

Wyoming Response Plan

This is the state's plan for crisis management and disaster operations. This crisis operations plan institutionalizes the National Incident Management System (NIMS). It assigns responsibilities to state governmental agencies and individuals for carrying out basic management functions and activities associated with crisis management, mitigation, preparedness, response, and recovery phases of major events including disasters regardless of cause.

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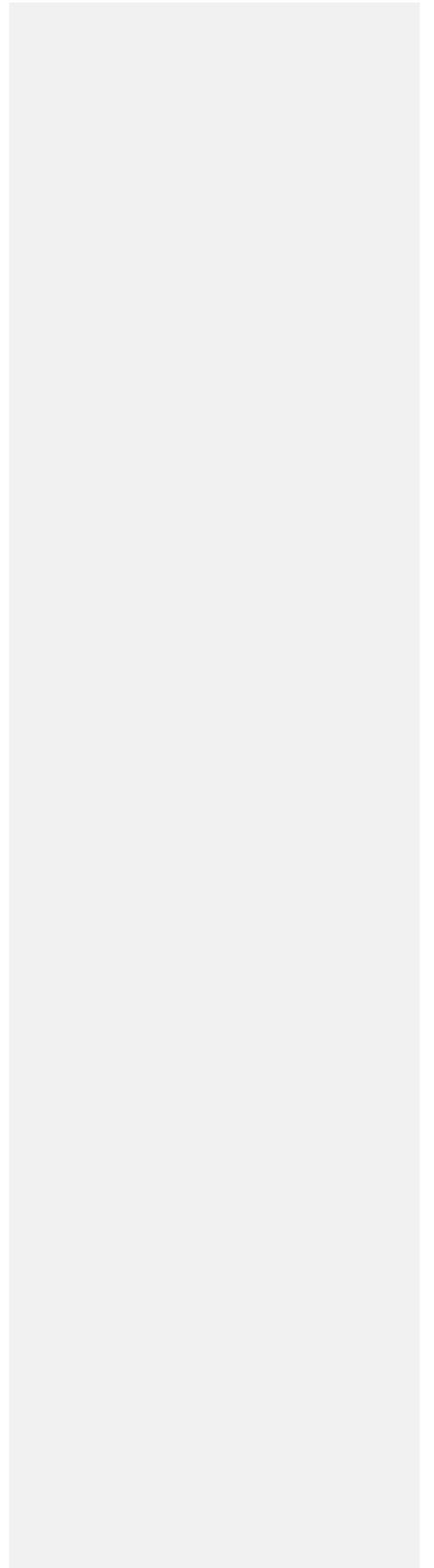
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I. INTRODUCTION

The Wyoming Office of Homeland Security (WOHS) takes a pro-active role in potential natural hazard, technological hazard, or terrorist events. All parts of Wyoming are monitored to determine if an event has occurred or could occur resulting in a disaster or emergency. It is the intent of WOHS to act quickly to prevent emergencies as much as possible, and to facilitate an orderly and efficient response and recovery to all disasters.

The goal of the Wyoming Response Plan (WRP) is to bring together a strong team of agency representatives whose early involvement in an event will expedite the coordination of state assistance to an impacted area. The team works to coordinate all crisis management functions essential to the recovery and restoration of the economy. Coordinated efforts will serve to supply and re-supply resources to meet urgent needs arising from a natural, technological, or terrorist incident.

The Wyoming Office of Homeland Security (WOHS) is tasked under Wyoming §19-13-101 et seq. for developing and implementing a crisis operations plan for coordinating state response to events. WOHS and the Wyoming Governor's Office developed the State of Wyoming Crisis Management Plan (SWCMP), which establishes the organizational structure and general guidelines for the State of Wyoming to facilitate development and implementation of crisis policies and procedures regarding crisis, stability and recovery activities. The purpose of the Wyoming Response Plan is to assign responsibilities for carrying out essential support functions and event-specific actions. The WRP implements policy established by the State of Wyoming Crisis Management Plan (SWCMP).

The WRP and the SWCMP provide a framework on which state agencies and other jurisdictions can develop their respective crisis management plans and procedures. It provides an overview of how state agencies will interact with local government, federal government, other state agencies, private non-profit organizations, and the business/industry sector.

The WRP consists of a "Basic" section, "Emergency Support Functions", and "Annexes." The plan is modeled after the National Response Plan, with overarching "Support Annexes" and "Incident-specific Annexes". Support Annexes address broad administrative and procedural functions, such as finance, that relate to many ESFs and Incident Annexes. Incident Annexes are designed for specific hazards and special applications of the NRP. The Emergency Support Functions and the annexes assign related responsibilities and tasks to various agencies. Each agency is responsible for developing its own implementing instructions to carry out assigned responsibilities. Those implementing instructions can include the agency's continuity of operations plan, crisis management plans, standard operating procedures, and checklists.

Previous Emergency Operations Plans for Wyoming have been reworked to be NIMS and NRP compliant, and incorporated into the Wyoming Response Plan. Those plans include the Wyoming Event Management Plan (WEMP) and the Wyoming Incident Management System (WIMS). WIMS was an intermediate step in converting the WEMP into the WRP.

II. STATE OF WYOMING CRISIS MANAGEMENT PLAN (SWCMP)

In conjunction with this plan, the State of Wyoming Crisis Management Plan (SWCMP) establishes the organizational structure and general guidelines for the State of Wyoming to facilitate development and implementation of crisis policies and procedures regarding crisis, stability and recovery activities. Whenever the “Crisis Management Plan” is operational and/or the Crisis Command and Control Center (4C) is activated, the WRP and the Wyoming Homeland Security Operations Center (WHSOC) will be activated.

III. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) PLANNING

Using the NIMS, The Wyoming Response Plan establishes mechanisms to:

- Maximize the integration of incident-related prevention, preparedness, response, and recovery activities
- Improve coordination and integration of Federal, State, local, tribal, regional, private-sector, and nongovernmental organization partners
- Maximize efficient utilization of resources needed for effective incident management and Critical Infrastructure/Key Resources (CI/KR) protection and restoration
- Improve incident management communications and increase situational awareness across jurisdictions and between the public and private sectors
- Facilitate mutual aid and support to local and tribal governments
- Facilitate State-to-State interaction and incident support through the provisions of the Emergency Management Assistance Compact (EMAC)
- Support a proactive and integrated Federal response to catastrophic events
- Address linkages to other incident management and crisis response plans developed for specific types of incidents or hazards.

IV. POTENTIAL HAZARDS

Wyoming’s geographic and commercial situations subject the state and its people to a variety of hazards. These hazards are identified in the “Wyoming Multi-Hazard Mitigation Plan” published by the Wyoming Office of Homeland Security. Some of the potential risks such as floods or severe weather could be preceded by a period of increased alertness, giving public officials time to take precautionary or protective measures to reduce loss of life and minimize damage.

V. PLANNING CRITERIA

This plan is based on the following planning criteria:

- The probability of a terrorist or war-related event would involve mass casualties, major devastation, and disruption of vital services.
- Local authorities will exhaust their resources and use mutual aid agreements with volunteer groups, the private sector, and neighboring counties before requesting state assistance. Federal assistance may further supplement state and county efforts.

- During an event, the state may take immediate and appropriate action to determine, direct, mobilize, and coordinate resource needs in support of local and county government.
- The functions that state agencies perform during event operations will generally parallel their day-to-day activities. The same resources could be employed in either case. Day-to-day activities that do not contribute directly to the event operation may be suspended or redirected for the duration.

VI. CONCEPT OF OPERATIONS

A. National Response Plan (NRP) and National Incident Management System (NIMS)

The Wyoming Response Plan (WRP) covers the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters, and other emergencies. The WRP also provides the basis to initiate long-term community recovery and mitigation activities. The WRP establishes interagency and multi-jurisdictional mechanisms for State government involvement in, and WOHS coordination of, incident management operations.

This includes coordinating structures and processes for incidents requiring:

- Coordination with federal agencies under the provisions of the National Response Plan
- State support to local and tribal governments
- State-to-State support
- The exercise of the Governor’s direct authorities and responsibilities, as appropriate under the law; and
- Public and private sector domestic incident management integration.

This plan distinguishes between incidents that require WOHS coordination and the majority of incidents occurring each year that are handled by local jurisdictions or other state agencies through other established authorities and existing plans.

In addition, the WRP:

- Recognizes and incorporates the various jurisdictional and functional authorities of Federal departments and agencies; State departments and agencies, local, and tribal governments; and private-sector organizations in domestic incident management.
- Establishes the multi-agency organizational structures and processes required to implement the authorities, roles, and responsibilities of the Secretary of Homeland Security as the “principal Federal official” for domestic incident management.

In accordance with NIMS processes, resource and policy issues are addressed at the lowest organizational level practicable. If the issues cannot be resolved at that level, they

are forwarded up to the next level for resolution. Reflecting the NIMS construct, the WRP includes the following state command and coordination structures:

- Incident Command Posts on-scene using the Incident Command System (ICS)/Unified Command
- Area Command (if needed)
- Local, tribal, and private-sector Emergency Operations Centers (EOC)

The WRP interfaces with the following federal command and coordination structures:

- Joint Field Office (JFO), which is responsible for coordinating Federal assistance and supporting incident management activities locally;
- Regional Response Coordination Center (RRCC) and Homeland Security Operations Center (HSOC), which serve as regional and national level multi-agency situational awareness and operational coordination centers
- Interagency Incident Management Group (IIMG), which serves as the national headquarters level multi-agency coordination entity for domestic incident management; and
- Homeland Security Council (HSC) and other White House organizations, which serve as the national-level multi-agency coordination entities to advise and assist the President on homeland security and other policy issues.

The WRP organizational structure addresses both site-specific incident management activities and the broader state or regional issues related to the incident, such as impacts to the rest of the country, immediate regional actions required to avert or prepare for potential subsequent events, and the management of multiple threats or incidents (particularly those that are non-site specific, geographically dispersed, or evolve over a long period of time).

An Emergency Support Function (ESF) leader will be appointed for each ESF needed during an event. The leader or designee will be the primary communication link with or within the Wyoming Homeland Security Operations Center (WHSOC). This approach will maintain the needed command structure between the command center(s) and agencies providing support to the ESF.

B. General

Primary responsibility for response to an event rests with local government. The Wyoming Office of Homeland Security (WOHS) strives to be on-scene as soon as possible for any real or potential event, and to offer any needed support to local government. When local jurisdictions respond to an event and exhaust their resources, including mutual aid, they may require additional state or federal assistance. Requests for assistance and support should be channeled through a County Emergency Operations Center (EOC) to the Wyoming Homeland Security Operations Center (WHSOC). This includes requests for assessment, equipment, personnel, supplies, technical assistance, and military support. With WOHS on scene, these requests are facilitated. Costs associated with an event are to be tracked using guidance provided in the Financial Management Support Annex of this plan. The Wyoming Disaster Assistance Guide also

provides guidance on procurement and record keeping, as well as intelligence and reports, local responsibilities and declarations, and damage assessments.

Measures taken by the state to support local governments will be tailored to a given event and are dependent upon available resources. State agencies have limited resources to commit to an event. Direct financial assistance, supplies, equipment, personnel, or other resources are usually beyond the capability of individual state agencies. The primary role of state agencies will be to identify where resources can be obtained and to assist counties in obtaining them. If the impacted counties are unable to pay for the resources, policy makers will have to determine whether or not the resource will be provided and how it will be funded.

Situations requiring a coordinated effort by two or more state agencies are referred to as “events” in this plan. When a government entity makes an “Emergency Declaration” to request assistance that event is termed an “emergency.” When a government entity makes a “Disaster Declaration” to request assistance that event is termed a “disaster.” Since both types of declarations require similar actions by state government, the term “event” will usually be used in lieu of “emergency” or “disaster.”

Note: The generic term “agency” is used to refer to all entities of state government. When a specific department, agency, office, board, or commission is tasked, its official title is used. County and municipal governments are referred to as “local.”

C. 24-Hour Point of Contact

Requests from local, state, or federal entities for state resources or assistance, including the National Guard, should be directed to the Wyoming Office of Homeland Security (WOHS) Duty Officer who is on call 24 hours a day, seven days a week. The Duty Officer can be contacted through the Wyoming Highway Patrol Dispatch at (307) 777-4321.

The Wyoming Office of Homeland Security (WOHS) maintains a list containing the names, addresses, and phone numbers of agency directors, deputy directors, and key division heads who are the 24 hour points-of-contact for key state agencies, federal agencies, and private non-profit organizations.

D. Activation of Homeland Security Operations Center (WHSOC)

Whenever the “Crisis Management Plan” is operational and/or the Crisis Command and Control Center (4C) described above is activated, the WRP and the Wyoming Homeland Security Operations Center (WHSOC) will also be activated. The Crisis Command and Control Center will be activated for significant events by the Governor or the Director of the Wyoming Office of Homeland Security. It will be staffed by the Governor and key agency heads. The WHSOC can also be activated without activation of the Crisis Command and Control Center. Figure 1 shows the process for activating either the Crisis Command and Control Center or the Wyoming Homeland Security Operations Center.

The Wyoming Homeland Security Operations Center (WHSOC) is a designated facility at which Wyoming Office of Homeland Security (WOHS) staff and state agency representatives may gather to coordinate and allocate state resources in response to a request from a local jurisdiction or another state agency. Located at 5500 Bishop Blvd, Cheyenne, Wyoming, it houses communications equipment needed to facilitate coordination activities. Should an alternate site be required, WOHS will use available means of communications to alert and notify agency representatives.

The WHSOC is part of the Unified Command (UC) for the State of Wyoming during an event, crisis, or disaster. The designated agency officials participating in the UC represent different legal authorities and functional areas of responsibility and use a collaborative process to establish incident objectives and designate priorities that accommodate those objectives.

The facility is organized, equipped, supplied, and staffed to support the following activities: intelligence collection, damage assessment, resource identification and tracking, communications, cost accounting, event documentation, and preparation of formal requests to the Governor and/or the President of the United States for crisis or disaster declarations.

Upon receiving notification or alert of an event, based on the severity of the event, the WOHS Duty Officer will determine if the Governor should be notified and if a situation report should be issued. Upon notification from the Duty Officer, the WOHS Director, or designee(s), will determine if and to what level the WHSOC should be activated. The Standard Operating Procedures for the WHSOC are in Appendix B.

WebEOC is an electronic operations center utilized by this office to more effectively and efficiently monitor and log all crisis activities and resources during any natural/manmade hazard or terrorist attack. This software package has a depository for executive management to implement NIMS and a complete inventory of all equipment and other necessary resources available to the incident commander and the governor for any catastrophic incident. For many small-to-moderate scale events, WebEOC may serve as the primary center of operations in regard to communications and coordination. WebEOC may be activated without activation of WHSOC at the discretion of the Director or designee.

E. State Agency Representatives

Upon partial or full activation of the Wyoming Homeland Security Operations Center (WHSOC), all appropriate state agencies will be notified by Wyoming Office of Homeland Security (WOHS). At this point, agencies may be asked to place appropriate personnel on standby, log on to the WebEOC, or to have appropriate personnel report to the WHSOC.

State agency personnel assigned to the WHSOC by agency directors, deputy directors, key division heads, or their designees, should be individuals who are delegated full authority, or who have direct access to those who do, to make decisions on all matters effecting their agency's participation in the event. In coordination with local, state, federal and private entities, state agency personnel allocate and coordinate state resources, assist in situation planning, and provide technical expertise in specific subject areas.

F. Normal Incident Response Procedures

The Wyoming Office of Homeland Security (WOHS) is tasked to maintain a 24-hour point of contact for the State of Wyoming. This is achieved by the assignment of a Duty Officer who is on-call 24 hours a day, seven days a week. During normal business hours, the Duty Officer can be contacted by calling the main office (777-4900). After normal business hours, the Duty Officer can be contacted through the Wyoming Highway Patrol Dispatch Center (777-4321).

Presented below is a summary of the normal procedures for incident response.

- 1) Duty Officer or Wyoming Highway Patrol called by private citizen, city, county, state agency, federal agency, or other state concerning a specific incident. Incident may be a hazardous material spill, natural hazard event, law enforcement event, search and rescue notification, or other type of event.

In general, the Duty Officer is notified of an event when the caller believes it is significant enough to report. However, all hazardous material and radiological events should be reported regardless of size or perceived impact.

- 2) Duty Officer contacts County Coordinator in county affected by event if County Coordinator has not already reported event. Initial determination made of needed response.

- a) Event Controlled

County Coordinator or local jurisdiction has event controlled, and no other action on part of state is required.

- a. State will track incident.
- b. Event reported on WebEOC by Duty Officer.
 - i. WebEOC is an electronic operations center utilized by WOHS to monitor and log all crisis activities and resources during any natural/manmade hazard or terrorist attack. WebEOC may serve as the primary center of operations in regard to communications and coordination.

- b) Specific State Agency Assistance Needed

County Coordinator or local jurisdiction requests assistance from specific state agencies. WOHS then acts as facilitator to coordinate request/response.

- a. Appropriate state agencies will be contacted, advised of situation, and asked to assist per request from local jurisdiction. Many times state agency will already be responding as event falls under normal responsibilities of agency.
 - i. Wyoming Response Plan (WRP) and 24-hour point-of-contact list in WRP utilized to contact agencies.
 - ii. Many agencies have established responsibilities, rules, and regulations governing day-to-day operations and directing responses to events, such as snow removal, hazardous material spills, radiological events, health-related events, etc. Those agencies are expected to respond to the events under their authority.
 - iii. If agency has specific information on history on event site, the information should be supplied to WOHS to assist in response planning.
- b. WOHS generally does not respond to the incident unless requested by the county or the local jurisdiction. However, a WOHS liaison / assessment team may be deployed by the Director of WOHS.
- c. Event reported on WebEOC by WOHS and County Coordinator.
- d. Responding state agencies will be asked to keep WOHS updated through Duty Officer and WebEOC if possible. Otherwise communication can be through County Coordinator.

c) On-Site Assessment Requested

County Coordinator or local jurisdiction requests on site assessment assistance from WOHS for events with potential to exceed local capabilities.

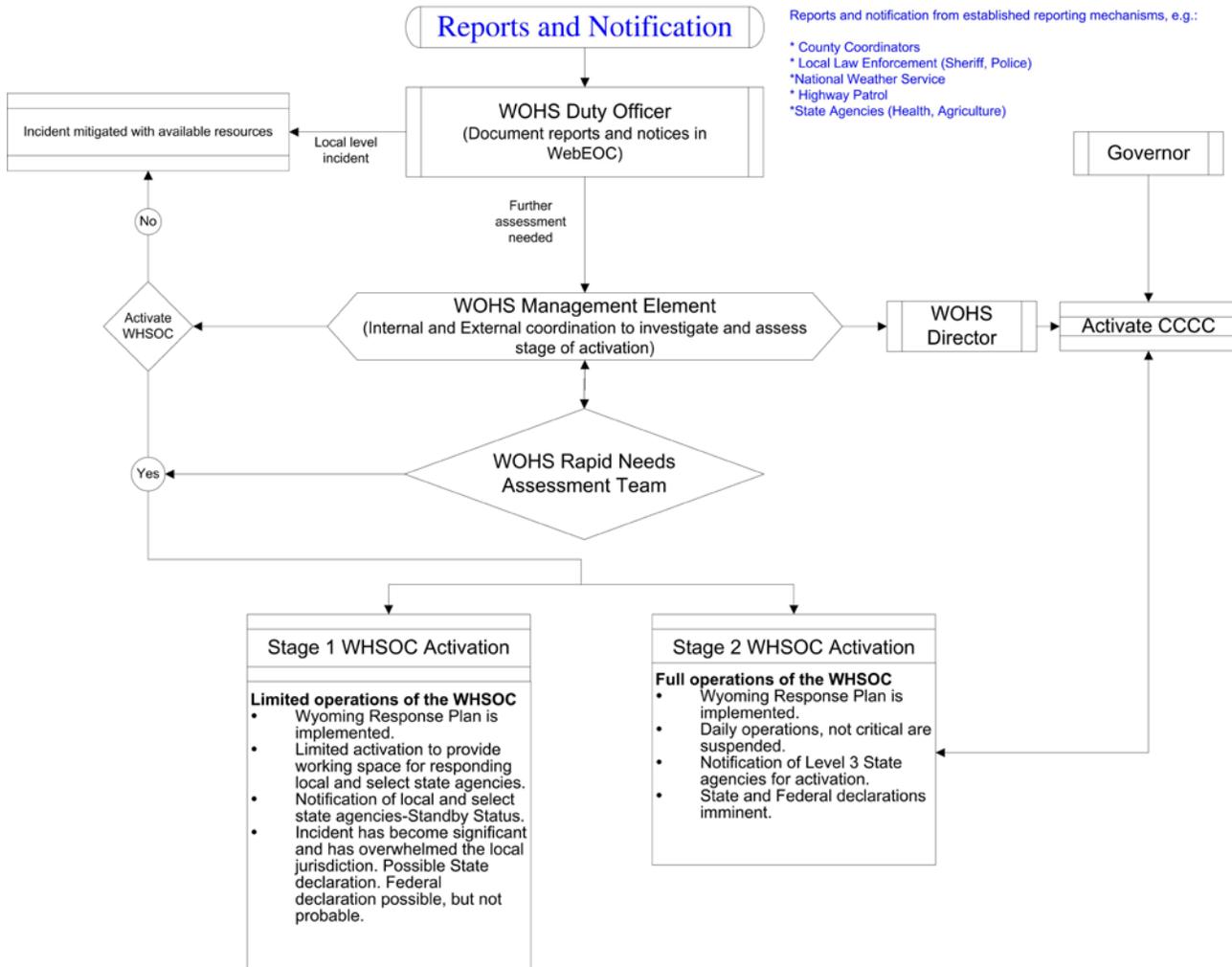
- a. WOHS will immediately deploy assessment team
- b. Wyoming Response Plan utilized
- c. WebEOC configured for specific incident, allowing communication on incident to be centralized. WebEOC may become primary mode of communication, coordination, and data exchange if event permits. WebEOC updated by WOHS assessment team, WOHS personnel in Cheyenne office, and County Coordinator.
- d. If event appears to be exceeding local capabilities, assessment team will assist county in generating local disaster declaration requesting state assistance (see item d below).

- e. If evacuation is needed, local jurisdiction plans will be supported by the State of Wyoming as requested. If local plan is not completely adequate, Draft State of Wyoming Evacuation Plan can be utilized.

d) Disaster/Emergency Declaration – State/Federal Response Requested

County Coordinator or local jurisdiction notifies WOHS local resources are overwhelmed and submits a Local Disaster/Emergency Declaration requesting state assistance.

- a. WOHS assessment/response team immediately deployed
- b. Local declaration brought to Governor for approval of state assistance
- c. Wyoming Response Plan utilized
- d. Depending upon severity of incident, Crisis Command Control Center (4C) and/or Wyoming Homeland Security Operations Center may be activated
 - i. Crisis Command Control Center (4C) operations defined in Crisis Management Plan supplied to directors of agencies key to response.
 - ii. Wyoming Homeland Security Operations Center activated if communications and coordination needed for multiple agencies.
 - iii. WebEOC configured for specific incident, allowing communication on incident to be centralized. WebEOC may become primary mode of communication, coordination, and data exchange if event permits. WebEOC updated by WOHS personnel, County Coordinator, and state agencies.
- e. If an event overwhelms state and local resources, the Governor generates a State Disaster/Emergency Declaration requesting federal assistance, which is submitted to FEMA. FEMA then sends an assessment team to the site to determine if a Presidential Declaration is warranted. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act) authorizes the President to issue major disaster or emergency declarations. This will allow for federal assistance.
- f. If evacuation is required, local jurisdiction plans will be utilized in coordination with the State of Wyoming Evacuation Plan and National Response Plan.



VII. AUTHORITY AND DELEGATION

The Governor has general direction and control of the Wyoming Office of Homeland Security, and is responsible for the carrying out of the provisions of the Wyoming Homeland Security Act. In the event of disaster beyond local control, the Governor may assume direct operational control over all or any part of the incident management functions within Wyoming.

A vacancy in the Office of the Governor is provided for in Wyoming Statute 9-1-211. The order of succession, beginning with the highest-ranking officer, is as follows:

- Secretary of State
- President of the Senate
- Speaker of the House of Representatives
- State Auditor
- State Treasurer
- State Superintendent of Public Instruction
- Vice President of the Senate
- Speaker Pro Tem of the House of Representatives

Title 19, Wyoming Statutes, authorizes the Director, Wyoming Office of Homeland Security, to implement the plan, and to coordinate state-level event management activities.

Agency heads will determine to what degree their assigned personnel to the Wyoming Homeland Security Operations Center (WHSOC) will be authorized to make decisions and commit or expend department resources. Agency heads shall retain responsibility for the direction and control of their respective operations and personnel and shall coordinate all department actions related to the incident with the WHSOC.

VIII. ASSIGNMENT OF RESPONSIBILITIES

A. General Responsibilities of State Agencies

1. Continuity of Operations Planning: Each state agency is responsible for developing and maintaining an agency Continuity of Operations Plan (COOP), standard operating procedures and/or such other implementing instructions necessary for dealing with various types of natural, technological, or man-made emergencies/disasters that could result in the following:
 - a. Direct harm or impact to an agency’s personnel, facilities, and equipment.
 - b. Interruption and resumption of critical functions of state government.
 - c. Requests for support to an impacted state agency.
 - d. Loss or damage to vital records.

2. Content of Agency Continuity of Operations Plans: An agency Continuity of Operations Plan (COOP) and supporting documents should include detailed instructions for the following:
 - a. Protection of personnel and property, including warning and evacuation, and accounting for whereabouts of personnel.
 - b. Swift assessment and reporting to the Governor through the Wyoming Homeland Security Operations Center and/or Crisis Command and Control Center of an event's direct impact on agency personnel and facilities, including injuries/illness/deaths and property/systems damage.
 - c. Notification or recall of personnel.
 - d. Orderly succession (and authorization) of agency officials for all key or critical positions.
 - e. Protection, proper storage, safeguarding, recovery, and restoration of vital and important records and documents.
 - f. Review, exercise, evaluation, and update of the agency's continuity of operations plan.
 - g. Development and maintenance of a list of agency resources, or other outside resources, that might be needed to carry out assignments.
3. Agencies will provide the Wyoming Office of Homeland Security with names, phone numbers and addresses of agency directors and a minimum of two alternates, including the deputy directors (where appropriate) and key division heads who have decision making authority and who are familiar with policies and procedures for coordinating event operations with WOHS and other agencies.
4. Each state agency will retain its identity and autonomy through all phases of event operations.
5. Responsibilities and tasks assigned in the annexes of the Wyoming Response Plan may be carried out by contractors under the management of the appropriate primary or support agency.

B. Responsibilities of Local Jurisdictions

1. Primary responsibility for response to an event rests with local jurisdictions. Local governments will develop, implement, and maintain Emergency Operations Plans (EOPs), Response Plans, and supporting procedures which address mitigation, preparedness, response, and recovery. The plans should be based upon the structure of the National Response Plan.
2. Local governments have overall responsibility for the direction and control of

event operations within their jurisdictions.

3. Local governments and state agencies should coordinate to ensure tasks and responsibilities are not assigned to the agencies which conflict with assignments and directives made at the state level.
4. Local governments are responsible under all applicable laws, executive orders, proclamations, rules, regulations, and ordinances for Incident management within their respective jurisdiction.
5. Local governments are responsible for following the disaster assistance process as outlined in Figure 2.

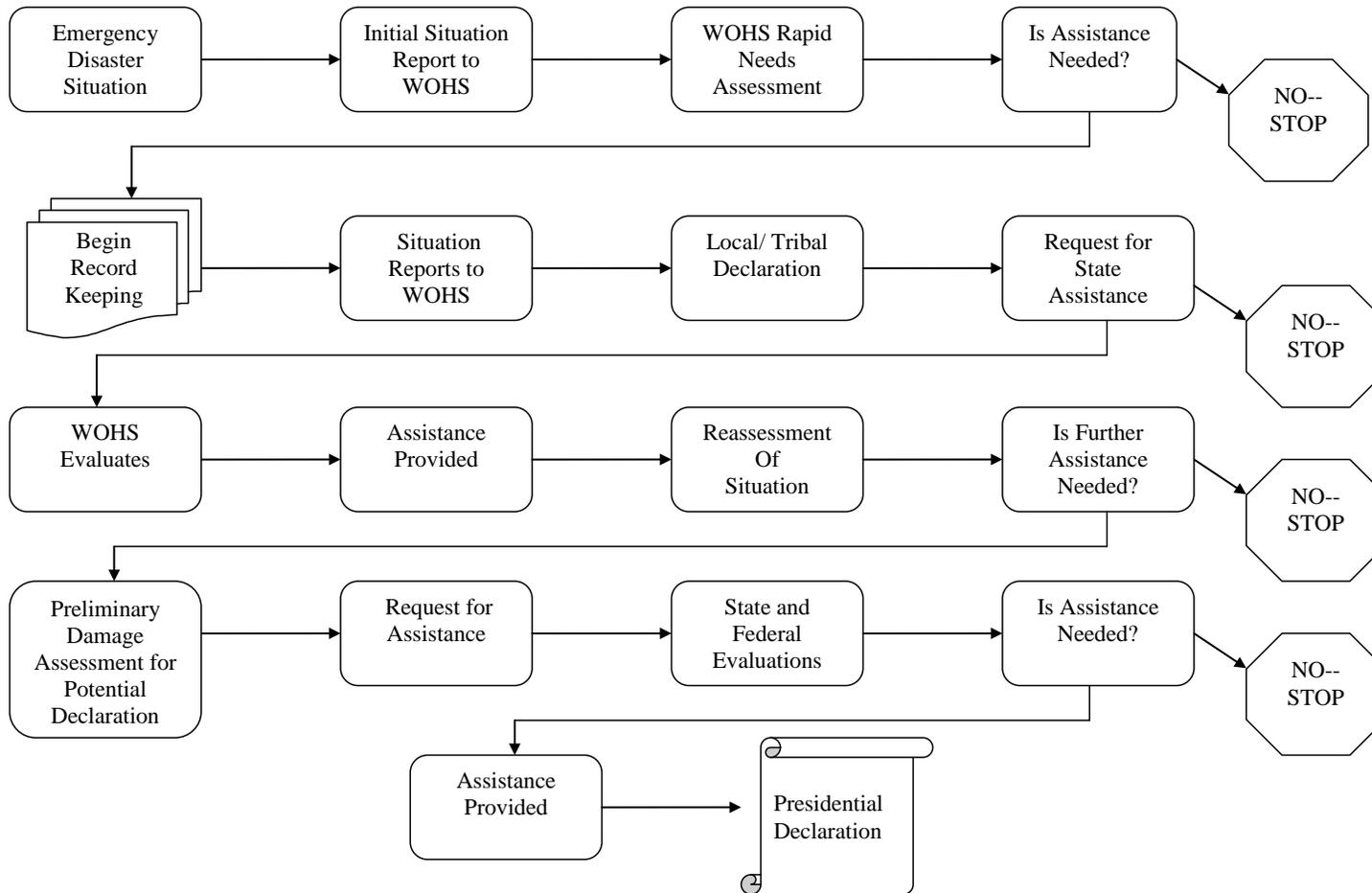
C. Responsibilities of Federal Government

The Federal Department of Homeland Security, Federal Emergency Management Agency (FEMA), has the responsibility for the coordination of federal crisis/disaster operations and resources in support of state and local government capabilities, and for directing and coordinating the delivery of federal disaster relief assistance programs. Assistance efforts are organized and coordinated according to the policies and procedures detailed in the National Response Plan (NRP), dated 2004.

D. Responsibilities of Volunteer and Private Sector Groups

1. Volunteer and private sector groups with assigned responsibilities detailed in the annexes of this plan should integrate their planning efforts with the development, maintenance, implementation, and testing of this plan and supporting procedures.
2. All volunteer, non-profit, charitable and/or religious organizations providing disaster assistance are encouraged to coordinate their relief activities with VOAD and the Director, Wyoming Office of Homeland Security.

DISASTER ASSISTANCE PROCESS FLOW CHART



IX. PLAN DEVELOPMENT AND MAINTENANCE

The development process of the Wyoming Response Plan has included participation of key state and federal agencies. The plan continues to be refined and revised as needed through a process of yearly review, exercise and evaluation. The Wyoming Office of Homeland Security annually provides each state agency with updated electronic and/or hard copies for review and comment. The electronic backup file of this plan allows for timely reproduction of copies upon request or at the onset of an event.

Any emergency support function under this plan may be transferred from one governmental agency to another with the consent of the heads of agencies involved and with the concurrence of the Director, Wyoming Office of Homeland Security. Any additional incident functional responsibility may be assigned to the head of a governmental agency by the Director with the mutual consent of the Director and the governmental agency head.

If a part of this plan, including assigned responsibilities and tasks, is found to be invalid for any reason, all valid parts that are severable from the invalid part remain in effect.

X. REFERENCES AND AUTHORITIES

A. Federal

- Homeland Security Act of 2002
- The Hazard Mitigation Act of 2000
- Aviation and Transportation Security Act
- Enhanced Border Security and Visa Entry Reform Act of 2002
- Public Health Security and Bioterrorism Preparedness Response Act of 2002
- Terrorism Risk Insurance Act of 2002
- Terrorism Bombings Convention Implementation Act of 2002
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT Act) Act of 2001
- Presidential Decision Directive-39 (PDD-39)
- Presidential Decision Directive-62 (PDD-62)
- Homeland Security Presidential Directive-5 (HSPD-5)
- Homeland Security Presidential Directive-7 (HSPD-7)
- Homeland Security Presidential Directive-8 (HSPD-8)
- Homeland Security Presidential Directive-12 (HSPD-12)
- National Incident Management System (NIMS)
- National Response Plan (NRP)
- Wyoming Homeland Security Act (W.S. Title 19, Chapter 13)
- Wyoming Emergency Response Act (W.S. Title 35, Chapter 9)
- The National Preparedness Goals
- The National Preparedness Guidance
- Planning Scenarios
- Universal Task List
- Resource Typing
- Target Capabilities Listing

- Public Law 93-234, as amended, The Flood Disaster Protection Act of 1973.
- Public law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Act of 1988, as amended July 1997.
- Title 44, Part 206, the Code of Federal Regulations.
- Aviation Disaster Family Assistance Act of 1996
- All other Public Laws or Executive Orders enacted or to be enacted which pertain to events, emergencies, and disasters.

