

EMERGENCY OPERATIONS PLAN

CITY OF PACIFIC, MISSOURI



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PROMULGATION STATEMENT

Officials of the City of Pacific - in conjunction with the State, Franklin County and St. Louis County Emergency Management Agencies, and in collaboration with other local 1st Responding Districts, have developed an Emergency Operations Plan that will enhance the emergency response capabilities within this jurisdiction. This document is the result of that effort.

It is designed to promote the coordination of statewide emergency services and the use of available resources to minimize the effects of a major disaster (natural or otherwise) on life and property of the citizens of Missouri. It also incorporates the principles and processes of the National Incident Management System (NIMS) and the Incident Command System (ICS). All personnel are expected to apply these mandates.

This Plan - when used properly and updated annually - 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 when it has been signed and dated below by the concurring government officials.

Mayor

Date

Emergency Management Director

Date

City Marshal/Chief of Police

Date

City Administrator

Date

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FOREWORD

This Emergency Operations Plan lays a framework that will allow the City of Pacific to save lives - minimize injuries - protect property and the environment - preserve functioning civil government - ensure constituted authority - and maintain economic activities essential to the survival and recovery from natural and man-made disasters. It is not the intent of this plan to deal with those events that happen daily - which do not cause widespread problems and are handled routinely by the city and /or county agencies.

This plan follows the principles and processes outlined in the National Incident Management System (NIMS). As a result - this plan institutionalizes the concepts and principles of the NIMS and the Incident Command System (ICS) into the response and recovery operations conducted within the City of Pacific.

The NIMS provides a consistent - flexible and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents - regardless of their cause - size - location or complexity. This flexibility applies across all phases of incident management: prevention - preparedness - response - recovery and mitigation.

This plan was developed through the collaborative efforts of the City of Pacific Emergency Management Director - other governmental and private entities throughout the City of Pacific - and with assistance provided by the State and County Emergency Management Agencies. During the development of this plan various agencies - organizations - and county governments were interviewed to discuss their roles - responsibilities - and capabilities in an emergency. This plan is a result of their input.

The City of Pacific EOP is a multi-hazard - functional plan - broken into four components: (1) a basic plan that serves as an overview of the jurisdiction's approach to emergency management - (2) emergency support function annexes that address specific support functions to the basic plan - (3) annexes that address specific activities critical to emergency response and recovery - and (4) appendices which support each annex and contain technical information - details - and methods for use in emergency operations.

The Basic Plan is to be used primarily by the chief executive and public policy officials of the jurisdiction, but all individuals/ agencies involved in the EOP should be familiar with it. The annexes are to be used by the operational managers and the appendices are for disaster response personnel.

Every individual and agency that has a role in the response and recovery operations of the City of Pacific must be familiar with - and understand - the contents of this plan for it to be effective. Thus - the City of Pacific Emergency Management Coordinator or Director will brief the appropriate officials on their roles in emergency management. The Coordinator will also brief newly employed officials as they assume their duties.

Each organization/ agency with an assigned task will be responsible for the development and

maintenance of their respective segments of the plan. They will update their portion of the plan as needed based on experience in emergencies deficiencies identified through drills and exercises - and changes in government structure and emergency organizations. It is also the responsibility of those organizations/agencies that make changes to this plan to provide a copy of those changes to the City of Pacific Emergency Management Director.

CITY OF PACIFIC EMERGENCY OPERATIONS PLAN

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CITY OF PACIFIC EMERGENCY OPERATIONS PLAN
BASIC PLAN – SECTION 1

INTRODUCTION

The City of Pacific, Missouri’s Emergency Operations Plan (EOP) is designed to consider all-hazards to which the municipality may be vulnerable. To respond effectively to any emergency of a size or complexity beyond routine response systems - it is critical that all public officials - departments and agencies - non-governmental emergency organizations - and the public understand their roles and responsibilities. These non-routine responsibilities begin as the incident is recognized and response ensues - and become particularly important as command organizes beyond the initial reactive phase of first responders.

A prepared and coordinated response on the part of state and local officials in support of in-the-field emergency responders can more quickly restore essential services. The foundation for this coordinated response is established through the City of Pacific - Emergency Operations Plan.

I. PURPOSE

This plan establishes the organization and guidelines that allow the City to save lives - minimize injuries - protect property - preserve functioning civil government - and maintain economic activities essential to their survival and recovery from natural - technological - and national security hazards. It establishes the guidelines for conducting efficient - effective - coordinated emergency operations involving the use of all available resources belonging to this jurisdiction or those available to them. This plan complies with such Federal mandates as National Incident Management System (NIMS) and Incident Command System (ICS) protocols. See further in Appendix #1 to ESF#5.

II. SCOPE

The EOP identifies a range of disasters that could possibly occur in or near the City - anticipates the needs this jurisdiction might experience during an incident - and provides guidance across departments - agencies - and response organizations by describing an overall emergency response system that addresses the items outlined below:

- How city departments/agencies will be organized during response to an event - including command authorities;
- Critical actions and interfaces during response and recovery;
- How the interaction between the county - city - regional - state - and federal authorities is managed;

- How the interaction between the county and private partner organizations (non-governmental emergency organizations and others) is managed during emergencies - and;
- How to handle and manage needs with the resources available.

III. **LIMITATIONS**

No guarantee of a perfect response system is expressed or implied by this plan or any of its Appendices or Emergency Support Functions (ESFs), Implementing Instructions, or Procedures. Since the City of Pacific Government assets and systems are vulnerable to natural and technological disasters, they may be overwhelmed. The City of Pacific can only attempt to make every reasonable effort to respond based on the situation, information, and resources available at the time of the disaster.

The disaster response and relief activities of the City of Pacific Government may be affected by the following consequences of a disaster:

- A.** The ability of the citizen population to be self-sufficient for at least three days (72 hours) without outside supplies of food, water, medical and shelter resources at home and work.
- B.** The probability of diminished police, fire, emergency medical, public utilities, regional transportation, and other critical services due to damage to facilities, equipment and demands on available personnel.
- C.** The likelihood of shortages of critical medical supplies at medical facilities due to high demand, limited storage and logistical obstacles.
- D.** Shortages of trained response personnel with adequate equipment to respond to requests for assistance for:
 - 1. Fire suppression
 - 2. Emergency medical assistance
 - 3. Law enforcement
 - 4. Public works
 - 5. Hazardous material releases
- E.** The impact of these shortages may be compounded by the need to sustain uninterrupted operations for an indefinite period of time.
- F.** Damage to lifeline utilities and facilities such as:
 - 1. Roads
 - 2. Bridges
 - 3. Railways
 - 4. Air transportation facilities
 - 5. Drinking water
 - 6. Wastewater
 - 7. Fuel
 - 8. Energy
 - 9. Communication networks
- G.** Normal distribution of resources may be curtailed or reduced, impacting both social and economic infrastructure of the City.
- H.** Diminished emergency communications to responders because of equipment damage or overburdening of the system.
- I.** Large migrations of people into or within the City as refugees will stress all support systems, particularly mass shelters, provision of food and water and delivery of supportive medical care. Some resources such as shelters and water providers have been pre-identified but the availability may change due to this migration.
- J.** The availability of shelters for displaced persons and families has changed since the fallout shelter programs of the 1950s. The American Red Cross, Salvation Army and other organizations with which coordination is required manage current capacities.
- K.** The majority of the population resides and works in structures that provide limited shelter from certain threats such as earthquakes or weapons of mass destruction.

IV. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The City of Pacific is located in the eastern part of Missouri approximately 30 miles SW of the City of St. Louis along Interstate 44 covering an area of approximately 6 square miles. The eastern portion of the City resides within St. Louis County, and a majority of the City is within Franklin County. Jefferson County is situated to the southern boundary. The Meramec River flows through City limits and is a source of past floods. Terrain varies including bluffs, mountains, creeks and other geophysical characteristics. Many residents commute regularly throughout the St. Louis metropolitan statistical area. Based on the 2020 census, the City of Pacific has a population of 7,414.
2. The City of Pacific is vulnerable to many hazards - all of which have the potential to disrupt the area - cause damage - and create casualties. As a member of the East-West Gateway Council of Governments, we are included in the area's current St. Louis Regional Hazard Mitigation Plan which identifies the hazards that threaten the county and its municipalities. The Hazard Mitigation Plan includes hazard profiles and vulnerability analysis containing more detailed information. This plan also provides a planning area profile and capabilities that includes:
 - a. Geography - Geology and Topography
 - b. Climate
 - c. Population/Demographics
 - d. History
 - e. Occupations
 - f. Agriculture
3. The City EOP was generated by the City of Pacific with consideration to local requirements and conditions, as well as to established partner current EOP documents and procedures. The plan is designed to deliver coordinated and supportive actions within and between all jurisdictions within both Franklin and St. Louis Counties.
4. The City of Pacific spans both Franklin County (~80%) and St. Louis County (~20%). The combination of both Counties is hereby described as "The Counties". Care has been taken to ensure relationships, agreements, and all matters relative to emergency management planning has been accomplished in connection with each respective County's EMA and other agencies. It is the intention of this document to thereby refer to and collectively include both County resources in all descriptions, action

plans and references. Should there be a unique situation whereby it is necessary to clearly identify only one of the two Counties, the relevant County shall be identified explicitly.

5. The Counties and their municipalities have capabilities and resources which - if effectively employed - would minimize or eliminate the loss of life and damage to property in the event of an emergency or major disaster. This must include the utilization of private and volunteer organizations to the greatest extent possible.
6. Mutual aid agreements - both written and verbal - exist between many of the emergency service agencies - the subdivisions in the county - and surrounding areas. Statewide mutual aid will be used in accordance with Missouri Systems Concept of Operational Planning for Emergencies (MoSCOPE).
7. A hazardous materials plan exists for the City of Pacific in conjunction with The Counties' Local Emergency Planning Committees (LEPC).
8. This Emergency Management Plan is being developed and maintained pursuant to Missouri State Law - Chapter 44 - RSMo - and Federal Emergency Management Agency (FEMA) guidance.

B. Planning Assumptions

1. Some of the hazards identified may occur after implementation of warning and other preparedness measures - while others may occur without any warning.
2. Officials of the City of Pacific are aware of the possible occurrence of an emergency or major disaster and are aware of their responsibilities in the execution of this plan and will fulfill these responsibilities as needed.
3. The proper implementation of this plan will reduce or prevent the loss of lives and property damage within the City.
4. Depending upon the severity and magnitude of the situation - local resources may not be adequate to deal with every occurrence. It may be necessary to request assistance through volunteer organizations - the private sector - mutual aid agreements - or state and federal sources.
5. Although an attack on this country is considered unlikely - there is that possibility as long as the world's war-making capability exists. Should an attack occur - it would probably be after days or weeks of international

tension that would allow such protective measures as evacuation and sheltering to be implemented.

A. Response to Events

1. Local resources must be relied upon for the first response while external assets will be used to supplement local resources only after the local assets are exhausted or overwhelmed. Depending upon the severity and magnitude of the situation, the affected area may be able to cope effectively with the situation. All operations and messages will encourage residents to engage in self-help if possible. It may be necessary to request assistance available through volunteer organizations, private enterprise, mutual aid agreements, or State and Federal sources, including post-disaster victim aid from various Federal agencies under the provisions of the Disaster Relief Act of 1974.
2. Massive mutual-aid responses by the first responder community for fire, rescue, Emergency Medical Services (EMS), police, HAZMAT, etc. will require coordination. Subsequent to the initial response, converging responders will need to be integrated and provide logistical support. Private sector support will also be needed to augment government disaster response and recovery efforts.
3. The need to transport people, equipment and material from staging areas to points of need; to distribute food, water and medical supplies; and to provide fuel and power where they are needed will create major logistic demands.
4. The initiation of the ICS and a Unified Command (UC) structure as a means of managing the responders is certain to occur.
5. City Departments will be identified as the source of certain critical assets and support.
6. Disasters occurring near or across jurisdictional borders will require multi-jurisdictional coordination, communications and response.
7. An extreme demand for rapid public information, direction, instruction and reassurance will emerge in the midst of a degraded communications environment.
8. The displacement of residents and refugees to temporary shelters requiring support for feeding, hygiene, privacy, counseling, medical evaluation, reunification, etc., is a likely outcome of many disaster scenarios.

9. Various types of HAZMAT exposure that may require containment, decontamination, personal protection, or post-exposure medical evaluation are likely as singular events or in combination with other incidents.
10. The response to incidents involving HAZMAT will be by specially trained and equipped teams that may be overloaded by major or multiple events.
11. The potential need to either evacuate an endangered public or quickly establish the alternative of sheltering-in-place will rely on rapid public communication capacities.
12. The potential necessity of quarantine or other drastic public health preventive action to isolate contagion would be a major challenge.
13. Traumatic effects on the mental health of victims and responders can be prevented or mitigated with appropriate care.
14. A level of engagement of law enforcement personnel in investigation and the exercise of policing authorities may change the management of the incident.
15. The convergence of persons who want to help with donations of labor, valuable goods and services will present both benefits and problems.
16. The convergence of some persons at the scene with no constructive or legitimate purpose there will add to congestion, hazards and the need for law enforcement.
17. Property owners may challenge perimeters and access points to gain access to retrieve valuables, assess damages, rescue pets, etc., creating dilemmas for incident managers.
18. Certain State and Federal assets may be mobilized almost immediately, if available and if appropriate conditions are met.
19. City of Pacific Government will be expected to remain operational throughout the emergency/disaster.
20. Other public agencies (for example fire, water, sewer and school districts) will also be expected to develop mitigation, preparedness, response and recovery planning and capabilities for their own jurisdictions.

