorities
- Establish contact with outside resources that could provide support during an emergency.

- Participate in tests, exercises and drills to include critique and follow-up actions.

#### **Recovery**

- Utilize lessons learned from response to drive recovery operations related to transportation needs

## ESF-2

### Communications

**COUNTY AGENCIES:** *Office of Emergency Management*

**SUPPORT AGENCIES:** *Jefferson County 911 Dispatch*  
*Jefferson County Amateur Radio Emergency Services*  
*Private Communications Networks*  
*REJIS*

#### **PURPOSE**

The purpose of this ESF is to provide information and guidance concerning communications capabilities in Jefferson County for the purpose of incident management. It outlines communication and notification procedures and policies when multiple agencies are involved in one incident, or there are simultaneous incidents requiring resource coordination.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- Jefferson County 911 handles dispatch and incident communications for multiple agencies in Jefferson County.
- Some agencies maintain independent dispatch and incident communications.
- Most Jefferson County public safety agencies have access to St. Louis Regional 800MHz system
- There is an active ARES organization in Jefferson County with permanent radio equipment stations at Jefferson County's Emergency Operations Center, Jefferson County 911 Dispatch and Mercy Hospital Jefferson.
- Jefferson County Emergency Management has access to the Government Emergency Telecommunications Service.
- Numerous Jefferson County public safety agencies utilize First Net service.
- VOIP phones are common.

##### **Assumptions**

- Numerous agencies/organizations will utilize internal radio systems or cell phones as part of their incident response strategy.
- Should primary communication systems become inoperable, amateur radio systems will be capable of providing communications between state, regional and local coordination centers.

#### **ORGANIZATION**

This ESF will be grouped within the Logistics Section in the County's EOC

## ASSIGNMENT OF RESPONSIBILITIES

### *Jefferson County Office of Emergency Management*

- Develop incident management communications plan.
- Integrate partner agencies into incident management communications plan to ensure a common operating picture is maintained.

## SUPPORT AGENCY ROLES

### **Local**

#### *Jefferson County 911 Dispatch*

- Administers regional 800 MHz radio system access for agencies in Jefferson County and provides dispatching services.

#### *Jefferson County Amateur Radio Emergency Services*

- Maintains amateur radio capability in Jefferson County and provides augmented emergency communications.

### **Regional**

#### *Private Communications Networks*

- Maintain private communications networks utilized by responders and residents for daily communication.

### *REJIS*

- Provides IT support to Jefferson County, including phone systems.

## NON-RESPONSE ESF SUPPORT ACTIONS

### **Prevention**

- Develop communication infrastructure with local hazards in mind to eliminate single points of failure.

### **Mitigate**

- Develop communication capacity with system resilience in mind to minimize vulnerabilities.

### **Prepare**

- Ensure protection of communications equipment and personnel.
- Train personnel in department and operational emergency procedures
- Review all sections of this plan to clarify overarching communications role.
- Maintain emergency guidelines to include, but not limited to:
  - Personnel activation lists
  - General response priorities
  - Equipment usage & repair priorities
- Establish contact with public and private resources that could provide support during an emergency.

- Participate in tests, exercises and drills to include critique and follow-up actions.

#### **Recovery**

- Identify and include points of communication difficulty in incident AAR/IP

## Appendix 1: ARES FREQUENCY LIST

Channel	RX Frequency	TX Frequency	Decode CTC/DCS	Encode CTC/DCS	TX Power	Scan Add	WN	Busy Lock	CH-Name
1	146.52000	146.52000	OFF	OFF	High	ON	Wide	Carrier wave	NATCAL
2	147.07500	147.67500	OFF	141.3	High	ON	Wide	OFF	JEFRP1
3	147.10500	147.70500	OFF	141.3	High	ON	Wide	OFF	JEFRP2
4	147.24000	147.84000	OFF	141.3	High	ON	Wide	OFF	FRANKL
5	145.49000	144.89000	OFF	141.3	High	ON	Wide	OFF	STCHAR
6	145.41000	144.51000	OFF	141.3	High	ON	Wide	OFF	STCHAR
7	147.03000	147.63000	OFF	100.0	High	ON	Wide	OFF	STFRAN
8	146.62500	147.25000	OFF	100.0	High	ON	Wide	OFF	STGENO
9	146.85000	146.25000	OFF	141.3	High	ON	Wide	OFF	STLCOU
10	146.91000	146.31000	OFF	141.3	High	ON	Wide	OFF	STLCOU
11	147.33000	147.93000	OFF	OFF	High	ON	Wide	OFF	WARREN
12	147.19500	147.79500	OFF	100.0	High	ON	Wide	OFF	WASHCO
13	145.33000	144.73000	OFF	OFF	High	ON	Wide	OFF	DISTRR
14	146.55000	146.55000	OFF	OFF	High	ON	Wide	OFF	STCALL
15	446.00000	446.00000	OFF	OFF	High	ON	Wide	OFF	STCALL
16	146.55000	146.55000	OFF	OFF	High	ON	Wide	OFF	HVCALL
17	147.45000	147.45000	OFF	OFF	High	ON	Wide	OFF	JCTK9
18	146.40000	146.40000	OFF	OFF	High	ON	Wide	OFF	JCTK4
19	446.05000	446.05000	OFF	OFF	High	ON	Wide	OFF	JCTK8
20	446.05500	446.05500	OFF	OFF	High	ON	Wide	OFF	JCTK7
21	147.06000	147.66000	OFF	141.3	High	ON	Wide	OFF	BEARS
22	146.775	147.17500	OFF	100.0	High	ON	Wide	OFF	CRYCTY
23	146.94000	146.34000	OFF	141.3	High	ON	Wide	OFF	SKYWRN

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### Weather Net

During periods of severe weather local amateur radio operators often establish a weather net to share observations of weather conditions at their locations. The frequency used for this is 147.075. Both the Jefferson County Office of Emergency Management and the National Weather Service frequently monitor reports.

## ESF-3

### Public Works & Engineering

**COUNTY AGENCIES:** *Department of Public Works  
Department of Parks & Recreation  
Department of County Services  
Office of Emergency Management*

**SUPPORT AGENCIES:** *Missouri Department of Transportation  
Missouri Department of Natural Resources  
Missouri State Emergency Management Agency*

#### **PURPOSE**

The purpose of this ESF is to provide Public Works and Engineering support for assistance in life-saving support or disaster relief through engineering services, technical evaluation, inspection, damage assessment, debris clearance and disposal, support for roads, bridges, vehicles, buildings, restoration of transportation facilities and flood control associated with a catastrophic disaster. This ESF will organize local resources in such a manner that they will be able to perform the many tasks that are essential to an effective incident management.

Information collected by this ESF is central to establishing local eligibility for Public Assistance and works in conjunction with ESF 14 to establish a complete picture of incident damages throughout the community.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- The County maintains 730 miles of public roads and is equipped to provide debris/snow clearance of these.
- The Missouri Department of Transportation maintains 5850 miles of public roads in its St. Louis District and is equipped to provide debris/snow clearance of these.
- Jefferson County's Department of Public Works includes a Fleet Division that oversees maintenance and fueling needs of County vehicles that may be utilized during emergency response.
- There are 177 bridges maintained by the County
- There are 1153 bridges maintained by the State in its St. Louis District
- The majority of County facilities are located in Hillsboro, but there are several off-campus locations
- RSMo, Chapter 44 provides for an emergency volunteer program known as the Structural Assessment & Visual Evaluation (SAVE). This program is administered by SEMA in the event of a natural disaster. Their mission is to rapidly deploy credentialed volunteers to assist local jurisdictions to determine if buildings are safe. Architects, engineers, contractors, etc. may volunteer their services and equipment. These volunteers can assist with demolition, cleanup

and post-disaster safety inspections.

- The County EOC is equipped to provide and receive real-time information to damage assessment teams during an activation.

#### **Assumptions**

- When a major incident occurs, local public works resources may not be adequate to deal with all resulting issues immediately and tasks will need to be assigned on a priority basis.
- Emergency environmental waivers and legal clearance will be needed for disposal of materials from debris clearance and demolition activities.
- Immediately following a disaster, local responders will be able to communicate initial damage assessment reports to the EOC.
- Following the public safety response, local, state and federal personnel will be available to conduct necessary damage assessment.
- Secondary incidents may necessitate multiple rounds of inspections and damage assessments

#### **ORGANIZATION**

This ESF will be grouped within the Operations Section under the Infrastructure Branch of the County's EOC.

#### **ASSIGNMENT OF RESPONSIBILITIES**

##### *Jefferson County Public Works*

- Assess damages to County roads, bridges, facilities and other property.
- Provide debris clearance from County highways & properties.
- Conduct repairs on damaged County infrastructure.
- Protect County properties & assets from reasonably manageable flood damages

##### *Jefferson County Parks & Recreation*

- Assess damages to County parks
- Assist in debris clearance operations from County properties

##### *Jefferson County Services*

- Conduct damage assessments of impacted private properties
- Provide intelligence regarding incident debris amount & type on private properties

##### *Jefferson County Office of Emergency Management*

- Consolidate damage assessments & report numbers/amounts to State partners
- Develop incident debris management plan

#### **SUPPORT AGENCY ROLES**

*Missouri Department of Transportation*

- Maintains and develops State owned highways in Jefferson County.

*Missouri Department of Natural Resources*

- Maintains State regulation regarding disposal of incident debris.

*State Emergency Management Agency*

- Maintains SAVE Coalition's membership and training to provide for support to local jurisdictions during large-scale damage assessment operations.

## **NON-RESPONSE ESF SUPPORT ACTIONS**

**Prevention**

- Develop infrastructure and building codes that eliminate potential for flood damages.

**Mitigate**

- Develop infrastructure with resilience in mind to minimize vulnerabilities.

**Prepare**

- Ensure protection of transportation equipment and personnel.
- Train personnel in department and operational emergency procedures
- Review all sections of this plan to clarify overarching role.
- Maintain emergency guidelines to include, but not limited to:
  - Personnel activation lists
  - General response priorities
  - Equipment usage & repair priorities
- Establish contact with public and private resources that could provide support during an emergency.
- Participate in tests, exercises and drills to include critique and follow-up actions.

**Recovery**

- Utilize lessons learned from response to drive recovery operations related to public works and engineering needs.

## ESF-4

### Fire Suppression

**COUNTY AGENCIES:** *Office of Emergency Management  
Sheriff's Office  
Department of Parks and Recreation*

**SUPPORT AGENCIES:** *County Fire Districts & Municipal Departments  
Missouri Department of Conservation*

#### **PURPOSE**

This ESF provides support enabling fire suppression and control services to meet increased demands during emergencies.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- There are 14 fire districts and four municipal fire departments in Jefferson County
- A statewide system facilitating sharing of fire resources is in-place and a local fire chief has been designated to coordinate needs within Jefferson County
- Jefferson County has an area of 664 square miles
- The County maintains 10 parks with an area of 146 acres and owns a further 214 acres of land for parks expansion.
- There is one State Park encompassing 818 acres and three state historic sites in Jefferson County.

##### **Assumptions**

- When a major incident occurs, local resources may not be adequate to deal with all resulting issues immediately and tasks will need to be assigned on a priority basis.
- Local and regional mutual aid will be sufficient to contain all but the most complex fires.

#### **ORGANIZATION**

This ESF will be grouped within the Operations Section under the Public Safety Branch of the County's EOC.

## ASSIGNMENT OF RESPONSIBILITIES

### Local

#### *Jefferson County Office of Emergency Management*

- Support fire response needs throughout Jefferson County.

#### *Jefferson County Department of Parks & Recreation*

- Support fire response needs within Jefferson County Parks

## SUPPORT AGENCY ROLES

### Local

#### *County Fire Districts & Municipal Departments*

- Provide primary fire suppression services throughout Jefferson County

### State

#### *Missouri Department of Conservation*

- Provides statewide fire management policy

## NON-RESPONSE ESF SUPPORT ACTIONS

### Prevention

- Provide public education covering fire safety & prevention
- Develop and implement building codes supportive of fire control systems

### Mitigation

- Develop and implement building codes supportive of fire control systems
- Perform prescribe burns as necessary and possible

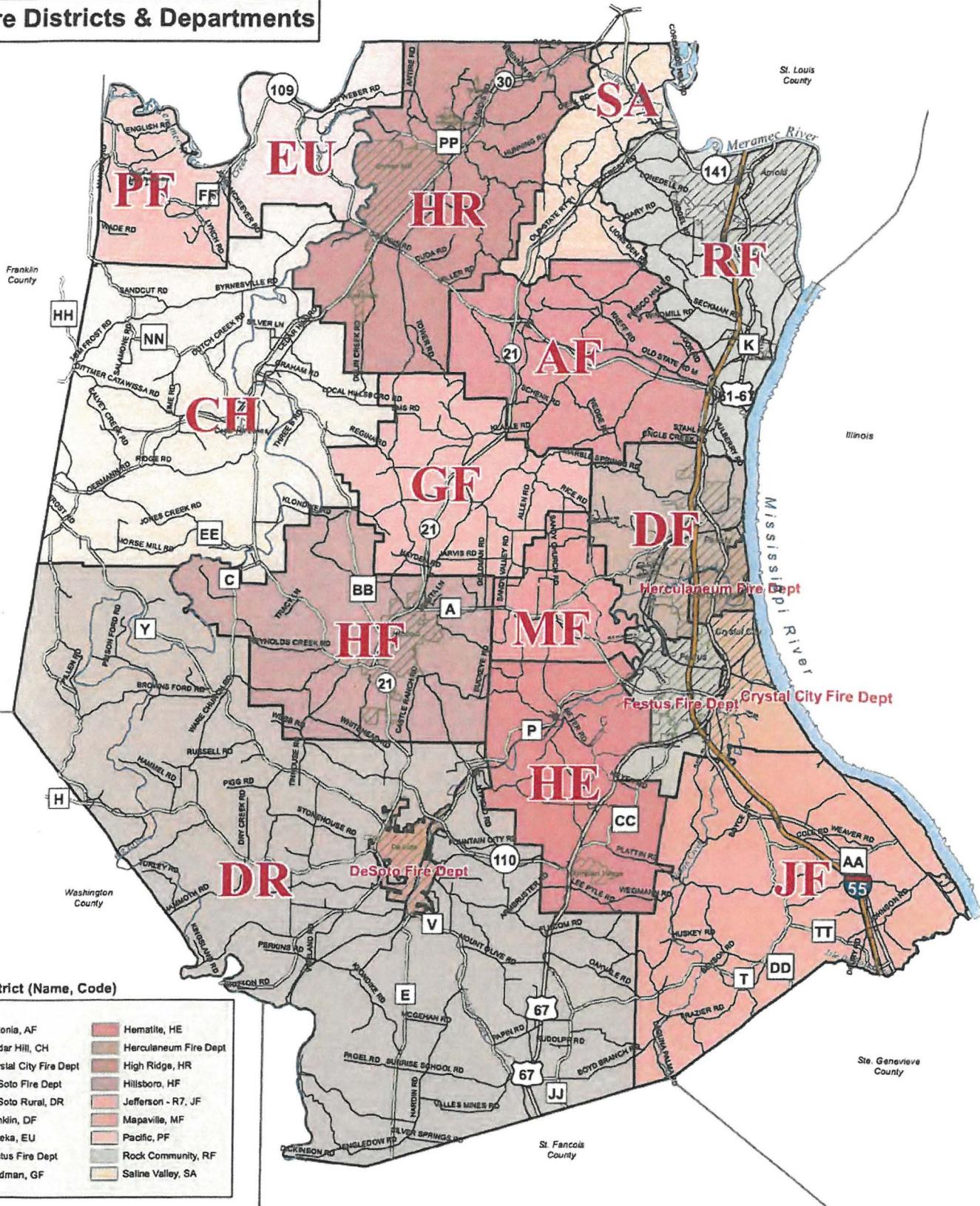
### Preparations

- Ensure protection of equipment and personnel.
- Train personnel in department and operational emergency procedures
- Review all sections of this plan to clarify overarching role.
- Maintain emergency guidelines to include, but not limited to:
  - Personnel activation lists
  - General response priorities
  - Equipment usage & repair priorities
- Establish contact with public and private resources that could provide support during an emergency.
- Participate in tests, exercises and drills to include critique and follow-up actions.
- Develop fire breaks as appropriate

### **Recovery**

- Maintain record of assets to assist with damage assessments

## Fire Districts & Departments



### Jefferson County

Department of the County Assessor

Bob Boyer, Assessor



#### CAUTION

The map is for tax purposes only. It is not intended nor accurate to be used for conveyances. Any use other than for tax purposes shall be at the user's risk. The reproduction or copying of this map or any part thereof by any process is prohibited without the written permission of the Department of the County Assessor.

Pursuant to 2 CSR 90-65.080: "This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries." Authority: section 60.670, RSMo 2016.

#### Legend

—	Festus Special
—	County Road
—	State Route
—	US Highway
—	Interstate
—	State Road
—	Major Rivers/Creeks
—	Municipalities

Data Source: Department of the County Assessor, Jefferson County 811, Missouri Spatial Data Resources

0 2 4 8 Miles

Coordinate System: NAD 1983 StatePlane MO East FIPS 2401 US Foot Projection: Transverse Mercator

1:252,000



## **Appendix 2: SUMMARY OF STATEWIDE FIRE MUTUAL AID SYSTEM**

Recognizing that Missouri is subject to a wide range of emergency situations that could overwhelm the capability of local departments, a state-wide fire mutual aid plan has been developed. This plan establishes the policies and procedures that will allow the Division of Fire Safety, Office of the State Fire Marshal, to coordinate fire resources in the State during an emergency or disaster.

Under the plan, Regional and Area Coordinators of fire resources have been appointed.

Upon notification of disaster requiring activation of this plan, the State Fire Marshal Command Center will be activated, a fire safety representative will be sent to the State EOC and representatives of the State Fire Marshal will report to each District EOC.

Regional Coordinators will be alerted to begin mobilization of available mutual aid resources within respective regions. Fire apparatus for statewide mutual aid will be coordinated from the State EOC. Mutual aid is voluntary.

Any municipal fire department, fire protection association or volunteer fire district association may provide assistance to any other such organization in the State at the time of a significant emergency (RsMO Chap. 70 (HB 1395/1448-90))

All fire service agencies must develop their own implementation procedures for support of this plan.

## ESF-5

### Emergency Management

**COUNTY AGENCIES:** *Office of Emergency Management*

**SUPPORT AGENCIES:** *Missouri State Emergency Management Agency*

#### **PURPOSE**

The purpose of this ESF is to provide an overview of Jefferson County's Emergency Management system and how the County will utilize its Emergency Operations Center and resources to build a management structure capable of providing for effective whole-community response and recovery

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- Jefferson County maintains a hot Emergency Operations Center at 1409 Herculaneum Industrial Drive, Herculaneum, MO. This is collocated with the administrative offices of the Office of Emergency Management.
- Jefferson County has an agreement with Jefferson County 911 Dispatch to utilize its backup center at 6710 Veterans Drive, Cedar Hill, MO. This is also a hot facility.
- If both the primary and secondary Emergency Operations Centers are unusable, the County has training rooms at its main campus in Hillsboro that could be utilized as Emergency Operations Centers. These are warm facilities.
- Both the primary and secondary EOCs have backup generator power available.
- The County uses WebEOC to share information and resource needs with SEMA
- The County has access to regional resources through its agreement with the STARRS organization
- Incident Support Teams exist in the State and may be available to assist in staffing of the County's EOC

##### **Assumptions**

- Partner agencies will provide information and personnel to the County's Emergency Operations Center when it is activated if wider resource coordination is needed.
- Necessary resources not available locally will be locatable through existing resource sharing agreements or via request to SEMA

#### **ORGANIZATION**

- During emergency operations, the Emergency Operations Center will be set up with a hybrid Emergency Support Function/Incident Command System structure.
- The Planning P will be used to structure incident management activities insofar as possible.

### **EOC Management**

- This section will be led by the appointed Emergency Management Director.
- Includes the EOC Director, Public Information Officers, Liaison Officers and Safety Officers.
- Works in coordination with Policy Group to set incident management objectives

### **Policy Group**

- This section is headed by the County Executive
- Includes any necessary senior officials with role in setting incident management policies such as:
  - Activation & deactivation of County EOC
  - Issuance of local disaster declaration
  - Establishment of expenditure limits & consideration of emergency purchases
  - Providing direction for public information activities

### **EOC General Staff**

#### **Planning**

- This section will be led by the appointed Planning Section Chief.
- The Planning Section is responsible for gathering, analyzing, evaluating and disseminating technical information and making recommendations to the EOC Director.
- While Operations is concerned with immediate strategic response to the disaster, Planning is concerned with the overall strategy and long-term goals.
- Planning's function is to maintain information on the overall response effort and to develop the EOC/Incident Action Plan for the next operational period. Some key responsibilities of this section are:
  - Coordinate implementation of the Planning "P" process.
  - Incident Action Plan development for all operational periods.
  - Production and tracking of incident record keeping
  - Situational intelligence, including information gathering, verification, status reporting and maintaining maps and display.
  - Coordination of damage assessment, including information gathering, verification and reporting.
  - Providing situation reports to local, state and federal officials and/or agencies using established forms.
  - Briefing the EOC staff.

#### **Operations**

- This section will be led by the appointed Operations Section Chief.
- The Operations Section includes all activities that are directed toward the reduction of the immediate hazard, establishing control and restoration of County operations. This section consists of those departments or agencies that are responsible for public safety, social services and infrastructure. The individual agencies receive and evaluate requests for assistance and resources, establish priorities and relay operational status and information of the Management Section. The overall responsibility of this section is to coordinate with field operations through the ICP(s).

## **Logistics**

- This section will be led by the appointed Logistics Section Chief.
- This section consists of those departments with responsibilities for the procurement of personnel and equipment necessary for the management of and recovery from the emergency. The Logistics Section coordinates the procurement and provision of emergency resources and support for the response and recovery operations being conducted for the emergency.

## **Finance & Administration**

- This section will be led by the appointed Finance & Administration Section Chief.
- This section is responsible for all finance, emergency funding and cost accountability functions for EOC operations. This section provides financial and contracting services for emergency or disaster operations (See ESF 7, Resource Management)

## **ASSIGNMENT OF RESPONSIBILITIES**

### *Jefferson County Office of Emergency Management*

- Maintain readiness of County's EOC
- Maintain readiness to shift EOC operation to a backup facility
- Coordinate with Incident Command Post(s) to identify needed support & share situational information.
- Work with ICP(s) & local policy group to establish incident management objectives
- Share local situational information with SEMA
- Integrate County efforts with necessary public and private partner agencies.
- Maintain records of the cost of supplies, resources and staff-hours needed to respond to the incident.

## **SUPPORT AGENCY ROLES**

### *Missouri State Emergency Management Agency*

- Coordinate resource requests for assets outside the County's existing supply & MOUs
- Act as Liaison between County & FEMA for resources and post-incident assistance

## **NON-RESPONSE ESF SUPPORT ACTIONS**

### **Prevention**

- Promote & provide public education opportunities focusing on preparedness, self-sufficiency and resiliency

### **Mitigate**

- Identify opportunities to utilize public policy, grants to promote disaster mitigation projects

**Prepare**

- Ensure protection of equipment and personnel.
- Train personnel in department and operational emergency procedures
- Review all sections of this plan to clarify overarching role.
- Maintain emergency guidelines to include, but not limited to:
  - Personnel activation lists
  - General response priorities
  - Equipment usage & repair priorities
- Establish contact with public and private resources that could provide support during an emergency.
- Participate in tests, exercises and drills to include critique and follow-up actions.

**Recovery**

- Develop and utilize incident after action reviews to enhance community recovery opportunities and enhance future activations.

## **Appendix 1: EOC ACTIVATION GUIDELINE**

- The County EOC may be activated to provide support at the discretion of the County Executive or Emergency Management Director.
- Activation of the EOC may occur because of a request from a public safety partner agency or proactively as deemed necessary by the County Executive or Emergency Management Director.
- Notification of the EOC will be made to response partners by Jefferson County 911 Dispatch
- The dispatcher will have available at the communications center the necessary call-up/notification lists which include names and telephone numbers of individuals and organizations to contact. It is the responsibility of the dispatcher, along with each organization/department, to see that these lists are kept current.
- In some cases, it will be necessary for the first organization member contacted to notify and/or recall the necessary personnel within an organization to respond to the incident. Therefore, each organization must maintain current internal personnel notification/recall rosters and a means to implement them.
- Depending on the type of incident, the dispatcher may notify/warn special locations such as schools, nursing homes, factories and places of public assembly by using all methods as outlined in ESF-15: Public Information & Warning.
- Situations requiring notification not covered by these checklists will be handled on a case-by-case basis by the Emergency Management Director and his/her staff.

## **Appendix 2: EOC ICS/ESF STAFFING GUIDELINE**

This section attempts to relate the roles and responsibilities outlined in each of the EOP's ESFs to its most closely related ICS organizational area. There is some overlap between ESFs (notably ESFs 5 & 7) and ICS positions/functions, but the EOC is organized this way to translate national level organizational groups into frontline resource needs.

### **Management & General Staff**

ESF-5: Emergency Management  
ESF 15: Public Information & Warning

### **Operations Section**

*Public Safety Branch*  
ESF-4: Fire  
ESF-9: Search & Rescue  
ESF 10: Hazardous Materials Response  
ESF 13: Law Enforcement & Counter Terrorism

*Infrastructure*  
ESF-3: Public Works & Engineering  
ESF-11: Agriculture & Environment  
ESF 12: Energy

*Social Services*  
ESF-6: Mass Care & Sheltering  
ESF-8: Public Health & Medical  
ESF-14: Long-term Recovery

**Logistics**  
ESF-1: Transportation  
ESF-2: Communications  
ESF 7: Resource Management

**Planning**  
ESF-5: Emergency Management\*

**Finance/Administration**  
ESF 7: Resource Management\*

## **Appendix 3: EOC OPERATIONAL CONDITION**

### **Condition 4**

- Daily operational condition.
- OEM staff will monitor and support incidents in the community as necessary. Formal activation of EOC is unnecessary to provide for resource & organizational needs. Incident duration and/or community impact is negligible.

### **Condition 3**

- Limited EOC activation.
- OEM staff, in coordination with local agencies, will monitor and support incident response. Outside resources beyond normal mutual aid are unlikely to be needed for satisfactory incident stabilization & community recovery. Incident duration and/or community impact is minor.

### **Condition 2**

- Standard EOC Activation
- OEM staff will coordinate with local & state agencies to monitor and support incident response. Outside resources will be necessary for satisfactory incident stabilization & community recovery. Incident duration and/or community impact is moderate.

### **Condition 1**

- Notable EOC Activation
- OEM staff will coordinate with local, state and federal agencies to monitor and support incident response. Outside resources will be necessary for incident stabilization & community recovery. Incident duration and/or community impact is significant & enduring.

## **Appendix 4: REQUESTING STATE & FEDERAL RESOURCES**

### **STATE AND FEDERAL ASSISTANCE**

State and Federal assistance should be requested via the Jefferson County Executive or his/her designated successor as outlined in the Basic Plan.

Assistance from State and/or Federal agencies, such as the Department of Conservation, Department of Natural Resources, etc, can be requested directly by calling the appropriate agency. It may also be requested through the State Emergency Management Agency (SEMA). **Either way, this action should be coordinated with the Office of Emergency Management.**

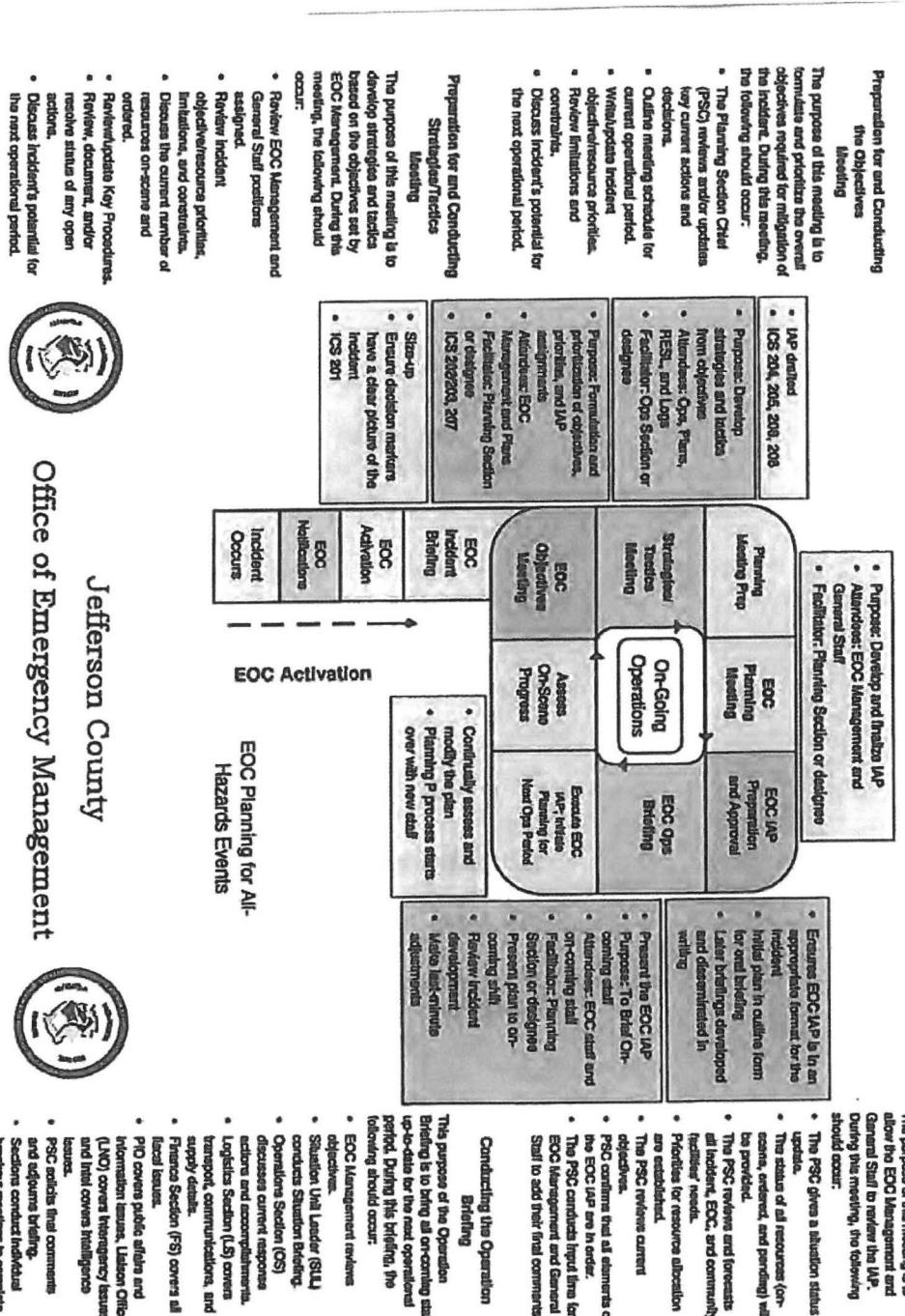
#### **SEMA Notification & Requests**

- Online resource requesting through WebEOC is the most standard way to request & notify SEMA of specific needs.
- SEMA maintains a 24-hour telephone number to request assistance during a disaster or emergency: 573-751-2748.
- Business Hours: Your call will be answered by personnel on duty in the EOC.
- Non-Business Hours: Leave your name and a call back number. SEMA's on-call duty officer will be alerted and will return your call.
- If telephone lines are down, SEMA can still be contacted via the Missouri State Highway Patrol. Troop C will transmit your message to SEMA via radio. During business hours, the Missouri Uniform Law Enforcement System (MULES) can also be used to transmit messages to the MULES terminal at the State Emergency Operations Center.

#### **National Guard Requests**

- Requests for the Guard can only be made by the County Executive or his/her designated successor as outlined in the Basic Plan.
- SEMA should be informed prior to making such a request, which will need gubernatorial approval. If request to SEMA is made via telephone or radio, a hard copy should be sent as follow-up for official documentation.
- Situation should first be analyzed to determine if:
  - o A threat to life or property still exists.
  - o All local resources have been committed.

EOC Planning P



## PLANNING "P"

## ESF-6

### MASS CARE & SHELTERING

**PRIMARY AGENCIES:** *Department of County Services  
Office of Emergency Management  
Sheriff's Office*

**SUPPORT AGENCIES:** *American Red Cross  
Jefferson County Health Department  
Jefferson County 911 Dispatch  
Jefferson County COAD*

#### **PURPOSE**

This ESF establishes a working strategy for the mass care of residents in Jefferson County, along with the essential need to provide pet-friendly sheltering for companion animals during, or after, an emergency. It also supports delivery of mass care services such as shelter and feeding to disaster victims and the establishment of systems to provide bulk distribution of emergency relief supplies. It will assist in the collection of information to operate a system for the purpose of reporting victim status and assisting in family reunification.

Alternative options for mass care and sheltering including sheltering-in-place and evacuation are also considered by this ESF.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- The American Red Cross (ARC), working with its partners, provides mass care services to disaster victims as part of a broad program of disaster relief as outlined in charter provisions enacted by U.S. congress, Act of January 5, 1905.
- The Pets, Evacuation and Transportation Standards Act of 2006 requires local plans account for mass care needs of companion animals and service animals.
- American Red Cross shelters will accept service animals as a standard, but additional resources may be required for companion animals.
- The County has access to a pet shelter support trailer that is housed at the Animal Resource Center.
- The Jefferson County Community Organizations Active in Disaster maintains representation from both local and regional entities that may provide mass care services or be able to support these (i.e., churches, charities, service organizations)
- The American Red Cross provides regular meals to disaster victims in shelters and at fixed and mobile mass feeding sites when needed. The Red Cross also serves disaster workers, rescue workers and similar groups when normal feeding facilities are unavailable and when meals are not available through their own organization.
- The American Red Cross assists in reunification efforts following disasters

## Assumptions

- The majority of those requiring shelter will attempt to seek shelter with friends, family or in private lodging facilities before going to a public shelter.
- Sheltering in place is sometimes a better option than evacuation. PODS may be necessary to support/encourage this, but the majority of households will be capable of supporting themselves at least 24 hours.
- Some people will remain at or near their property regardless of existing damage or hazard.
- Approximately 50 percent of households include at least one pet
- Some companion or service animals may require medical care
- Disasters will likely separate families and leave some specialized populations (e.g. elderly, children, functional and access needs) without typical support and care networks. Transients, unfamiliar with Jefferson County and its services, may also be involved. Additionally, Jefferson County is home to large numbers of domestic and feral animals which may also be displaced.
- Evacuation of residents from an incident's area of impact to seek shelter elsewhere may be the best available option in some circumstances.

## ORGANIZATION

This ESF will be grouped within the Social Services Branch of the Operations Section

## ASSIGNMENT OF RESPONSIBILITIES

### *Jefferson County Office of Emergency Management*

- Coordinate sheltering and evacuation operations with the American Red Cross.
- Coordinate with Jefferson County Animal control on issues surrounding shelter and care of animals affected by the disaster incident.
- Cross-link mass care efforts and in-place sheltering for bulk distribution where applicable.
- Work with ESF-15 (Public Information) to develop messaging related to sheltering in place, public shelter availability and/or evacuation procedures.

### *Jefferson County General Services*

- House, maintain and deploy animal sheltering trailer
- Provide service and companion animal sheltering support as required
- Ensure animal management operations and sheltering are available during incidents & coordinate with the Office of Emergency Management and the American Red Cross on establishing and opening companion animal shelters.
- Assist the American Red Cross with any issues regarding care and sheltering of service animals in public shelters.
- Assist with necessitated care and relocation to natural habitats of feral animals displaced by disaster incidents.
- Ensure, via mutual-aid agreements if necessary, that sheltered animals will have access to necessary health & medical care.

*Jefferson County Sheriff's Office*

- Provide security at shelter facilities as required
- Support security needs in event of evacuations

**Support Agency Roles**

**Local**

*Jefferson County Health Department*

- Provide expertise for sheltering operations related to public health concerns and functional and access needs.

**Regional**

*American Red Cross*

- Provides emergency sheltering services following disaster throughout the nation.

**State**

*Missouri Division of Family Services*

- Designate facilities for the lodging of local institutionalized groups under state control.
- Liaison with the American Red Cross regarding mass care activities and assist in the planning necessary to make food and water available.

**Federal**

*Department of Health & Human Services*

- Assist in delivering health care to injured or abandoned animals and performing veterinary preventative medicine activities following a major disaster or emergency, including conducting field investigations and providing technical assistance and consultation as required.

**NON-RESPONSE ESF SUPPORT ACTIONS**

**Prevention**

- Encourage public awareness of hazards and recommend protective actions to potentially reduce the number of people & animals requiring shelter.

**Mitigation**

- Identify potential shelter sites and partner organizations throughout Jefferson County to ensure accessible shelter locations regardless of incident type, location.
- Identify populations that may require assistance (i.e. institutionalized, functional & access needs, etc) including identifying best lodging/sheltering facilities.