B. State

- The Wyoming Homeland Security Act, Wyoming Statute § 19-13-101 et seq...
- Vacancy in Office of Governor, Wyoming Statute § 9-1-211
- Assignment of Disaster/Emergency Mitigation, Preparedness, Response and Recovery Functions to State Agencies, Executive Order 1988-7
- Assignment of Emergency Response, Preparedness, and Recovery Functions for Radiological Materials Transportation Accidents, Executive Order 1990-4.
- Other Acts, Executive Orders, Proclamations, Compacts, Agreements and Plans pertaining to events, emergencies, and disasters including:
 - The Wyoming Public Assistance Administrative Plan (current version).
 - The Wyoming Individual and Family Grant Administrative Plan (current version).
 - The Wyoming Hazard Mitigation Grant Administrative Plan (current version).
 - The Wyoming Multi-Hazard Mitigation Plan (current version).
 - State Operations & Coordination Center Standard Operating Procedures.
 - Emergency Highway Traffic Regulation Plan.
 - Radiological Materials Transportation Accident Emergency Response Plan.
 - The Emergency Management Basic Administrative Handbook.
 - The Wyoming Energy Emergency Contingency Plan
 - The Wyoming Department of Health All Hazards Plan (current version).
 - The Animal Emergency Management & Operations Plan (current version).
- Other Acts pertaining to volunteers exposure to liability:
 - General Provisions as to Civil Actions, Wyoming Statute 1-1-125 (Immunity for Volunteers).

C. Local

- Ordinances or resolutions enacted or to be enacted pursuant to requirements of the authorities cited above as they pertain to events, emergencies, and disasters.
- Local Emergency Operations Plans.
- Mutual Aid Agreements, Letters of Agreement, and/or Memorandums of Understanding.

XI. CONTINUITY OF OPERATIONS (COOP)

The Wyoming Office of Homeland Security has generated a tiered approach to COOP. The top tier is the Executive Branch of government, which is guided by the Wyoming Crisis Management Plan during significant emergencies. Key agency heads are assigned to assist the Governor at a predetermined Crisis Command Control Center in Cheyenne. Mobile Support Vehicles maintained by the Wyoming Office of Homeland Security can be used as mobile command centers if the Crisis Command Control Center is not accessible.

The second tier is composed of agencies and personnel needed to manage directives from the Crisis Command Control Center to the Wyoming Homeland Security Operations Center (WHSOC). The WHSOC also receives reports from the field, and passes pertinent information back to the Crisis Management Center and to the field. A new call-down list for all state agencies has been developed, and is composed of the top three personnel in the line-of-succession for each agency. The agency personnel on the call-down list will be contacted, and they will then determine who from the agency will participate at the WHSOC. A back-up location for the WHSOC is in Cody, Wyoming.

The third and base level tier is a combination of plans developed by individual state agencies and by the Wyoming Office of Homeland Security to ensure continued operations of critical functions within the state agencies. Each agency has been asked to develop back-up plans they will initiate if their workspace or building is compromised. Data supplied to the Wyoming Office of Homeland Security by state agencies is being entered into a database allowing for the rapid viewing and summarization of the data. In addition, the Wyoming Office of Homeland Security is developing and testing a work-at-home plan. If agency personnel have a home computer or laptop, they can communicate with one another through WebEOC. In addition, agency personnel at home can acquire needed data from agency servers through the Virtual Private Network. If specific software is needed to conduct business from a home location, the agency has the responsibility of providing the software to key personnel directly or on a laptop. Each agency is responsible for developing a data backup and distribution plan.

This plan may be available in alternate formats in compliance with the Americans with Disabilities Act (ADA), 42 U.S.C. 12101 eq seq. (1990). Please contact the Analysis Unit, Wyoming Office of Homeland Security, Herschler Building 1E, 122 W. 25th St., Cheyenne, Wyoming 82002 for assistance.

The entire Capitol Complex in Cheyenne may be subject to evacuation. It will then be necessary to establish a base of operations for state government. It is possible, though not probable, the Wyoming Crisis Command and Control Center will also have to relocate. Even though there will be joint offices established with the federal government to deal with emergency operations needs, Wyoming state government will need a base of operations.

The Wyoming Homeland Security Operations Center is remote from the Capitol Complex, and office areas isolated from the main operations center will house elected officials and a limited number of staff members. The staff members for the elected officials can communicate to the elected officials through WebEOC or other communications systems available at the operations center.

The Wyoming Office of Homeland Security Mobile Support vehicles MSV1 and MSV2 could be used as a limited base of operations for key elected officials. Mobile satellites could also be used to facilitate communication between elected officials and their staff.

Remote centers of operation are being established for key state agencies, elected officials, and the legislature. Community colleges, the University of Wyoming, and large facilities will be possible centers of operation if evacuation from Cheyenne is required.

All state agencies have developed or are in the process of developing Continuity of Operations Plans. Many state agencies have field offices which can be used as alternate offices for the primary office in Cheyenne. Those offices can also be used by elected officials to re-establish operations.

All state agencies have been asked to include orders of succession, delegation of authority, and associated elements in their plans. Over the last two years, WOHS personnel have scheduled visits with each agency to review and offer current guidance with their COOP plans. A database has been developed which summarizes plans.

Each agency has been presented with the following scenarios:

- A. You arrive at your office on a Monday morning and find your office has been closed for two months because of the discovery of anthrax.
- B. A pandemic influenza has hit the state and 40% of your workforce is ill or hospitalized.

Each agency is then asked the following questions:

- 1) What work is critical and has to be completed today, tomorrow, this week, next week, this month and next month?
- 2) Who are the key personnel required to complete the critical work, and do they have a backup?
- 3) Where will the critical work be completed?
 - a) At home using a virtual private network available through the State of Wyoming?
 - b) At another location pre-selected by your agency?
- 4) Are critical data available?
 - a) Do you have access to your key digital or paper data?
 - b) Do you have your needed software available?

Military bases may also be feasible to use as relocation centers for citizens as well as for the relocation of state government. The Department of Defense is currently exploring options for using military facilities in Wyoming and surrounding sites for these purposes.

Key Functions and Responsibilities (Primary and Support):

Primary: - Wyoming Governor's Office

Task(s) – Determine immediate relocation sites for state government through the Crisis Command and Control Center

- Wyoming Office of Homeland Security
 - Task(s) – Continued coordination with state agencies on developing Continuity of Operations Plans and on relocation sites for state government
 - Task(s) – Continued coordination with Legislative Services Office to ensure relocation sites are available for the Wyoming legislature

Support: - State Agencies
Task(s) - Develop Continuity of Operations Plans

**Emergency
Support
Functions**

An Emergency Support Function (ESF) leader will be appointed for each ESF needed during an event. The leader or designee will be the primary communication link with or within the Wyoming Homeland Security Operations Center. This approach will maintain the needed command structure between the command center(s) and agencies providing support to the ESF.

Emergency Support Function #1 – Transportation

Purpose

ESF #1 – Transportation, ensures the coordination of transportation route repair and restoration. In addition, it ensures transportation support for agencies requiring access to significant events.

Key Functions and Responsible Agencies (Primary and Support):

Damage Assessment

- Primary: - Wyoming Department of Transportation
- Support: - Wyoming Military Department
- Task(s) – Aerial and ground reconnaissance

Maintain/Restore Essential Transportation Infrastructure

- Primary: - Wyoming Department of Transportation
- Task(s) - Emergency Highway Traffic Regulation Plan
- Task(s) - Implement Statewide Long Range Transportation Plan
- Support: - Wyoming Military Department
- Task(s) – Assist with construction/reconstruction of roads
- Task(s) - Assist with installation of portable bridges

Maintain Traffic Control and Flow on Essential Highway Systems

- Primary: - Wyoming Department of Transportation / Wyoming Highway Patrol
- Task(s) - Emergency Highway Traffic Regulation Plan
- Task(s) - Limit and guide access to inbound and outbound routes as needed
- Task(s) – Maintain inbound emergency access routes during evacuation
- Task(s) - Maintain highway message signs, radio broadcasts, and weather alert broadcasts
- Task(s) - Remove disabled vehicles during crises
- Task(s) - Maintain probable evacuation route maps with associated evacuation traffic capacities
- Task(s) – Maintain rest stops during evacuations to allow for their use as refueling, food distribution, and restroom sites
- Support: - Wyoming Military Department
- Task(s) - Remove disabled vehicles during crises
- Task(s) – Assist Wyoming Department of Transportation with traffic control
- Task(s) – Provide fuel tankers with appropriate dispensing nozzles for emergency fuel distribution during evacuation

Vehicle Support

- Primary: - Wyoming Department of Administration and Information / General Services Division / Motor Pool
- Support: - University of Wyoming/ Transportation / Motor Pool
- Wyoming Game and Fish Department

- Wyoming Department of State Parks and Cultural Resources
- Wyoming Military Department
- Task(s) – Air and ground vehicle support

First Responder and Critical Correctional Facility Personnel Family Transport

- Primary: - Wyoming Department of Transportation / Wyoming Highway Patrol
- Support: - Wyoming Military Department

Scope

ESF #1 is designed to provide transportation support to assist in state and local incident management. Activities within the scope of ESF #1 include: reporting damage to transportation infrastructure as a result of the incident; coordinating alternate transportation services; coordinating the restoration and recovery of the transportation infrastructure; and coordinating and supporting prevention/preparedness/mitigation among transportation infrastructure stakeholders at the State and local levels.

Emergency Support Function #2 - Communications

Purpose

ESF #2 – Communications, ensures the coordination and use of State communications systems for the dissemination of disaster information, for the exchange of information between decision-makers, and for the coordination of state support to local governments.

Key Functions and Responsible Agencies:

Telecommunications / Data Communication

- Primary: - Wyoming Department of Administration and Information
 - Task(s) - Develop a state emergency communications plan
 - Establish communications links and maintain liaison with local governments, state agencies, commercial communications companies, and amateur radio organizations.
- Support: - Wyoming Department of Transportation / Wyoming Office of Homeland Security
 - Task(s) - Develop a state emergency communications plan
 - Wyoming Public Service Commission
 - Wyoming Department of Health
 - Task(s) – Maintain Health Alert Network

Radio Communications

- Primary: - Wyoming Office of Homeland Security
 - Task(s) - Provide support radio communications equipment and personnel to local jurisdictions and state agencies.
 - On-site communications through mobile support and communications vehicles MSV-1 and MSV-2
 - Portable radio tower
 - Wyoming Department of Transportation
 - Task(s) – Establish and maintain WyoLink upon being operational
- Support: - Wyoming Department of Transportation
 - Task(s) - Back-up radio communications for disaster warnings
- Wyoming Military Department
 - Task(s) – Provide high frequency radio communications to and from every armory
 - Task(s) – Provide two high frequency radio mobile units
- Wyoming Public Safety Communications Commission
 - Task(s) – Maintain Wyoming Statewide Communications Interoperability Plan
- Wyoming Department of State Parks and Cultural Resources
- Wyoming Department of Fire Prevention and Electrical Safety
- Wyoming State Forestry Division
- Wyoming Department of Game and Fish
- Amateur Radio Emergency Services
- Radio Amateur Civil Emergency Services
- Wyoming Livestock Board

Air traffic control

- Primary: - Wyoming Military Department / Department of Defense
- Task(s) - On-site air traffic control (if needed)

Equipment Inventory

- Primary: - Wyoming Office of Homeland Security
- Task(s) - Inventory of available equipment, frequencies, cooperative agreements, etc.
- Task(s) - Wyoming Interoperability Communications Plan

Evacuation Notification

- Primary: - Local Jurisdiction
 - Task(s) - Initiate evacuation notification utilizing local Emergency Response Plans
- Support: - Wyoming Department of Transportation (WYDOT)
 - Task(s) – Maintain and operate Highway Dynamic Message Signs
 - Task(s) – Maintain and operate Highway Advisory Radio
- Wyoming Highway Patrol/WYDOT
 - Task(s) – Maintain and operate Wyoming Highway Patrol dispatch
- Wyoming Department of Health
 - Task(s) – Maintain and operate Wyoming Health Alert Network
 - Task(s) – Maintain statewide database of translators
- Wyoming Institute for Disabilities
 - Task(s) – House Department of Health translator database
- Wyoming Office of Homeland Security
 - Task(s) – Maintain and administer WebEOC
- Wyoming Department of Administration and Information
 - Task(s) – Maintain and administer Leader Alert system
- Wyoming Department of Employment
 - Task(s) – Maintain Language Line and list of Wyoming-based Spanish language interpreters

Scope

ESF #2 coordinates State actions to provide for the restoration of the telecommunications interface between state agencies, between state and local governments, and with outside organizations including the federal government, private nonprofit organizations, and business/industry. This includes radio, telecommunications, broadcast cables, and electronic networks. The U.S. Department of Homeland Security has the capability to provide alternate communications systems. Requests for such assistance must be coordinated through WOHS.

Emergency Support Function #3 – Public Works and Engineering

Purpose

ESF #3 - Public Works and Engineering, ensures coordination for pre- and post incident assessments as well as repair and restoration of essential facilities, utilities, and other public works.

Key Functions and Responsible Agencies:

Assessment:

- Primary: - Wyoming Office of Homeland Security
 - Task(s) - Provide on-site team to assist local jurisdictions with damage assessments
 - Collect and summarize data and reports supplied from local jurisdictions and state agencies
 - Maintain Wyoming Homeland Security Operations Center and/or WebEOC and needed.
 - Provide updates to the Wyoming Crisis Command Control Center (if activated) and to Wyoming Governor’s Office.
- Support: - All State Agencies / American Red Cross
 - Task(s) - Develop procedures for rapidly assessing damage
 - Report impact on agency personnel and facilities
 - Provide on-site support as requested
 - Develop short-term and long-term recovery plans as requested
 - Predict course of event and potential impacts
 - Wyoming Department of Transportation
 - Task(s) - Provide photo reconnaissance
 - Wyoming Military Department (Civil Air Patrol)
 - Task(s) – Aerial damage assessments
 - Task(s) – Photo reconnaissance
 - Public Service Commission (PSC)
 - Task(s) – Coordinate assessments of commodities under jurisdiction of PSC
 - Wyoming State Geological Survey
 - Task(s) - Provide analysis of geological hazards
 - Wyoming Department of Revenue
 - Task(s) - Provide analysis of estimated property and revenue loss
 - National Weather Service / Wyoming State Climatologist
 - Task(s) - Provide current on-site weather and forecasts

Public Buildings

- Primary: - Wyoming Department of Administration and Information
 - Task(s) - Assess damage to public buildings, facilities, and equipment
 - Coordinate the repair and restoration of public

- buildings and equipment
 - Coordinate and assist with the procurement of temporary office space for state agencies, as needed
- Support: - Wyoming Department of Fire Prevention and Public Safety
- Task(s) - Assess damage to public buildings, facilities, and equipment

Public Utilities and Energy

- Primary: - Wyoming Business Council, Minerals, Energy, & Transportation/Public Service Commission
- Task(s) - Assess damage to energy supply systems, estimate demand, and determine requirements to restore supply systems
- Administer statutory authorities for energy priorities and allocations
 - Activate Wyoming Energy Emergency Contingency Plan for emergency fuel for transportation, communications, etc.
 - Assist energy suppliers in obtaining needed equipment, labor, and transportation for repair and restoration of energy systems
- Support: - Wyoming Oil and Gas Conservation Commission
- Task(s) - Provide liaison to appropriate private oil and gas producers/distributors
- Wyoming Military Department
 - Task(s) - Provide emergency power if available
 - Wyoming Office of Homeland Security
 - Task(s) - Locate alternate sources of portable emergency power

Water Control

- Primary: - Wyoming State Engineers Office
- Task(s) - Coordinate operations of water control structures to minimize flood damage
- Coordinate emergency inspection and repair to dams or appurtenants

Parks & Recreation Facilities

- Primary: - Wyoming Department of State Parks and Cultural Resources
- Task(s) - Assess damage to parks and recreational facilities, and determine suitability as temporary shelter locations
- Coordinate repair and restoration of facilities and services

Debris Removal

- Primary : - Wyoming Department of Environmental Quality
- Task(s) - Coordinate debris removal support to local

- governments
- Task(s) - Provide technical assistance on disposal procedures and requirements
- Support: - Wyoming Department of Transportation
 - Task(s) - Provide debris removal support to local Governments
 - Wyoming Military Department
 - Task(s) – Provide debris removal support if state resources exhausted
 - Wyoming Game and Fish Department / Wyoming Department of Health / Wyoming Department of Agriculture
 - Task(s) - Provide technical assistance on proper disposal procedures

Drinking Water, Waste Water Collection, and Treatment Systems

- Primary: - Local jurisdiction
 - Task(s) – Maintain and/or restore function to water systems
 - Wyoming Department of Environmental Quality
 - Task(s) – Monitor water quality in cooperation with EPA
 - Task(s) – Evaluate and recommend alternate water supplies or sewage treatment systems
 - Task(s) – Provide guidance to backup personnel on operation of drinking water or water treatment systems.
- Support: - Wyoming Military Department
 - Task(s) – Emergency water treatment
 - Task(s) – Emergency water supply
 - Wyoming Association of Rural Water Systems
 - Task(s) – Assist local jurisdictions
 - WYOWARN (Wyoming Water and Wastewater Agency Response Network)
 - Task(s) - Develop mutual aid agreements between communities to provide support during disasters
 - Wyoming Water Development Commission
 - Task(s) – Review project proposals and fund suitable proposals related to drinking water supplies

Scope

ESF #3 is structured to provide public works and engineering-related support for the changing requirements of state and local incident management to include preparedness, prevention, response, recovery, and mitigation actions. Activities within the scope of this function include conducting pre-and post-incident assessments of public works and infrastructure; executing emergency contract support for life-saving and life-sustaining services; providing technical assistance to include engineering expertise, construction management, and contracting and real estate services; providing emergency repair of damaged infrastructure and critical facilities; and coordination with the DHS/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA) Public Assistance Program and other recovery programs.

Emergency Support Function #4 - Firefighting

Purpose

ESF #4 – Firefighting, enables the detection and suppression of wild land, rural, and urban fires. The function provides for a coordinated application of available resources, and also provides for assistance to local governments.

Key Functions and Responsible Agencies:

Rural and Wild Land Fires / Interface

- Primary: - Wyoming State Forestry Division
 - Task(s) - Coordinate rural fire suppression operations to supplement local actions
 - Coordinate federal fire suppression assistance
- Support: - Wyoming DOT/ Wyoming Highway Patrol
 - Task(s) - Manage and control ingress/egress into fire danger area
 - Provide reconnaissance aircraft upon request
- Wyoming Military Department
 - Task(s) - Manage and control ingress/egress into fire danger area
 - Provide reconnaissance aircraft upon request
 - Task(s) - Provide personnel and equipment upon request
- Wyoming Department of Corrections
 - Task(s) - Provide personnel and equipment upon request
- Wyoming Office of Homeland Security
 - Task(s) - Provide communications equipment and mobile support vehicles as requested

Urban Fires

- Primary: - Wyoming Department of Fire Prevention and Electrical Safety
 - Task(s) - Provide inspection/investigative personnel as needed
- Support: - Wyoming Department of Transportation Wyoming Military Department (Civil Air Patrol)
 - Task(s) - Provide reconnaissance aircraft upon request
- Wyoming Military Department (Civil Air Patrol)
 - Task(s) - Provide reconnaissance aircraft upon request
- Wyoming State Forestry Division
 - Task(s) - Coordinate application of available resources as needed

Scope

Emergency Support Function #4 manages and coordinates firefighting activities, including the detection and suppression of fires, and provides personnel, equipment, and supplies in support of State and local entities involved in rural and urban firefighting operations. Federal departments may provide direct assistance in accordance with the provisions of active mutual aid agreements and annual operating plans.

Emergency Support Function #5 – Crisis Management

Purpose

ESF #5 - Crisis Management, supports overall activities of the Wyoming State Government for State and local incident management that involves the State. ESF #5 provides the core management and administrative functions in support of the Crisis Command Communications Center, Wyoming Homeland Security Operations Center, Joint Information Center, and the Joint Field Office.

Key Functions and Responsible Agencies (Primary and Support):

Crisis Command and Control Center / Joint Information Center / Wyoming Homeland Security Operations Center

- Primary: - Wyoming Office of Homeland Security / Governor’s Office
 - Task(s) - Develop Standard Operating Procedures, provide onsite facilitator, and provide a Duty Officer and call-down list
- Support: - All State Agencies
 - Department of Health
 - Task(s) – Provide support through operation of Department of Health Emergency Operations Center

Assessment and Planning

- Primary: - Wyoming Office of Homeland Security
 - Task(s) - Develop procedures for collecting, analyzing, and disseminating accurate information. Manage information within the operations center and between agencies. Ensure liaison to federal government.
- Support: - All Relevant State Agencies, National Weather Service, American Red Cross
 - Task(s) - Report impacts on agency personnel and property, predict course and impacts of event, develop recovery plans, provide information- gathering resources to assess damage in impact area, brief policy makers.
 - Wyoming Military Department (Civil Air Patrol)
 - Task(s) - Photo Reconnaissance

Financial Management

- Primary: - Wyoming Office of Homeland Security/State Auditor’s Office
 - Task(s) - Implement “event” accounting, serve as pass-through and administrative agency for federal disaster funds.
 - Administer Public Assistance grant, Hazard Mitigation Grant, etal.
- Support: - WY Dept of Audit – Accounting services and personnel.
 - WY Dept. of Family Services
 - Task(s) - Administer Individual and Family Grant.
 - State Treasurer’s Office
 - Task(s) - Event funding assistance.

- All State Agencies
- Task(s) - Track expenses

Records Documentation, Evaluation, and Preservation

- Primary: - State Parks and Cultural Resources (Archives)
- Task(s) - Assist agencies with collecting, cataloging, and archiving of documents.
- Task(s) – Inspect, evaluate, and assist/direct recovery of vital and historic records.
- Support: - All State agencies – Collect data.

Legal

- Primary: - State Attorney General
- Task(s) - Monitor state response and recovery activities, provide legal counsel, monitor for consumer fraud, develop public service announcements, and develop registration system for contractors.
- Review plans and practices, interstate compacts, and contracts/MOUs for compliance with state and federal statutes and regulations.
- Support: - Legal staff of all State agencies

Public Information and Warning

- Primary: - Wyoming Governor's Office
- Task(s) - Coordinate release of incident-related information, conduct news conferences/briefings, manage VIP briefings/tours, establish rumor control system with local officials.
- Support: - Wyoming Office of Homeland Security
- Task(s) - Develop Public Service Announcements
- Wyoming Department of Health
- Task(s) – Maintain Health Alert Network
- Wyoming Department of Transportation
- US and State Geological Surveys
- National Weather Service
- State Agency Public Information Officers
- Media Representatives

Continuity of Operations

- Primary: - Wyoming Office of Homeland Security
- Task(s) - Generate Wyoming Continuity of Operations Plan (COOP) and Wyoming Continuity of Government Plan, coordinate assistance through activation of Wyoming Homeland Security Operations Center, and support Crisis Management Plan and Center.
- Wyoming Department of Administration and Information
- Task(s) - Maintain backup of state mainframe.

- Maintain insurance coverage for state-owned facilities
- Assist state agencies with agency data backup and off-site operations (VPN, etc.)
- Assist state agencies with alternate sites and relocation if needed

Support: - All State Agencies

- Task(s) - Develop and maintain agency-specific COOP, evacuation procedures, and emergency guidance
- Provide for succession of agency officials

Scope

ESF #5 serves as the support for all State departments and agencies across the spectrum of state and local incident management from prevention to response and recovery. ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 transitions and is responsible for support and planning functions. ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations. This includes alert and notification, deployment and staffing of emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for Federal assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

Emergency Support Function #6 – Mass Care, Housing, and Human Services

Purpose

ESF #6 - Mass Care, Housing, and Human Services, supports efforts to address the non-medical mass care, housing, and human services needs of individuals, families, or direct care providers of persons unable to self evacuate (UTSE) impacted by disaster events.

Key Functions and Responsible Agencies (Primary and Support):

Mass Care

Primary: - Local Jurisdiction

Task(s) – Coordinate with local entities and American Red Cross to establish shelters to be used by American Red Cross or local jurisdiction

- Wyoming Department of Family Services

Task(s) - Establish mutual support relationships with other entities that may assist or expand shelter and feeding services, distribution of food and water, clothing, and supplies.

- Coordinate provision of mass care services with local government.

- Ensure liaison with private relief and federal agencies.

- Adventist Community Services in cooperation with Wyoming Office of Homeland Security and local jurisdiction

Task(s) - Coordinate distribution of emergency relief items

Support: - American Red Cross

Task(s) - Coordinate provision of mass care services with local government.

- Implement and coordinate a disaster welfare inquiry system.

Task(s) – Define which shelters are ADA compliant, including accommodations and care for service animals.

- Wyoming Food Bank of the Rockies

Task(s) – Emergency food supply and distribution

- Wyoming Office of Homeland Security

Task(s) – Coordinate sheltering with local jurisdiction, American Red Cross, and Wyoming Department of Family Services.

Task(s) – Work with local jurisdictions to designate shelters for people who can not perform self care.

Task(s) - Coordinate with state agencies to establish state-managed shelters in state-owned and operated buildings and at Community Colleges and the University of Wyoming.

Task(s) – Work with local jurisdictions to determine security needs or protocols at locally managed shelters, given American Red Cross protocols for security.

Task(s) – Maintain Evacuation Hot Line

Task(s) – Review use of Aid Matrix

Task(s) – Investigate use of National Shelter System

- Wyoming Department of Health
 - Task(s) – Maintain Health Alert Network
 - Task(s) – Maintain volunteer registry for volunteers to assist at shelters.
 - Task(s) – Coordinate emergency first aid shelters
- Wyoming Dept. of Education
 - Task(s) - Coordinate release and proper use of USDA donated foods with the USDA Commodity Foods Coordinator for State.
- Wyoming Military Department
 - Task(s) - Provide state support resources for emergency shelter and feeding upon direction from Governor
 - Task(s) – Provide available armories and available dormitories at Camp Guernsey for use as shelters and provide shelter management and security upon direction from Governor.
- Wyoming Department of Agriculture
 - Task(s) – Provide dormitories and cafeteria at State fair grounds for use as shelter
- Wyoming Department of Revenue
 - Task(s) - Assist with acquisition and distribution of drinking Water

Transportation

- Primary: - Wyoming Department of Transportation (Local Government Planning)
 - Task(s) – Maintain list of ADA compliant transit system vehicles in Wyoming.
- Support: - Wyoming Office of Homeland Security / Wyoming INstitute for Disabilities (WIND at University of Wyoming)
 - Task(s) – Coordinate availability of ADA compliant vehicles in Wyoming

Housing

- Primary: - Wyoming Department of Family Services providing support to FEMA and Small Business Administration

Human Services

- Primary: - Wyoming Department of Health
 - Task(s) – Organize and manage crisis counseling in addition to handicapped and elderly needs.
 - Task(s) - Maintain public health offices for coordination of health needs
- Wyoming Department of Family Services
 - Task(s) - Emergency food stamps
- Wyoming Department of Corrections
 - Task(s) - Coordinate response to employee needs through Employee Assistance Program, including mental health, financial assistance, health, etc.

Support: - Wyoming Institute for Disabilities (UW)

Task(s) – Provide guidance/assistance to planning and response efforts

Scope

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual incidents of state and local significance. ESF #6 includes three primary functions: Mass Care, Housing, and Human Services. Mass Care involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items. Housing involves the provision of assistance for short- and long-term housing needs of victims. Human Services include providing victim-related recovery efforts such as counseling, and identifying support for persons with special needs.

Emergency Support Function #7- Resource Support

Purpose

ESF #7 – Resource Support, facilitates logistical and resource support, other than funds, to State and local emergency recovery efforts, including personnel, equipment, supplies, and similar items not included in other ESFs.

Responsible Agencies (Primary and Support):

- Primary: - Wyoming Department of Administration and Administration
 - Task(s) - Provide Crisis Communications Command Center and Wyoming Homeland Security Operations Center with access to State inventory list.
 - Provide resource personnel to operations center(s).
 - Locate and facilitate procurement of resources necessary to support response and recovery efforts.
 - Provide the ESF-5 Financial Management Function with necessary documentation to assure proper contracting, payment of fees, etc.
- Support: - All State Agencies
 - Task(s) - Compile and maintain current list of internal and external resources needed to accomplish assigned responsibilities and tasks.
 - Maintain current Continuity of Operations Plans.
 - Wyoming Department of Corrections/Department of Transportation/ Department of Revenue
 - Task(s) - Assist with delivery of resources.
 - Wyoming Military Department
 - Task(s) – Assist with delivery of resources with air and ground support

Scope

ESF #7 provides resource support to State and local government, consisting of facility space, office equipment and supplies, telecommunications, emergency relief supplies, personnel, transportation services (equipment, personnel, supplies), contracting services, and logistical support.

Emergency Support Function #8 – Public Health and Medical Services

Purpose

ESF #8 – Public Health and Medical Services, ensures provision of comprehensive medical care to disaster victims (including veterinary and/or animal health issues), supplements and supports disrupted or overburdened local medical personnel and facilities, and relieves personal suffering and trauma.

Key Functions and Responsible Agencies (Primary and Support):

Human Health

- Primary: - Wyoming Department of Health
 - Task(s) - Develop a comprehensive state disaster health and medical program.
 - Task(s) - Provide personnel to State and local EOCs.
 - Task(s) - Coordinate emergency health/medical services, including mental health, with local government officials.
 - Task(s) - Arrange for and coordinate the alerting and deployment of additional medical personnel from outside the disaster area.
 - Task(s) - Supply county officials with list of populations receiving Medicaid
 - Task(s) - Assist local officials with morgue facilities and request national disaster mortuary team if needed.
 - Task(s) - Coordinate response of Critical Incident Stress Debriefing teams with local jurisdiction.
 - Task(s) - Coordinate health and medical related public information with Operations Centers and JIC.
 - Task(s) - Maintain Strategic National Stockpile Program.
 - Task(s) – Maintain Health Alert Network
 - Task(s) – Maintain Volunteer Registry to include Medical Care personnel
 - Task(s) – Maintain public health surveillance
 - Task(s) – Assist local jurisdictions in maintenance of medical care shelters
 - Task(s) – Develop and maintain Wyoming Response Plans for Pandemic Influenza and Smallpox
 - Task(s) – Develop backup personnel for critical planning, response, and recovery functions.
 - Task(s) – Coordinate and plan with appropriate partners for Chem Pack operations.
 - Task(s) – Coordinate and plan with partners for Strategic National Stockpile (SNS) operations to include the following:
 - 1) Request the SNS from the Centers for Disease Control (CDC) as authorized by the Governor

- 2) Coordination of public health information dissemination related to the SNS with the Governor's Press Secretary and with the state Joint Information Center (JIC) and local responders
- 3) Provide guidance to county public health and medical personnel on SNS planning and dispensing
- 4) Ensure training and exercises on SNS
- Local Jurisdictions
 - Task(s) – Work with public health entities to establish sites for alternative care shelters and medical shelters
 - Task(s) – Identify morgue facilities and work with the Wyoming Office of Homeland Security to request mobile morgue resources
- Support: - Wyoming Office of Homeland Security / Wyoming Department of Environmental Quality / Wyoming Department of Agriculture/Wyoming Military Department / UW
 - Task(s) - Arrange for technical assistance when necessary to respond to radiological, chemical, and biological materials.
- Wyoming Office of Homeland Security
 - Task(s) – Provide overall planning and coordination of security operations required for state-level SNS operations.
- Wyoming Department of Environmental Quality / Wyoming Department of Health / Wyoming Department of Agriculture
 - Task(s) - Provide technical assistance to assure safe drinking water supplies and disposal of waste water.
- Wyoming Department of Environmental Quality
 - Task(s) - Assist with cleanup and disposal of hazardous substances and debris.
- Wyoming Military Department
 - Task(s) – Provide two C-130 Medivacs and two UH-60 Medivac helicopters
- Wyoming Military Department
 - Task(s) - Provide security and transportation support as needed for SNS operations, as approved by Governor.
- Department of Defense (Support to Wyoming Military Department if needed)
 - Task(s) – Assist with medical evacuation
 - Task(s) – Establish temporary medical facilities
- Wyoming Department of Transportation
 - Task(s) - Support distribution and transportation network for SNS operations and provide Highway patrol escorts as needed.
- Appropriate State Agencies (Wyoming Military Department, Wyoming Department of Revenue, etc.)

Task(s) – Provide warehousing expertise, personnel, and equipment for state-level operations to receive, stage, and store SNS materials and state-level inventory management.

Animal Health

- Primary: - Wyoming Livestock Board / Wyoming State Veterinarian
 - Task(s) - Protect the health of livestock and companion and service animals by ensuring the safety of the manufacture and distribution of food and drugs given to animals.
 - Task(s) - Establish groups of volunteer veterinarians to assist in animal care, animal health, evacuation and sheltering of animals.
 - Task(s) – Prevent and control potential zoonotic disease risks.
 - Task(s) – Oversee development of network of and requirements for companion / service animal shelters and livestock facilities.
 - Task(s) – Coordinate health and medical services for domestic animals, including cattle, sheep, horses, etc.
 - Task(s) – Provide needed assistance in emergency shelter oversight and inspection
 - Task(s) – Work with local jurisdictions to develop and maintain animal emergency plans to include animal transport, sheltering, and feeding
 - Task(s) – Maintain Wyoming Livestock Board Emergency Response Plan and conduct functions detailed in plan.
 - Task(s) – Monitor animal disease
 - Task(s) – Test domestic animals and develop plans if disease is detected
 - Task(s) – Establish, maintain, and enforce isolation and quarantine of domestic animals
 - Task(s) – Manage import restrictions
 - Task(s) – Coordinate with Wyoming Department of Health if a zoonotic disease is suspected.
- Local Jurisdictions
 - Task(s) – Appoint County Veterinarian to work with Wyoming State Veterinarian and Regional Veterinary Coordinators on the establishment and maintenance of emergency animal shelters
 - Task(s) – Develop County Animal response Team and appoint a County Animal Response Team Coordinator
- Support: - Wyoming Department of Health / Regional Veterinary Coordinators
 - Task(s): Veterinary and management support from State Public Health Veterinarian
 - Task(s): Assist in coordination of establishment and maintenance of local shelters.
- Volunteer groups to assist with shelter setup and maintenance
 - US Department of Agriculture - Animal and Plant Health Inspection Service
 - United Animal Nations – Sacramento, CA

Code 3 Associates – Longmont, CO
MARET – Mobile Animal Rescue Evacuation Team (Park County)
Humane Society of the United States - Northern Rockies Regional
Office (Dave Pauli Director, Suzi Hansen – Wyo Rep) 406-255-
7161

Scope

ESF #8 provides supplemental assistance to State and local governments in identifying and meeting the public health and medical needs of victims. This support is categorized in the following core functional areas: Assessment of public health/medical needs (including behavioral health); Public health surveillance; Medical care personnel; and Medical equipment and supplies.