21. Plans developed by health care providers will include the need of support through regional assets and healthcare systems. Such plans will be tested by the health care providers.

22. Private sector is expected to have business contingency plans.

B. Access and Functional Needs

1. Local governments will develop emergency management plans that incorporate the needs of the whole community including provisions for the needs of children; persons with medical - access and/or functional needs; and - pets and/or service animals.

2. Disasters pose a challenge for the whole community but potentially more for people with access and functional needs. Examples of people with access and functional needs include, but are not limited to, individuals with disabilities - people from diverse communities - older adults - children - and women in late stages of pregnancy. These groups may be lacking in resources such as food - shelter - and transportation.

3. Approximately 20 percent of Missouri's population has a disability. Preparedness - response - recovery - and mitigation efforts will be consistent with federal policy and guidelines. Emergency efforts will enable people with disabilities and other access and functional needs to evacuate - use emergency transportation - stay in shelters - and participate in all emergency disaster related programs.

4. Plans must take into account the needs of at-risk population who are not in contact with traditional emergency service providers. This population may feel they cannot comfortably or safely access and use the standard resources offered in preparedness - response - and recovery. These include - but are not limited to - individuals who are:

- Homeless/Migrant Population
- Transportation disadvantaged
- Out of hearing range of community alert sirens
- Without radio or television to know they need to take action
- Visiting or temporarily residing in an impacted region
- Not familiar with available emergency response and recovery resources
- Limited in their understanding of English
- Geographically or culturally isolated

These members of the community may have needs before - during - and after a disaster in access and functional areas - including but not limited to: maintaining independence - communication - transportation - supervision - and/or medical care.

When considering the access and functional needs population and others who are at-risk - emergency management plans should take into account the following:

- Communication and Public Information: Emergency notifications systems must be accessible for the whole community to ensure effective communication for people - who are deaf/hard of hearing - blind/low vision - low literacy - and/or have limited English proficiency.
 - Evacuation and Transportation: Evacuation plans must incorporate disability and older adult transportation providers for the purpose of identifying the movement of people with mobility limitations and those with transportation disadvantages.
5. After a disaster - it is normal to have reactions from stress. Typically - those reactions are mild to moderate in the emergency and early post-impact phases of a disaster. This is because survivors recognize that there is a graver danger. Some individuals will require psychological first aid but most will utilize their existing coping skills. Although some stress reactions may seem extreme and can cause distress - they generally do not become chronic problems. Most people recover fully from the stress reactions. Those who cannot make a full recovery alone will need additional assistance. Disaster related behavioral health and psychological first aid must be provided to those who need it.
 6. It is assumed persons will take responsibility for themselves in the event of an emergency to the extent they are able - just as individuals who need personal and/or medical assistance do in non-emergency situations.

V. CONCEPT OF OPERATIONS

A. General

1. It is the responsibility of local government to provide for a comprehensive emergency management program that meets the essential needs of those who either have been or might be affected by an emergency or major disaster. When the emergency exceeds the local government's capability to respond - assistance will be requested from

The Counties' government. If additional assistance is needed beyond County capabilities - requests will be made to the State of Missouri for assistance.

2. The chief elected official has overall responsibility for emergency management activities within the boundaries of the jurisdiction. These officials can delegate their authority but never their responsibility.
3. At no time will the St. Louis County Council supersede the authority of the elected officials of the municipalities unless: (1) requested to do so by those elected officials - (2) the municipality's governmental body is incapacitated or ceases to exist - or (3) empowered to do so by the Governor under the authority of Chapter 44 - RSMo. Similarly, the same applies to the Franklin County Commission and other non-City of Pacific entities.
4. This plan is based on the concept that the emergency functions assigned to the various groups - organizations - and individuals involved in this plan 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.
5. Those day-to-day functions that do not contribute directly to emergency operations may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.
6. This plan - or portions thereof - will be implemented according to the emergency activation levels and control guidelines set forth in Appendix 3 to this Basic Plan.
1. 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.

B. Phases of Emergency Management

This plan is concerned with all types of hazards that may develop in the City of Pacific and must account for activities before - during - and after an occurrence. The following phases of emergency management were established for the various actions to be performed within the scope of this plan.

1. **Preparedness** – Preparedness actions include activities such as planning - training - exercising - and the acquisition of resources necessary to support implementation of response. Preparedness also includes developing public information programs and warning systems.
2. **Response** – Response actions are taken before - during - or after an emergency/disaster to save lives - minimize damages - and enhance recovery operations. Such measures include activation of: emergency operation centers - plans and procedures - arrangements and agreements - the emergency alert system - public warning - notification of public officials - provision of mass care - shelter - search and rescue - and security.
3. **Recovery** – Recovery actions are short-term to return vital life-support systems to minimum standards - and long-term to return life to normal or improved levels. Such measures include damage assessment - supplemental assistance to individuals and public entities - assessment of plans - procedures - arrangements - and agreements - and the development of economic impact studies and methods to mitigate damages.
4. **Mitigation** – Mitigation actions may be taken to eliminate or reduce the impact of a disaster. Such measures include zoning and land-use measures - formulating and enforcing building codes that recognize the hazards faced by the community - public education about hazards and protective measures - hazard and vulnerability analysis - and preventative health care.

C. Activation Levels of Emergency Management

To assist local officials in making the most timely and efficient response - there are four emergency activation levels in sequence from levels 1 through 4 based on a corresponding escalation of the severity - complexity - and consequences from an incident. Steady state is defined as Level 5. The activation levels are defined in Appendix 4 to the Basic Plan. Also identified are the response procedures - emergency notifications - and EOC activation procedures that follow.

D. Declaration of a Local Emergency

Whenever the threat or actual occurrence of a disaster is - or threatens to be - of sufficient severity and magnitude to require significant expenditures and a coordinated response in order to prevent or alleviate damage - loss - hardship - or suffering - the Chief Elected Official will declare an emergency subject to a majority vote by the City of Pacific Board of Aldermen. The Pacific EMD shall subsequently advise SEMA and The Counties EMA/OEMs following the declaration of a local emergency. Appendix 6 of the Basic Plan contains a sample

copy of the Emergency Government Proclamation and/or Resolution of a State of Emergency.

A local emergency should be declared when a coordinated response among several local agencies/organization must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster. When local and county resources are insufficient to cope with the effects of a disaster - the County Emergency Management Director will request state assistance through SEMA.

E. Response Priorities in a Major Emergency/Disaster

1. Self-Preservation

Protection of City employees (including dependents) and assets from the effects of a disaster would be the first priority. The expectation would be that the employee's family would be prepared to be self-reliant after the initial incident in order for the employee to provide timely lifesaving services and other critical operations as effectively and with as little interruption as possible. Self-preservation includes actions taken immediately before, during and after an event. Employees and public at large are encouraged to obtain training.

2. Lifesaving/Protection of Property

This is a focus on efforts to save lives of persons other than City employees and their dependents. It may include prevention or mitigation of major property damage if results of such damage would likely present an immediate danger to human life.

3. Unit Reconstitution

Unit reconstitution is the recall of critical employees, if the incident occurs during non-working hours, and the collection, inventory, temporary repair and allocation of City assets in order to provide prompt and sustained operations in response to a disaster. This would include activation of the City EOC for the purpose of coordinating emergency response activities.

4. Emergency Food and Shelter

Provision of immediate food and shelter for disaster victims, primarily through the American Red Cross with coordination of the EOC, would become an immediate priority.

5. Restoration of Infrastructure

Restoration of the City's critical infrastructure (utilities, roads, bridges, buildings, etc.) would be a prime concern that would require the coordination of local, State, and Federal agencies with the private sector.

6. Statutory Response

Providing a partial or full range of City services beyond that of lifesaving and security, law enforcement, etc. Included under statutory response is City support to other units of local government in their assigned missions, coordinating

additional resources, declaring a state of emergency, and requesting State and Federal assistance.

7. Recovery

Restoration of lost or impaired capabilities caused by the effects of the disaster or emergency to include a return to normal operating conditions and provision of non-emergency services to the public.

F. Inter-Jurisdictional Relationships

1. Municipalities

- a. Under the provisions of Chapter 44 RSMo, each Missouri jurisdiction shall establish an emergency management agency and appoint an Emergency Management Director.
- b. The chief executives of the incorporated cities within each County are responsible for the direction and control of their local resources during emergencies.
- c. The chief executives of the incorporated cities are responsible for requesting additional resources not covered under mutual aid for emergency operations. Such State requests for assistance shall be directed to the SEMA Emergency Management Agency, with copies to Franklin County Emergency Management Agency and/or St. Louis County OEM, including any requests for a state declaration of emergency or presidential disaster declaration.

2. Special Service Districts

These districts provide services such as ambulance, education, water delivery systems that are not available from City of Pacific. They are governed by an elected Board of Directors and have policies separate from City and County Government. They often overlap City and County boundary lines and serve as primary responders to emergencies within their service delivery districts. They are responsible for coordination of policies, plan development, and operations activity through designated representatives.

3. Private Sector

Business and industry, volunteer organizations and the public can augment disaster response by local government agencies. The private sector is encouraged to maintain a disaster business contingency plan.

4. Business and Industry

The Director or Coordinator of the EMA will perform coordination efforts with business and industry. This will include providing appropriate assistance in

actions taken by industry to meet State regulations in emergency preparedness and businesses that provide essential services such as utility companies. Schools, hospitals, nursing/care homes and other institutional facilities are required by Federal, State or local regulations to have disaster plans.

5. Volunteer Organizations

These organizations will provide specialized services in emergency situations. The City of Pacific will generally work with these organizations through established formal (preferred) and informal agreements. In the preparedness time frame, essential training programs will be coordinated by the sponsoring agencies, such as the American Red Cross, Salvation Army, United Way, church groups, amateur radio clubs, etc. A current initiative within the County is COAD, Community Organizations Active in Disasters.

6. Public

The public shall be provided available educational/instructional materials and presentations on subjects regarding safety practices and survival tactics for the first three days (72 hours) of a disaster. Programs such as Community Emergency Response team (CERT) may be an integral part of the City Emergency Management outreach program.

7. Mutual Aid

State law grants permission for local governments to enter into Mutual Aid Agreements with public and private agencies in accordance with their need. Personnel, supplies and services may be utilized by a requesting agency if the granting agency cooperates and extends such services.

G. Standardized Tools

1. WebEOC

a. Missouri WebEOC is an online tool for information sharing and resource request tracking during emergencies, disasters, significant events and daily operations. It provides all jurisdictions to work with a common operating picture and real time situational awareness of events affecting their region and the state. Information entered is displayed in real time and visible to other WebEOC users. The Pacific EMA utilizes this tool as necessary.

2. Salamander

a. Salamander is an online tool which supports management of incidents and events of all sizes. It is "the" specified application for Missouri SEMA EMPG grant recipients for relevant asset, personnel and resource tagging, tracking and reporting. The Pacific EMA and Police Department utilize this tool as necessary.

VI. ROLES AND RESPONSIBILITIES

A. **Emergency Support Functions**

The Emergency Support Functions (ESFs) are a grouping of government and certain private-sector capabilities into an organizational structure to provide support - resources - program implementation - and emergency services that are most likely to be needed during incidents. The following ESFs are addressed in this plan:

- ESF #1 - Transportation
- ESF #2 - Communications
- ESF #3 - Public Works and Engineering
- ESF #4 - Firefighting
- ESF #5 - Information and Planning
- ESF #6 - Mass Care - Emergency Assistance - Temporary Housing - and Human Services
- ESF #7 - Logistics
- ESF #8 - Public Health and Medical
- ESF #9 - Search and Rescue
- ESF #10 - Oil and Hazardous Materials
- ESF #11 - Agriculture and Natural Resources
- ESF #12 - Energy
- ESF #13 - Public Safety and Security
- ESF #14 – Long-Term Recovery (aka Cross-Sector Business & Infrastructure)
- ESF #15 - External Affairs

The typical scope of each ESF is included in Appendix 2. Each ESF is composed of primary and support agencies. The Counties and the City of Pacific - identify primary departments based on authorities - resources - and capabilities. Support agencies are assigned based on resources and capabilities in each functional area. Additional discussion on the responsibilities of the primary departments and/or support agencies can be found in the ESF annexes.

B. **Responsibilities**

1. Specific groups - departments/agencies - and individuals will be assigned primary and/or support responsibilities to prepare for and to perform each of the emergency support functions listed previously. Those having a primary responsibility have been designated the ESF Coordinator for that ESF. In some cases - the ESF will be assigned to a county official or agency - while others to city agencies or a combination thereof. Assignments for the City are identified in charts in Appendix 1 to this

Basic Plan. These charts are general in nature and should not be considered all inclusive.

2. The ESF Disaster Task Assignment to be performed by each active Agency/Department is included in the Direction and Control section Annex A, Appendix 2.
3. It will be the responsibility of those agencies and individuals having primary and/or support responsibilities to develop and maintain Standard Operating Guidelines (SOGs) and checklists which detail how their assigned responsibilities will be performed to implement the plan.
4. Departments/Agencies tasked with emergency responsibilities must address the needs of the whole community. The needs of the access and functional needs population and others who are at-risk should be specially addressed (for example - providing transportation - medical - and other emergency support to include but not limited to: individuals with disabilities - people from diverse communities - older adults - children - women in late stages of pregnancy - and the non-English speaking population). See ESF #6 for further information.