**Preparedness**

- Develop guidelines for necessary sheltering support services (reception, registration, feeding,

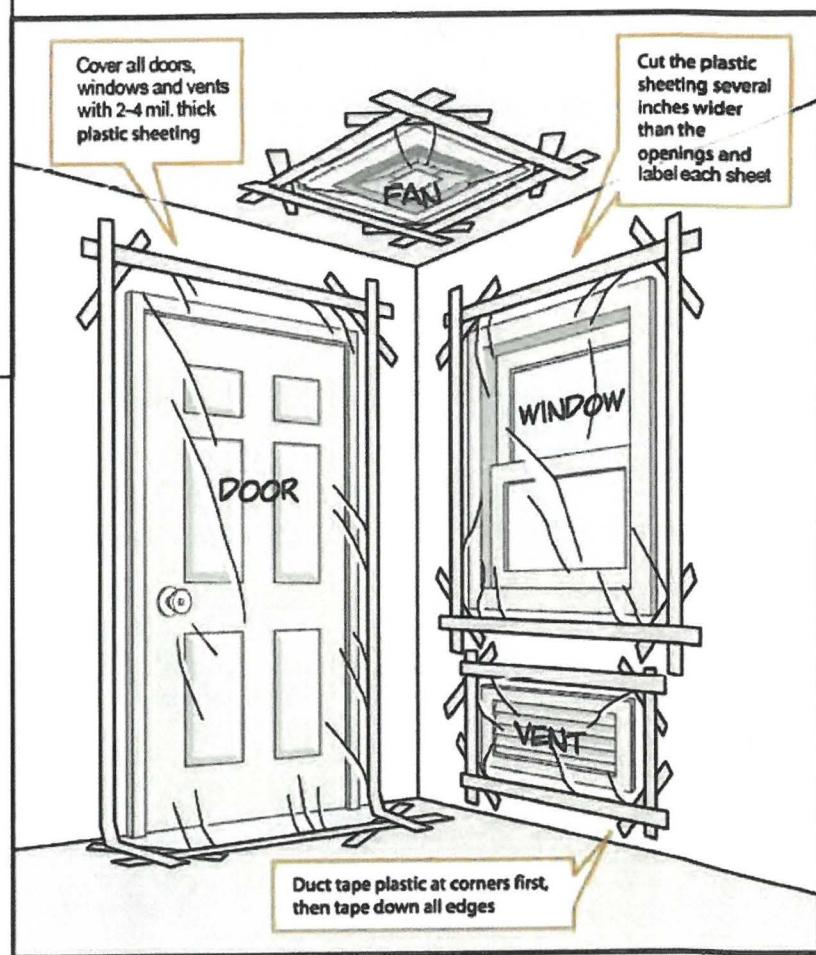
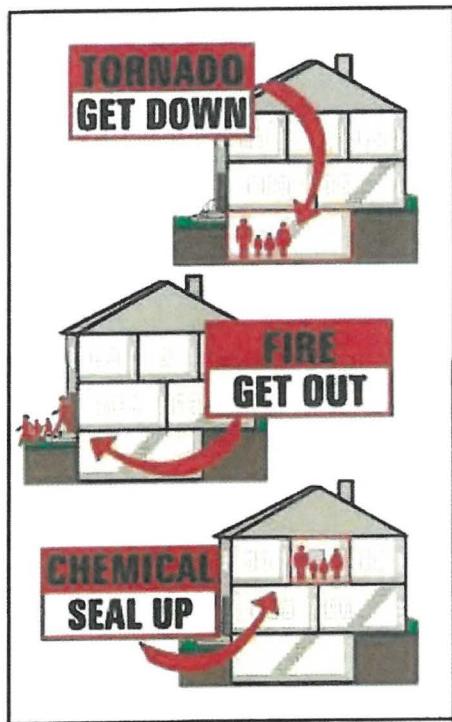
traffic control, etc)

- Develop partnerships with organizations capable of supporting various aspects of mass care services (i.e., religious, civic, fraternal)

#### **Recovery**

- Monitor release from shelters and keep EOC apprised of shelter populations.
- Continue to assist as required in locating and reunite evacuees and pets with their families and relatives.
- Prepare, or assist with preparation of, after-action reports.

## Appendix 1: PROTECTIVE ACTIONS DIAGRAMS



## ESF-7

### Resource Management

**PRIMARY AGENCIES:** *Jefferson County Department of Administration  
Jefferson County Office of Emergency Management  
Jefferson County Department of Public Works*

**SUPPORT AGENCIES:** *Jefferson County COAD  
St. Louis Area Regional Coalition of COADs*

#### **PURPOSE**

To facilitate effective incident response, Jefferson County must have the ability to maintain a continuous resource inventory and to allocate these resources in a prompt and orderly manner during an emergency. Resources cited include materials, services, personnel, financial resources, facilities, etc. These resources may come from a variety of sources, both solicited and unsolicited. This ESF is designed to give local officials the ability to (1) activate resource management processes prior to and during an incident, (2) to dispatch resources prior to and during an incident and (3) to deactivate or recall resources during or after an incident.

This ESF is designed to provide for the management of solicited and unsolicited resources, public and private. Prioritization of available and requested resources will be given for the hazard identified in the incident at hand.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- County has purchasing policies covering normal and emergency purchasing options.
- Requests for State & Federal resources will be submitted through WebEOC.
- Local resources should be used before outside assistance is requested.
- Some requests, such as for the National Guard, must be made with support of County Executive.
- County has access to regional assets via STARRS mutual aid agreements
- COAD/SLARCC includes organizations that can assist with donations/volunteer management

##### **Assumptions**

- Supply chains may be impacted, but critical supplies will be accessible in a timely fashion.
- Private donations will need to be tracked and managed.
- Deviation from normal purchasing policies will not be necessary for the majority of issues
- Funds to provide payment for the use of private resources will be available either from local, state or federal government. Should the President officially declare the area a disaster, eligible reimbursements may become available under the Robert T. Stafford Act.

## **Organization**

This ESF will be grouped within the Logistics Section in the County's EOC

## **Responsibilities**

### *Jefferson County Department of Administration*

- Maintain access to County resource list.
- Maintain list of contracts available for County use.
- Assist in establishment and maintenance of agreements of understanding with private sector organizations, neighboring jurisdictions, etc. that can supply potentially needed resources (e.g. food, water, clothing, sanitary supplies, bedding, fuel/energy, transportation, construction equipment, personnel resources, shelter supplies, etc.)
- Coordinate procurement and purchasing with Logistics staff in the EOC.
- Provide a liaison to the EOC as requested/possible
- Establish procedures to coordinate and control donated goods and offers of volunteer assistance. Coordinate these activities with the Social Services branch of the Operations Section in the EOC.
- Support the collection and maintenance of records regarding the cost of supplies, resources and staff hours needed to respond to the incident.
- Address internal personnel issues

### *Jefferson County Public Works*

- Assist with resource management, especially concerning vehicles & facilities

### *Jefferson County Office of Emergency Management*

- Assist with resource management

## **NON-RESPONSE ESF SUPPORT ACTIONS**

### **Prevention**

- Consider hazard analysis when making purchases, building reasonable reserves of supplies that may be necessary for the County on short notice during an incident.

### **Mitigation**

- Keep purchasing policies updated, accounting for potential need of emergency acquisitions.
- Review and develop continuity of operations policies.

### **Preparedness**

- Ensure familiarity with purchasing and emergency purchasing policies
- When possible/prudent, prepare necessary paperwork for declarations before impact
- Identify potential resources and sources before impact & update lists

### **Recovery**

- Review damage estimates and make an estimate of resources needed for recovery.
- Total resource requests of assisting local government agencies.
- Gather documentation and assist with application for assistance

Appendix 1:

**Chapter 130. Procurement Policy and Procedures**

Editor's Note — Delegation of procurement function — Sections 50.660, 50.753, 50.757, 50.760, 50.770, RSMo.

Cross Reference — As to requirement of paid taxes prior to award of a bid or proposal, §135.040.

**Section 130.010. Definitions.**

[Order No. 12-09-2003B SI, 12-9-2003]

As used in this Chapter, the following terms shall have these prescribed meanings:

**BUY-OUT PURCHASES**

Close out items or supplies under a total value or cost of fifteen thousand dollars (\$15,000.00).

[Ord. No. 23-0504, 12-11-2023]

**COOPERATIVE PURCHASING**

Cooperative purchasing contracts are those contracts that have been executed by Jefferson County, Missouri, with vendors who have agreed to offer during the open bidding process the same pricing to municipalities in Jefferson County, other Jefferson County area government entities such as municipalities, school, fire, and ambulance districts, etc., or any other governmental district and subdistrict.

[Ord. No. 14-0236 §§1 — 3, 5-12-2014]

**DIRECTOR**

The head of a department.

**ELECTED OFFICIAL**

Elected office holder.

**PROCUREMENT**

Procurement activities are the purchase, rent, lease or other acquisition of supplies, materials, equipment, services, construction and property. It includes all functions incident thereto and description of requirements, selection and solicitation of sources, preparation and award of contracts and all phases of contract administration and the management.

PURCHASE OR PURCHASES

Supplies, materials, equipment, property, contractual services, construction including remodeling, the rental or lease of any property, including the procurement thereof. This definition is used when applying the procurement procedures contained herein. A purchase is one (1) transaction, regardless of the number or type of items acquired or ordered in that transaction.

PURCHASING AGENT

Manager of contracts, grants and special projects or assistants as appointed.

VENDOR

Any person or entity that provides, offers to provide or bids to provide any supply, material, equipment, goods, property or services to the County in return for consideration. This term shall have the same meaning as "seller," "bidder" or "contractor" as may be used in this policy.

**Section 130.020. Procurement Policy — Structure and Authority.**

[Order No. 12-09-2003B §II, 12-9-2003]

A.

Scope And Purpose.

1.

The primary objective of this policy is to provide for fair and equitable treatment of all persons involved in public purchasing. The procurement of all materials, supplies, equipment and services for Jefferson County shall be in accordance with applicable Statutes of the State of Missouri and shall be accomplished in such a manner that the maximum value will be obtained for the money expended. This policy also provides guidance for grant applications, franchise agreements, reimbursement and other contracts, in which the County serves as a pass-through to provide funding to other agencies for the benefit of County residents. Procedures outlined herein shall apply to all County funds.

2.

The acquisition of supplies, materials, equipment, services and construction is centralized in the Department of Administrative Services. The Director of Administration assigns the Purchasing Agent the responsibility for the quality and quantity of purchases made. The guidelines governing this responsibility are that purchases are within the framework of

budgetary limitations and are consistent with the approved goals and programs of the County. This policy applies to every expenditure of public funds by an office, department or division regardless of the source of the funds.

3.

Procurement that involves the expenditure of Federal or State funds shall be conducted in accordance with any applicable Federal or State law or regulations promulgated thereunder. Nothing in this policy shall prevent any office or department from complying with the terms and conditions of any grant, gift, fee or bequest that is otherwise consistent with law.

The American Bar Association Model Procurement Code for State and Local Governments shall be used as an additional guide where this policy does not specifically address the subject being considered.

B.

#### Source And Extent Of Procurement Responsibility.

1.

Purchasing Agent. The Purchasing Agent or appointed assistants pursuant to Missouri Revised Statutes shall have the responsibility for purchasing, acquiring, leasing and renting goods and services for the County and for the sale, disposition, leasing and renting of County surplus goods, property or services. The Purchasing Agent is responsible for training of necessary staff and for centralizing purchasing transactions so that the utmost in efficiency and monetary savings can be secured for the County.

2.

Central Purchasing. A central purchasing authority is responsible for implementation of procurement policy, procedure and oversight. This authority is with the Director of Administration who is responsible for the management of procurement activities in accordance with this policy and applicable laws or regulations. The Director of Administration may adopt operational procedures relating to the execution of procurement duties consistent with this policy.

3.

Authority To Purchase. The director or elected official may delegate authority to make purchases to employees, when necessary, and the dollar amount is not in excess of fifteen thousand dollars (\$15,000.00). This policy applies to persons delegated authority to

Purchase under this policy. The Purchasing Agent shall have the responsibility to monitor the delegation of this authority.

[Ord. No. 23-0504, 12-11-2023]

Except as otherwise provided herein, it is improper for an employee to purchase other than through the General Services Division. No employee, other than the Purchasing Agent may represent to the public or a vendor that they are a Purchasing Agent of the County.

Requisitions, purchase orders, invitations for bid, requests for proposals and contracts may be canceled in whole or in part by the Manager of Contracts and Grants at the request of the department director or elected official when it is in the best interest of the County and in accordance with this policy.

C.

Acquisition.

1.

The Purchasing Agent has the responsibility for the quality and quantity of purchases made. The guidelines governing this responsibility are that purchases are within the framework of budgetary limitations and are consistent with the approved goals and programs of the County. This policy applies to each expenditure of public funds by an office or department regardless of the source of the funds.

2.

Procurement that involves the expenditure of Federal or State funds shall be conducted in accordance with any applicable Federal or State law or regulations promulgated thereunder. Nothing in this policy shall prevent any office or department from complying with the terms and conditions of any grant, gift, fee or bequest that is otherwise consistent with law.

D.

Contracts And Purchase Orders. The Purchasing Agent upon approval of the County Council may execute and award contracts and purchase orders for the County when funds are available to pay such obligation and the purchase is in accordance with the policy. The Purchasing Agent upon approval of the County Council may obligate the County with direct ordering. Orders placed without an authorized purchase order, contract or purchases

made in violation of the policy are the individual's responsibility and liability. Payment thereof is not the County's responsibility.

E.

**Sureties/Bid Bond.** Security in the form of insurance certificates, bonds, letters of credit, guarantees or deposits may be required by the director or elected official when it is in the best interest of the County to require such sureties.

F.

**Invitation For Bids.** The Purchasing Agent shall issue all invitations for bid and shall make recommendations for awards for purchases estimated to exceed fifteen thousand dollars (\$15,000.00).

[Ord. No. 23-0504, 12-11-2023]

G.

**Documentation Of Formal Bids.** The Purchasing Agent shall document formal bids. Documentation shall include:

1.

Bid prices.

2.

Justification of need for purchase.

3.

Description of budget item, accounting fund code (provided by the requesting department), auditor certification, transfer fund requests.

4.

Written recommendations from the elected official or department director.

5.

Statement of justification for recommendation to award other than low bid.

6.

County Counselor review.

7.

Approval by the County Council.

H.

**Purchase Quality.** A quality standard shall be established ensuring economical and efficient purchasing. Guidelines to ensure purchase quality are:

1.

Requested items must have a catalogue number or other identification that provides a full description.

2.

A purchase is selected on the basis it meets the standard set forth for its intended use.

3.

If a substitute is available, consideration may be given thereto and, all things being equal, the most economical purchase shall be made. Departments and offices may consider, review or test alternate products when requested by the Purchasing Agent.

4.

Purchase economy and efficiency are the primary factors in award determination.

I.

**Purchase Quantity.**

[Ord. No. 23-0504, 12-11-2023]

1.

The quantity of units purchased is a function of need, shelf life, storage space, storage space security, degree of standardization and pricing affected by volume procurement.

2.

County warehouse space is limited. Volume purchases are limited to one (1) point delivery to the General Services Division with immediate distribution to the office or department or drop shipment directly to the office or department. The requester shall prescribe delivery point in bid specifications.

3.

Buy-out purchases of items or supplies under fifteen thousand dollars (\$15,000.00) are permitted when, in the Purchasing Agent's judgment, it is in the County's best interest.

4.

Expensive items should be maintained at a low stock level and purchased as needed due to minimal secure storage space.

J.

**Purchase Scheduling.** Procurement shall be scheduled to provide purchases without undue delay in delivery and at reasonable cost, taking into consideration current market conditions and when the purchase is required. It is the responsibility of the office or department to timely initiate the requisition process.

K.

Federal, State And Cooperative Programs.

1.

All Statutes of the State of Missouri that apply to the procurement of any materials, supplies, equipment, articles, services, including architectural, engineering, construction, management, consulting, maintenance and other similar professional services, banking and insurance, shall be in effect as those Statutes apply to any First Class Charter County.

2.

Cooperative procurement agreements, which have met the sealed bid requirements as outlined herein, in which Jefferson County is eligible to participate, shall be considered to have met all bid documentation requirements. All Missouri State bid contracts qualify for this bid documentation exemption; any other cooperative procurement agreement must be documented in writing and approved by the County Council prior to any Purchase being made through the agreement. The approval authority for all normal purchases remains in effect.

3.

Notwithstanding all other provisions of Subsection (K) herein, Jefferson County's Contracts, Grants and Purchasing Division may participate in, sponsor, conduct, and/or administer a cooperative purchasing program, as defined herein, for the cooperative procurement of any goods or services with one (1) or more public entities within Jefferson County, Missouri. This shall be known as "cooperative purchasing." All bidders or vendors shall be notified of this program and shall have the option of participating in the program through a cooperative bid form which shall be included with all bids sent out by Jefferson County, Missouri. Jefferson County, Missouri, shall not be a party to any contract or agreement between other public entities and any vendor or successful bidder to which

Jefferson County was an original party. Bidders and vendors shall not be required to participate in the program, and the election to participate cannot be a prerequisite for an awarded bid, but may only be used as a factor if tie bids are received.

[Ord. No. 14-0236 §§1 — 3, 5-12-2014]

L.

**Standardization Of Procedures.** Purchasing procedures and administrative practices developed from this policy shall be uniformly standardized, but sufficiently flexible to care for isolated unique conditions. Items commonly used in the various departments or units thereof shall be standardized whenever consistent with County goals and in the interest of efficiency and economy.

M.

**Bidders' Lists.**

1.

All vendors who wish to conduct business with the County may contact the Manager of Contracts and Grants who shall develop and maintain lists of potential bidders for the various types of materials, equipment and supplies. Such vendors/bidders lists shall be used in the development of a mailing list for distribution of specifications and invitations to bid. The Manager of Contracts and Grants has the authority to remove from the mailing list for designated period of time those vendors who default or are irresponsible on their quotations or bids.

2.

Departments and offices of the County are encouraged to direct potential suppliers to the Manager of Contracts and Grants for inclusion in the County's master bidders lists.

N.

**Conflict Of Interest.**

1.

No employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of any contract, job, work, activity, function or service for the County. No employee shall act or refrain from acting in any capacity in which he/she is lawfully empowered to act as such an official or employee by reason of any payment, offer to pay, promise to pay or receipt of anything of actual pecuniary value, other than compensation to be paid by the County. No employee

shall accept any service or thing of value, directly or indirectly, from any person, firm or corporation having dealings with the County, upon more favorable terms than those granted to the public generally. No employee shall receive, directly or indirectly, any part of any fee, commission or other compensation paid by or payable to the County or by any person in connection with any dealings with the County or by any person in connection with any dealings with or proceedings before any office, department, board, commission or other agency of the County. No such employee shall directly or indirectly be the broker or agent who procures or receives any compensation in connection with the procurement of any type.

2.

No employee shall use confidential information obtained in the course of or by reason of his/her employment or official capacity in any manner with intent to result in financial gain for himself/herself, his/her spouse, his/her dependent child in his/her custody or any business with which he/she is associated. No employee shall disclose confidential information obtained in the course of or due to his/her employment or official capacity in any manner with intent to result in financial gain for himself/herself or any other person.

3.

The provisions of the Jefferson County Employment Policies shall be broadly construed and strictly enforced for the purpose of preventing County employees from securing any pecuniary advantages, however indirect, from their public affiliations, other than their County compensation.

4.

Any employee of the County, who willfully conceals any such interest or violates any of the provisions of the procurement policy or the Jefferson County Employment Policies, shall be subject to disciplinary actions. Any contract made in violation of the Procurement Policy may be declared void by the County Council.

5.

All employees of the County shall be bound by all applicable laws that pertain to conflicts of interest of such employees such as those contained in the Revised Statutes of Missouri. No employee of the County shall have a direct financial interest in any contract including, but not limited to, the sale to the County of any land, materials, supplies or services. Any indirect relationships must be disclosed prior to execution of the contract.

6.

Acceptance of gifts other than advertising novelties for use at work is prohibited at all times. Personnel must not become obligated to any vendor and shall not conclude any transaction from which they may personally benefit. Employees and officials of the County shall be cautious to avoid situations in dealing with vendors or potential vendors which may be construed as bribery. County purchasing personnel and other employees and officials should be cautious to avoid situations which may give rise to suspicion of their ethics.

Q.

**Competitive Buying.** Competitive bids will be solicited in connection with all procurement whenever required and in other instances where price comparison may be advantageous. Contracts will be awarded to the lowest responsible bidder complying with specifications and with other stipulated bidding conditions.

P.

**Records.** Records of all purchases will be readily available and maintained by the office of the County Clerk. All departments are encouraged to keep copies of their purchase transactions as appropriate for their own records.

Q.

**Purchasing Agent.** The Purchasing Agent shall review all modifications to contracts such as quantity changes, price changes and cancellations. Changes to contracts will only be accomplished with a change order or by amendment order approved by the County Council.

R.

**Overdrafts Prohibited.** No purchase requisition shall be allowed to overdraft a budgetary account. It is the responsibility of the requisitioner to know that funds are available in the designated account before a request for purchase is made.

#### **Section 130.030. Quality, Quantity and Specifications.**

[Order No. 12-09-2003B §III, 12-9-2003]

A.

**Buying Appropriate Quality.**

1.

Quality and service are just as important as price. The requesting department has the responsibility to order appropriate quality for the purpose intended. Quality buying is the buying of materials, goods or services that will fulfill but not exceed the requirements for which the goods are intended.

2.

Proper specifications help to obtain appropriate quality. Buying appropriate quality depends upon:

a.

Having proper specifications;

b.

Checking material to be purchased against specifications; and

c.

Checking material received with specifications.

B.

**Forms Of Specifications.** A "specification" is defined as an accurate, non-restrictive description of the material to be purchased. Acceptable forms of specifications are set out below. Department heads or staff should consult the Purchasing Agent if the form of specification does not conform to one (1) of those set out below.

1.

**Federal Specifications.** These are issued by the General Services Administration (The Federal Government Procurement Section) and cover common-use items regularly used by all Federal agencies. They establish the minimum standards of quality or performance, which are required to meet the Federal Government's needs consistent with regularly available commercial production.

2.

**State/County Purchase Specifications.** These are developed by the elected official, department director or by technical personnel, chemists and engineers or other qualified agency representatives in the various County departments. They provide, as far as possible, for the purchase of standard products rather than special manufacture.

3.

**Qualified Products Or Acceptable Brands List.** This list is developed only where it is not possible to write specifications adequate to the quality and performance required of the item or where the tests necessary to determine compliance with the specification are lengthy, costly and require complicated technical equipment or where currently existing County products, technical equipment or other circumstances, in the opinion of the Manager of Contracts and Grants, require such acceptable brands for continuity and effective operation.

4.

Acceptable brand lists are used in lieu of the preparation of detailed specifications in instances where the latter process is neither possible nor practical. Among the considerations, which favor the development of "acceptable brands lists," are the following:

a.

The difficulty of developing detailed specifications for products manufactured by secret processes.

b.

The difficulty of developing detailed specifications in such manner as to eliminate inferior products.

c.

The variability of designs, features or compositions of products acceptable for a common end use purpose.

d.

The absence of adequate facilities or extreme costs or time involved in testing against a detailed specification for compliance.

5.

**Specific Brand Or Trade Name.** This should be used where brand name products have been found to be superior to others for the purpose intended and when the construction, manufacture or type of service is proprietary, unknown or patented. It establishes a quality standard, but is not intended to limit or eliminate competition. This method should be limited, insofar as possible, to open market purchases where quantities are limited or when time does not permit the development of one (1) of the other types of specifications mentioned.

6.

Specifications By Blueprint Of Dimension Sheet. Such specifications are advisable for the purchase of custom-built cabinets, special furniture, machines, construction of new facilities. Blueprints supply a safe method of checking against specifications when material is received and inspected.

7.

Specifications By Chemical Analysis Or Physical Properties. This method is ideal for many materials since such can be checked accurately by laboratory tests and other methods.

8.

Specifications By Description Of Material And Methods Of Manufacture. This type of specification should be used rarely. Ordinarily, the seller, if he/she knows the use for which the goods are intended, is in a better position to determine the proper materials and method of manufacture than the buyer. It should be used only for very special requirements.

9.

Specifications By Performance Purpose Or Use. This type of specification places the responsibility on the vendor to meet the buyer's requirements. It is always advisable to obtain substantial competition when using this type of specifications, since only one (1) bidder, being responsible for results, may suggest a better but more expensive article than is justified or required.

[Ord. No. 23-0504, 12-11-2023]

10.

Pre-Requisites Of Good Specifications.

a.

Product specifications should, when possible, be identified with some specification already on the market. Special goods are expensive.

b.

Product specifications should be capable of being checked. The specifications should describe the method of checking, which will govern acceptance or rejection.

c.

Product specifications should, when possible, be capable of being met by several bidders for the sake of competition.

d.

Product specifications should be flexible where possible and further, where possible, invite vendors to suggest cost-saving alternates or substitutes.

C.

**Inspection As A Check On Specifications.** All specifications must be reasonably checked by inspection of goods and services received. Inspection is a responsibility of the requesting department, but the County Purchasing Agent should be informed of inspection results to track vendors who supply the most satisfactory goods and services.

[Ord. No. 23-0504, 12-11-2023]

D.

Transportation Costs.

1.

Continuing increases in transportation costs have become an important factor in evaluating vendor quotations. Higher transportation costs plus time lost in transit could negate a lower price from a distant vendor in favor of a higher price from a nearer vendor. The cost of freight to destination must be included in any tabulation of prices if a fair comparison is to be made.

2.

The County will allow both freight on board (FOB) terms, origin and destination, although destination is preferred. There are two (2) allowable methods for the County to reimburse the seller for freight:

a.

**Prepaid And Added.** This indicates that the seller will prepay the transportation charges, but will add the charges to the invoice for reimbursement from the buyer.

b.

**Prepaid And Allowed.** This means that the seller will prepay the transportation charges and that they are already included in the contract price.

**Section 130.040. Legal Aspects of Purchasing.**

[Order No. 12-09-2003B §IV, 12-9-2003]

A.

The Purchase Order. A purchase order is the formal offer to buy specified commodities, materials, equipment or services and, upon acceptance by the vendor, becomes a legal and binding contract obligating the County. The purchase order can also serve as the acceptance document if in response to a bid provided by the supplier. The approval of purchase orders is the responsibility of the County Purchasing Agent. The County Purchasing Agent legally obligates the County and the County will not recognize purchases executed by unauthorized individuals and payment of these obligations will not be approved. Purchases of this nature are illegal by County policy and procedures.

B.

Unauthorized Purchases. No individual has the authority to enter into purchase contracts or in any way to obligate the County for procurement indebtedness, unless specifically authorized to do so by the County Council, policy, procedure or by the County Purchasing Agent pursuant to his/her powers under this policy and procedure. Any such purchase is an unauthorized purchase and the obligation is classified as a personal expense. Firms ordinarily doing business with the County are to be made aware of this policy.

C.

Contract Cancellations And Modifications. Mistakes in specifying the correct product by the requisitioning department may be costly because of restocking charges, freight two (2) ways and loss of vendor good will. Requests for cancellations or modification of purchase orders should be attempted to be made before shipping. The department should advise the County Purchasing Agent of the reasons, referring to the purchase order number and vendor.

D.

Change orders, which increase the contract amount, shall require the same level of approval as was required when the contract was originally approved. The County Purchasing Agent shall notify the Director of Administration and the office of the County Counselor when a contract is cancelled or modified.

#### **Section 130.050. Purchase Requisitions.**

[Order No. 12-09-2003B §V, 12-9-2003]

A.

Review Of The Requisition.

1.

Completed requisitions from offices shall be forwarded through the department and/or division head or their designee. Approved requisitions are forwarded subsequently to the County Purchasing Agent where they are reviewed for accuracy of account numbers to be charged. The request will flow through the appropriate approval levels in accordance with the dollar levels established.

2.

If a requisition is not approved, the County Purchasing Agent will return it to the originating department with explanations for disapproval.

B.

Request For Blanket Purchase Orders. These purchase orders are not to be used in place of a normal purchase order. Blanket purchase orders are issued to individual vendors by the Purchasing Agent and are intended for recurring, small dollar amount purchases not to exceed a total amount of fifteen thousand dollars (\$15,000.00) per department, per vendor, for a period of ninety (90) days. Blanket purchase orders will only be issued upon written request by an elected official or a department director and with the approval of the County Purchasing Agent. If a blanket purchase order exceeds the dollar amount of fifteen thousand dollars (\$15,000.00) within a ninety (90) day period, then regular purchasing procedures will apply.

[Ord. No. 23-0504, 12-11-2023]

**Section 130.060. Invitations For Bid.**

[Order No. 12-09-2003B §VI, 12-9-2003]

A.

Bidding Requirements.

1.

Normal purchases. A purchase of less than two thousand dollars (\$2,000.00) shall not require a formal bidding process, however, the approving authority must exercise due diligence to assure the best possible price commensurate with the relative value of the product or service to be acquired. A purchase of two thousand dollars (\$2,000.00) to less than fifteen thousand dollars (\$15,000.00) shall require three (3) written, facsimile or other printed electronic quotes to be submitted to the Purchasing Manager for approval before

purchasing. Written documentation from a vendor shall include detailed specifications, vendor name, address, telephone number, representative name, description of item(s) if different than the item(s) specified, (including rationale for accepting deviations) and total price including any shipping/delivery and handling charges. Any deviation from the written document requirements shall be justified in writing and submitted to the County Purchasing Agent for approval before purchasing. It is the responsibility of the requesting office, department or division to maintain all copies of written documentation for a period of seven (7) years.

[Ord. No. 23-0504, 12-11-2023]

2.

A purchase of fifteen thousand dollars (\$15,000.00) or more shall require advertisement for sealed bids in conformance with policies and procedures and Missouri State Statutes. Timetables for advertising, opening and awarding of bids in this category shall be coordinated with the Office of Contracts and Grants and the office of the County Clerk. Awarding of bids in this category shall be based on criteria established prior to the bid opening. In making a recommendation for the awarding of the bid, the requisitioning official shall address the pre-established criteria and summarize the evaluation process. Pre-established criteria shall include:

[Ord. No. 23-0504, 12-11-2023]

a.

Cost;

b.

Professional qualifications/certifications;

c.

Bonding (if applicable);

d.

Compatibility with existing conditions (if applicable);

e.

Enhancements and warranties included at a reasonable or no additional charge; and

f.

Specific requirements, capabilities and abilities included in the bid specifications.

Pre-established criteria as well as specific criteria approved for an individual bid shall be given relative weight at the time of the issuance of the request for bids.

3.

In addition to the mandatory considerations, the residual benefits to the Jefferson County economy may be considered where the purchase has local source as a component in the purchase. In making purchases the County may give preference to all commodities manufactured, mined, produced or grown within Jefferson County and to all firms, corporations or individuals doing business in Jefferson County. "Preference" shall be defined as products where quality is equal or better and the difference in the delivered price is negligible.

4.

Bids are solicited from all interested and qualified suppliers and preference for a local source must be provided and approved by the County Purchasing Agent. A County procedure directs that products manufactured in the United States be given preference if price, quality and other considerations are equal. The County can also capitalize on needs for special locally available emergency services.

5.

Any deviation from the sealed bid requirement shall be justified in writing and submitted to the Office of Contracts and Grants for review.

6.

On any purchase where the estimated expenditure shall be fifteen thousand dollars (\$15,000.00) or over, the Purchasing Agent shall:

[Ord. No. 23-0504, 12-11-2023]

a.

Advertise for bids in a newspaper of general circulation in the County and may also advertise in such places as are most likely to reach prospective bidders, if the Office of Contracts and Grants determines that such additional advertisement is an efficient means to reach such prospective bidders and, further, may advertise such information through an electronic medium available to the general public at least twenty-one (21) days before bids for such purchases are to be opened.

b.

Solicit bids by mail or other reasonable method generally available to the public from prospective suppliers. All bids for such supplies shall be mailed or delivered to the office of the County Clerk so as to reach such office before the time set or opening bids.

c.

The contract shall be let to the lowest and best responsible bidder. The Office of Contracts and Grants upon written recommendations from the requesting elected official or department director shall have the right to reject any or all bids that failed to meet required specifications and advertise for new bids.

B.

Approval Authority. No elected official or department head shall, during any budget year, expend or contract to expend any money or incur any liability or enter into any contract which by its terms involves the expenditures of money, for any purpose, in excess of the amounts appropriated for that general category of expenditures (i.e., salary, operating or capital) in the budget, except that, as provided in the annual budget ordinance, at any time during the fiscal year a department may within its department transfer all or any part of any unencumbered line item authorization to another category by making written request of the County Council and Auditor approval on the consent agenda. No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made. Any contract, verbal or written, made in violation of this or any provision outlined herein shall be null and void.

C.

Emergency Purchases.

1.

Emergency purchases shall be approved only in cases of compelling urgency and gravity.

2.

Emergency purchases of less than fifteen thousand dollars (\$15,000.00) made without following the bidding requirements, as outlined herein, must receive the prior approval of the Office of Contracts and Grants who shall consult with the County Council.

[Ord. No. 23-0504, 12-11-2023]

3.

To qualify as an emergency, conditions (as defined herein) must exist and create an immediate and serious need for equipment, supplies or services which cannot be satisfied through normal procurement methods. A situation shall not warrant an emergency purchase unless:

a.

An emergency condition exists,

b.

The element of time is a crucial factor in seeking relief, and

c.

The resolution of an emergency condition deserves priority over routine operations and duties of the County.

[Ord. No. 23-0504, 12-11-2023]

D.

Maintenance Agreements.

1.

If the need for a maintenance agreement is anticipated at the time of purchase, the cost associated with the agreement should be included in the original specifications.

2.

If the need for a maintenance agreement was not anticipated at the time of purchase or the original maintenance agreement has expired, normal bidding requirements apply. The requesting department will be responsible for budgeting for maintenance agreements.

E.

Professional Services.

[Ord. No. 23-0504, 12-11-2023]

1.

Architects, Engineers And Land Surveyors. It shall be the policy of the County pursuant to Sections 8.285, RSMo., et seq., to negotiate contracts for architectural, engineering and land surveying services on the basis of demonstrated competence and qualifications for the type of services required and at a fair and reasonable price. The County Council shall

designate a selection committee for each project to select the firm best qualified and to negotiate a satisfactory contract with the firm selected.

2.

Attorneys, court reporters, litigation consultants, and experts engaged by the County Counselor's Office for work for that Office on behalf of the County, as well as closing and title insurance expenses ordered through the County Counselor's Office, shall be exempt from competitive purchasing requirements and procedures set forth in this Chapter .

3.

Other professional services and requests for qualifications/proposals must follow normal bidding requirements. Any deviation must be justified in writing and submitted to the Office of Contracts and Grants for review and approval.

E.

#### **Sole Source Purchases.**

[Ord. No. 23-0504, 12-11-2023]

1.

The term "*sole source*" refers to any purchase from one (1) source only, allowing no substitutes, where the item or service being purchased is sufficiently unique or existing County equipment or technical requirements preclude the use of another similar item or service from a different manufacturer, brand, or provider.

2.

Sole source purchases must be justified setting forth the specific and valid reason(s) that will prevent any other vendor's item or service from satisfying a valid requirement.

3.

The requesting department must provide notification to the Purchasing Department. After conducting good faith review of available sources and determining that there is only one (1) feasible source for the required supply or service, the Purchasing Department will maintain the review documentation for requests within the County or for external auditors.

#### **Section 130.070. Miscellaneous Purchasing Procedures.**

[Order No. 12-09-2003B §VII, 12-9-2003]

A.

**Payment Of Invoices.** No invoice will be honored for payment until notice has been provided that the goods or services have been inspected and found to be in order and that the payments are in accordance with purchasing procedures and budget restraints.

**B.**

**Personal Purchases For Employees.** Personal purchases for employees by purchasing personnel are prohibited. County employees are also prohibited from using the County's name or the employee's position to obtain special price or service consideration in personal purchases unless specified as acceptable by the vendor.

**C.**

**Endorsement Of Commodities Or Vendors.** It is County policy not to endorse or in any way permit the employee's name, position or the County's name to be used and advertised as supporting any product or vendor. This does not restrict the issuance of letters to vendors noting satisfactory or exceptional service or product, however, the correspondence must clearly indicate that it is not for reprinting.

**D.**

**General Vendor Terms And Conditions.** Vendors shall be current on all Jefferson County taxes including property and sales taxes. Vendors may not be awarded a contract unless they have all required permits and licenses as required by Jefferson County including, but not limited to, licenses for plumbing contractors and electrical contractors.

**E.**

**Surplus Property.**

**1.**

If property, personal or real, is determined to be usable or surplus, it may be transferred to another department within County Government where it can be used. Notification in writing shall be submitted to the auditor for fixed asset inventory purposes.

**2.**

The County Purchasing Agent is authorized to dispose of personal property items with a value of twenty-five thousand dollars (\$25,000.00) or less, no longer needed by the County or determined to be obsolete or surplus, at the most advantageous terms available. Any such disposal shall be made only after notice to and approval by the County Council.