Emergency Support Function #9 – Urban Search and Rescue

The State of Wyoming does not provide support to urban search and rescue efforts.

Emergency Support Function #10 – Oil and Hazardous Material Response

Purpose

ESF #10 – Oil and Hazardous Material Response, provides State support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials.

Responsible Agencies (Primary and Support)

- Primary: - Regional Response Teams
 - Wyoming Office of Homeland Security
 - Task(s) - Coordination
 - Task(s) - Manage the Right-TO-Know Program.
 - Task(s) - Provide administrative support to the State Emergency Response Commission (SERC).
 - Task(s) - Provide guidance, through the SERC, on training and planning for Local Emergency Planning Committees (LEPCs).
 - Task(s) - Provide maintenance and calibration services for radiological instruments.
 - Task(s) - Manage the Waste Isolation Pilot Project (WIPP) Program in Wyoming.
 - Task(s) - Manage reimbursement of unrecoverable costs associated with hazardous materials as provided in the Disaster Contingency Fund.
- Support: - Wyoming Department of Administration and Information
 - Task(s) - Assist local jurisdictions, if necessary, with alerting personnel in the capitol complex of a threatening hazardous material incident.
- Wyoming Department of Agriculture
 - Task(s) - Provide technical assistance to the Local Emergency Planning Committees (LEPCs) and the Wyoming Office of Homeland Security.
 - Task(s) - Provide laboratory services on a cooperative basis.
 - Task(s) - Assist with response to spills of pesticides and herbicides.
 - Task(s) - Assist local jurisdictions, farmers, and ranchers in matters pertaining to agriculture impacted by a hazardous material incident.
 - Task(s) - Coordinate health issues with department sanitarians.
 - Task(s) - Assist in crop damage assessment.
- Attorney General’s Office
 - Task(s) - Speak to appropriate groups on legal issues pertaining to the State Emergency Response Commission and the laws it implements. Serve as lead agency for hazardous material incidents related to civil disorders and terrorism.
 - Task(s) - Support clean-up operations by pursuing reimbursement of costs by those identified as responsible for hazardous materials incidents.

- Wyoming Department of Employment
 - Task(s) - Provide personnel and equipment to monitor indoor air pollution.
 - Task(s) - Assist with the identification of materials to which workers or the general public are exposed.
- Wyoming Department of Environmental Quality
 - Task(s)- Evaluate disaster response and recommend legislation relating to response to air toxic emergencies if necessary.
 - Task(s)- Evaluate disaster response and recommend legislation relating to response to releases of hazardous wastes if necessary.
 - Task(s)- Maintain lists of hazardous materials cleanup contractors.
 - Task(s)- Issue permits for siting and operations of hazardous waste facilities.
 - Task(s)- Participate in hazardous materials response training and awareness programs for state, local, and private parties.
 - Task(s)- Serve on the State Emergency Response Commission and provide technical assistance as needed.
 - Task(s)- Provide technical assistance to Local Emergency Planning Committees (LEPCs).
 - Task(s)- Maintain a Chemical Spill Program to respond to release affecting surface and ground waters.
 - Task(s)- Respond to releases of all reportable hazardous materials listed in “Wyoming Water Quality Rules and Regulations”
 - Task(s)- As lead agency, monitor all cleanup activity until standards are met.
 - Task(s)- Provide laboratory services for certain water analysis.
 - Task(s)- Determine an event’s proximity to drinking water supplies.
 - Task(s)- Oversee surveillance programs, in cooperation with the US Environmental Protection Agency to assure the public that water supply and wastewater treatment systems will provide adequate service with no adverse public health effects.
 - Task(s)- Evaluate and recommend alternate water supplies or sewage treatment systems.
 - Task(s)- Serve as support agency for Radiological Response Team to include the following:
 - a. Dose assessment activities on site.
 - b. Radiation control to protect general population and emergency workers.
 - c. Assistance to Incident response personnel regarding radiation hazard.
 - d. Oversight and coordination of containment activities.

- e. Release of shipper or carrier upon a determination that mitigation and recovery operations have been completed to the satisfaction of the state.
- Task(s)- Provide environmental monitoring, assessment and control of remediation activities upon arrival at site.
- Task(s)- Provide guidance for area clean-up and termination of incident.
- Task(s)- Identify hazardous materials at site and make recommendations to limit damage to the environment. DEQ will provide technical assistance to the Regional Emergency Response Team, County Homeland Security Coordinator, County Public Health Coordinator, and first responders at site.
- Task(s)- Provide guidance for disposal of released hazardous materials.
- Task(s)- Provide technical expertise and assistance regarding procedures for clean-up and future mitigation following a release.
- Task(s)- Notify neighboring states or other downstream water users when an incident threatens them.
- Task(s)- Maintain detailed reports of hazardous materials incidents.
- Wyoming Department of Fire Prevention and Electrical Safety
 - Task(s) - Provide technical assistance to the Local Emergency Planning Committees (LEPCs) and the State Emergency Response Commission (SERC).
 - Task(s)- Assist with fire safety building inspections to identify the presence of hazardous materials in accordance with the Uniform Fire Code.
 - Task(s)- Assist local jurisdictions on the development of safe havens.
 - Task(s)- Participate in hazardous materials response training and awareness programs for state, local, and private parties.
 - Task(s)- Coordinate hazardous materials response training for the Wyoming Fire Service.
 - Task(s)- Assist in coordination of fire service response to hazardous material incidents.
 - Task(s)- Serve on State Emergency Response Commission.
 - Task(s)- Maintain Incident response records for fire service responses to hazardous materials incidents.
- Wyoming State Forestry Division
 - Task(s)- Provide response assistance to combat fire resulting from hazardous materials incident.
- Wyoming Department of Game and Fish
 - Task(s) - Provide technical guidance / assistance regarding

- hazards to fish and wildlife.
- Task(s)- Assist with notifying individuals at risk from a hazardous materials event affecting wildlife and fishing areas.
 - Wyoming Department of Health
 - Task(s) - Coordinate hazardous materials related health issues with the Environmental Protection Agency (EPA), Dept. of Energy (DOE), and the Center for Disease Control (CDC).
 - Task(s) - Participate in hazardous material response training and awareness programs for state, local, and private parties.
 - Task(s) - Serve on the State Emergency Response Commission.
 - Task(s) - Provide decontamination guidelines to emergency receiving hospitals and Emergency Services Response groups.
 - Task(s)- Assist with the identification of materials involved in the exposure of workers or the general public
 - Task(s) - Provide assistance of Public Health response Coordinator to all incidents
 - Task(s) – Coordinate and plan with appropriate partners for Chem Pack operations.**
 - Wyoming Livestock Board
 - Task(s) - Assist in matters pertaining to domestic animals including cattle, sheep, horses, etc.
 - Wyoming Military Department
 - Task(s) - Provide training assistance to first responders on chemical and biological agents.
 - Task(s) - Provide response of Civil Support Team (CST) to detect chemical and biological agents to local jurisdictions.
 - Task(s) - Provide assistance in chemical detection and identification of agents using CST.
 - Task(s) - Assist with evacuation in a threatened environment.
 - Task(s) - Provide screening protection of a contaminated area.
 - Task(s) – Provide decontamination capability support (CERFP)
 - Wyoming Oil and Gas Conservation Commission
 - Task(s) - Provide liaison to appropriate oil and gas producers/distributors
 - Task(s) – Inspect oil and gas properties and wells for investigation or testing.
 - Task(s) - Receive reports of uncontained spills or produced fluids, drilling muds, hydrocarbons or chemicals threatening waters of state.
 - Wyoming Department of Parks and Cultural Resources
 - Task(s) - Assist local jurisdictions with notifying individuals at

- risk from a hazardous materials incident occurring within or near a state park or historic site.
- Public Service Commission
 - Task(s) - Integrate the management of regulatory authority over utilities, oil and gas producing companies and common carriers to support the state hazardous materials programs.
 - Task(s) – Provide liaison to appropriate natural gas pipeline and natural gas distribution owners/operators.
 - Wyoming Department of Transportation
 - Task(s) - Serve as lead agency for radiological incidents (Highway Patrol)
 - Task(s) - Serve on the State Emergency Response Commission.
 - Task(s) - Provide technical assistance to the State Emergency Response Commission and Local Emergency Planning Committees.
 - Task(s) - Participate in hazardous materials response training and awareness programs for state, local, and private parties.
 - Task(s) - Enforce CFR 49, Parts 171-180.
 - Task(s) - Enforce Federal Motor Carrier Safety Regulations for protecting carriers and the public.
 - Task(s) - Regulate commercial motor vehicle transportation.
 - Task(s) - Assist local jurisdiction in identifying hazardous materials at the scene of a release and make recommendations to limit loss of life and damage to the environment.
 - Task(s) - Implement the Emergency Highway Traffic Regulation Plan as needed.
 - Task(s) - Provide communications center and duty officer notification point for hazardous materials incidents.
 - Task(s) - Respond as lead agency to radiological incidents on state highway transportation system
 - Task(s)- Provide members for Radiological Response Team
 - Task(s) - Investigate interstate/intrastate hazardous materials incidents involving highway transportation.
 - Task(s) - Assign cost for hazardous materials incidents to shipper/carrier/owner as appropriate.
 - Task(s) - Coordinate the diversion of traffic and traffic flow, including necessary signs, traffic lanes, barricades, lights, and flagmen.
 - Task(s) - Coordinate the delivery of available abrasives and other materials to incident site to block the flow of contaminants from highways into sewers, drains, or bodies of water that would cause harm to human life, health, or the environment.
 - Task(s) - Coordinate and supervise clean-up contractors.

Task(s) - Assist with transportation of personnel, materials, supplies, and messages.

Scope

In accordance with the Wyoming Emergency Response Act, the Wyoming Office of Homeland Security has primary responsibility for coordinating the hazardous materials response at the State level. For radiological issues, the Wyoming Office of Homeland Security Operations Division, under the authority of the Emergency Planning and Community Right-To-Know Act of 1986 (“EPCRA”), Title III of the Superfund Amendments and Reauthorization Act of 1986, and Wyoming Executive Order 2001-5, has responsibility for developing and maintaining the “State of Wyoming Radiological Materials Transportation Accident Emergency Response Plan”.

ESF #10 provides for a coordinated response to actual or potential oil and hazardous materials incidents. ESF #10 includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents. This includes certain chemical, biological, and radiological substances considered weapons of mass destruction (WMD).

ESF #10 describes the lead coordination roles, the division and specification of responsibilities among State agencies, and the regional, and onsite response organizations, personnel, and resources that may be used to support response actions. Appropriate response and recovery actions can include efforts to detect, identify, contain, clean up, or dispose of released oil and hazardous materials. Specific actions may include stabilizing the release through the use of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or to decontaminate or mitigate its effects; drainage controls; fences, warning signs, or other security or site-control precautions; removal of highly contaminated soils from drainage areas; removal of drums, barrels, tanks, or other bulk containers that contain oil or hazardous materials; and other measures as deemed necessary.

Emergency Support Function #11 – Agriculture, Food Supply, and Cultural Resources

Purpose

ESF #11 – Agriculture, Food Supply, and Cultural Resources, ensures an adequate and safe food supply; mitigates the loss of crops, livestock, and wildlife; and protects significant natural and cultural resources and historic properties.

Key Functions and Responsible Agencies (Primary and Support):

Provision of Food Supply

- Primary: - Wyoming Department of Family Services
 - Task(s) - The Emergency Food Assistance Program (TEFAP). Food products provided to food distribution sites throughout state.
 - Disaster Food Stamps program for disasters.
 - Electronic Benefit Transfer system to provide benefits in an electronic format (card). Card can be used to purchase food.
- Wyoming Department of Education
 - Task(s) - National School Lunch Program / State Commodity Warehouse (USDA foods)
- Support: - Wyoming Dept. of Revenue (Liquor Division)
 - Task(s) - Acquisition and distribution of drinking water
- Wyoming Military Department
 - Task(s) - Food transport
 - Task(s) – Emergency water supply
- Wyoming Office of Homeland Security / Department of Defense
 - Task(s) – Emergency Food Supplies (Meals Ready to Eat)
- Southern Baptist Convention - Disaster Relief
 - Task(s) – Provide meals for up to 3,000 people, three times a day
- American Red Cross
 - Task(s) – Provide meal vouchers as available
- Salvation Army
 - Task(s) – Provide feeding canteen for light meals, snacks, and water
- Wyoming Food Bank of the Rockies
 - Task(s) – Locate, acquire, and distribute food through other organizations
- Church of Jesus Christ of Latter Day Saints
 - Task(s) – Provide food from food banks as available
- Adventist Community Services
 - Task(s) – Manage donated goods and food
- Wyoming Voluntary Organizations Active in Disasters
 - Task(s) – Provide coordination with all volunteer groups

Animal and Plant Disease and Pest Response

- Primary: - Wyoming Livestock Board – State Veterinarian
 - Task(s) - Import restrictions
 - Task(s) – Monitor animal disease outbreaks

- Task(s) – Test domestic animals and develop plans if disease is detected
 - Task(s) - Initiate contact identification / tracing
 - Task(s) – Establish, maintain, and enforce isolation and quarantine of domestic animals Task(s) – Maintain Wyoming Livestock Board Emergency Response Plan and conduct functions detailed in plan.
 - Wyoming Game and Fish Department
 - Task(s) – Test wild animals and develop plans if disease is suspected
 - Task(s) –Establish, maintain, and enforce isolation and quarantine of wild animals
 - Wyoming Department of Agriculture
 - Task(s) – Monitor exotic plant pest and other pest outbreaks
 - Task(s) – Conduct detection surveys for exotic plant pests
 - Task(s) – Establish, maintain, and enforce isolation and quarantine of exotic plant pests
 - Wyoming Department of Health – Epidemiology
 - Task(s) - Zoonotic Disease **investigation and control**
 - Wyoming State Veterinary Laboratory - University of Wyoming
 - Task(s) - Livestock and Wildlife, Select Agent Laboratory, National Animal Laboratory Health Network
 - University of Wyoming – Renewable Resources Department
 - Task(s) - Plant Emergency Response Network
- Support: - Wyoming Department of Health – Bioterrorism

Assurance of the Safety and Security of the Commercial Food Supply

- Primary: - Wyoming Department of Agriculture
 The Wyoming Department of Agriculture has a response plans tailored to provide for response to varied threats to the food supply in Wyoming. There are no Talmadge Aiken plants in Wyoming, no federal inspectors assigned to the state, and no federal labis within Wyoming. The state does have an agricultural lab located at the University of Wyoming and a public health lab in Cheyenne. There are currently 20 inspectors and 2 supervisors assigned to the Consumer Health Service Division. There are currently 28 state inspected plants of which 14 perform slaughter functions.
- Task(s) – Maintain Wyoming Department of Agriculture Response Plan, which provides for effective and efficient response to varied threats to the food supply within Wyoming.
 - Task(s) – Maintain coordinator (Program Manager and Assistant Program Manager of Consumer Health Services Division) for food safety program and related planning.
 - Task(s) – Maintain essential Food Safety Program to ensure continued “at least equal to” compliance with federal statutes administered by the US Department of Agriculture. The

Assistant Program Manager and two supervisors are part of a pool of trained backup program staff to carry out program. There are also eight Consumer protection Specialists (inspectors) not assigned to state slaughter facilities that have been trained and will be utilized in slaughter inspections as needed.

Task(s) – Utilize the Food Safety Inspection Service’s self assessment tool to determine state’s capability to respond.

Task(s) – Maintain plant inspection in Wyoming.

Task(s) – Maintain planning and preparedness functions of Food Safety Program. The Assistant Program Manager is backup for the Program Manager, and two supervisors can provide additional back-up as required.

Task(s) – Assess capability to meet pre-disaster state “Equal to” food safety program requirements after a disaster. The Program manager and the Assistant Program Manager are assigned this assessment responsibility.

Task(s) – Maintain the current status of state inspected facilities through daily e-mail notification or direct contact with facilities.

Task(s) – Maintain communications before, during, and after any incident or disaster. Communications will be through the agency’s Public Information Officer (PIO). Depending on the scale of the disaster, communications may be passed to the PIO through the Local Emergency Planning Committees or Homeland Security Coordinator within each county of the state for small localized incidents. The agency PIO will communicate through the Joint Information Center / Crisis Command Control Center for large events.

Support: - Wyoming Department of Agriculture – Analytical Services Laboratory
Task(s) - Analysis, Food Emergency Response Network

Protection of Natural, Cultural, and Historic Resources and Properties

Primary: - Department of State Parks and Cultural Resources – Cultural Resources Division

Task(s) - Provide evaluation of historic properties following a disaster.

Task(s) – Provide guidance for physical recovery/restoration of historic properties following a disaster.

Support: - Wyoming Department of Administration and Information
Task(s) - Salvaging damaged properties

Scope

ESF #11 includes four primary functions:

Provision of food supply: Includes determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of the supplies, and authorizing disaster food stamps.

Animal and plant disease and pest response: Includes implementing an integrated Federal, State, and local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation, and ensures, in coordination with ESF #8 – Public Health and Medical Services, that animal/veterinary/ wildlife issues in natural disasters are supported.

Assurance of the safety and security of the commercial food supply: Includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food borne disease surveillance; and field investigations.

Protection of natural, cultural, and historic resources and properties: Includes appropriate response actions to conserve, rehabilitate, recover, and restore NCH resources.

Emergency Support Function 12- Energy

Purpose

ESF #12 – Energy, is intended to restore damaged energy systems and components after a disaster. In addition, it guides the restoration of energy supply.

Key Functions and Responsible Agencies (Primary and Support):

Damage Assessment

- Primary: - Public Service Commission
- Support: -Wyoming Oil and Gas Conservation Commission
 - Task(s) - Provide liaison to appropriate oil and gas producers/distributors

Wyoming Energy Emergency Response Plan

- Primary: - Wyoming Business Council – Energy Office
 - Task(s) - Verify fuel supplies, Implement Wyoming Energy Emergency Response Plan and coordinate with appropriate agencies
- Wyoming Office of Homeland Security
 - Task(s) - Activate Wyoming Homeland Security Operations Center and Coordinate with Wyoming Business Council

Energy System Restoration

- Primary: - Public Service Commission
 - Task(s) - Assist energy suppliers in obtaining equipment, specialized labor, and transportation for repair or restoration of energy systems.
- Support: - Wyoming Office of Homeland Security
 - Wyoming Oil and Gas Conservation Commission

Scope

The function leads to the collection, evaluation, and sharing of information on energy system damage and estimations on the impact of energy system outages within affected areas. The term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components. Additionally, ESF #12 provides information concerning the energy restoration process such as projected schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.

Emergency Support Function #13 – Public Safety and Security

Purpose

The Public Safety and Security function integrates state public safety and security capabilities and resources to support the full range of incident management activities.

Key Functions and Responsible Agencies (Primary and Support):

Law Enforcement/Security

- Primary: - Wyoming Attorney General's Office / Wyoming Department of Criminal Investigation
 - Task(s) – Primary Law Enforcement Official for Wyoming
 - Task(s) – Legal review of state law
 - Task(s) – Enforce state law
 - Task(s) – Training and certification of law enforcement officers (Wyoming Law Enforcement Academy and Peace Officers Standards and Training)
 - Task(s) – State Crime Laboratory assistance
- Support: - Wyoming Department of Transportation – Wyoming Highway Patrol
 - Task(s) - Coordinate state public safety and security support provided to any affected local government. This includes communications, personnel, and equipment.
 - Provide public safety and security support
 - Wyoming Office of Homeland Security / FAA
 - Task(s) - Arrange for restriction of air space if needed
 - Wyoming Military Department
 - Task(s) - Assist with public safety and security support
 - Wyoming Office of Homeland Security/ Wyoming Dept. of Game and Fish / Wyoming Livestock Board / Wyoming Board of Outfitters and Professional Guides / Wyoming Department of Parks and Cultural Resources (park rangers) /Fire Marshal's Office, University of Wyoming, Sheridan College
 - Task(s) - Assist with public safety and security support
 - Wyoming Department of Health
 - Task(s) – Maintain Volunteer Registry to include personnel with law enforcement backgrounds

Search and Rescue

- Primary: - County Sheriff's Office
 - Task(s) - Primary response
- Wyoming Office of Homeland Security
 - Task(s) - Administrate Wyoming Search and Rescue Fund under Wyoming Search and Rescue Council
 - Duty Officer serves as 24-hour Point-Of-Contact for Sheriff's Office
 - Point-Of-Contact for Military Department – AFRCC/CAP

- Assist in coordinating support for aerial searches (missing aircraft or missing persons)
- Support: - Wyoming Military Department
 - Task(s) - Aerial searches for missing aircraft or missing persons (Civil Air Patrol).
 - Task(s) – Provide snow-capable cross country search teams

Terrorism

- Primary: - FBI
 - Task(s) - Lead Agency
 - Wyoming Office of Homeland Security
 - Task(s) - Activate Crisis Command and Control Center
 - Activate Wyoming Homeland Security Operations Center
 - Coordinate use of state resources supporting on-site activities.
 - Wyoming Attorney General's Office
 - Task(s) - Coordinate activities with county and federal law enforcement agencies.
- Support: - Crisis Policy Group (Crisis Command Control Center)
 - Wyoming Dept. of Fire Prevention and Electrical Safety
 - Task(s) - Investigate incendiary incidents and collect evidence
 - Department of Criminal Investigation
 - Task(s) - Criminal investigation
 - Wyoming Department of Health
 - Task(s) - Bioterrorism
 - Wyoming Highway Patrol / Wyoming Office of Homeland Security
 - Task(s) - Radiological
 - FBI / Wyoming Office of Homeland Security
 - Task(s) - Explosives

Scope

ESF #13 provides a mechanism for coordinating and providing support to State and local authorities to include non-investigative/ non-criminal law enforcement, public safety, and security capabilities and resources during incidents. ESF #13 capabilities support incident management requirements including force and critical infrastructure protection, security planning and technical assistance, technology support, and public safety in both pre-incident and post-incident situations. ESF #13 generally is activated in situations requiring extensive assistance to provide public safety and security and where local government resources are overwhelmed or are inadequate.

Emergency Support Function #14 – Long-term Community Recovery and Mitigation

Purpose

ESF #14 - Long-Term Community Recovery and Mitigation, provides a framework for State Government support to local and tribal governments, nongovernmental organizations (NGOs), and the private sector designed to enable community recovery from the long-term consequences of a significant incident. Many recovery programs are tied to Federal programs.

Key Functions and Responsible Agencies (Primary and Support):

Banking

Primary: - Wyoming Department of Audit (Banking Division)

Economic and Community Development

Primary: - Wyoming Business Council

Consumer Protection

Primary: - Wyoming Attorney General’s Office

Crisis Counseling

Primary: - Wyoming Department of Health
Task(s) – organize and manage crisis counseling

Emergency Food Stamps

Primary: - Wyoming Department of Family Services

Disabled and Elderly Needs

Primary: - Wyoming Department of Health
Task(s) – Maintain Department of Health programs and services related to disabled and elderly

Support: - Wyoming Institute for Disabilities (UW)
Task(s) – Provide input and assistance to local and state jurisdictions

Housing Loans

Primary: - Wyoming Community Development Authority

Insurance Information

Primary: - Wyoming Department of Insurance

Grants, loans and technical assistance to strengthen community and rural infrastructures

Primary: - Wyoming Office of State Lands and Investments

Unemployment Insurance

Primary: - Wyoming Department of Employment

Scope

The policies and concepts in this annex apply to appropriate State departments and agencies following an incident that affects the long-term recovery of a community. Based on an assessment of incident impacts, ESF #14 support may vary depending on the magnitude and type of incident and the potential for long-term and severe consequences. ESF #14 will most likely be activated for large-scale or catastrophic incidents that require Federal assistance to address significant long-term impacts in the affected area.

Emergency Support Function #15 – External Affairs

Purpose

Emergency Support Function (ESF) #15 – External Affairs ensures that sufficient State and Federal assets are deployed to the field during a potential or actual incident to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the local populace. The purpose of public information/JIC is to ensure:

- ◀• The timely and coordinated release of accurate information to the public by providing a single release point of information.
- ◀• The various response agencies’ public affairs personnel work together to minimize conflict.

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Scope

The governor’s office is tasked with the responsibility to release all public information during a state declared event. This authority may be transferred at the request of the governor’s office.

Concept of Operations:

In the event of an incident, the first level of response resides with the local government of the affected jurisdiction. Small to moderate events may be handled by the local Public Information Officer/spokesperson.

Key Functions and Responsibilities (Primary and Support):

Pre-Disaster

- Primary: - Wyoming Governor’s Office / Wyoming Office of Homeland Security
 - Task(s) – Develop and maintain working relationships with media representatives, and maintain list of those contacts
 - Task(s) – Develop procedures for review and coordination of news releases and public information
- Support: - National Weather Service
 - Task(s) – Disseminate timely warnings about potential weather hazards
- Wyoming Office of Homeland Security
 - Task(s) – Develop public service announcements
- Wyoming State Geological Survey
 - Task(s) – Alert Wyoming Office of Homeland Security of threatening geological hazards

Response / Recovery

- Primary: - Wyoming Governor’s Office / Wyoming Office of Homeland Security
 - Task(s) – Periodically conduct news conferences/briefings to give media and disaster workers access to factual information
 - Task(s) - Ensure liaison with National Response Plan Emergency Support Function #15 – External Affairs

- Task(s) – Manage VIP briefings and tours
- Wyoming Governor’s Office / Wyoming Office of Homeland Security/State PIOs/NWS
- Task(s) – Coordinate the release of all emergency public information with other local, state, and federal government agencies
- Task(s) – Provide personnel and equipment support to function and/or a Joint Information Center
- Task(s) – Participate in a Joint Information Center (JIC) when appropriate
- Task(s) – Provide a community relations program to include a rumor control system
- Task(s) – Facilitate exchange of information, observations, identified needs, etc.
- Support: - State Public Information Officers
- Task(s) – Monitor residents, tourists, etc., on a periodic basis to assess their perception of state response and recovery activities/services

Location - Cheyenne State JIC Locations

Primary

Point-of-Contact: WOHS Public Info. Officer: (307) 777-4909
 Operations Facility
 2421 E. 7th
 Cheyenne, WY 82001

Alternate

Points-of-Contact: WY Military Dept. Public Affairs Office
 (307) 772-5229 or (307) 772-5253
 Nat’l Guard Raper Armory
 5410 Bishop Boulevard
 Cheyenne, WY 82009

To locate alternate sites around the state to serve as a JIC, contact one of the following: (Note: These are not in priority order.)

- | ~~1~~1) DOT Shops - 55 sites around the state
 Public Affairs Office.....(307) 777-4010 or 777-4439
- 2) Game and Fish Regional Offices
 Public Affairs Office.....(307) 777-4621
- | ~~2~~3) County Libraries
 A&I State Library(307) 777-5915
- | ~~3~~4) State Buildings
 A&I Facilities.....(307) 777-7767

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7)5) County Agencies
 WOHS Public Information Officer (307) 777-4909 or 777-4900

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8)6) National Guard Armories
 Public Affairs Office.....(307) 772-5229 or 772-5253

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9)7) DEQ District Offices (4)(307) 777-7781

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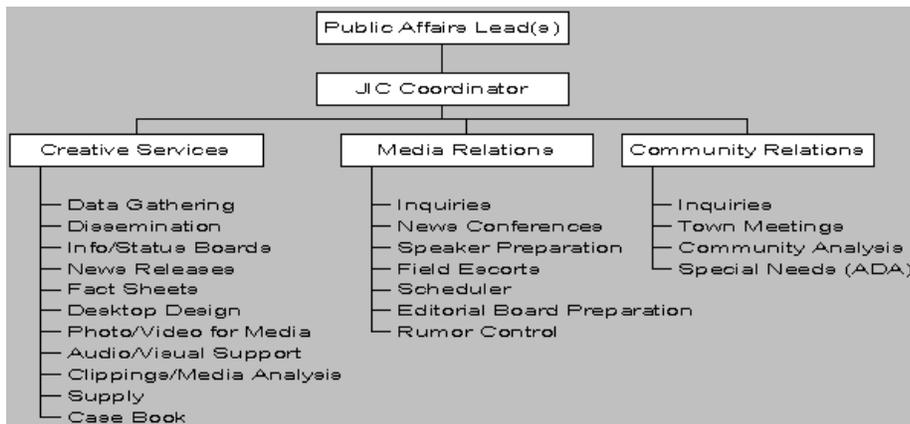
JIC Staffing Organizational Charts

*Number of staff required dependent on magnitude of event.
 May include local, state, federal, private and/or volunteer agencies.
 The following organizational charts depict needed functions, NOT staff
 (i.e., one person may cover several functions.)*

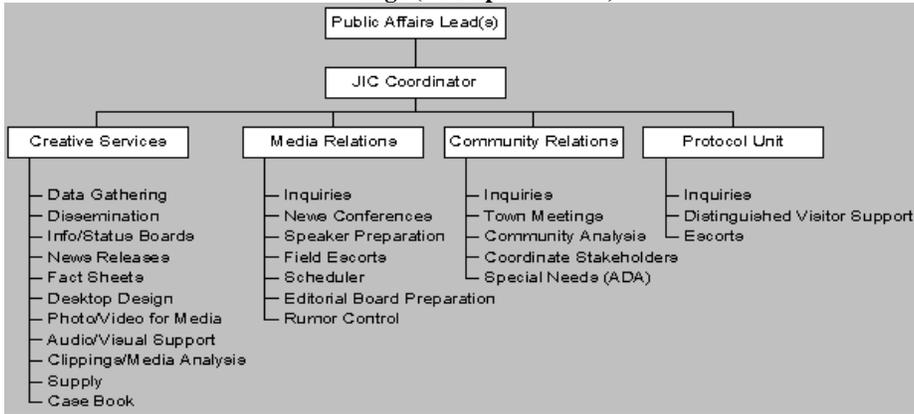
Small (4-6 person staff)



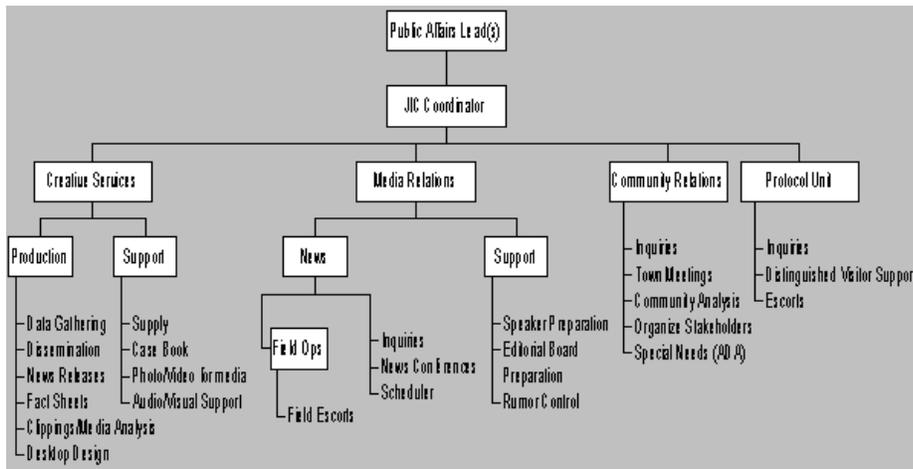
Medium (7-17 person staff)



Large (18-36 person staff)



Extra Large (30-60 person staff)



Job Descriptions

Public affairs lead(s)

A single person or a team could fill this position. This is referred to as single or unified command, respectively. For purposes of this manual, a unified command team consisting of one lead from each of local, state and federal government is described.

A county official appoints the local lead, the governor or his/her designee appoints the state lead and the Federal Coordinating Officer (FCO) appoints the federal lead. This team of persons is responsible for the release of all information about the incident to the media/public. The ideal situation would have these three persons located in the same Joint Information Center, but that is not always the case.

This team must be trained in public relations and have previous crisis response experience. They should be familiar with the National Incident Management System (NIMS), a Joint Information Center (JIC) operation and continuity of government through all levels. They must be able to function calmly in a high-stress environment and be able to delegate authority.

These persons are responsible for developing and executing goals, objectives and strategies for informing the public. They must also establish a JIC, appoint a JIC coordinator and unit leaders and oversee the operation and management of the JIC. These persons also represent and advise the Incident Commander (IC) on all public information matters.

JIC coordinator

In the state JIC, this position is an assistant to the state public affairs lead. Normally one is designated per incident unless a second shift is needed. He/she is responsible for the management of the JIC and reports to the state lead regarding all functions of the state JIC.

The state lead designates the JIC. He/she should be trained in public relations and have previous crisis response experience. He/she should also be familiar with the Incident Command System and a JIC operation.

This person is responsible for setting up a daily operating schedule and managing the operation of the JIC to include editing work, monitoring the well being of staff and maintaining a unit log. In the absence of the state lead, the JIC coordinator will assume duties.

Creative services

The Creative Services Unit is responsible for gathering, verifying and disseminating public information to all parts of the state JIC, local JIC, Incident Command post and State Operations and Coordination Center. This includes writing news releases, monitoring media reports, designing flyers and maintaining a casebook of all activities. This unit will have a leader and as many assistants as needed. Persons in this unit should have good organizational and writing skills.

Media Relations

The Media Relations Unit is responsible for all contact with the media. This includes fielding media inquiries, conducting interviews/news conferences and escorting media on tours. This unit will have a leader and as many assistants as needed. Persons in this unit should be trained in media relations, have previous crisis response experience, Incident Command System (ICS) training and prior JIC experience.