VII. DIRECTION AND CONTROL

A. Pursuant to PSMO Chapter 44, the head of the emergency mitigation, preparedness, response and recovery efforts shall be the Mayor of the City of Pacific. Direction and Control of the emergency mitigation, preparedness, response and recovery effort shall be vested in the Mayor of the City of Pacific who, assisted by the City Administrator, Chief of Police and EMD/EMC, shall be responsible for the prompt, efficient execution of the emergency management plan, or so much thereof as is necessary to:

- a. Enforce all rules and regulations relating to Emergency Management.
- b. Act as an agent of the Governor of the State of Missouri and take control of all means of transportation (other than railroads, and railroad equipment and fuel) and supplies and all facilities including buildings and plants. He/she will exercise all powers necessary to assure the safety and protection of the civilian population.
- c. Request State and/or Federal assistance.
- d. Establish a general curfew.
- e. Close business and/or public establishments/areas.
- f. Restrict the sales of alcohol, firearms and ammunition, and/or combustible products.
- g. Prohibit the carrying of instruments capable of producing bodily harm.
- h. Establish economic controls.

- i. Direct the use of all public and private health, medical, and convalescent facilities, and their equipment, for emergency health and medical care of injured persons.
 - j. Control the operation of utility services.
- Other orders as are imminently necessary for the protection of life and property.

B. The Emergency Management Director (or delegate, e.g. EM Coordinator) will:

1. Brief appropriate officials and new employees on their roles in emergency management.
2. Coordinate all emergency management activities including lead EOC activities when operational.
3. Make decisions on routine day-to-day matters pertaining to emergency management.
4. Maintain this emergency operations plan and related policies and procedures.
5. Advise elected officials on courses of action available for major decisions.
6. Act as liaison with other local, state and federal emergency management agencies.
7. Ensure the proper functioning of the EOC and coordinate EOC operations (see ESF #5 for further responsibilities pertaining to the EOC).
8. Instigate tests and exercises to familiarize EOC staff and response personnel with emergency management operations.
9. Other duties as outlined in the local ordinances, court orders and agreements.

C. Direction and Control will originate from the EOC when activated.

D. The EOC will be staffed according to the level of emergency (see Appendix 3 to this Basic Plan).

VIII. **CONTINUITY OF GOVERNMENT**

Continuity of Government (COG) is essential to provide services under the threat or after the occurrence of any disaster or emergency - and reduces or mitigates disruptions to government operations. COG achieves a timely and orderly recovery from an emergency to restore full government services to the residents of the City. COG consists

of the following elements and should be included in a Continuity of Operations Plan (COOP) for all levels of government.

A. Lines of Succession

1. The line of succession for the City of Pacific, MO is the Chief Elected Officer (aka Mayor), followed by the Acting Board President, followed by the Chief of Police, followed by the Chief Administrative Assistant (aka City Administrator).
2. The line of succession for the Pacific Emergency Management Agency (EMA) is the Emergency Management Director (EMD), followed by the Chief of Police, followed by the Assistant Chief of Police, followed by the Pacific City Administer.
3. The individual or agency responsible for each Emergency Support Function (ESF) must establish a line of succession and ensure that all departmental personnel and the Emergency Management Director are informed of this line of succession.
4. Unless otherwise specified - it is understood that the line of authority is the same as the identified line of succession for each key position. The authority to make decisions is automatically delegated to the next successor as identified in the line of succession. Each key position shall pre-delegate authorities for making policy determinations and decisions. See each department/agency Continuity of Operations plan for further information.
5. In the event circumstances resulting from a disaster prevent a political entity from performing effective operations - the next higher political subdivision may assume authority until that political entity is able to adequately resume operations.

B. Emergency Operations Center

When an emergency occurs - centralized direction and control is required to facilitate coordinated responses by the Chief Executive and key staff - emergency support service personnel - and representatives of private sector organizations - or individuals who have assigned emergency responsibilities. The most effective way to exercise direction and control under emergency conditions is to provide a single site for key officials - an Emergency Operations Center - or EOC.

1. The Counties and their incorporated subdivisions are separate entities and may control operations from separate EOCs. If the incorporated

subdivisions do not have an emergency management organization - the county will assume that role upon request.

2. In the event of a widespread emergency situation – The Counties will direct and control operations from location to be determined - hereafter designated as the primary emergency operations center (EOC). Communications is available at this location as well as a backup generator. Space will be provided in the EOC for the chief executive and principal advisors - the ESF Coordinators - and other supporting agency representatives and organizations. Space for briefing the media will be available but separate from actual operations rooms. Additional operational details can be found in the City Emergency Management EOC Manual.

3. Municipal Emergency Operations Centers:

City of Pacific - The primary EOC is within the Police Department, 300 N Hoven Dr., Pacific, MO 63069 (Lower Level).

The alternate EOC is in Pacific Fire Protection District Station 1, 910 W Osage St., Pacific, MO 63069. Radio communications are available through the police department and the City has a backup portable generator available for City Hall.

C. Preservation of Vital Records

1. Vital records for the City of Pacific are either written or stored on cloud storage or servers disc. A storage vault is in City Hall.
2. In order to provide normal government operations after a disaster - all vital records of both a public and private nature must be protected and preserved. These would include legal documents - property deeds - tax records - etc. The following guidelines will apply:
 - a. Certain records and documents are vital to the continuance of government following a major disruption of normal activities due to a disaster. These records and documents are to be identified by officials responsible for their day-to-day maintenance.
 - b. Resources from local government will be allocated to provide for one or more of the following options: (1) duplication of all such records or (2) timely movement to secure or safe areas outside the danger area - and/or the development of secure and safe storage areas elsewhere in the jurisdiction.

3. Each emergency support service (i.e. - Law Enforcement, Fire and Public Works) must establish guidelines to protect records deemed essential for continuing government functions and the conduct of emergency operations.
4. Further information on preservation of records can be obtained by contacting the Secretary of State's Office in Jefferson City, MO.

D. Military Support

Officials of the City of Pacific Government may determine that the City requires the assistance of Missouri Army and/or Air National Guard units during the conduct of emergency operations. If so, the City of Pacific Emergency Management Director will notify the Mayor of the City of Pacific, who, if he/she concurs, must request such military assistance from the Governor of Missouri.

Requests for National Guard support will be submitted in writing to the Governor. In case of extreme urgency, requests may be made by the most expeditious means available through SEMA, and later confirmed in writing.

When units or individuals of the Missouri National Guard are ordered to State emergency duty in support of civil authorities, their orders will specify the general or specific missions and the local civil officer (e.g. County Presiding Commissioner, Mayor, Sheriff, Municipal Police Chief, Fire Chief, etc.) to whom the National Guard Commander will report for direction and to receive the mission to be accomplished. Command, operational control, and accomplishment of the mission are the responsibility of the National Guard Task Force Commander. Civil authorities remain responsible for the general maintenance of law and order, and any other activities that may be required due to the emergency. Under these conditions, National Guard units and their personnel are "in support of civil authorities." All directives for the establishment of "martial law" will be at the determination of the civil authorities unless superseded by the Governor.

Commanders are responsible only to their superiors within the National Guard Chain of Command. When acting in support of civil authority, the commander(s) will accept missions from the appropriate civil authorities and execute those missions utilizing the methods and resources the National Guard commanders deem necessary.

The maintenance of law and order within a political subdivision is the responsibility of the local duly elected or appointed civil authorities. When National Guard Forces are ordered by the Governor to provide military support to those civil authorities, the National Guard forces will obey and execute that order with the understanding that they are assisting local authorities in the performance and accomplishment of their

duties and functions. Civil officials are and will remain in charge and will continue to exercise the normal functions of their particular office.

IX. **ADMINISTRATION AND LOGISTICS**

- A. Whenever possible - procurement of necessary resources will be accomplished using normal - day-to-day channels.
- B. During unusual situations when such constraints would result in the loss of life and property - normal requisition guidelines can be circumvented. This will be done under the authorities and by the guidelines set forth in the local ordinances.
- C. Accurate records of all actions taken in an emergency are essential for determining mitigation activities and training needs - as well as for settling possible litigation. Each department head - including the individual responsible for an emergency function - must keep detailed - accurate records of all actions taken during an emergency.
- D. Agreements and understandings with other local jurisdictions - higher levels of government - and other agencies will be utilized to supplement local resources should an emergency situation exhaust the capabilities of the City. Requests for such assistance will be made in accordance with negotiated mutual aid agreements and understandings. All such agreements should be formalized in writing whenever possible.
- E. Disaster assistance from the state or federal government will be utilized in accordance with their provisions and statutes. Requests for such assistance will be made in accordance with the guidelines set forth in Appendix 5 to this Basic Plan.
- F. Logistics matters have been addressed in ESF #7 Logistics. The ESF #7 Coordinator will identify critical resources available in the City. This list will be expanded to include critical resources and those available from neighboring jurisdictions and the state and federal government. Guidelines for the inventory - storage - and maintenance of resources - including donations and services of the private sector - will be as specified in the appropriate annexes or SOGs.
- G. 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.

X. **PLAN DEVELOPMENT AND MAINTENANCE**

A. Plan Review

Review and written concurrence of this plan and its annexes will be accomplished as follows: Each agency/department of government and private sector organizations assigned emergency responsibilities will review this plan. Each designated ESF Coordinator is responsible for the review and maintenance of their assigned ESF Annex. All will report their concurrence to the Emergency Management Director. The jurisdictions' chief elected official and the Emergency Management Director will sign the promulgation document for all departments, and the Chief of Police as the responsible official for the EOC, Law Enforcement and Emergency Communications.

The Emergency Management Director will instigate a bi-annual review of the plan by all officials and agencies. The Director will ensure that necessary changes and revisions to the plan are prepared - coordinated - published - and distributed. NIMS/ICS protocols shall be followed. The Director will then provide a copy of the plan revisions to all organizations/agencies assigned responsibility for implementation of the plan.

B. Training and Exercises

The City shall arrange for all training related to emergency management. This shall be accomplished either internally if valid credentials exist, or to be coordinated and scheduled through The Counties' Office of Emergency Management/EMA. County Emergency Management offers training to all agencies on preparedness - response - recovery - mitigation - hazardous materials - debris management - terrorism - and other issues. The training offered is conducted through the SEMA training section - American Red Cross - the Local Emergency Planning Committees - Fire Department - and any other organization offering training.

The City of Pacific Emergency Management Agency recommends courses for all Incident Management organizations and personnel to ensure NIMS compliance at all levels of response. Courses recommended are all necessary incident management courses for City department managers, and other key personnel, e.g. Leadership and Supervisors. A City-wide NIMS/ICS Training Plan guide exists.

Exercises are a key component in improving all-hazards incident management. Various City of Pacific departments participate in an ongoing basis in a range of exercises - including multi-disciplinary and multi-jurisdictional exercises that are designed to improve integration and interoperability. These exercises are integrated in an annual Training and Exercise Planning Workshop (TEPW). The

Homeland Security Exercise Evaluation Program (HSEEP) will be used for developing - delivering - and evaluating exercises.

This plan will be activated once a year in the form of a simulated emergency, or at minimum a table-top exercise, considering actual events in order to determine if revisions can be made that would improve disaster response and recovery operations. This will also provide practical controlled operations experience to those who have EOC responsibilities. This will be done by the Emergency Management Director with the approval of senior officials.

C. After Action Review (AAR) and Corrective Action Plan

After each exercise, incident and planned event, the lead agency will conduct an evaluation of the effectiveness of the exercise. All major stakeholders shall contribute to this process. As applicable, assistance from The Counties' OEM/EMA and/or other relevant agencies will be requested.

XI. AUTHORITIES AND REFERENCES

A. See Section 4 of the Basic Plan.

APPENDICES

- Appendix 1 – City of Pacific Emergency P and S Chart
- Appendix 2 – Emergency Support Functions (ESFs)
- Appendix 3 – Emergency Types and Scope
- Appendix 4 – Emergency Activation Levels and Control Procedures
- Appendix 5 – EOC Activation Procedure
- Appendix 6 – Emergency Declaration
- Appendix 7 – Requesting State Assistance
- Appendix 8 - General Director/Dept. Head Responsibilities
- Appendix 9 – ICS Forms Overview
- Appendix 10 – Glossary of Terms and Acronyms

CITY OF PACIFIC EOP SECTION
HAZARD ANALYSIS

This section is designed to provide an overview of the hazards that could affect the City of Pacific. In general, hazards can be placed into two (2) categories: Natural and Technological. Note: Those identified by an asterisk are considered to be high-risk hazards for Pacific.

I. NATURAL HAZARDS

A. Tornado*:

Since Missouri lies in the heart of the nation's "tornado alley," its residents are particularly vulnerable to tornadoes. Seventy percent (70%) of Missouri's tornadoes occur during the months of March, April, May and June, but a tornado can occur at any time of the year. Pacific has had a confirmed tornado in the past.

B. Winter Storms*:

The average January low is 21.6 degrees Fahrenheit. Temperatures have been known to drop below zero and feel lower with wind chills. Although excessive snowfalls with prolonged severe cold or storms producing blizzard conditions are rare in Missouri, they do occur. Most snow usually falls during the months of December, January, and February. Average annual snowfall is noted to be 14.5 inches. A large winter storm accompanied by severe cold could cause numerous secondary hazards such as: power failure, transportation incidents, and fuel shortages.

C. Floods*:

Flooding is a potential risk in the City of Pacific. The biggest threat is the Meramec River. In recent years, Franklin County and the City of Pacific have been included in Presidential Declarations for disaster assistance in 2017, 2016 and 2011. Although floods are the number one weather-related killer in the United States, the City of Pacific fortunately had no flood-related deaths.