**F.**

Grants.

1.

The County encourages its department directors and elected officials to seek out grants to accomplish the work of the County that would otherwise have to be funded entirely by the County.

[Ord. No. 23-0504, 12-11-2023]

a.

A department director/elected official may make the application for a new grant or grant renewal.

b.

Acceptance of the actual grant funds shall be approved by the County Council and the County Executive.

2.

All grant renewals shall be reviewed by the Manager of Contracts and Grants and approved by the County Council.

G.

Reimbursement Contracts. In instances in which the County serves as a pass-through agent under Federal, State, municipal or private business grant requirements, the County Council may approve the grant request. Pass-through grants are those in which no more than administrative costs are payable to the County from the grant and such administrative costs are not appropriated to an agency, but are paid to the County General Fund.

## **Appendix 2: EOC RESOURCE ORDERING GUIDE**

This is the general process used to document & track resource requests passed through the EOC. Resource availability and financial/procurement allowances may vary between incidents. Typically, the requesting agency bears financial responsibility for orders placed through the EOC. Any resource orders placed through the EOC will be beholden to Jefferson County's purchasing policy (outlined in ESF-7) unless deviation from these is approved under the emergency purchases guideline included in the county's purchasing policy.

ICP identifies resource need

ESF Liaison Contacted

Is resource already allocated/available to the EOC?

- YES
  - Fill out 213RR
  - Seek approval of Operations Section Chief
  - Notify Resource Unit Leader
- NO
  - Fill out 213RR
  - Seek approval of Operations Section Chief
  - Provide to Logistics Section for procurement
  - Resource Unit Leader Notified upon arrival
  - Operations Section Chief Notified of availability

## ESF-8

### Public Health & Medical

**COUNTY AGENCIES:** *Office of Emergency Management  
Sheriff's Office*

**SUPPORT AGENCIES:** *Jefferson County Health Department  
Jefferson County Ambulance Districts  
Jefferson County Fire Protection Districts & Departments  
Jefferson County Medical Examiner  
Mercy Jefferson  
Disability Resource Association*

#### **PURPOSE**

Establish organization and procedures to provide needed public health and medical services during all phases of incident management

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- Mercy Jefferson is the only hospital located in Jefferson County.
- Multiple hospitals are in the region offering specialty trauma, burn and pediatric treatment service.
- Mercy South is nearest out-of-county hospital
- The Jefferson County Health Center is responsible for public health in Jefferson County and its municipalities.
- Emergency Medical Service for Jefferson County is provided via five ambulance districts (North Jefferson, Big River, Rock Township, Valle, Joachim Plattin) located throughout the county. Two Emergency Medical Service providers located outside of Jefferson County (Meramec Ambulance District and Eureka Fire Protection District) also have service areas that extend into the county.
- The Jefferson County Ambulance Districts are a part of the statewide EMS mutual aid agreement and can obtain additional EMS response capability through activation of the agreement.
- Mental health services can be obtained from area hospitals, Community Treatment, Inc. (COMTREA) or other local counseling services.
- Hospitals in the St. Louis Metro Area, including Mercy Jefferson, have voluntarily signed a memorandum of understanding (MOU) through the STARRS network to share resources during major, regional emergencies. These resources are to include staff, equipment, supplies and pharmaceuticals.
- Also established through the STARRS Hospital MOU is the St. Louis Medical Operations Center (SMOC), a regional medical operations and communication center located in St. Louis. The SMOC will serve as a central point for coordinating emergency medical response within the region during an emergency with mass casualties.

- Disaster Medical Assistance Teams are available in the state
- Disaster Mortuary Assistance Teams are available in the state
- The County has a regional mortuary support trailer
- Private Air Ambulance Services operate in the area and may be available for response
- Numerous individuals in the County have access & functional needs
- Numerous assisted living centers exist in Jefferson County
- County coroner services are shared with other jurisdictions in the St Louis Metro Area

#### **Assumptions**

- A major disaster will create medical problems that exceed the normal, day-to-day capabilities of the local medical system.
- Outside assistance is available and will respond when needed. However, the disaster's impact may limit the ability for such resources to reach Jefferson County and local resources may be the only available assets for up to 72 hours.
- Some medical facilities, potentially including hospitals, nursing homes, adult living facilities, urgent care centers and pharmacies may be severely damaged or destroyed by the disaster.
- Chronically ill individuals may have difficulty obtaining medications, medical supplies and/or equipment due to disruption of normal supply chains.
- People with functional and access needs will require care facilities to be equipped to provide the required level of service. Coordination with hospice, home health, nursing homes and adult living facilities is a critical component of ESF-8 response. Functional and access needs populations should be accommodated to the extent possible in general mass care facilities as capabilities allow.
- Critical incident stress debriefings may be required for those involved.

#### **ORGANIZATION**

This ESF will be grouped within the Operations Section under the Social Services Branch in the County's EOC

#### **ASSIGNMENT OF RESPONSIBILITIES**

##### *Jefferson County Office of Emergency Management*

- Share intelligence with health providers to ensure resources are directed to areas of most need.
- Work with regional healthcare partners to maintain mortuary support trailer.

##### *Jefferson County Sheriff's Office*

- Lead investigations of suspicious deaths as warranted by incident type.

## **SUPPORT AGENCY ROLES**

### *Jefferson County Medical Examiner*

- Support local incident investigations.

### *Jefferson County Ambulance Districts*

- Provide emergency medical transport.

### *Jefferson County Fire Districts & Departments*

- Provide emergency medical treatment.

### *Jefferson County Health Department*

- Provides public health guidance & policy, epidemiological, laboratory services.
- Coordinates directly with State offices on matters involving public health.

### *Mercy Jefferson*

- Treats patients & coordinates resources with regional St. Louis Medical Operations Center.

### *Disability Resource Association*

- Assists persons with disabilities, seniors and those in need with a variety of community & healthcare services.

## **NON-RESPONSE ESF SUPPORT ACTIONS**

### **Prevention**

- Promote community health literacy
- Promote Community Wellness

### **Mitigation**

- Establish agreements for critical supplies and facilities
- Develop Continuity of Organization Plans

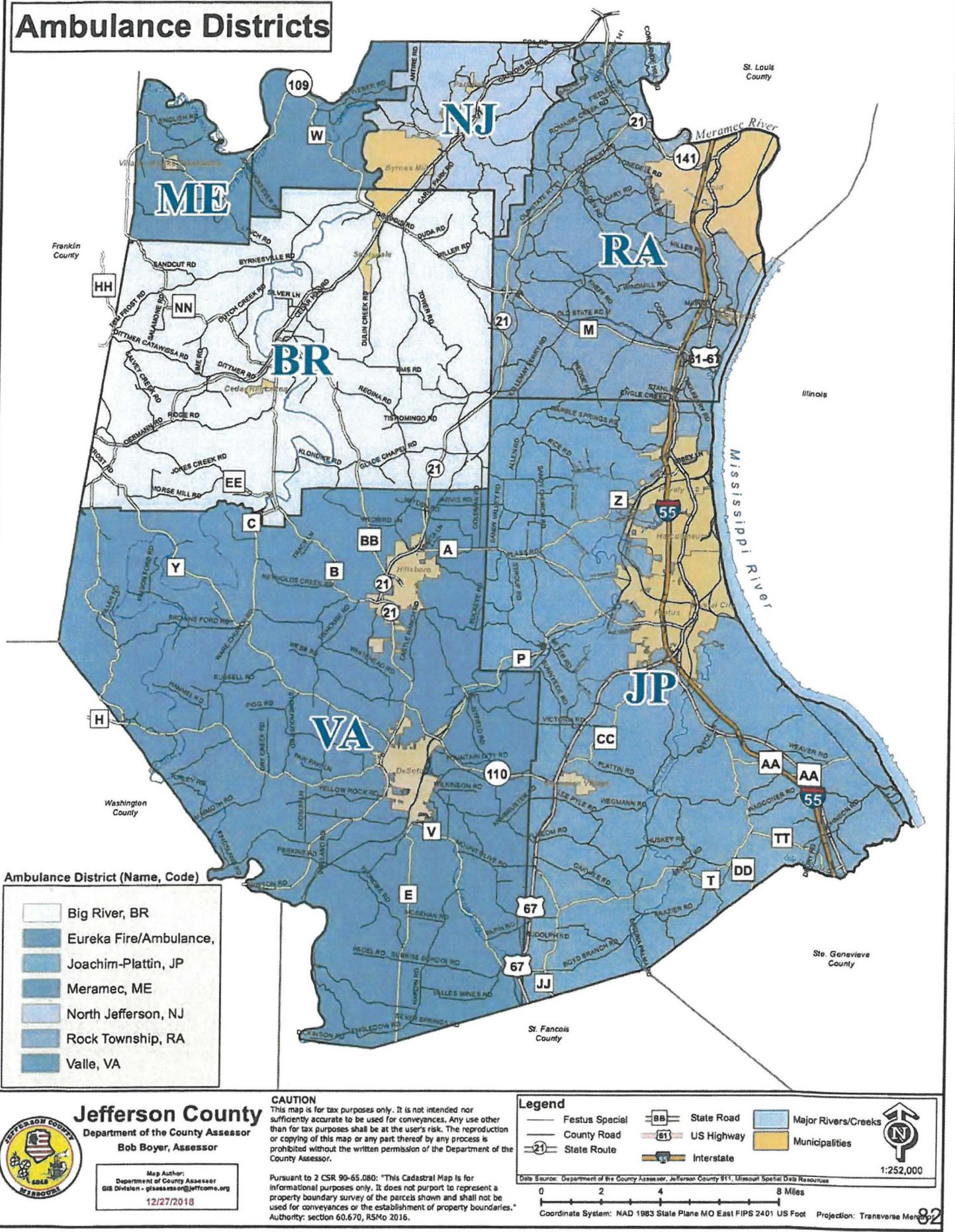
### **Preparation**

- Conduct training and exercises based on local hazard analysis and regional THIRA/SPR
- Develop organizational level Emergency Operations Plans
- Coordinate efforts with other local agencies to develop response objects and public information messaging

### **Recovery**

- Begin recovery operations planning as early in the incident as possible
- Develop system of tracking costs and personnel hours
- Develop after action report and improvement plan

# Ambulance Districts



## **Appendix 2: SAINT LOUIS MEDICAL OPERATIONS CENTER (SMOC) OVERVIEW**

Excerpt from St. Louis Regional Emergency Resource Coordination Plan

"In accordance with the St. Louis Regional Hospital Plan (RHCP), the St. Louis Medical Operations Center (SMOC) will serve as a primary component of Regional-ESF #8—Public Health and Medical Services. The SMOC facilitates the gathering, processing and dissemination of healthcare-related information, as well as the coordination of health and medical decisions among regional jurisdictions and organizations, before, during and after a regional disaster.

The SMOC will collect, analyze, synthesize and disseminate information concerning regional health, mental health and medical-related issues, including disease surveillance, while working within existing procedures and regulations. The SMOC will communicate and coordinate with hospitals, public health agencies and other healthcare entities in the St. Louis region for all types of incidents. The SMOC will work within existing local, state and federal plans and procedures in order to make health and medical decisions that result in the greatest benefit for the entire region."

## ESF-9

### SEARCH & RESCUE

**COUNTY AGENCIES:** *Office of Emergency Management  
Sheriff's Office  
Department of Parks & Recreation*

**SUPPORT AGENCIES:** *Jefferson County Fire Protection Districts  
Jefferson County EMS Providers  
Municipal Fire Departments  
Municipal Police Departments  
Volunteer Agencies (Civil Air Patrol, Mineral Area SAR)  
Missouri Task Force 1  
Missouri Task Force 5  
Missouri Department of Natural Resources  
United States Coast Guard*

#### **PURPOSE**

This ESF supports effective use of available resources to provide for urban and wilderness search & rescue (SAR) operations.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- County is 664 square miles, largely rural and includes 360 acres of local parks/wilderness areas
- County waterways are used for recreation & commerce
- Jefferson County is in a seismically active area and its buildings are vulnerable to earthquake damage
- Volunteer organizations, including Mineral Area Search & Rescue and the Civil Air Patrol, CERT, ARES) operate in the area.
- Task Force 5 provides specialized rescue capability and is based in the St. Louis Region
- Requestable law enforcement helicopter video through EOC (STARRS)
- Numerous agencies are now using GIS (SARCOP) to track search and rescue efforts. Information provided through this system can be accessed from the EOC.

##### **Assumptions**

- Local agencies are equipped to provide basic SAR services
- Especially complex incidents, or those spanning multiple operational periods, will require additional coordination and resources
- Regional partners and resources will be available in a timely fashion

## ORGANIZATION

This ESF will be grouped within the Operations Section under the Public Safety Branch in the County's EOC.

## ASSIGNMENT OF RESPONSIBILITIES

### *Jefferson County Office of Emergency Management*

- Ensure support of search and rescue operations

### *Jefferson County Sheriff's Office*

- Support operations of search and rescue missions as necessitated by the incident.

## SUPPORT AGENCY ROLES

### *Jefferson County Fire Protection Districts & Departments*

- Coordinate search and rescue efforts within their jurisdiction

### *Jefferson County Ambulance Districts*

- Assist with treatment and transport during search & rescue operations

### *Municipal Police Departments*

- Coordinate search and rescue efforts within their jurisdiction

### *Volunteer Agencies*

- Assist local agencies with search & rescue efforts as requested.

### *Civil Air Patrol*

- Assist local agencies with search & rescue efforts as requested.

## NON-RESPONSE ESF SUPPORT ACTIONS

### **Prevention**

- Ensure trails in public parks are well marked.

### **Mitigation**

- Maintain plans to deal with various types of SAR scenarios.

### **Preparedness**

- Train personnel in procedures for the various types of SAR.
- Maintain mutual aid agreements with agencies.
- Review other ESFs in this plan to determine where support will likely be needed by other agencies.
- Participate in tests, exercises and drills.

- Determine if any specialized equipment or training are required to meet potential threats.

#### **Recovery**

- Continue operations as necessary until the situation returns to normal.
- Release mutual aid and private resources when possible.
- Continue to support other services, especially in the areas of damage assessment and rescue.
- Provide information to the public information officer (PIO) or, if applicable, the Joint Information Center (JIC).
- Participate in after-action reports and critiques, incorporating recommended changes to plans and procedures.

## ESF-10 Hazardous Materials

**COUNTY AGENCIES:** *Office of Emergency Management  
Sheriff's Office  
Department of Public Works*

**SUPPORT AGENCIES:** *Jefferson County Fire Protection Districts & Departments*

*Jefferson County Ambulance Districts  
Tier II Facility Managers  
Missouri Department of Transportation  
Missouri National Guard  
United States Coast Guard  
Missouri Department of Natural Resources  
United States Environmental Protection Agency  
Private Pipeline Operators  
Private Railroad Operators*

### **PURPOSE**

This support function focuses on the ability of local responders to efficiently respond to hazardous materials emergencies to protect lives, property and the environment.

It is also meant to satisfy Federal and State statutory planning requirements under the Emergency Planning and Community Right-to-Know Act of 1986 and Missouri General Law 11CSR10-11.210-250. In conjunction with supporting information located throughout the EOP, this ESF is meant to serve as the County's Hazardous Materials Emergency Plan.

### **SITUATIONS & ASSUMPTIONS**

#### **Situations**

- 187 facilities subject to Section 303 of SARA III exist within Jefferson County. Details including location, site plans, stored substances, substance quantities, emergency contact numbers and nearby critical infrastructure are maintained electronically by the Jefferson County Office of Emergency Management and are readily available to any public safety agency in Jefferson County.
- Jefferson County provides access to a system capable of providing real and theoretical modeling of material releases from any Tier II facility in its borders that incorporates current weather conditions. Access to this system is available to any public safety agency in Jefferson County.
- Interstate 55 traverses Jefferson County and is a common route for the transportation of hazardous substances.
- Multiple rail lines cross Jefferson County and provide transportation for rail cars that regularly contain hazardous substances.

- Pipelines carrying natural gas and petroleum product pass through Jefferson County
- The Mississippi River forms the entire eastern border of the County and is used to move numerous types of hazardous materials.
- Numerous residences, healthcare providers, schools, government buildings and other facilities are subject to risk of hazardous materials exposure due to their proximity to facilities subject to Section 303 of SARA III
- Jefferson County is home to one of three Homeland Security Emergency Response Teams in the St. Louis Metro Area.
- Jefferson County's Local Emergency Planning Commission has provided direct input to creation and maintenance of this support function.

### **Assumptions**

- Managers of facilities beholden to Section 303 of SARA III understand their responsibilities and will appropriately report types of materials stored, transported.
- Incidents may occur with little or no warning
- Response to a serious chemical incident may require outside resources from adjacent counties, cities, state or federal government and the private sector.

### **CONCEPT OF OPERATIONS**

This EOP will only be enacted in whole if an incident overwhelms the capacity of Jefferson County to effectively provide for emergency management services. However, the roles and responsibilities listed herein mirror daily operational responsibilities and should therefore be considered reflective of typical response to a hazardous materials release regardless of overarching plan activation.

### **ORGANIZATION**

This ESF will be grouped within the Public Safety Branch of the Operations Section in the County EOC.

### **ASSIGNMENT OF RESPONSIBILITIES**

#### *Jefferson County Office of Emergency Management*

- Maintain readiness of County EOC to support ESF function
- Build an incident management structure to support evolving ESF needs.
- Maintain readiness of County Homeland Security Emergency Response Team to provide incident response support.
- Maintain database of Tier II facilities, stored hazardous substances, emergency contact numbers and nearby potentially impacted facilities readily accessible to Jefferson County First Response Agencies.
- Upon notification of a release, determine the area or population likely to be affected if not already identified by the initial response agency.

- Assist in development of incident management objectives.
- Integrate County hazardous materials response efforts with necessary public and private partner agencies.
- Assist logistics section in location & acquisition of supplies necessary for accomplishment of incident management objectives
- Maintain records of the cost of supplies, resources and staff-hours needed to respond to the incident.

*Jefferson County Sheriff's Office*

- Provide scene security and access control
- If necessary, assist with evacuations & traffic management in collaboration with other responding agencies

*Jefferson County Public Works*

- If necessary, assist with traffic management and marking of evacuation routes in collaboration with other responding agencies

## **SUPPORT AGENCY ROLES**

### **Local**

*Fire Protection Districts & Departments*

- Maintain readiness to respond to incidents involving hazardous materials
- Create on-scene incident command structure
- Identify nearby areas and facilities at risk due to proximity of hazardous materials incident & recommend appropriate protective action (i.e. evacuation, shelter in place)
- If required, request Jefferson County's Homeland Security Emergency Response Team from the Office of Emergency Management through Jefferson County 911 Dispatch.

*Ambulance Districts*

- Provide necessary medical support to responders and those impacted by hazardous materials incidents.

### **State**

*Missouri Department of Transportation*

- Provide traffic management assistance and marking of evacuation routes during hazardous materials incidents impacting a State-maintained highway.

*Missouri Department of Natural Resources*

- Provide statewide hazardous materials policy guidance and intelligence.

*Missouri National Guard*

- Provide Nuclear, Biological, Chemical and Radiological detection, assessment, advice to the Incident Commander, and facilitate military support to local first responders, in situations involving Weapons of Mass Destruction.

## **Federal**

### *United States Coast Guard*

- Provide support to responders during incidents impacting navigable waterways in Jefferson County.

### *United States Environmental Protection Agency*

- If required, provides removal actions to protect human health and the environment either through provision of funding or direct oversight and enforcement of actions conducted by potentially responsible parties.

## **Private**

### *Tier II Facility Managers*

- Maintain readiness to respond to incidents involving hazardous materials
- Identify nearby areas and facilities that would be at risk should a spill/release occur
- Upon identification of a hazardous materials release, contact Jefferson County 911 Dispatch to request assistance and provide information regarding the hazard to include:
  - The chemical name
  - An indication of whether the substance is extremely hazardous
  - An estimate of the quantity released into the environment
  - The time and duration of the release
  - Whether the release occurred into air, water, and/or land
  - Any known or anticipated acute or chronic health risks associated with the emergency, and where necessary, advice regarding medical attention for exposed individuals
  - Proper precautions, such as evacuation or sheltering in place
  - Name and telephone number of contact person
- Report applicable spills to the Missouri Emergency Response Commission (MERC) and Local Emergency Planning Committee (LEPC). The follow-up written report must update information included in the initial notice and provide information on actual response actions taken and advice regarding medical attention necessary for citizens exposed.
- If substance is listed under the Comprehensive Environmental Response, Compensation and Liability Act, notify the National Response Center at (800) 424-8802 in addition to the MERC and LEPC.

### *Pipelines Operators*

- Maintain integrity of pipelines and assist with responses involving pipelines.

### *Railroad Operators*

- Maintain integrity of railroads and assist with response involving railroads.

## **DIRECTION & CONTROL**

- Jefferson County has a dedicated Emergency Operations Center (EOC). In the event of an activation of the center, all ESF operations will be coordinated through it.
- The primary EOC for Jefferson County will be located at 1409 Herculaneum Industrial Drive, Herculaneum, Missouri. In the event the primary EOC cannot be used, an alternate EOC has been identified at the backup County 9-1-1 Dispatch Center in Cedar Hill.
- Strategic direction of incident assigned resources will originate from the EOC but individual assets assigned to the incident will remain under the direct control of their home agency supervisors.
- Should a hazardous materials incident occur that does not require full activation of the County's EOP or prompt the opening of the EOC, direction & control will originate from the on-site incident command post.

## **PLAN DEVELOPMENT**

This ESF is meant to provide guidance for response to hazardous materials incidents either as a primary or secondary incident. Developed in conjunction with the County's Local Emergency Planning Commission and Public Safety Committee, it also provides guidance for activities before, during, and after an occurrence of incidents which may serve to lessen or prevent the impact of a hazardous materials release.

The following operational time frames have been established for various actions to be taken in support of this plan for consideration by the personnel & agencies responsible for its implementation.

- *Prevention*: Activities undertaken with the purpose of eliminating the threat posed by an identified hazard.
- *Mitigation*: Activities undertaken that will reduce potential negative impact of an incident.
- *Preparedness*: Activities undertaken to enhance readiness to implement this plan
- *Response*: Direct implementation of emergency response and incident management strategies necessary to protect life, property and the environment.
- *Recovery*: Activities undertaken to alleviate suffering following an incident and to promote community restoration.

## **PLAN MAINTENANCE**

- Departments assigned responsibilities within this plan should be familiar with this plan and its content. Concurrence and/or concerns should be reported to the Emergency Management Director, Local Emergency Planning Committee and Public Safety Commission.
- The Local Emergency Planning Committee will review this ESF annually and make recommendations for changes or updates.
- The Office of Emergency Management, in conjunction with the PSC, will be responsible for instituting a review of the full EOP and updating it on

- a biannual basis.
- This EOP will be tested periodically with the resulting revisions and changes being made and distributed in an expedient fashion.
- The Local Emergency Planning Committee will exercise a hazardous materials response scenario on an annual basis.

## **ACTIONS TO BE TAKEN BY OPERATING TIME FRAMES**

### **Prevention**

- Encourage remediation of decommissioned facilities to remove lingering threats.
- Develop community development codes and plans with proximity of hazardous materials to critical facilities and environmentally sensitive areas in mind.

### **Mitigation**

- Reduce amount/volume of hazardous materials maintained on-site.
- Conduct hazardous materials flow studies & establish safe transportation routes.
- Familiarize community with hazards, warning systems and emergency protective actions.

### **Preparedness**

- Identify manufacturers, storage facilities, transportation routes and other potential sources of hazardous materials releases that could impact the County or its watersheds
- Identify facilities, agencies, personnel and resources necessary to support hazardous materials response.
- Identify facilities (i.e. hospitals, nursing homes and adult congregate living facilities) that may require additional consideration during evacuations.
- Conduct hazardous materials and safety awareness presentations for the community
- Develop relationships between hazardous materials facility managers, shipping companies and local first responders
- Test and maintain hazardous materials monitoring and response equipment. A schedule of hazardous materials training offered in Jefferson County will be kept posted on the Office of Emergency Management's website.
- Establish training standards and response guidelines for personnel working with hazardous materials & ensure adherence
- Hold exercises testing hazardous materials response readiness.
- Familiarize LEPC and emergency responders with materials and procedures at facilities that utilize hazardous materials.

### **Recovery**

- Coordinate countermeasures with DNR, LEPC and other applicable agencies.

**ESF-11**  
**AGRICULTURE & ENVIRONMENT**

**SUPPORT AGENCIES:** Jefferson County Health Department  
University of Missouri Extension Office  
Missouri Department of Agriculture

## **PURPOSE**

The purpose of this ESF is to identify, manage and organize the response and recovery of resources needed to provide support to incidents impacting agriculture in Jefferson County. This may include livestock, crops or wider environmental issues with potential to cause disruption.

## SITUATIONS & ASSUMPTIONS

## Situations

- Dairy & beef cattle are the primary agricultural commodities produced in Jefferson County
- County watersheds are extensive, with wide potential for origin of waterborne impacts
- Veterinarians are required to report suspected foreign animal diseases to the Missouri Department of Agriculture within 24 hours

## Assumptions

- Large scale evacuations of livestock will likely be infeasible.
- Livestock owners, when notified of an impending emergency will take reasonable steps to protect animals in their care and, if evacuated, will normally take their animals with them or arrange for their care.
- There will be circumstances when animal owners will not be able to protect their animals during an emergency or will abandon them. This includes unscheduled drop-offs at animal care facilities.
- Suspected or positive identification of a FAD in the jurisdiction will prompt State and/or Federal officials to employ additional precautions to prevent or mitigate the possibility of spreading the disease.
- Large numbers of domestic livestock and wildlife may need to be destroyed or controlled to prevent the spread of a disease after it has been confirmed in/around Jefferson County.
- Quarantine areas may be required during response to FADs.
- Facilities and transport vehicles suspected of being contaminated will need to be cleaned and disinfected.

- Shelters may need to be established and staffed for extended periods for transient livestock if a stop movement order has been issued.
- The State Veterinarian may issue a stop movement order for all applicable livestock.

## **ORGANIZATION**

This ESF will be grouped within the Operations Section under the Infrastructure Branch of the County's EOC

## **ASSIGNMENT OF RESPONSIBILITIES**

### *Jefferson County Office of Emergency Management*

- Work with community partner agencies to identify ongoing and potential negative impacts to County agriculture and environment.

### *Jefferson County Services*

- Maintain relationship with local veterinarian service providers
- Maintain animal sheltering/treatment supplies

### *Jefferson County Parks & Recreation*

- Maintain environmental health of within County parks

## **SUPPORT AGENCY ROLES**

### *Jefferson County Health Department*

- Assist in investigations of issues to ensure protection of public health related to agricultural/environmental concerns.

### *University of Missouri University Extension Office*

- Provides community education & training on agricultural and food safety and assists during disaster recovery operations

### *Missouri Department of Agriculture*

- Monitors statewide issues and provides resource, policy support

## **NON-RESPONSE ESF SUPPORT ACTIONS**

### **Prevention**

- Promote land use codes supportive of environmental and agricultural health
- Proactively monitor and treat suspected agricultural/environmental issues as possible

### **Mitigation**

- Identify personnel and resource requirements to perform assigned missions.
- Estimate the agricultural impact (livestock and crop) Jefferson

- County could face during an incident through interface with local professionals.

#### **Preparedness**

- Integrate this ESF into annual training programs.
- Ensure liaisons are established with the local veterinary system.
- Ensure responders and officials involved in this ESF are trained in ICS & NIMS.
- Maintain a close relationship with local USDA representative as well as the University of Missouri Extension.
- Provide for volunteer interface (for animal care purposes) with this ESF should it be activated.

#### **Recovery**

- Coordinate assignment of relief personnel and distribution of supplies.
- Ensure scene security is maintained & continue to coordinate monitoring of surrounding areas and water supplies.
- Maintain administrative and financial documentation.
- Arrange for increase in local veterinary medical services as needed.
- Conduct cleanup and restore equipment to state of pre-incident readiness.
- Coordinate consolidation or closing of animal shelters/confinement areas as needed.
- Continue providing assistance to assisting agencies.
- Coordinate with ESF 8 & ESF 3 for proper disposal of animal waste and dead animals.

## ESF-12

# ENERGY

**COUNTY AGENCIES:** *Department of Public Works  
Office of Emergency Management*

**SUPPORT AGENCIES:** *Ameren Missouri  
Spire  
Enable Pipelines  
Independent Fuel Suppliers*

### PURPOSE

To effectively coordinate the protection & restoration of critical energy systems in Jefferson County.

### SITUATIONS & ASSUMPTIONS

#### Situations

- Commercial electric service in Jefferson County is supplied by Ameren Missouri.
- Commercial natural gas service is provided by Spire
- Propane is supplied by independently contracted liquefied petroleum gas providers.
- Gasoline & diesel are available to the public via commercial fuel stations.
- County Public Works maintains an agreement with Home Service Oil for diesel and petrol.
- Some critical county facilities are equipped with backup generators; maintenance and fuel agreements for these systems are maintained by County Public Works
- The County has resources available to assist commercial utilities restore function during (e.g. planning, debris clearance)

#### Assumptions

- Local utilities will prepare as much as possible to protect and repair infrastructure during major incidents
- Local utility companies have mutual aid agreements with other utility companies that will respond as necessary/possible
- County agreements for energy provision will be honored in a timely fashion

## ORGANIZATION

This ESF will be grouped within the Operations Section under the Infrastructure Branch in the County's EOC

## ASSIGNMENT OF RESPONSIBILITIES

### *Jefferson County Public Works*

- Maintain County agreements for energy supply to its resources and facilities
- Provide debris clearance service on County highways in support of infrastructure restoration

### *Office of Emergency Management*

- Maintain relationships with area energy suppliers

## SUPPORT AGENCY ROLES

### *Ameren Missouri*

- Maintain regional electric system

### *Spire*

- Maintain regional natural gas system

### *Enable*

- Maintain pipelines

### *Independent fuel suppliers*

- Supply petrol, diesel and propane commercially

## NON-RESPONSE ESF SUPPORT ACTIONS

### **Prevention**

- Develop resilient distribution and supply systems

### **Mitigation**

- Review possible hazards to identify emergency operations in which energy providers would play a major role.
- Following the review, determine if any specialize procedures or training are needed to meet potential threats.
- Develop mutual aid agreements with other utility companies.

- Determine if any vulnerabilities exist in the energy system.

#### **Preparedness**

- When advised of a potential hazard, check status of
  - Personnel
  - Equipment
  - Supplies
  - Facilities
- Train personnel in emergency procedures and make refinements to plans as necessary.
- Review all other ESFs of this plan to clarify roles.
- Maintain emergency procedures to include, but not limited to:
  - Call-up Lists
  - Emergency energy service to critical facilities
  - Restoration of normal energy utilities
  - Support to other agencies
- Maintain contact with private resources that could provide support during an emergency.
- Recommend local actions on fuel conservation.
- Participate in tests, exercises and drills to include those in support of other agencies.

#### **Recovery**

- Coordinate repairs by outside agencies b. Support necessary documentation
- Participate in after-action reports
- Review plans and procedures with key personnel and make revisions and changes as necessary.
- Recommend changes in planning, zoning and building codes that could mitigate future disasters.

## ESF-13

### LAW ENFORCEMENT & COUNTER TERRORISM

**PRIMARY AGENCIES:** *Sheriff's Office*  
*Office of Emergency Management*

**SUPPORT AGENCIES:** *Rejis*  
*Municipal Police Departments*  
*Jefferson College Police Department*  
*Missouri State Water Patrol*  
*United States Coast Guard*  
*Missouri State Highway Patrol*  
*St. Louis Area Fusion Center*

#### **PURPOSE**

Due to the existing and enduring possibility of terrorism, riots, civil disturbances and other major law enforcement problems associated with emergencies/disasters, this ESF is designed to address issues outside of law enforcement's day-to-day duties.

Adequate resources are typically available to cope with any occurrence that arises. During a disaster, however, these resources could be exhausted before a situation is brought under control. This ESF will provide a basic, expanded support structure for local law enforcement services regardless of the situation.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- The Jefferson County Sheriff's Office provides law enforcement to the unincorporated areas of Jefferson County. It is dispatched by Jefferson County 911 Dispatch.
- The Missouri State Water Patrol and the U.S. Coast Guard provide law enforcement of the rivers in Jefferson County.
- The Missouri State Highway Patrol & their Troop C provide law enforcement on state highways.
- Local law enforcement maintains direct interface with the St. Louis Fusion Center.
- Outside law enforcement resources are available (regional, state and federal) to support local law enforcement operations and will respond when needed.
- The Jefferson County Jail is in Hillsboro, MO and houses inmates for the County. Procedures for evacuating the jail have been established and are maintained at the facility. A back-up generator and fuel supply are available for the jail.

##### **Assumptions**

- Situations will arise that tax or exceed local law enforcement capabilities.

- Outside law enforcement assistance will be available in a timely fashion

## **ORGANIZATION**

This ESF will be organized under the Operations Section in the Public Safety Branch in the County's EOC.

## **ASSIGNMENT OF RESPONSIBILITIES**

### *Jefferson County Sheriff's Office*

- Provide oversight for all law enforcement activities within Jefferson County, including those of outside resources brought in to assist with this ESF during an incident.
- Develop and maintain Memorandums of Understanding with local municipal law enforcement agencies.
- Train law enforcement personnel on their role in Jefferson County's emergency management system and the overall incident management process.
- Protect inmates in custody, relocating and housing them when necessary.
- Provide security, as needed, for critical facilities, including the Emergency Operations Center, shelters and feeding facilities, as well as vehicle security in parking areas.
- Provide traffic control.
- Protect the area, and property therein, affected by the incident as needed by providing security and limiting access into these areas.
- During an evacuation, assist as possible and provide security in the evacuated area until residents return home or have an opportunity to recover personal items if long-term evacuation occurs.

### *Jefferson County Office of Emergency Management*

- Maintain relationships with area fusion center and law enforcement agencies

## **SUPPORT AGENCY ROLES**

### **Local**

#### *Municipal Police Departments*

- Provide oversight for all law enforcement activities within respective jurisdictions.
- Provide mutual aid when requested, as possible.

#### *Jefferson College Police Department*

- Provide oversight for all law enforcement activities on the campus of
- Jefferson College.
- Provide mutual aid when requested, as possible.

## **Regional**

### *St. Louis Fusion Center*

- Gather information from partner agencies on potential threats
- Share information with national fusion center network.
- Provide intelligence to local partners on potential threats.

## **State**

### *Missouri State Water Patrol*

- Provide oversight for law enforcement activities on the rivers and navigable waterways of Jefferson College.
- Provide mutual aid when requested, as possible.

### *Missouri State Highway Patrol*

- Provide oversight for all law enforcement activities on state highways in Jefferson County.
- Provide mutual aid when requested, as possible

### *Missouri Office of Homeland Security*

- Monitor and provide intelligence on cybersecurity issues

### *Missouri National Guard*

- Requests for the National Guard must come from the Chief Elected Official through the Emergency Operations Center to the State Emergency Management Agency to the Governor.
- Unless appropriate units are available locally, the average response time after call-up is 72-hours. Support may come sooner based on unit availability.

## **Federal**

### *United States Coast Guard*

- Provide oversight for law enforcement activities on the rivers and navigable waterways of Jefferson County.

### *Federal Bureau of Investigation*

- During incidents thought to be terrorism-related, the FBI will coordinate the federal crime scene investigation function for the Federal government. During any other scenario, the FBI will function as applicable by Federal Law.

## **Private**

### *REJIS*

- Provide Jefferson County IT support and cybersecurity services.

## ESF NON-RESPONSE SUPPORT ACTIONS

### Prevention

#### Mitigation

- Maintain plans (SOPs & SOGs) to deal with projected law enforcement requirements as identified by hazards in the EOP's Basic Plan, Appendix 2 and in the STARRS Threat and Hazard Identification and Risk Assessment (THIRA).

#### Preparedness

- Identify facilities that will require special security during a disaster.
- Train law enforcement personnel in special procedures (CBRNE, Hazardous Materials Identification, etc.).
- Locate and establish liaisons with local and outside groups that could provide assistance (veteran's groups, private security, etc.)
- Maintain mutual aid agreements or define plan for use of statewide mutual aid statutes with nearby local law enforcement agencies to ensure proper coordination.
- Review procedures for obtaining assistance from State and Federal law enforcement agencies.
- Review other ESFs of this plan to determine where law enforcement support will be needed by other agencies.
- Maintain a security-pass system to allow admittance to restricted areas.
- Review and update plans, procedures and checklists annually. i. Participate in tests, exercises and drills.
- Check status of equipment and facilities for readiness and safety.
- Analyze threat to anticipate required response and then check procedures.
- Assemble materials for security-pass system to restricted area.
- Order units to take protective actions from impending disasters when warning time allows.