Community Relations

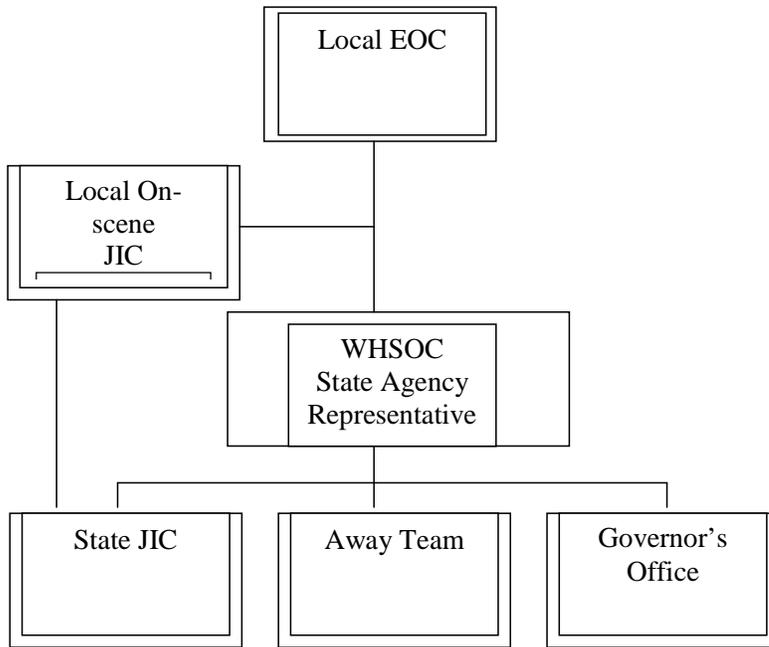
The Community Relations Unit is responsible for keeping the affected communities informed. This includes fielding public inquiries, acting as a liaison between the state JIC and the local JIC, attending town meetings and fulfilling any special needs requirements such as language barriers and ADA requirements. This unit will have a leader and as many assistants as needed. Persons in this unit should be trained in community relations, have previous crisis response experience, have Incident Command System (ICS) training, be familiar with the local community and have prior JIC experience.

VIP Unit

The Protocol Unit is responsible for keeping appropriate federal, state and local stakeholders informed, such as mayors, county commissioners, Governor and congressional delegates. This unit will be a liaison to all VIPs and will field their inquiries and escort them on tours. This unit will have a leader and as many assistants as needed. Persons in this unit should have working knowledge of VIP protocol procedures, previous crisis response experience, have Incident Command System (ICS) training, experience working with elected officials, knowledge of the area and prior JIC experience.

Note: Multiple units and roles may be handled by one individual in some situations.

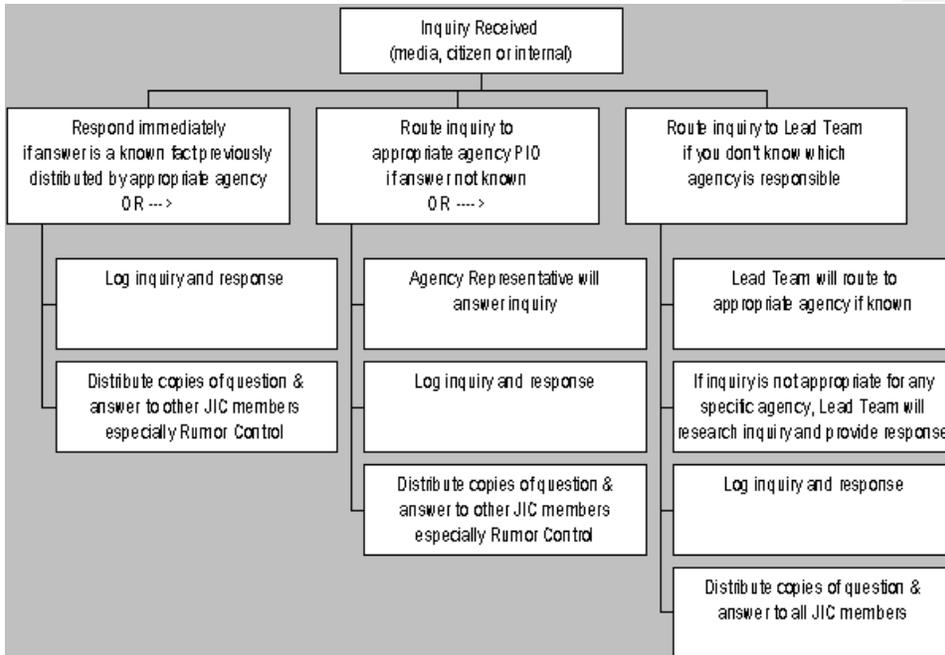
The JIC's Role



Note: The release of all information from the JIC needs to be verified through appropriate sources. This may include the local EOC, WYSOC, governor's office, lead public affairs team and/or state agency department heads.

Operating Procedures

Flow of information within the JIC



Hours of operation

- 24-hours a day for as long as the Operations Chief determines it necessary to have public information support. It is up to the lead team if the JIC operates on three 8-hour shifts or two 12-hour shifts.

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Scope

ESF #15 coordinates State actions to provide the required external affairs support to Federal, local, and tribal incident management elements.

Support

Annexes

Financial Management Support Annex

Coordinating Agency

- Wyoming Office of Homeland Security/State Auditor’s Office
Task(s) - Implement “event” accounting; serve as pass-through and administrative agency for federal disaster funds. Administer Public Assistance grant, Hazard Mitigation Grant, etal.

Cooperating Agencies

- WY Dept of Audit – Accounting services and personnel.
- WY Dept. of Family Services – Administer Individual and Family Grant.
- State Treasurer’s Office – Event funding assistance.
- State Parks and Cultural Resources (Archives) – Assist agencies with collecting, cataloging, and archiving of documents.
- All State Agencies – Track expenses
- Local Jurisdictions

Purpose

The Financial Management Support Annex provides basic financial management guidance for response and recovery activities. This includes guidance for all departments, agencies, and local entities providing assistance in response to major disasters.

Scope

Disaster declarations may range from local to Presidential. If a local declaration is accepted by the State of Wyoming, state assistance and limited funding are available. The section below on “Procurement and Record Keeping” details procedures that should be followed for all local declarations, and will also be useful for Presidential Declarations. The section below on Wyoming Disaster Fund Procedures details limited funds available to local jurisdictions, and perhaps state agencies, after approval of a local declaration. If a Presidential Declaration is issued, federal funding sources, as described in the National Response Plan are available.

Procurement and Record Keeping

Overview

Each municipality is responsible for the procurement of necessary supplies and equipment for its municipal agencies/departments during a disaster event.

The county is responsible for procuring necessary supplies and equipment for county agencies/departments during a disaster event.

For a disaster/emergency for which a Local Emergency Declaration is made:

- a. Proper documentation will be needed to justify local expenditures for which reimbursement will be requested.
- b. Work may be completed for disaster recovery by two methods:
 1. Contracting with private businesses to do the work (Contract Work), insuring that contractors have not been “debarred”.
 2. Force Account, which is utilizing government personnel, equipment and supplies including extra hires (personnel hired to perform recovery work).

The County Clerk (or other appropriate personnel) will ensure that the necessary RECORD KEEPING for the county during a disaster situation is maintained. Each agency/department involved in the disaster situation will document its expenditures, as will private contractors involved in Contract Work.

The Municipal Clerk (Clerk/Treasurer/Administrator, General Commissioner, other appropriate personnel) will ensure that the necessary RECORD KEEPING for the municipality during a disaster situation is maintained. Each agency/department involved in the disaster situation will document its expenditures as will private contractors involved in Contract Work.

Record Keeping

It is virtually impossible to accurately and properly complete the necessary RECORD KEEPING after disaster emergency work has been done and a period of time has elapsed. Therefore, the importance of RECORD KEEPING cannot be over-emphasized. You must plan. Appointed record keepers must know what records to keep, how to keep them, and be familiar enough with the overall process to start keeping these records immediately upon starting any type of work to respond to the threat or recover from a disaster emergency.

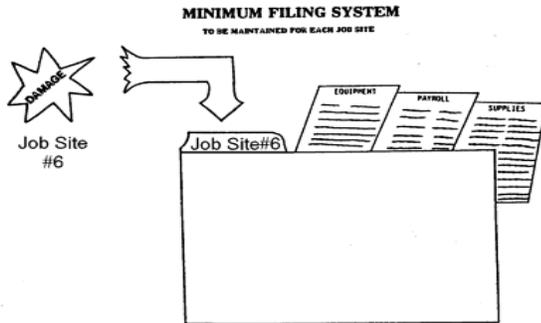
If the situation develops into a major disaster declaration, proper documentation will be needed to justify local expenditures for which reimbursement will be requested. Without proper RECORD KEEPING, you stand to lose considerable sums of money because claims for reimbursement cannot be justified. Accurate documentation will also be needed to justify expenditures for which reimbursement will not be requested. These dollars may be needed as soft match.

Procedures for proper documentation can be found on the following pages in this section. If questions arise within the establishment of proper records, call the Wyoming Office of Homeland Security at 777-4900 (Administrative/ Logistics Section).

Suggestions for Organizing Disaster Documentation

When repair work starts, establish a separate folder for each work project that must be accomplished (as they become known, but no later than the second day

after work begins on a particular job). For example, if you have washout damage at five locations that must be repaired right away, establish a separate folder (one for each job site), not one folder for all job sites.



Contract Work

If the work is completed on a lump sum contract, an invoice and copy of the contract is needed. If a cost-type contract is used, the contractor must furnish, in addition to an invoice and copy of contract, a detailed breakdown of all costs, including equipment used, dates used, location of work, hourly rates and hours used. The requirement to furnish this detailed breakdown should be included in the contract. For either type work, the local government must show on each invoice the date and amount paid and check or warrant number or evidence of cost payment. Evidence of the contract advertisement, bidders, and selection of the low-bid contractor should be retained. **Cost-plus-percentage of cost contracts is not reimbursable.**

Force Account Work

The documentation for this type of work is quite involved, and immediately after the onset of any disaster or emergency, someone, preferably a county or city clerk, should start keeping proper records. This person needs to be designated and trained in advance. If a major disaster is declared, he/she should participate in the Public Assistance Program briefing for applicants.

If you use another county or city's resources, the same documentation is required as if the resources were your own. An invoice is required indicating that you have paid the county/city. This invoice must show the date and amount paid, check or warrant number, or evidence of cash payment.

Force Account Payroll

As a minimum, your payroll must show the pay period, name, job classification, number of hours worked each day, total hours worked for pay period, rate of pay, (regular and overtime), total earnings, and paycheck number. Only overtime pay (wages and payroll additives) of all regular employees are eligible for reimbursement. All wages and payroll additives of extra hires (additional personnel hired to perform emergency work) are eligible for reimbursement. Your records must also indicate which job site the employee was working on each day and each hour if he/she worked on more than one job site in a single day. Indicate on the Payroll Record Form (Force Account Payroll Record) those persons who are extra hires (additional personnel hired to perform emergency work.)

A Payroll Record Form has been designed to enable you to show who did what and when and for how long on each job site. You may substitute your county form, so long as it gives the requested information.

It is important to initiate steps whereby you will know on a daily basis who (regular employees or extra hires) worked on what disaster emergency-related job for how long, and what he/she did. These may be turned in daily by each employee or by the foreman. Any type of daily work report form may be used as long as it shows the date, hours worked, job classification, and job sites in a single day, he/she should turn in a separate work report for each.

If desired, you could transcribe the information from the daily reports to your payroll system, and then file the daily report in the proper job folder. Having done this, the Payroll Record Form could then be brought up to date every other day, but at least once each week.

Force Account Equipment

Equipment, both applicant owned and rented, used on each particular job site must be fully documented. Specifically, the documentation must show the type and description, date used, hours used each day, total hours used, rate per hour

(indicate with or without operator), total cost for each and total cost of all equipment used.

If the equipment is rented, you must also show the date, amount paid and check number or evidence of cash payment. The rental agreement must specifically state who must pay for all equipment repairs and a copy of the agreement must be retained in the job site file.

Rates used on applicant-owned equipment must be no more than those approved on FEMA's "Schedule of Equipment Rates". A copy of these rates can be obtained through the Wyoming Office of Homeland Security.

It is strongly urged that you use the Equipment Record Form to document the above information for equipment used on each specific job site. You should place an Equipment Record Form in each job folder immediately upon starting work, and record daily the use of any equipment on this form. A vendor invoice folder should also be established for vendor invoices and rental agreements if any rental equipment is used. Local governments may want to use daily written (form) reports or daily oral reports from foremen to record equipment usage.

Force Account Supplies

Materials and supplies, both purchased and from stock, used on each particular job site must be fully documented. Specifically, the documentation must show the unit price (may be averaged from stock cards), total cost, quantity, description, date purchased, date used, job used on, date paid for, and amount and check number or evidence of cash payment. Costs for transportation equipment utilized by an operating department and other employees whose duties do not change because of the disaster are ineligible for reimbursement. Costs of hand tools (shovels, handsaws, hammers, etc.) personal equipment and protective clothing used in performing eligible work are ineligible for reimbursement as are charges for insurance, storage, overhead and administrative costs. It is strongly suggested that you use the Supply Record Form to document daily the above information for materials and supplies used on each specific job site.

Immediately upon starting to work and establishing a folder for a particular job, place a Supply Record Form in the folder. Each time any materials are used on the job, record the information on the form.

A file separate from job folders should be established for vendor invoices on materials that are being, or will be, used on job sites. This will enable you to

easily find the information needed when recording materials used on the Supply Record Form. You may use recently purchased materials or materials that have been in stock for some time for which the vendor's invoice has not yet been received or has been destroyed. If you have no invoice, confirm the needed information with the vendor and make up a city or county claim voucher for the vendor invoice file. You may want to use daily written (form) reports or daily oral reports from foremen to record expenditures of materials.

Wyoming Disaster Fund Procedures

Purpose

The intent and orientation of the Wyoming Disaster Fund is for bonafide disasters wherein the State of Wyoming must initiate massive response in support of affected jurisdictions. The fund is intended to provide sufficient financial resources to be utilized until additional state and/or federal funding guarantees can be provided. Recognizing the relative unlikelihood of receiving a Presidential Declaration (federal), the fund manager also seeks to provide partial relief to affected jurisdictions for non-federal disasters. The procedures that follow outline the use of the fund in such events.

The Wyoming Disaster Fund is separate from and should not be confused with the Governor's Contingency Fund.

DISASTER RESPONSE: To partially reimburse Wyoming counties for costs incurred *outside normal operating expenses* in responding to disasters and emergency situations caused by natural and man-made events.

DISASTER MITIGATION: To provide limited supplemental funding for post-disaster projects which mitigate recurrent damage.

MILITARY DEPARTMENT AID TO LOCAL GOVERNMENTS:
To provide limited financial means by which Wyoming Office of Homeland Security and the National Guard may assist local jurisdictions during emergencies/disasters.

General

DISASTER RESPONSE: Response is defined as the temporary or emergency actions necessary to save lives, protect property, preserve public health and safety, and temporarily restore essential public services at the time of an incident.

The Wyoming Disaster Fund is established to supplement local resources expended during a disaster/emergency situation, and is not intended to reimburse all expenses. Local applicants must seek available disaster assistance from other state and federal sources prior to requesting reimbursement from the Wyoming Disaster Fund. Costs covered by or eligible for insurance (including flood and earthquake insurance riders) are not eligible for reimbursement. The fund will not reimburse local applicants for expenditures where alternate funding sources exist (e.g., State Fire Suppression Fund, State Search and Rescue program, et al). The Wyoming Disaster Fund will not duplicate assistance but may be used to complement other assistance.

DISASTER MITIGATION: Jurisdictions that receive Wyoming Disaster Fund assistance will be eligible to submit a proposal for a project designed to mitigate future damage from similar disasters. The fund manager may commit no more than 15 percent of the amount paid out for disaster response for approved mitigation projects directly related to the previously reimbursed disaster/emergency. Project proposals should be submitted to the fund manager in the same reimbursement year as the occurring disaster or the reimbursement year immediately following the disaster. All projects will require a minimum of 50 percent hard match from the jurisdiction.

A NOTE ABOUT TERMINOLOGY: While the use of disaster phases such as response, recovery and mitigation provides a good heuristic device for grouping various disaster activities, it is important to note that the division between the phases can be somewhat arbitrary. In other words, disaster events are not discrete events which can be easily distinguished between each other at all times. The fund manager recognizes that the phases may not occur in neat, linear fashion. Therefore, costs associated with each disaster activity will be evaluated separately for reimbursement as opposed to setting a definite cut off date when it is declared that the disaster response phase is complete and a new phase has begun.

EXAMPLES OF INCIDENTS CONSIDERED FOR FINANCIAL ASSISTANCE: Floods, Winter Storms (excluding snow removal), Tornadoes, Earthquakes, Hazardous Material Spills (unrecoverable costs only), Other Disasters or Emergencies (without alternate funding sources)

JURISDICTIONAL REQUIREMENTS: A jurisdiction, for the purposes of this fund, shall be considered to be a county, plus each of the smaller political subdivisions located within its boundaries (e.g., cities, towns, water districts et al).

Local Government Responsibilities

GENERAL: Local, county and municipal governments are responsible for the planning, coordination, and management of the disaster/emergency response effort. Potential state financial assistance does not relieve local authorities of their responsibilities as the first line of response during and/or after an emergency or disaster. Decisions to respond in a certain fashion should not be made based on potential reimbursement from this fund. There is no guarantee from the fund manager that the jurisdiction will receive reimbursement in any event.

ELIGIBLE CLAIMANTS: Eligible claimants are counties, incorporated cities and towns and other political subdivisions (water districts, fire districts, etc.) within the affected areas. *Eligible claimants must apply through the appropriate county government.* Each county will make a single, consolidated request for each incident and any reimbursement will be sent to the county. Each county is responsible for disbursement of funds within its jurisdiction. All local requests for reimbursement will be processed through the county commissioners and their designated officials in close cooperation with the County Coordinator.

SUBMISSION DATES: Each reimbursement year begins April 1st and ends March 31st of the following year. Reimbursement requests, one for each separate incident, are to be submitted as soon as possible after an incident's financial matters are closed. The close of the incident is considered to be the date the last expense is paid by the applicant. All requests for reimbursement must arrive at the Wyoming Office of Homeland Security by May 15th immediately following the reimbursement year to be considered for reimbursement. Approved claims will normally be paid by June 15th. Incidents which occur between

April 1 and March 31, but are not closed and submitted to WOHS by May 15 may be considered for reimbursement from the following year's funds.

REQUIRED DOCUMENTS:

FINANCIAL ASSISTANCE APPLICATION PACKAGE: The Financial Assistance Application Package is due upon closure of the incident and must contain the following:

- Cover letter from the County Commissioners which completely describes the incident(s)
- Copy of signed local disaster declaration(s)
- ~~Completed~~ DCF Form 1, Wyoming Disaster Fund/Request for Financial Assistance and copies of all supporting source documents (time sheets, equipment logs, vouchers, invoices, contracts, etc.)

- Verification that other available funding sources have been sought prior to submission of this claim.

All original source documents are to be maintained in the local office(s) routinely designated to maintain such documents.

PROCUREMENT:

State and Local Statutes: Each applicant shall ensure that work and services authorized for approved project applications comply with state and local statutes, regulations, resolutions and ordinances.

Contingency Payment: Each applicant shall ensure that no contract entered into by the applicant contains a provision which makes payment contingent upon reimbursement from the Wyoming Disaster Fund.

Cost Plus Contracting: Cost-plus-percentage of cost contracts will not be considered for reimbursement.

CLAIMS POLICY: Wyoming Constitution Articles 16-6 and 16-7 prohibit advances and donations. Hence, the Fund may only be used for reimbursement of eligible expenditures. Documentation will be required

to verify that the expenses were paid by the claimant jurisdiction. All bills must be paid by the claimant before consideration for reimbursement from the Wyoming Disaster Fund. All contracts must be fully executed before any reimbursement claim is filed. The Associated General Contractor (AGC) rates, by area, are the maximum eligible rates for contract reimbursement as well as eligible force account work. Force account work which does not involve an actual cash outlay by the claimant will not be considered for reimbursement except where specifically listed under Allowable Costs. All disaster/emergency claims filed for reimbursement are subject to state review. As a rule, state auditors will examine all claims after approval for payment. Any claim can be audited; therefore, all supporting records and documentation should be maintained for at least three years after any reimbursement is made.

Administration

FUND MANAGER: Responsibility for the administration of the Wyoming Disaster Fund, including providing information, guidance, advice and assistance to local governments making application for disaster assistance funds rests with the **Wyoming Office of Homeland Security. Questions should be directed to the WOHS Disaster Recovery Manager, 307-777-4900.**

WYOMING DISASTER COUNCIL: The Wyoming Disaster Council has been established in order to provide oversight for the fund. Membership consists of 3 county commissioners, 2 mayors/ council members, and 1 citizen. These members are appointed by the Governor for three-year terms. The WOHS Deputy Director serves as a voting member and Executive Secretary to the group.

CLAIMS REVIEW: The Wyoming Office of Homeland Security will review all requests to ensure they are complete and recommend payment to the Council. The Council will approve or disapprove WOHS recommendations and effect payment based on the guidelines set forth herein.

The Disaster Council reserves the right to deny any claim if expenditures or the event itself do not exemplify the spirit of the fund. Further, a claim may be denied if a county's claim is determined to be lower priority than that of other counties submitting in the same reimbursement year.

The Wyoming Disaster Council may request the presence of a claimant representative at the annual claims meeting in order to answer any questions that arise. A claimant’s travel costs associated with this meeting may be reimbursed according to existing state policy. If the Council requests a claimant’s presence and the claimant fails to appear, the Disaster Claim may not be considered for reimbursement.

The Governor or his authorized representative may undertake a review of disbursements made at any time.

FUND CATEGORIES: Within the Wyoming Disaster Fund, a series of “capped” categories are established to ensure funds are available for a variety of contingencies. The categories and biennial allocations are as follows:

Incident Category	Percentage of Total	\$ Amount
Local Disasters / Emergencies	67%	\$ 502,500
Local Post-Disaster Mitigation	13%	\$ 97,500
National Guard Response	15%	\$ 112,500
WOHS Response / Administration	5%	\$ 37,500
Fund Total for Biennium		\$ 750,000

There is no requirement to take any category of the fund or the fund itself to a zero balance at the close of each reimbursement year. Unspent funds will roll over into the next reimbursement year within the biennium or be otherwise allocated by the state legislature at the close of the biennium. When requests for reimbursement exceed any category cap, the fund manager may prorate disbursement. Unspent funds from any category may be shifted to supplement

expenses from other categories where necessary upon approval of the Wyoming Disaster Council or the Governor. Whenever possible, eligible expenses in a particular category will be considered for payment before shifting funds between categories.

CLAIMS DEDUCTIBLES: Deductibles were established using county assessed valuation figures from the Equality State Almanac 2002, published by the State of Wyoming, Department of Administration and Information, Division of Economic Analysis. At the beginning of each reimbursement year, deductibles will be adjusted to reflect changes in county assessed valuations. The Deductible Schedule is attached to this document as Appendix 1. If total requests from all counties exceed funding availability, reimbursements may be prorated.

After a claim has been reviewed and expenses approved, the appropriate amount will be deducted from the total approved expenses. The difference will be the reimbursement amount to the county.

If any claim submitted consists entirely of costs incurred by a single local jurisdiction other than a county, the deductible amount will be based on the percentage of the population served by the jurisdiction in question. For instance, a claim submitted on behalf of the City of Cheyenne would have a deductible of 65% of Laramie County's half a million deductible. This prorated deductible will apply only in years when the county does not submit a claim for its own expenses.

Allowable and Unallowable Costs

ALLOWABLE COSTS:

- Overtime salaries and wages and corresponding payroll additives for all regular employees directly engaged in the performance of eligible disaster work
- Regular and overtime salaries and wages and corresponding payroll additives for all extra hires performing eligible disaster work
- Eligible materials and supplies consumed in eligible disaster work (sand, sandbags, lumber, disposable personal protection equipment, etc.), including those procured by direct purchase or taken from claimant's stock
- Costs incurred over and above normal forty-hour week in the

operation of claimant-owned equipment or other publicly owned equipment used by the claimant, in eligible disaster work
[Associated General Contractor (AGC) rates apply]

- Reasonable costs for work performed by private contractors on eligible projects contracted for in accordance with local statutes
- Reasonable meal expenses for workers (and volunteers) directly engaged in eligible disaster work where it is not feasible for workers to leave the worksite to obtain meals on their own.

UNALLOWABLE COSTS:

- Regular salaries and wages and payroll additives for regular employees whether engaged in eligible disaster work or not
- Cost of compensatory time given to employees in lieu of overtime pay
- Salaries and wages and payroll additives of government officials who are responsible for directing regular government activities
- Salaries, wages, fees and expenses of individuals or firms engaged in engineering analysis, project feasibility studies, preparation and processing of damage survey reports, project applications, claims for payment and support documentation
- Legal fees
- Insurance
- Office supplies and equipment
- Overhead costs
- Rent expense
- Storage expenses
- Regular telephone and facsimile expenses
- Interest charges
- Late payment fees
- Sales tax
- Costs of hand tools (shovels, hammers, handsaws, etc.), reusable personal protective equipment (gloves, hats, coats, etc.)
- Force account equipment costs for equipment utilized during normal business hours
- Cost-plus-percentage-of-cost contract work
- Costs incurred under contracts based on contingency clauses
- All costs incurred for undeclared or ineligible disasters/emergencies

Military Department Funding

WOHS RESPONSE AND ADMINISTRATION: Five percent of the Wyoming Disaster Fund is allocated for Wyoming Office of Homeland Security response efforts and annual administrative costs. Any expenses related to the convening of boards, committees, per diem, travel, voucher and warrant processing, and audit expenses required to administer the fund will come from this line item. No regular salary costs for agency personnel will be funded from this line item.

MILITARY DEPARTMENT RESPONSE: National Guard response activities will be considered for payment from this fund on a case by case basis according to the desires of the Governor. Approved expenditures shall be paid directly from the fund (rather than reimbursed at year-end) and shall not be subject to annual review by the Council.

Claimant Appeals Process

A claimant jurisdiction that feels its claim has been unfairly or inadequately reviewed may appeal as provided by the Wyoming Administrative Procedure Act.

APPENDIX 1: DEDUCTIBLE SCHEDULE

COUNTY	DEDUCTIBLE AMOUNT
ALBANY	\$ 96,860
BIG HORN	\$ 68,771
CAMPBELL	\$1,281,972
CARBON	\$ 257,629
CONVERSE	\$ 179,948
CROOK	\$ 43,332
FREMONT	\$ 308,214
GOSHEN	\$ 42,160
HOT SPRINGS	\$ 47,952
JOHNSON	\$ 51,090
LARAMIE	\$ 246,108
LINCOLN	\$ 295,846
NATRONA	\$ 282,969
NIOBRARA	\$ 19,271
PARK	\$ 174,164
PLATTE	\$ 55,034
SHERIDAN	\$ 12,734
SUBLETTE	\$ 548,573
SWEETWATER	\$ 702,136
TETON	\$ 338,700
UINTA	\$ 348,269
WASHAKIE	\$ 43,901
WESTON	\$ 39,022

Based on 2002 Assessed Valuations (.05%)

Logistics Management Support Annex

Coordinating Agency:

- Department of Administration and Information

Cooperating Agencies:

- Wyoming Department of Corrections
- Wyoming Department of Transportation
- Wyoming Department of Revenue
- Wyoming Military Department
- Other State Agencies (as required)

Purpose

The Logistics Management Support Annex provides an overview of the framework through which the overall logistics management function operates for the State of Wyoming when the Wyoming Response Plan is activated by the Governor. Logistics provides services and supplies in support of emergency and disaster operations. Responsibilities include: providing for facilities, transportation, supplies, equipment maintenance and fueling, and feeding services for responding personnel and victims. This annex describes how Federal resources interact with the state framework. It also describes how the Wyoming Response Plan (WRP) and the National response Plan (NRP) interact to provide support to the affected population as well as support to the incident management effort. This annex provides an overview of logistics management functions, roles, and responsibilities.

Scope

This annex:

- Identifies the components of the resource delivery structure;
- Provides a concept of operations for logistics management in support of the WRP and NRP; and
- Describes how the Wyoming Office of Homeland Security coordinates logistics management with state and federal agencies, local, tribal governments, and the private sector when the Wyoming Response Plan is activated by the Governor.

Policies

General

State agencies will initially use their own resources when providing support for the Wyoming Response Plan. When active, the Wyoming Homeland Security Operations

Center will coordinate requests for resources exceeding an agency's capability, as necessary.

Resources will be managed by the state, which finances the resource (the agency paying for the use of the resource), including deployment, repairs and maintenance, replacement, timekeeping, etc.

Contracts can be made with private non-profit organizations, private businesses, and industry for the provision of resources subject to normal rules or to exceptions approved by the Governor in advance.

Material Management

- Agency personnel are expected find appropriate, time sensitive and cost-effective ways to fill the materiel requirements developed by operations personnel. Equipment and supplies are provided from current stocks or, if necessary, from federal sources.
- The Department of Administration and Information is the central procurement authority for state government. All procurement actions, unless approved by the Governor in advance, are made in accordance with current state laws and regulations.

Personal Property Management

- If state agency property is used for emergency or disaster management operations and this property is lost, damaged, stolen, or consumed, the agency should not necessarily expect to be reimbursed for the cost of property.
- Each state agency is responsible for recovering their property at the conclusion of operations.

Facility Management

- All facilities and related support necessary for operations are sourced through the Department of Administration and Information

Transportation Management

- The Wyoming Department of Transportation (WYDOT) maintains contracts capable of providing ground assets. If necessary, WYDOT, through its modal agencies or its support agencies, has the capability to contract additional resources. If commercial transportation is not available, WYDOT can request Military Department.

Concept of Operations

Logistical Response Operations

Logistics support is provided for prevention, preparedness, response, and recovery actions during all phases of emergency or disaster management when the WRP is activated by the Governor.

Effective logistics management contributes to mission success while ensuring all functions are executed in a unified manner to reduce costs, ensure appropriate support actions, and increase response capability.

When the state requires logistics support from Federal agencies, any or all of the following National Response Plan ESFs may be considered:

- ESF #1 Transportation DOT
- ESF #2 Communications DHS
- ESF #3 Public Works and Engineering U.S. Army Corps of Engineers (USACE)
- ESF #7 Resource Support GSA
- ESF #8 Public Health and Medical Services Department of Health and Human Services (HHS)

The DHS/EPR/FEMA mobilization center, when established, is the focal point for pre-positioning, receipt, and distribution of federal supplies. Forward movement of teams, supplies, and equipment is managed by the federal Mobilization Center Manager and coordinated with their Logistics and Operations Sections and the Wyoming Homeland Security Operations Center.

Initial Actions

- When directed by the Governor, state agency personnel are selected to provide staff for the Homeland Security Operations Center.
- Logistics personnel assigned to the Homeland Security Operations Center perform the following functions:
 - Participate, with operations and other contingency staffs, in coordination and decision making meetings, situational awareness coordination, incident action planning, and conference calls;
 - Translate operations-generated requirements into incident- or contingency-specific logistics plans for leadership approval;
 - Establish communications and coordination among state logistics partners to locate and stand-up mobilization centers;
 - Coordinate deployment of requested items and other response;

- Provide resource tracking; and
- Analyze requests for resources to determine cost-effective and timely means to meet requirements.

Ongoing Actions

Logistics personnel transition into logistics management activities. They execute logistics functions as follows:

- The Homeland Security Operations Center logistics roles and responsibilities focus on providing and coordinating delivery of required resources to sustain operations.

Demobilization

- As response operations begin to diminish, the Homeland Security Operations Center demobilizes other agencies from their respective operations.
- The Homeland Security Operations Center may remain active for several days following demobilization for the following closeout activities:
 - Coordinating and conducting activities associated with retrieving (or disposing of locally if no longer serviceable), refurbishing, and restocking all assets used during the operation;
 - Ensuring that all equipment and supplies are accounted for in accordance with appropriate regulations, and resources tracking is completed and closed out; and
 - Participating in internal and external program reviews.

Resources Fulfillment Cycle

This section of the annex addresses the overall methodology used to anticipate and subsequently fulfill requirements of victims during when the Wyoming Response Plan is activated. The logistics response to emergencies and disasters is dependent upon many factors, but requires a continuing assessment that dictates the degree and scope of response.

Process

The ordering, sourcing, transportation, issuing, and movement of resources generally follows the procedural steps outlined below:

- Resources needed to provide relief to victims of disaster or emergencies are identified. Resources can involve supplying equipment or services.
- The local jurisdiction attempts to fill the need from existing resources. If they do not have the resource, they pass the requirement on to their county or to the state.

- When the Homeland Security Operations Center receives the requirement, the HSOC attempts to fill the need with state resources. This may be done from existing resources, through commercial sources, or through Emergency Management Assistance Compacts (EMACs) or mutual aid agreements. If the HSOC cannot fill the need, it submits a request for Federal assistance to the Joint Field Office (JFO) Operations Section.
- Once the JFO has the source identified, the resource is delivered to the location specified in coordination with the HSOC and the using agency. This typically occurs at the following locations:
 - Incident Command Post
 - Logistics base
 - Operations Section staging area
 - State staging area or distribution point
 - Directly where the resource is needed

Resource Availability and Tracking

There are a number of datasets devoted to quantifying and tracking resources available for crisis response or deployment. Each county has an internal list, which can be accessed during a crisis. The Wyoming of Homeland Security has two primary databases. The first is a secure dataset on resources and resource needs for each county. The dataset is housed at the Wyoming Office of Homeland Security. The second dataset is a NIMS-compliant resource database with associated resource typing as defined in Department of Homeland Security (DHS) guidance. This second dataset is available to all granted viewing permission on WebEOC, as described in this document and in the Standard Operating Procedures for the Wyoming Homeland Security Operations Center. It includes resource grouping, resource identification, and resource typing. Each resource includes point-of-contact information, deployment tracking capabilities, and a direct link to the DHS resource guide. The Standard Operating Procedures for the Wyoming Homeland Security Operations Center (Appendix 1) includes a listing of resources available for deployment through the Wyoming Office of Homeland Security. The Wyoming National Guard also has a database on unit functions, resources, and needs. This database is cross-referenced with the Emergency Support Functions (ESFs) in this plan.

Responsibilities

Coordinating Agency: Department of Administration and Information

- Coordinate with each department to compile and maintain current lists of internal and external resources needed to carry out its assigned responsibilities / tasks.
- Provide the Homeland Security Operations Center with access to the state inventory list.
- Provide resource personnel to the Homeland Security Operations Center upon request.
- Locate and facilitate procurement of resources necessary to support response and recovery efforts.
- Provide the financial management function with necessary documentation to assure proper contracting, payment of fees, etc.
- Provide manpower for selected projects.
- Ensure liaison with the National Response Plan Emergency Support Functions.

Cooperating Agencies

Wyoming Department of Corrections

- Assist with delivery of resources
- Provide resource personnel to Homeland Security Operations Center upon request.
- Support the financial Management function with necessary documentation.
- Compile and maintain current lists of internal and external resources needed to carry out its assigned responsibilities/tasks.