D. Earthquake:

Although earthquakes in the Midwest occur less frequently than on the west coast, the threat of earthquake affecting Missouri is high. In the event of a magnitude 7.6 earthquake along the New Madrid seismic zone, the City of Pacific could experience an intensity of VI on the Modified Mercalli Scale. Additional information on this disaster is contained in Hazard Annex AC Earthquakes.

E. Drought:

1. Drought is defined as a prolonged period with no rain that can affect agricultural areas and impact water supply systems. Because of its geographical location and characteristic weather patterns, Missouri is vulnerable to drought conditions. Agricultural droughts are the most common of record, particularly those inflicting damage to corn crop yields.

2. The Department of Natural Resources has divided the state into three regions which are prioritized according to drought susceptibility: Region A - slight, Region B - moderate, Region C - high. The City of Pacific is located in Region C. Region C has high drought susceptibility. In this region, surface water sources usually become inadequate during extended drought. Groundwater resources are normally poor and typically supply only enough water for domestic needs. Irrigation is generally not feasible. When irrigation is practical, groundwater withdrawal may affect other uses. Surface water sources are used to supplement irrigation supplied by groundwater sources.

F. Heat Wave*:

A heat wave is defined by the National Weather Service as three consecutive days of 90 degree Fahrenheit plus temperatures. These high temperatures generally occur from June through September but are most prevalent in the months of July and August. When heat indexes of 105 degrees are reached for a large portion of the state, the Missouri Department of Health will announce a hot weather health advisory, warning or emergency depending upon the duration. Heat waves are often a major contributing factor to power outages (brownouts, etc.) as the high temperatures result in a tremendous demand for electricity for cooling purposes. The average high July temperature for Pacific is 88.7 degrees Fahrenheit.

G. Wildfire:

A wildfire is the uncontrolled burning in grasslands, brush, or forest/woodlands. The majority of fires and the greatest acreage loss will occur during the spring fire season, which is normally between February and May and July, August and September. This hazard tends to be lower-risk for Pacific.

II. TECHNOLOGICAL HAZARDS

A. Hazardous Materials Incident:

The City of Pacific is prone to hazardous materials incidents from both fixed containment sites and transportation accidents. There are numerous fixed facilities that store/use hazardous materials. Several major transportation routes cross through the county and city, which include the following

2 Major Highways: Interstate 44 and BL-44/US Route 66)

2 Rail lines: Union Pacific Railroad and Burlington Northern

1 Pipeline: Conoco/Phillips 66

Further information on this disaster is contained in Hazard Annex AD Hazardous Materials.

B. Transportation Accident:

Mass transportation is defined as the means, or system, that transfers larger groups of individuals from one place to another. The important key is that we are discussing transportation accidents involving the public, not materials (see hazardous materials incidents). Thus, mass transportation accidents include public airlines, railroad passenger cars, metro rail travel, tour buses, city bus lines, school/church buses, and other means of public transportation.

C. Dam Failure

There are one hundred thirty-four (134) dams located in Franklin County. The City of Pacific could be affected by dams in Franklin County. The hazard rating is based on the contents of the downstream environment zone (permanent dwellings, public buildings, campgrounds with permanent water/sewer/electrical services, industrial buildings, etc.). The partial or complete collapse of any of these dams has the potential to cause downstream flooding problems in the county.

D. Urban and Structural Fire

Fire is the primary cause of accidental death in the United States, surpassing floods, automobile accidents and other disasters (20 times more deaths are caused by fire than by floods, hurricanes, tornadoes and earthquakes combined). Fires are by far the most frequent hazard that will affect Franklin County and the City of Pacific. Fires may be accidental (lightning) or intentional (arson) and have the potential to cause major conflagrations, leading to secondary hazards, such as a hazardous materials incidents.

E. Power Failure

This type of incident involves any interruption or loss of electrical service due to disruption of power generation or transmission caused by accident, natural hazards, equipment failure, or fuel shortage. A significant power failure would require the involvement of the emergency management organization to coordinate provision of sheltering, heating/cooling, etc.

F. Civil Disorder

Any incident intended to disrupt community affairs and requiring police intervention to maintain public order and arrests. Although, the target areas of strikes are generally more easily defined, areas subject to riots or demonstration may encompass large portions of the community. The types of facilities that could be targets of such activities include government buildings, military bases, schools/universities, and correctional facilities.

G. Terrorism

1. Terrorism as defined by the FBI includes: "the unlawful use of force or violence, committed by a group(s) of two or more individuals, against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives." According to the FBI there are two types of terrorism: Domestic Terrorism and International Terrorism.

2. Terrorism can take place in various forms, depending on the technological means available to the terrorist group, the nature of the political issue motivating the attack, and the points of weakness of their target. Potential terrorist actions include: bombings, airline attacks, biological/chemical attacks, infrastructure attack, arson, and kidnappings/assassinations.
3. Although this state has identified several different extremist groups operating here, there have been no indications of any specific terrorist activities. The potential does remain for some new extremist and/or terrorist group to move into the state. An open society such as ours, which is dependent upon technology for its continued smooth operation, remains a potential target for terrorists.

Further information on this disaster is contained in Hazard Annex AE Terrorism.

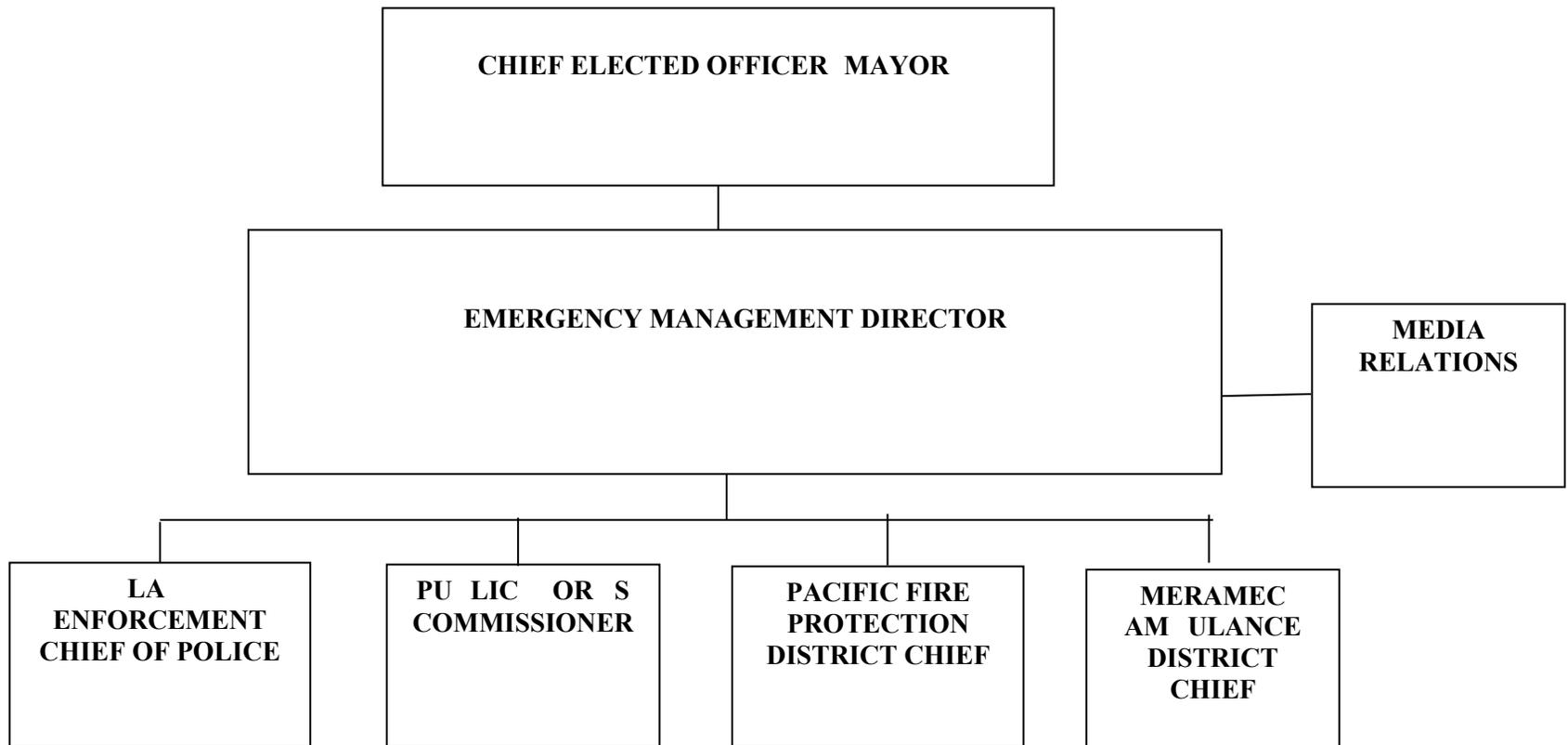
I. Public Health Emergency

1. Public health emergencies can take many forms - disease epidemics, large-scale incidents of food or water contamination, or extended periods without adequate water and sewer services. There can also be harmful exposure to chemical, radiological or biological agents, and large-scale infestations of disease-carrying insects or rodents - to name just a few. Public health emergencies can occur as primary events by themselves, or they may be secondary events to another disaster or emergency, such as flood, tornado, or hazardous material incident. The common characteristic of most public health emergencies is that they adversely impact, or have the potential to adversely impact, a large number of people. They can be statewide, regional, or localized.
2. In particular, two public health hazards have recently emerged as issues of great concern, with far reaching consequences. One would be the intentional release of a radiological, chemical, or biological agent, as a terrorist act of sabotage, to adversely impact a large number of people. The second hazard would be a deadly flu outbreak (influenza pandemic) that could kill or sicken thousands of people across the country or around the globe, as in the case of the Spanish Flu epidemic of 1918-19. Such a pandemic could occur either by a natural means, or man-caused as a bio-chemical terrorist activity.

More recently the world has experienced the COVID-19 pandemic which shows our vulnerability to this hazard type, as well as our medical and humanitarian readiness to respond and recover.

CITY OF PACIFIC EOP SECTION
DISASTER COMMAND STRUCTURE

- *Often described as Direction and Control (D&C) - the system for managing resources, analyzing information and making decisions in an emergency. D&C is typically implemented via a standardized Incident Command Structure (ICS) or a variation which incorporates Emergency Support Functions (ESF).
- This EOP presents typical, default structures. The exact per incident D&C construct shall be determined by the on-scene Incident Commander and the EOC Command as a function of the nature of, and the complexity of, the real-time disaster.



STANDARD I ED ASIC INCIDENT COMMAND STRUCTURE



* See ESF#5 Information and Planning – Emergency Management Attachment 1 in Appendix 2 for a more complete chart.

CITY OF PACIFIC EOP SECTION 4
LEGAL AUTHORITIES

Federal Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
Federal Public Law 99-499, SARA, Title III
FEMA's "planning guidance, CPG 101: "Developing and Maintaining Emergency Operations Plans.
September 2021, Version 3.0
Presidential Decision Directive 39 (PDD-39), U.S. Policy on Counterterrorism
Homeland Security Presidential Directive 5 (HSPD-5) dated February 28, 2003
Revised Statutes of Missouri, Chapter 44, as amended
Revised Statutes of Missouri, 49.070
Revised Statutes of Missouri, 49.160
Missouri Defense Act of 1959, Ordinance 816, dated August 16, 1960
Missouri Code of Regulations, Title 11, Division 10, Chapter 11
State of Missouri Emergency Operations Plan, as amended
SEMA's "Missouri All-Hazard Emergency Planning Guidance," as amended
SEMA's "Missouri Hazard Analysis," as amended
Missouri Code of State Regulations, Chapter 292, Spill Bill
State of Missouri SEMA Circular #00.9 (revised), Duties of Local Emergency Management Directors,
05/2013
Federal Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as
amended
National Contingency Plan (NCP), as amended
Federal Resource Conservation and Recovery Act, as amended
Federal Occupational Safety and Health Administration Regulations, see CFR Part 1910.120, as amended
Revises Statues of Missouri, "Hazardous Substances in the Workplace," Sections 292.600-292.625, as
amended
Franklin County Court Order establishing the Franklin County Emergency Management Agency,
September 22, 1983
Franklin County Commission Order adopting the Franklin County Emergency Operations Plan, February
12, 1991
Franklin County Commission Order establishing NIMS as the countywide emergency response standard,
July 26, 2005
Dept. of Homeland Security, National Response Framework dated October 28, 2019, Fourth Edition
City of Pacific eCode Chapter 215 Curfew, 1996 as amended
City of Pacific eCode Chapter 500, Section 500.310 Emergency Measures to Vacate, Etc. Building,
03/18/1997
City of Pacific eCode Chapter 725 Public Utilities Emergency Management, 10/16/2012
City of Pacific Resolution #2020-19 Adopting the 2020-2025 St. Louis Regional All-Hazard Mitigation
Plan, 04/07/2020
City of Pacific Resolution #2006-67 Adopting NIMS as the City standard for Incident Command,
09/05/2006
City of Pacific **Ordinance #** Repealing Title II: Chapter 245 of the Code of Ordinances of the City of Pacific,
and Replacing it with a New Chapter, Thereby Establishing a Revised and Updated Emergency
Management Code for the City of Pacific, 02/21/2023
City of Pacific **Ordinance #** Establishing the Position of Emergency Management Director and Providing
for the Qualifications and Duties Thereof, 02/21/2023
City of Pacific **Ordinance #** Adopting An Emergency Operations Plan, 02/21/2023