#### Recovery

- Continue operations as necessary until situation returns to normal.
- Release mutual aid and private resources as possible.
- Continue support to other services, especially in the areas of damage assessment and rescue.
- Provide traffic control for return of evacuees.
- Assist in the return to normal from the in-place shelter mode. f. Participate in after-action reports and critiques, incorporating recommended changes into law enforcement plans and procedures.

## ESF-14

### LONG-TERM RECOVERY & DAMAGE ASSESSMENT

**COUNTY AGENCIES:** *Office of Emergency Management  
Department of County Services*

**SUPPORT AGENCIES:** *Jefferson County Community Organizations Active in Disaster  
Economic Development Corporation of Jefferson County  
United Way 211  
Jefferson County 911 Dispatch*

#### **PURPOSE**

This ESF provides a mechanism for coordinating support to local governments, non-governmental organizations and the private sector in the aftermath of a disaster to effect community recovery.

This is accomplished by identifying the real impact of the incident and facilitating the use of available recovery funding sources and by providing technical assistance for community recovery and planning support.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- There is a Community Organizations Active (COAD) in Disaster in the county.
- The local COAD is involved with the regional organization St. Louis Area Regional Coalition of COADs (SLARCC).
- The County has a system allowing real time sharing of damage assessment information between its EOC and its inspectors in the field

##### **Assumptions**

- Not every incident impacting the County will generate enough damage to be considered for a Federal Disaster Declaration
- The recovery phase will likely last far longer than incident response
- Volunteer and donations management will be necessary for large incidents
- Debris management will be necessary for large incidents

#### **ORGANIZATION**

This ESF will be grouped in the operations section under the Social Services Branch of the County's EOC

## **ASSIGNMENT OF RESPONSIBILITIES**

### *Jefferson County Services*

- Conduct damage assessments of commercial and residential properties

### *Jefferson County Office of Emergency Management*

- Coordinate damage assessments in County, incorporating information from the American Red Cross and United Way to develop a comprehensive damage assessment for submission to the state

## **SUPPORT AGENCY ROLES**

### *American Red Cross*

- Conduct residential damage assessments

### *United Way 211*

- Collect information from residents regarding damages and unmet needs

### *Jefferson County 911 Dispatch*

- Assist OEM in identification of likely damage areas

## **ESF NON-RESPONSE SUPPORT ACTIONS**

### **Prevention**

- Develop community resiliency via training, education and building practices.

### **Mitigation**

- Develop community resiliency via training, education and building practices.

### **Preparedness**

- Develop and maintain a liaison with municipal, county, state and federal agencies/organizations that can provide assistance in recovery and restoration activities.
- Develop and maintain procedures/ guidelines to recover from emergencies and disasters including cost documentation.
- Assess disaster risk to government facilities from identified hazards and take measures to reduce the vulnerability of facilities.
- Include disaster recovery activity in exercises and training.

### **Response**

- Work with response agencies to compile list of damages and losses to assist in long-term recovery planning.
- Activate County EOC or other facility to coordinate recovery activities.
- Assemble and forward all necessary reports and requests for assistance to appropriate state and federal agencies.

- Coordinate recovery and restoration activities with municipal, county, state and federal partners.
- Prepare relevant recovery and restoration instruction and information for public information distribution.
- Work with the private sector to ensure the disaster related needs of the business community are met.
- Conduct other specific response actions as dictated by the situation.

#### **Recovery**

- Continue to work with population and organizations affected by the incident.
- Support community recovery activities.
- Work with the state and federal government to administer disaster recovery programs.
- Schedule after-action briefings and develop after-action reports.
- Develop and implement mitigation strategies.

## **Appendix 1: DAMAGE ASSESSMENT OPERATIONS**

### **Initial Damage Assessment**

- Initial damage assessments will be reported by first responders at the scene of an incident. Other sources, such as County or Municipal employees operating in the field and/or private citizens will also report damages.
- The initial damage assessments reported during response will be recorded and, if possible, plotted on a map. This data, though potentially incomplete, will be used to identify areas with the greatest level of damage.
- Available data will also be used to identify areas potentially affected but not yet surveyed.

### **Local Damage Assessment**

- Using input from the initial damage assessment, it will be determined if local damage assessment teams need to be deployed to further document incident impact.
- Multiple agencies & partners play a role in the local damage assessment process
  - *First Response Agencies*: Provide damage observations to EOC while responding to an incident. May provide further local assessments post-response.
  - *Department of Public Works*: County facilities, property highways & infrastructure
  - *Department of County Services*: Residential and commercial properties with emphasis on structural safety & regulatory compliance.
  - *American Red Cross*: Residential and commercial properties with emphasis on humanitarian need.
  - *Emergency Management*: Assists in identification of potentially impacted areas and compiles damage assessment reports from partners into a single report. May also provide windshield damage assessments.
- Findings will be coordinated through the EOC and be used to drive requests for State & Federal assistance if warranted.

### **Preliminary State/Federal Damage Assessments**

- The Planning Section Chief, or designee, will submit local damage assessment data to SEMA.
- If reported damages warrant preliminary damage assessments with State & Federal partners, the EOC Management Team will coordinate this process with the SEMA Region C Area Coordinator.

- A minimum of one OEM personnel will accompany the state and federal representatives assigned to Jefferson County for the PDA during the field assessment.
- All documented destroyed and major damage areas will be visualized by the PDA teams.
- Viewing of additional damage areas will be at the discretion of the OEM representative.

## ESF-15

### PUBLIC INFORMATION & WARNING

**COUNTY AGENCIES:** *County Executive  
Administrative Services  
Office of Emergency Management  
Sheriff's Office*

**SUPPORT AGENCIES:** *Jefferson County 911 Dispatch*

#### **PURPOSE**

This ESF will provide for the timely release of accurate information to the residents of Jefferson County in the event of an emergency or disaster. It will address issues arising from both immediate circumstances and the resulting consequences of the emergency for as long as the health and welfare of the public is imperiled.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- The County Executive is the official spokesperson for Jefferson County
- Department heads may participate in public interviews, panels and outreach events which focus on their areas of expertise
- The Sheriff's Office is the only County department with a fulltime Public Information Officer
- Multiple County departments maintain a presence on social media platform
- The County's Emergency Operations Center can be used as a Public Information Call Center with minor modification of the phones system
- According to the 2010 U.S. Census, 3.3 percent of Jefferson County residents speak a language other-than-English in their homes and one percent of residents speak English "less than very-well."
- There is a regional PIO group that the OEM and JCSO work with that may have available resources during an incident.
- Most municipalities maintain outdoor warning sirens
- The County maintains an outdoor warning siren system covering densely populated areas
- A reverse-911 warning system is available to County residents

##### **Assumptions**

- Built in redundancies will ensure survival and functionality of most public information systems in Jefferson County and its municipalities during an emergency.
- Media outlets serving Jefferson County will cooperate with local officials in the dissemination of information to the public.
- It will be impossible to reach most of the County's population using any single messaging

medium.

- Interpreters for common language or access & functional needs communications barriers will be available from within the region in a timely fashion
- Most residents are familiar with common local hazards, warning systems and appropriate protective measures.

## ORGANIZATION

This ESF will be organized in the Command Staff of the County's EOC.

## ASSIGNMENT OF RESPONSIBILITIES

### *Jefferson County Executive*

- Establish messaging goals

### *Jefferson County Administrative Services*

- Coordinate messaging goals among County Departments

### *Jefferson County Emergency Management*

- Develop messaging objectives
- Coordinate messaging between response agencies
- Maintain unincorporated Jefferson County's outdoor warning siren system

### *Jefferson County Sheriff's Office*

- Assist in development of messaging objectives
- Assist in distribution of messaging

## SUPPORT AGENCY ROLES

### *Jefferson County 911 Dispatch*

- Maintains CodeRED Reverse 911 System & assists in providing warning to County residents
- Acts as backup to the County for activation of its outdoor warning siren system

## NON-RESPONSE ESF SUPPORT ACTIONS

### **Prevention**

- Support public education stressing hazard awareness, preparedness & self-sufficiency.

### **Mitigation**

- Harden communications systems
- Establish procedures for message creation/review/approval accounting for COOP/COG
- Encourage County residents to sign up for reverse 911 messaging system

**Preparedness**

- Analyze potential incidents and develop customized messaging for likely scenarios
- Conduct information programs stressing hazard awareness and personal protection measures.
- Maintain liaison with all local media and brief them regularly on emergency public information procedures.
- Maintain procedures for Press Conferences, JIC Activation, PICC Activation, Rumor Control, Writing and dissemination of press releases, Coordination with departmental PIOs, Record keeping.
- Provide readiness instructions for the public on what to do in the current situation when warranted.

**Recovery**

- Continue to distribute information as necessary.
- Continue rumor control and news briefings.
- Coordinate visitor control to the EOC and to the disaster site(s).
- Supply information concerning status of disaster affected individuals or families through the American Red Cross.
- Coordinate public information releases with higher levels of government.
- Participate in after-action reports and critiques to assess effectiveness of information.
- Establish a report listing a chronological record of events and news releases.
- Maintain operation level until situation returns to normal.
- Issue a final release when the Emergency Operations Center closes.

## **Glossary and Common Acronyms**

For the purpose of this EOP, the following terms and Acronyms shall be defined as set forth below:

**Agency:** A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assessing or cooperating (providing resources or other assistance).

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

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

**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis of decision-making.

**Assignments:** Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

**Assistant:** Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**Assisting Agency:** An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

**Available Resources:** Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and

units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In:** The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**Chief:** The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

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

**Command Staff:** In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Cooperating Agency:** An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

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

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Dispatch:** The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Emergency:** Absent A Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Operations Centers (EOCs):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

**Emergency Operations Plan:** The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Response Provider:** Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

**Emergency Support Function (ESF):** A grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following emergencies/disasters.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

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

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

**Incident Action Plan (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of 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. It 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 Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Management Team (IMT):** The IC and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Initial Action:** The actions taken by those responders first to arrive at an incident site.

**Initial Response:** Resources initially committed to an incident.

**Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely 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 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.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The section responsible for providing facilities, services, and material support for the incident.

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objective:** A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures

are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization:** The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multi-agency Coordination Entity:** A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multi-agency Coordination Systems:** Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment; emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**Multi-jurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual-Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another or request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National:** Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

**National Disaster Medical System:** A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

**National Incident Management System:** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among

Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Plan:** A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

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

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operations periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Personnel Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**Planning Meeting:** A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section:** Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises,

personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations:** The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

**Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Public Information Officer:** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Publications Management:** The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**Qualifications and Certification:** The subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

**Reception Area:** This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

**Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan:** A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Resource Management:** Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

**Resources Unit:** Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident and anticipated resource needs.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet the basic human needs.

Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Section:** The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

**Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Staging Area:** Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Strategic:** Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel.

**Strategy:** The general direction selected to accomplish incident objectives set by the IC.

**Supporting Technologies:** Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**Task Force:** Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**Technical Assistance:** Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 213 5 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Tribal:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Type:** A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualification.

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

**Unified Command:** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit:** The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity to of effort under one responsible commander for every objective.

**Volunteer:** For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. *See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.*

### **Acronyms**

<b>ALS</b>	Advance Life Support
<b>CBRNE</b>	Chemical, biological, radiological, nuclear, explosive; the five common methods of terrorism
<b>DOC</b>	Department Operations Center
<b>EMAC</b>	Emergency Management Assistance Compact
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>EPI</b>	Emergency Public Information
<b>FOG</b>	Field Operations Guide
<b>GIS</b>	Geographic Information System
<b>HAZMAT</b>	Hazardous Material
<b>HSPD-5</b>	Homeland Security Presidential Directive-5
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Command
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IC or UC</b>	Incident Command or Unified Command
<b>IMT</b>	Incident Management Team
<b>JIS</b>	Joint Information System
<b>JIC</b>	Joint Information Center
<b>LNO</b>	Liaison Officer
<b>NDMS</b>	National Disaster Medical System

<b>NGO</b>	Nongovernmental Organization
<b>NIMS</b>	National Incident Management System
<b>NRP</b>	National Response Plan
<b>POLREP</b>	Pollution Report
<b>PIO</b>	Public Information Officer
<b>PVO</b>	Private Voluntary Organizations
<b>R&amp;D</b>	Research and Development
<b>RESTAT</b>	Resources Status
<b>ROSS</b>	Resource Ordering and Status System
<b>SDO</b>	Standards Development Organizations
<b>SITREP</b>	Situation Report
<b>SO</b>	Safety Officer
<b>SOP</b>	Standard Operating Procedure
<b>UC</b>	Unified Command
<b>US&amp;R</b>	Urban Search and Rescue



ORDINANCE NO.

25-0431

EXHIBIT

**A**

## JEFFERSON COUNTY

### EMERGENCY OPERATIONS PLAN



Prepared by

JEFFERSON COUNTY PUBLIC SAFETY COMMISSION  
with  
JEFFERSON COUNTY  
OFFICE OF EMERGENCY MANAGEMENT  
and  
JEFFERSON COUNTY OFFICIALS

2025

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## FOREWORD

This Emergency Operations Plan (EOP) lays a framework which outlines how Jefferson County will manage emergency incidents of any type or magnitude. It is an all-hazards plan that addresses operations during all phases of emergency management (mitigation, preparedness, response and recovery) by government departments, public safety agencies and community partners.

The EOP is not intended to address incidents which occur on a daily basis which can be handled routinely. Its focus is only on incidents which cause widespread problems that affect the County at large.

This functional plan is broken into three parts:

1. The Basic Plan is the County's overall guide to emergency management activities. It contains the policies and regulations that govern emergency management and assigns responsibilities for the execution of emergency functions to various offices, departments and private organizations. The Basic Plan is chiefly used by the Jefferson County Chief Executive and major decision makers, but all those involved in emergency operations should be familiar with it.
2. The Emergency Support Functions provide lines of authority and responsibilities pertaining to the specific emergency functions outlined in the Basic Plan.
3. Numerous supporting documents which provide strategic direction and information pertaining to their sections have been included.

There are numerous plans and procedures that work in conjunction with the EOP. These documents are not included in this document but are referenced when necessary and appropriate.

## PROMULGATION STATEMENT

The officials of Jefferson County have developed this emergency operations plan to enhance the County's emergency response capability.

It is designed to promote the coordination of County and community services to use available resources for the mitigation of the impact of major disaster, (natural or otherwise), on life and property of those in the County. It incorporates the principles and processes of the National Incident Management System, (NIMS), and the Incident Command System (ICS).

When used properly and updated annually this plan can assist local government officials in responding to and recovering from the effects of natural and man-made disasters. This plan and its' provisions will become official upon adoption by the Jefferson County, Missouri Council of an Ordinance approving the plan and upon approval of the Ordinance by the County Executive.

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County Executive,  
Jefferson County

Date

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Chairperson,  
Jefferson County Council

Date

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Director of Administration,  
Jefferson County

Date

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Chairperson,  
Public Safety Commission

Date

## **DISTRIBUTION LIST JEFFERSON COUNTY EOP**

County Executive  
Director of Administration  
County Counselor  
County Council  
County Sheriff  
County Clerk  
County Treasurer  
County Assessor  
County Auditor  
County Collector  
County Public Works Department Director  
County Emergency Management Director  
County Health Department Director  
County Local Emergency Planning Committee (LEPC) Chairman  
Division of Family Services Director within Jefferson County  
Prosecuting Attorney  
County Public Administrator  
County Recorder  
Medical Examiner  
County Services Director  
Municipal Police Chiefs  
County E-911 Dispatch Center  
County Parks & Recreation Department Director  
American Red Cross  
Antonia Fire Dept.  
Cedar Hill Fire Dept.  
City of Desoto Fire Dept.  
Crystal City Fire Dept.  
DeSoto Rural Fire Dept.  
Dunklin Fire Dept.  
Eureka Fire Dept.  
Festus Fire Dept.  
Goldman Fire Dept.  
Hematite Fire Dept.  
High Ridge Fire Dept.  
Hillsboro Fire Dept.  
Jefferson R-7 Fire Dept.  
Mapaville Fire Dept.  
Pacific Fire Dept.  
Rock Community Fire Dept.

Saline Valley Fire Protection District  
Big River Ambulance District  
Joachim/Plattin Ambulance District  
Meramec Ambulance District  
North Jefferson County Ambulance District  
Rock Township Ambulance District  
Valle Ambulance District  
Amateur Radio Club  
Mercy Jefferson  
Mercy South  
Missouri Highway Patrol Troop C  
State Emergency Management Agency (SEMA)  
Missouri Emergency Response Commission (MERC)  
Jefferson County Homeland Security Emergency Response Team  
Cedar Hills Lake  
City of Arnold  
City of Byrnes Mill  
City of Desoto  
City of Festus  
City of Herculaneum  
City of Hillsboro  
City of Kimmswick  
City of Parksdale  
City of Pevely  
City of Scotsdale  
Crystal City Olympian Village  
Peaceful Village  
Village of Lake Tekakwitha

## BASIC PLAN

### PURPOSE

This Emergency Operations Plan (EOP) establishes guidelines for the organization of Jefferson County, Missouri's resources to effectively respond to and recover from any type of disaster the jurisdiction may face. It identifies resources, responsibilities and partnerships necessary to accomplish this with the overarching goals to:

- Organize an effective incident management structure based on local and national best practices.
- Mount an effective disaster response capable of saving lives, protecting property and protecting the environment.
- Mitigate continued disaster impact via incident stabilization and integration of lessons learned into the local incident management cycle
- Preserve a functional civil government.
- Maintain essential economic activities.
- Provide for foundational establishment of short and long-term community-wide disaster recovery strategies.

The structure described within this document is the framework within which the County will coordinate its efforts with those of its partners. It is strategic in nature and not meant to provide specific, detailed instruction that may otherwise limit or prohibit imaginative, resourceful actions that incident management may require.

### SCOPE

This EOP is applicable to the whole of Jefferson County's jurisdiction. It provides a framework for countywide coordination of both County assets and the resources of partner agencies, public and private, that may be necessary for effective incident management purposes.

The EOP is not meant to be utilized for daily occurrences that can be handled as a matter of routine by the County or its partners. Its focus is on incidents that create community-wide needs causing suffering that cannot be effectively alleviated by any single agency.

Nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered.

### SITUATIONS & ASSUMPTIONS

#### Situations

Most emergencies occurring in Jefferson County will not necessitate use of this plan and can be handled as a matter of routine by the County and/or other identified partner agencies. There will, however, be instances in which the severity, longevity or sheer volume of occurring emergencies overwhelms that day-to-day capacity to effectively provide incident management services. Listed below are existing situations that have been incorporated into planning for incident management.

- Jefferson County is in the eastern section of the State of Missouri and is bordered by St. Louis County to the north, the Mississippi River to the east, Ste. Genevieve and St. Francis Counties to the south, and Franklin and Washington Counties to the west.
- Per the 2020 census, Jefferson County has a population of 226,739.
- The most populous city within Jefferson County is Arnold, located in the northeast corner of the county with a population of 20,858 in the 2020 census.
- Jefferson County is subject to many hazards that have the potential to cause damage and create casualties. These are identified and discussed in Appendix 1.
- It is the responsibility of local government to foster a comprehensive emergency management program capable of meeting emergency needs of those who have been or might be impacted by a major disaster.
- Jefferson County has an established Department of Emergency Management responsible for ensuring the preparedness of its Emergency Operations Center and overseeing general implementation of the Emergency Operations Plan.
- Jefferson County has adopted use of the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents. This system enhances management of local incidents by establishing a common management system used at all levels of government.
- A Public Safety Commission has been established by the Jefferson County Home Rule Charter to consult with the Department of Emergency Management on creation of this plan and on matters of general emergency preparedness throughout the County. Its membership consists of representation from:
  - County Emergency Management
  - Municipal Emergency Management
  - Public Health
  - Sheriff's Office
  - Municipal Law Enforcement
  - 911 Dispatch
  - Health Department
  - Fire Protection Districts
  - Municipal Fire
  - Ambulance Districts
  - Member of the Public
- The County has an established Local Emergency Planning Commission that provides planning, training and exercise expertise on matters concerning hazardous materials. The LEPC consults with the Department of Emergency Management on development and maintenance of ESF 10 within this plan.
- Jefferson County is a member of the St. Louis Area Regional Response System (STARRS) and, as such maintains, and has access to various types of response apparatus and personnel that have

been positioned throughout the St. Louis Metro Area.

- Mutual aid agreements exist between many of the emergency service agencies, the subdivisions in the county and surrounding areas. These agreements assist in providing additional equipment, supplies, facilities and/or personnel when local shortfalls exist.
- Emergency notifications are available to County Residents via a reverse-911 system overseen by Jefferson County 911 Dispatch.
- The County is constructing an outdoor warning siren system covering densely populated portions of its jurisdiction. (*estimated completion is Q1 2026*)
- Most municipalities within the County maintain independent outdoor warning sirens systems.
- This emergency management plan is being developed and maintained pursuant to Missouri State Law, Chapter 44, RSMo, the all-hazard emergency planning guidance developed by the State Emergency Management Agency (SEMA), guidance from the Missouri Emergency Response Commission (MERC) and the Comprehensive Preparedness Guide developed by the Federal Emergency Management Agency (FEMA)

## **Assumptions**

- Officials and employees of Jefferson County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan. They will fulfill these responsibilities as needed and as capable.
- County residents are generally aware of local hazards, emergency warning systems and basic personal life-safety protective actions appropriate to these.
- If local resources are inadequate to effectively manage an incident, necessary resources will be attainable via mutual aid agreements, private industry contracts or emergency resource requests to higher levels of government.
- Regardless of mitigation & preparedness measures, the most significant incidents (i.e., high-magnitude earthquake) may require County residents, businesses and industries to be self-sufficient for a minimum of three days.

## **CONCEPT OF OPERATIONS**

### **General**

Upon determination that local capacity to effectively provide incident management services without activation of this plan has been exceeded, the County Executive may declare a state of local emergency as described in Appendix 5.

This plan will be implemented according to the emergency classification and control guidelines in ESF-5. These guidelines describe how the EOC may be organized and what personnel/departments may have a

role in incident management based on the severity level of the incident requiring its activation.

This plan is based on the concept that emergency functions assigned to the various groups, organizations, and individuals will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be employed as much as possible in both normal and emergency functions. While full realization of this plan will require the support and input of outside agencies, the County departments overseeing each ESF will, in most cases, have preexisting relationships with these in the course of their normal operations.

Day-to-day functions that do not contribute directly to emergency operations may be suspended for the duration of the emergency. Efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.

## ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

### Organization

The County's Emergency Operations Center utilizes the following Emergency Support Functions (ESF) to identify and align common incident management needs with departments best suited to coordinate the County's response. Identified primary coordinating agencies will provide support to local incident command posts through the County's EOC offering support as required by the situation.

<b>ESF 1: TRANSPORTATION</b>	<ul style="list-style-type: none"><li>• Movement of supplies &amp; people</li><li>• Incident traffic management</li></ul>	<ul style="list-style-type: none"><li>• <i>Public Works</i></li><li>• <i>Sheriff's Office</i></li><li>• <i>Emergency Management</i></li></ul>
<b>ESF 2: COMMUNICATIONS</b>	<ul style="list-style-type: none"><li>• Incident communications</li></ul>	<ul style="list-style-type: none"><li>• <i>Emergency Management</i></li></ul>
<b>ESF 3: PUBLIC WORKS &amp; ENGINEERING</b>	<ul style="list-style-type: none"><li>• Damage assessment, repair</li><li>• Debris Clearance</li><li>• Flood Control</li><li>• Public Assistance Qualification</li></ul>	<ul style="list-style-type: none"><li>• <i>Public Works</i></li><li>• <i>County Services</i></li><li>• <i>Parks &amp; Recreation</i></li><li>• <i>Emergency Management</i></li></ul>
<b>ESF 4: FIRE</b>	<ul style="list-style-type: none"><li>• Fire suppression</li></ul>	<ul style="list-style-type: none"><li>• <i>Emergency Management</i></li><li>• <i>Parks &amp; Recreation</i></li></ul>
<b>ESF 5: EMERGENCY MANAGEMENT</b>	<ul style="list-style-type: none"><li>• Emergency Operations Center management</li></ul>	<ul style="list-style-type: none"><li>• <i>Emergency Management</i></li></ul>
<b>ESF 6: MASS CARE &amp; SHELTERING</b>	<ul style="list-style-type: none"><li>• Sheltering people, companion animals</li><li>• Supply Distribution</li><li>• Shelter-in-place, Evacuation</li></ul>	<ul style="list-style-type: none"><li>• <i>County Services</i></li><li>• <i>Sheriff's Office</i></li><li>• <i>Emergency Management</i></li></ul>

<b>ESF 7: RESOURCE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Incident resource acquisition, management &amp; care</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Administrative Services</i></li> <li>• <i>Emergency Management</i></li> </ul>
<b>ESF 8: PUBLIC HEALTH &amp; MEDICAL</b>	<ul style="list-style-type: none"> <li>• Public emergency medical needs</li> <li>• Public health needs</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Emergency Management</i></li> <li>• <i>Sheriff's Office</i></li> </ul>
<b>ESF 9: SEARCH &amp; RESCUE</b>	<ul style="list-style-type: none"> <li>• Search &amp; rescue</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Sheriff's Office</i></li> <li>• <i>Parks &amp; Recreation</i></li> <li>• <i>Emergency Management</i></li> </ul>
<b>ESF 10: HAZARDOUS MATERIALS</b>	<ul style="list-style-type: none"> <li>• Hazardous materials</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Emergency Management</i></li> <li>• <i>Sheriff's Office</i></li> <li>• <i>Public Works</i></li> </ul>
<b>ESF 11: AGRICULTURE</b>	<ul style="list-style-type: none"> <li>• Crops</li> <li>• Animals</li> <li>• Environment</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Emergency Management</i></li> <li>• <i>County Services</i></li> <li>• <i>Parks &amp; Recreation</i></li> </ul>
<b>ESF 12: ENERGY</b>	<ul style="list-style-type: none"> <li>• Critical infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Emergency Management</i></li> <li>• <i>Public Works</i></li> </ul>
<b>ESF 13: LAW ENFORCEMENT &amp; COUNTERTERRORISM</b>	<ul style="list-style-type: none"> <li>• Law enforcement</li> <li>• Cybersecurity</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Sheriff's Office</i></li> <li>• <i>Emergency Management</i></li> </ul>
<b>ESF 14: LONG TERM RECOVERY</b>	<ul style="list-style-type: none"> <li>• Community Recovery</li> <li>• Damage Assessment</li> <li>• Individual Assistance Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Emergency Management</i></li> <li>• <i>County Services</i></li> </ul>
<b>ESF 15: PUBLIC INFORMATION &amp; WARNING</b>	<ul style="list-style-type: none"> <li>• Incident public information</li> <li>• Community warning</li> </ul>	<ul style="list-style-type: none"> <li>• <i>County Executive</i></li> <li>• <i>Administrative Services</i></li> <li>• <i>Emergency Management</i></li> <li>• <i>Sheriff's Office</i></li> </ul>

Area support agencies providing services relevant to each ESF are identified in this plan and the County maintains a level of communication with each to ensure the support provided by the EOC will be meaningful. This includes operators of critical infrastructure, first response agencies and community organizations.

The Office of Emergency Management and the Jefferson County Sheriff's Office also maintain open, two-way communication with the St. Louis Area Fusion Center and provide relevant intelligence to partner agencies when possible.

Recognizing that the impact of a local disaster may inspire members of the public to offer time or resources to the County's incident management efforts, unaffiliated volunteers and/or donations received will be tracked through the EOC's logistics section. These resources be overseen directly by the EOC or delegated to a partner agency for coordination.

## **Assignment of Responsibilities**

The County Executive of Jefferson County is ultimately responsible for emergency management activities in the unincorporated areas of the county. The Chief Elected Official of each municipality has a similar responsibility within their jurisdictions. These officials can delegate their authority, but never their responsibility.

At no time will the authority of the County Executive supersede the authority of the elected officials of any of the incorporated subdivisions unless: (1) requested to do so by those elected officials, (2) the local subdivisions' governmental body is incapacitated or ceases to exist, or (3) empowered to do so by the governor under the authority of Chapter 44, RSMo.

- The County Executive is responsible for declaring a county state of emergency and requesting state and federal assistance when appropriate. (See Appendix 5)
- The County Executive appoints an Emergency Management Director who is responsible for the following:
  - Brief appropriate officials and new employees on their roles in emergency management.
  - Coordinate all emergency management activities and planning for future emergency management activities.
  - Make decisions on routine, day-to-day matters pertaining to emergency management.
  - Advise elected officials on courses of action available for major decisions.
  - Ensure proper functioning and staffing of the EOC and coordinate EOC operations during an emergency.
  - Assist in preparation of emergency proclamation/resolution of a state of emergency when/if appropriate.
  - Act as liaison with other local, state, and federal emergency management agencies.
  - Handle duties as outlined in the local ordinances, court orders, and agreements.

As much as possible, these functions (as identified above) will be assigned to agencies and/or individuals who perform these, or similar, tasks on a day-to-day basis.

An agency or individual assigned primary responsibility for any of these functions may also be assigned one or more support responsibilities.

## **Common Responsibilities**

Departments involved in the incident management process will have varying responsibilities dependent on the ESF under which they are operating. However, all involved departments are responsible for the following items regardless of function within the incident.

- Provide staffing to Emergency Operations Center for Emergency Support Function support if required.
- Assist in development of relevant incident management objectives.
- Allocate and manage department assets assigned to incident response.
- Assist logistics section in location & acquisition of supplies necessary for accomplishment of incident management objectives
- Maintain records of the cost of department supplies, resources and staff-hours needed to

respond to the incident.

## **DIRECTION & CONTROL**

- Jefferson County has a dedicated Emergency Management Director and Operations Center (EOC). In the event of an activation of the center, all ESF operations will be coordinated through it.
- The primary EOC for Jefferson County will be located at 1409 Herculaneum Industrial Drive, Herculaneum, Missouri. In the event the primary EOC cannot be used, an alternate EOC has been identified at the backup County 9-1-1 Dispatch Center in at 6710 Veterans Drive, Cedar Hill, Missouri.
- Strategic direction of incident assigned resources will originate from the EOC, but individual assets assigned to the incident from outside agencies will remain under the direct control of their home agency supervisors.
- Specific incident management work assignments may be provided by on-site response command personnel
- Communication in the field will generally be accomplished using normal agency procedures with agency dispatch centers kept updated on resource status by the applicable Emergency Support Function lead at the Emergency Operations Center. If an incident communications plan has been developed (ICS 205) with differing instruction, it should be regarded as the correct communications strategy.

## **ADMINISTRATION & LOGISTICS**

### **Administration**

- Any resources needed for incident management should be requested through the EOC Logistics Section (ESF 7) to ensure complete records are maintained.
- Upon arrival, incident resources should be reported to the Operations Section Chief and tracked by the Planning Section's Resource Unit (ESF 5).
- Records of relevant personal and organizational activities during incident management (i.e. decisions, actions & agreements) should be maintained. These are records essential for development of future prevention, mitigation and preparedness activities and the settling of any potential litigation. Each department head, or that person responsible for an emergency function, is responsible for ensuring records are kept and delivered to the Planning Section's Documentation Unit in the EOC (ESF 5).
- Discrimination on the grounds of race, color, religion, nationality, sex, age, physical impairment, or economic status will not be allowed in the execution of emergency management functions. This policy applies to all levels of government and the private sector.

### **Logistics**

- All normal County procurement & hiring policies will be adhered to unless deviation is merited by emergency circumstance and approved by proper elected officials under the authorities and by the procedures set forth in local ordinances (ESF-7).
- Agreements and understandings with other local agencies & jurisdictions, regional partners, higher levels of government or private entities can be utilized to supplement local resources should an incident exhaust the capabilities of Jefferson County. Requests should be made through the EOC's Logistics Section and be in accordance with negotiated mutual aid agreements and understandings. **All such agreements should be documented in writing with the County's Finance & Administration Section Leader in the Emergency Operations Center.**
- Disaster assistance from the state or federal government will be utilized in accordance with their provisions and statutes. Requests for such assistance should be made through the EOC's Logistics Section in accordance with local, state and federal policy regarding such assistance.
- Procedures for the inventory, storage, and maintenance of resources, including donations and services of the private sector, will be conducted in accordance with normal County policy unless deviation is merited by emergency circumstance and approved by proper elected officials under the authorities and by the procedures set forth in local ordinances.

#### **CONTINUITY OF GOVERNMENT OPERATIONS**

- Each County department head should establish internal lines of decision-making authority, within the scope of their authority, to ensure vacancies do not preclude critical incident management activities provided by their respective departments
- Should circumstances resulting from a disaster prevent a political entity or subdivision from performing effective operations, the next higher political subdivision may assume authority, if requested, until the affected political entity is able to adequately resume operations.

## Lines of Decision-Making Authority

ADMINISTRATIVE SERVICES	ASSESSOR	AUDITOR	COLLECTOR	CLERK	COUNTY COUNCIL
County Administrator	County Assessor	County Auditor	County Collector	County Clerk	Council Chairperson
Deputy County Administrator		Deputy Auditor	Deputy Collector	Chief of Staff	
COUNTY COUNSELOR	COUNTY EXECUTIVE	COUNTY SERVICES	EMERGENCY MANAGEMENT	HUMAN RESOURCES	JUVENILE OFFICE
County Counselor	County Executive	Director of County Services	Director of Emergency Management	Human Resources Manager	Chief Juvenile Officer
Assistant County Counselor		Assistant Director of County Services	Deputy Director of Emergency Management		
MUNICIPAL COURT	PARKS & RECREATION	PROSECUTING ATTORNEY	PUBLIC ADMINISTRATOR	PUBLIC WORKS	PURCHASING
Municipal Court Administrator	Director of Parks & Recreation	Prosecuting Attorney	Public Administrator	Director of Public Works	Purchasing Manager
		First Assistant Prosecuting Attorney	Deputy Public Administrator	Deputy Director of Public Works	
RECORDER OF DEEDS	SHERIFF	TREASURER	TREASURER		
Recorder of Deeds	County Sheriff	County Treasurer	County Treasurer		
Chief Deputy Recorder	Undersheriff	Chief Deputy Treasurer	Chief Deputy Treasurer		

## Vacancies

### Elected Officials

Per the Jefferson County Home Rule Charter Section 12.3:

#### County Executive

Should the office of the County Executive become vacant, the County Council will appoint a person to hold the office until January 1, following the next general election.

#### County Council

Should a position on the County Council become vacant, the County Council will by majority vote of the remaining serving Council Members appoint a person to hold the office until the end of the term of the vacant Council Member.

### **Other Local Elected Officials**

The County Executive will appoint a person to hold the vacant office in question until January 1 following the next general election.

### **Administrative Officials**

The County Executive may designate an acting officer to serve until a vacancy in any appointive office is filled in the manner provided in the County Charter.

### **PRESERVATION OF RECORDS**

- Vital records for Jefferson County are in various forms such as written, microfilmed, or computerized. Essential records are kept within the Jefferson County Administrative Building (729 Maple St.) and the County Courthouse (300 Main St.) and are the responsibility of the County Clerk.
- To provide normal government operations after a disaster, all vital records of both a public and private nature recorded by the county must be protected and preserved. This includes legal documents. The following guidelines will apply:
  - Each department should identify which of its records and documents would be vital to the continuance of Jefferson County government and the incident management process during a major disruption of normal activities.
  - Identified critical records should be duplicated, moved to a safe area away from danger and/or stored in secure, safe locations within the jurisdiction.

### **PLAN DEVELOPMENT**

This plan is primarily focused on the response phase of incident management but recognizes that successful response hinges greatly on actions taken before and following the necessity of activating this plan.

The following operational time frames are recognized industrywide as crucial to the operation of an effective emergency management system. Within each Emergency Support Function, activities applicable to each timeframe have been identified for consideration by the personnel & agencies that play a part in their respective fulfillment. These activities are derived from the collective input of the Jefferson County Public Safety Commission and are meant to guide and support continued training, exercise and investment in the County's emergency management system.

- *Prevention:* Activities undertaken with the purpose of eliminating the threat posed by an identified hazard.
- *Mitigation:* Activities undertaken that will reduce potential negative impact of an incident.
- *Preparedness:* Activities undertaken to enhance readiness to implement this plan

- *Response:* Direct implementation of emergency response and incident management strategies necessary to protect life, property and the environment.
- *Recovery:* Activities undertaken to alleviate suffering following an incident and to promote community restoration.

## **PLAN MAINTENANCE**

- Departments assigned responsibilities within this plan should be familiar with this plan and its content. The Emergency Management Director and Public Safety Commission will consider best methods to provide for regular training and exercise of this plan. Recommendations and/or concerns should be reported to the Emergency Management Director and Public Safety Commission.
- The County Executive and Emergency Management Director will sign the promulgation document for all departments and organizations listed within after the Jefferson County Council approves the plan by ordinance.
- The Office of Emergency Management, in conjunction with the PSC, will be responsible for instituting a review of this EOP and updating it on a biannual basis.
- ESF 10: Hazardous Materials will be reviewed by the Jefferson County Local Emergency Planning Commission
- This EOP will be tested periodically with the resulting revisions and changes being made and distributed in an expedient fashion.
- Necessary changes shall be effective upon approval by the County Council.
- The Emergency Management Director will provide a copy of the plan & revisions to all organizations/agencies assigned responsibilities.