Wyoming Military Department

- Assist with delivery of resources
- Provide resource personnel to Homeland Security Operations Center upon request.
- Support the financial Management function with necessary documentation.
- Compile and maintain current lists of internal and external resources needed to carry out its assigned responsibilities/tasks.

Wyoming Department Revenue

- Assist with delivery of resources
- Provide resource personnel to Homeland Security Operations Center upon request.
- Support the financial Management function with necessary documentation.
- Compile and maintain current lists of internal and external resources needed to carry out its assigned responsibilities/tasks.

Wyoming Department of Transportation

- Assist with delivery of resources
- Provide resource personnel to Homeland Security Operations Center upon request.
- Support the financial Management function with necessary documentation.
- Compile and maintain current lists of internal and external resources needed to carry out its assigned responsibilities/tasks.

Other State Agencies

- Assist with delivery of resources
- Provide resource personnel to Homeland Security Operations Center upon request.
- Support the financial Management function with necessary documentation.
- Compile and maintain current lists of internal and external resources needed to carry out its assigned responsibilities/tasks.

Volunteer and Donations Management Support Annex

Purpose

The Volunteer and Donations Management Support Annex describes the coordinating processes used to ensure the most efficient and effective utilization of unaffiliated volunteers and unsolicited goods during a disaster. There are two levels to this annex – Walk-in volunteers / random donations and organized volunteer groups / targeted donations.

Scope

This annex provides guidance on the state role in volunteer and donations management.

Key Functions and Responsible Agencies

Walk-In Volunteers

Primary: - Wyoming Department of Workforce Services

- Task(s) - Identify volunteer needs
 - Register and place volunteers
 - Deploy a team to establish a Volunteer registration center in or near impacted area to process volunteers, including application, screening, and referral to agencies placing job orders.
 - Provide WOHS PIO and/or Joint Information Center with updates and information for public service announcements.

Support: - Wyoming Citizen Corps

- Task(s) - Assist in organizing volunteers
- County Coordinators
 - Task(s) - Define volunteer needs and areas needing assistance
- United Way
 - Task(s) – Assist with unaffiliated volunteer registration
- Wyoming Office of Homeland Security
 - Task(s) – Review use of Aid Matrix

Organized Volunteer Groups

Primary: - Wyoming Office of Homeland Security

- Task(s) - Coordinate volunteer organization response at the State level
 - Provide space at WHSOC for volunteer organizations

- to meet and interact with state and local agencies during events.
 - Develop public information material for dissemination before and during an event.
- County Coordinators
 - Task(s) - Coordinate volunteer organization response at the county level
- Support: - American Red Cross
 - Task(s) – Establish or assist with non-medical shelter establishment
 - Task(s) – Maintain registration at shelters, and coordinate with Wyoming Office of Homeland Security on Wyoming Evacuation Hotline
 - Task(s) – Establish potential shelter locations in cooperation with local jurisdictions
 - Task(s) – Maintain Red Cross Shelters as necessary and feasible
 - Task(s) – Provide meal vouchers as available
 - Task(s) - Coordinate provision of mass care services with local government. Implement and coordinate a disaster welfare inquiry system
- Salvation Army
 - Task(s) – Provide feeding canteen for light meals, snacks, and water
- Adventist Community Services (See Donations Management below)
- United Way (See Walk-In Volunteers Above)
 - Task(s) - Provide meals for up to 3,000 people, three times a day
- Church of Jesus Christ of Latter Day Saints
 - Task(s) – Provide food from food banks as available
- Civic Organizations
- Wyoming Voluntary Organizations Active in Disaster
 - Task(s) - Facilitate coordination of job orders submitted by voluntary organizations.
 - Task(s) – Provide coordination with all volunteer groups
- AmeriCorps
- Community Emergency Response Teams
- United Methodist Committee on Relief
 - Wyoming Food Bank of the Rockies
 - Task(s) – Locate, acquire, and distribute food through other organizations

Donations Management

Primary: - Adventist Community Services in cooperation with Wyoming Office of Homeland Security and Local Jurisdiction

Task(s) – Leadership and training for community based volunteers to coordinate the flow of incoming un-designated donated goods.

Task(s) – Management of multi-agency warehouse and supervise local volunteers in receiving, sorting, packing, and inventorying donated goods.

Task(s) – Make all goods available to recognized local organizations carrying on a rebuilding program.

Task(s) – Keep current inventory and supply inventory to local, state, or federal officials.

Task(s) – Adventist Community Services / Wyoming Office of Homeland Security will transfer the overall operation to local volunteer organizations when they are able to assume this responsibility

Support: - Local Jurisdictions

Overview

State, local, and tribal governments have primary responsibility for the management of unaffiliated volunteer services and unsolicited donated goods. Voluntary organizations active in disasters, government entities, and local residents will list “volunteer” job orders in the same manner that “for pay” job orders are listed with the Department of Workforce Services. Volunteers can apply by visiting a local Employment Resources Office or reporting to the on-site Volunteer Referral Center. Emergent volunteers include individuals who are not affiliated with established voluntary organizations. Affiliated, trained volunteers deployed to an impacted area by a volunteer organization such as the American Red Cross will generally report directly to that organization’s on-site headquarters. Volunteers will be accountable to the organization to which they are assigned. Volunteers will wear identification cards provided by the organization with which they are affiliated and/or those issued by local government officials.

The Wyoming Disaster Leave Act provides for qualified state employees who are certified American Red Cross disaster volunteers, with permission of their agency heads, to respond to perform disaster relief work for no more than 15 days paid leave annually.

Contacts

Wyoming Department of Workforce Services, Joan Evans, Director, (307) 777-8728

Incident

Annexes

Evacuation Incident Annex

Purpose

This evacuation plan describes the provisions being made to ensure the safe and orderly evacuation of people threatened by the hazards the jurisdiction faces. Evacuation of the entire state of Wyoming is unlikely, and it is difficult to generate probable scenarios leading to such an event. As such the plan concentrates on the evacuation of towns, cities, or small regions, although elements of the plan address a statewide evacuation.

Scope

The Wyoming Multi-Hazard Mitigation Plan has identified statewide natural hazards and areas subject to evacuation. The plan also has identified key hazardous material facilities, which may cause an evacuation if the facility is damaged. Weapons of Mass Destruction may also result in the need for evacuation.

This plan incorporates the evacuation at the city/town, county/tribes, regional and statewide levels. The most likely scenario for evacuation is at the city/town level, and this plan concentrates on that possibility. All Wyoming counties have completed or are working on evacuation plans for their entire county, including plans for individual cities or towns.

Based upon the Multi-Hazard Mitigation Plan, very few hazards exist statewide which would result in the evacuation of the entire state. The catastrophic explosion of Yellowstone National Park would necessitate the evacuation not only of Wyoming but of the Western United States. As a result of this potential, Yellowstone National Park is one of the most heavily monitored areas in the country. It is projected many months of warning could be provided for an eruption. Fortunately, the probability of such an event is estimated to be less than 1:1,000,000, based upon a recent report from the US Geological Survey. As a result, this plan focuses on more probable, smaller scale evacuations, although elements of a statewide evacuation are addressed.

The Wyoming Preliminary Evacuation Plan had a section addressing the “Special Needs Population” in Wyoming, which included children in school, children in daycare centers, nursing home residents, the handicapped and mentally impaired, hospitals, homebound, non-English speaking people, incarcerated persons, and transient populations (seasonal workers, tourists, homeless), citizens at or below the poverty level, and people without transportation. That section is now titled “People Unable to Self Evacuate” (UTSE) at the suggestion of the Wyoming Institute for Disabilities.

It is realized in an independent state like Wyoming, a significant part of the population will not evacuate. At the 2005 Homeland Security Conference, county coordinators estimated only 50 percent of the population would evacuate. Contributing factors include the rural nature of much of the state and the livestock industry.

Essential services, including law enforcement, fire departments, emergency medical service, and public works will remain in place according to local jurisdictional plans.

Military support can be approved by the governor and would be available in evacuation efforts.

The 2004 estimated Census population of Wyoming is 506,529. There are 780,000 registered personal transport vehicles in Wyoming, not including commercial vehicles. Considering there are 398,564 licensed drivers in the state, there are approximately 1.9 vehicles per licensed driver. There are more than enough vehicles and drivers to evacuate the entire state of Wyoming by motor vehicle.

Concept of Operations

Evacuation generally initiates at the local level. As such, plans developed through the local jurisdictions will guide initial responses, initial evacuation, and/or the need to shelter in place. The State of Wyoming and all Wyoming counties and tribes have developed a number of plans to guide the management of disaster response. The State of Wyoming Crisis Management Plan details the organization and response of the executive branch of government. The Wyoming Response Plan details the organization and response of state agencies and the appropriate federal entity through the Wyoming Homeland Security Operation Center. The Wyoming Response Plan also establishes the use of the National Incident Management System (NIMS) and the Incident Command System (ICS) to manage the incident. Each county/tribe has developed an Emergency Operation Plan which guides disaster reaction and management at the local level. Each county has also developed or is in the process of developing a countywide evacuation plan. Details on overall emergency operations are present in the plans mentioned above, and will not be repeated in this document.

Specific elements of this evacuation plan are addressed below. They include transportation issues, special needs populations, companion animals, public information, infrastructure maintenance, evacuee tracking, relocation sites (shelter, housing and food; reciprocal agreements between states), relocation and continuity of government, protection of evacuated areas, and evacuee return. Key entities or agencies with primary or support functions are identified in the plan, along with assigned tasks or responsibilities.

Local jurisdictions will manage the initial response to a disaster, including evacuation or sheltering in place. Depending on the nature and magnitude of the crisis, state resources may be required. For large events, federal resources may also be necessary. The U.S. Department of Defense and the U.S. Department of Health and Human Services may be able to assist the state and local jurisdictions prior to a Presidential Declaration if certain state resources are exhausted before a Presidential Declaration is requested. As such, those entities are listed as support agencies in part of the Wyoming Evacuation Plan.

Evacuation Notification

Evacuation notification will primarily take place at the local level through Emergency Broadcast Systems (with crawls across television screens), Cable Interrupt, NOAA Emergency Radios, warning sirens, public address systems, phone/radio trees in rural

areas, word-of-mouth, Spitfire III Auto Dialer Systems, Radio Amateur Civil Emergency Services, Amateur Radio Emergency Services, Reverse 911, and other available systems.

The State of Wyoming can offer valuable assistance for evacuation notification through the Wyoming Highway Patrol statewide dispatch, the Wyoming Department of Transportation (Dynamic Message Signs and Highway Advisory Radio), WebEOC, Leader Alert, and through the Wyoming Department of Health (Health Alert Network).

Key Functions and Responsibilities (Primary and Support)

- Primary: - Local Jurisdiction
 - Task(s) - Initiate evacuation notification utilizing local Emergency Response Plans
- Support: - Wyoming Department of Transportation (WYDOT)
 - Task(s) – Maintain and operate Highway Dynamic Message Signs
 - Task(s) – Maintain and operate Highway Advisory Radio
- Wyoming Highway Patrol/WYDOT
 - Task(s) – Maintain and operate Wyoming Highway Patrol dispatch
- Wyoming Department of Health
 - Task(s) – Maintain and operate Wyoming Health Alert Network
 - Task(s) – Maintain statewide database of translators
- Wyoming Institute for Disabilities
 - Task(s) – House Department of Health translator database
- Wyoming Office of Homeland Security
 - Task(s) – Maintain and administer WebEOC
- Wyoming Department of Administration and Information
 - Task(s) – Maintain and administer Leader Alert system
- Wyoming Department of Employment
 - Task(s) – Maintain Language Line and list of Wyoming-based Spanish language interpreters

Transportation Issues

Transportation issues include outbound traffic volumes and routes, inbound emergency access routes, traffic control, motorist communication, refueling, roadside food supply, sanitary facilities, highway electric information signs, and disabled vehicle removal. Many of the items below are addressed in the Wyoming Department of Transportation Emergency Highway Traffic Regulation Plan.

Traffic Volume and Routes

Appendix B of the Wyoming Evacuation Plan shows city/town, county/tribe and state highway maps showing probable evacuation routes and evacuation traffic capacities. The evacuation capacities are conservatively based on 2200 vehicles per hour per lane (Wyoming Department of Transportation). It is estimated each vehicle would carry two persons per vehicle.

Inbound Emergency Access Routes

At a minimum one lane on every evacuation route will be kept available for inbound emergency vehicles. On the interstate highway system it will not be necessary to utilize three lanes for evacuation because of the small population in Wyoming. The inbound routes will be used for authorized emergency travel including ambulances, buses, fuel trucks, tow trucks etc.

Traffic Control

Traffic control, including limiting and guiding access to inbound and outbound routes will be accomplished by the Wyoming Highway Patrol for interstate and state highway systems. Local law enforcement will direct traffic within their jurisdiction. The Wyoming Army National Guard will provide traffic control as needed and directed, upon authorization by the Governor.

Motorist Communication

Highway message signs, radio broadcasts, weather alert radio broadcasts, and law enforcement traffic control would direct the flow of traffic and communicate information on evacuation routes. There are 52 permanently mounted signs, and 20 mobile signs. Four mobile signs are assigned to each of the WYDOT maintenance districts. Messages, which can be transmitted in English and basic Spanish, can be placed through the Wyoming Highway Patrol dispatch. All signs can operate under emergency power.

Refueling

There are many feasible refueling options. Depending upon the magnitude of the evacuation, emergency-refueling stations may be needed to supplement existing service stations. Designated service stations and truck stops along evacuation routes will serve most needs of the evacuating population for city/town and county/tribes. Fuel tankers with appropriate dispensing nozzles, roving fuel trucks (tow trucks, service trucks, etc.), and Wyoming Army National Guard fuel tankers (with support if needed from the Department of Defense) will provide fuel in remote areas or in areas without designated service stations, and for spot emergencies. Private fuel supply companies will re-supply service stations, truck stops, and the Wyoming Army National Guard fuel tankers. Rest stops and other locations will also be used as refueling sites, depending upon the nature and location of the evacuation. A list of fuel distribution and storage facilities is in Appendix C of the Wyoming Evacuation Plan. This list includes the following: service stations; federal, state and local facilities; distributors; and others.

Roadside Food Supply

Agencies such as the Red Cross and Salvation Army will be requested to mobilize to assist with food distribution on evacuation routes. Primary food supply locations will be at Wyoming Department of Transportation rest stops and in cities/towns remote of the impacted area. Rest stops, which are shown in Appendix D of the Wyoming Evacuation Plan, are centrally located between population centers throughout the state and provide a degree of

flexibility in evacuation planning. Size and amenities vary by location as well as entry and exit to the facility and should be considered in event planning. Basic amenities common to all locations include parking for passenger vehicles and trucks; restrooms; and open space which can be utilized for staging and support areas. Electrical power and water availability are limiting factors that should be considered.

If statewide evacuation is not required, truck stops, convenience stores, and fast food restaurants remote from the impacted area will also be utilized. The Wyoming Military Department with support from the Department of Defense can also assist with food delivery and distribution. Residents will be encouraged to bring their 3-day preparedness kits for each family member and companion pet during an evacuation.

Sanitary Facilities

Sanitary facility needs will vary depending on the scope of the evacuation. Needs can be easily met in away from impacted areas, as Wyoming Department of Transportation rest stops (Appendix D of Wyoming Evacuation Plan), service stations, restaurants, and towns/cities will have available facilities. Portable toilets can be obtained through private contractors. A list of portable toilet suppliers is in Appendix E of the Wyoming Evacuation Plan.

Disabled Vehicle Removal

Local tow truck operators have been identified as essential services needed in an evacuation. The function of this service would be to remove disabled vehicles and assist with the repair of vehicles so the evacuation routes are kept moving. Limited fuel supplies could also be delivered. In the event a tow truck is not available, the Wyoming Department of Transportation or the Wyoming Army National Guard will remove the vehicle from any traffic lane. Appendix F of the Wyoming Evacuation Plan includes a list of licensed tow truck operators in Wyoming.

People Unable to Self Evacuate (UTSE)

People unable to self evacuate in Wyoming include children in school, children in daycare centers, nursing home residents, people with disabilities, hospitals, homebound, non-English speaking people, incarcerated persons, transient populations (seasonal workers, tourists, homeless), individuals at or below the poverty, and people without transportation.

School Children

Key Functions and Responsibilities (Primary and Support)

Primary: - Local Jurisdiction

Task(s) – Develop and maintain crisis plans with provisions for sheltering-in-place and evacuation.

- Task(s) – Ensure school buses and drivers are available for evacuation of students
- Task(s) – Ensure school buses and drivers are available for transport of other citizens after students have been moved to safety.
- Task(s) – Document names of students evacuated and maintain parental contact information
- Support: - Wyoming Department of Education
 - Task(s) – Coordinate with school districts and schools to ensure buses and drivers are available and being utilized
 - Task(s) – Ensure school districts and individual schools are maintaining crisis plans
- Wyoming Department of Health
 - Task(s) – Notify schools of critical events and evacuation through Health Alert Network
 - Task(s) – Maintain current list of school contacts for Health Alert Network
- Wyoming Office of Homeland Security
 - Task(s) – Maintain WebEOC to allow schools and school districts to communicate with one another and the Wyoming Department of Education during a crisis
 - Task(s) – Maintain the Wyoming Evacuation Hotline so students and families can be tracked
- Wyoming Department of Transportation
 - Task(s) – Provide emergency drivers for school buses as needed
 - Task(s) – Maintain current list of state-funded ADA compliant vehicles
- Wyoming Military Department
 - Task(s) – Provide emergency drivers for school buses as needed
 - Task(s) – Provide National Guard transport vehicles as needed

Children in Daycare

Key Functions and Responsibilities (Primary and Support)

- Primary: - Wyoming Department of Health / Department of Family Services
 - Task(s) – Maintain Health Alert Network to ensure voluntary registration of daycare facilities
- Daycare Operator
 - Task(s) – Ensure parents are aware of their role during an evacuation
- Support: - Local Jurisdiction
 - Task(s) – Assist with evacuation if needed

Nursing Home Residents

Key Functions and Responsibilities (Primary and Support)

- Primary: - Wyoming Department of Health
 - Task(s) – Work with nursing homes to develop evacuation plans to include evacuation out of town, county, or state.
 - Task(s) – Maintain and operate Health Alert Network to notify nursing homes during a crisis to include sheltering-in-place or evacuation.
- Local Jurisdiction
 - Task(s) – Locate alternative care (medical) shelters
 - Task(s) – Generate and distribute guidance on shelter-in-place
 - Task(s) – Identify ambulance, school bus, and other transport
 - Task(s) – Work with local hospitals and pharmacies to supply needed medicines
- Support: - Wyoming Military Department
 - Task(s) – Provide transportation support (ground and air, including medical)
 - Task(s) – Provide shelter if available
- Department of Defense
 - Task(s) – Provide Mobile Medical Facilities and/or temporary shelter sites if National Guard resources are exhausted

People with Disabilities

Key Functions and Responsibilities (Primary and Support)

- Primary: - Wyoming Department of Health
 - Task(s) – Maintain and operate Health Alert Network
 - Task(s) – Assist local jurisdictions with identification of people with disabilities
- Local Jurisdiction
 - Task(s) – Locate alternative care (medical) shelters
 - Task(s) – Generate and distribute guidance on shelter-in-place
 - Task(s) – Identify ambulance, school bus, and other transportation suitable for use by people with disabilities
 - Task(s) – Work with local hospitals and pharmacies to supply needed medicines
- Wyoming Institute for Disabilities (WIND) at the University of Wyoming
 - Task(s) – Provide guidance at all stages of evacuation planning and disaster response
- Support: - Wyoming Military Department
 - Task(s) – Provide transportation support (ground and air, including medical)
 - Task(s) – Provide shelter if available
- Department of Defense

- Task(s) – Provide Mobile Medical Facilities and/or temporary shelter sites if National Guard resources are exhausted
- Wyoming Department of Transportation
 - Task(s) – Maintain current list of state-funded ADA compliant vehicles
- American Red Cross
 - Task(s) – Establish or assist with non-medical shelter establishment

Hospitals

Key Functions and Responsibilities (Primary and Support)

- Primary: - Wyoming Department of Health
 - Task(s) – Work with hospitals to develop evacuation plans, to include transportation needs
 - Task(s) – Maintain and operate Health Alert Network to notify hospitals during a crisis to include sheltering-in-place or evacuation.
 - Task(s) – Maintain current hospital evacuation plans, and ensure plans are available at local jurisdictions
 - Task(s) – Maintain volunteer registry to include medical personnel
- Local Jurisdiction
 - Task(s) – Locate alternative care (medical) shelters in coordination with hospitals and Wyoming Department of Health
 - Task(s) – Generate and distribute guidance on shelter-in-place
 - Task(s) – Identify ambulance, school bus, and other transport
- Support: - Wyoming Military Department
 - Task(s) – Provide transportation support (ground and air, including medical)
 - Task(s) – Provide shelter if available
- Department of Defense
 - Task(s) – Provide Mobile Medical Facilities and/or temporary shelter sites if National Guard resources are exhausted

Non-English Speaking People

Key Functions and Responsibilities (Primary and Support)

- Primary: - Wyoming Department of Health
 - Task(s) – Maintain statewide database of translators
- Wyoming Department of Employment
 - Task(s) – Maintain Language Line and list of Wyoming-based Spanish language interpreters
- Support: - Wyoming Institute for Disabilities
 - Task(s) – House Department of Health translator database
- Embassy of Peoples Republic of China in the United States
 - Task(s) – Provide assistance with evacuated or medically impaired Chinese citizens in Wyoming

Contacts: Embassy of Peoples Republic of China
- 202-328-2500
- 202-328-2574
- www.china-embassy.org
- Office of Overseas Chinese Affairs, First
Secretary and Consul
- 202-745-6533

People Without Transportation

Key Functions and Responsibilities (Primary and Support):

- Primary: - Local Jurisdiction
 - Task(s) – Work to ensure individuals without transportation are on a notification system, such as the Health Alert Network through the Wyoming Department of Health.
 - Task(s) – Coordinate local transportation support
- Wyoming Department of Health
 - Task(s) – Maintain and operate Wyoming Health Alert Network
- Support: - Wyoming Military Department
 - Task(s) – Provide transportation support

Transient Populations

Key Functions and Responsibilities (Primary and Support):

- Primary: - Local Jurisdiction
 - Task(s) – Work to ensure hotels, motels, group campgrounds, and homeless shelters are on a notification system, such as the Health Alert Network through the Wyoming Department of Health.
 - Task(s) – Coordinate local transportation support
- Support: - Wyoming Department of Health
 - Task(s) – Ensure homeless shelters in Cheyenne, Gillette, Casper, Riverton, and Jackson Hole are on Health Alert Network.
- Wyoming Office of Homeland Security / Local Jurisdictions
 - Task(s) – Continue working with National Park Service in their needed development of evacuation plans
- Wyoming Military Department
 - Task(s) – Provide transportation support

Individuals at or Below the Poverty Level

Key Functions and Responsibilities (Primary and Support):

- Primary: - Local Jurisdiction
 - Task(s) – Work to ensure individuals at or below the poverty level are on a notification system, such as the Health Alert Network through the Wyoming Department of Health.
 - Task(s) – Coordinate local transportation support

- Wyoming Department of Health
 - Task(s) – Maintain and operate Wyoming Health Alert Network
- Support: - Wyoming Department of Family Services
 - Task(s) – Maintain current Emergency Operations Business Plan
 - Task(s) – Provide food stamps and temporary financial assistance to existing or new enrollees.
- Wyoming Military Department
 - Task(s) – Provide transportation support

Incarcerated Persons

Key Functions and Responsibilities (Primary and Support):

- Primary: - Department of Corrections
 - Task(s) – Provide liaison and coordination with incarceration facilities in time of evacuation
 - Task(s) – Ensure Emergency Operations Plans with evacuation and sheltering-in-place components are generated and maintained by individual facilities
- Support: - Wyoming Military Department
 - Task(s) – Assist with prisoner transport under direction of Department of Corrections
- Department of Defense
 - Task(s) – Assist with prisoner transport under direction of Department of Corrections if Wyoming Military Department resources expended

Wind River Indian Reservation

Key Functions and Responsibilities (Primary and Support):

- Primary: - Wind River Indian Reservation Tribal Emergency Operations Committee
 - Task(s) – Work to ensure compliance with the joint Fremont County/WRIR Emergency Operation and Evacuation Plans
- Support: - Fremont County
 - Task(s) – Coordinate with the WRIR on Emergency Operation and Evacuation Plan updates
- Wyoming Office of Homeland Security
 - Task(s) – Coordinate with designated tribal liaisons

F.E. Warren Air Force Base

Key Functions and Responsibilities (Primary and Support):

- Primary: - F.E. Warren Air Force Base

Task(s) – Maintain emergency response and evacuation plans for the base. Because of security concerns, the plans are not available to the public

Support: - Local Jurisdiction

Task(s) – Provide needed support and sheltering

Companion Animals and Livestock

Key Functions and Responsibilities (Primary and Support):

Primary: - Wyoming Livestock Board / Wyoming State Veterinarian

Task(s) - Protect the health of livestock, companion and service animals by ensuring the safety of the manufacture and distribution of food and drugs given to animals.

Task(s) - Establish groups of volunteer veterinarians to assist in animal care, animal health, evacuation and sheltering of animals.

Task(s) – Prevent and control potential zoonotic disease risks.

Task(s) – Oversee development of network of and requirements for companion / service animal shelters and livestock facilities.

Task(s) – Coordinate health and medical services for domestic animals, including cattle, sheep, horses, etc.

Task(s) – Provide needed assistance in emergency shelter oversight and inspection.

Task(s) – Work with local jurisdictions to develop and maintain animal emergency plans to include animal transport, sheltering, and feeding

- Local Jurisdictions

Task(s) - Appoint County Veterinarian to work with Wyoming State Veterinarian and Regional Veterinary Coordinators on the establishment and maintenance of emergency animal shelters

Task(s) – Develop County Animal Response Team and appoint a County Animal Response Team Coordinator.

Support: - Wyoming Department of Health / Regional Veterinary Coordinators/ State Public Health Veterinarian

Task(s): Veterinary and management support to Wyoming State Veterinarian in preventing zoonotic disease risk at animal shelters.

Task(s): Regional Veterinary Coordinator and State Public Health Veterinarian assistance to Wyoming State Veterinarian with coordination in establishment and maintenance of local shelters to ensure animal and human health.

Task(s): Assist Wyoming State Veterinarian with measures to prevent and control zoonotic disease risk.

- Task(s): Provide consultation in occupational health and safety issues related to human and animal health at animal shelters.
- Task(s): Serve as consultant on veterinary preventative medicine issues.
- Volunteer groups to assist with shelter setup and maintenance
 - US Department of Agriculture - Animal and Plant Health Inspection Service
 - United Animal Nations – Sacramento, CA (Main Office)
 - Task(s): Sheltering
 - Task(s): Animal Search and Rescue
 - MARET – Mobile Animal Rescue Evacuation Team (Park County)
 - Humane Society of the United States - Northern Rockies Regional Office (Billings, MT)
 - Task(s): Sheltering
 - Task(s): Animal Search and Rescue
 - Code 3 Associates (Longmont, CO)
 - Task(s): Sheltering
 - Task(s): Animal Search and Rescue

Public Information

Key Functions and Responsibilities (Primary and Support):

- Primary: - Wyoming Governor's Office / Wyoming Office of Homeland Security
 - Task(s) – Periodically conduct news conferences/briefings to give media and disaster workers access to factual information
 - Task(s) - Ensure liaison with National Response Plan Emergency Support Function #15 – External Affairs
 - Task(s) – Manage VIP briefings and tours
- Wyoming Governor's Office / Wyoming Office of Homeland Security/State PIOs/NWS
 - Task(s) – Coordinate the release of all emergency public information with other local, state, and federal government agencies
 - Task(s) – Provide personnel and equipment support to function and/or a Joint Information Center
 - Task(s) – Participate in a Joint Information Center (JIC) when appropriate
 - Task(s) – Provide a community relations program to include a rumor control system
 - Task(s) – Facilitate exchange of information, observations, identified needs, etc.
- Support: - State Public Information Officers

Task(s) – Monitor residents, tourists, etc., to assess their perception of state response and recovery activities/services

Infrastructure Maintenance

Key Functions and Responsible Agencies (Primary and Support):

Assurance of the Safety and Security of the Commercial Food Supply

- Primary: - Wyoming Department of Agriculture
- Wyoming Livestock Board
- Wyoming Department of Health
- Support: - Wyoming Department of Agriculture – Analytical Services Laboratory
Task(s) – Analysis, Food Emergency response Network

Commercial Food Supply Functions

- Primary: Wyoming Department of Health/Wyoming Public Health Laboratory/Wyoming Department of Agriculture/Wyoming Department of Agriculture Consumer Health Division/Wyoming Livestock Board
- Task(s) - Oversee surveillance and monitoring to detect contamination of food or spread of disease among crops or livestock at critical nodes in food processing/production. Identify and trace back animals, plants, commodities and food products to sites of production. Assess need to screen food products and livestock traveling from affected locations. Suspend operations of contaminated establishments. Obtain laboratory and analysis samples with tie-in to existing programs including Food Emergency Response Network (FERN). Conduct risk assessments and evaluate food system vulnerabilities. Detect the event through inspection and surveillance. Assess security risks in food and commodity transportation. Identify and protect at risk populations. Coordinate risk communication and response activities. Determine source of threat. Control and contain suspected food and agricultural products. Decontaminate suspected locations, machinery, distribution centers, food establishments, transport vehicles, etc.

Livestock and Crop Functions

- Primary: - Wyoming Livestock Board/State Veterinarian
- Task(s) – Impose import restrictions as needed
 - Task(s) – Monitor animal disease outbreaks
 - Task(s) – Test domestic animals and develop plans if disease is detected
 - Task(s) - Initiate contact identification / tracing
 - Task(s) – Establish, maintain, and enforce isolation and quarantine of domestic animals
 - Task(s) – Maintain Wyoming Livestock Board Emergency Response Plan and conduct functions detailed in plan.
- Wyoming Game and Fish Department/Wildlife Disease Laboratory/Game and Fish Laboratory
- Task(s) – Test wild animals and develop response plans if disease is suspected
 - Task(s) – Establish, maintain, and enforce isolation and quarantine of wild animals
- Wyoming Department of Agriculture
- Task(s) – Monitor exotic plant pest and other pest outbreaks
 - Task(s) – Conduction detection surveys for exotic plant pests
 - Task(s) – Establish, maintain, and enforce isolation and quarantine of exotic plant pests
- UW Cooperative Ag Pest Survey/UW County Extension Offices/UW College of Agriculture Plant Sciences Department/UW Department of Renewable Resources Entomology Department/USDA-APHIS Plant Protection and Quarantine Director (Plants/Insects)
- Wyoming Public Health Laboratory
- Support: - Wyoming Department of Agriculture/Wyoming Weed and Pest Districts
- Tasks -Assist in crop damage assessment.
 - Assist in pest damage assessment.
- Wyoming Department of Environmental Quality/Wyoming Livestock Board/Wyoming Game and Fish
- Tasks - Coordination and technical assistance for disposal of animals, crops, or food.

Energy System Damage Assessment

- Primary: - Public Service Commission
- Support: -Wyoming Oil and Gas Conservation Commission
- Task(s) - Provide liaison to appropriate oil and gas

producers/distributors

Wyoming Energy Emergency Response Plan

Primary: - Wyoming Business Council – Energy Office

Task(s) - Verify fuel supplies, Implement Wyoming Energy Emergency Response Plan and coordinate with appropriate agency

- Wyoming Office of Homeland Security

Task(s) - Activate Wyoming Homeland Security Operations Center and Coordinate with Wyoming Business Council

Energy System Restoration

Primary: - Public Service Commission

Task(s) - Assist energy suppliers in obtaining equipment, specialized labor, and transportation for repair or restoration of energy systems.

Support: - Wyoming Office of Homeland Security

- Wyoming Oil and Gas Conservation Commission

- Wyoming Department of Transportation – Railroad Compliance Office

Task(s) – Monitor and provide liaison to railroad companies to assure transportation of coal to power production facilities in the event of a crisis

Banking and Finance Functions

Primary - Wyoming Department of Audit - Division of Banking

Task(s) - Conduct and maintain surveys and records of all financial institutions in Wyoming concerning continuity of operations plans. Provide all institutions with a basic template for developing a continuity of operations plan based upon the Wyoming Division of Banking's Continuity of Operations Plans four goals:

1. To protect life
2. To protect the agency
3. To protect the industry (The responsibility of the Division of Banking will shift from conducting examinations to acting as a central point of contact for the industry to communicate potential problems, coordinate with federal banking agencies and communicate to the media to ensure consumer confidence in the banking industry remains strong. Additionally, supervision during the recovery period after

- a disaster will shift to protecting consumers.)
4. To prepare the industry.

Drinking Water and Water Treatment Functions

- Primary: - Local Jurisdiction
Task(s) – Maintain and/or restore function to water systems
- Support: - Wyoming Association of Rural Water Systems
Task(s) - Conduct workshops with the Association of Rural Water Systems addressing continuity of operations and response planning.
Task(s) - Assist local jurisdictions
- Wyoming Water Development Commission
Task(s) - Review project proposals and fund suitable proposals related to drinking water supplies
- Wyoming Department of Water Quality
Task(s) – Monitor water quality in cooperation with EPA

Commercial Facilities, Industry, and Business Functions

- Primary - Wyoming Department of Employment
Task(s) - Maintain communication with commercial facilities, industries, and businesses detailing the importance and recommendations for authorship and maintenance of continuity of operations plans.

Dams

- Primary - US Bureau of Reclamation
Task(s) – Maintain Continuity of Operations Plans for all Bureau of Reclamation controlled dams in Wyoming
- Support: - Wyoming State Engineers Office
Task(s) – Maintain Safety of Dams Program in Wyoming, and provide for inspection of dams when needed

Telecommunications / Data Communication

- Primary: - Wyoming Department of Administration and Information
Task(s) - Develop a state emergency communications plan
- Establish communications links and maintain liaison with local governments, state agencies, commercial communications companies, and amateur radio organizations.
- Support: - Wyoming Department of Transportation / Wyoming Office of Homeland Security
Task(s) - Develop a state emergency communications plan
- Wyoming Public Service Commission

Radio Communications

- Primary: - Wyoming Office of Homeland Security
Task(s) - Provide support radio communications equipment and personnel to local jurisdictions and state agencies.
- On-site communications through Mobile Support Vehicles (MSV-1 and MSV-2)
 - Portable radio tower
- Wyoming Department of Transportation
Task(s) – Establish and maintain WyoLink upon being operational
- Support: - Wyoming DOT
Task(s) - Back-up radio communications for disaster warnings
- Wyoming Military Department
Task(s) – Provide high frequency radio communications to and from every armory
- Task(s) – Provide two high frequency radio mobile units
- Wyoming Department of State Parks and Cultural Resources
 - Wyoming Department of Fire Prevention and Electrical Safety
 - Wyoming State Forestry Division
 - Wyoming Department of Game and Fish
 - Amateur Radio Emergency Services
 - Radio Amateur Civil Emergency Service
 - Wyoming Livestock Board

Postal and Shipping Functions

The United States Postal Service has developed continuity of operations plans, as required by the federal government.