Appendix 1 to the BASIC PLAN
CITY OF PACIFIC EMERGENCY SUPPORT FUNCTIONS & RESPONSIBILITY CHART

P = Primary S = Support * = Joint

ESF															14		
P S C art	Transportation																
	Communication																
	Public Utility																
	Fire and Rescue																
	Incident Planning/EM																
	Major Temporary Housing																
	Resource Supply																
	Public Health																
	Search and Rescue																
	Oil and Gas																
	Natural Resources																
	Emergency																
	Public Safety																
	Logistics																
External																	
Pa i i A i D pt .															14		
Mayor						S									S	S	
City Administrator/Staff						S	S	S							S	P*	
Emergency Management	S	S	S	S	P	P*	S	S	S	S	S	S	S	S	S	S	
Police Department	S	S		S	S	S	S		S	S	S	S	P*				
E911 Communications		P*			S		S						S			S	
City Clerk/Admin/Finance					S		P*										
Community Development			S		S	S	S				S	S			P		
Building Department			P*			S									S		
Public Works	P	S	P*	S			P*						S	S			
Parks and Recreation	S		S				S				S						
Tourism						S									S		
City Attorney/Legal					S												
Planning & Zoning			S												S		
Lo al Cou ty A i u r i i t i o															14		
Franklin County Emergency Communications/911		S															

Pacific Fire Protection District		S		P	S	S			P*	P*	S		S			
Franklin County Coroner								S								
Franklin County Health Department						S		P			S	S				
St. Louis County Coroner								S								
St. Louis County Health Department						S		P			S	S				
Central County 911 Dispatch		P*														
Franklin County Local Emergency Planning Committee										P						
St. Louis County Local Emergency Planning Committee										P						
Meramec Ambulance District								P								
Franklin County Highway Department	P															
St. Louis County Highway Department	P															
Franklin County Building & Engineering Department			P*													
Franklin County Sheriff Department														P*		
St. Louis County Sheriff Department														P*		
Franklin County Assessor			S													
St. Louis County Assessor			S													
Franklin County EMA	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	
St. Louis County OEM	S	S	S	S	S	S	S	S	S	S	P	S	S	S	S	
Franklin County Humane Society						S										
St. Louis County Human Society						S										
Stat F ral A i	■	■	■	■	■	■	■	■	■	■	■	■	■	■	14	■
State Emergency Management Agency (SEMA)		S			S		S						S			
MO Dept. of Transportation	S		S													
MO Dept. of Conservation				S												

MO Dept. of Natural Resources			S							S	S				
MO National Guard			S										S		
MO State Highway Patrol	S		S										S		
MO Fire Marshal				S					S	S					
MO Dept. of Family Services						S									
MO Incident Support Teams					S										
FBI													S		
NTSB													S		
DoHS													S		
ATF													S		
Army CoE			S												
DoC MECC							S								
No Go r tal Or a i atio	■	■	■	■	■	■	■	■	■	■	■	■	■	14	■
Utility Service Providers													P		
Churches/Ministerial Alliance	S					S		S							
American Red Cross			S			P*		S							
National Weather Service					S					S					
Union Pacific Railroad	S				S										
BNSF Railroad	S				S										
Mercy Hospital								S							
ARES/RACES		S													
COAD						S									
Salvation Army						S									
United Way						S									
Tri-County Community Senior Center						S									
MVR-III						S							S		
Local Transportation Co	S					S									

Appendix 2 to the BASIC PLAN
EMERGENCY SUPPORT FUNCTIONS (ESF's)

ESF	ESF SCOPE (not all inclusive)
ESF #1 - Transportation	<ul style="list-style-type: none"> > Aviation/airspace management and control > Transportation safety (ground and air) > Restoration/recovery of transportation infrastructure > Movement restrictions > Damage and impact assessment
ESF #2 – Communications and Warning	<ul style="list-style-type: none"> > Coordination with telecommunications and information technology industries > Restoration and repair of telecommunications infrastructure > Protection, restoration, and sustainment of national cyber and information technology resources > Oversight of communications within the incident management and response structures > Facilitation of the stabilization of systems and applications from cyber events
ESF #3 - Public Works and Engineering	<ul style="list-style-type: none"> > Infrastructure protection and emergency repair > Critical infrastructure restoration > Engineering services and construction management > Emergency contracting support for lifesaving and life-sustaining services
ESF #4 - Firefighting	<ul style="list-style-type: none"> > Coordination the support for the detection and suppression of fires > Support to wildland, rural, and urban firefighting operations
ESF #5 - Information and Planning (Emergency Management)	<ul style="list-style-type: none"> > Coordination of incident management and response efforts > Issuance of mission assignments > Resource and human capital > Incident action planning > Financial management
ESF #6 - Mass Care, Emergency Assistance, Housing, and Human Services	<ul style="list-style-type: none"> > Mass care > Emergency assistance > Temporary housing > Human services
ESF #7 – Resource and Supply – Logistics	<ul style="list-style-type: none"> > Comprehensive, incident logistics planning, management, and sustainment capability > Resource support (facility space, office equipment and supplies, contracting services, etc.)

ESF #8 - Public Health and Medical Services	<ul style="list-style-type: none"> > Public Health > Medical surge support including patient movement > Behavioral/Mental health services > Mass fatality management
ESF #9 - Search and Rescue	<ul style="list-style-type: none"> > Structural collapse (urban) search and rescue > Land search and rescue > Water search and rescue
ESF #10-Oil and Hazardous Materials Response	<ul style="list-style-type: none"> > Oil and hazardous materials (chemical, biological, radiological, etc.) assessments and response > Environmental short- and long-term cleanup
ESF #11 - Agriculture & Natural Resources	<ul style="list-style-type: none"> > Nutrition assistance > Animal and plant disease and pest response > Food safety and security > Safety and well-being of household pets
ESF #12-Energy	<ul style="list-style-type: none"> > Energy infrastructure assessment, repair and restoration. > Energy industry utilities coordination > Energy forecast
ESF #13 - Public Safety and Security	<ul style="list-style-type: none"> > Facility and resource security > Security planning and technical resource assistance > Public safety and security support > Support to access, traffic and crowd control
ESF #14-Long-Term Community Recovery	<ul style="list-style-type: none"> > Social and economic community impact assessment > Long-term community recovery assistance to St. Louis County, local governments, and the private sector > Analysis and review of mitigation program implementation
ESF #15 – Emergency Public Information (External Affairs)	<ul style="list-style-type: none"> > Coordinated, timely release of accurate emergency public information and protective action guidance to affected audiences > Interaction with state and local officials to ensure outreach to the whole Community > Media and community relations
ESF #16 - Business & Industry	<ul style="list-style-type: none"> > Coordinate local, state and federal agency actions to provide immediate and short-term assistance for the needs of business, industry and economic stabilization.

Relationship of Emergency Functions with Responsible Organizations and Related ESFs

[Redacted]	[Redacted]	[Redacted]

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Appendix 3 to the BASIC PLAN
EMERGENCY TYPES AND SCOPE

A. **TYPE 1** :

- This type of incident is the most complex, requiring national resources for safe and effective management and operation.
- All command and general staff positions are filled.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Branches need to be established.
- A written incident action plan (IAP) is required for each operational period.
- The agency administrator will have briefings and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.
- EOC activation at Level 1.

B. **TYPE 2** :

- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
- Most or all of the command and general staff positions are filled.
- A written IAP is required for each operational period.]
- Many of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The agency administrator is responsible for the incident complexity analysis, agency administration briefings, and the written delegation of authority.
- EOC activation at Level 2.

C. **TYPE 3** :

- When incident needs exceed capabilities, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the command and general staff positions may be activated, as well as division/group supervisor and/or unit leader level positions.
- A Type 3 IMT or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 IMT.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.
- EOC activation at level 3.

D. **TYPE** :

- Command staff and general staff functions are activated only if needed.
- Several resources are required to mitigate the incident, including the potential of a task force or strike team.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings and ensure the complexity analysis and delegation of authority is updated.
- No written IAP is required but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans including objectives and priorities.
- EOC Activation normally at Level 2 or 3.

E. **Typ** :

- The incident can be handled with one or two single resources with up to six personnel.
- Command and general staff positions (other than the incident commander) are not activated.
- No written IAP is required.
- The incident is contained within the first operational period and often within the hour to a few hours after resources arrive on scene.
- Examples include a vehicle fire, an injured person, or a police traffic stop.
- EOC activation normally at Level 1 or 2.

Appendix 4 to the BASIC PLAN
EMERGENCY ACTIVATION LEVELS AND CONTROL PROCEDURES

I. PURPOSE

To establish emergency activation levels in order to properly activate the Pacific Emergency Operations Center (EOC) for applicable officials, emergency response personnel and related agencies/NGO representatives.

II. ACTIVATION LEVELS

- A. **L 1** – the steady-state of typical, day-to-day activities, monitoring, alerting, and administration performed by EMA and on-duty operational personnel. (For example: weather watches/warnings, road closures)
- B. **L 1** - a small - isolated or potential occurrence that can be handled routinely by one or more departments in the county/city through extra attention - enhanced monitoring or external communications. (For example: the threat of or minor flooding, severe storms, escalating event)
- C. **L 1** - an occurrence that can be handled routinely by one or more departments in the city. It may require resources in excess of those available but - through mutual aid agreements - etc. - the situation should be able to be brought under control in a timely manner. (For example: moderate flooding)
- D. **L 1** - an occurrence that requires a major response and the significant commitment of resources from other local government agencies - but should be within their collective capabilities to control. (For example: major flooding, isolated tornado damage, active shooter event)
- E. **L 1** - an occurrence that requires an extensive response and commitment of resources from all local governments/agencies and would necessitate requesting outside assistance from state or federal agencies. (For example: an earthquake, tornado or flood damaging large areas and/or producing extensive casualties, any incident requiring the evacuation of a significant sized area (Hazmat train derailment))

III. RESPONSE PROCEDURES

- A. The Pacific Communications Dispatcher - upon notification of an emergency - shall notify appropriate response personnel and agencies to respond. To fulfill this task, he/she may have to contact the Central County Emergency 911 PSAP and/or the Franklin County Communications/E911 Center. Additional internal personnel may also be notified per policy or Escalation procedures.
- B. On-scene command and control of the situation will be established by the first,

highest-ranking officer at the scene of the incident. The Incident Command System (ICS) will be implemented, and the Incident Commander (IC) will be responsible for directing response operations.

- C. The on-scene commanding officer will maintain radio contact with the dispatcher to advise of the situation and to request additional personnel, response agencies and/or resources as necessary.
- D. When it becomes apparent to the commanding officer at the scene that control of the incident is beyond the response capabilities of the initial responding agency (e.g., the emergency has escalated from Level 4 to Level 3 or higher) - the officer will instruct the dispatcher to notify the next in command (e.g. Police Chief) of the seriousness of the disaster.
- E. In turn, the Police Chief will advise the Mayor, EM Director and City Administrator of the situation. EOC activation will be determined per Appendix 6 to the Basic Plan.

IV. NOTIFICATION PROCEDURES

A. It is the responsibility of the on-duty dispatcher to notify the law enforcement and fire/EMS department command personal. If necessary - one administrative assistant from each above-mentioned department will be notified, and if required, will report to the EOC and contact all other defined parties within his respective agency.

B. The dispatcher shall have available in the communications center the necessary call-up/notification lists which include schedules, 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. Annex T Personnel and Emergency Contacts is a resource for use.

C. In some cases, it will be the responsibility of the first organization member contacted to notify and/or recall the necessary personnel within that organization to respond to that incident. Therefore, each organization must maintain current internal personnel notification/recall rosters and a means to implement them.

D. Depending upon the type of emergency - the on-duty dispatcher or EMD will notify special locations such as schools, nursing homes, factories and places of public assembly by using all methods as outlined in the Annex B Communications and Warning.

E. It is the responsibility of the EOC staff, in conjunction with the Communications Dispatcher for radio and dispatch phone messages, to keep a log of all messages received and sent (See Appendix 10 to the Basic Plan for EOC Message Handling.)

F. Operational procedures/checklists will be established and utilized.

G. Situations requiring notification that are not covered by these checklists will be handled on a case by case basis by the Chief of Police and/or EM Director and assigned staff.

Appendix 5 to the BASIC PLAN

EOC ACTIVATION PROCEDURE

I. PURPOSE

- A. The purpose of this procedure is to establish policy regarding the proper guidelines in how the Emergency Operations Center (EOC) will activate, organize and conduct multi-agency coordination during an emergency or disaster event.

II. SCOPE

- A. These guidelines apply to The City of Pacific, its departments, and private sector response and recovery partners. These guidelines are limited to an incident, disaster, or catastrophe occurring solely within the jurisdictional boundaries of City of Pacific.

III. EOC OVERVIEW

- A. The Pacific, MO primary EOC, 300 N Hoven Drive, Pacific, MO 63069 is the centralized facility through which the operational area responders will coordinate all emergency services. It will function 24 hours a day, and is equipped to direct and control emergency operations, as well as communicate with all necessary adjacent, state and federal agencies. The EOC is the focal point of community disaster response, serving as the central point for such functions as:
 - 1. Coordination with local government and the MAC Group within the operational area.
 - 2. Providing support for resource allocation and plan development for field operations.
 - 3. Information gathering, dissemination and situational awareness within the operational area.
 - 4. Reporting of information to the regional or state level.
- B. If circumstances force a venue change from the primary EOC, the Emergency Management Director (EMD) will order activation of the Alternate EOC located at Pacific Fire Protection District Station 1, 910 W Osage St, Pacific, MO 63069.

IV. EOC ACTIVATION AND GUIDANCE

- A. The Pacific EOC shall be activated according to the trigger scenarios defined in the City of Pacific, MO EMA Public Information (PI) Alerting and Warning Plan dated 10/19/2022.