## **AUTHORITIES & REFERENCES**

- Federal Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
- Federal Public Law 99-499, SARA, Title III
- Guide for All-Hazard Emergency Operations Planning, SLG 101, FEMA, September 1996
- Home Rule Charter of Jefferson County, Missouri
- Homeland Security Presidential Directive 5 (HSPD-5)
- Jefferson County Purchasing Policy
- Missouri All-Hazard Emergency Planning Guidance, SEMA, as amended
- Missouri Code of State Regulation, Title XI, Division 10, Chapter 11
- Missouri Hazard Analysis, SEMA, as amended
- National Incident Management System Guideline for the National Qualification System (November 2017)
- Order 01-02-2008F of the County Commission of the County of Jefferson, Missouri, establishing

the Jefferson County Emergency Management Agency.

- Revised Statutes of Missouri 190.060
- Revised Statutes of Missouri 321.220
- Revised Statutes of Missouri 321.600
- Revised Statutes of Missouri 650.325
- Revised Statutes of Missouri, Chapter 292, as amended
- Revised Statutes of Missouri, Chapter 44, as amended
- St. Louis Area Regional Mitigation Plan (2020 – 2025)
- St. Louis Regional Threat & Hazard Identification and Risk Assessment (2020)
- State of Missouri Emergency Operations Plan, as amended
- Jefferson County Department of Parks and Recreation Master Plan (2013)

# Appendix 1:

## JEFFERSON COUNTY HAZARD IDENTIFICATION & THREAT ANALYSIS

This Appendix provides an overview of identified hazards to Jefferson County. This is not an all-encompassing list, and the relative threat of each hazard is merely an estimation of potential impact based on local history and knowledge. Any of these hazards may present as singular occurrences or concurrently with others. Threat ranking does not take relative likelihood of occurrence into account.

Analysis is meant to help guide prioritization of trainings, exercises and investments in Jefferson County's Emergency Management System. It contributes to the St. Louis Metro Area's Mitigation Plan, Threat and Hazard Identification and Risk Assessment (THIRA) and its associated Stakeholder Preparedness Review (SPR)

### Identified Hazards & Relative Threat

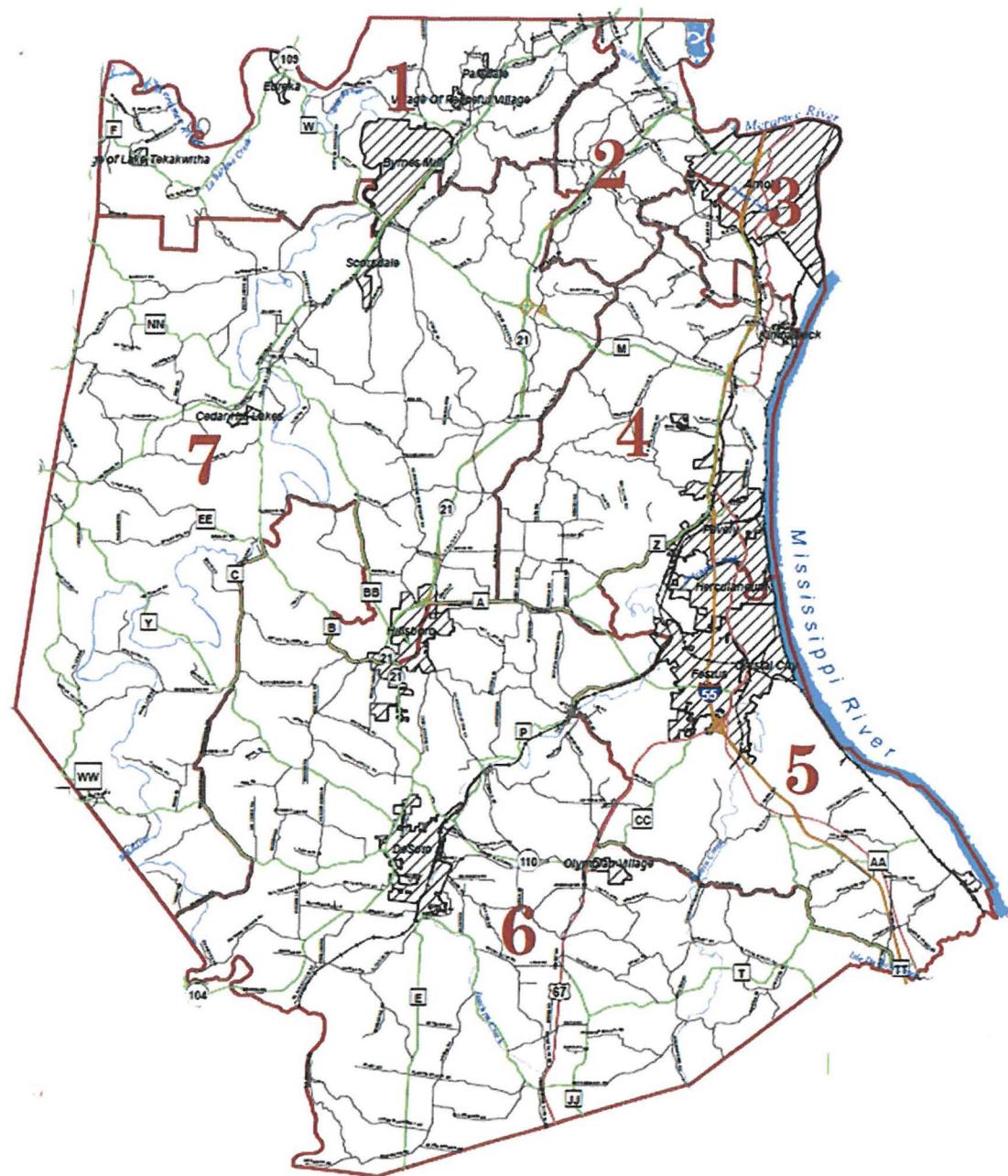
	Jurisdictions	Population	Utilities	Evacuation	Transport. Infra.	Hazmat	Fatalities	Fire	Sheltering	Housing	Rescue	Economic	Critical Infra	Culture/Enviro.	Threat
Nuclear Detonation	3	3	3	3	3	3	3	3	3	3	3	3	3	3	42
Tornado (EF3-EF5)	2.5	2.5	3	2.5	2.5	2.5	2.5	2.5	2.5	2.5	3	2.5	2.5	2.5	36
Terrorism (Organized)	3	2.5	2	2	2.5	2.5	3	2.5	2	2	3	2.5	2.5	2.5	34.5
Earthquake (New Madrid)	2.5	3	2.5	2.5	2.5	2	2.5	2	2	2	2.5	2.5	2.5	1.5	32.5
Wildfire	2	2	2	2	2	2	2	2.5	2	2	2	2	2	2.5	29
Urban Fire	1.5	2	1.5	2	1.5	1.5	2	2.5	2	2	2.5	2	1.5	2	26.5
Riverine Flood	3	2	2	2	1.5	1.5	1.5	1	2	2	2.5	2	2	1	26
Hazardous Materials	2.5	1.5	1.5	1.5	1	2.5	2	2	1	1	2	1	1.5	1.5	22.5
Terrorism (Unorganized)	2	1	1	1	1	2	2.5	2	1	1	2.5	2	1.5	2	22.5
Public Health (Pandemic)	2.5	3	2	1	1	1	2.5	1	1	1	1	2.5	1.5	1	22
Winter Storm (Ice)	2.5	3	3	1	1	1.5	1.5	1	1	1	1	1.5	2	1	22
Dam Failure	2	1.5	1.5	1.5	2	1.5	2	1	1.5	1.5	2	1	1.5	1	21.5
Severe Thunderstorm (Derecho)	2.5	3	2.5	1.5	1.5	1	1	1.5	1	1	1.5	1	1	1	21
Tornado (EF0-EF2)	2.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1	1	1.5	1.5	1.5	1.5	21
Airplane Crash	2	1	1	1	1	1.5	3	2	1	1	2.5	1	1.5	1	20.5
Civil Disorder	2.5	2	1	1	1.5	1	1	1.5	1	1	1	2	2	2	20.5
Extended Utility Outage (Power, Non-Malicious)	2	2	2	1	1	1.5	1.5	1	1.5	1	1	1.5	1.5	1	19.5
Train Derailment	2	1	1	1	1.5	2	2	2	1	1	2	1	1	1	19.5
Cyber (Targeted)	2	1.5	2	1	1	1.5	1.5	1.5	1	1	1	1.5	1.5	1	19
Winter Storm (Common)	2.5	3	2	1	1	1	1	1	1	1	1.5	1	1	1	19
Public Health (Endemic)	2	2.5	1.5	1	1	1	1.5	1	1	1	1	1.5	1.5	1	18.5
Drought	2.5	3	1	1	1	1	1	1.5	1	1	1	1	1	1	18
Extreme Temperatures	2	2	1.5	1	1	1	1.5	1	1	1	1	1	1	1	17
Flash Flood	1.5	1	1	1	1.5	1.5	1.5	1	1	1	1.5	1	1	1	16.5
Earthquake (Common)	2	2	1	1	1	1	1	1	1	1	1	1	1	1	16
Public Health (Zoological)	2.5	1	1	1	1	1	1	1	1	1	1	1.5	1	1	16
Transportation Incident	1	1	1	1	1	1.5	1.5	1.5	1	1	1.5	1	1	1	16
Land Subsidence	1	1	1	1	1.5	1	1	1	1	1	1	1	1	1	14.5
Cyber (Common)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	14

Each identified hazard has been assessed by the County's Public Safety Commission on fourteen impact categories influenced by the standardized impact categories used in the St. Louis Metro Area's THIRA. The relative threat is not an indication of likelihood only of potential overall impact, immediate and lasting, to the County. Each is rated on a scale of 1-3, with lower numbers indicating less perceived significance.

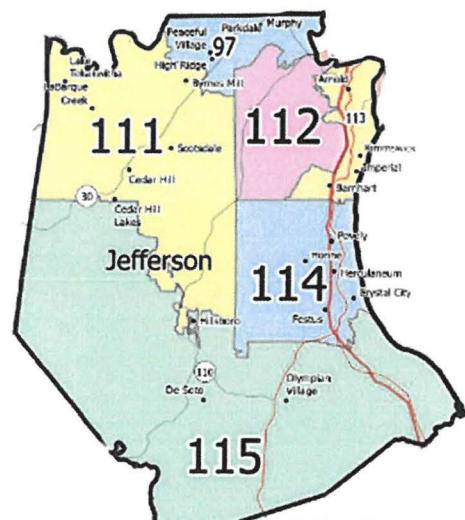
- *Impacted Jurisdictions:* The number of public safety and governmental jurisdictions likely to be negatively impacted by the incident.

- *Impacted Population:* The percentage of Jefferson County's population likely to be impacted by the incident.
- *Impacted Utilities:* The percentage of properties in Jefferson County likely to experience interruption or loss of utility service due to the incident.
- *Evacuation Necessity:* The percentage of the County's population that may be displaced from their primary residence.
- *Impacted Transportation Infrastructure:* Measure of impact to movement of people/supplies along with the time and resources necessary to restore infrastructure.
- *Hazardous Materials Potential:* Likelihood that the incident will include a hazardous materials component and what level of response capability would be required to meaningfully mitigate and contain the incident.
- *Potential for Fatalities:* Ability of local healthcare system to handle potential volume of fatalities associated with an incident
- *Fire Threat:* Likelihood that an incident will include a fire component and what level of response capability would be required to meaningfully mitigate and contain the incident.
- *Need for Shelter:* Percentage of impacted & displaced population that would likely require short-term shelter due to an incident
- *Need for Housing:* Percentage of impacted & displaced population that would likely require long-term/permanent housing options due to the incident
- *Need for Rescue:* Measure of potential need for those impacted by an incident to be removed from harm's way by responders and availability/need of resources to accomplish this.
- *Economic Impact:* Measure of business potential to survive impact of an incident
- *Impact to Critical Infrastructure:* Potential reduction in service level of agencies and services necessary to maintenance of wider community function (i.e. government, public safety, utilities)
- *Impact to Cultural/Environmental Resources:* Potential for and duration of impact to environmental and cultural sites within the County.

## Appendix 2: County Council Districts Map



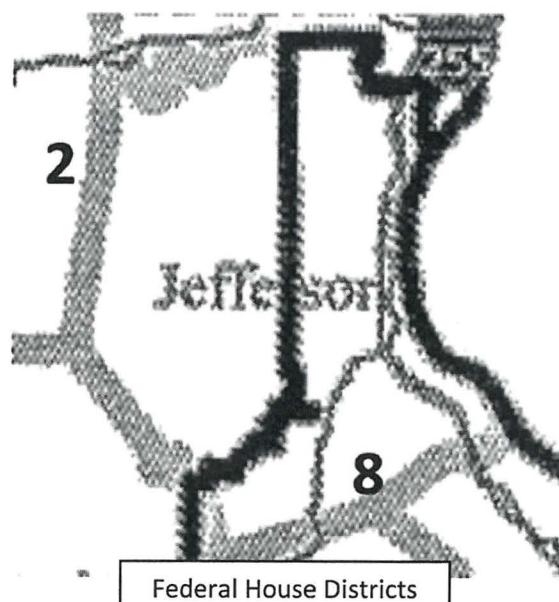
## Appendix 3: State & Federal Districts



Missouri House Districts

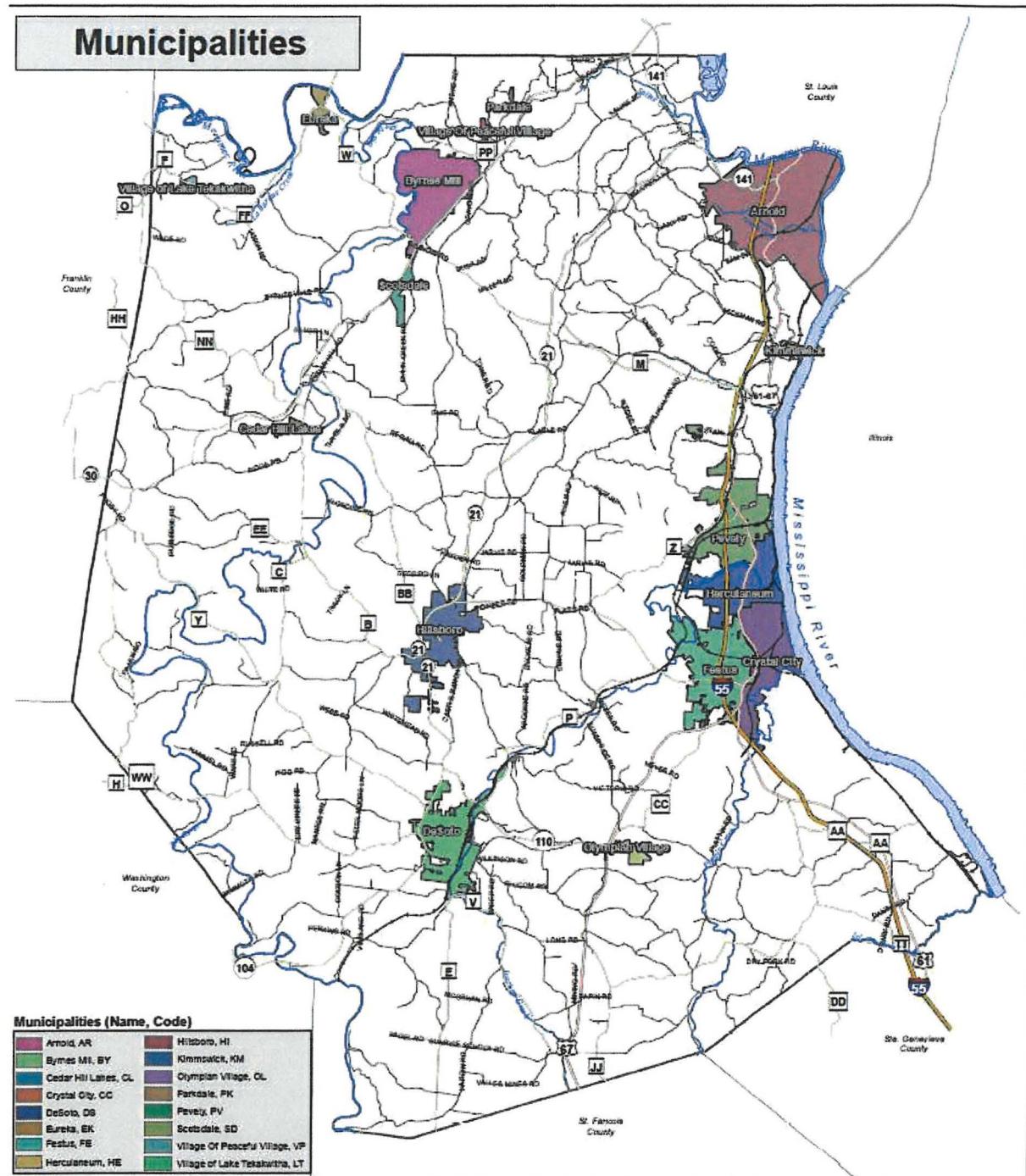


Missouri Senate Districts



Federal House Districts

## Appendix 4: Municipal Boundaries



## **Appendix 5: Local Disaster Declaration Procedure**

Whereupon the County of Jefferson feels the availability of local resources is insufficient to manage the full course of the incident occurring, the County Executive may, by Executive Order, declare a local state of emergency.

Such a declaration is not only used to indicate the local severity of the incident but is also the first step in formally requesting many emergency assets from the State and Federal Governments.

Upon issuance of such a declaration, the County Council should be promptly informed.

## ESF-1

### Transportation

**COUNTY AGENCIES:** *Office of Emergency Management  
Department of Public Works  
Sheriff's Office*

**SUPPORT AGENCIES:** *Jefferson County Ambulance Districts  
Jefferson County Port Authority  
Jefferson County Community Organizations Active in Disaster  
Missouri Department of Transportation  
Missouri Highway Patrol  
United States Coast Guard  
Burlington Northern Santa Fe  
Union Pacific*

#### PURPOSE

This ESF covers transportation of personnel, equipment and supplies in support of incident management. This includes development and implementation of the incident traffic management plan.

#### SITUATIONS & ASSUMPTIONS

##### Situations

- Jefferson County's Department of Public Works includes a Fleet Division that oversees maintenance and fueling needs of County vehicles that may be utilized during emergency response.
- The Jefferson County Sheriff's Office and Department of Public Works regularly perform emergency traffic management duties that could be scaled with appropriate resources into an incident traffic management plan.
- Numerous private roads and bridges serving as single points of ingress/egress for private residences are present in the County.
- Public transportation options in unincorporated areas of Jefferson County are limited.
- Emergency medical transportation is provided by independent ambulance districts located throughout the County.
- The primary local method of personnel and equipment movement is via highway vehicle.
- The Mississippi River is the only navigable waterway utilized for non-recreational transportation with traffic being managed by the United States Coast Guard.
- There is a privately maintained commercial port on the Mississippi in Jefferson County.
- Burlington Northern Santa Fe and Union Pacific Railroads maintain lines in Jefferson County.

## **Assumptions**

- Normal means of personnel and equipment movement may be interrupted.
- Localized transportation options may be interrupted for a significant period.
- Ready access to healthcare facilities will be a priority in most incidents.
- State and Federal partners will coordinate their local response efforts with the County EOC.
- Movement of people and supplies is critical to effective incident management.
- Transportation issues prioritized for attention will vary according to incident needs.
- Isolated communities may require accommodated transportation options.
- Access & Functional needs populations may require accommodated transportation options.
- Some transportation issues may expand beyond the jurisdiction of Jefferson County and require coordination with outside jurisdictions.
- Most private households have access to at least one privately owned vehicle.

## **ORGANIZATION**

This ESF will be grouped within the Logistics Section in the County's EOC

## **ASSIGNMENT OF RESPONSIBILITIES**

### *Jefferson County Public Works*

- Assist in development of traffic plan.
- Arrange for and activate fueling, maintenance and repair of County ground resources.
- Provide transportation services for County equipment & personnel

### *Jefferson County Sheriff's Office*

- Assist in development & enforcement of traffic plan.

### *Jefferson County Office of Emergency Management*

- Integrate County transportation efforts with necessary public and private partner agencies.
- Coordinate with partners for transportation needs of non-County personnel & assets.

## **SUPPORT AGENCY ROLES**

### **Local**

#### *Jefferson County Port Authority*

- Authority overseeing development and operation of commercial port in Herculaneum. May be considered as an option for resource ingress/egress.

#### *Jefferson County Ambulance Districts*

- Provide emergency transportation to those with urgent healthcare needs. May also have capacity to assist in evacuation of populations with access & functional needs.

*Jefferson County Community Organizations Active in Disaster*

- Group of local organizations with community service focus. May have resources available to assist with public transportation needs.

**State**

*Missouri Department of Transportation*

- Maintains and develops State owned highways in Jefferson County.

*Missouri State Highway Patrol*

- Provides traffic control & law enforcement along state highways.

**Federal**

*United States Coast Guard*

- Provides oversight and traffic control of navigable waterways within the United States.

**Private**

*Burlington Northern Santa Fe*

- Private rail carrier maintaining tracks through Jefferson County. May be considered as an option for resource ingress/egress.

*Union Pacific*

- Private rail carrier maintaining tracks through Jefferson County. May be considered as an option for resource ingress/egress.

## **NON-RESPONSE ESF SUPPORT ACTIONS**

**Prevention**

- Develop transportation infrastructure with local hazards in mind to eliminate single points of failure.

**Mitigation**

- Develop transportation capacity with system resilience in mind to minimize vulnerabilities.
- Foster expanded public transportation options to reduce resident reliance on private vehicles.

**Preparation**

- Ensure protection of transportation equipment and personnel.
- Train personnel in department and operational emergency procedures
- Review all sections of this plan to clarify overarching transportation role.
- Maintain emergency guidelines to include, but not limited to:
  - Personnel activation lists
  - General response priorities
  - Equipment usage & repair priorities
- Establish contact with outside resources that could provide support during an emergency.

- Participate in tests, exercises and drills to include critique and follow-up actions.

#### **Recovery**

- Utilize lessons learned from response to drive recovery operations related to transportation needs

## ESF-2 Communications

**COUNTY AGENCIES:** *Office of Emergency Management*

**SUPPORT AGENCIES:** *Jefferson County 911 Dispatch  
Jefferson County Amateur Radio Emergency Services  
Private Communications Networks  
REJIS*

### PURPOSE

The purpose of this ESF is to provide information and guidance concerning communications capabilities in Jefferson County for the purpose of incident management. It outlines communication and notification procedures and policies when multiple agencies are involved in one incident, or there are simultaneous incidents requiring resource coordination.

### SITUATIONS & ASSUMPTIONS

#### Situations

- Jefferson County 911 handles dispatch and incident communications for multiple agencies in Jefferson County.
- Some agencies maintain independent dispatch and incident communications.
- Most Jefferson County public safety agencies have access to St. Louis Regional 800MHz system
- There is an active ARES organization in Jefferson County with permanent radio equipment stations at Jefferson County's Emergency Operations Center, Jefferson County 911 Dispatch and Mercy Hospital Jefferson.
- Jefferson County Emergency Management has access to the Government Emergency Telecommunications Service.
- Numerous Jefferson County public safety agencies utilize First Net service.
- VOIP phones are common.

#### Assumptions

- Numerous agencies/organizations will utilize internal radio systems or cell phones as part of their incident response strategy.
- Should primary communication systems become inoperable, amateur radio systems will be capable of providing communications between state, regional and local coordination centers.

### ORGANIZATION

This ESF will be grouped within the Logistics Section in the County's EOC

## ASSIGNMENT OF RESPONSIBILITIES

### *Jefferson County Office of Emergency Management*

- Develop incident management communications plan.
- Integrate partner agencies into incident management communications plan to ensure a common operating picture is maintained.

## SUPPORT AGENCY ROLES

### **Local**

#### *Jefferson County 911 Dispatch*

- Administers regional 800 MHz radio system access for agencies in Jefferson County and provides dispatching services.

#### *Jefferson County Amateur Radio Emergency Services*

- Maintains amateur radio capability in Jefferson County and provides augmented emergency communications.

### **Regional**

#### *Private Communications Networks*

- Maintain private communications networks utilized by responders and residents for daily communication.

### *REJIS*

- Provides IT support to Jefferson County, including phone systems.

## NON-RESPONSE ESF SUPPORT ACTIONS

### **Prevention**

- Develop communication infrastructure with local hazards in mind to eliminate single points of failure.

### **Mitigate**

- Develop communication capacity with system resilience in mind to minimize vulnerabilities.

### **Prepare**

- Ensure protection of communications equipment and personnel.
- Train personnel in department and operational emergency procedures
- Review all sections of this plan to clarify overarching communications role.
- Maintain emergency guidelines to include, but not limited to:
  - Personnel activation lists
  - General response priorities
  - Equipment usage & repair priorities
- Establish contact with public and private resources that could provide support during an emergency.

- Participate in tests, exercises and drills to include critique and follow-up actions.

### **Recovery**

- Identify and include points of communication difficulty in incident AAR/IP

## Appendix 1: ARES FREQUENCY LIST

Channel	RX Frequency	TX Frequency	Decode CTC/DCS	Encode CTC/DCS	TX Power	Scan Add	W/N	Busy Lock	CH-Name
1	148.52000	148.52000	OFF	OFF	High	ON	Wide	Carrier wave	NATCAL
2	147.07500	147.67500	OFF	141.3	High	ON	Wide	OFF	JEFRP1
3	147.10500	147.70500	OFF	141.3	High	ON	Wide	OFF	JEFRP2
4	147.24000	147.84000	OFF	141.3	High	ON	Wide	OFF	FRANKL
5	145.49000	144.89000	OFF	141.3	High	ON	Wide	OFF	STCHAR
6	145.41000	144.51000	OFF	141.3	High	ON	Wide	OFF	STCHAR
7	147.03000	147.63000	OFF	100.0	High	ON	Wide	OFF	STFRAN
8	146.62500	147.25000	OFF	100.0	High	ON	Wide	OFF	STGENO
9	146.85000	146.25000	OFF	141.3	High	ON	Wide	OFF	STLCOU
10	146.91000	146.31000	OFF	141.3	High	ON	Wide	OFF	STLCOU
11	147.33000	147.93000	OFF	OFF	High	ON	Wide	OFF	WARREN
12	147.19500	147.79500	OFF	100.0	High	ON	Wide	OFF	WASHCO
13	145.33000	144.73000	OFF	OFF	High	ON	Wide	OFF	DISTRR
14	146.55000	148.55000	OFF	OFF	High	ON	Wide	OFF	STCALL
15	446.00000	446.00000	OFF	OFF	High	ON	Wide	OFF	STCALL
16	146.55000	146.55000	OFF	OFF	High	ON	Wide	OFF	HVCALL
17	147.45000	147.45000	OFF	OFF	High	ON	Wide	OFF	JCTK9
18	146.40000	146.40000	OFF	OFF	High	ON	Wide	OFF	JCTK4
19	446.05000	446.05000	OFF	OFF	High	ON	Wide	OFF	JCTK6
20	446.05500	446.05500	OFF	OFF	High	ON	Wide	OFF	JCTK7
21	147.06000	147.66000	OFF	141.3	High	ON	Wide	OFF	BEARS
22	146.775	147.17500	OFF	100.0	High	ON	Wide	OFF	CRYCTY
23	146.94000	146.34000	OFF	141.3	High	ON	Wide	OFF	SKYWRN
24									

### Weather Net

During periods of severe weather local amateur radio operators often establish a weather net to share observations of weather conditions at their locations. The frequency used for this is 147.075. Both the Jefferson County Office of Emergency Management and the National Weather Service frequently monitor reports.

## ESF-3

### Public Works & Engineering

**COUNTY AGENCIES:** *Department of Public Works  
Department of Parks & Recreation  
Department of County Services  
Office of Emergency Management*

**SUPPORT AGENCIES:** *Missouri Department of Transportation  
Missouri Department of Natural Resources  
Missouri State Emergency Management Agency*

#### **PURPOSE**

The purpose of this ESF is to provide Public Works and Engineering support for assistance in life-saving support or disaster relief through engineering services, technical evaluation, inspection, damage assessment, debris clearance and disposal, support for roads, bridges, vehicles, buildings, restoration of transportation facilities and flood control associated with a catastrophic disaster. This ESF will organize local resources in such a manner that they will be able to perform the many tasks that are essential to an effective incident management.

Information collected by this ESF is central to establishing local eligibility for Public Assistance and works in conjunction with ESF 14 to establish a complete picture of incident damages throughout the community.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- The County maintains 730 miles of public roads and is equipped to provide debris/snow clearance of these.
- The Missouri Department of Transportation maintains 5850 miles of public roads in its St. Louis District and is equipped to provide debris/snow clearance of these.
- Jefferson County's Department of Public Works includes a Fleet Division that oversees maintenance and fueling needs of County vehicles that may be utilized during emergency response.
- There are 177 bridges maintained by the County
- There are 1153 bridges maintained by the State in its St. Louis District
- The majority of County facilities are located in Hillsboro, but there are several off-campus locations
- RSMo, Chapter 44 provides for an emergency volunteer program known as the Structural Assessment & Visual Evaluation (SAVE). This program is administered by SEMA in the event of a natural disaster. Their mission is to rapidly deploy credentialed volunteers to assist local jurisdictions to determine if buildings are safe. Architects, engineers, contractors, etc. may volunteer their services and equipment. These volunteers can assist with demolition, cleanup

and post-disaster safety inspections.

- The County EOC is equipped to provide and receive real-time information to damage assessment teams during an activation.

#### **Assumptions**

- When a major incident occurs, local public works resources may not be adequate to deal with all resulting issues immediately and tasks will need to be assigned on a priority basis.
- Emergency environmental waivers and legal clearance will be needed for disposal of materials from debris clearance and demolition activities.
- Immediately following a disaster, local responders will be able to communicate initial damage assessment reports to the EOC.
- Following the public safety response, local, state and federal personnel will be available to conduct necessary damage assessment.
- Secondary incidents may necessitate multiple rounds of inspections and damage assessments

#### **ORGANIZATION**

This ESF will be grouped within the Operations Section under the Infrastructure Branch of the County's EOC.

#### **ASSIGNMENT OF RESPONSIBILITIES**

##### *Jefferson County Public Works*

- Assess damages to County roads, bridges, facilities and other property.
- Provide debris clearance from County highways & properties.
- Conduct repairs on damaged County infrastructure.
- Protect County properties & assets from reasonably manageable flood damages

##### *Jefferson County Parks & Recreation*

- Assess damages to County parks
- Assist in debris clearance operations from County properties

##### *Jefferson County Services*

- Conduct damage assessments of impacted private properties
- Provide intelligence regarding incident debris amount & type on private properties

##### *Jefferson County Office of Emergency Management*

- Consolidate damage assessments & report numbers/amounts to State partners
- Develop incident debris management plan

#### **SUPPORT AGENCY ROLES**

*Missouri Department of Transportation*

- Maintains and develops State owned highways in Jefferson County.

*Missouri Department of Natural Resources*

- Maintains State regulation regarding disposal of incident debris.

*State Emergency Management Agency*

- Maintains SAVE Coalition's membership and training to provide for support to local jurisdictions during largescale damage assessment operations.

## **NON-RESPONSE ESF SUPPORT ACTIONS**

### **Prevention**

- Develop infrastructure and building codes that eliminate potential for flood damages.

### **Mitigate**

- Develop infrastructure with resilience in mind to minimize vulnerabilities.

### **Prepare**

- Ensure protection of transportation equipment and personnel.
- Train personnel in department and operational emergency procedures
- Review all sections of this plan to clarify overarching role.
- Maintain emergency guidelines to include, but not limited to:
  - Personnel activation lists
  - General response priorities
  - Equipment usage & repair priorities
- Establish contact with public and private resources that could provide support during an emergency.
- Participate in tests, exercises and drills to include critique and follow-up actions.

### **Recovery**

- Utilize lessons learned from response to drive recovery operations related to public works and engineering needs.

## ESF-4

### Fire Suppression

**COUNTY AGENCIES:** *Office of Emergency Management  
Sheriff's Office  
Department of Parks and Recreation*

**SUPPORT AGENCIES:** *County Fire Districts & Municipal Departments  
Missouri Department of Conservation*

#### **PURPOSE**

This ESF provides support enabling fire suppression and control services to meet increased demands during emergencies.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- There are 14 fire districts and four municipal fire departments in Jefferson County
- A statewide system facilitating sharing of fire resources is in-place and a local fire chief has been designated to coordinate needs within Jefferson County
- Jefferson County has an area of 664 square miles
- The County maintains 10 parks with an area of 146 acres and owns a further 214 acres of land for parks expansion.
- There is one State Park encompassing 818 acres and three state historic sites in Jefferson County.

##### **Assumptions**

- When a major incident occurs, local resources may not be adequate to deal with all resulting issues immediately and tasks will need to be assigned on a priority basis.
- Local and regional mutual aid will be sufficient to contain all but the most complex fires.

#### **ORGANIZATION**

This ESF will be grouped within the Operations Section under the Public Safety Branch of the County's EOC.

## ASSIGNMENT OF RESPONSIBILITIES

### Local

#### *Jefferson County Office of Emergency Management*

- Support fire response needs throughout Jefferson County.

#### *Jefferson County Department of Parks & Recreation*

- Support fire response needs within Jefferson County Parks

## SUPPORT AGENCY ROLES

### Local

#### *County Fire Districts & Municipal Departments*

- Provide primary fire suppression services throughout Jefferson County

### State

#### *Missouri Department of Conservation*

- Provides statewide fire management policy

## NON-RESPONSE ESF SUPPORT ACTIONS

### Prevention

- Provide public education covering fire safety & prevention
- Develop and implement building codes supportive of fire control systems

### Mitigation

- Develop and implement building codes supportive of fire control systems
- Perform prescribe burns as necessary and possible

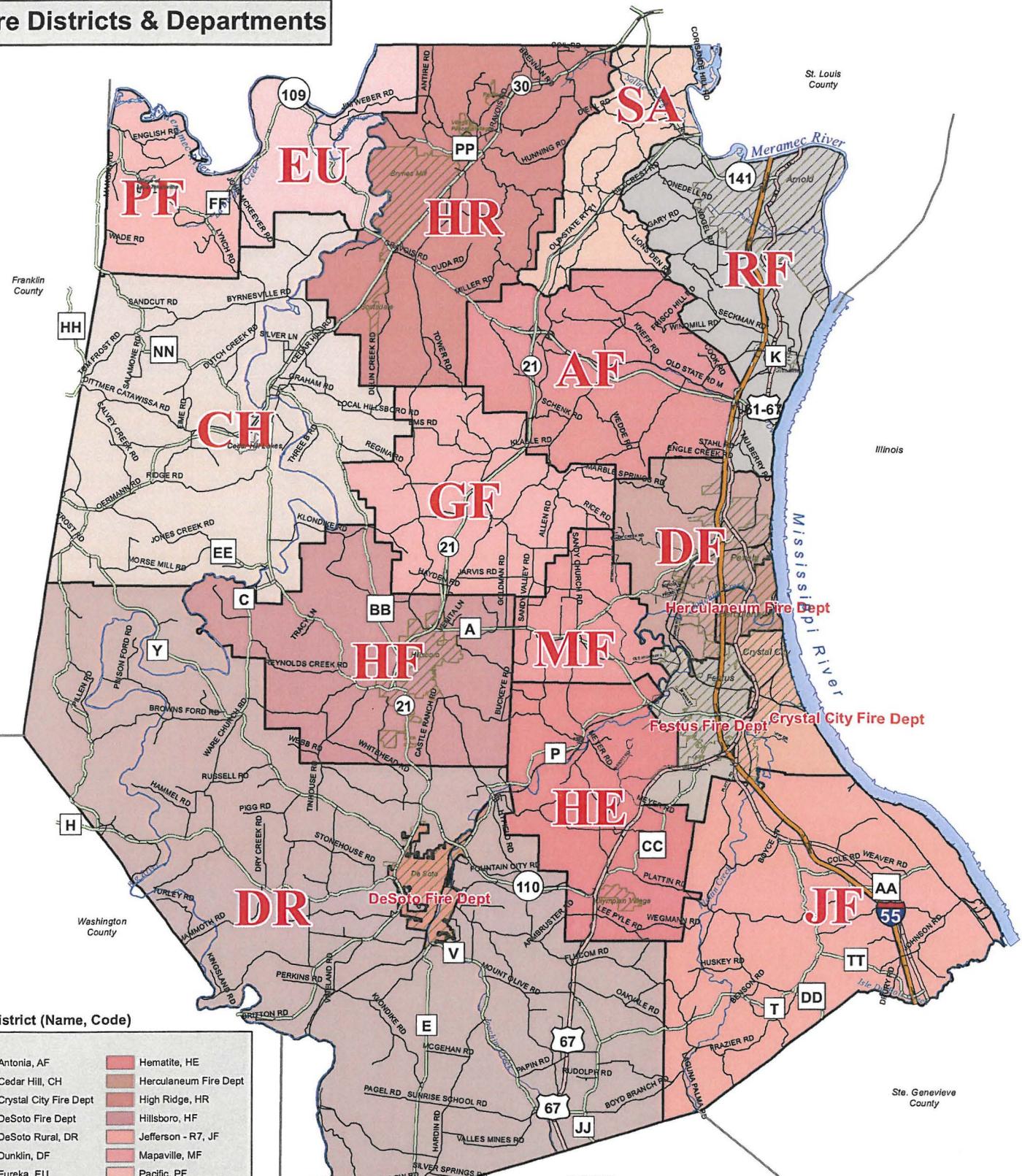
### Preparations

- Ensure protection of equipment and personnel.
- Train personnel in department and operational emergency procedures
- Review all sections of this plan to clarify overarching role.
- Maintain emergency guidelines to include, but not limited to:
  - Personnel activation lists
  - General response priorities
  - Equipment usage & repair priorities
- Establish contact with public and private resources that could provide support during an emergency.
- Participate in tests, exercises and drills to include critique and follow-up actions.
- Develop fire breaks as appropriate

## **Recovery**

- Maintain record of assets to assist with damage assessments

## Fire Districts & Departments



**Jefferson County**  
Department of the County Assessor  
Bob Boyer, Assessor

Map Author:  
Department of County Assessor  
GIS Division - gisassessor@jeffcoMo.org  
1/3/2019

**CAUTION**  
This map is for tax purposes only. It is not intended nor sufficiently accurate to be used for conveyances. Any use other than for tax purposes shall be at the user's risk. Reproduction or copying of this map or any part thereof by any process is prohibited without the written permission of the Department of the County Assessor.