Private shipping companies, such as FedEx and UPS, have been contacted by the Wyoming Office of Homeland Security. All contacted companies either have developed or are developing a Continuity of Operations Plan and/or Disaster Response Plans.

Air traffic control

- Primary: - Wyoming Military Department
Task(s) - On-site air traffic control (if needed)

Transportation Systems Functions

- Primary - Wyoming Department of Transportation
Task(s) - Implement the “Statewide Long Range Transportation Plan”, the Emergency Plan Amendment to that plan, and the Emergency Highway Traffic Regulation Plans to maintain continuity of operations and functionality of the Department and operational status of the transportation system throughout Wyoming. The plans addresses damage assessment, maintenance and repair of the transportation infrastructure, traffic

control and flow, first-responder family transport, telecommunications support, law enforcement, and public safety and security.

Task(s) – Maintain and implement the Emergency Highway Traffic Regulation Center

Task(s) – Maintain communication and contacts with all appropriate state and local agencies, and with neighboring states.

Task(s) – Participate at the Crisis Command and Control Center when activated to ensure communication, planning, and response between the Governor and key state agencies.

Task(s) - Investigate using MOUs with neighboring jurisdictions to provide support if needed.

First Responder and Critical Correctional Facility Personnel Family Transport

Primary: - Wyoming Department of Transportation / Wyoming Highway Patrol

Support: - Wyoming Military Department

Evacuation Time

Wyoming averages 5.1 people per square mile (2000 Census). The population in the 23 counties ranges from 2,272 in Niobrara County to 85,296 in Laramie County. Seven counties have populations less than 10,000, and fifteen counties have populations less than 20,000. **The low populations, as compared to many eastern, western, and southern states, will result in initiation of evacuations within 1-3 hours.** As stated above, there are almost two vehicles per person in Wyoming, meaning evacuation can proceed rapidly for most citizens once notification occurs. Special needs evacuation times will depend upon available resources.

Two scenarios were used to estimate ranges of evacuation times. One is for a jurisdiction with a population less than 5,000 and another is for a jurisdiction with a population greater than 50,000. These scenarios address the two endpoints of population densities found in Wyoming.

In a small jurisdiction, evacuation may initiate within 1.5 hours. This is based upon the following:

- 15 minutes for incident personnel to decide evacuation is appropriate.
- 45 minutes to alert residents of need for evacuation.
- 30 minutes for population to leave their homes and enter evacuation route system.
- People Unable to Self Evacuate can take considerable longer, depending upon health restrictions and availability of transport vehicles.

In a large jurisdiction, evacuation may initiate within 1.75-2.75 hours. This is based upon the following:

- 15 minutes for incident personnel to decide evacuation is appropriate.
- 1–2 hours to activate the Emergency Broadcast System, warning sirens, cable override systems, and to conduct neighborhood broadcasts and contacts through law enforcement.
- 30 minutes for population to leave their homes and enter evacuation route system.
- People Unable to Self Evacuate can take considerable longer, depending upon health restrictions and availability of transport vehicles.

Evacuee Tracking

Key Functions and Responsibilities (Primary and Support):

- Primary: - Wyoming Office of Homeland Security
 - Task(s) – Maintain Wyoming Evacuation Hotline at 1-866-WYO-EVAC
- Support: - American Red Cross
 - Task(s) – Maintain registration at shelters, and coordinate with Wyoming Office of Homeland Security on Wyoming Evacuation Hotline

Relocation Sites

Key Functions and Responsibilities (Primary and Support):

- Primary: - Local Jurisdictions
 - Task(s) – Coordinate with local entities and American Red Cross to establish shelters to be used by American Red Cross or by local jurisdiction
 - Task(s) – Work with public health entities to establish potential alternative care shelters and medical shelters.
- Wyoming Office of Homeland Security
 - Task(s) – Coordinate with FEMA and the Department of Defense to establish relocation centers inside and outside of Wyoming
- Support: - American Red Cross
 - Task(s) – Establish and maintain potential shelter locations in cooperation with local jurisdictions

Relocation and Continuity of Government

Key Functions and Responsibilities (Primary and Support):

- Primary: - Wyoming Governor's Office

- Task(s) – Determine immediate relocation sites for state government through the Crisis Command and Control Center
- Wyoming Office of Homeland Security
 - Task(s) – Coordinate with state agencies on developing Continuity of Operations Plans and on relocation sites for state government
 - Task(s) – Coordinate with Legislative Services Office to ensure relocation sites are available for the Wyoming legislature
- Support: - State Agencies
 - Task(s) Develop Continuity of Operations Plans

Protection and Security of Evacuated Areas

Key Functions and Responsible Agencies (Primary and Support):

Law Enforcement/Public Security

- Primary: - County Sheriff's Office/Local Police Office
 - Task(s) - Primary response
- Wyoming Attorney General's Office / Wyoming Department of Criminal Investigation
 - Task(s) – Primary Law Enforcement Official for Wyoming
 - Task(s) – Legal review of state law
 - Task(s) – Enforce state law
 - Task(s) – State Crime Laboratory assistance
- Support: - Wyoming Department of Transportation – Wyoming Highway Patrol
 - Task(s) - Coordinate state public safety and security support provided to any affected local government. This includes communications, personnel, and equip
 - Task(s) - Provide public safety and security support
- Wyoming Military Department
 - Task(s) – Provide support as directed by the Governor or his designated appointee.
 - Task(s) - Arrange for restriction of air space if needed
- Wyoming Office of Homeland Security/ Wyoming Dept. of Game and Fish / Wyoming Livestock Board / Wyoming Board of Outfitters and Professional Guides / Wyoming Department of Parks and Cultural Resources (park rangers) /Fire Marshal's Office, University of Wyoming, Sheridan College
 - Task(s) - Assist with public safety and security support

Terrorism

- Primary: - FBI
 - Task(s) - Lead Agency

Return of Evacuees

The Wyoming governor, the Wyoming Office of Homeland Security, and county officials will be responsible for notifying residents when it is safe to return to their homes and businesses. State and local law enforcement will be responsible for ensuring return occurs in an orderly and safe fashion.

Biological Incident Annex

Purpose

The purpose of the Biological Incident Annex is to provide guidance for detecting and responding to disease, pathogens, and pests of known or unknown origin that pose economic or health threats. This annex provides a general overview of the actions, roles and responsibilities of state agencies for threat assessment, laboratory testing, joint investigative/response procedures, and actions related to recovery.

Scope

The goals of the State of Wyoming's response to biological incidences including biological terrorism events, pandemic influenza, emerging infectious disease or novel pathogen outbreak are to:

- Detect the event through surveillance and environmental response
- Identify exposed populations and implement protection measures populations
- Determine source of outbreak
- Control and contain potential outbreaks
- Coordinate resources to ensure surge capability and augment public health and medical services
- Track and prevent potential resurgence or outbreaks
- Assess extent of biological contamination and decontaminate as necessary

Concept of Operations

In the event of a biological incident the first level of control will reside within the local government of the affected jurisdiction. It is recognized large outbreaks will require a highly coordinated response to public health and medical emergencies. The second level of control will be exercised through the WHSOC/4C and the Wyoming Department of Health or Wyoming Department of Agriculture/Wyoming Livestock Board on behalf of the governor.

Responsibilities (Primary and Support)

Disease Outbreak/Novel Pathogens Human Health Function

Primary: - Wyoming Department of Health

Tasks - Activate Wyoming Department of Health Response Plans

- Task(s) - Surveillance and reporting of infectious disease occurrence through existing state and CDC reporting systems
- Task(s) - Monitor CDC infectious disease updates and provide guidance and updates to Wyoming public and private healthcare providers
- Task(s) - Coordinate collection of specimens from patients with strong epidemiologic suspicion for exposure to novel diseases
- Task(s) - Prioritize testing of samples based on resources
- Task(s) - Initiate activities and/or coordinate activities for disease confirmation and contact identification / tracing
- Task(s) - Assess need to screen those traveling from affected locations
- Task(s) - Coordinate procurement and distribution of vaccines
- Task(s) - Support local health departments by coordinating requested supplies, equipment, and personnel
- Task(s) - Coordinate all information releases with the Governor's Office, WOHS and other state agencies
- Task(s) - Maintain capability of 24/7 reports of disease events of potential public health hazards
- Task(s) - Establish, maintain, and enforce isolation and quarantine as necessary.
- Task(s) - Close public buildings, discourage or cancel large public gatherings if necessary
- Task(s) - Enforce mandatory vaccinations (with consent)
- Task(s) – Coordinate and plan with partners for Strategic National Stockpile (SNS) operations to include the following:
 - 1) Request the SNS from the Centers for Disease Control (CDC) as authorized by the Governor
 - 2) Coordination of public health information dissemination related to the SNS with the Governor's Press Secretary and with the state Joint Information Center (JIC) and local responders
 - 3) Provide guidance to county public health and medical personnel on SNS planning and dispensing

- 4) Ensure training and exercises on SNS
- County Health Officers
 - Task(s) - Spokesperson under direction of State Health Officer and Epidemiologist.
 - Task(s) - Develop plans and identify locations for vaccine administration
 - Task(s) - Contact identification and tracing
- Local Public Health Nurses
 - Task(s) - Monitor those in home isolation/quarantine on a daily basis
- Local Sheriff's Office
 - Task(s) - Enforce quarantines and ensure security of medical Supply
- Support: - Wyoming Office of Homeland Security
 - Task(s) - Coordinate non-medical response actions
 - Task(s) - Coordinate with Director, Wyoming Department of Health, for information dissemination
 - Task(s) - Coordinate with Director, Wyoming Department of Health, on activation of the State Crisis Management Plan
 - Task(s) - Coordinate the Regional Emergency Response Team when needed for environmental assessment and sample collection.
 - Task(s) – Provide overall planning and coordination of security operations required for state-level SNS operations.
- Wyoming State Board of Nursing
 - Task(s) - Identify volunteers (R.N.s, L.P.N.s, and C.N.A.s) for vaccination and other control efforts
- Wyoming Military Department
 - Task(s) - Provide security and transportation support as needed for SNS operations, as approved by Governor.
- Wyoming Department of Transportation
 - Task(s) - Support distribution and transportation network for SNS operations and provide Highway patrol escorts as needed.
- Appropriate State Agencies (Wyoming Military Department, Wyoming Department of Revenue, etc.)
 - Task(s) –Provide warehousing expertise, personnel, and equipment for state-level operations to receive, stage,

and store SNS materials and state-level inventory management.

Disease Outbreak/Novel Pathogens Animal/Plant Health Functions

- Primary: - Wyoming Livestock Board/State Veterinarian/Wyoming
- Department of Agriculture (Livestock)
- Wyoming Game and Fish/Wildlife Disease Laboratory/Game and Fish Laboratory (Wildlife)
- UW Cooperative Ag Pest Survey/UW County Extension Offices/UW College of Agriculture Plant Sciences
- Department/UW Department of Renewable Resources
- Entomology Department/USDA-APHIS Plant Protection and Quarantine Director (Plants/Insects)
- Wyoming Public Health Laboratory (All)
- Task(s)- Import restrictions.
- Monitor animal disease, exotic plant pest and other pest outbreaks in other states
 - Test domestic and wild animals and develop plans if disease is detected
 - Conduct detection surveys for exotic plant pests
 - Initiate contact identification/tracing
 - Establish, maintain, and enforce isolation and quarantine of farm products, domestic or wild animals, exotic plant pests or other objects
- Support: - Wyoming Department of Agriculture/Wyoming Weed and Pest Districts
- Task(s) - Assist in crop damage assessment
- Assist in pest damage assessment
- Wyoming Department of Environmental Quality/Wyoming Livestock Board/Wyoming Game and Fish
- Task(s) - Coordination and technical assistance for disposal of contaminated plants or plant products
- Coordination and technical assistance for animal disposal.

Biological Terrorism Function

- Primary: - Federal Bureau of Investigation
- Task(s) - Primary crisis management responsibility and authority for response to terrorist events in Wyoming

resides with the FBI and utilizes a unified command approach.

- Wyoming Department of Health/Wyoming Public Health Laboratory

Task(s) - Coordinate with local responders to: limit exposure to biological agents; ensure medical response and treatment; contain biological agents; provide guidance for cleanup; provide training assistance to first responders on biological agents.

Support: - Wyoming Department of Administration and Information

Task(s) - Alert state personnel of threatening hazardous biological material incidence

- Wyoming Office of Homeland Security/Wyoming Department of Environmental Quality/Wyoming Department of Agriculture/University of Wyoming

Task(s) - Arrange for technical assistance when necessary to respond to radiological, chemical, and biological materials

Task(s) - Coordinate communication and activation of Crisis Management Plan

Contact List

Game and Fish Laboratory (Tom Moore) (307) 766-5618
USDA Animal Plant Health Information Service-Plant Protection and Quarantine (Bruce Shambaugh) (307) 432-7979
University of Wyoming Cooperative Agricultural Pest Survey -
University of Wyoming College of Agriculture Plant Sciences Department
(307) 766-3103
University of Wyoming Department of Renewable Resources Entomology Department
Wildlife Disease Laboratory (Dr. Terry Kreeger) (307) 322-2571 (4576)
Wyoming Department of Administration and Information
Wyoming Department of Agriculture
Wyoming Department of Environmental Quality
Wyoming Department of Health (24/7 Epidemiology Hotline) 800-996-9104
Wyoming Department of Health Director
Wyoming Department of Health State Health Officer (307) 777-6340
Wyoming Department of Health State Epidemiologist (307) 777-7716
Wyoming Game and Fish
Wyoming Livestock Board
Wyoming Military Division

Wyoming Office of Homeland Security Director (Joe Moore) (307) 777-4663
Wyoming Public Health Laboratory (Bioterrorism) (307) 777-3735
(Microbiology) (307) 777-6053 (Chemical Testing) (307) 777-7868
Wyoming State Board of Nursing (307) 777-7601
Wyoming State Veterinarian (Dr. Dwayne Oldham) (307) 777-6443
Wyoming Weed and Pest Districts (Slade Franklin) (307) 777-6585

Pandemic Influenza Incident Annex

Purpose

The purpose of the Pandemic Influenza Incident Annex is to provide guidance for detecting and responding to safeguard the Wyoming people in the event of an influenza pandemic and to help prepare the state's economic, education, public health, medical and critical infrastructures. This annex identifies the actions, roles and responsibilities of state agencies for threat assessment, joint investigative/response procedures, and actions related to recovery.

Scope

The goals of the State of Wyoming's response to Pandemic Influenza incidences are to:

- Detect the event through surveillance and environmental response
- Identify and protect at risk populations
- Determine source of outbreak
- Control and contain potential epidemics
- Augment and surge public health and medical services
- Track and defeat any potential resurgence or outbreaks

Concept of Operations

In the event of a Pandemic Influenza incident the first level of control will reside within the local government of the affected jurisdiction. It is recognized large outbreaks will require a highly coordinated response to economic, education, public health, medical and critical infrastructures emergencies. The second level of control will be exercised, following notification from the Governor, through the Wyoming Homeland Security Operations Center/Crisis Command and Control Center under the direction of the Wyoming Office of Homeland Security. The Wyoming Department of Health (WDH) and the Wyoming Office of Homeland Security has developed a Public Health Pandemic Influenza Response Plan (viewable at <http://wdh.state.wy.us/epiid/wpirp.pdf>). The Governor is responsible for the activation of the Pandemic Influenza Response Plan.

Containment measures (isolation and quarantine) may have limited impact in the prevention of transmission of pandemic influenza due to the short incubation period of the illness, the ability of persons with asymptomatic infection to transmit the virus, and the non-specific nature of clinical illness from influenza. Nonetheless, during the early stages of a pandemic, particularly if the novel virus is not efficiently transmitted, use of isolation and quarantine may slow disease spread and allow time for targeted use of medical interventions. In general, when isolation and/or quarantine is ordered by public health officials for specific individuals or groups, it is the responsibility of local public health officials to ensure that the subject has access to and is provided essential supplies and services.

WDH has previously developed basic influenza infection control guidelines for the public and for schools. In addition, WDH can promote Center for Disease Control-developed influenza transmission prevention strategies. The following table outlines the phases an influenza pandemic can be expected to demonstrate.

Wyoming Pandemic Influenza Phases

<i>Corresponding WHO Period</i>	<i>WY Phase</i>	<i>Description</i>
<i>Inter-pandemic (1&2)</i>	1	No new influenza virus subtypes have been detected in humans.
<i>Pandemic Alert (3)</i>	2	Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.
<i>Pandemic Alert (4&5) and Pandemic (6)</i>	3	Human to human transmission occurring Limited transmission in other countries or US states (but not in WY) or widespread transmission in other countries.
<i>Pandemic (6)</i>	4	Widespread transmission in US (but not in WY) and/or limited transmission in WY
	5	Increased and sustained transmission in WY population

Key Functions and Responsibilities (Primary and Support)

Human Health Overview

- Primary: - Wyoming Department of Health
 - Task(s) - Develop a comprehensive state disaster health and medical program.
 - Task(s) - Provide personnel to State and local EOCs.
 - Task(s) - Coordinate emergency health/medical services, including mental health, with local government officials.
 - Task(s) - Arrange for and coordinate the alerting and deployment of additional medical personnel from outside the disaster area.
 - Task(s) - Supply county officials with list of populations receiving Medicaid
 - Task(s) - Assist local officials with morgue facilities and request national disaster mortuary team if needed.
 - Task(s) - Coordinate response of Critical Incident Stress Debriefing teams with local jurisdiction.
 - Task(s) - Coordinate health and medical related public information with Operations Centers and JIC.

Task(s) – Coordinate and plan with partners for Strategic National Stockpile (SNS) operations to include the following:

- 1) Request the SNS from the Centers for Disease Control (CDC) as authorized by the Governor
- 2) Coordination of public health information dissemination related to the SNS with the Governor's Press Secretary and with the state Joint Information Center (JIC) and local responders
- 3) Provide guidance to county public health and medical personnel on SNS planning and dispensing
- 4) Ensure training and exercises on SNS

Task(s) - Maintain Health Alert Network

Task(s) - Maintain Volunteer Registry to include Medical Care personnel

Task(s) - Maintain public health surveillance

Task(s) - Assist local jurisdictions in maintenance of medical care shelters

Task(s) - Develop and maintain Wyoming Response Plans for Pandemic Influenza and Smallpox

Task(s) - Develop backup personnel for critical planning, response, and recovery functions.

Task(s) - Ensure coordination with Wyoming Office of Homeland Security, Wyoming Department of Transportation, Wyoming Livestock Board, Wyoming Department of Agriculture, Wyoming Military Department (Adjutant General), and other essential agencies on planning functions related to pandemics.

- Local Jurisdictions

Task(s) - Work with public health entities to establish sites for alternative care shelters and medical shelters

Task(s) - Identify morgue facilities and work with the Wyoming Office of Homeland Security to request mobile morgue resources

Support: - Wyoming Office of Homeland Security / Wyoming Department of Environmental Quality / Wyoming Department of Agriculture/Wyoming Military Department / UW

Task(s) - Arrange for technical assistance when necessary to respond to radiological, chemical, and biological materials.

- Wyoming Department of Environmental Quality / Wyoming Department of Health / Wyoming Department of Agriculture

- Task(s) - Provide technical assistance to assure safe drinking water supplies and disposal of waste water.
- Wyoming Department of Environmental Quality
 - Task(s) - Assist with cleanup and disposal of hazardous substances and debris.
- Wyoming Military Department
 - Task(s) - Provide two C-130 Medivacs and two UH-60 Medivac helicopters
 - Task(s) - Brief Wyoming Department of Health and WOHS on National Guard support capabilities.
 - Task(s) - Develop a Pandemic Influenza Plan and distribute to key agencies. The plan will be developed in coordination with the Wyoming Response Plan and the Public Health Pandemic Influenza Response Plan. The Emergency Support Functions of the Wyoming Response Plan will be cross-referenced in the Wyoming Military Department Pandemic Influenza Response Plan.
 - Task(s) - Participate in Governor's-level exercises and Wyoming Department of Health Exercises.
 - Task(s) - Develop and exercise Continuity of Operations Plans
 - Task(s) - Provide security and transportation support as needed for SNS operations, as approved by Governor.
- Department of Defense (Support to Wyoming Military Department if needed)
 - Task(s) - Assist with medical evacuation
 - Task(s) - Establish temporary medical facilities
 - Task(s) - Establish and maintain communication with WOHS and the Wyoming Military Department.
- Wyoming Office of Homeland Security
 - Task(s) - Ensure coordination between agencies during and after a pandemic.
 - Task(s) - Ensure coordination with NORTHCOM and the SEPLO.
 - Task(s) - Ensure coordination between local jurisdictions and LEPLA. This will ensure coordination to WOHS and the SEPLO.
 - Task(s) – Provide overall planning and coordination of security operations required for state-level SNS operations.
- Wyoming Department of Transportation
 - Task(s) - Support distribution and transportation network for SNS operations and provide Highway patrol escorts as needed.
- Appropriate State Agencies (Wyoming Military Department, Wyoming Department of Revenue, etc.)

Task(s) –Provide warehousing expertise, personnel, and equipment for state-level operations to receive, stage, and store SNS materials and state-level inventory management.

Mass Vaccination

Primary - Wyoming Department of Health

Task(s) - The Wyoming Department of Health will be responsible for the following tasks regarding mass vaccinations and vaccine supply:

1. Ordering of vaccine supplies.
2. Allocation of vaccine supplies state wide.
3. Supervision and availability of required personnel vaccine, distribution and management.
4. Vaccine Storage, including assurance of:
 - a. Storage environmental controls to assure vaccines are viable and effective.
 - b. Physical security of stored and transported vaccine supplies.
5. Transportation of Vaccine to sites identified by counties and Tribes.
6. Vaccination clinic preparedness and operation. Including:
 - a. Staffing and volunteer agency coordination.
 - b. Alternate clinic sites in the event of patient surge and clinic unavailability.
 - c. Vaccine accountability.
 - d. Clinic supplies.
7. Target/select recipient groups, including:
 - a. Establishing and prioritizing target recipient groups.
 - b. Identification of and plans to vaccinate priority group members.
 - c. Public involvement/information regarding the priority groups selected.

Support – Wyoming Highway Patrol/Local law Enforcement/
Wyoming Military Department

Task(s) – Wyoming Highway Patrol, local law enforcement and the Wyoming Military Department, will provide supplemental law enforcement capabilities and transportation capabilities for the transport and distribution of mass vaccination operations and Strategic National Stockpile and its storage sites.

Medical Surge

Primary: Wyoming Department of Health

Task(s) – Provide interoperable communications and record keeping supervision and regulation for health care networks and systems, statewide.

Primary: Local hospitals and Health Care Centers

Task(s) – Create and maintain Medical Surge Response Plans for instances where a medical surge would impact daily operations. Hospitals are required to maintain records of these plans and preparations with the Wyoming Department of Health.

Communication

Public Information

Primary - Wyoming Governor's Office

Support - Wyoming Department of Health

Task(s) - The Governor's Office Press Secretary will coordinate with the Wyoming Department of Health Public Information Officer (PIO) regarding all public and media relations.

Task(s) - The WDH Emerging Diseases/Health Statistics Section will lead the development and release of any pandemic influenza related materials or information to the public, healthcare community, and media under the direction of the State Epidemiologist and the State Health Officer.

Task(s) - The State Health Officer and the State Epidemiologist (or their designee) will serve as the spokespersons for the WDH.

Task(s) - On the local level, the County Health Officers (or their designee) will serve as the spokespersons under the direction of the State Health Officer.

Task(s) - A public information committee comprised of the WDH PIO, State Epidemiologist or his designee, State Health Officer and representatives from the Emerging Diseases/Health Statistics Section will review talking points, FAQs, and fact sheets before distribution to the public. In the event time is of the essence, the committee may be abbreviated to include a smaller number of reviewers.

Task(s) - WDH will disseminate information to all audiences through press conferences, press releases, media interviews, the WDH website, local public health contacts, the Health Alert Network, professional medical organizations, and the following resources.

1. A toll-free hotline (1-888-996-9104) has been established by the WDH to respond to public health emergencies on a 24/7 basis.

2. A toll-free hotline (1-877-996-9000) has been established by the Emerging Diseases/Health Statistics Section staff to respond to calls during normal working hours.
3. WDH has the capacity for broadcast faxing to a number of groups: public health employees, infection control practitioners, emergency rooms, physicians, and others.
4. Information will be distributed through mass mailings on a limited basis.
5. The Emerging Diseases/Health Statistics Section of WDH publishes the Epidemiology Bulletin on a bi-monthly basis.
6. WDH provides articles for publication in the newsletters of professional associations.
7. For non-English speaking populations, WDH will use translated materials provided by the CDC.

Telecommunications / Data Communication

Primary - Wyoming Department of Administration and Information

Task(s) - Establish communications links and maintain liaison with local governments, state agencies, commercial communications companies, and amateur radio organizations.

Radio Communications

Primary - Wyoming Office of Homeland Security

Task(s) - Provide support radio communications equipment and personnel to local jurisdictions and state agencies

Task(s) – Provide on-site communications through mobile support and communications vehicles, MSV-1 and MSV-2.

Task(s) – Provide access and support for portable radio tower and signal repeaters.

Primary - Wyoming Department of Transportation

Task(s) – Establish and maintain the WyoLink interoperable communications radio system.

Support - Wyoming Department of Transportation

Task(s) – Provide back-up radio communications for disaster warnings.

- Support - Wyoming Department of Transportation
 - Task(s) - Provide support radio communications equipment and personnel to local jurisdictions and state agencies as needed. Provide back-up radio communications for disaster warnings
- Support - Wyoming Military Department
 - Task(s) – Provide high frequency radio communications to and from every armory.
- Support – Wyoming Department of State Parks and Cultural Resources / Wyoming Department of Fire Prevention and Electrical Safety / Wyoming State Forestry Division / Wyoming Department of Game and Fish / Amateur Radio Emergency Services / Radio Amateur Civil Emergency Service / Wyoming Livestock Board

Air traffic control

- Primary - Wyoming Military Department
 - Task(s) - On-site air traffic control as needed.

Education (K-12)

- Primary – Wyoming Department of Education
 - Task(s) – Maintain and utilize Wyoming Equality Network Video for emergency communications with districts. This fiber optic system is available in all 48 districts.
 - Task(s) – Ensure all districts have a Crisis Management Plan that addresses emergency communications.
 - Task(s) – Maintain e-mail system to all districts. This system is used weekly for Superintendents Memo.
 - Task(s) – Establish, test, and utilize Wyoming Department of Health’s Health Alert Network to notify all districts by phone, cell phone, fax, or e-mail.
 - Task(s) – Maintain a contact phone tree for all districts
 - Task(s) - Utilize agency Public Information Officer as spokesperson for media relations (low level incidents) and communication with local jurisdictions. For moderate to high level incidents, Joint Information Center will be activated.

Post Secondary School Communication from State

- Primary - WOHS/ Wyoming Department of Health
 - Task(s) – Communicate with Post Secondary Schools on critical pandemic issues

Day Care Center Communication

- Primary - Wyoming Department of Health / Wyoming Department of Family Services
 - Task(s) – Maintain communication with day care centers during a pandemic

Fatality Management

Primary - County Coroners

Support - State Health Officer

Task(s) - Under Wyoming State Statute 35-1-241, guarantee the safe handling and disposal of corpses in an emergency situation.

Surveillance

Primary - Wyoming Department of Health

Task(s) - Passive surveillance of confirmed cases received from physicians, hospitals, and laboratories.

Task(s) - Monitor the CDC's Influenza-Like Illness Sentinel Reporting System. This system consists of two components:

- a. Influenza-like illness reporting, and
- b. Submission of laboratory samples.

Task(s) - Monitor and investigate pediatric deaths.

Task(s) - Oversee and regulate laboratory testing for influenza

Education – K-12 School Closure

The individuals with the authorities, roles, and responsibilities to officially declare schools closed and authorize their reopening are:

- 1) Local School Superintendents
- 2) Local County Health Officers
- 3) Director of the Wyoming Department of Health

Wyoming will not close schools unless conditions are extreme for students, teachers, and administrators. This will ensure education and food service will be continued. If there are not enough teachers or students to conduct classroom exercises, food service may still continue for those students dependent upon the service.

Primary - Local Jurisdiction (Local School District Superintendents / Local Health Officers)

Task(s) - First line of authority in determining need for school closure.

Task(s) – Development of school Crisis Management Plans for local school districts. The plans should contain provisions for pandemic influenza, including criteria for school closing.

Task(s) – Gather local pandemic influenza information and relay to the Wyoming Office of Homeland Security and the lead agency, the Wyoming Department of Health, through County Health Officers and County Homeland Security Coordinators.

- Wyoming Department of Health
 - Task(s) - Notification of the Governor's Office and the Wyoming Office of Homeland Security after receiving information from local county health officials and/or information from surrounding states and/or the Center for Disease Control. The policy for communication is established in the State of Wyoming Crisis Management Plan and this Plan.
 - Task(s) - The Director of the Wyoming Department of Health has the legislative authority (Wyoming Statute § 35-1-240) to close K-12 schools in Wyoming. The Director will work with the Wyoming Governor's Office, the Wyoming Office of Homeland Security, the State Superintendent of Public Instruction, local school superintendents, and county health officers in making the decision. Depending on the scale of the incident, the discussions may take place at the Wyoming Crisis Command and Control Center (4C) under the direction of the Governor. Protocols are described in the State of Wyoming Crisis Management Plan and in this plan.
 - Task(s) – The Director of the Wyoming Department of Health has the authority to close and reopen day centers due to a health-related emergency. The Wyoming Department of Family Services has the authority to close and reopen day care centers during other types of emergencies.
- Support: - Wyoming Department of Education
 - Task(s) – Coordinate with Wyoming Department of Health, Wyoming Office of Homeland Security, and local school districts on need for closure of public schools due to pandemic influenza.
 - Task(s) – Coordinate with local jurisdictions on gathering of pandemic flu information and the relay to the Governor's Office through County Health Officers.
 - Task(s) – Supervision of local jurisdictions use of existing information dissemination systems to notify parents and other stakeholders.
 - Task (s) – Participate on State Pandemic Influenza Coordination Team (Superintendent of Public Instruction is representative on Governor's Pandemic Influenza Task Force. Health and Safety Unit personnel coordinate at mid-level meetings with Wyoming Department of Health).

Education – Post Secondary School Closure

Primary – University or Community College Presidents

Task(s) – Close University or Community Colleges during emergencies (University of Wyoming is guided by University of Wyoming Employee Handbook – Emergency Closures, Page 14, Section U).

Task(s) – Generate Pandemic Influenza Plans (UW Associate Vice President for Administration is heading up UW planning efforts)

Support - Board of Regents / Trustees

Task(s) – Provide Guidance and support for long term closures

Education – Education and Social Services in the Face of School Closure

Primary - Wyoming Department of Education

Task(s) - The Wyoming Department of Education will liaison with local school districts in the execution of the following duties:

1. The state will support local school districts per the local district funding model.
2. Local districts are responsible for implementing plans for continuation of local education services. The Department of Education would provide support to local districts as requested.
3. All local school districts are required to have Crisis Management Plans addressing district-wide communication and communications with local and state officials. Local districts have been asked to add a pandemic influenza section to their plans, which will include detail on social services.
4. Maintain Wyoming Equality Network Video which can be used for fiber optic distance learning.
5. Utilize professional consultants already under contract to provide technical assistance for special education.
6. Maintain school kitchens to provide meals to students requiring assistance. If not feasible, provide food delivery to homes with students eligible to receive such assistance.
7. Coordinate with local school districts concerning use of buses for transport. Buses are property of local school districts.
8. Ensure standard assessment tools are used to assess student's levels with respect to state academic standards upon reopening of schools following a pandemic.
9. Contact the Wyoming Department of Health and Wyoming Disaster Mental Health Institute to

provide support to local jurisdictions if additional mental health support is needed.

10. Coordinate with local districts to ensure IEPs for special needs students continue where they terminated. Utilize professional consultants already under contract to provide technical assistance.

- Wyoming Department of Family Services

Task(s) - The Wyoming Department of Family Services will be responsible for coordinating continuing social services to local families and children.

- Local Jurisdiction / American Red Cross

Task(s) – Coordinate with local school districts, UW, and Community Colleges concerning use of facilities as shelters or vaccination sites.

Sustain Operations of State Agencies

Primary - All State Agencies

Task(s) – Development of agency Continuity of Operations

Plan which incorporates a consideration of pandemic influenza. Scenarios presented to agencies suggest 40% of employees may not be present during a pandemic event. Guidance to agencies requests the following:

- a) Define critical functions and key personnel .
- b) Define back-up personnel for key functions.
- c) Describe telework plan. Chapter 18 of the State of Wyoming Personnel Rules address telework schedules. Agency heads have discretionary approval powers which is ultimately approved by the Department of Administration and Information. The web site for personnel rules is: <http://personnel.state.wy.us/06Rules/Rules.htm>

Task(s) – Assess changes in demands on agency services

Task(s) – Define standard operating procedures for essential functions

Task(s) – Provide a timely assessment and reporting to the Governor through the Department of Administration and Information of an event’s direct impact on agency personnel and facilities, including injuries/illness/deaths.

- Wyoming Department of Administration of Information

Task(s) - Develop and maintain a personnel database for use in identifying employees with specific skill sets, licenses, and classifications to assist agencies in locating personnel on a statewide basis.