- B. The Pacific EOC shall also be activated upon all formal City of Pacific Emergency Government Proclamations and/or Resolutions of a State of Emergency.
- C. Additionally, the Pacific EOC may also be activated upon at least 2 positive inputs from the following: the Mayor, the EMD, the Chief of Police and the City Administrator (or their assigned delegates at the time of the incident).
- D. In general, the decision to activate the EOC will be a function of:
 - 1. The type and nature of the incident. Relevant variables include the expected duration and complexity of the event, the number of organizations which shall be included in the response, the estimated degree of damages and safety concerns relative to the Citizens.
 - 2. Inputs from other 1st responding agencies, nearby EOC's, SEMA, NWS and/or other reliable sources of information.
 - 3. Normally, the EOC would not be activated for Emergency Activation levels 5 or 4 (see Appendix 3 to the Basic Plan for definitions).
- E. Upon EOC activation, notification to all City agencies/departments and response personnel shall commence alerting them of the emergency. The extent of exact personnel to be called-up at this initial notification will be made by the EOC Director and Incident Commander, and may have input from the Chief of Police and City Administrator.
- F. At the time of activation, this EOP shall be put into effect and followed by all responding personnel and organizations involved in the event.
- G. The City Administrator is responsible for execution of policy decisions and expenditures related to emergency operation. He/She shall also be responsible for the continuity of the City Government operations and will oversee the dissemination of public information.
- H. EMA and EOC staff members, as well as all Command posts, are responsible for logging all emergency operations activity, including all assignments, conversations, and requests for assistance and status reports. The locations of equipment and personnel shall be tracked and monitored. Activity logs (ICS Form 214) must be always available to EOC and ICS staff.
- I. The EOC Director shall notify the respective County EMA organization(s), and the SEMA Region C representative that the EOC has been activated:
 - 1. Franklin County EMA, Director's cell (636) 584-1011, or Franklin County Dispatch (636) 583-2567 ext. 3 and request the FCEMA Director.

2. St. Louis County OEM, Monday-Friday (except Holidays) between 8 a.m. – 5 p.m. (314) 615-9500. All other hours, call Police Bureau of Communications at (636) 529-8210.
 3. SEMA Regional C Coordinator, cell: 573-645-4590.
- J. Once the emergency situation has been officially declared over, the EOC will be de-activated (closed) and all individuals will be notified. Defined check-out, after-action assessments and other post-event routines will occur in a timely manner.

V. EOC INITIAL RESPONSE FLOODING E AMPLE

- A. Initial field response operations will be led by the Pacific Public Works and supported by the Police and Pacific Fire Protection District. During initial response operations, field responders shall place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. The Incident Command System (ICS) will be used to manage and control the response operations. Initial mitigation and planning actions may be implemented at 18 feet or earlier ahead of predicted impacts at 21 feet and above.
- B. The disaster/event may be controlled solely by emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander (IC) may request that the The Counties emergency operations deployment and/or other resources be activated.
- C. A field report will be provided to the EOC by the lead field responder and shall include information concerning the nature, severity, and extent of the situation. The information will be used to assess the extent of the disaster/event and determine the appropriate level of response for the EOC.
- D. The National Weather Service St. Louis and the NOAA define flooding stages for the Meramec River at Pacific to be: Minor – 15.00 feet, Moderate – 23.00 feet, and Major – 27.00 feet. From experience, the City of Pacific has not been negatively impacted until the water level is roughly 21 feet. Given this, there are three defined EOC activation levels:
 - a. 18 ft (Potential Flood Stage) – The EMD and Public Works Director have been monitoring and tracking the weather event and predictions, and keeping core City leaders and corresponding local agency heads in the loop. At this level, early mitigation and planning activities may commence contingent on real-time, future predictions. Sample actions may include the alerting or activation of various PW personnel, and general informational notification to other City employees.

- b. 20 ft (Initial Flood Stage) – Partial EOC Activation and Departments/public safety/private sector representatives (in advance of actual flooding being imminent), but only those needed to participate on the team addressing the response to the event. This time frame would potentially involve several days until the project is completed.
- c. 26 ft and Above (Major Flood Stage) - Full Activation, which involves notification of all Departments/public safety/private sector representatives to respond to work as a team until the event is brought under control. The time frame would be the majority of each day or even 24/7 for days or weeks. Once the recovery phase begins, the need for a full team would begin to reduce.

VI. NOTIFICATION EMERGENCY ACTIVATION FLOODING E AMPLE

Upon EOC activation, the Police Department office staff will notify all relevant personnel:

- A. Minor Flood Message- The EOC is being activated at (enter time/date here) to an enhanced level 4 activation. Normal EMA and office staff shall monitor river levels hourly and storm activity due to (enter storm/emergency information here). You are NOT requested to respond at this time. Subsequent notification will advise if you are needed to respond.
- B. Moderate Flood Message – The EOC is being activated (at or being upgraded to) a Level 3 partial activation due to (enter storm/emergency information here). The following essential functions are being requested to respond to the EOC: (List ESFs here).
- C. Major Flood Message – The EOC is being activated (at or being upgraded to) a Level 2 full activation due to (enter storm/emergency information here). All ESFs are being requested to respond to the EOC immediately.

If the primary EOC is not available or is inaccessible, the alternate EOC will be activated. Personnel will be advised at the time of notification as to which EOC to report.

Maintenance of the EOC Activation Lists is the responsibility of the Emergency Management Director (EMD).

VII. RECALLED PERSONNEL

When notified of EOC activation, personnel will report to the designated Emergency Operations Center or their pre-defined location per policy, procedure or Department Head instructions. Personnel should be prepared for the possibility of a lengthy stay, which will be dependent upon the nature of the disaster and its expected duration.

VIII. MANAGEMENT ORGANIZATION

During emergency operations, the EOC will follow the Incident Command System (ICS) structure and be organized into five major sections: Management, Operations, Planning, Logistics, and Finance/Admin. All EOC personnel, which include Emergency Support Function (ESF) and EM Support Annexes primary and support agencies, will be organized into one of these five sections. Further details and descriptions are within ESF #5. Below is the ICS/ESF EOC structure (when activated):

COMMAND GENERAL STAFF

- ESF 5 – Information and Planning - Emergency Mgmt and the EOC
- ESF 14 - Long Term Recovery
- ESF 15 – Emergency Public Information
- SA1 – Worker Health and Safety

OPERATIONS

Pu li Sa ty

- ESF 4 – Fire and Rescue
- ESF 8-1 – EMS Ambulance Operations
- ESF 9 - Search and Rescue
- ESF 10 - Hazardous Materials Response
- ESF 10-1 – Petroleum Pipelines
- ESF 13 - Law Enforcement
- ESF 13-1 Shelter-In-Place
- ESF 13-2 Evacuation and Re-Entry
- ESF 13-3 Terrorism

I ra tru tur

- ESF 3 - Public Works and Utilities
- ESF 3-2 – Debris Management
- ESF 11 - Agriculture and Natural Resources
- ESF 12 - Energy

So ial S r i

- ESF 6 - Mass Care, Temporary Housing and Human Services Sheltering
- ESF 8 - Public Health & Medical
- SA5 - Domestic Animal Care
- SA2 - Volunteer Management

PLANNING

- ESF 3-1 - Damage Assessment

LOGISTICS

- ESF 1- Transportation
- ESF 2 - Communications and Warning
- ESF 7 - Resource and Supply Management
- SA3 - Donations Management

FINANCE ADMIN

- ESF 7 – Resource and Supply Management (support)
- SA4 – Financial Management

All sections will participate in the planning process, also known as the Planning "P", (see ESF #5 for further information) coordinated by the Planning Section. Adopted ICS forms will be utilized by all sections as coordinated by the Planning Section.

I . INFORMATION MANAGEMENT

In order to track information within the operation:

- A. Form 214 (Activity Log): these logs provide basic incident activity documentation, and a reference for any after-action report. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

- B. Fill out a Resource Request Form. This form allows the user to initiate a resource request for any needed item. This form is not to be used for resources that are currently available.

RESOURCE MANAGEMENT

Within the Operations Section, resources will need to be requested and moved around the area of operation. Anytime resources are moved, operations sections shall document where move, when by whom.

- A. This Form Allows the user to initiate a resource request for any needed item. This form is not to be used for resources that are currently available “in theater” and accessible by the liaison on the Operations Floor.
- B. A form for Resource Tracking allows Logistics to quickly identify where resources are located and which resources are currently in use.

I. SECURITY

I. PURPOSE

To ensure the security of EOC personnel and the integrity of the Emergency Operations Center during a time of crisis or disaster.

II. ASSIGNMENT

- a. When an incident or crisis occurs that requires the activation of Emergency Operations Center, the police department is responsible for the protection and control of all personnel accessing the EOC.
- b. The Chief of Police or his designate will assign a uniformed officer to the EOC.
- c. The Emergency Management Director/Coordinator or designee will supply the uniformed officer the EOC Staffing Roster and the names of staff assigned to the EOC.
- d. The uniformed officer will maintain security of the EOC, controlling access to EOC staff or personnel authorized entry by EOC staff. The police officer will identify all personnel entering and exiting the operations center and record their name, time-in/time-out, and entering remarks, as necessary (see Entry Log attached).
- e. The uniformed officer may assist the EOC staff, as needed, but will not leave his post until relieved or directed by the City Administrator or Chief of Police.

- f. When the EOC concludes operation and the uniformed officers are released, the officer will deliver the EOC Staffing Roster form to Chief of Police to be incorporated in the official records.

II. FIELD RESPONDERS

Field responders work with their counterpart in the EOC on interface and resource issues.

III. NON GOVERNMENTAL AND PRIVATE ORGANIZATIONS

Many entities are represented in the EOC. These include non-government organizations such as the American Red Cross and Salvation Army. Private organizations/business and local Universities may also be represented. All Partners bring something to the response/recovery effort.

IV. RESPONSE VS. RECOVERY COMPARISON

The transition from response to recovery is a gradual process, the pace and timing of which will depend on circumstances.

V. RECOVERY OPERATIONS

Recovery operations provides for the restoration of critical infrastructure, vital resources, facilities, services, and programs. The ultimate goal of recovery is to restore the community to pre-disaster condition or better. This phase is supported by Recovery Support Functions (RSF) including:

- a. Community Planning and Capacity Building
- b. Economic Recovery
- c. Health and Social Services
- d. Housing
- e. Infrastructure Systems
- f. Natural and Cultural Resources

VI. APPENDICES

1. EOC Security Check-in Log
2. EOC Significant Event Log

App i to t a i Pla

**EMERGENCY GOVERNMENT PROCLAMATION AND OR RESOLUTION OF A
STATE OF EMERGENCY IN COUNTY MISSOURI**

WHEREAS - The City of Pacific - _____ County - Missouri - has encountered _____ conditions - and a threat exists to the lives and property of the people of the City of Pacific - _____ - County - Missouri - and:

WHEREAS - that area within the boundaries of County - Missouri - are immediately threatened with _____ and curtailing the protection of the lives and property contained in _____ County - Missouri - and an emergency exists:

NOW THEREFORE - THE Mayor for the City of Pacific, Missouri - hereby declare that a state of emergency exists, and we hereby invoke and declare in full force and effect in all laws - statutes - of the State of Missouri - and the City of Pacific - Missouri - for the exercise of all necessary emergency authority for the protection of the lives and property of the people of the City of Pacific and the restoration of local government with a minimum of interruption.

As pursuant with Chapter 44 of the Revised Missouri State Statutes - County Court Orders - and City Ordinances - as pertinent to:

All public offices and employees of the City of Pacific - _____ County - Missouri - are hereby directed to exercise the utmost diligence in discharge of duties required of them for the duration of the emergency and in the execution of emergency laws - regulations - and directives both state and local.

All citizens are called upon and directed to comply with necessary emergency measures - to cooperate with public officials. Emergency Management Agency forces in executing emergency operational plans - and to obey and comply with the lawful directions of properly identified public offices.

In witness - we have hereunto set our hand at ____ hours - the ____ day of _____ - 20__ A.D.

Mayor

Witness

App i to t ASIC PLAN
PROCEDURES FOR REQUESTING STATE AND FEDERAL ASSISTANCE

I. STATE AND FEDERAL ASSISTANCE

- A. Assistant from State and/or Federal agencies such as the Department of Conservation - Department of Natural Resources - U.S. Army Corps of Engineers - etc. can be requested directly by calling the appropriate agency (see each Annex of this plan for specific agencies and their contact points.) Requests will be made in compliance with current laws and regulations. State and/or Federal assistance may also be requested through the State Emergency Management Agency (SEMA.)
- B. SEMA Notification
1. SEMA has a 24-hour telephone number to request assistance in a disaster or emergency: (573) 751-2748 or (573) 526-9100.
 - a. Business hours: Your call will be answered by personnel on duty in the SEMA EOC.
 - b. Non-business hours: Leave your name and call back number. Your call will be returned by the SEMA Duty Officer.
 2. If the telephone lines are down - the Duty Officer can still be contacted. The Missouri State Highway Patrol can relay the information to Troop F in Jefferson City by radio. During working hours - the Regional Justice Information System (REJIS) can also be used to transmit messages to the State Emergency Operations Center.

II. NATIONAL GUARD ASSISTANCE

- A. General Facts
1. Requests for such assistance can only be made by the chief elected official or designated successor as outlined in this plan.
 2. The State Emergency Management Agency (SEMA) should be informed prior to making such a request.
- B. Procedures
1. Analyze the situation to determine:
 - a. If threat to life or property still exists.
 - b. To ensure all local resources are committed.

-
2. Make the request directly to the Governor through SEMA by the quickest means possible. If the telephone or radio is used - a hard copy should follow.