Pursuant to 2 CSR 90-65.080: "This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries." Authority: section 60.670, RSMo 2016.

### Legend

— Festus Special	BB State Road	Major Rivers/Creeks
— County Road	61 US Highway	Diagonal Stripes: Municipalities
— State Route	67	Interstate
— Interstate	55	

Data Source: Department of the County Assessor, Jefferson County 911, Missouri Spatial Data Resources

0 2 4 8 Miles

Coordinate System: NAD 1983 State Plane MO East FIPS 2401 US Foot Projection: Transverse Mercator



1:250,000

## **Appendix 2: SUMMARY OF STATEWIDE FIRE MUTUAL AID SYSTEM**

Recognizing that Missouri is subject to a wide range of emergency situations that could overwhelm the capability of local departments, a state-wide fire mutual aid plan has been developed. This plan establishes the policies and procedures that will allow the Division of Fire Safety, Office of the State Fire Marshal, to coordinate fire resources in the State during an emergency or disaster.

Under the plan, Regional and Area Coordinators of fire resources have been appointed.

Upon notification of disaster requiring activation of this plan, the State Fire Marshal Command Center will be activated, a fire safety representative will be sent to the State EOC and representatives of the State Fire Marshal will report to each District EOC.

Regional Coordinators will be alerted to begin mobilization of available mutual aid resources within respective regions. Fire apparatus for statewide mutual aid will be coordinated from the State EOC. Mutual aid is voluntary.

Any municipal fire department, fire protection association or volunteer fire district association may provide assistance to any other such organization in the State at the time of a significant emergency (RsMO Chap. 70 (HB 1395/1448-90))

All fire service agencies must develop their own implementation procedures for support of this plan.

## ESF-5

### Emergency Management

**COUNTY AGENCIES:** *Office of Emergency Management*

**SUPPORT AGENCIES:** *Missouri State Emergency Management Agency*

#### **PURPOSE**

The purpose of this ESF is to provide an overview of Jefferson County's Emergency Management system and how the County will utilize its Emergency Operations Center and resources to build a management structure capable of providing for effective whole-community response and recovery

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- Jefferson County maintains a hot Emergency Operations Center at 1409 Herculaneum Industrial Drive, Herculaneum, MO. This is collocated with the administrative offices of the Office of Emergency Management.
- Jefferson County has an agreement with Jefferson County 911 Dispatch to utilize its backup center at 6710 Veterans Drive, Cedar Hill, MO. This is also a hot facility.
- If both the primary and secondary Emergency Operations Centers are unusable, the County has training rooms at its main campus in Hillsboro that could be utilized as Emergency Operations Centers. These are warm facilities.
- Both the primary and secondary EOCs have backup generator power available.
- The County uses WebEOC to share information and resource needs with SEMA
- The County has access to regional resources through its agreement with the STARRS organization
- Incident Support Teams exist in the State and may be available to assist in staffing of the County's EOC

##### **Assumptions**

- Partner agencies will provide information and personnel to the County's Emergency Operations Center when it is activated if wider resource coordination is needed.
- Necessary resources not available locally will be locatable through existing resource sharing agreements or via request to SEMA

#### **ORGANIZATION**

- During emergency operations, the Emergency Operations Center will be set up with a hybrid Emergency Support Function/Incident Command System structure.
- The Planning P will be used to structure incident management activities insofar as possible.

### **EOC Management**

- This section will be led by the appointed Emergency Management Director.
- Includes the EOC Director, Public Information Officers, Liaison Officers and Safety Officers.
- Works in coordination with Policy Group to set incident management objectives

### **Policy Group**

- This section is headed by the County Executive
- Includes any necessary senior officials with role in setting incident management policies such as:
  - Activation & deactivation of County EOC
  - Issuance of local disaster declaration
  - Establishment of expenditure limits & consideration of emergency purchases
  - Providing direction for public information activities

### **EOC General Staff**

### **Planning**

- This section will be led by the appointed Planning Section Chief.
- The Planning Section is responsible for gathering, analyzing, evaluating and disseminating technical information and making recommendations to the EOC Director.
- While Operations is concerned with immediate strategic response to the disaster, Planning is concerned with the overall strategy and long-term goals.
- Planning's function is to maintain information on the overall response effort and to develop the EOC/Incident Action Plan for the next operational period. Some key responsibilities of this section are:
  - Coordinate implementation of the Planning "P" process.
  - Incident Action Plan development for all operational periods.
  - Production and tracking of incident record keeping
  - Situational intelligence, including information gathering, verification, status reporting and maintaining maps and display.
  - Coordination of damage assessment, including information gathering, verification and reporting.
  - Providing situation reports to local, state and federal officials and/or agencies using established forms.
  - Briefing the EOC staff.

### **Operations**

- This section will be led by the appointed Operations Section Chief.
- The Operations Section includes all activities that are directed toward the reduction of the immediate hazard, establishing control and restoration of County operations. This section consists of those departments or agencies that are responsible for public safety, social services and infrastructure. The individual agencies receive and evaluate requests for assistance and resources, establish priorities and relay operational status and information of the Management Section. The overall responsibility of this section is to coordinate with field operations through the ICP(s).

## **Logistics**

- This section will be led by the appointed Logistics Section Chief.
- This section consists of those departments with responsibilities for the procurement of personnel and equipment necessary for the management of and recovery from the emergency. The Logistics Section coordinates the procurement and provision of emergency resources and support for the response and recovery operations being conducted for the emergency.

## **Finance & Administration**

- This section will be led by the appointed Finance & Administration Section Chief.
- This section is responsible for all finance, emergency funding and cost accountability functions for EOC operations. This section provides financial and contracting services for emergency or disaster operations (See ESF 7, Resource Management)

## **ASSIGNMENT OF RESPONSIBILITIES**

### *Jefferson County Office of Emergency Management*

- Maintain readiness of County's EOC
- Maintain readiness to shift EOC operation to a backup facility
- Coordinate with Incident Command Post(s) to identify needed support & share situational information.
- Work with ICP(s) & local policy group to establish incident management objectives
- Share local situational information with SEMA
- Integrate County efforts with necessary public and private partner agencies.
- Maintain records of the cost of supplies, resources and staff-hours needed to respond to the incident.

## **SUPPORT AGENCY ROLES**

### *Missouri State Emergency Management Agency*

- Coordinate resource requests for assets outside the County's existing supply & MOUs
- Act as Liaison between County & FEMA for resources and post-incident assistance

## **NON-RESPONSE ESF SUPPORT ACTIONS**

### **Prevention**

- Promote & provide public education opportunities focusing on preparedness, self-sufficiency and resiliency

### **Mitigate**

- Identify opportunities to utilize public policy, grants to promote disaster mitigation projects

**Prepare**

- Ensure protection of equipment and personnel.
- Train personnel in department and operational emergency procedures
- Review all sections of this plan to clarify overarching role.
- Maintain emergency guidelines to include, but not limited to:
  - Personnel activation lists
  - General response priorities
  - Equipment usage & repair priorities
- Establish contact with public and private resources that could provide support during an emergency.
- Participate in tests, exercises and drills to include critique and follow-up actions.

**Recovery**

- Develop and utilize incident after action reviews to enhance community recovery opportunities and enhance future activations.

## **Appendix 1:** **EOC ACTIVATION GUIDELINE**

- The County EOC may be activated to provide support at the discretion of the County Executive or Emergency Management Director.
- Activation of the EOC may occur because of a request from a public safety partner agency or proactively as deemed necessary by the County Executive or Emergency Management Director.
- Notification of the EOC will be made to response partners by Jefferson County 911 Dispatch
- The dispatcher will have available at the communications center the necessary call-up/notification lists which include names and telephone numbers of individuals and organizations to contact. It is the responsibility of the dispatcher, along with each organization/department, to see that these lists are kept current.
- In some cases, it will be necessary for the first organization member contacted to notify and/or recall the necessary personnel within an organization to respond to the incident. Therefore, each organization must maintain current internal personnel notification/recall rosters and a means to implement them.
- Depending on the type of incident, the dispatcher may notify/warn special locations such as schools, nursing homes, factories and places of public assembly by using all methods as outlined in ESF-15: Public Information & Warning.
- Situations requiring notification not covered by these checklists will be handled on a case-by-case basis by the Emergency Management Director and his/her staff.

## **Appendix 2:** **EOC ICS/ESF STAFFING GUIDELINE**

This section attempts to relate the roles and responsibilities outlined in each of the EOP's ESFs to its most closely related ICS organizational area. There is some overlap between ESFs (notably ESFs 5 & 7) and ICS positions/functions, but the EOC is organized this way to translate national level organizational groups into frontline resource needs.

### **Management & General Staff**

ESF-5: Emergency Management  
ESF 15: Public Information & Warning

### **Operations Section**

*Public Safety Branch*  
ESF-4: Fire  
ESF-9: Search & Rescue  
ESF 10: Hazardous Materials Response  
ESF 13: Law Enforcement & Counter Terrorism

*Infrastructure*  
ESF-3: Public Works & Engineering  
ESF-11: Agriculture & Environment  
ESF 12: Energy

*Social Services*  
ESF-6: Mass Care & Sheltering  
ESF-8: Public Health & Medical  
ESF-14: Long-term Recovery

### **Logistics**

ESF-1: Transportation  
ESF-2: Communications  
ESF 7: Resource Management

### **Planning**

ESF-5: Emergency Management\*

### **Finance/Administration**

ESF 7: Resource Management\*

## **Appendix 3: EOC OPERATIONAL CONDITION**

### **Condition 4**

- Daily operational condition.
- OEM staff will monitor and support incidents in the community as necessary. Formal activation of EOC is unnecessary to provide for resource & organizational needs. Incident duration and/or community impact is negligible.

### **Condition 3**

- Limited EOC activation.
- OEM staff, in coordination with local agencies, will monitor and support incident response. Outside resources beyond normal mutual aid are unlikely to be needed for satisfactory incident stabilization & community recovery. Incident duration and/or community impact is minor.

### **Condition 2**

- Standard EOC Activation
- OEM staff will coordinate with local & state agencies to monitor and support incident response. Outside resources will be necessary for satisfactory incident stabilization & community recovery. Incident duration and/or community impact is moderate.

### **Condition 1**

- Notable EOC Activation
- OEM staff will coordinate with local, state and federal agencies to monitor and support incident response. Outside resources will be necessary for incident stabilization & community recovery. Incident duration and/or community impact is significant & enduring.

## **Appendix 4: REQUESTING STATE & FEDERAL RESOURCES**

### **STATE AND FEDERAL ASSISTANCE**

State and Federal assistance should be requested via the Jefferson County Executive or his/her designated successor as outlined in the Basic Plan.

Assistance from State and/or Federal agencies, such as the Department of Conservation, Department of Natural Resources, etc, can be requested directly by calling the appropriate agency. It may also be requested through the State Emergency Management Agency (SEMA). **Either way, this action should be coordinated with the Office of Emergency Management.**

#### **SEMA Notification & Requests**

- Online resource requesting through WebEOC is the most standard way to request & notify SEMA of specific needs.
- SEMA maintains a 24-hour telephone number to request assistance during a disaster or emergency: 573-751-2748.
- Business Hours: Your call will be answered by personnel on duty in the EOC.
- Non-Business Hours: Leave your name and a call back number. SEMA's on-call duty officer will be alerted and will return your call.
- If telephone lines are down, SEMA can still be contacted via the Missouri State Highway Patrol. Troop C will transmit your message to SEMA via radio. During business hours, the Missouri Uniform Law Enforcement System (MULES) can also be used to transmit messages to the MULES terminal at the State Emergency Operations Center.

#### **National Guard Requests**

- Requests for the Guard can only be made by the County Executive or his/her designated successor as outlined in the Basic Plan.
- SEMA should be informed prior to making such a request, which will need gubernatorial approval. If request to SEMA is made via telephone or radio, a hard copy should be sent as follow-up for official documentation.
- Situation should first be analyzed to determine if:
  - o A threat to life or property still exists.
  - o All local resources have been committed.

# EOC Planning P

## Preparation for and Conducting the Planning Meeting

- Purpose: Develop and finalize IAP
- Attendees: EOC Management and General Staff
- Facilitator: Planning Section or designee

- Ensures EOC IAP is in an appropriate format for the incident
- Initial plan in outline form for oral briefing
- Later briefings developed and disseminated in writing

- Present the EOC IAP to on-coming staff
- Purpose: To Brief On-coming staff

- The PSC gives a situation status update.
- The status of all resources (on-scene, ordered, and pending) will be provided.
- The PSC reviews and forecasts all incident, EOC, and community facilities' needs.

- Priorities for resource allocation are established.
- The PSC reviews current objectives.

- PSC confirms that all elements of the EOC IAP are in order.
- The EOC conducts input time for EOC Management and General Staff to add their final comments.

- IAP drafted
- ICS 204, 205, 206, 208
- Purpose: Develop strategies and tactics from objectives
- Attendees: Ops, Plans, RESL, and Logs
- Facilitator: Ops Section or designee

- Continually assess and modify his plan
- Planning P process starts over with new staff

- Review Incident development
- Make fast-enroute adjustments

## Conducting the Operation Briefing

This purpose of the Operation Briefing is to bring all on-coming staff up-to-date for the next operational period. During this briefing, the following should occur:

- EOC Management reviews objectives.
- Situation Unit Leader (SUL) conducts Situation Briefing.
- Operations Section (OS) discusses current response actions and accomplishments.
- Logistics Section (LS) covers transport, communications, and supply details.
- Finance Section (FS) covers all fiscal issues.
- PIO covers public affairs and information issues. Liaison Officer (LO) covers intelligence issues and initial covers intelligence issues.
- PSC solicits final comments and informs briefing.
- Sections conduct individual briefings to complete the process.

## PLANNING "P"

- Preparation for and Conducting the Objectives Meeting
- The purpose of this meeting is to formulate and prioritize the overall objectives required for mitigation of the incident. During this meeting, the following should occur:

- The Planning Section Chief (PSC) reviews and/or updates key current actions and decisions.
- Outline meeting schedule for current operational period.
- Write/update incident objective/resource priorities.
- Review limitations and constraints.
- Discuss incident's potential for the next operational period.
- Purpose: Formulation and prioritization of objectives, priorities, and IAP assignments
- Attendees: EOC Management and Plans
- Facilitator: Planning Section or designee
- ICS 202/203, 207

- EOC Objectives Meeting
- Assess On-Site Progress
- Execute EOC IAP Initiate Planning for Non-Op Period

- Continually assess and modify his plan
- Planning P process starts over with new staff

- Review Incident development
- Make fast-enroute adjustments

## Conducting the Operation Briefing

This purpose of the Operation Briefing is to bring all on-coming staff up-to-date for the next operational period. During this briefing, the following should occur:

- EOC Management reviews objectives.
- Situation Unit Leader (SUL) conducts Situation Briefing.
- Operations Section (OS) discusses current response actions and accomplishments.
- Logistics Section (LS) covers transport, communications, and supply details.
- Finance Section (FS) covers all fiscal issues.
- PIO covers public affairs and information issues. Liaison Officer (LO) covers intelligence issues and initial covers intelligence issues.
- PSC solicits final comments and informs briefing.
- Sections conduct individual briefings to complete the process.



Jefferson County  
Office of Emergency Management



Preparation for and Conducting the Planning Meeting

The purpose of this meeting is to allow the EOC Management and General Staff to review the IAP. During this meeting, the following should occur:

- General Staff positions assigned.
- Review incident objective/resource priorities, limitations, and constraints. Discuss the current number of resources on-scene and on-site.
- Review/Update Key Procedures.
- Review, document, and/or resolve status of any open actions.
- Discuss incident's potential for the next operational period.

- Preparation for and Conducting the Objectives Meeting
- The purpose of this meeting is to formulate and prioritize the overall objectives required for mitigation of the incident. During this meeting, the following should occur:

- The Planning Section Chief (PSC) reviews and/or updates key current actions and decisions.
- Outline meeting schedule for current operational period.
- Write/update incident objective/resource priorities.
- Review limitations and constraints.
- Discuss incident's potential for the next operational period.
- Purpose: Formulation and prioritization of objectives, priorities, and IAP assignments
- Attendees: EOC Management and Plans
- Facilitator: Planning Section or designee
- ICS 202/203, 207

- Continually assess and modify his plan
- Planning P process starts over with new staff

- Review Incident development
- Make fast-enroute adjustments

## Conducting the Operation Briefing

This purpose of the Operation Briefing is to bring all on-coming staff up-to-date for the next operational period. During this briefing, the following should occur:

- EOC Management reviews objectives.
- Situation Unit Leader (SUL) conducts Situation Briefing.
- Operations Section (OS) discusses current response actions and accomplishments.
- Logistics Section (LS) covers transport, communications, and supply details.
- Finance Section (FS) covers all fiscal issues.
- PIO covers public affairs and information issues. Liaison Officer (LO) covers intelligence issues and initial covers intelligence issues.
- PSC solicits final comments and informs briefing.
- Sections conduct individual briefings to complete the process.

## ESF-6

### MASS CARE & SHELTERING

**PRIMARY AGENCIES:** *Department of County Services  
Office of Emergency Management  
Sheriff's Office*

**SUPPORT AGENCIES:** *American Red Cross  
Jefferson County Health Department  
Jefferson County 911 Dispatch  
Jefferson County COAD*

#### **PURPOSE**

This ESF establishes a working strategy for the mass care of residents in Jefferson County, along with the essential need to provide pet-friendly sheltering for companion animals during, or after, an emergency. It also supports delivery of mass care services such as shelter and feeding to disaster victims and the establishment of systems to provide bulk distribution of emergency relief supplies. It will assist in the collection of information to operate a system for the purpose of reporting victim status and assisting in family reunification.

Alternative options for mass care and sheltering including sheltering-in-place and evacuation are also considered by this ESF.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- The American Red Cross (ARC), working with its partners, provides mass care services to disaster victims as part of a broad program of disaster relief as outlined in charter provisions enacted by U.S. congress, Act of January 5, 1905.
- The Pets, Evacuation and Transportation Standards Act of 2006 requires local plans account for mass care needs of companion animals and service animals.
- American Red Cross shelters will accept service animals as a standard, but additional resources may be required for companion animals.
- The County has access to a pet shelter support trailer that is housed at the Animal Resource Center.
- The Jefferson County Community Organizations Active in Disaster maintains representation from both local and regional entities that may provide mass care services or be able to support these (i.e., churches, charities, service organizations)
- The American Red Cross provides regular meals to disaster victims in shelters and at fixed and mobile mass feeding sites when needed. The Red Cross also serves disaster workers, rescue workers and similar groups when normal feeding facilities are unavailable and when meals are not available through their own organization.
- The American Red Cross assists in reunification efforts following disasters

## Assumptions

- The majority of those requiring shelter will attempt to seek shelter with friends, family or in private lodging facilities before going to a public shelter.
- Sheltering in place is sometimes a better option than evacuation. PODS may be necessary to support/encourage this, but the majority of households will be capable of supporting themselves at least 24 hours.
- Some people will remain at or near their property regardless of existing damage or hazard.
- Approximately 50 percent of households include at least one pet
- Some companion or service animals may require medical care
- Disasters will likely separate families and leave some specialized populations (e.g. elderly, children, functional and access needs) without typical support and care networks. Transients, unfamiliar with Jefferson County and its services, may also be involved. Additionally, Jefferson County is home to large numbers of domestic and feral animals which may also be displaced.
- Evacuation of residents from an incident's area of impact to seek shelter elsewhere may be the best available option in some circumstances.

## ORGANIZATION

This ESF will be grouped within the Social Services Branch of the Operations Section

## ASSIGNMENT OF RESPONSIBILITIES

### *Jefferson County Office of Emergency Management*

- Coordinate sheltering and evacuation operations with the American Red Cross.
- Coordinate with Jefferson County Animal control on issues surrounding shelter and care of animals affected by the disaster incident.
- Cross-link mass care efforts and in-place sheltering for bulk distribution where applicable.
- Work with ESF-15 (Public Information) to develop messaging related to sheltering in place, public shelter availability and/or evacuation procedures.

### *Jefferson County General Services*

- House, maintain and deploy animal sheltering trailer
- Provide service and companion animal sheltering support as required
- Ensure animal management operations and sheltering are available during incidents & coordinate with the Office of Emergency Management and the American Red Cross on establishing and opening companion animal shelters.
- Assist the American Red Cross with any issues regarding care and sheltering of service animals in public shelters.
- Assist with necessitated care and relocation to natural habitats of feral animals displaced by disaster incidents.
- Ensure, via mutual-aid agreements if necessary, that sheltered animals will have access to necessary health & medical care.

*Jefferson County Sheriff's Office*

- Provide security at shelter facilities as required
- Support security needs in event of evacuations

**Support Agency Roles**

**Local**

*Jefferson County Health Department*

- Provide expertise for sheltering operations related to public health concerns and functional and access needs.

**Regional**

*American Red Cross*

- Provides emergency sheltering services following disaster throughout the nation.

**State**

*Missouri Division of Family Services*

- Designate facilities for the lodging of local institutionalized groups under state control.
- Liaison with the American Red Cross regarding mass care activities and assist in the planning necessary to make food and water available.

**Federal**

*Department of Health & Human Services*

- Assist in delivering health care to injured or abandoned animals and performing veterinary preventative medicine activities following a major disaster or emergency, including conducting field investigations and providing technical assistance and consultation as required.

**NON-RESPONSE ESF SUPPORT ACTIONS**

**Prevention**

- Encourage public awareness of hazards and recommend protective actions to potentially reduce the number of people & animals requiring shelter.

**Mitigation**

- Identify potential shelter sites and partner organizations throughout Jefferson County to ensure accessible shelter locations regardless of incident type, location.
- Identify populations that may require assistance (i.e. institutionalized, functional & access needs, etc) including identifying best lodging/sheltering facilities.

**Preparedness**

- Develop guidelines for necessary sheltering support services (reception, registration, feeding,

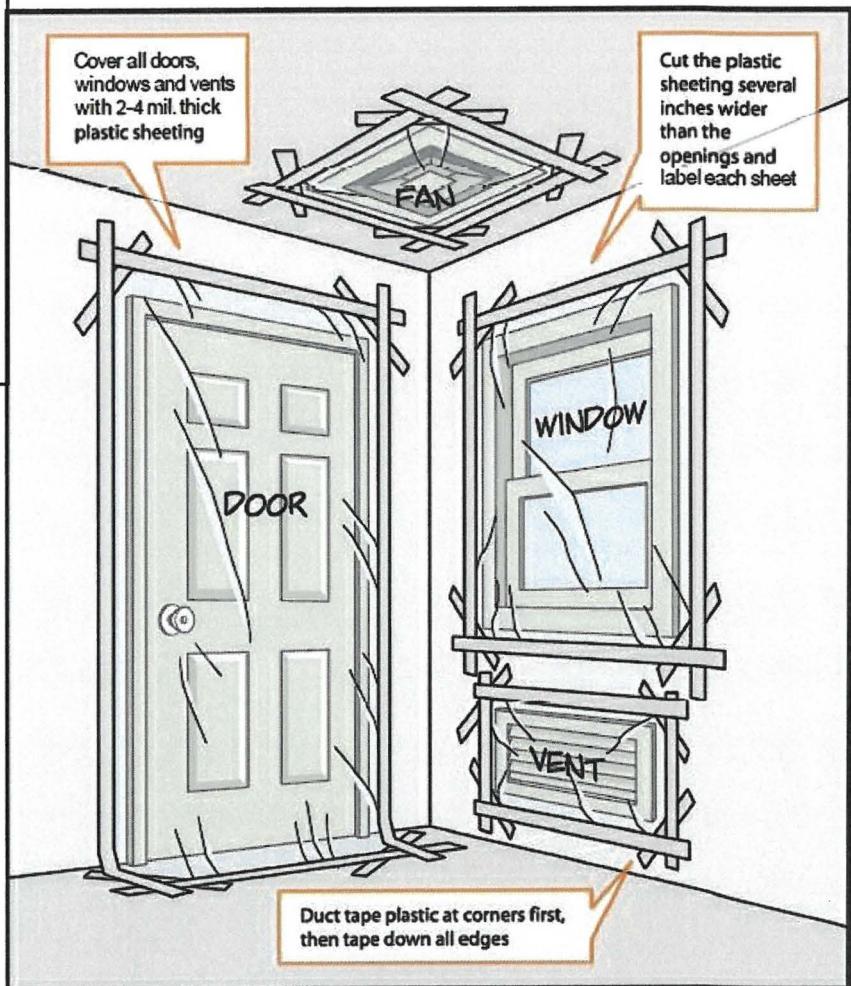
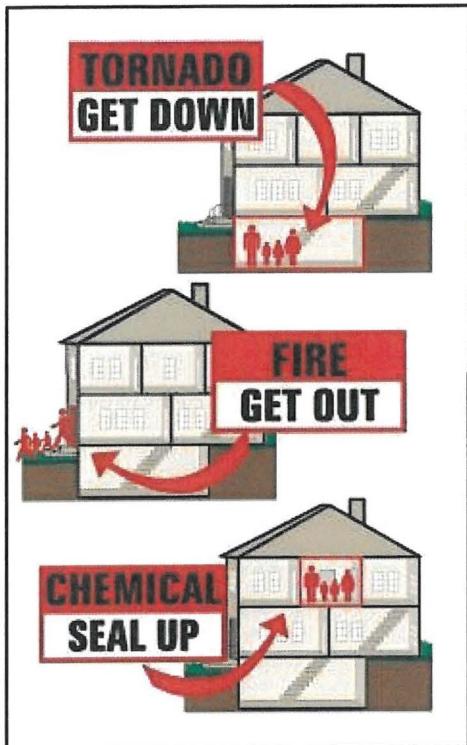
traffic control, etc)

- Develop partnerships with organizations capable of supporting various aspects of mass care services (i.e., religious, civic, fraternal)

#### **Recovery**

- Monitor release from shelters and keep EOC apprised of shelter populations.
- Continue to assist as required in locating and reunite evacuees and pets with their families and relatives.
- Prepare, or assist with preparation of, after-action reports.

## Appendix 1: PROTECTIVE ACTIONS DIAGRAMS



## ESF-7

### Resource Management

**PRIMARY AGENCIES:** *Jefferson County Department of Administration  
Jefferson County Office of Emergency Management  
Jefferson County Department of Public Works*

**SUPPORT AGENCIES:** *Jefferson County COAD  
St. Louis Area Regional Coalition of COADs*

#### **PURPOSE**

To facilitate effective incident response, Jefferson County must have the ability to maintain a continuous resource inventory and to allocate these resources in a prompt and orderly manner during an emergency. Resources cited include materials, services, personnel, financial resources, facilities, etc. These resources may come from a variety of sources, both solicited and unsolicited. This ESF is designed to give local officials the ability to (1) activate resource management processes prior to and during an incident, (2) to dispatch resources prior to and during an incident and (3) to deactivate or recall resources during or after an incident.

This ESF is designed to provide for the management of solicited and unsolicited resources, public and private. Prioritization of available and requested resources will be given for the hazard identified in the incident at hand.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- County has purchasing policies covering normal and emergency purchasing options.
- Requests for State & Federal resources will be submitted through WebEOC.
- Local resources should be used before outside assistance is requested.
- Some requests, such as for the National Guard, must be made with support of County Executive.
- County has access to regional assets via STARRS mutual aid agreements
- COAD/SLARCC includes organizations that can assist with donations/volunteer management

##### **Assumptions**

- Supply chains may be impacted, but critical supplies will be accessible in a timely fashion.
- Private donations will need to be tracked and managed.
- Deviation from normal purchasing policies will not be necessary for the majority of issues
- Funds to provide payment for the use of private resources will be available either from local, state or federal government. Should the President officially declare the area a disaster, eligible reimbursements may become available under the Robert T. Stafford Act.

## Organization

This ESF will be grouped within the Logistics Section in the County's EOC

## Responsibilities

### *Jefferson County Department of Administration*

- Maintain access to County resource list.
- Maintain list of contracts available for County use.
- Assist in establishment and maintenance of agreements of understanding with private sector organizations, neighboring jurisdictions, etc. that can supply potentially needed resources (e.g. food, water, clothing, sanitary supplies, bedding, fuel/energy, transportation, construction equipment, personnel resources, shelter supplies, etc.)
- Coordinate procurement and purchasing with Logistics staff in the EOC.
- Provide a liaison to the EOC as requested/possible
- Establish procedures to coordinate and control donated goods and offers of volunteer assistance. Coordinate these activities with the Social Services branch of the Operations Section in the EOC.
- Support the collection and maintenance of records regarding the cost of supplies, resources and staff hours needed to respond to the incident.
- Address internal personnel issues

### *Jefferson County Public Works*

- Assist with resource management, especially concerning vehicles & facilities

### *Jefferson County Office of Emergency Management*

- Assist with resource management

## NON-RESPONSE ESF SUPPORT ACTIONS

### Prevention

- Consider hazard analysis when making purchases, building reasonable reserves of supplies that may be necessary for the County on short notice during an incident.

### Mitigation

- Keep purchasing policies updated, accounting for potential need of emergency acquisitions.
- Review and develop continuity of operations policies.

### Preparedness

- Ensure familiarity with purchasing and emergency purchasing policies
- When possible/prudent, prepare necessary paperwork for declarations before impact
- Identify potential resources and sources before impact & update lists

### Recovery

- Review damage estimates and make an estimate of resources needed for recovery.
- Total resource requests of assisting local government agencies.
- Gather documentation and assist with application for assistance

## Appendix 1:

### **Chapter 130. Procurement Policy and Procedures**

Editor's Note — Delegation of procurement function — Sections 50.660, 50.753, 50.757, 50.760, 50.770, RSMo.

Cross Reference — As to requirement of paid taxes prior to award of a bid or proposal, [§135.040.](#)

#### **Section 130.010. Definitions.**

[Order No. 12-09-2003B §I, 12-9-2003]

As used in this Chapter, the following terms shall have these prescribed meanings:

##### **BUY-OUT PURCHASES**

Close out items or supplies under a total value or cost of fifteen thousand dollars (\$15,000.00).

[Ord. No. 23-0504, 12-11-2023]

##### **COOPERATIVE PURCHASING**

Cooperative purchasing contracts are those contracts that have been executed by Jefferson County, Missouri, with vendors who have agreed to offer during the open bidding process the same pricing to municipalities in Jefferson County, other Jefferson County area government entities such as municipalities, school, fire, and ambulance districts, etc., or any other governmental district and subdistrict.

[Ord. No. 14-0236 §§1 — 3, 5-12-2014]

##### **DIRECTOR**

The head of a department.

##### **ELECTED OFFICIAL**

Elected office holder.

##### **PROCUREMENT**

Procurement activities are the purchase, rent, lease or other acquisition of supplies, materials, equipment, services, construction and property. It includes all functions incident thereto and description of requirements, selection and solicitation of sources, preparation and award of contracts and all phases of contract administration and the management.

### PURCHASE OR PURCHASES

Supplies, materials, equipment, property, contractual services, construction including remodeling, the rental or lease of any property, including the procurement thereof. This definition is used when applying the procurement procedures contained herein. A purchase is one (1) transaction, regardless of the number or type of items acquired or ordered in that transaction.

### PURCHASING AGENT

Manager of contracts, grants and special projects or assistants as appointed.

### VENDOR

Any person or entity that provides, offers to provide or bids to provide any supply, material, equipment, goods, property or services to the County in return for consideration. This term shall have the same meaning as "seller," "bidder" or "contractor" as may be used in this policy.

## **Section 130.020. Procurement Policy — Structure and Authority.**

[Order No. 12-09-2003B §II, 12-9-2003]

### A.

Scope And Purpose.

#### 1.

The primary objective of this policy is to provide for fair and equitable treatment of all persons involved in public purchasing. The procurement of all materials, supplies, equipment and services for Jefferson County shall be in accordance with applicable Statutes of the State of Missouri and shall be accomplished in such a manner that the maximum value will be obtained for the money expended. This policy also provides guidance for grant applications, franchise agreements, reimbursement and other contracts, in which the County serves as a pass-through to provide funding to other agencies for the benefit of County residents. Procedures outlined herein shall apply to all County funds.

#### 2.

The acquisition of supplies, materials, equipment, services and construction is centralized in the Department of Administrative Services. The Director of Administration assigns the Purchasing Agent the responsibility for the quality and quantity of purchases made. The guidelines governing this responsibility are that purchases are within the framework of

budgetary limitations and are consistent with the approved goals and programs of the County. This policy applies to every expenditure of public funds by an office, department or division regardless of the source of the funds.

3.

Procurement that involves the expenditure of Federal or State funds shall be conducted in accordance with any applicable Federal or State law or regulations promulgated thereunder. Nothing in this policy shall prevent any office or department from complying with the terms and conditions of any grant, gift, fee or bequest that is otherwise consistent with law.

The American Bar Association Model Procurement Code for State and Local Governments shall be used as an additional guide where this policy does not specifically address the subject being considered.

B.

Source And Extent Of Procurement Responsibility.

1.

Purchasing Agent. The Purchasing Agent or appointed assistants pursuant to Missouri Revised Statutes shall have the responsibility for purchasing, acquiring, leasing and renting goods and services for the County and for the sale, disposition, leasing and renting of County surplus goods, property or services. The Purchasing Agent is responsible for training of necessary staff and for centralizing purchasing transactions so that the utmost in efficiency and monetary savings can be secured for the County.

2.

Central Purchasing. A central purchasing authority is responsible for implementation of procurement policy, procedure and oversight. This authority is with the Director of Administration who is responsible for the management of procurement activities in accordance with this policy and applicable laws or regulations. The Director of Administration may adopt operational procedures relating to the execution of procurement duties consistent with this policy.

3.

Authority To Purchase. The director or elected official may delegate authority to make purchases to employees, when necessary, and the dollar amount is not in excess of fifteen thousand dollars (\$15,000.00). This policy applies to persons delegated authority to

Purchase under this policy. The Purchasing Agent shall have the responsibility to monitor the delegation of this authority.

[Ord. No. 23-0504, 12-11-2023]

Except as otherwise provided herein, it is improper for an employee to purchase other than through the General Services Division. No employee, other than the Purchasing Agent may represent to the public or a vendor that they are a Purchasing Agent of the County.

Requisitions, purchase orders, invitations for bid, requests for proposals and contracts may be canceled in whole or in part by the Manager of Contracts and Grants at the request of the department director or elected official when it is in the best interest of the County and in accordance with this policy.

C.

Acquisition.

1.

The Purchasing Agent has the responsibility for the quality and quantity of purchases made. The guidelines governing this responsibility are that purchases are within the framework of budgetary limitations and are consistent with the approved goals and programs of the County. This policy applies to each expenditure of public funds by an office or department regardless of the source of the funds.

2.

Procurement that involves the expenditure of Federal or State funds shall be conducted in accordance with any applicable Federal or State law or regulations promulgated thereunder. Nothing in this policy shall prevent any office or department from complying with the terms and conditions of any grant, gift, fee or bequest that is otherwise consistent with law.

D.

Contracts And Purchase Orders. The Purchasing Agent upon approval of the County Council may execute and award contracts and purchase orders for the County when funds are available to pay such obligation and the purchase is in accordance with the policy. The Purchasing Agent upon approval of the County Council may obligate the County with direct ordering. Orders placed without an authorized purchase order, contract or purchases

made in violation of the policy are the individual's responsibility and liability. Payment thereof is not the County's responsibility.