- Task(s) – Oversee and enforce personnel rules and inform agencies of leave options and of hiring flexibilities such as rehire of retirees and at-will employees. Personnel rules at: <http://personnel.state.wy.us/06Rules/Rules.htm> .
- Task(s) - Maintain master agreements with Kelly Services and other temporary staffing agencies in order to help staff essential functions.
- Task(s) – Maintain master agreements with major contractors regarding human resource issues.
- Task(s) – Assess flexible work schedules as defined in Chapter 18 of the State of Wyoming Personnel Rules at: <http://personnel.state.wy.us/06Rules/Rules.htm> .
- Task(s) – Inform agencies the Governor can allow administrative leave for employees affected by a disaster. Chapter 10 of Personnel Rules: <http://personnel.state.wy.us/06Rules/Rules.htm>
- Task(s) – Maintain State of Wyoming self-funded fully insured health insurance program that covers all state employees.
- Wyoming Department of Corrections
 - Task(s) - Coordinate response to employee needs through Employee Assistance Program, including mental health, financial assistance, health, etc.
- Support: - Rocky Mountain Disaster Mental Health Institute
 - Task(s) – Provide psychological support to first responders and governmental employees

Communications with Employees

Communications with state employees can be accomplished through many mechanisms maintained by numerous agencies: Primary methods of communication are as follows:

- Wyoming Web Site at <http://wyoming.gov/> maintained by the Wyoming Department of Information and Administration
- WebEOC at <https://www.wywebeoc.com/eoc7/> maintained by the Wyoming Office of Homeland Security
- Leader Alert which provides phone messages to all state employees
- 777-5900 Help Desk Line
- Joint Information Center / Public Information Officers

Continuity of Critical Infrastructure and Key Resources - Functions and Responsibilities (Primary and Support)

Many of the Critical Infrastructure and Key Resource (CIKR) activities and plans at the Wyoming Office of Homeland Security are classified as Secret under the National Security Act. As such, specific information on the activities and plans can not be discussed in this document. In addition, the state can not require private industry to release any disaster response, continuity of operations, or pandemic influenza plans. State-developed plans for individual businesses or sectors are not available for the reasons stated above. Any gaps identified between the State's current assignment and those roles and responsibilities outlined in the NIPP, SSP, and in the CIKR Pandemic Guide are not available for this document.

The information presented below was developed through a series of interviews with state agencies having regulatory authority over elements of the private sector. Those agencies then contacted the private sector to acquire basic information available for public distribution. In addition, key private industries were contacted by the Wyoming Office of Homeland Security to determine what information may be available on continuity of operations plans in the private sector.

Primary - Wyoming Office of Homeland Security

Task(s) - Provide oversight, regulation, and coordination of all Continuity of Critical Infrastructure and Key Resource Functions.

Task(s) - Participate in the Joint Terrorism Task Force and develop a Fusion Center in order to provide a secure mechanism to communicate and collaborate with all appropriate CIKR.

Task(s) - Develop and maintain a Resource Mobilization Plan in coordination with local and tribal resource Mobilization Plans.

Task(s) - Oversee and activate Regional Emergency Response Teams.

Task(s) - Ensure counties develop County Response Plans that include provisions for a pandemic.

Task(s) - Maintain WebEOC to allow for communication with federal partners.

- Wyoming Governor's Office

Task(s) - Activate the Crisis Command and Control Center and utilize to coordinate CIKR response and recovery efforts, to communicate state of CIKR with federal partners, and to coordinate direct and indirect government and community support and relief..

- Task(s) - Activate the Joint Information center to allow for accurate communication with the public and private sector in Wyoming.
- Wyoming Law Enforcement Academy
 - Task(s) – Credentialing program for personnel working with CIKR or high consequence systems

Commercial Food Supply Functions

Primary: Wyoming Department of Health/Wyoming Public Health Laboratory/Wyoming Department of Agriculture/Wyoming Department of Agriculture Consumer Health Division/Wyoming Livestock Board

Task(s) - Oversee surveillance and monitoring to detect contamination of food or spread of disease among crops or livestock at critical nodes in food processing/production. Identify and trace back animals, plants, commodities and food products to sites of production. Assess need to screen food products and livestock traveling from affected locations. Suspend operations of contaminated establishments. Obtain laboratory and analysis samples with tie-in to existing programs including Food Emergency Response Network (FERN). Conduct risk assessments and evaluate food system vulnerabilities. Detect the event through inspection and surveillance. Assess security risks in food and commodity transportation. Identify and protect at risk populations. Coordinate risk communication and response activities. Determine source of threat. Control and contain suspected food and agricultural products. Decontaminate suspected locations, machinery, distribution centers, food establishments, transport vehicles, etc.

Provision of Food Supply

- Primary: - Wyoming Department of Family Services
 - Task(s) - The Emergency Food Assistance Program (TEFAP). Food products provided to food distribution sites throughout state. TEFAP is considered an essential program.
 - Disaster Food Stamps program for disasters. This is considered an essential program.

- Electronic Benefit Transfer (EBT) system to provide benefits in an electronic format (card). Card can be used to purchase food. This is considered an essential program. Card can be distributed by mail if hand-to-hand distribution is not advisable during a pandemic.
- Maintain state program for food stamp program and 30 field offices in order to provide needed backup personnel. Initial backup personnel from Cheyenne offices of Department of Family Services.
- Maintain training program for caseworkers on food supply and food stamp-related programs.
- Maintain reporting on operating status of food and benefit supply programs through coordination with J.P. Morgan (EBT card provider) and Department of family Services field offices.
- Coordinate communications through agency Public Information Officer at 307-777-7561. Agency Public Information Office will coordinate through Joint Information Center and Crisis Command Control Center.
- Wyoming Department of Education
 - Task(s) - National School Lunch Program / State Commodity Warehouse (USDA foods)
- Wyoming Office of Homeland Security
 - Task(s) – Provide for coordination between state and local agencies on food supply recovery.
- Support: - Wyoming Dept. of Revenue (Liquor Division)
 - Task(s) - Acquisition and distribution of drinking water
- Wyoming Military Department
 - Task(s) - Food transport
 - Task(s) – Emergency water supply
- Wyoming Office of Homeland Security / Department of Defense
 - Task(s) – Emergency Food Supplies (Meals Ready to Eat)
- Southern Baptist Convention - Disaster Relief
 - Task(s) – Provide meals for up to 3,000 people, three times a day
- American Red Cross
 - Task(s) – Provide meal vouchers as available
- Salvation Army
 - Task(s) – Provide feeding canteen for light meals, snacks, and water
- Wyoming Food Bank of the Rockies
 - Task(s) – Locate, acquire, and distribute food through other organizations
- Church of Jesus Christ of Latter Day Saints
 - Task(s) – Provide food from food banks as available

- Adventist Community Services
 - Task(s) – Manage donated goods and food
- Wyoming Voluntary Organizations Active in Disasters
 - Task(s) – Provide coordination with all volunteer groups

Assurance of the Safety and Security of the Commercial Food Supply

Primary: - Wyoming Department of Agriculture

The Wyoming Department of Agriculture has a response plans tailored to provide for response to varied threats to the food supply in Wyoming. There are no Talmadge Aiken plants in Wyoming, no federal inspectors assigned to the state, and no federal lab is within Wyoming. The state does have an agricultural lab located at the University of Wyoming and a public health lab in Cheyenne. There are currently 20 inspectors and 2 supervisors assigned to the Consumer Health Service Division. There are currently 28 state inspected plants of which 14 perform slaughter functions.

- Task(s) – Maintain Wyoming Department of Agriculture Response Plan, which provides for effective and efficient response to varied threats to the food supply within Wyoming.
- Task(s) – Maintain coordinator (Program Manager and Assistant Program Manager of Consumer Health Services Division) for food safety program and related planning.
- Task(s) – Maintain essential Food Safety Program to ensure continued “at least equal to” compliance with federal statutes administered by the US Department of Agriculture. The Assistant Program Manager and two supervisors are part of a pool of trained backup program staff to carry out program. There are also eight Consumer protection Specialists (inspectors) not assigned to state slaughter facilities that have been trained and will be utilized in slaughter inspections as needed.
- Task(s) – Utilize the Food Safety Inspection Service’s self assessment tool to determine state’s capability to respond.
- Task(s) – Maintain plant inspection in Wyoming.
- Task(s) – Maintain planning and preparedness functions of Food Safety Program. The Assistant Program Manager is backup for the Program Manager, and two supervisors can provide additional back-up as required.
- Task(s) – Assess capability to meet pre-disaster state “Equal to” food safety program requirements after a disaster. The Program manager and the Assistant

Program Manager are assigned this assessment responsibility.

Task(s) – Maintain the current status of state inspected facilities through daily e-mail notification or direct contact with facilities.

Task(s) – Maintain communications before, during, and after any incident or disaster. Communications will be through the agency’s Public Information Officer (PIO) or Agency Director or designee. Depending on the scale of the disaster, communications may be passed to the agency PIO through the Local Emergency Planning Committees or Homeland Security Coordinator within each county of the state for small localized incidents. The agency PIO will communicate through the Joint Information Center / Crisis Command Control Center for large events. The Communications section above, and ESF 15 contain details on external affairs communications.

Support: - Wyoming Department of Agriculture – Analytical Services Laboratory

Task(s) - Analysis, Food Emergency Response Network

Livestock and Crop Functions

Primary - Wyoming Livestock Board/State Veterinarian/Wyoming Department of Agriculture (Livestock)/Wyoming Game and Fish/Wildlife Disease Laboratory/Game and Fish Laboratory (Wildlife)/UW Cooperative Ag Pest Survey/UW County Extension Offices/UW College of Agriculture Plant Sciences Department/UW Department of Renewable Resources Entomology Department/USDA-APHIS Plant Protection and Quarantine Director (Plants/Insects)/Wyoming Public Health Laboratory (All)

Task(s) - Manage import restrictions. Monitor animal disease, exotic plant pest and other pest outbreaks in other states. Test domestic and wild animals and develop plans if disease is detected. Conduct detection surveys for exotic plant pests. Initiate contact identification/tracing. Establish, maintain, and enforce isolation and quarantine of farm products, domestic or wild animals, exotic plant pests or other objects.

Task(s) – The Wyoming State Livestock Board will request assistance from local or County Veterinarian for initial assessment on this essential function. If reportable disease is detected, the State Veterinarian and APHIS will be sent to scene. If a zoonotic disease is suspected, the Wyoming Department of Health – State Public Health Veterinarian will be involved with investigation. Regional Veterinary Coordinators can be involved through the Wyoming Department of Health for zoonotic disease or through the Regional Emergency Response Teams for all events. Livestock inspectors (60 full-time and 40 part-time) can also be deployed to offer assistance.

Task(s) – Ensure back-up personnel are available to continue essential functions during a pandemic, including planning, preparedness, animal disease response, and capability assessments. Backup personnel can be provided through County Veterinarians and Regional Veterinary Coordinators.

Task(s) - Maintain communications before, during, and after any incident or disaster. Communications will be through the agency’s Public Information Officer (PIO) or Agency Director or designee. Depending on the scale of the disaster, communications may be passed to the agency PIO through the County Veterinarian within each county of the state for small localized incidents. The Regional Veterinary Coordinators will also collect and communicate information through the Wyoming Department of Health. The agency PIO will communicate through the Joint Information Center / Crisis Command Control Center for large events. The Communications section above, and ESF 15 contain details on external affairs communications.

Task(s) – Maintain Wyoming Livestock Board Emergency Response Plan and conduct functions detailed in plan.

Support - Wyoming Department of Agriculture/Wyoming Weed and Pest Districts

Task(s) - Assist in crop damage assessment. Assist in pest damage assessment.

Support: Department of Environmental Quality/Wyoming Livestock Board/Wyoming Game and Fish

Task(s) - Coordination and technical assistance for disposal of animals, crops, or food.

Defense Industrial Base Functions

Primary: F.E. Warren Air Force Base/Wyoming Military Department

Task(s) - F.E. Warren Air Force Base has developed extensive plans covering Continuity of Operations, and Pandemic Influenza. F.E. Warren Air Force Base and the Wyoming Military Department have developed plans required by the federal government. The Wyoming Military Department, in cooperation with the Wyoming Office of Homeland Security, has developed and is refining plans on Continuity of Operations which include pandemic influenza considerations.

Task(s) - Participate on Wyoming Department of Health and WOHS planning efforts and ensure those agencies participate on Wyoming Military Department planning activities related to pandemic influenza. The Wyoming Military Department is well represented on most pandemic influenza planning and coordination groups in Wyoming.

Task(s) – Coordinate with WOHS and the Department of Health on domestic support capabilities to include cross referencing capabilities with the Emergency Support Functions of the Wyoming Response Plan. Support capabilities of surrounding states are documented by the National Guard nationally, but are not considered to be accessible during a pandemic event.

Energy System Damage Assessment Functions

Primary - Public Service Commission

Support: -Wyoming Oil and Gas Conservation Commission

Task(s) - Provide damage assessment liaison to appropriate oil and gas producers/distributors

Wyoming Energy Emergency Response Functions

Primary - Wyoming Business Council – Energy Office

Task(s) - Verify fuel supplies, Implement Wyoming Energy Emergency Response Plan and coordinate with appropriate agencies.

Energy System Restoration Functions

Primary - Public Service Commission

Task(s) - Assist energy suppliers in obtaining equipment, specialized labor, and transportation for repair or restoration of energy systems.

Mass Care Functions

Primary - Wyoming Department of Family Services

Task(s) - Establish mutual support relationships with other entities that may assist or expand shelter and feeding services, distribution of food and water, clothing, and supplies. Coordinate provision of mass care services with local governments. Ensure liaison with private relief agencies and federal agencies.

Support - American Red Cross

Task(s) - Coordinate provision of mass care services with local government. Implement and coordinate a disaster welfare inquiry system.

Support - Wyoming Dept. of Education

Task(s) - Coordinate release and proper use of USDA donated foods with the USDA Commodity Foods Coordinator for State.

Support - Wyoming Military Department

Task(s) - Provide state support resources for emergency shelter and feeding.

Housing Functions

Primary: Wyoming Department of Family Services

Task(s) - Provide support to FEMA and Small Business Administration

Human Services Functions

Primary: - Wyoming Department of Health

Task(s) - Provide crisis counseling.

- Wyoming Department of Family Services

Task(s) - Maintain food stamp availability to eligible recipients.

- Wyoming Department of Corrections

Task(s) - Coordinate response to employee needs through Employee Assistance Program, including mental health, financial assistance, health, etc.

Support: - Rocky Mountain Disaster Mental Health Institute

Task(s) – Provide psychological support to first responders and governmental employees.

Human Health Functions

Primary - Wyoming Department of Health

Task(s) - Develop a comprehensive state disaster health and medical program. Provide personnel to State and local operation centers. Coordinate emergency health/medical services, including mental health, with local government officials. Arrange for and coordinate the alerting and deployment of additional medical personnel from outside the disaster area. Assist local officials with morgue facilities and request national disaster mortuary team if needed. Coordinate provision of Critical Incident Stress Debriefing teams with local jurisdiction. Coordinate health, environmental, and medical related public information with Operations Centers and JIC. Coordinate, manage and regulate the Strategic National Stockpile for safekeeping and distribution.

Support - Wyoming Department of Environmental Quality / Wyoming Department of Agriculture/Wyoming Military Department / University of Wyoming

Task(s) - Arrange for technical assistance when necessary to respond to radiological, chemical, and biological materials.

Support - Wyoming Department of Environmental Quality / Wyoming Department of Health / Wyoming Department of Agriculture

Task(s) - Provide technical assistance to assure safe drinking water supplies and disposal of waste water.

Support - Wyoming Department of Environmental Quality

Task(s) - Assist with cleanup and disposal of hazardous substances and debris.

Animal Health Functions

Primary - Wyoming Department of Agriculture / Wyoming State Veterinarian / Wyoming Livestock Board/Wyoming Department of Health

Task(s) - Protect the health of livestock and companion animals by ensuring the safety of the manufacture and distribution of food and drugs given to animals. Establish groups of volunteer veterinarians to assist in evacuation and sheltering of animals. Develop network of and regulations for companion animal shelters.

Banking and Finance Functions

Primary - Wyoming Department of Audit - Division of Banking

Task(s) - Conduct and maintain a survey of all financial institutions in Wyoming concerning continuity of operations plans in general, and specifically the pandemic influenza parts of the plans. Provide all institutions with a basic template for developing a continuity of operations plan addressing pandemic influenza based upon the Wyoming Division of Banking's Continuity of Operations Plans four goals:

5. To protect life
6. To protect the agency
7. To protect the industry (The responsibility of the Division of Banking will shift from conducting examinations to acting as a central point of contact for the industry to communicate potential problems, coordinate with federal banking agencies and communicate to the media to ensure consumer confidence in the banking industry remains strong. Additionally, supervision during the recovery period after a disaster will shift to protecting consumers.)
8. To prepare the industry (By encouraging regulated industries to prepare Pandemic Influenza Plans and consider how operations will continue will reduce potential public panic in the event of a disaster.)

Drinking Water and Water Treatment Functions

Primary - Local jurisdiction

Task(s) – Maintain and/or restore function to water systems

- Wyoming Department of Environmental Quality

Task(s) – Monitor water quality in cooperation with EPA

Task(s) – Evaluate and recommend alternate water supplies or sewage treatment systems

Task(s) – Provide guidance to backup personnel on operation of drinking water or water treatment systems.

Support: - Wyoming Association of Rural Water Systems

Task(s) - Conduct workshops with the Association of Rural Water Systems addressing continuity of operations and response planning.

- WYOWARN (Wyoming Water and Wastewater Agency Response Network)

- Task(s) - Develop mutual aid agreements between communities to provide support during disasters
- Wyoming Military Department
 - Task(s) – Emergency water treatment
 - Task(s) – Emergency water supply

Commercial Facilities, Industry, and Business Functions

Primary - Wyoming Department of Employment

- Task(s) - Maintain communication with commercial facilities, industries, and businesses detailing the importance and recommendations for authorship and maintenance of continuity of operations plans with special attention regarding pandemic influenza.
- Task(s) – Assist private sector workers through Unemployment Insurance. The benefit is for those who have experienced job loss and who are able, available, and actively seeking work and are deemed eligible under the provisions of the program. Affected workers may file a claim by calling the claims center at 307-473-3789 or by filing online at wydoe@state.wy.us. Unemployment insurance does not cover sick employed workers. If workers are already unemployed and become sick, unemployment insurance will continue. There is no state law for the Family Leave medical Act for private workers.
- Task(s) – Consider Worker’s Compensation claims. Under Department of Employment rules it is possible for a worker to file a Worker’s Compensation Claim related to pandemic influenza when substantiated by medical authority. This claim process is subject to review and substantiation rules established for claims.
- Task(s) – Communicate with private employers concerning all aspects of pandemic influenza. The Department of Employment has 21,000 registered employers in the Worker’s Compensation and Unemployment Insurance database. Contact with these employers can be by direct mail for information dissemination. Over the past two years, notices and information related to pandemic influenza and Continuity of Operations Planning have been provided to employers by means of the agency’s quarterly newsletter.

Task(s) – Maintain a Public Information Officer (Department’s Policy Analyst) for news releases and public announcements and for participation at the Joint Information Center or Crisis Command and Control Center.

Support - Wyoming Department of Health

Task(s) –Organize and manage crisis counseling.

- Rocky Mountain Disaster Mental Health Institute

Task(s) – Provide psychological support to private sector workers.

Dam Functions

Primary - Wyoming State Engineers Office/ US Bureau of Reclamation

Task(s) - Responsible for the Safety of Dams Program in Wyoming, Inundation Maps and other pertinent data relating to dam safety on significant dams.

Emergency Services Functions

All city, town, county, and state jurisdictions are required to develop Emergency Response Plans with a Continuity of Operations component. All of these jurisdictions are required to model their plans after the National Response Plan, including a biological incident annex. All jurisdictions have been notified they have to incorporate a consideration of pandemic influenza in their plans.

All privately owned ambulance or emergency service-related companies have received information on Continuity of Operations planning from the Wyoming Department of Employment.

All privately owned emergency service-related companies are regulated by local, federal, or state jurisdictions or agencies.

Communications

Wyoming has developed and implemented WyoLink, a statewide public-safety mobile interoperable communications system. WyoLink is a statewide digital trunked VHF P-25 compliant system designed to coordinate and integrate communications between state, local, and federal public safety agencies. Detail on the system is at <http://wyolink.state.wy.us>.

911 Task Force

All 911 Public Safety Answering Points (PSAPs) in Wyoming are operated at the county / municipal level. The state has no input or jurisdiction at the local level. The Wyoming Public Service Commission does have regulatory jurisdiction over the communications provider for 911. The Wyoming Public

Service Commission has established a 911 Task Force comprised of first responders, public communications companies, state legislators, county commissioners, and the Wyoming Office of Homeland Security. The Task Force is reviewing and analyzing current practices, researching alternative technologies and methodologies, and forwarding recommendations regarding the performance and continuity of Wyoming's 911 system in the event of a natural disaster, terrorist act, or pandemic influenza.

The 911 Task Force is investigating standards, education, and training possibilities for PSAPs and "POST" training standards for dispatchers.

Information Technology Functions

Primary - Wyoming Department of Administration and Information

Task(s) - Initiate continuity of operations plan for their information technology division, including step-by-step instructions for restoring the state mainframe system.

Support - All State Agencies

Task(s) - All state agencies have been tasked with development of continuity of operations plans based on computer system and data backup and redundancy, with specific mention of pandemic influenza impacts. All state agencies visited in the last year have been asked to develop back-up personnel for key information technology functions.

Telecommunications Functions

Primary - Wyoming Department of Transportation/ Wyoming Department of Administration and Information/ Wyoming Public Service Commission

Task(s) - Implementation of Emergency Operations Plans and Response Plans to assure the continuity of operations for state telecommunications. Maintain communications and advisory roles with all regulated telecommunications providers in Wyoming.

Postal and Shipping Functions

The United States Postal Service has developed continuity of operations plans, as required by the federal government.

Private shipping companies, such as FedEx and UPS, have been contacted by the Wyoming Office of Homeland Security. All contacted companies either have developed or are developing a Continuity of Operations Plan and/or Disaster Response Plans.

Law Enforcement Functions

Law Enforcement Functions for all events are addressed in ESF 13.

Federal or state military assistance will only be utilized to provide non-law

enforcement support to state and local law enforcement agencies. Currently, guidance is under review regarding how to meet the security needs of medical facilities and countermeasure distribution centers during a pandemic. WOHS is working with the Wyoming Department of Health on the potential relocation of Strategic National Stockpile facilities to secure environments.

Primary - Office of the Attorney General

- Wyoming Governor's Office

Task(s) – Coordinate actions of interdependent components of the criminal justice system through the Crisis Command and Control Center

Task(s) – Activate the Wyoming National Guard to provide non-law enforcement assistance to local law enforcement agencies.

Task(s) – Maintain contacts with federal law enforcement agencies to facilitate federal law enforcement assistance.

Support - State and Local Law Enforcement

Task(s) – Maintain continuity of law enforcement services and capabilities state-wide.

Transportation Systems Functions

Primary - Wyoming Department of Transportation

Task(s) - Implement the “Statewide Long Range Transportation Plan”, the Emergency Plan Amendment to that plan, and the Emergency Highway Traffic Regulation Plans to maintain continuity of operations and functionality of the Department and operational status of the transportation system throughout Wyoming. The plans addresses damage assessment, maintenance and repair of the transportation infrastructure, traffic control and flow, first-responder family transport, telecommunications support, law enforcement, and public safety and security.

Task(s) – Maintain and implement the Emergency Highway Traffic Regulation Center

Task(s) – Maintain communication and contacts with all appropriate state and local agencies, and with neighboring states.

Task(s) – Participate at the Crisis Command and Control Center when activated to ensure communication, planning, and response between the Governor and key state agencies.

Task(s) – Identify what constitutes essential cargo during a pandemic.

- Task(s) - Investigate using MOUs with neighboring jurisdictions to provide support if needed. Utilize temporary help agencies to staff administrative positions is needed.
- Task(s) – Initiate waivers for hours of service for trucking industry if needed under emergency conditions. Any other waivers needed will be considered in coordination with Attorney General office.
- Task(s) – Work with all appropriate state agencies to develop an after action report that includes lessons learned.
- Task(s) – Identify unique geographic issues within and across sectors and jurisdictions within those geographical boundaries affecting CIKR. The issues will be addressed in the Emergency Highway Traffic Regulation Plan or Statewide Long-Range Transportation Plan. Issues include rail transport, I-80 and I-25 disruptions, and winter storm closures.
- Local Jurisdictions
 - Task(s) – Monitor status of public transportation systems, and restore to normal operating levels is adversely affected by a pandemic.

Continuity of Government Functions

- Primary - Wyoming Office of Homeland Security/All State Agencies
 - Task(s) - Implement the Wyoming State Response Plan. All State Agencies are tasked with the development of response plans to assure the continuity of agency operations during incidents, with an emphasis on Pandemic Influenza. All agency specific plans must be in compliance with the State Response Plan.

Citizen Preparedness Functions

- Primary - Wyoming Office of Homeland Security
 - Task(s) - Maintain citizen preparedness through continual public outreach and resource development tools. Maintain support of and cooperative operations with the Wyoming Citizen Corps. The Citizen Corps is a program under the jurisdiction of the U.S. Department of Homeland Security that seeks to mobilize the population of the country against threats to national security as well as to assist in the recovery after a disaster or terrorist attack. The Citizen Corps will be instrumental in responding to and recovering from a pandemic influenza outbreak.

Transportation Functions

- Primary - Department of Transportation
 - Task(s) - Ensure transportation support to assist in state and

local incident management including: reporting damage to transportation infrastructure as a result of the incident; coordinating alternate transportation services; coordinating the restoration and recovery of the transportation infrastructure; and coordinating and supporting prevention/preparedness/mitigation among transportation infrastructure stakeholders at the State and local levels.

Contact List

State of Wyoming Governor’s Office.....307-777-7434
Governor Dave Freudenthal

Wyoming Office of Homeland Security.....307-777-4900
Highway Patrol Dispatch (after hours).....307-777-4321

Wyoming Regional Emergency Response Teams

Headquarters: WOHS, Cheyenne

Kim Lee: 307-777-7540 (o), 307-214-9594 (c)
Bob Mason: 307-777-5768 (o), 307-421-7534 (c)
Larry Green: 307-777-4908 (o), 307-214-9716 (c)

Region 1: Sheridan, Johnson, Campbell, Crook, Weston Counties

Gary Scott: 307-682-5319 (o)
Ron Smith: 307-682-5369 (o), 307-689-4670 (c)

Region 2: Natrona, Converse, Niobrara Counties

Mark Young: 307-235-8222 (o)
Mark Harshman: 307-235-8324 (o), 307-267-9102 (c)

Region 3: Albany and Carbon Counties

Randy Vickers: 307-721-5332 (o)

Region 4: Sweetwater, Lincoln, Uinta Counties

Brad Sarff: 307-352-1475 (o), 307-389-4413 (c)
Carl Blanksvard: 307-352-1475 (o), 307-389-2692 (c)
Lyle Armstrong: 307-352-1475 (o), 307-389-5354 (c)

Region 5: Fremont, Teton, Sublette Counties

Brady Patrick: 307-856-2284 (o)

Region 6: Washakie, Big Horn, Hot Springs, Park Counties

Don Huber: 307-347-6379 (o), 307-431-2675 (c)
Chris Kocher: 307-347-7971 (h), 307-431-1193 (c)
Dispatch: 307-347-4253

Region 7: Laramie, Platte, Goshen Counties

Jeff Pallak: 307-637-6315 (o), 307-631-3743 (c)
Steve Zimmerman: 307-421-4749 (c)

Wyoming Department of Health

Dr. Brent Sherard, Director.....307-777-7656
or 307-631-0533

Tracy Murphy, State Epidemiologist.....307-777-7716

Ginny Mahoney, Chief of Staff.....307-777-6767
or 307-631-9572

Leland Clabots, Deputy Director of Administration...307-777-5759
or 307-421-7034

Richard Harris, Public Health Laboratory.....307-777-6066

Angela Van Houghten
Public Health & Terrorism Mngr.....307-777-5778

After Hours Response Line (24/7).....1-888-996-9104
Public Information Officer.....307-777-6420

Wyoming Department of Administration and Information

Cheyenne Headquarters

Ron Ommen, Director.....307-777-7201
Earl Atwood, IT Administrator.....307-777-5003
Bob Nicholls, Telecomm Administrator.....307-777-7567

Wyoming Office of the Attorney General

Patric Crank, AG.....307-777-7841

Wyoming Department of Environmental Quality

Cheyenne Headquarters

John Corra, Director.....307-777-7937
Todd Parfitt, Deputy Director.....307-777-7555
Jim Uzzell, Administrator.....307-777-7198
Joe Hunter, Emergency Response Coord.....307-777-5885
After Hours/Incident
Incident Report Line.....307-777-7781

Wyoming Department of Education.....307-777-7690

Jim McBride, Superintendent.....307-777-7675
Joe Simpson, Assist. Superintendent.....307-777-7674
Leeds Pickering.....307-777-6265
Or.....307-421-1920

Wyoming Oil and Gas Conservation Commission.....307-234-7147

After Hours

Don Likwartz, Oil & Gas Supervisor.....307.237.4590
or 307.262.8936
Rick Marvel, Engineering Manager.....307.472.7401

Wyoming Public Service Commission.....307-777-7427

After Hours

Darrell Zlomke.....307-777-5724 (o)
307-421-1663 (c)
Harry Ivey.....307-777-5702 (o)
307-640-7675 (c)

Wyoming Business Council

East Central Regional Office - Steve Elledge

Natrona, Converse, Platte, Niobrara
Tel: 307.577.6012, Fax: 307.577.6032

Northeast Regional Office - Dave Spencer
Campbell, Sheridan, Johnson, Crook, Weston
Tel: 307.685.0283, Fax: 307.686.7268

Northwest Regional Office - Leah Bruscano
Park, Big Horn, Hot Springs, Washakie
Tel: 307.754.5785, Fax: 307.754.0368

Southeast Regional Office - Tom Johnson
Laramie, Carbon, Albany, Goshen
Tel: 307.635.7735, Fax: 307.635.7742

Southwest Regional Office - Ray Sarcletti
Sweetwater, Lincoln, Sublette, Uinta
Tel: 307.382.3163, Fax: 307.382.3217

West Central Regional Office - Roger Bower
Fremont, Teton
Tel: 307.857.1155, Fax: 307.857.0873

Wyoming Department of Environmental Quality

Cheyenne Headquarters
Incident Report Line: (307) 777-7781

Casper Office
Air Quality Division: 307-473-3455
Solid/Hazardous Waste Division: 307-473-3450
Water Quality Division: 307-473-3465

Sheridan Office
Air&Land Quality Division: 307-673-9337

Lander Office
Air Quality Division: 307-332-6755
Land Quality Division: 307-332-3047
Solid Waste Management: 307-332-6924
Water Quality Division: 307-332-3144

Wyoming Oil and Gas Conservation Commission.....307-234-7147
After Hours
Don Likwartz, Oil & Gas Supervisor.....307.237.4590
or 307.262.8936
Rick Marvel, Engineering Manager.....307.472.7401

Wyoming Association of Rural Water Systems
Mark Pepper, Director.....307-259-6903
Jane West, Office Manager.....307-436-8441

Wyoming State Engineer
Main Number.....307-777-7354

Wyoming Department of Employment
Cynthia Pomeroy, Director.....307-777-7671
or 307-421-3222
Charles Rando, Administrator.....307-777-6370
or 307-631-0700
Gary Child, Administrator.....307-777-5510
or 307-631-8842
Public Information Officer.....307-777-7672

Wyoming Division of Banking
Marlene Aitchison, Project Coordinator.....307-777-7792

Wyoming Livestock Board
Jim Schwartz, Director.....307-777-5979
Walter Cook, Acting State Veterinarian.....307-777-6443
or 307-214-1532
Jim Siler, Law Enforcement Administrator.....307-777-6441
or 307-631-7822
Public Information Officer.....307-777-7515(o)

Regional Veterinary Coordinators - Wyoming Department of Health

Region 1: Sheridan, Johnson, Campbell, Crook, Weston Counties
Mathew Cherni
307-655-9395
307-751-7824(c)

Region 2: Natrona, Converse, Niobrara Counties
Richard Schwahn
307-234-7333(o)
307-259-4083(c)

Region 3: Albany and Carbon Counties
Lynn Woodard
307-742-6032

Region 4: Sweetwater, Lincoln, Uinta Counties
J. Paul Jensen
307-883-0993
307-654-1651(c)

Region 5: Fremont, Teton, Sublette Counties
Jim Summers
307-332-2228(o)
307-349-2012(c)

Region 6: Washakie, Big Horn, Hot Springs, Park Counties
Timothy Graham

307-568-2967(o)
307-272-5097(c)

Region 7: Laramie, Platte, Goshen Counties

Gary Norwood
307-634-7255(o)
307-631-7242(c)

USDA-Animal and Plant Health Inspection Service (APHIS)

Rick Riesland, DVM
Area Emergency Coordinator.....307-432-7960(o)
or 307-214-5121(c)

University of Wyoming – College of Agriculture

Frank Galey, Dean.....307-766-4133
Alice Hamilton, Office Associate.....307-766-4733

Wyoming Department of Game and Fish

Terry Cleveland, Director.....307-777-4501(o)
or 307-214-0890 (c)
Gregg Arthur, Deputy Director.....307-777-4501(o)
or 307-631-9818(c)
John Emmerich, Deputy Director.....307-777-4501(o)
or 307-630-1235(c)
Mike Choma,
Wildlife Law Enforcement Coordinator.....307-473-3417(o)
or 307-259-4138(c)
Radio Dispatch Center (SALECS).....1-800-442-2767
Public Information Officer.....307-777-4600(o)

Wyoming Department of Agriculture

John Etchepare, Director.....307-777-6569(o)
or 307-631-3556(c)
Jason Fearneyhough, Deputy Director.....307-777-6591(o)
or 307-421-5990(c)
Karen Everett, Admin. Services Manager.....307-777-6575(o)
or 307-630-0829(c)
Public Information Officer.....307-777-7321(o)

Wyoming Department of Transportation

John Cox, Director.....307-777-4484(o)
or 307-631-5338(c)
Sam Powell, Administrator.....307-777-4300(o)
or 307-630-2426(c)
Del McOmie, Chief Engineer.....307-777-4484(o)
or 307-421-2767(c)
Ken Shultz, Maintenance Engineer.....307-777-4051(o)
Public Information Officer.....307-777-4010(o)

Wyoming Department of Family Services

Tony Lewis, Director.....307-777-7564(o)
or 307-214-2837(c)
Paul Yaksic, Administrator.....307-777-6100(o)
or 307-630-8373(c)
Bob McMillen, IT PC/LAN Supervisor.....307-777-7445(o)
Alice Sullivan, Food Stamp Program Coordinator.307-777-6076(o)
George Urbanek, Food Stamp EBT Coordinator...307-777-5815(o)
Public Information Officer.....307-777-7561 (o)
Field Offices, Contacts and phone numbers on page 64 of directory
at <http://soswy.state.wy.us/Forms/Publications/08Agency.pdf> .