Appendix 8 to the BASIC PLAN
GENERAL RESPONSIBILITIES OF THE DIRECTORS/DEPT HEADS/LEADERSHIP

In the event a disaster or threat or emergency crises occurs, it shall be necessary to implement predetermined plans, resources, policies and procedures as outlined in the City of Pacific Emergency Operations Plan. Upon becoming aware of an emergency or threat which will potentially require EOC Activation (i.e. above Type 4 or Level 3), the City’s EM Director or Chief of Police shall designate to which EOC, primary or alternate, activated personnel will report.

Primary EOC N Ho Dr Pa i i MO Lo r L l
Alt r at EOC – Pa i i Fir Prot tio Di tri t Statio O a St.

The following tasks and activities are to be performed in an ongoing fashion as well as during the emergency period by every Department Head or Office Manager as components of the EOP and its Annexes. Appendix 3 to ESF #5 contains a specific listing of Disaster Task Assignments by Department/Agency.

1. Develop a system for alerting all Department personnel of impending emergency situations that includes the following components:
 - a. A specific notification and recall plan for all Department staff and particularly all that have assigned duties in an emergency.
 - b. Identified sections, units and individuals that fulfill specific ESFs.
 - c. When notified of the emergency situation, the respective City Department Heads shall initiate their defined notification/recall procedures in order to alert and mobilize sections or individuals of the Department, as might be necessary.
2. Maintain a current line of succession for leadership of Department functions if key personnel are unavailable.
3. Designate a primary assembly site or staging area to which Department staff will report when recalled, either to stand-by for general assignments and duties or for specific predetermined tasks. If it becomes necessary for the continuation of Department critical missions, identify those facilities deemed necessary to Department operations and assist the Building Inspector in determining the work area requirements of each in order to facilitate relocation to an alternate location. A facility must be initially capable of providing for the continuation of mission critical services and subsequently the restoration of services normally delivered by the Department. If applicable, equip with backup power supplies or modify to easily accept power supplies provided by external sources.

4. Designate an alternate mobilization site or procedure for every Department staff person and define the circumstances under which it should be used as an alternative to the primary site.
5. Designate a Department Disaster Coordinator (DDC) who is a knowledgeable, senior-level employee who is well-versed with the Department's organization, functions, operations and resources. This person should have a complete knowledge of all Department ESF roles and has the authority to make or relay administrative decisions to assure ESFs or other directives are fulfilled. The designated DDC will serve as the Department's primary point of contact for all matters relating to disaster plans and operations.
6. Develop and maintain plans to respond in the event of the activation of the EOC. Provide for the mobilization of the Director, DDC and any alternates and other staff liaison to the EOC. Support the mobilization with a preliminary assignment of duties. Immediately upon receipt of the emergency notification, and as directed in accordance with City Ordinance, the department's Director and the DDC or the Alternate DDC shall report to the EOC or alternate site, to meet with the Mayor/EMD/City Administrator to coordinate the City's ESFs as needed for the specific emergency.
7. Develop and maintain plans for the Director to assure 24-hour representation if necessary. The Department's primary representative shall be the Director or Department Disaster Coordinator in his stead.
8. Identify critical assets of the department that would be required to provide ESFs and establish procedures to develop, maintain and protect these assets.
9. Identify vital records necessary for the resumption and continuation of Department and City Government operations and make preparations for the off-site storage and retrieval of backup records.
10. Develop and maintain a current inventory of important files, reference materials, equipment, supplies, etc., that should be given priority status for retrieval if the opportunity is limited.
11. Develop capabilities to respond as a Department to decisions made by the Planning Section Chief at the EOC or alternate sites, using information and data prepared in advance or collected from real-time sources, collected and analyzed, summarized and reported as factual information to the City Executive, State or Federal agencies as requested or deemed appropriate.
12. Develop and maintain capacities to coordinate or support ESFs as assigned to the Department, before, during and following emergencies or disasters.

13. Make necessary advance provisions for liaison with other local governments, agencies, organizations or commercial sources of resources required to provide or coordinate ESFs or otherwise respond to emergency situations. Establish all linkages to State government required to access external resources from the State or Federal government.
14. When requested, provide the City of Pacific Emergency Management Director/Coordinator with support in the form of personnel, technical assistance, equipment, etc.
15. Develop and maintain procedures to receive and announce warnings of a life-threatening danger in any Department facility. Alert the proper authorities and gain assistance, supporting the warning with appropriate plans to protect employees and others present.
16. Develop and maintain evacuation and sheltering plans for all Department facilities.
17. Exercise and evaluate plans as necessary to assure reliability of performance of ESFs and other Department responsibilities.
18. Report any damage of department facilities, equipment, or resources to the EOC.
19. Account for all Department expenditures of funds, personnel and equipment, as well as expenses incurred by damage or loss during the emergency.
20. Provide PIOs or support personnel to the Joint Information Center (JIC) as required or requested.
21. Return department activities to normal levels as soon as possible, unless involved with recovery activities

Appendix 9 to the BASIC PLAN

ICS FORMS

ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	Incident Briefing	Initial Incident Commander
*ICS 202	Incident Objectives	Planning Section Chief
*ICS 203	Organization Assignment List	Resources Unit Leader
*ICS 204	Assignment List	Resources Unit Leader and Operations Section Chief
*ICS 205	Incident Radio Communications Plan	Communications Unit Leader
**ICS 205A	Communications List	Communications Unit Leader
*ICS 206	Medical Plan	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	Incident Organization Chart <i>(wall-mount size, optional 8½" x 14")</i>	Resources Unit Leader
**ICS 208	Safety Message/Plan	Safety Officer
ICS 209	Incident Status Summary	Situation Unit Leader
ICS 210	Resource Status Change	Communications Unit Leader
ICS 211	Incident Check-In List <i>(optional 8½" x 14" and 11" x 17")</i>	Resources Unit/Check-In Recorder
ICS 213	General Message <i>(3-part form)</i>	Any Message Originator
ICS 214	Activity Log <i>(optional 2-sided form)</i>	All Sections and Units
ICS 215	Operational Planning Worksheet <i>(optional 8½" x 14" and 11" x 17")</i>	Operations Section Chief
ICS 215A	Incident Action Plan Safety Analysis	Safety Officer
ICS 218	Support Vehicle/Equipment Inventory <i>(optional 8½" x 14" and 11" x 17")</i>	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 <i>(Cards)</i>	Resource Status Card (T-Card) <i>(may be printed on cardstock)</i>	Resources Unit
ICS 220	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
ICS 221	Demobilization Check-Out	Demobilization Unit Leader
ICS 225	Incident Personnel Performance Rating	Supervisor at the incident

Source:

<https://training.fema.gov/emiweb/is/icsresource/assets/nims%20ics%20forms%20booklet.v3.pdf>

Notes:

- In the following table, the ICS Forms identified with an asterisk (*) are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities but are not typically included in the IAP.
- The date and time entered in the form blocks should be determined by the Incident Command or Unified Command. Local time is typically used.

Appendix 10 to the BASIC PLAN

GLOSSARY OF TERMS AND ACRONYMS

AAR: See After-Action Report.

AAR/IP: See After-Action Report/Improvement Plan.

Academic Recovery: A component of the Continuity of Operations (COOP) annex identifying strategies to continue teaching after an incident.

Action Planning: Steps, or activities, that must be taken to improve and sustain identified strategies.

After-Action Report (AAR): A document intended to capture observations of an exercise and make recommendations for post-exercise improvements. The final AAR and Improvement Plan (IP) are printed and distributed jointly as a single AAR/IP following an exercise. See After-Action Report/Improvement Plan.

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

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

American Red Cross (ARC): The American Red Cross, a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement, will provide relief to victims of disaster and help people prevent, prepare for, and respond to emergencies.

Analyzing Hazards: A process to determine what hazards or threats merit special attention, what actions must be planned for, and what resources are likely to be needed.

Annexes: See Functional Annexes, Hazard-Specific Annexes.

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

ARC: See American Red Cross.

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

Automated Notification System: An automated system that allows school administrators to promptly call or page every staff member and/or parent in the event of an incident.

Basic Plan: An overview of the school's preparedness and response strategies. It describes expected hazards, outlines agency roles and responsibilities, and explains how the jurisdiction keeps the plan current.

Building-Block Approach: A method focused on exposing participants to a cycle of training and exercises that escalates in complexity, with each exercise designed to build upon the last, in terms of scale and subject matter. For example, a building-block series of exercises may include a *seminar*, which leads to a *tabletop exercise (TTX)*, which leads to a *full-scale exercise (FSE)*.

Bullying: Repeated acts over time by a person or group attempting to harm someone who is weaker. Direct attacks include hitting, name calling, teasing, or taunting. Indirect attacks include spreading rumors or trying to make others reject someone. Related words: Cyberbullying and School Violence.

Business Recovery: A component of the Continuity of Operations (COOP) annex that describes the systems in place to continue business and administrative operations after an incident.

Capabilities-Based Planning: Determining capabilities suitable for a wide range of threats and hazards while working within a framework that necessitates prioritization and choice. Capabilities-based planning addresses uncertainty by analyzing a wide range of scenarios to identify required capabilities.

CDC: Centers for Disease Control and Prevention

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

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

CERT: See Community Emergency Response Team.

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Citizen Corps: A community-level program, administered by the Department of Homeland Security, that brings government and private-sector groups together and coordinates the emergency preparedness and response activities of community members. Through its network of community, State, and tribal councils, Citizen Corps increases community preparedness and response capabilities through public education, outreach, training, and volunteer service.

Civil Disturbance: A civil unrest activity such as a demonstration, riot, or strike that disrupts a community and requires intervention to maintain public safety.

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

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

Common Procedures: Standardized, specific actions for school staff and students to take in response to a variety of hazards, threats, or incidents. Examples include evacuation, shelter-in-place, and parent-student reunification.

Common Terminology: Standardized words and phrases used to ensure consistency while allowing diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communication: A section of the basic plan that refers to the internal and external strategies and tools to communicate with stakeholders in the event of an emergency or incident.

Community: A political entity that has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county; however, each State defines its own political subdivisions and forms of government.

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

Community Hazards: Natural, technological, or human-caused hazards in the community that affect the school both directly, such as damage to the school building, and indirectly, such as making a road to the school impassible.

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

Concept of Operations (CONOPS): A component of the basic plan that clarifies the school's overall approach to an emergency (i.e., what should happen, when, and at whose direction) and identifies specialized response teams and/or unique resources needed to respond to an incident.

CONOPS: See Concept of Operations.

COOP: See Continuity of Operations.

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

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

CPG: See Comprehensive Preparedness Guide (CPG) 101.

Crisis Response Team: A team trained to assist in the healing process of students and staff following a traumatic event or incident.

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

Cyberbullying: An aggressive behavior directed at another person using various communication technologies such as e-mails, instant messaging, texting, or sending images via cell phones, blogs, Web pages, and/or chat rooms. Aggressors often torment, threaten, harass, humiliate, and/or embarrass the victim repeatedly. Cyberbullying is also referred to as online social cruelty and/or electronic bullying.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to 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 generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

DHS: U.S. Department of Homeland Security

Discussion-Based Exercises: These types of exercises typically highlight existing plans, policies, mutual aid agreements, and procedures, and can be used as tools to familiarize agencies and personnel with current or expected capabilities. Discussion-based exercises include *seminars*, *workshops*, *tabletops*, and *games*.

Direction, Control, and Coordination: A component of the basic plan that outlines the coordination efforts between schools and local fire, law enforcement, and emergency managers. This section includes information on how the school emergency operations plan (EOP) fits into the school district and community EOPs.

Disaster: An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries.

Drill: A type of *operations-based* exercise that is a coordinated, supervised activity usually employed to test a single specific operation or function in a single agency. Drills are commonly used to provide training on new equipment, develop or test new policies or procedures, or practice and maintain current skills.

Emergency: Any incident, whether natural, technological, or human-caused, 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 Management/Response Personnel: Includes Federal, State, territorial, tribal, substate regional, and local governments, nongovernmental organizations (NGOs), private sector organizations; critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. Also known as emergency or first responder.

Emergency Medical Services (EMS): Services, including personnel, facilities, and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition (which includes medical disposition within a hospital, temporary medical facility, or special care facility; release from the site; or being declared dead). EMS specifically includes those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) 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, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or by some combination thereof.

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

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

EMHE: Emergency Management for Higher Education

EMI: Emergency Management Institute

EMS: See Emergency Medical Services.

EOC: See Emergency Operations Center.

EOP: See Emergency Operations Plan.

EPA: U.S. Environmental Protection Agency

ESF: See Emergency Support Functions.

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

Exercise: An instrument to train for, assess, practice, and improve performance in *prevention, protection, response, and recovery capabilities* in a risk-free environment. Exercises can be used for: testing and validating policies, plans, procedures, training, equipment, and interagency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement. Note: Exercises are also an excellent way to demonstrate school resolve to prepare for disastrous events.

Exercise Planning Team: The team responsible for all aspects of an exercise, including *exercise planning, conduct, and evaluation*. The planning team determines exercise *capabilities, tasks, and objectives*; tailors the scenario to school needs; and develops documents used in exercise simulation, control, and evaluation. The exercise planning team should be comprised of representatives from each major participating jurisdiction and agency, but should be kept to a manageable size.

Exercise Setup: A pre-staging and dispersal of exercise materials. Exercise setup includes registration materials, documentation, signage, and other equipment, as appropriate.

Facebook: An online social networking site.

FCO: Federal Coordinating Officer

FE: See Functional Exercise.

Federal: Of or pertaining to the Federal Government of the United States of America.