E.

**Sureties/Bid Bond.** Security in the form of insurance certificates, bonds, letters of credit, guarantees or deposits may be required by the director or elected official when it is in the best interest of the County to require such sureties.

F.

**Invitation For Bids.** The Purchasing Agent shall issue all invitations for bid and shall make recommendations for awards for purchases estimated to exceed fifteen thousand dollars (\$15,000.00).

[Ord. No. 23-0504, 12-11-2023]

G.

**Documentation Of Formal Bids.** The Purchasing Agent shall document formal bids. Documentation shall include:

1.

Bid prices.

2.

Justification of need for purchase.

3.

Description of budget item, accounting fund code (provided by the requesting department), auditor certification, transfer fund requests.

4.

Written recommendations from the elected official or department director.

5.

Statement of justification for recommendation to award other than low bid.

6.

County Counselor review.

7.

Approval by the County Council.

H.

Purchase Quality. A quality standard shall be established ensuring economical and efficient purchasing. Guidelines to ensure purchase quality are:

1.

Requested items must have a catalogue number or other identification that provides a full description.

2.

A purchase is selected on the basis it meets the standard set forth for its intended use.

3.

If a substitute is available, consideration may be given thereto and, all things being equal, the most economical purchase shall be made. Departments and offices may consider, review or test alternate products when requested by the Purchasing Agent.

4.

Purchase economy and efficiency are the primary factors in award determination.

I.

Purchase Quantity.

[Ord. No. 23-0504, 12-11-2023]

1.

The quantity of units purchased is a function of need, shelf life, storage space, storage space security, degree of standardization and pricing affected by volume procurement.

2.

County warehouse space is limited. Volume purchases are limited to one (1) point delivery to the General Services Division with immediate distribution to the office or department or drop shipment directly to the office or department. The requester shall prescribe delivery point in bid specifications.

3.

Buy-out purchases of items or supplies under fifteen thousand dollars (\$15,000.00) are permitted when, in the Purchasing Agent's judgment, it is in the County's best interest.

4.

Expensive items should be maintained at a low stock level and purchased as needed due to minimal secure storage space.

J.

Purchase Scheduling. Procurement shall be scheduled to provide purchases without undue delay in delivery and at reasonable cost, taking into consideration current market conditions and when the purchase is required. It is the responsibility of the office or department to timely initiate the requisition process.

K.

Federal, State And Cooperative Programs.

1.

All Statutes of the State of Missouri that apply to the procurement of any materials, supplies, equipment, articles, services, including architectural, engineering, construction, management, consulting, maintenance and other similar professional services, banking and insurance, shall be in effect as those Statutes apply to any First Class Charter County.

2.

Cooperative procurement agreements, which have met the sealed bid requirements as outlined herein, in which Jefferson County is eligible to participate, shall be considered to have met all bid documentation requirements. All Missouri State bid contracts qualify for this bid documentation exemption; any other cooperative procurement agreement must be documented in writing and approved by the County Council prior to any Purchase being made through the agreement. The approval authority for all normal purchases remains in effect.

3.

Notwithstanding all other provisions of Subsection (K) herein, Jefferson County's Contracts, Grants and Purchasing Division may participate in, sponsor, conduct, and/or administer a cooperative purchasing program, as defined herein, for the cooperative procurement of any goods or services with one (1) or more public entities within Jefferson County, Missouri. This shall be known as "cooperative purchasing." All bidders or vendors shall be notified of this program and shall have the option of participating in the program through a cooperative bid form which shall be included with all bids sent out by Jefferson County, Missouri. Jefferson County, Missouri, shall not be a party to any contract or agreement between other public entities and any vendor or successful bidder to which

Jefferson County was an original party. Bidders and vendors shall not be required to participate in the program, and the election to participate cannot be a prerequisite for an awarded bid, but may only be used as a factor if tie bids are received.

[Ord. No. 14-0236 §§1 — 3, 5-12-2014]

L.

**Standardization Of Procedures.** Purchasing procedures and administrative practices developed from this policy shall be uniformly standardized, but sufficiently flexible to care for isolated unique conditions. Items commonly used in the various departments or units thereof shall be standardized whenever consistent with County goals and in the interest of efficiency and economy.

M.

Bidders' Lists.

1.

All vendors who wish to conduct business with the County may contact the Manager of Contracts and Grants who shall develop and maintain lists of potential bidders for the various types of materials, equipment and supplies. Such vendors/bidders lists shall be used in the development of a mailing list for distribution of specifications and invitations to bid. The Manager of Contracts and Grants has the authority to remove from the mailing list for designated period of time those vendors who default or are irresponsible on their quotations or bids.

2.

Departments and offices of the County are encouraged to direct potential suppliers to the Manager of Contracts and Grants for inclusion in the County's master bidders lists.

N.

Conflict Of Interest.

1.

No employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of any contract, job, work, activity, function or service for the County. No employee shall act or refrain from acting in any capacity in which he/she is lawfully empowered to act as such an official or employee by reason of any payment, offer to pay, promise to pay or receipt of anything of actual pecuniary value, other than compensation to be paid by the County. No employee

shall accept any service or thing of value, directly or indirectly, from any person, firm or corporation having dealings with the County, upon more favorable terms than those granted to the public generally. No employee shall receive, directly or indirectly, any part of any fee, commission or other compensation paid by or payable to the County or by any person in connection with any dealings with the County or by any person in connection with any dealings with or proceedings before any office, department, board, commission or other agency of the County. No such employee shall directly or indirectly be the broker or agent who procures or receives any compensation in connection with the procurement of any type.

2.

No employee shall use confidential information obtained in the course of or by reason of his/her employment or official capacity in any manner with intent to result in financial gain for himself/herself, his/her spouse, his/her dependent child in his/her custody or any business with which he/she is associated. No employee shall disclose confidential information obtained in the course of or due to his/her employment or official capacity in any manner with intent to result in financial gain for himself/herself or any other person.

3.

The provisions of the Jefferson County Employment Policies shall be broadly construed and strictly enforced for the purpose of preventing County employees from securing any pecuniary advantages, however indirect, from their public affiliations, other than their County compensation.

4.

Any employee of the County, who willfully conceals any such interest or violates any of the provisions of the procurement policy or the Jefferson County Employment Policies, shall be subject to disciplinary actions. Any contract made in violation of the Procurement Policy may be declared void by the County Council.

5.

All employees of the County shall be bound by all applicable laws that pertain to conflicts of interest of such employees such as those contained in the Revised Statutes of Missouri. No employee of the County shall have a direct financial interest in any contract including, but not limited to, the sale to the County of any land, materials, supplies or services. Any indirect relationships must be disclosed prior to execution of the contract.

6.

Acceptance of gifts other than advertising novelties for use at work is prohibited at all times. Personnel must not become obligated to any vendor and shall not conclude any transaction from which they may personally benefit. Employees and officials of the County shall be cautious to avoid situations in dealing with vendors or potential vendors which may be construed as bribery. County purchasing personnel and other employees and officials should be cautious to avoid situations which may give rise to suspicion of their ethics.

O.

Competitive Buying. Competitive bids will be solicited in connection with all procurement whenever required and in other instances where price comparison may be advantageous. Contracts will be awarded to the lowest responsible bidder complying with specifications and with other stipulated bidding conditions.

P.

Records. Records of all purchases will be readily available and maintained by the office of the County Clerk. All departments are encouraged to keep copies of their purchase transactions as appropriate for their own records.

Q.

Purchasing Agent. The Purchasing Agent shall review all modifications to contracts such as quantity changes, price changes and cancellations. Changes to contracts will only be accomplished with a change order or by amendment order approved by the County Council.

R.

Overdrafts Prohibited. No purchase requisition shall be allowed to overdraft a budgetary account. It is the responsibility of the requisitioner to know that funds are available in the designated account before a request for purchase is made.

**Section 130.030. Quality, Quantity and Specifications.**

[Order No. 12-09-2003B §III, 12-9-2003]

A.

Buying Appropriate Quality.

1.

Quality and service are just as important as price. The requesting department has the responsibility to order appropriate quality for the purpose intended. Quality buying is the buying of materials, goods or services that will fulfill but not exceed the requirements for which the goods are intended.

2.

Proper specifications help to obtain appropriate quality. Buying appropriate quality depends upon:

a.

Having proper specifications;

b.

Checking material to be purchased against specifications; and

c.

Checking material received with specifications.

B.

Forms Of Specifications. A "specification" is defined as an accurate, non-restrictive description of the material to be purchased. Acceptable forms of specifications are set out below. Department heads or staff should consult the Purchasing Agent if the form of specification does not conform to one (1) of those set out below.

1.

Federal Specifications. These are issued by the General Services Administration (The Federal Government Procurement Section) and cover common-use items regularly used by all Federal agencies. They establish the minimum standards of quality or performance, which are required to meet the Federal Government's needs consistent with regularly available commercial production.

2.

State/County Purchase Specifications. These are developed by the elected official, department director or by technical personnel, chemists and engineers or other qualified agency representatives in the various County departments. They provide, as far as possible, for the purchase of standard products rather than special manufacture.

3.

**Qualified Products Or Acceptable Brands List.** This list is developed only where it is not possible to write specifications adequate to the quality and performance required of the item or where the tests necessary to determine compliance with the specification are lengthy, costly and require complicated technical equipment or where currently existing County products, technical equipment or other circumstances, in the opinion of the Manager of Contracts and Grants, require such acceptable brands for continuity and effective operation.

4.

Acceptable brand lists are used in lieu of the preparation of detailed specifications in instances where the latter process is neither possible nor practical. Among the considerations, which favor the development of "acceptable brands lists," are the following:

a.

The difficulty of developing detailed specifications for products manufactured by secret processes.

b.

The difficulty of developing detailed specifications in such manner as to eliminate inferior products.

c.

The variability of designs, features or compositions of products acceptable for a common end use purpose.

d.

The absence of adequate facilities or extreme costs or time involved in testing against a detailed specification for compliance.

5.

**Specific Brand Or Trade Name.** This should be used where brand name products have been found to be superior to others for the purpose intended and when the construction, manufacture or type of service is proprietary, unknown or patented. It establishes a quality standard, but is not intended to limit or eliminate competition. This method should be limited, insofar as possible, to open market purchases where quantities are limited or when time does not permit the development of one (1) of the other types of specifications mentioned.

6.

Specifications By Blueprint Of Dimension Sheet. Such specifications are advisable for the purchase of custom-built cabinets, special furniture, machines, construction of new facilities. Blueprints supply a safe method of checking against specifications when material is received and inspected.

7.

Specifications By Chemical Analysis Or Physical Properties. This method is ideal for many materials since such can be checked accurately by laboratory tests and other methods.

8.

Specifications By Description Of Material And Methods Of Manufacture. This type of specification should be used rarely. Ordinarily, the seller, if he/she knows the use for which the goods are intended, is in a better position to determine the proper materials and method of manufacture than the buyer. It should be used only for very special requirements.

9.

Specifications By Performance Purpose Or Use. This type of specification places the responsibility on the vendor to meet the buyer's requirements. It is always advisable to obtain substantial competition when using this type of specifications, since only one (1) bidder, being responsible for results, may suggest a better but more expensive article than is justified or required.

[Ord. No. 23-0504, 12-11-2023]

10.

Pre-Requisites Of Good Specifications.

a.

Product specifications should, when possible, be identified with some specification already on the market. Special goods are expensive.

b.

Product specifications should be capable of being checked. The specifications should describe the method of checking, which will govern acceptance or rejection.

c.

Product specifications should, when possible, be capable of being met by several bidders for the sake of competition.

d.

Product specifications should be flexible where possible and further, where possible, invite vendors to suggest cost-saving alternates or substitutes.

C.

Inspection As A Check On Specifications. All specifications must be reasonably checked by inspection of goods and services received. Inspection is a responsibility of the requesting department, but the County Purchasing Agent should be informed of inspection results to track vendors who supply the most satisfactory goods and services.

[Ord. No. 23-0504, 12-11-2023]

D.

Transportation Costs.

1.

Continuing increases in transportation costs have become an important factor in evaluating vendor quotations. Higher transportation costs plus time lost in transit could negate a lower price from a distant vendor in favor of a higher price from a nearer vendor. The cost of freight to destination must be included in any tabulation of prices if a fair comparison is to be made.

2.

The County will allow both freight on board (FOB) terms, origin and destination, although destination is preferred. There are two (2) allowable methods for the County to reimburse the seller for freight:

a.

Prepaid And Added. This indicates that the seller will prepay the transportation charges, but will add the charges to the invoice for reimbursement from the buyer.

b.

Prepaid And Allowed. This means that the seller will prepay the transportation charges and that they are already included in the contract price.

#### **Section 130.040. Legal Aspects of Purchasing.**

[Order No. 12-09-2003B §IV, 12-9-2003]

A.

The Purchase Order. A purchase order is the formal offer to buy specified commodities, materials, equipment or services and, upon acceptance by the vendor, becomes a legal and binding contract obligating the County. The purchase order can also serve as the acceptance document if in response to a bid provided by the supplier. The approval of purchase orders is the responsibility of the County Purchasing Agent. The County Purchasing Agent legally obligates the County and the County will not recognize purchases executed by unauthorized individuals and payment of these obligations will not be approved. Purchases of this nature are illegal by County policy and procedures.

B.

Unauthorized Purchases. No individual has the authority to enter into purchase contracts or in any way to obligate the County for procurement indebtedness, unless specifically authorized to do so by the County Council, policy, procedure or by the County Purchasing Agent pursuant to his/her powers under this policy and procedure. Any such purchase is an unauthorized purchase and the obligation is classified as a personal expense. Firms ordinarily doing business with the County are to be made aware of this policy.

C.

Contract Cancellations And Modifications. Mistakes in specifying the correct product by the requisitioning department may be costly because of restocking charges, freight two (2) ways and loss of vendor good will. Requests for cancellations or modification of purchase orders should be attempted to be made before shipping. The department should advise the County Purchasing Agent of the reasons, referring to the purchase order number and vendor.

D.

Change orders, which increase the contract amount, shall require the same level of approval as was required when the contract was originally approved. The County Purchasing Agent shall notify the Director of Administration and the office of the County Counselor when a contract is cancelled or modified.

**Section 130.050. Purchase Requisitions.**

[Order No. 12-09-2003B §V, 12-9-2003]

A.

Review Of The Requisition.

1.

Completed requisitions from offices shall be forwarded through the department and/or division head or their designee. Approved requisitions are forwarded subsequently to the County Purchasing Agent where they are reviewed for accuracy of account numbers to be charged. The request will flow through the appropriate approval levels in accordance with the dollar levels established.

2.

If a requisition is not approved, the County Purchasing Agent will return it to the originating department with explanations for disapproval.

B.

Request For Blanket Purchase Orders. These purchase orders are not to be used in place of a normal purchase order. Blanket purchase orders are issued to individual vendors by the Purchasing Agent and are intended for recurring, small dollar amount purchases not to exceed a total amount of fifteen thousand dollars (\$15,000.00) per department, per vendor, for a period of ninety (90) days. Blanket purchase orders will only be issued upon written request by an elected official or a department director and with the approval of the County Purchasing Agent. If a blanket purchase order exceeds the dollar amount of fifteen thousand dollars (\$15,000.00) within a ninety (90) day period, then regular purchasing procedures will apply.

[Ord. No. 23-0504, 12-11-2023]

#### **Section 130.060. Invitations For Bid.**

[Order No. 12-09-2003B §VI, 12-9-2003]

A.

Bidding Requirements.

1.

Normal purchases. A purchase of less than two thousand dollars (\$2,000.00) shall not require a formal bidding process, however, the approving authority must exercise due diligence to assure the best possible price commensurate with the relative value of the product or service to be acquired. A purchase of two thousand dollars (\$2,000.00) to less than fifteen thousand dollars (\$15,000.00) shall require three (3) written, facsimile or other printed electronic quotes to be submitted to the Purchasing Manager for approval before

purchasing. Written documentation from a vendor shall include detailed specifications, vendor name, address, telephone number, representative name, description of item(s) if different than the item(s) specified, (including rationale for accepting deviations) and total price including any shipping/delivery and handling charges. Any deviation from the written document requirements shall be justified in writing and submitted to the County Purchasing Agent for approval before purchasing. It is the responsibility of the requesting office, department or division to maintain all copies of written documentation for a period of seven (7) years.

[Ord. No. 23-0504, 12-11-2023]

2.

A purchase of fifteen thousand dollars (\$15,000.00) or more shall require advertisement for sealed bids in conformance with policies and procedures and Missouri State Statutes. Timetables for advertising, opening and awarding of bids in this category shall be coordinated with the Office of Contracts and Grants and the office of the County Clerk. Awarding of bids in this category shall be based on criteria established prior to the bid opening. In making a recommendation for the awarding of the bid, the requisitioning official shall address the pre-established criteria and summarize the evaluation process. Pre-established criteria shall include:

[Ord. No. 23-0504, 12-11-2023]

a.

Cost;

b.

Professional qualifications/certifications;

c.

Bonding (if applicable);

d.

Compatibility with existing conditions (if applicable);

e.

Enhancements and warranties included at a reasonable or no additional charge; and

f.

Specific requirements, capabilities and abilities included in the bid specifications.

Pre-established criteria as well as specific criteria approved for an individual bid shall be given relative weight at the time of the issuance of the request for bids.

3.

In addition to the mandatory considerations, the residual benefits to the Jefferson County economy may be considered where the purchase has local source as a component in the purchase. In making purchases the County may give preference to all commodities manufactured, mined, produced or grown within Jefferson County and to all firms, corporations or individuals doing business in Jefferson County. *"Preference"* shall be defined as products where quality is equal or better and the difference in the delivered price is negligible.

4.

Bids are solicited from all interested and qualified suppliers and preference for a local source must be provided and approved by the County Purchasing Agent. A County procedure directs that products manufactured in the United States be given preference if price, quality and other considerations are equal. The County can also capitalize on needs for special locally available emergency services.

5.

Any deviation from the sealed bid requirement shall be justified in writing and submitted to the Office of Contracts and Grants for review.

6.

On any purchase where the estimated expenditure shall be fifteen thousand dollars (\$15,000.00) or over, the Purchasing Agent shall:

[Ord. No. 23-0504, 12-11-2023]

a.

Advertise for bids in a newspaper of general circulation in the County and may also advertise in such places as are most likely to reach prospective bidders, if the Office of Contracts and Grants determines that such additional advertisement is an efficient means to reach such prospective bidders and, further, may advertise such information through an electronic medium available to the general public at least twenty-one (21) days before bids for such purchases are to be opened.

b.

Solicit bids by mail or other reasonable method generally available to the public from prospective suppliers. All bids for such supplies shall be mailed or delivered to the office of the County Clerk so as to reach such office before the time set or opening bids.

c.

The contract shall be let to the lowest and best responsible bidder. The Office of Contracts and Grants upon written recommendations from the requesting elected official or department director shall have the right to reject any or all bids that failed to meet required specifications and advertise for new bids.

B.

Approval Authority. No elected official or department head shall, during any budget year, expend or contract to expend any money or incur any liability or enter into any contract which by its terms involves the expenditures of money, for any purpose, in excess of the amounts appropriated for that general category of expenditures (i.e., salary, operating or capital) in the budget, except that, as provided in the annual budget ordinance, at any time during the fiscal year a department may within its department transfer all or any part of any unencumbered line item authorization to another category by making written request of the County Council and Auditor approval on the consent agenda. No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made. Any contract, verbal or written, made in violation of this or any provision outlined herein shall be null and void.

C.

Emergency Purchases.

1.

Emergency purchases shall be approved only in cases of compelling urgency and gravity.

2.

Emergency purchases of less than fifteen thousand dollars (\$15,000.00) made without following the bidding requirements, as outlined herein, must receive the prior approval of the Office of Contracts and Grants who shall consult with the County Council.

[Ord. No. 23-0504, 12-11-2023]

3.

To qualify as an emergency, conditions (as defined herein) must exist and create an immediate and serious need for equipment, supplies or services which cannot be satisfied through normal procurement methods. A situation shall not warrant an emergency purchase unless:

a.

An emergency condition exists,

b.

The element of time is a crucial factor in seeking relief, and

c.

The resolution of an emergency condition deserves priority over routine operations and duties of the County.

[Ord. No. 23-0504, 12-11-2023]

D.

Maintenance Agreements.

1.

If the need for a maintenance agreement is anticipated at the time of purchase, the cost associated with the agreement should be included in the original specifications.

2.

If the need for a maintenance agreement was not anticipated at the time of purchase or the original maintenance agreement has expired, normal bidding requirements apply. The requesting department will be responsible for budgeting for maintenance agreements.

E.

Professional Services.

[Ord. No. 23-0504, 12-11-2023]

1.

Architects, Engineers And Land Surveyors. It shall be the policy of the County pursuant to Sections 8.285, RSMo., et seq., to negotiate contracts for architectural, engineering and land surveying services on the basis of demonstrated competence and qualifications for the type of services required and at a fair and reasonable price. The County Council shall

designate a selection committee for each project to select the firm best qualified and to negotiate a satisfactory contract with the firm selected.

2.

Attorneys, court reporters, litigation consultants, and experts engaged by the County Counselor's Office for work for that Office on behalf of the County, as well as closing and title insurance expenses ordered through the County Counselor's Office, shall be exempt from competitive purchasing requirements and procedures set forth in this Chapter .

3.

Other professional services and requests for qualifications/proposals must follow normal bidding requirements. Any deviation must be justified in writing and submitted to the Office of Contracts and Grants for review and approval.

F.

Sole Source Purchases.

[Ord. No. 23-0504, 12-11-2023]

1.

The term "*sole source*" refers to any purchase from one (1) source only, allowing no substitutes, where the item or service being purchased is sufficiently unique or existing County equipment or technical requirements preclude the use of another similar item or service from a different manufacturer, brand, or provider.

2.

Sole source purchases must be justified setting forth the specific and valid reason(s) that will prevent any other vendor's item or service from satisfying a valid requirement.

3.

The requesting department must provide notification to the Purchasing Department. After conducting good faith review of available sources and determining that there is only one (1) feasible source for the required supply or service, the Purchasing Department will maintain the review documentation for requests within the County or for external auditors.

#### **Section 130.070. Miscellaneous Purchasing Procedures.**

[Order No. 12-09-2003B §VII, 12-9-2003]

A.

**Payment Of Invoices.** No invoice will be honored for payment until notice has been provided that the goods or services have been inspected and found to be in order and that the payments are in accordance with purchasing procedures and budget restraints.

**B.**

**Personal Purchases For Employees.** Personal purchases for employees by purchasing personnel are prohibited. County employees are also prohibited from using the County's name or the employee's position to obtain special price or service consideration in personal purchases unless specified as acceptable by the vendor.

**C.**

**Endorsement Of Commodities Or Vendors.** It is County policy not to endorse or in any way permit the employee's name, position or the County's name to be used and advertised as supporting any product or vendor. This does not restrict the issuance of letters to vendors noting satisfactory or exceptional service or product, however, the correspondence must clearly indicate that it is not for reprinting.

**D.**

**General Vendor Terms And Conditions.** Vendors shall be current on all Jefferson County taxes including property and sales taxes. Vendors may not be awarded a contract unless they have all required permits and licenses as required by Jefferson County including, but not limited to, licenses for plumbing contractors and electrical contractors.

**E.**

**Surplus Property.**

**1.**

If property, personal or real, is determined to be usable or surplus, it may be transferred to another department within County Government where it can be used. Notification in writing shall be submitted to the auditor for fixed asset inventory purposes.

**2.**

The County Purchasing Agent is authorized to dispose of personal property items with a value of twenty-five thousand dollars (\$25,000.00) or less, no longer needed by the County or determined to be obsolete or surplus, at the most advantageous terms available. Any such disposal shall be made only after notice to and approval by the County Council.

**F.**

Grants.

1.

The County encourages its department directors and elected officials to seek out grants to accomplish the work of the County that would otherwise have to be funded entirely by the County.

[Ord. No. 23-0504, 12-11-2023]

a.

A department director/elected official may make the application for a new grant or grant renewal.

b.

Acceptance of the actual grant funds shall be approved by the County Council and the County Executive.

2.

All grant renewals shall be reviewed by the Manager of Contracts and Grants and approved by the County Council.

G.

**Reimbursement Contracts.** In instances in which the County serves as a pass-through agent under Federal, State, municipal or private business grant requirements, the County Council may approve the grant request. Pass-through grants are those in which no more than administrative costs are payable to the County from the grant and such administrative costs are not appropriated to an agency, but are paid to the County General Fund.

## **Appendix 2:** **EOC RESOURCE ORDERING GUIDE**

This is the general process used to document & track resource requests passed through the EOC. Resource availability and financial/procurement allowances may vary between incidents. Typically, the requesting agency bears financial responsibility for orders placed through the EOC. Any resource orders placed through the EOC will be beholden to Jefferson County's purchasing policy (outlined in ESF-7) unless deviation from these is approved under the emergency purchases guideline included in the county's purchasing policy.

ICP identifies resource need

ESF Liaison Contacted

Is resource already allocated/available to the EOC?

- YES
  - Fill out 213RR
  - Seek approval of Operations Section Chief
  - Notify Resource Unit Leader
- NO
  - Fill out 213RR
  - Seek approval of Operations Section Chief
  - Provide to Logistics Section for procurement
  - Resource Unit Leader Notified upon arrival
  - Operations Section Chief Notified of availability

## ESF-8

### Public Health & Medical

**COUNTY AGENCIES:** *Office of Emergency Management  
Sheriff's Office*

**SUPPORT AGENCIES:** *Jefferson County Health Department  
Jefferson County Ambulance Districts  
Jefferson County Fire Protection Districts & Departments  
Jefferson County Medical Examiner  
Mercy Jefferson  
Disability Resource Association*

#### **PURPOSE**

Establish organization and procedures to provide needed public health and medical services during all phases of incident management

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- Mercy Jefferson is the only hospital located in Jefferson County.
- Multiple hospitals are in the region offering specialty trauma, burn and pediatric treatment service.
- Mercy South is nearest out-of-county hospital
- The Jefferson County Health Center is responsible for public health in Jefferson County and its municipalities.
- Emergency Medical Service for Jefferson County is provided via five ambulance districts (North Jefferson, Big River, Rock Township, Valle, Joachim Platin) located throughout the county. Two Emergency Medical Service providers located outside of Jefferson County (Meramec Ambulance District and Eureka Fire Protection District) also have service areas that extend into the county.
- The Jefferson County Ambulance Districts are a part of the statewide EMS mutual aid agreement and can obtain additional EMS response capability through activation of the agreement.
- Mental health services can be obtained from area hospitals, Community Treatment, Inc. (COMTREA) or other local counseling services.
- Hospitals in the St. Louis Metro Area, including Mercy Jefferson, have voluntarily signed a memorandum of understanding (MOU) through the STARRS network to share resources during major, regional emergencies. These resources are to include staff, equipment, supplies and pharmaceuticals.
- Also established through the STARRS Hospital MOU is the St. Louis Medical Operations Center (SMOC), a regional medical operations and communication center located in St. Louis. The SMOC will serve as a central point for coordinating emergency medical response within the region during an emergency with mass casualties.

- Disaster Medical Assistance Teams are available in the state
- Disaster Mortuary Assistance Teams are available in the state
- The County has a regional mortuary support trailer
- Private Air Ambulance Services operate in the area and may be available for response
- Numerous individuals in the County have access & functional needs
- Numerous assisted living centers exist in Jefferson County
- County coroner services are shared with other jurisdictions in the St Louis Metro Area

### **Assumptions**

- A major disaster will create medical problems that exceed the normal, day-to-day capabilities of the local medical system.
- Outside assistance is available and will respond when needed. However, the disaster's impact may limit the ability for such resources to reach Jefferson County and local resources may be the only available assets for up to 72 hours.
- Some medical facilities, potentially including hospitals, nursing homes, adult living facilities, urgent care centers and pharmacies may be severely damaged or destroyed by the disaster.
- Chronically ill individuals may have difficulty obtaining medications, medical supplies and/or equipment due to disruption of normal supply chains.
- People with functional and access needs will require care facilities to be equipped to provide the required level of service. Coordination with hospice, home health, nursing homes and adult living facilities is a critical component of ESF-8 response. Functional and access needs populations should be accommodated to the extent possible in general mass care facilities as capabilities allow.
- Critical incident stress debriefings may be required for those involved.

### **ORGANIZATION**

This ESF will be grouped within the Operations Section under the Social Services Branch in the County's EOC

### **ASSIGNMENT OF RESPONSIBILITIES**

#### *Jefferson County Office of Emergency Management*

- Share intelligence with health providers to ensure resources are directed to areas of most need.
- Work with regional healthcare partners to maintain mortuary support trailer.

#### *Jefferson County Sheriff's Office*

- Lead investigations of suspicious deaths as warranted by incident type.

## **SUPPORT AGENCY ROLES**

### *Jefferson County Medical Examiner*

- Support local incident investigations.

### *Jefferson County Ambulance Districts*

- Provide emergency medical transport.

### *Jefferson County Fire Districts & Departments*

- Provide emergency medical treatment.

### *Jefferson County Health Department*

- Provides public health guidance & policy, epidemiological, laboratory services.
- Coordinates directly with State offices on matters involving public health.

### *Mercy Jefferson*

- Treats patients & coordinates resources with regional St. Louis Medical Operations Center.

### *Disability Resource Association*

- Assists persons with disabilities, seniors and those in need with a variety of community & healthcare services.

## **NON-RESPONSE ESF SUPPORT ACTIONS**

### **Prevention**

- Promote community health literacy
- Promote Community Wellness

### **Mitigation**

- Establish agreements for critical supplies and facilities
- Develop Continuity of Organization Plans

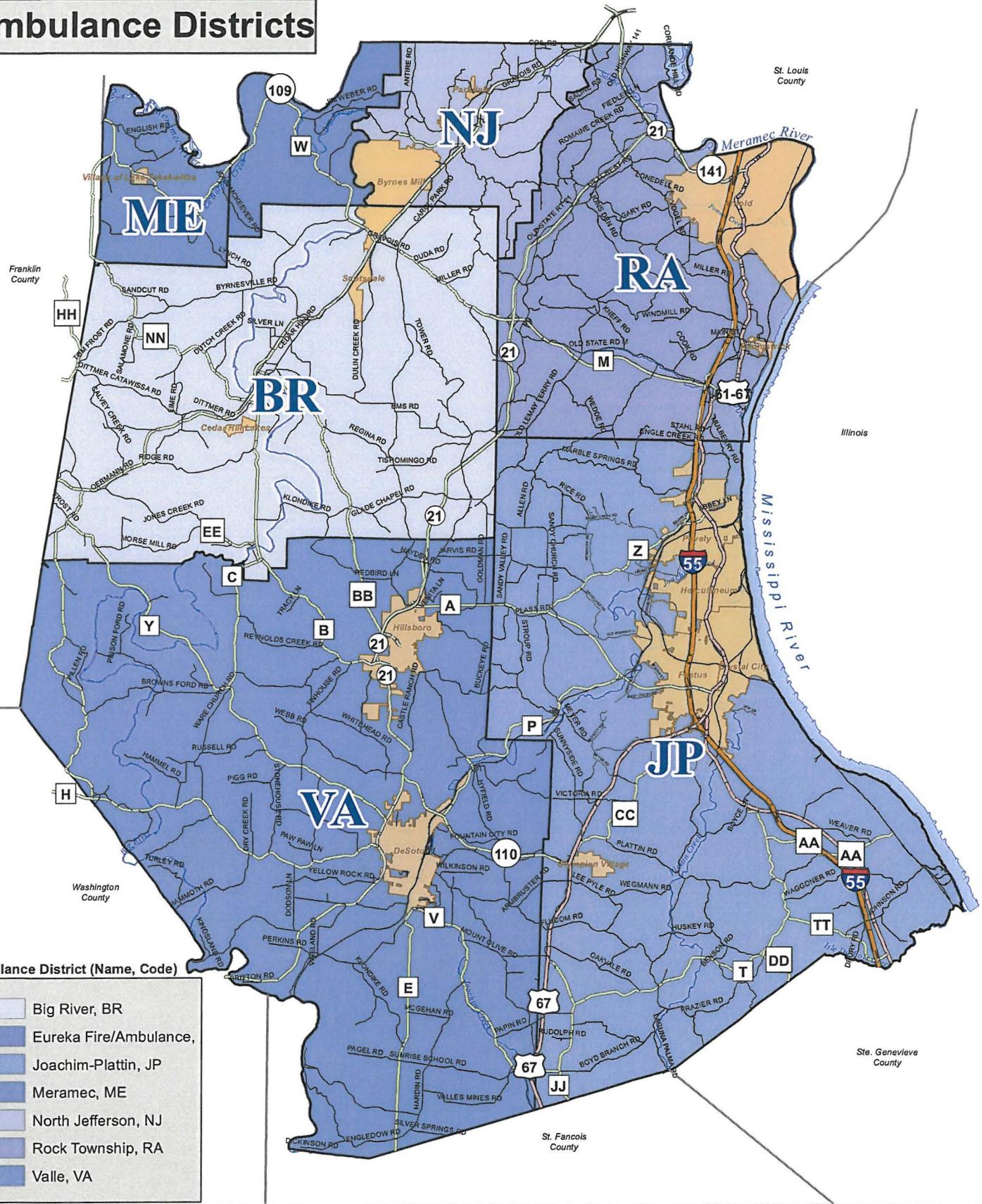
### **Preparation**

- Conduct training and exercises based on local hazard analysis and regional THIRA/SPR
- Develop organizational level Emergency Operations Plans
- Coordinate efforts with other local agencies to develop response objects and public information messaging

### **Recovery**

- Begin recovery operations planning as early in the incident as possible
- Develop system of tracking costs and personnel hours
- Develop after action report and improvement plan

## Ambulance Districts



## Jefferson County

**Department of the County Assessor**

**Bob Boyer, Assessor**



Map Author:  
Department of County Assessor  
GIS Division - [gisassessor@jeffcomo.org](mailto:gisassessor@jeffcomo.org)

12/27/2018

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**CAUTION**

**CAUTION**  
This map is for tax purposes only. It is not intended nor sufficiently accurate to be used for conveyances. Any use other than for tax purposes shall be at the user's risk. The reproduction or copying of this map or any part thereof by any process is prohibited without the written permission of the Department of the County Assessor.

Pursuant to 2 CSR 90-65.080: "This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries." Authority: section 60.670, RSMo 2016.

**Legend**

Legend for the map:

- Festus Special
- State Road
- Major Rivers/Creeks
- County Road
- US Highway
- Municipalities
- State Route
- Interstate
- Festus

Data Source: Department of the County Assessor, Jefferson County 911, Missouri Spatial Data Resources

0 2 4 8 Miles

Coordinate System: NAD 1983 State Plane MO East F

11. *What is the name of the author of the book you are reading?*

1000 000

1:252,000

## **Appendix 2: SAINT LOUIS MEDICAL OPERATIONS CENTER (SMOC) OVERVIEW**

Excerpt from St. Louis Regional Emergency Resource Coordination Plan

"In accordance with the St. Louis Regional Hospital Plan (RHCP), the St. Louis Medical Operations Center (SMOC) will serve as a primary component of Regional-ESF #8—Public Health and Medical Services. The SMOC facilitates the gathering, processing and dissemination of healthcare-related information, as well as the coordination of health and medical decisions among regional jurisdictions and organizations, before, during and after a regional disaster.

The SMOC will collect, analyze, synthesize and disseminate information concerning regional health, mental health and medical-related issues, including disease surveillance, while working within existing procedures and regulations. The SMOC will communicate and coordinate with hospitals, public health agencies and other healthcare entities in the St. Louis region for all types of incidents. The SMOC will work within existing local, state and federal plans and procedures in order to make health and medical decisions that result in the greatest benefit for the entire region."

## ESF-9

### SEARCH & RESCUE

**COUNTY AGENCIES:** *Office of Emergency Management  
Sheriff's Office  
Department of Parks & Recreation*

**SUPPORT AGENCIES:** *Jefferson County Fire Protection Districts  
Jefferson County EMS Providers  
Municipal Fire Departments  
Municipal Police Departments  
Volunteer Agencies (Civil Air Patrol, Mineral Area SAR)  
Missouri Task Force 1  
Missouri Task Force 5  
Missouri Department of Natural Resources  
United States Coast Guard*

#### **PURPOSE**

This ESF supports effective use of available resources to provide for urban and wilderness search & rescue (SAR) operations.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- County is 664 square miles, largely rural and includes 360 acres of local parks/wilderness areas
- County waterways are used for recreation & commerce
- Jefferson County is in a seismically active area and its buildings are vulnerable to earthquake damage
- Volunteer organizations, including Mineral Area Search & Rescue and the Civil Air Patrol, CERT, ARES) operate in the area.
- Task Force 5 provides specialized rescue capability and is based in the St. Louis Region
- Requestable law enforcement helicopter video through EOC (STARSS)
- Numerous agencies are now using GIS (SARCOP) to track search and rescue efforts. Information provided through this system can be accessed from the EOC.

##### **Assumptions**

- Local agencies are equipped to provide basic SAR services
- Especially complex incidents, or those spanning multiple operational periods, will require additional coordination and resources
- Regional partners and resources will be available in a timely fashion

## ORGANIZATION

This ESF will be grouped within the Operations Section under the Public Safety Branch in the County's EOC.

## ASSIGNMENT OF RESPONSIBILITIES

### *Jefferson County Office of Emergency Management*

- Ensure support of search and rescue operations

### *Jefferson County Sheriff's Office*

- Support operations of search and rescue missions as necessitated by the incident.

## SUPPORT AGENCY ROLES

### *Jefferson County Fire Protection Districts & Departments*

- Coordinate search and rescue efforts within their jurisdiction

### *Jefferson County Ambulance Districts*

- Assist with treatment and transport during search & rescue operations

### *Municipal Police Departments*

- Coordinate search and rescue efforts within their jurisdiction

### *Volunteer Agencies*

- Assist local agencies with search & rescue efforts as requested.

### *Civil Air Patrol*

- Assist local agencies with search & rescue efforts as requested.

## NON-RESPONSE ESF SUPPORT ACTIONS

### **Prevention**

- Ensure trails in public parks are well marked.

### **Mitigation**

- Maintain plans to deal with various types of SAR scenarios.

### **Preparedness**

- Train personnel in procedures for the various types of SAR. b. Maintain mutual aid agreements with agencies.
- Review other ESFs in this plan to determine where support will likely be needed by other agencies.
- Participate in tests, exercises and drills.

- Determine if any specialized equipment or training are required to meet potential threats.

## **Recovery**

- Continue operations as necessary until the situation returns to normal.
- Release mutual aid and private resources when possible.
- Continue to support other services, especially in the areas of damage assessment and rescue.
- Provide information to the public information officer (PIO) or, if applicable, the Joint Information Center (JIC).
- Participate in after-action reports and critiques, incorporating recommended changes to plans and procedures.

## ESF-10 Hazardous Materials

**COUNTY AGENCIES:** *Office of Emergency Management  
Sheriff's Office  
Department of Public Works*

**SUPPORT AGENCIES:** *Jefferson County Fire Protection Districts & Departments*

*Jefferson County Ambulance Districts  
Tier II Facility Managers  
Missouri Department of Transportation  
Missouri National Guard  
United States Coast Guard  
Missouri Department of Natural Resources  
United States Environmental Protection Agency  
Private Pipeline Operators  
Private Railroad Operators*

### PURPOSE

This support function focuses on the ability of local responders to efficiently respond to hazardous materials emergencies to protect lives, property and the environment.

It is also meant to satisfy Federal and State statutory planning requirements under the Emergency Planning and Community Right-to-Know Act of 1986 and Missouri General Law 11CSR10-11.210-250. In conjunction with supporting information located throughout the EOP, this ESF is meant to serve as the County's Hazardous Materials Emergency Plan.

### SITUATIONS & ASSUMPTIONS

#### Situations

- 187 facilities subject to Section 303 of SARA III exist within Jefferson County. Details including location, site plans, stored substances, substance quantities, emergency contact numbers and nearby critical infrastructure are maintained electronically by the Jefferson County Office of Emergency Management and are readily available to any public safety agency in Jefferson County.
- Jefferson County provides access to a system capable of providing real and theoretical modeling of material releases from any Tier II facility in its borders that incorporates current weather conditions. Access to this system is available to any public safety agency in Jefferson County.
- Interstate 55 traverses Jefferson County and is a common route for the transportation of hazardous substances.
- Multiple rail lines cross Jefferson County and provide transportation for rail cars that regularly contain hazardous substances.

- Pipelines carrying natural gas and petroleum product pass through Jefferson County
- The Mississippi River forms the entire eastern border of the County and is used to move numerous types of hazardous materials.
- Numerous residences, healthcare providers, schools, government buildings and other facilities are subject to risk of hazardous materials exposure due to their proximity to facilities subject to Section 303 of SARA III
- Jefferson County is home to one of three Homeland Security Emergency Response Teams in the St. Louis Metro Area.
- Jefferson County's Local Emergency Planning Commission has provided direct input to creation and maintenance of this support function.

## Assumptions

- Managers of facilities beholden to Section 303 of SARA III understand their responsibilities and will appropriately report types of materials stored, transported.
- Incidents may occur with little or no warning
- Response to a serious chemical incident may require outside resources from adjacent counties, cities, state or federal government and the private sector.

## CONCEPT OF OPERATIONS

This EOP will only be enacted in whole if an incident overwhelms the capacity of Jefferson County to effectively provide for emergency management services. However, the roles and responsibilities listed herein mirror daily operational responsibilities and should therefore be considered reflective of typical response to a hazardous materials release regardless of overarching plan activation.

## ORGANIZATION

This ESF will be grouped within the Public Safety Branch of the Operations Section in the County EOC.

## ASSIGNMENT OF RESPONSIBILITIES

### *Jefferson County Office of Emergency Management*

- Maintain readiness of County EOC to support ESF function
- Build an incident management structure to support evolving ESF needs.
- Maintain readiness of County Homeland Security Emergency Response Team to provide incident response support.
- Maintain database of Tier II facilities, stored hazardous substances, emergency contact numbers and nearby potentially impacted facilities readily accessible to Jefferson County First Response Agencies.
- Upon notification of a release, determine the area or population likely to be affected if not already identified by the initial response agency.

- Assist in development of incident management objectives.
- Integrate County hazardous materials response efforts with necessary public and private partner agencies.
- Assist logistics section in location & acquisition of supplies necessary for accomplishment of incident management objectives
- Maintain records of the cost of supplies, resources and staff-hours needed to respond to the incident.

*Jefferson County Sheriff's Office*

- Provide scene security and access control
- If necessary, assist with evacuations & traffic management in collaboration with other responding agencies

*Jefferson County Public Works*

- If necessary, assist with traffic management and marking of evacuation routes in collaboration with other responding agencies

## **SUPPORT AGENCY ROLES**

### **Local**

*Fire Protection Districts & Departments*

- Maintain readiness to respond to incidents involving hazardous materials
- Create on-scene incident command structure
- Identify nearby areas and facilities at risk due to proximity of hazardous materials incident & recommend appropriate protective action (i.e. evacuation, shelter in place)
- If required, request Jefferson County's Homeland Security Emergency Response Team from the Office of Emergency Management through Jefferson County 911 Dispatch.

*Ambulance Districts*

- Provide necessary medical support to responders and those impacted by hazardous materials incidents.

### **State**

*Missouri Department of Transportation*

- Provide traffic management assistance and marking of evacuation routes during hazardous materials incidents impacting a State-maintained highway.

*Missouri Department of Natural Resources*

- Provide statewide hazardous materials policy guidance and intelligence.

*Missouri National Guard*

- Provide Nuclear, Biological, Chemical and Radiological detection, assessment, advice to the Incident Commander, and facilitate military support to local first responders, in situations involving Weapons of Mass Destruction.

## **Federal**

### *United States Coast Guard*

- Provide support to responders during incidents impacting navigable waterways in Jefferson County.

### *United States Environmental Protection Agency*

- If required, provides removal actions to protect human health and the environment either through provision of funding or direct oversight and enforcement of actions conducted by potentially responsible parties.

## **Private**

### *Tier II Facility Managers*

- Maintain readiness to respond to incidents involving hazardous materials
- Identify nearby areas and facilities that would be at risk should a spill/release occur
- Upon identification of a hazardous materials release, contact Jefferson County 911 Dispatch to request assistance and provide information regarding the hazard to include:
  - The chemical name
  - An indication of whether the substance is extremely hazardous
  - An estimate of the quantity released into the environment
  - The time and duration of the release
  - Whether the release occurred into air, water, and/or land
  - Any known or anticipated acute or chronic health risks associated with the emergency, and where necessary, advice regarding medical attention for exposed individuals
  - Proper precautions, such as evacuation or sheltering in place
  - Name and telephone number of contact person
- Report applicable spills to the Missouri Emergency Response Commission (MERC) and Local Emergency Planning Committee (LEPC). The follow-up written report must update information included in the initial notice and provide information on actual response actions taken and advice regarding medical attention necessary for citizens exposed.
- If substance is listed under the Comprehensive Environmental Response, Compensation and Liability Act, notify the National Response Center at (800) 424-8802 in addition to the MERC and LEPC.

### *Pipelines Operators*

- Maintain integrity of pipelines and assist with responses involving pipelines.

### *Railroad Operators*

- Maintain integrity of railroads and assist with response involving railroads.

## **DIRECTION & CONTROL**

- Jefferson County has a dedicated Emergency Operations Center (EOC). In the event of an activation of the center, all ESF operations will be coordinated through it.
- The primary EOC for Jefferson County will be located at 1409 Herculaneum Industrial Drive, Herculaneum, Missouri. In the event the primary EOC cannot be used, an alternate EOC has been identified at the backup County 9-1-1 Dispatch Center in Cedar Hill.
- Strategic direction of incident assigned resources will originate from the EOC but individual assets assigned to the incident will remain under the direct control of their home agency supervisors.
- Should a hazardous materials incident occur that does not require full activation of the County's EOP or prompt the opening of the EOC, direction & control will originate from the on-site incident command post.

## PLAN DEVELOPMENT

This ESF is meant to provide guidance for response to hazardous materials incidents either as a primary or secondary incident. Developed in conjunction with the County's Local Emergency Planning Commission and Public Safety Committee, it also provides guidance for activities before, during, and after an occurrence of incidents which may serve to lessen or prevent the impact of a hazardous materials release.

The following operational time frames have been established for various actions to be taken in support of this plan for consideration by the personnel & agencies responsible for its implementation.

- *Prevention*: Activities undertaken with the purpose of eliminating the threat posed by an identified hazard.
- *Mitigation*: Activities undertaken that will reduce potential negative impact of an incident.
- *Preparedness*: Activities undertaken to enhance readiness to implement this plan
- *Response*: Direct implementation of emergency response and incident management strategies necessary to protect life, property and the environment.
- *Recovery*: Activities undertaken to alleviate suffering following an incident and to promote community restoration.

## PLAN MAINTENANCE

- Departments assigned responsibilities within this plan should be familiar with this plan and its content. Concurrence and/or concerns should be reported to the Emergency Management Director, Local Emergency Planning Committee and Public Safety Commission.
- The Local Emergency Planning Committee will review this ESF annually and make recommendations for changes or updates.
- The Office of Emergency Management, in conjunction with the PSC, will be responsible for instituting a review of the full EOP and updating it on

- a biannual basis.
- This EOP will be tested periodically with the resulting revisions and changes being made and distributed in an expedient fashion.
- The Local Emergency Planning Committee will exercise a hazardous materials response scenario on an annual basis.

## **ACTIONS TO BE TAKEN BY OPERATING TIME FRAMES**

### **Prevention**

- Encourage remediation of decommissioned facilities to remove lingering threats.
- Develop community development codes and plans with proximity of hazardous materials to critical facilities and environmentally sensitive areas in mind.

### **Mitigation**

- Reduce amount/volume of hazardous materials maintained on-site.
- Conduct hazardous materials flow studies & establish safe transportation routes.
- Familiarize community with hazards, warning systems and emergency protective actions.

### **Preparedness**

- Identify manufacturers, storage facilities, transportation routes and other potential sources of hazardous materials releases that could impact the County or its watersheds
- Identify facilities, agencies, personnel and resources necessary to support hazardous materials response.
- Identify facilities (i.e. hospitals, nursing homes and adult congregate living facilities) that may require additional consideration during evacuations.
- Conduct hazardous materials and safety awareness presentations for the community
- Develop relationships between hazardous materials facility managers, shipping companies and local first responders
- Test and maintain hazardous materials monitoring and response equipment. A schedule of hazardous materials training offered in Jefferson County will be kept posted on the Office of Emergency Management's website.
- Establish training standards and response guidelines for personnel working with hazardous materials & ensure adherence
- Hold exercises testing hazardous materials response readiness.
- Familiarize LEPC and emergency responders with materials and procedures at facilities that utilize hazardous materials.

### **Recovery**

- Coordinate countermeasures with DNR, LEPC and other applicable agencies.

# **ESF-11**

## **AGRICULTURE & ENVIRONMENT**

**SUPPORT AGENCIES:** Jefferson County Health Department  
University of Missouri Extension Office  
Missouri Department of Agriculture

## **PURPOSE**

The purpose of this ESF is to identify, manage and organize the response and recovery of resources needed to provide support to incidents impacting agriculture in Jefferson County. This may include livestock, crops or wider environmental issues with potential to cause disruption.

## SITUATIONS & ASSUMPTIONS

## Situations

- Dairy & beef cattle are the primary agricultural commodities produced in Jefferson County
- County watersheds are extensive, with wide potential for origin of waterborne impacts
- Veterinarians are required to report suspected foreign animal diseases to the Missouri Department of Agriculture within 24 hours

## Assumptions

- Large scale evacuations of livestock will likely be infeasible.
- Livestock owners, when notified of an impending emergency will take reasonable steps to protect animals in their care and, if evacuated, will normally take their animals with them or arrange for their care.
- There will be circumstances when animal owners will not be able to protect their animals during an emergency or will abandon them. This includes unscheduled drop-offs at animal care facilities.
- Suspected or positive identification of a FAD in the jurisdiction will prompt State and/or Federal officials to employ additional precautions to prevent or mitigate the possibility of spreading the disease.
- Large numbers of domestic livestock and wildlife may need to be destroyed or controlled to prevent the spread of a disease after it has been confirmed in/around Jefferson County.
- Quarantine areas may be required during response to FADs.
- Facilities and transport vehicles suspected of being contaminated will need to be cleaned and disinfected.

- Shelters may need to be established and staffed for extended periods for transient livestock if a stop movement order has been issued.
- The State Veterinarian may issue a stop movement order for all applicable livestock.

## ORGANIZATION

This ESF will be grouped within the Operations Section under the Infrastructure Branch of the County's EOC

## ASSIGNMENT OF RESPONSIBILITIES

### *Jefferson County Office of Emergency Management*

- Work with community partner agencies to identify ongoing and potential negative impacts to County agriculture and environment.

### *Jefferson County Services*

- Maintain relationship with local veterinarian service providers
- Maintain animal sheltering/treatment supplies

### *Jefferson County Parks & Recreation*

- Maintain environmental health of within County parks

## SUPPORT AGENCY ROLES

### *Jefferson County Health Department*

- Assist in investigations of issues to ensure protection of public health related to agricultural/environmental concerns.

### *University of Missouri University Extension Office*

- Provides community education & training on agricultural and food safety and assists during disaster recovery operations

### *Missouri Department of Agriculture*

- Monitors statewide issues and provides resource, policy support

## NON-RESPONSE ESF SUPPORT ACTIONS

### **Prevention**

- Promote land use codes supportive of environmental and agricultural health
- Proactively monitor and treat suspected agricultural/environmental issues as possible

### **Mitigation**

- Identify personnel and resource requirements to perform assigned missions.
- Estimate the agricultural impact (livestock and crop) Jefferson

- County could face during an incident through interface with local professionals.

### **Preparedness**

- Integrate this ESF into annual training programs.
- Ensure liaisons are established with the local veterinary system.
- Ensure responders and officials involved in this ESF are trained in ICS & NIMS.
- Maintain a close relationship with local USDA representative as well as the University of Missouri Extension.
- Provide for volunteer interface (for animal care purposes) with this ESF should it be activated.

### **Recovery**

- Coordinate assignment of relief personnel and distribution of supplies.
- Ensure scene security is maintained & continue to coordinate monitoring of surrounding areas and water supplies.
- Maintain administrative and financial documentation.
- Arrange for increase in local veterinary medical services as needed.
- Conduct cleanup and restore equipment to state of pre-incident readiness.
- Coordinate consolidation or closing of animal shelters/confinement areas as needed.
- Continue providing assistance to assisting agencies.
- Coordinate with ESF 8 & ESF 3 for proper disposal of animal waste and dead animals.

## ESF-12

# ENERGY

**COUNTY AGENCIES:** *Department of Public Works*  
*Office of Emergency Management*

**SUPPORT AGENCIES:** *Ameren Missouri*  
*Spire*  
*Enable Pipelines*  
*Independent Fuel Suppliers*

### PURPOSE

To effectively coordinate the protection & restoration of critical energy systems in Jefferson County.

### SITUATIONS & ASSUMPTIONS

#### Situations

- Commercial electric service in Jefferson County is supplied by Ameren Missouri.
- Commercial natural gas service is provided by Spire
- Propane is supplied by independently contracted liquefied petroleum gas providers.
- Gasoline & diesel are available to the public via commercial fuel stations.
- County Public Works maintains an agreement with Home Service Oil for diesel and petrol.
- Some critical county facilities are equipped with backup generators; maintenance and fuel agreements for these systems are maintained by County Public Works
- The County has resources available to assist commercial utilities restore function during (e.g. planning, debris clearance)

#### Assumptions

- Local utilities will prepare as much as possible to protect and repair infrastructure during major incidents
- Local utility companies have mutual aid agreements with other utility companies that will respond as necessary/possible
- County agreements for energy provision will be honored in a timely fashion

## ORGANIZATION

This ESF will be grouped within the Operations Section under the Infrastructure Branch in the County's EOC

## ASSIGNMENT OF RESPONSIBILITIES

### *Jefferson County Public Works*

- Maintain County agreements for energy supply to its resources and facilities
- Provide debris clearance service on County highways in support of infrastructure restoration

### *Office of Emergency Management*

- Maintain relationships with area energy suppliers

## SUPPORT AGENCY ROLES

### *Ameren Missouri*

- Maintain regional electric system

### *Spire*

- Maintain regional natural gas system

### *Enable*

- Maintain pipelines

### *Independent fuel suppliers*

- Supply petrol, diesel and propane commercially

## NON-RESPONSE ESF SUPPORT ACTIONS

### **Prevention**

- Develop resilient distribution and supply systems

### **Mitigation**

- Review possible hazards to identify emergency operations in which energy providers would play a major role.
- Following the review, determine if any specialized procedures or training are needed to meet potential threats.
- Develop mutual aid agreements with other utility companies.

- Determine if any vulnerabilities exist in the energy system.

### **Preparedness**

- When advised of a potential hazard, check status of
  - Personnel
  - Equipment
  - Supplies
  - Facilities
- Train personnel in emergency procedures and make refinements to plans as necessary.
- Review all other ESFs of this plan to clarify roles.
- Maintain emergency procedures to include, but not limited to:
  - Call-up Lists
  - Emergency energy service to critical facilities
  - Restoration of normal energy utilities
  - Support to other agencies
- Maintain contact with private resources that could provide support during an emergency.
- Recommend local actions on fuel conservation.
- Participate in tests, exercises and drills to include those in support of other agencies.

### **Recovery**

- Coordinate repairs by outside agencies b. Support necessary documentation
- Participate in after-action reports
- Review plans and procedures with key personnel and make revisions and changes as necessary.
- Recommend changes in planning, zoning and building codes that could mitigate future disasters.

## ESF-13

### LAW ENFORCEMENT & COUNTER TERRORISM

**PRIMARY AGENCIES:** *Sheriff's Office*  
*Office of Emergency Management*

**SUPPORT AGENCIES:** *Rejis*  
*Municipal Police Departments*  
*Jefferson College Police Department*  
*Missouri State Water Patrol*  
*United States Coast Guard*  
*Missouri State Highway Patrol*  
*St. Louis Area Fusion Center*

#### **PURPOSE**

Due to the existing and enduring possibility of terrorism, riots, civil disturbances and other major law enforcement problems associated with emergencies/disasters, this ESF is designed to address issues outside of law enforcement's day-to-day duties.

Adequate resources are typically available to cope with any occurrence that arises. During a disaster, however, these resources could be exhausted before a situation is brought under control. This ESF will provide a basic, expanded support structure for local law enforcement services regardless of the situation.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- The Jefferson County Sheriff's Office provides law enforcement to the unincorporated areas of Jefferson County. It is dispatched by Jefferson County 911 Dispatch.
- The Missouri State Water Patrol and the U.S. Coast Guard provide law enforcement of the rivers in Jefferson County.
- The Missouri State Highway Patrol & their Troop C provide law enforcement on state highways.
- Local law enforcement maintains direct interface with the St. Louis Fusion Center.
- Outside law enforcement resources are available (regional, state and federal) to support local law enforcement operations and will respond when needed.
- The Jefferson County Jail is in Hillsboro, MO and houses inmates for the County. Procedures for evacuating the jail have been established and are maintained at the facility. A back-up generator and fuel supply are available for the jail.

##### **Assumptions**

- Situations will arise that tax or exceed local law enforcement capabilities.

- Outside law enforcement assistance will be available in a timely fashion

## ORGANIZATION

This ESF will be organized under the Operations Section in the Public Safety Branch in the County's EOC.

## ASSIGNMENT OF RESPONSIBILITIES

### *Jefferson County Sheriff's Office*

- Provide oversight for all law enforcement activities within Jefferson County, including those of outside resources brought in to assist with this ESF during an incident.
- Develop and maintain Memorandums of Understanding with local municipal law enforcement agencies.
- Train law enforcement personnel on their role in Jefferson County's emergency management system and the overall incident management process.
- Protect inmates in custody, relocating and housing them when necessary.
- Provide security, as needed, for critical facilities, including the Emergency Operations Center, shelters and feeding facilities, as well as vehicle security in parking areas.
- Provide traffic control.
- Protect the area, and property therein, affected by the incident as needed by providing security and limiting access into these areas.
- During an evacuation, assist as possible and provide security in the evacuated area until residents return home or have an opportunity to recover personal items if long-term evacuation occurs.

### *Jefferson County Office of Emergency Management*

- Maintain relationships with area fusion center and law enforcement agencies

## SUPPORT AGENCY ROLES

### Local

#### *Municipal Police Departments*

- Provide oversight for all law enforcement activities within respective jurisdictions.
- Provide mutual aid when requested, as possible.

#### *Jefferson College Police Department*

- Provide oversight for all law enforcement activities on the campus of
- Jefferson College.
- Provide mutual aid when requested, as possible.

## **Regional**

### *St. Louis Fusion Center*

- Gather information from partner agencies on potential threats
- Share information with national fusion center network.
- Provide intelligence to local partners on potential threats.

## **State**

### *Missouri State Water Patrol*

- Provide oversight for law enforcement activities on the rivers and navigable waterways of Jefferson College.
- Provide mutual aid when requested, as possible.

### *Missouri State Highway Patrol*

- Provide oversight for all law enforcement activities on state highways in Jefferson County.
- Provide mutual aid when requested, as possible

### *Missouri Office of Homeland Security*

- Monitor and provide intelligence on cybersecurity issues

### *Missouri National Guard*

- Requests for the National Guard must come from the Chief Elected Official through the Emergency Operations Center to the State Emergency Management Agency to the Governor.
- Unless appropriate units are available locally, the average response time after call-up is 72-hours. Support may come sooner based on unit availability.

## **Federal**

### *United States Coast Guard*

- Provide oversight for law enforcement activities on the rivers and navigable waterways of Jefferson County.

### *Federal Bureau of Investigation*

- During incidents thought to be terrorism-related, the FBI will coordinate the federal crime scene investigation function for the Federal government. During any other scenario, the FBI will function as applicable by Federal Law.

## **Private**

### *REJIS*

- Provide Jefferson County IT support and cybersecurity services.

## ESF NON-RESPONSE SUPPORT ACTIONS

### Prevention

#### Mitigation

- Maintain plans (SOPs & SOGs) to deal with projected law enforcement requirements as identified by hazards in the EOP's Basic Plan, Appendix 2 and in the STARRS Threat and Hazard Identification and Risk Assessment (THIRA).

### Preparedness

- Identify facilities that will require special security during a disaster.
- Train law enforcement personnel in special procedures (CBRNE, Hazardous Materials Identification, etc.).
- Locate and establish liaisons with local and outside groups that could provide assistance (veteran's groups, private security, etc.)
- Maintain mutual aid agreements or define plan for use of statewide mutual aid statutes with nearby local law enforcement agencies to ensure proper coordination.
- Review procedures for obtaining assistance from State and Federal law enforcement agencies.
- Review other ESFs of this plan to determine where law enforcement support will be needed by other agencies.
- Maintain a security-pass system to allow admittance to restricted areas.
- Review and update plans, procedures and checklists annually. i. Participate in tests, exercises and drills.
- Check status of equipment and facilities for readiness and safety.
- Analyze threat to anticipate required response and then check procedures.
- Assemble materials for security-pass system to restricted area.
- Order units to take protective actions from impending disasters when warning time allows.

### Recovery

- Continue operations as necessary until situation returns to normal.
- Release mutual aid and private resources as possible.
- Continue support to other services, especially in the areas of damage assessment and rescue.
- Provide traffic control for return of evacuees.
- Assist in the return to normal from the in-place shelter mode. f. Participate in after-action reports and critiques, incorporating recommended changes into law enforcement plans and procedures.

## ESF-14

### LONG-TERM RECOVERY & DAMAGE ASSESSMENT

**COUNTY AGENCIES:** *Office of Emergency Management  
Department of County Services*

**SUPPORT AGENCIES:** *Jefferson County Community Organizations Active in Disaster  
Economic Development Corporation of Jefferson County  
United Way 211  
Jefferson County 911 Dispatch*

#### **PURPOSE**

This ESF provides a mechanism for coordinating support to local governments, non-governmental organizations and the private sector in the aftermath of a disaster to effect community recovery.

This is accomplished by identifying the real impact of the incident and facilitating the use of available recovery funding sources and by providing technical assistance for community recovery and planning support.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- There is a Community Organizations Active (COAD) in Disaster in the county.
- The local COAD is involved with the regional organization St. Louis Area Regional Coalition of COADs (SLARCC).
- The County has a system allowing real time sharing of damage assessment information between its EOC and its inspectors in the field

##### **Assumptions**

- Not every incident impacting the County will generate enough damage to be considered for a Federal Disaster Declaration
- The recovery phase will likely last far longer than incident response
- Volunteer and donations management will be necessary for large incidents
- Debris management will be necessary for large incidents

#### **ORGANIZATION**

This ESF will be grouped in the operations section under the Social Services Branch of the County's EOC

## ASSIGNMENT OF RESPONSIBILITIES

### *Jefferson County Services*

- Conduct damage assessments of commercial and residential properties

### *Jefferson County Office of Emergency Management*

- Coordinate damage assessments in County, incorporating information from the American Red Cross and United Way to develop a comprehensive damage assessment for submission to the state

## SUPPORT AGENCY ROLES

### *American Red Cross*

- Conduct residential damage assessments

### *United Way 211*

- Collect information from residents regarding damages and unmet needs

### *Jefferson County 911 Dispatch*

- Assist OEM in identification of likely damage areas

## ESF NON-RESPONSE SUPPORT ACTIONS

### **Prevention**

- Develop community resiliency via training, education and building practices.

### **Mitigation**

- Develop community resiliency via training, education and building practices.

### **Preparedness**

- Develop and maintain a liaison with municipal, county, state and federal agencies/organizations that can provide assistance in recovery and restoration activities.
- Develop and maintain procedures/ guidelines to recover from emergencies and disasters including cost documentation.
- Assess disaster risk to government facilities from identified hazards and take measures to reduce the vulnerability of facilities.
- Include disaster recovery activity in exercises and training.

### **Response**

- Work with response agencies to compile list of damages and losses to assist in long-term recovery planning.
- Activate County EOC or other facility to coordinate recovery activities.
- Assemble and forward all necessary reports and requests for assistance to appropriate state and federal agencies.

- Coordinate recovery and restoration activities with municipal, county, state and federal partners.
- Prepare relevant recovery and restoration instruction and
- information for public information distribution.
- Work with the private sector to ensure the disaster related needs of the business community are met.
- Conduct other specific response actions as dictated by the situation.

#### **Recovery**

- Continue to work with population and organizations affected by the incident.
- Support community recovery activities.
- Work with the state and federal government to administer disaster recovery programs.
- Schedule after-action briefings and develop after-action reports.
- Develop and implement mitigation strategies.

## **Appendix 1:** **DAMAGE ASSESSMENT OPERATIONS**

### **Initial Damage Assessment**

- Initial damage assessments will be reported by first responders at the scene of an incident. Other sources, such as County or Municipal employees operating in the field and/or private citizens will also report damages.
- The initial damage assessments reported during response will be recorded and, if possible, plotted on a map. This data, though potentially incomplete, will be used to identify areas with the greatest level of damage.
- Available data will also be used to identify areas potentially affected but not yet surveyed.

### **Local Damage Assessment**

- Using input from the initial damage assessment, it will be determined if local damage assessment teams need to be deployed to further document incident impact.
- Multiple agencies & partners play a role in the local damage assessment process
  - *First Response Agencies:* Provide damage observations to EOC while responding to an incident. May provide further local assessments post-response.
  - *Department of Public Works:* County facilities, property highways & infrastructure
  - *Department of County Services:* Residential and commercial properties with emphasis on structural safety & regulatory compliance.
  - *American Red Cross:* Residential and commercial properties with emphasis on humanitarian need.
  - *Emergency Management:* Assists in identification of potentially impacted areas and compiles damage assessment reports from partners into a single report. May also provide windshield damage assessments.
- Findings will be coordinated through the EOC and be used to drive requests for State & Federal assistance if warranted.

### **Preliminary State/Federal Damage Assessments**

- The Planning Section Chief, or designee, will submit local damage assessment data to SEMA.
- If reported damages warrant preliminary damage assessments with State & Federal partners, the EOC Management Team will coordinate this process with the SEMA Region C Area Coordinator.

- A minimum of one OEM personnel will accompany the state and federal representatives assigned to Jefferson County for the PDA during the field assessment.
- All documented destroyed and major damage areas will be visualized by the PDA teams.
- Viewing of additional damage areas will be at the discretion of the OEM representative.

## ESF-15

### PUBLIC INFORMATION & WARNING

**COUNTY AGENCIES:** *County Executive  
Administrative Services  
Office of Emergency Management  
Sheriff's Office*

**SUPPORT AGENCIES:** *Jefferson County 911 Dispatch*

#### **PURPOSE**

This ESF will provide for the timely release of accurate information to the residents of Jefferson County in the event of an emergency or disaster. It will address issues arising from both immediate circumstances and the resulting consequences of the emergency for as long as the health and welfare of the public is imperiled.

#### **SITUATIONS & ASSUMPTIONS**

##### **Situations**

- The County Executive is the official spokesperson for Jefferson County
- Department heads may participate in public interviews, panels and outreach events which focus on their areas of expertise
- The Sheriff's Office is the only County department with a fulltime Public Information Officer
- Multiple County departments maintain a presence on social media platform
- The County's Emergency Operations Center can be used as a Public Information Call Center with minor modification of the phones system
- According to the 2010 U.S. Census, 3.3 percent of Jefferson County residents speak a language other-than-English in their homes and one percent of residents speak English "less than very-well."
- There is a regional PIO group that the OEM and JCSO work with that may have available resources during an incident.
- Most municipalities maintain outdoor warning sirens
- The County maintains an outdoor warning siren system covering densely populated areas
- A reverse-911 warning system is available to County residents

##### **Assumptions**

- Built in redundancies will ensure survival and functionality of most public information systems in Jefferson County and its municipalities during an emergency.
- Media outlets serving Jefferson County will cooperate with local officials in the dissemination of information to the public.
- It will be impossible to reach most of the County's population using any single messaging

medium.

- Interpreters for common language or access & functional needs communications barriers will be available from within the region in a timely fashion
- Most residents are familiar with common local hazards, warning systems and appropriate protective measures.

## ORGANIZATION

This ESF will be organized in the Command Staff of the County's EOC.

## ASSIGNMENT OF RESPONSIBILITIES

### *Jefferson County Executive*

- Establish messaging goals

### *Jefferson County Administrative Services*

- Coordinate messaging goals among County Departments

### *Jefferson County Emergency Management*

- Develop messaging objectives
- Coordinate messaging between response agencies
- Maintain unincorporated Jefferson County's outdoor warning siren system

### *Jefferson County Sheriff's Office*

- Assist in development of messaging objectives
- Assist in distribution of messaging

## SUPPORT AGENCY ROLES

### *Jefferson County 911 Dispatch*

- Maintains CodeRED Reverse 911 System & assists in providing warning to County residents
- Acts as backup to the County for activation of its outdoor warning siren system

## NON-RESPONSE ESF SUPPORT ACTIONS

### **Prevention**

- Support public education stressing hazard awareness, preparedness & self-sufficiency.

### **Mitigation**

- Harden communications systems
- Establish procedures for message creation/review/approval accounting for COOP/COG
- Encourage County residents to sign up for reverse 911 messaging system

### **Preparedness**

- Analyze potential incidents and develop customized messaging for likely scenarios
- Conduct information programs stressing hazard awareness and personal protection measures.
- Maintain liaison with all local media and brief them regularly on emergency public information procedures.
- Maintain procedures for Press Conferences, JIC Activation, PICC Activation, Rumor Control, Writing and dissemination of press releases, Coordination with departmental PIOs, Record keeping.
- Provide readiness instructions for the public on what to do in the current situation when warranted.

### **Recovery**

- Continue to distribute information as necessary.
- Continue rumor control and news briefings.
- Coordinate visitor control to the EOC and to the disaster site(s).
- Supply information concerning status of disaster affected individuals or families through the American Red Cross.
- Coordinate public information releases with higher levels of government.
- Participate in after-action reports and critiques to assess effectiveness of information.
- Establish a report listing a chronological record of events and news releases.
- Maintain operation level until situation returns to normal.
- Issue a final release when the Emergency Operations Center closes.

## Glossary and Common Acronyms

For the purpose of this EOP, the following terms and Acronyms shall be defined as set forth below:

**Agency:** A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assessing or cooperating (providing resources or other assistance).

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

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

**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis of decision-making.

**Assignments:** Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

**Assistant:** Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**Assisting Agency:** An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

**Available Resources:** Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and

units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In:** The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**Chief:** The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

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

**Command Staff:** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Cooperating Agency:** An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

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

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Dispatch:** The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Emergency:** Absent A Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Operations Centers (EOCs):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

**Emergency Operations Plan:** The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Response Provider:** Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

**Emergency Support Function (ESF):** A grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following emergencies/disasters.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

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

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

**Incident Action Plan (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of 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. It 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 Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Management Team (IMT):** The IC and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Initial Action:** The actions taken by those responders first to arrive at an incident site.

**Initial Response:** Resources initially committed to an incident.

**Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely 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 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.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The section responsible for providing facilities, services, and material support for the incident.

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objective:** A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures

are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization:** The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multi-agency Coordination Entity:** A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multi-agency Coordination Systems:** Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment; emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**Multi-jurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual-Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another or request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National:** Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

**National Disaster Medical System:** A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

**National Incident Management System:** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among

Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Plan:** A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

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

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operations periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Personnel Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**Planning Meeting:** A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section:** Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises,

personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations:** The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

**Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Public Information Officer:** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Publications Management:** The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**Qualifications and Certification:** The subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

**Reception Area:** This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

**Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan:** A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Resource Management:** Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

**Resources Unit:** Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident and anticipated resource needs.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet the basic human needs.

Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Section:** The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

**Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Staging Area:** Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Strategic:** Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel.

**Strategy:** The general direction selected to accomplish incident objectives set by the IC.

**Supporting Technologies:** Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**Task Force:** Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**Technical Assistance:** Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 213 5 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Tribal:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Type:** A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualification.

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

**Unified Command:** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit:** The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity to of effort under one responsible commander for every objective.

**Volunteer:** For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. *See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.*

## Acronyms

<b>ALS</b>	Advance Life Support
<b>CBRNE</b>	Chemical, biological, radiological, nuclear, explosive; the five common methods of terrorism
<b>DOC</b>	Department Operations Center
<b>EMAC</b>	Emergency Management Assistance Compact
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>EPI</b>	Emergency Public Information
<b>FOG</b>	Field Operations Guide
<b>GIS</b>	Geographic Information System
<b>HAZMAT</b>	Hazardous Material
<b>HSPD-5</b>	Homeland Security Presidential Directive-5
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Command
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IC or UC</b>	Incident Command or Unified Command
<b>IMT</b>	Incident Management Team
<b>JIS</b>	Joint Information System
<b>JIC</b>	Joint Information Center
<b>LNO</b>	Liaison Officer
<b>NDMS</b>	National Disaster Medical System

<b>NGO</b>	Nongovernmental Organization
<b>NIMS</b>	National Incident Management System
<b>NRP</b>	National Response Plan
<b>POLREP</b>	Pollution Report
<b>PIO</b>	Public Information Officer
<b>PVO</b>	Private Voluntary Organizations
<b>R&amp;D</b>	Research and Development
<b>RESTAT</b>	Resources Status
<b>ROSS</b>	Resource Ordering and Status System
<b>SDO</b>	Standards Development Organizations
<b>SITREP</b>	Situation Report
<b>SO</b>	Safety Officer
<b>SOP</b>	Standard Operating Procedure
<b>UC</b>	Unified Command
<b>US&amp;R</b>	Urban Search and Rescue