FEMA: Federal Emergency Management Agency

FERPA: Family Educational Rights and Privacy Act

FIA: Federal Insurance Administration

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

Finance/Administration Section Chief: A member of the General Staff who monitors costs related to the incident and provides accounting, procurement, time recording, and cost analyses.

First Responder: See Emergency Management/Response Personnel.

Full-Scale Exercise (FSE): A multi-agency, multi-jurisdictional operations-based exercise involving actual deployment of resources in a coordinated response as if a real incident had occurred. A full-scale exercise tests many components of one or more capabilities within emergency response and recovery, and is typically used to assess plans and procedures under crisis conditions, and assess coordinated response under crisis conditions. Characteristics of an FSE include mobilized units, personnel, and equipment; a stressful, realistic environment; and scripted exercise scenarios.

Functional Annexes: Individual chapters in an emergency operations plan that focus on procedures such as Special Needs or Continuity of Operations. These annexes address all-hazard critical operational functions and describe the actions, roles, and responsibilities of schools and participating organizations. In some plans, functional annexes are referred to as Emergency Support Functions (ESFs).

Functional Exercise (FE): A single- or multi-agency operations-based exercise designed to evaluate capabilities and multiple functions using a simulated response. Characteristics of a functional exercise include simulated deployment of resources and personnel, rapid problem solving, and a highly stressful environment.

FSE: See Full-Scale Exercise.

Game: A type of discussion-based exercise that simulates operations that often involve two or more teams, usually in a competitive environment, using rules, data, and procedures designed to depict an actual or assumed real-life situation.

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. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Goal: General statement that indicates the intended solution to an identified problem.

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation.

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

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

Hazard-Specific Annexes: Individual chapters in an emergency operations plan that describe strategies for managing missions for a specific hazard. They explain the procedures that are unique to that annex for a hazard type and may be short or long depending on the details needed to explain the actions, roles, and responsibilities. The information in these annexes is not repeated elsewhere in the plan.

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

HAZMAT: See Hazardous Material.

HAZUS-MH: Hazards U.S. Multi-Hazard

Healthy SEAT: See Healthy School Environments Assessment Tool.

Healthy School Environments Assessment Tool (Healthy SEAT): An software tool developed by the U.S. Environmental Protection Agency to assist school districts in evaluating and managing key environmental, safety, and health issues in school facilities.

HIPAA: Health Insurance Portability and Accountability Act

Homeland Security Exercise and Evaluation Program (HSEEP): A *capabilities-* and performance-based exercise program that provides standardized policy, doctrine, and terminology for the *design, development, conduct, and evaluation* of homeland security exercises.

Hot Wash: A facilitated discussion held immediately following an exercise among exercise players from each functional area that is designed to capture feedback about any issues, concerns, or proposed improvements players may have about the exercise. The hot wash is an opportunity for players to voice their opinions on the exercise and their own performance. This facilitated meeting allows players to participate in a self-assessment of the exercise play and provides a general assessment of how the jurisdiction performed in the exercise. At this time, evaluators can also seek clarification on certain actions and what prompted players to take them. Evaluators should take notes during the hot wash and include these observations in their analysis. The hot wash should last no more than 30 minutes.

HSEEP: See Homeland Security Exercise and Evaluation Program

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

IAP: See Incident Action Plan.

IC: See Incident Commander.

ICS: See Incident Command System.

Improvement Plan (IP): For each task, the Improvement Plan (IP) lists the corrective actions that will be taken, the responsible party or agency, and the expected completion date. The IP is included at the end of the After-Action Report. See After-Action Report/Improvement Plan.

IMT: See Incident Management Team.

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

Incident Action Plan (IAP): A document outlining the control objectives, operational period objectives, and response strategy defined by incident command during response planning.

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

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

Incident Command Post (ICP): The field location where the primary functions are performed. The Incident Command Post may be co-located with the Incident Base or other incident facilities.

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

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

Incident Management Continuum: A model representing the continuous succession and overlap of incident management functions.

Incident Management Functions: Prevention, preparedness, mitigation, response, and recovery activities that occur in advance of an incident, during an incident, and/or following an incident.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining "type," or level, of IMT.

Incident Objectives: Statements of guidance and direction needed to select 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.

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

Introduction: A component of the basic plan that provides a rationale for the school emergency operations plan (EOP).

IP: See Improvement Plan.

JIC: See Joint Information Center.

JIS: See Joint Information System.

Job Aid: A checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

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

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

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., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health, school).

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 or organizations assisting at an incident.

LL: Lessons Learned

Local Government: Public entities responsible for the security and welfare of a designated area as established by law. 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 entity, 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: The process and procedure for providing resources and other services to support incident management.

Logistics Section: The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

Logistics Section Chief: A member of the General Staff who provides resources and needed services to support the achievement of the incident objectives.

MAC: See Multiagency Coordination Group.

MACS: See Multiagency Coordination System.

Mass Care: Actions taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to the people who have been displaced because of a disaster or threatened disaster.

Mitigation: Includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect. Examples: Structural changes to buildings, elevating utilities, bracing and locking chemical cabinets, properly mounting lighting fixtures, ceiling systems, cutting vegetation to reduce wildland fires, etc.

Modular Classrooms: Classrooms providing additional space for learning that are often lightweight and susceptible to wind and other natural hazards.

Modular Organization: A top-down Incident Command System (ICS) organizational structure based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.

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

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

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents are managed under Unified Command.

Multi-Year Training and Exercise Plan: A multi-year plan providing a mechanism for long-term coordination of training and exercise activities toward a school's *preparedness* goals. This plan describes the program's training and exercise priorities and associated *capabilities*, and aids in employing the *building-block approach* for training and exercise activities.

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

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

National Infrastructure Protection Plan (NIPP): A coordinated approach used to establish national priorities, goals, and requirements to protect U.S. critical infrastructure and key resources.

National Preparedness Guidelines (NPG): A document outlining the top priorities intended to synchronize pre-disaster planning, prevention, and mitigation activities throughout the Nation, and to guide Federal, State, and local spending on equipment, training, planning, and exercises. The Guidelines provide an overarching vision, tools, and priorities to shape national preparedness.

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

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

Neighborhood Hazard: Natural, technological, or human-caused hazards occurring in neighborhoods immediately surrounding the school.

NGO: See Nongovernmental Organization.

NIMS: See National Incident Management System.

NIPP: See National Infrastructure Protection Plan.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of nongovernmental organizations include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Nonstructural: Any portion of the building not connected to the main structure including file cabinets and furnishings.

NPG: See National Preparedness Guidelines.

NRF: See National Response Framework.

NWS: National Weather Service

Objective: Specific and identifiable actions carried out during an operation.

Off-Campus Events: Events such as field trips, athletic games, and overnight excursions occurring off the school campus.

Officer: The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Operational Priorities: The desired end-state for the operations.

Operations-Based Exercises: Operations-based exercises are characterized by actual response, mobilization of apparatus and resources, and commitment of personnel, usually held over an extended period of time. Operations-based exercises can be used to validate plans, policies, agreements, and procedures and include *drills*, *functional exercises*, and *full-scale exercises*. They can clarify roles and responsibilities, identify gaps in resources needed to implement plans and procedures, and improve individual and team performance.

Operations Section: The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan.

Operations Section Chief: A member of the General Staff who establishes the tactics to meet the incident objectives and directs all operational resources.

Organization and Assignment of Responsibilities: A component of the basic plan that lists tasks staff will perform in the event of incident by position and organization.

Parent-Student Reunification: A common procedure implemented after an incident or emergency. A reunification area away from the incident is established for parents/guardians to reunite with their children. Parent-student reunification may be needed if the school is evacuated or closed as a result of a hazardous materials incident, fire, school violence, or other hazard. Related word: Relocation.

Physical Recovery: A component of the Continuity of Operations (COOP) annex outlining possible relocation areas for classrooms and administrative operations as well as plans to restore transportation and food services; classroom equipment, books, and materials; and school buildings and grounds after an incident.

PIO: See Public Information Officer.

Plan Development: The process of generating and comparing possible solutions for achieving goals and objectives, determining response and recovery capabilities, and identifying resource gaps.

Plan Development and Maintenance: A component of the basic plan that outlines responsibilities for updating and maintaining the school emergency operations plan (EOP). This section includes a schedule for testing, reviewing, and updating the EOP.

Planning Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Planning Section Chief: A member of the General Staff who supports the incident action planning process by tracking resources, collecting/analyzing information, and maintaining documentation.

Planning Team: A group of individuals with a variety of expertise and perspectives planning for all hazards.

Policy Group: See Multiagency Coordination (MAC) Group definition.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System (NIMS), preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification. Examples: Conducting drills, preparing homework packages to allow continuity of learning if school closures are necessary, etc.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. Examples include: Cyberbullying prevention, pandemic influenza sanitation measures, building access control procedures, security systems and cameras, etc.

Procedure: A series of standard actions or operations that specify what school personnel should do in responding to and recovering from an incident.

Psychological Healing: A functional annex describing how schools will address medical and psychological issues resulting from traumatic incidents.

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

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

Radiological Release: An incident where a release of radiological substance, or the likelihood of such a release, threatens the safety of the school community.

Record of Changes: A document detailing and tracking each update or change to the plan to enhance accountability and transparency. The document is usually in table format, and contains at a minimum a change number, the date of the change, and the name of the person who made the change.

Record of Distribution: A document used as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the school EOP. The document is usually in table format and indicates the title and name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery, and the number of copies delivered.

Recovery: Encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities. Examples: Short-term recovery focuses on crisis counseling and restoration of lifelines such as water and electric supply, and critical facilities. Long-term recovery includes more permanent rebuilding.

Recovery Plan: A plan developed to restore an affected area or community.

Relocation: A common procedure implemented when the school building or environment surrounding is no longer safe. Students and staff are moved to an alternative facility where parents/guardians can reunite with children and/or teaching can continue. Related word: Parent-Student Reunification.

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 Emergency Operations Center.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of 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. Examples: Lockdown, shelter-in-place, evacuation of students, search and rescue operations, fire suppression, etc.

Reverse Evacuation: A common procedure implemented when conditions inside the building are safer than outside the building.

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

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

Seminar: A discussion-based exercise designed to orient participants to new or updated plans, policies, or procedures through informal discussions.

Sex Offenders: A person convicted of a sex crime including rape, molestation, sexual harassment, or pornography production or distribution.

Sexting: Sexually explicit text and photo messages, often referring to or requesting specific sexual acts and behaviors.

Shelter-in-Place: A common procedure implemented in the event of a chemical or radioactive release. Students and staff take immediate shelter, sealing up windows and doors, and turning off air ducts.

SMOC: See St. Louis Medical Operations Center

SOL: Standard of Learning

Special Needs Population: A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities, who are from diverse cultures, who have limited English proficiency, who are non-English-speaking, or who are transportation disadvantaged.

Specialized Procedures: Standardized actions for specific populations or situations during an incident or emergency. Examples include special needs population, off-campus events, continuity of operations, mass care, and psychological healing.

SRO: School Resource Officer

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).

St. Louis Medical Operations Center: An entity which is part of the STARRS Regional Healthcare Coordination Plan (RHCP) serving the St. Louis area including Franklin County. It is composed of healthcare professionals who understand the operations, capabilities, and needs of hospitals and medical issues that may arise during an emergency incident. The SMOC provides the analytical, coordination, and communication capability needed for hospitals and other healthcare organizations to be able to effectively respond to any type of emergency event. When activated, the SMOC operates out of the St. Louis County EOC.

Structural: Any component of the building whose primary function is to support the dead load (e.g., building, roof).

Tabletop Exercise (TTX): A *discussion-based* exercise intended to stimulate discussion of various issues regarding a hypothetical situation. Tabletop exercises can be used to assess plans, policies, and procedures or to assess types of systems needed to guide the *prevention of, response to, or recovery* from a defined incident. TTXs are typically aimed at facilitating understanding of concepts, identifying strengths and shortfalls, and/or achieving a change in attitude. *Participants* are encouraged to discuss issues in depth and develop decisions through slow-paced problem-solving rather than the rapid, spontaneous decision-making that occurs under actual or simulated emergency conditions. TTXs can be breakout (i.e., groups split into functional areas) or plenary (i.e., one large group).

Technological Hazard: These hazards originate from technological or industrial accidents, infrastructure failures, or certain human activities. These hazards cause the loss of life or injury, property damage, social and economic disruption, or environmental degradation, and often come with little to no warning.

Telephone Tree: A list of staff, their phone numbers, and their role in the Incident Command System (if applicable). The first person on the list (usually the principal or Incident Commander) calls his or her pre-assigned staff members to relay what is and is not known and what steps should be taken. These staff members continue passing along the principal's message to their pre-assigned contacts until everyone has been contacted.

Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: Natural, technological, or human-caused occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Transfer of Command: The process of moving the responsibility for incident command from one Incident Commander to another. Transfer of command must include a transfer of command briefing, which may be oral, written, or a combination of both.

TTX: See Tabletop Exercise.

UC: See Unified Command.

Unified Command (UC): In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, unified command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

Unity of Command: Principles clarifying the reporting relationships and eliminating the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision.

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

Watch: Indication by the National Weather Service that in a defined area, conditions are favorable for the specified type of severe weather such as flash floods, severe thunderstorms, tornadoes, and tropical storms.

Workshop: A type of *discussion-based* exercise focused on increased *participant* interaction and focusing on achieving or building a product (e.g., plans, policies). A workshop is typically used to test new ideas, processes, or procedures; train groups in coordinated activities; and obtain consensus. Workshops often use breakout sessions to explore parts of an issue with smaller groups.