Wyoming Military Department

Wyoming Military Department
Joint Operations Center.....307-772-5112
MG Ed Wright, Adjutant General307-772-5234(o)
or 307-214-3464(c)
LTC Todd Larson, Dir. Military Support.....307-772-5288(o)
or 307-631-3496(c)
Public Information Officer.....307-772-5253 (o)

American Red Cross

David Block, CEO-Wyoming.....307-637-5242(o)
or 307-631-7288(c)

Food and Agricultural Incident Annex

Purpose

The purpose of the Food and Agricultural Incident Annex is to provide guidance for detecting and responding to events impacting the safety of food supplies and agricultural products. This annex identifies the actions, roles and responsibilities of state agencies for threat assessment, laboratory testing, joint investigative/response procedures, and actions related to recovery.

Scope

The goals of the State of Wyoming's response to food and agricultural incidents are to:

- Conduct risk assessments and evaluate food system vulnerabilities
- Detect the event through inspection and surveillance
- Assess security risks in food and commodity transportation
- Identify and protect at risk populations
- Coordinate risk communication and response activities
- Determine source of threat
- Control and contain suspected food and agricultural products
- Decontaminate suspected locations, machinery, distribution centers, food establishments, transport vehicles etc...

Concept of Operations

In the event of a food and agricultural incident the first level of control will reside within the local government of the affected jurisdiction. It is recognized that efforts to prevent and respond to potential deliberate contamination in the food system will require a highly coordinated response to public health and medical emergencies. The second level of control will be exercised through the WHSOC and the Wyoming Department of Health or Wyoming Department of Agriculture/Wyoming Livestock Board on behalf of the governor.

Responsibilities (Primary and Support)

Commercial Food Supply Functions

Primary: - Wyoming Department of Health/Wyoming Public Health
Laboratory/Wyoming Department of Agriculture//Wyoming
Department of Agriculture Consumer Health
Division/Wyoming Livestock Board

Tasks - Surveillance and monitoring to detect intentional contamination of food or spread of disease among crops or livestock at critical nodes in food processing/production.

- Identify and trace back animals, plants, commodities and food products to sites of production.
- Trace forward contaminants to determine extent.
- Initiate activities for confirmation/isolation and contact identification/tracing of contaminants.
- Assess need to screen food products and livestock traveling from affected locations.
- Suspend operations of contaminated establishments.
- Laboratory and analysis samples with tie-in to existing programs including Food Emergency Response Network (FERN)
- Support local health departments by coordinating requested supplies, equipment, and personnel.

Wyoming Department of Health

Tasks - Oversee all public and media relations for Wyoming Department of Health in coordination with WOHS and other state agencies.

- Staff All-Hazards Response Telephone Line for reporting occurrence of potential public health hazards.

Wyoming Department of Health Director

Tasks - Activate Wyoming Department of Health Response Plans

Wyoming Department of Agriculture/State Veterinarian

Tasks - Provide animal vaccines and other medicines to respond to potentially devastating animal disease outbreaks through and National Veterinary Stockpile.

State Health Officer

Tasks - Spokesperson for Wyoming Department of Health. County Health Officers

- Spokesperson under direction of State Health Officer and Epidemiologist.
- Local identification and tracing.

Support: - Wyoming Office of Homeland Security

Tasks - Coordinate with Department of Health Public Information Officer for information dissemination.

Livestock and Crop Functions

- Primary: - Wyoming Livestock Board/State Veterinarian
- Task(s) – Impose import restrictions as needed
 - Task(s) – Monitor animal disease outbreaks
 - Task(s) – Test domestic animals and develop plans if disease is detected
 - Task(s) - Initiate contact identification / tracing
 - Task(s) – Establish, maintain, and enforce isolation and quarantine of domestic animals
- Wyoming Game and Fish Department/Wildlife Disease Laboratory/Game and Fish Laboratory
- Task(s) – Test wild animals and develop response plans if disease is suspected
 - Task(s) – Establish, maintain, and enforce isolation and quarantine of wild animals
- Wyoming Department of Agriculture
- Task(s) – Monitor exotic plant pest and other pest outbreaks
 - Task(s) – Conduction detection surveys for exotic plant pests
 - Task(s) – Establish, maintain, and enforce isolation and quarantine of exotic plant pests
- UW Cooperative Ag Pest Survey/UW County Extension Offices/UW College of Agriculture Plant Sciences Department/UW Department of Renewable Resources Entomology Department/USDA-APHIS Plant Protection and Quarantine Director (Plants/Insects)
- Wyoming Public Health Laboratory (All)
- Support: - Wyoming Department of Agriculture/Wyoming Weed and Pest Districts
- Tasks -Assist in crop damage assessment.
 - Assist in pest damage assessment.
- Wyoming Department of Environmental Quality/Wyoming Livestock Board/Wyoming Game and Fish
- Tasks - Coordination and technical assistance for disposal of animals, crops, or food.

Contact List

County Health Officers

Game and Fish Laboratory (Tom Moore) (307) 766-5618

Local Public Health Officers

USDA Animal Plant Health Information Service-Plant Protection and Quarantine (Bruce Shambaugh) (307) 432-7979

University of Wyoming Cooperative Agriculture Pest Survey

University of Wyoming County Extension Offices

University of Wyoming College of Agriculture Plant Sciences Department
(307) 766-3103

University of Wyoming Department of Renewable Resources Entomology Department

Wildlife Disease Laboratory (Dr. Terry Kreeger) (307) 322-2571 (4576)

Wyoming Department of Administration and Information

Wyoming Department of Agriculture

Wyoming Department of Agriculture Consumer Health Division

Wyoming Department of Environmental Quality

Wyoming Department of Health (24/7 Epidemiology Hotline) 800-996-9104

Wyoming Department of Health Director

Wyoming Department of Health State Health Officer (307) 777-6340

Wyoming Department of Health State Epidemiologist (307) 777-7716

Wyoming Game and Fish

Wyoming Livestock Board

Wyoming Military Division

Wyoming Office of Homeland Security Director (Joe Moore) (307) 777-4663

Wyoming Public Health Laboratory (Bioterrorism) (307) 777-3735

(Microbiology) (307) 777-6053 (Chemical Testing) (307) 777-7868

Wyoming State Board of Nursing (307) 777-7601

Wyoming State Veterinarian (Dr. Dwayne Oldham) (307) 777-6443

Wyoming Weed and Pest Districts (Slade Franklin) (307) 777-6585(w) (307) 777-9044

Animal Health and Evacuation Sheltering Incident Annex

Purpose

The purpose of the Animal Health and Evacuation Sheltering Incident Annex is to provide guidance for a state response to evacuations involving pets and livestock. This annex provides a general overview of the actions, roles and responsibilities of state agencies for health assessments, shelter oversight and inspection, zoonotic disease prevention and control, and actions related to disaster recovery.

Scope

The goals of the State of Wyoming's response to animal health and evacuation sheltering are to:

- Assist local jurisdictions as required
- Provide veterinary oversight and guidance for animal evacuations and shelters
- Work to ensure animals can receive adequate emergency shelter during an evacuation, thus freeing residents to evacuate if needed
- Ensure compliance with the Pets Evacuation and Transportation Standards Act of 2006
- Ensure animals are not transported to sites where zoonotic disease may exist
- Establish groups of volunteer veterinarians and veterinary technicians to assist local, state, and federal personnel
- Evaluate incident to determine if additional measures are required in the future

Concept of Operations

In the event of an evacuation of humans and animals, the first level of response resides with the local government of the affected jurisdiction. Small to moderate events may be resolved by the local jurisdiction in cooperation with the Wyoming Livestock Board, Wyoming State Veterinarian, County Veterinarians, the Wyoming Department of Health, the State Public Health Veterinarian, and the Regional Veterinary Coordinators. Local jurisdictions may require additional assistance for moderate events, which can be supplied by Regional Emergency Response Teams (RERT). The request for the RERT is approved by the Director of the Wyoming Office of Homeland Security (WOHS) in coordination with the Governor. Most small to moderate events, after being reported to the Wyoming Office of Homeland Security Duty Officer, are logged on WebEOC, which is a web-based emergency operations center used for communication, data sharing, resource management and map sharing between the Wyoming Office of Homeland

Security and jurisdictions and agencies involved with any event. All communications related to that event are then shown on the WebEOC duty officer log, and can be shown in specific jurisdiction's event log on WebEOC. More information on incident response procedures for the Wyoming Office of Homeland Security is in the "Normal Incident Response Procedures for Wyoming Office of Homeland Security".

Large incidents will require a highly coordinated response will be required. The Wyoming Office of Homeland Security may deploy an advance team to observe and offer assistance at this point. If a local jurisdiction determines an event may be beyond local control, there are a number of options available. They may request RERT assistance to assist with the response and to provide another level of assessment. They may also declare a disaster and request State assistance. If state assistance is approved by the Governor, the second level of response will then be exercised through the Wyoming Homeland Security Operations Center (WHSOC) or WebEOC, and a field response team will be deployed from the Wyoming Office of Homeland Security. The Wyoming Response Plan would be utilized at this point. In addition to Wyoming Office of Homeland Security staff, the field response team may include the Wyoming Livestock Board, the Wyoming State Veterinarian, the Wyoming Department of Health, the State Public Health Veterinarian, and the Regional Veterinary Coordinators. In addition, volunteer organizations including the Humane Society of the United States, United Animal Nations, and Code 3 Associates will be called upon to provide day-to-day assistance. If the event is of a significant magnitude, the Wyoming Crisis Command and Control Center (4C) may be activated, and a request for federal assistance through a Presidential Declaration may be requested by the State. The 4C will be staffed by the Governor and key agency heads.

Key Functions and Responsibilities (Primary and Support)

- Primary: - Wyoming Livestock Board / Wyoming State Veterinarian
 - Task(s) - Protect the health of livestock, companion and service animals by ensuring the safety of the manufacture and distribution of food and drugs given to animals.
 - Task(s) - Establish groups of volunteer veterinarians to assist in animal care, animal health, evacuation and sheltering of animals.
 - Task(s) – Prevent and control potential zoonotic disease risks.
 - Task(s) – Oversee development of network of and requirements for companion / service animal shelters and livestock facilities.
 - Task(s) – Coordinate health and medical services for domestic animals, including cattle, sheep, horses, etc.
 - Task(s) – Provide needed assistance in emergency shelter oversight and inspection.

- Task(s) – Work with local jurisdictions to develop and maintain animal emergency plans to include animal transport, sheltering, and feeding
- Support: - Wyoming Department of Health / Regional Veterinary Coordinators/ State Public Health Veterinarian
- Task(s): Veterinary and management support to Wyoming State Veterinarian in preventing zoonotic disease risk at animal shelters.
- Task(s): Regional Veterinary Coordinator and State Public Health Veterinarian assistance to Wyoming State Veterinarian with coordination in establishment and maintenance of local shelters to ensure animal and human health.
- Task(s): Assist Wyoming State Veterinarian with measures to prevent and control zoonotic disease risk.
- Task(s): Provide consultation in occupational health and safety issues related to human and animal health at animal shelters.
- Task(s): Serve as consultant on veterinary preventative medicine issues.
- Adventist Community Services
 - Task(s) – Coordinate donations and distribution of animal food, care products, and maintenance supplies.
- Volunteer groups to assist with shelter setup and maintenance
 - US Department of Agriculture - Animal and Plant Health Inspection Service
 - United Animal Nations – Sacramento, CA (Main Office); Sturgis, SD (Regional Office)
 - Task(s): Sheltering
 - Task(s): Animal Search and Rescue
 - MARET – Mobile Animal Rescue Evacuation Team (Park County)
 - Humane Society of the United States - Northern Rockies Regional Office (Billings, MT)
 - Code 3 Associates – Longmont, CO

Contacts

Wyoming Livestock Board

Jim Schwartz, Director.....307-777-5979
Walter Cook, Acting State Veterinarian.....307-777-6443
or 307-214-1532
Jim Siler, Law Enforcement Administrator.....307-777-6441
or 307-631-7822

Regional Veterinary Coordinators - Wyoming Department of Health

Region 1: Sheridan, Johnson, Campbell, Crook, Weston Counties

Dr. Mathew Cherni
307-655-9395
307-751-7824(c)

Region 2: Natrona, Converse, Niobrara Counties

Dr. Richard Schwahn
307-234-7333(o)
307-259-4083(c)

Region 3: Albany and Carbon Counties

Dr. Lynn Woodard
307-742-6032

Region 4: Sweetwater, Lincoln, Uinta Counties

Dr. J. Paul Jensen
307-883-0993
307-654-1651(c)

Region 5: Fremont, Teton, Sublette Counties

Dr. Jim Summers
307-332-2228(o)
307-349-2012(c)

Region 6: Washakie, Big Horn, Hot Springs, Park Counties

Dr. Timothy Graham
307-568-2967(o)
307-272-5097(c)

Region 7: Laramie, Platte, Goshen Counties

Dr. Gary Norwood
307-634-7255(o)
307-631-7242(c)

USDA-Animal and Plant Health Inspection Service (APHIS)

Dr. Rick Riesland, DVM
Area Emergency Coordinator.....307-432-7960(o)
or 307-214-5121(c)

United Animal Nations / Emergency Animal Rescue Services

Matt Herlocker, Director of Emergency Services...916-216-8999
Shannon Asquith, Director of Field Services.....916-216-3677

Humane Society of the United States - Northern Rockies Regional Office – Billings, MT

Dave Pauli, Director.....406-255-7161 (o)
or 406-698-1167 (c)

Suzi Hansen, Wyoming Representative..... 406-255-7161(o)
or 406-698-5412(c)

Code 3 Associates – Longmont, CO

Jim Boller, Executive Director.....(303) 772-7724(o)
or (281)-541-3649(c)

Kay Mayfield, Emergency Services.....(720)-987-5805(c)

Oil and Gas Incident Annex

Purpose

The purpose of the Oil and Gas Incident Annex is to provide guidance for responding to oil and gas related spills, releases, blowouts, pipeline ruptures, and fires (including refineries and oil pits). This annex provides a general overview of the actions, roles and responsibilities of state agencies for assessment, laboratory testing, joint investigative and response procedures, and actions related to recovery.

Scope

The goals of the State of Wyoming's response to oil and gas related incidences are to:

- Detect the event through surveillance
- Coordinate resources to ensure comprehensive response
- Identify exposed populations and implement protection measures
- Determine source of incident, and control/contain released materials
- Ensure an environmental response serving to protect surface and ground water, as well as air quality
- Assess extent of contamination and decontaminate and remediate as necessary
- Evaluate incident to determine if additional measures are required in the future

Concept of Operations

In the event of an oil and gas related incident, the first level of response resides with the local government of the affected jurisdiction. Small to moderate events may be resolved by the local jurisdiction in cooperation with the Wyoming Department of Environmental Quality (DEQ) and the Wyoming Oil and Gas Conservation Commission (WOGCC). Wyoming DEQ has a spill/incident report line at (307) 777-7781, and the WOGCC has a number of after-hours emergency contacts at <http://wogcc.state.wy.us/afterhours.htm>. Local jurisdictions may require additional assistance for moderate events, which can be supplied by Regional Emergency Response Teams (RERT). The request for the RERT is approved by the Director of the Wyoming Office of Homeland Security (WOHS) in coordination with the Governor. Most small to moderate events, after being reported to the Wyoming Office of Homeland Security Duty Officer, are logged on WebEOC, which is a web-based emergency operations center used for communication, data sharing, resource management and map sharing between the Wyoming Office of Homeland Security and jurisdictions and agencies involved with any event. All communications related to that event are then shown on the WebEOC duty officer log, and can be shown in specific jurisdiction's event log on WebEOC. More information on incident response

procedures for the Wyoming Office of Homeland Security is on the attached “Normal Incident Response Procedures for Wyoming Office of Homeland Security”.

Large incidents will require a highly coordinated response, including potential evacuations, public health issues, environmental monitoring, cleanup, decontamination, and waste disposal activities. The Wyoming Office of Homeland Security may deploy an advance team to observe and offer assistance at this point. If a local jurisdiction determines an event may be beyond local control, there are a number of options available. They may request RERT assistance to assist with the response and to provide another level of assessment. They may also declare a disaster and request State assistance. If state assistance is approved by the Governor, the second level of response will then be exercised through the Wyoming Homeland Security Operations Center (WHSOC) or WebEOC, and a field response team will be deployed from the Wyoming Office of Homeland Security, the Wyoming Department of Environmental Quality, the Wyoming Oil and Gas Conservation Commission, and other State agencies appropriate to the disaster. The Wyoming Response Plan would be utilized at this point. If the event is of a significant magnitude, the Wyoming Crisis Command and Control Center (4C) may be activated, and a request for federal assistance through a Presidential Declaration may be requested by the State. The 4C will be staffed by the Governor and key agency heads.

There may also be federal response involvement without a Presidential Declaration. The party responsible for the spill/incident is required to call the National Response Center at (800) 424-8802 or (202) 267-2675. The National Response Center may then activate an Environmental Protection Agency On-Scene Coordinator who would work within and with the command structure and jurisdictions present at the site.

If the incident is tied to facilities or equipment owned and maintained by private industry, the industry may respond if they have the capability to respond and the incident is contained on their site (Wyoming Emergency Response Act, Wyoming Statutes: Title 35, Chapter 9, Section 159).

Key Functions and Responsibilities (Primary and Support)

Coordination

Primary: - Wyoming Office of Homeland Security

Task(s)- Provide initial advance team personnel to observe and assist local jurisdiction(s) as necessary.

Task(s)- Provide WebEOC access and communications abilities as needed to all involved with response and recovery

Task(s)- Provide communications equipment and Mobile Support Vehicles as required

- Task(s)- Activate WHSOC upon direction of Director or 4C upon direction of Governor
- Task(s)- Investigate potential sources for reimbursement of costs associated with hazardous materials events.
- Support: - Wyoming Regional Emergency Response Teams
 - Task(s)- Coordinate with local jurisdictions on equipment needs
- Wyoming Department of Environmental Quality
 - Task(s)- Provide assessment of equipment and manpower needs in regards to environmental monitoring, assessment , and incident control.
 - Task(s)- Provide liaison to appropriate refinery owners/operators.
- Wyoming Oil and Gas Conservation Commission
 - Task(s)- Provide liaison to appropriate oil and gas producers
- Wyoming Public Service Commission
 - Task(s)- Provide liaison to appropriate natural gas pipeline and natural gas distribution system owners/operators.
- Wyoming Pipeline Authority
 - Task(s)- Provide liaison to appropriate pipeline owners/operators

Environmental Assessment

- Primary: - Wyoming Department of Environmental Quality
 - Task(s)- Maintain hazardous material spill/incident hotline at (307) 777-7781.
 - Task(s)- Respond to releases of all reportable hazardous materials in accordance with DEQ Rules and Regulations
 - Task(s)- Provide environmental monitoring, assessment and control of remediation activities upon arrival at site.
 - Task(s)- Identify hazardous materials at site and make recommendations to limit damage to the environment. DEQ will provide technical assistance to the Regional Emergency Response Team, County Homeland Security Coordinator, County Public Health Coordinator, and first responders at site.
 - Task(s)- Provide guidance for area clean-up and termination of incident.
 - Task(s)- As lead agency, monitor all cleanup activity until standards are met.
 - Task(s)- Maintain lists of hazardous materials cleanup contractors.
 - Task(s)- Participate in hazardous materials response training and awareness programs for state, local, and private parties.
 - Task(s)- Maintain a Chemical Spill Program to respond to release affecting surface and ground waters.

- Task(s)- Provide laboratory services for certain water analysis.
- Task(s)- Determine an event's proximity to drinking water supplies.
- Task(s)- Oversee surveillance programs, in cooperation with the US Environmental Protection Agency, to assure the public that water supply and wastewater treatment systems will provide adequate service with no adverse public health effects.
- Task(s)- Evaluate and recommend alternate water supplies or sewage treatment systems.
- Task(s)- Provide guidance for disposal of released hazardous materials.
- Task(s)- Provide technical expertise and assistance regarding procedures for clean-up and future mitigation following a release.
- Task(s)- Notify neighboring states or other downstream water users when an incident threatens them.
- Task(s)- Maintain detailed reports of hazardous materials incidents.
- Task(s)- Evaluate disaster response and recommend legislation relating to response to air toxic emergencies if necessary.
- Task(s)- Evaluate disaster response and recommend legislation

Support: - Wyoming Oil and Gas Conservation Commission (WOGCC)

- Task(s)- Inspect any oil and gas properties and wells in accordance with WOGCC Rules and Regulations Chapter 2, Section 3. Note: the Wyoming Department of Environmental Quality may perform this task.
- Task(s)- Require tests or surveys be made to determine the presence of waste of oil, gas, water, or reservoir energy; and the quantity of oil, gas, or water. (WOGCC Rules and Regulations Chapter 2, Section 6).
- Task(s)- Receive report of uncontained spills or unauthorized releases of produced fluids, drilling muds, produced water, hydrocarbons, or chemicals which enter, or threaten to enter, waters of the state no later than the next business day following discovery of the incident. Spills of less than ten (10) barrels (420 gallons) of crude oil, petroleum condensate, produced water, or a combination thereof which occur and do not physically enter waters of the state and are immediately contained, removed, and disposed of properly are not required to be reported. (WOGCC Rules and Regulations Chapter 4, Section 3)

- Task(s) - Provide liaison to appropriate oil and gas producers/distributors
- Wyoming Department of Employment
 - Task(s) - Provide personnel and equipment to monitor indoor air pollution.
 - Assist with the identification of materials to which workers or the general public are exposed.
- Wyoming Department of Agriculture
 - Task(s) - Provide laboratory services on a cooperative basis.

Human Health

- Primary: - Wyoming Department of Health
 - Task(s) - Coordinate emergency health/medical services, including mental health, with local government officials.
 - Task(s)- Coordinate health, environmental, and medical related public information with Operations Centers and JIC.
 - Task(s) - Provide personnel to State and local Operation Centers.
 - Task(s)- Arrange for and coordinate the alerting and deployment of additional medical personnel from outside the disaster area.
 - Task(s)- Supply county officials with list of special needs populations.
 - Task(s) - Assist local officials with morgue facilities and request national disaster mortuary team if needed.
 - Task(s) - Coordinate hazardous materials related health issues with the Environmental Protection Agency (EPA), Dept. of Energy (DOE), and the Center for Disease Control (CDC).
 - Task(s) - Provide decontamination guidelines to emergency receiving hospitals and Emergency Services Response groups.
 - Task(s) - Assist with the identification of materials involved in the exposure of workers or the general public
- Support: - Wyoming Department of Employment / Workers Safety
 - Task(s) - Provide personnel and equipment to monitor indoor air pollution.

Animal Health

- Primary: - Wyoming Livestock Board / Wyoming State Veterinarian
 - Task(s) - Protect the health of livestock, companion and service animals by ensuring the safety of the manufacture and distribution of food and drugs given to animals.

- Task(s) - Establish groups of volunteer veterinarians to assist in animal care, animal health, evacuation and sheltering of animals.
- Task(s) – Prevent and control potential zoonotic disease risks.
- Task(s) – Oversee development of network of and requirements for companion / service animal shelters and livestock facilities.
- Task(s) – Coordinate health and medical services for domestic animals, including cattle, sheep, horses, etc.
- Task(s) – Provide needed assistance in emergency shelter oversight and inspection.
- Task(s) – Work with local jurisdictions to develop and maintain animal emergency plans to include animal transport, sheltering, and feeding
- Support: - Wyoming Department of Health / Regional Veterinary Coordinators/ State Public Health Veterinarian
- Task(s): Veterinary and management support to Wyoming State Veterinarian in preventing zoonotic disease risk at animal shelters.
- Task(s): Regional Veterinary Coordinator and State Public Health Veterinarian assistance to Wyoming State Veterinarian with coordination in establishment and maintenance of local shelters to ensure animal and human health.
- Task(s): Assist Wyoming State Veterinarian with measures to prevent and control zoonotic disease risk.
- Task(s): Provide consultation in occupational health and safety issues related to human and animal health at shelters.
- Task(s): Serve as consultant on veterinary preventative medicine issues.
- Volunteer groups to assist with shelter setup and maintenance
 - US Department of Agriculture - Animal and Plant Health Inspection Service
 - United Animal Nations – Sacramento, CA (Main Office); Sturgis, SD (Regional Office)
 - Task(s): Sheltering
 - Task(s): Animal Search and Rescue
 - MARET – Mobile Animal Rescue Evacuation Team (Park County)
 - Humane Society of the United States - Northern Rockies Regional Office (Billings, MT)

Wildlife

- Primary: - Wyoming Department of Game and Fish
- Task(s) - Provide coordination and technical guidance / assistance regarding hazards to fish and wildlife.
- Task(s) - Assist with notifying individuals at risk from a hazardous materials event affecting wildlife and fishing areas.

Agriculture

- Primary: - Wyoming Department of Agriculture
- Task(s) - Provide laboratory services on a cooperative basis.
- Task(s) - Assist local jurisdictions, farmers, and ranchers in matters pertaining to agriculture impacted by a hazardous material incident.
- Task(s) - Assist in crop damage assessment.

Transportation

- Primary: - Wyoming Department of Transportation / Wyoming Highway Patrol (Detail in the Wyoming Response Plan (WRP): Emergency Support Function #1 – ESF #1 – Transportation; Wyoming Preliminary Evacuation Plan; and the Wyoming Department of Transportation’s Emergency Highway Traffic Regulation Plan.)
- Task(s) – Damage Assessment
- Task(s) – Maintain/restore essential transportation infrastructure using the Emergency Highway Traffic Regulation Plan
- Task(s) – Maintain traffic control and flow on essential highway systems using the Emergency Highway Traffic Regulation Plan
- Task(s) – Maintain highway message signs, radio broadcasts, and weather alert broadcasts
- Task(s) – Remove disabled vehicles

- Support: - Wyoming Military Department
- Task(s) – Damage Assessment
- Task(s) – Assist with emergency road construction
- Task(s) – remove disabled vehicles
- Task(s) – Quick Reaction Force (QRF) for perimeter control

Shelter/Evacuation (Detail in the Wyoming Preliminary Evacuation Plan, and in Wyoming Response Plan (WRP): Emergency Support Function #6 - ESF #6 - Mass Care, Housing, and Human Services; ESF #8 – Public Health and Medical Services; and WRP Volunteer and Donations Management Support Annex.)

- Primary – Local Jurisdiction
- Task(s) – Locate and manage non-Red Cross shelters

- Task(s) – Coordinate with American Red Cross on sheltering needs
- Task(s) – Make decisions concerning evacuation or sheltering for schools
- Task(s) – Contact volunteer groups to provide additional food, meals, sheltering, and donations management.

Support – Wyoming Office of Homeland Security

- Task(s) – Coordinate use of state facilities as shelters
- Task(s) – Seek National Guard approval for use of National Guard Armories as local shelters
- Task(s) – Serve as liaison between local jurisdictions and primary American Red Cross in Wyoming as needed.
- Task(s) – Contact volunteer groups to provide additional food, meals, sheltering, and donations management as needed.

-Wyoming Department of Family Services

- Task(s) - Coordinate provision of mass care services with local government
- Task(s) – Ensure liaison with private relief agencies and federal agencies

-Wyoming Military Department

- Task(s) – Provide approval for use of National Guard armories as temporary shelters

-American Red Cross

- Task(s) - Coordinate provision of mass care services with local government.
- Task(s) - Implement and coordinate a disaster welfare inquiry system.

-Wyoming Department of Health

- Task(s) – Activate Health Alert Network to notify hospitals, school nurses, etc. of need for sheltering or evacuation.
- Task(s) – Coordinate emergency health/medical services, including mental health, with local government officials.

Contact List

Coordination

Wyoming Office of Homeland Security.....307-777-4900
Highway Patrol Dispatch (after hours).....307-777-4321

Wyoming Regional Emergency Response Teams

Headquarters: WOHS, Cheyenne

Kim Lee: 307-777-7540 (o), 307-214-9594 (c)
Bob Mason: 307-777-5768 (o), 307-421-7534 (c)
Larry Green: 307-777-4908 (o), 307-214-9716 (c)

Region 1: Sheridan, Johnson, Campbell, Crook, Weston Counties

Gary Scott: 307-682-5319 (o)
Ron Smith: 307-682-5369 (o), 307-689-4670 (c)

Region 2: Natrona, Converse, Niobrara Counties

Mark Young: 307-235-8222 (o)
Mark Harshman: 307-235-8324 (o), 307-267-9102 (c)

Region 3: Albany and Carbon Counties

Randy Vickers: 307-721-5332 (o)

Region 4: Sweetwater, Lincoln, Uinta Counties

Brad Sarff: 307-352-1475 (o), 307-389-4413 (c)
Carl Blanksvard: 307-352-1475 (o), 307-389-2692 (c)
Lyle Armstrong: 307-352-1475 (o), 307-389-5354 (c)

Region 5: Fremont, Teton, Sublette Counties

Brady Patrick: 307-856-2284 (o)

Region 6: Washakie, Big Horn, Hot Springs, Park Counties

Don Huber: 307-347-6379 (o), 307-431-2675 (c)
Chris Kocher: 307-347-7971 (h), 307-431-1193 (c)
Dispatch: 307-347-4253

Region 7: Laramie, Platte, Goshen Counties

Jeff Pallak: 307-637-6315 (o), 307-631-3743 (c)
Steve Zimmerman: 307-421-4749 (c)

Wyoming Department of Environmental Quality

Cheyenne Headquarters

John Corra, Director.....307-777-7937
Todd Parfitt, Deputy Director.....307-777-7555
Jim Uzzell, Administrator.....307-777-7198
Joe Hunter, Emergency Response Coord.....307-777-5885
After Hours/Incident
Incident Report Line.....307-777-7781

Wyoming Oil and Gas Conservation Commission.....307-234-7147

After Hours
Don Likwartz, Oil & Gas Supervisor.....307.237.4590
or 307.262.8936
Rick Marvel, Engineering Manager.....307.472.7401

Wyoming Public Service Commission.....307-777-7427

After Hours
Darrell Zlomke.....307-777-5724 (o)
307-421-1663 (c)
Harry Ivey.....307-777-5702 (o)
307-640-7675 (c)

Wyoming Pipeline Authority.....307-237-5009

After Hours
Colby Drechsel.....307-259-8459

Environmental Assessment

Wyoming Department of Environmental Quality

Cheyenne Headquarters

Incident Report Line: (307) 777-7781

Casper Office

Air Quality Division: 307-473-3455
Solid/Hazardous Waste Division: 307-473-3450
Water Quality Division: 307-473-3465

Sheridan Office

Air&Land Quality Division: 307-673-9337

Lander Office

Air Quality Division: 307-332-6755
Land Quality Division: 307-332-3047
Solid Waste Management: 307-332-6924
Water Quality Division: 307-332-3144

Draft List of Contractors Offering Emergency Response Services

Note: This list is not a certification of approval of the companies or their services. This list is not intended to be complete. Wyoming DEQ makes no claim as to the ability of any of these companies to perform their services nor accepts any responsibility for their failure to do so.

RMCA Environmental Services, Inc.
5762 Lamar Street
Arvada, CO 80002
303-425-6575

Services: Emergency spill response

Waste management

TW Company
505 North Main
No. Salt Lake City, UT 84054
801-299-1900

Services: 24/7 Haz-Mat response
Remediation
Transportation
Environmental services

Spill Clean Up

Jim Daniel, Prop.
903 Rosewood
Rock Springs, WY 82901
307-352-6766 (day)
307-382-4771 (home)
307-382-4374 (home)

Services: Spill cleanup

Nelson-Clark Remediation, Inc.

2116 Dey Ave.
Cheyenne, WY 82001
1-800-725-8969

Services: Complete material and special waste
management services
Spill response (24 hr. within 300 miles of
Cheyenne)
Remedial site services
Environmental site assessment
Sampling and analysis

Bird O'Donnell Construction, Inc.

P.O. Box 1568
Laramie, WY 82073
307-745-3213

Services: Diesel/Fuel cleanup

TDS

Gary Olson
P.O. Box 696
Torrington, WY 82240
307-532-7517
307-532-2207 (24 hour)

Services: 24 hour emergency services
Diesel/oil/coal cleanup
Pipeline spill response
Petroleum contaminated soil disposal

Asphalt Refinishing Services, Inc.

Al Schultz
41 Sunset Rim
Cody, WY 82414

Services: 24 hour emergency response
Hazardous/non-hazardous cleanup
Spill response and cleanup
Site cleanup and sampling

LMH Environmental, Inc.

Shawn Taggart
P.O. Box 57
Fairview, WY 83119
307-886-0884

Services: Full service spill site remediation
Spill site project management

CAP Environmental Services

Charles A. Porter
601 Pony Express Road
Cheyenne, WY 82009
307-632-8888

Services: Contaminated site remediation
Soil & groundwater sampling & analysis
Site assessments
Groundwater monitoring wells

Wyoming Oil and Gas Conservation Commission.....307-234-7147

After Hours

Don Likwartz, Oil & Gas Supervisor.....307.237.4590
or 307.262.8936

Rick Marvel, Engineering Manager.....307.472.7401

Human Health

Wyoming Department of Health

Dr. Brent Sherard, Director.....307-777-7656
or 307-631-0533

Ginny Mahoney, Chief of Staff.....307-777-6767
or 307-631-9572

Leland Clabots, Deputy Director of Administration...307-777-5759
or 307-421-7034

After Hours Response Line (24/7).....1-888-996-9104

Wyoming Department of Employment

Cynthia Pomeroy, Director.....307-777-7671
or 307-421-3222

Charles Rando, Administrator.....307-777-6370
or 307-631-0700
Gary Child, Administrator.....307-777-5510
or 307-631-8842

Animal Health

Wyoming Livestock Board

Jim Schwartz, Director.....307-777-5979
Walter Cook, Acting State Veterinarian.....307-777-6443
or 307-214-1532
Jim Siler, Law Enforcement Administrator.....307-777-6441
or 307-631-7822

Regional Veterinary Coordinators - Wyoming Department of Health

Region 1: Sheridan, Johnson, Campbell, Crook, Weston Counties

Dr. Mathew Cherni
307-655-9395
307-751-7824(c)

Region 2: Natrona, Converse, Niobrara Counties

Dr. Richard Schwahn
307-234-7333(o)
307-259-4083(c)

Region 3: Albany and Carbon Counties

Dr. Lynn Woodard
307-742-6032

Region 4: Sweetwater, Lincoln, Uinta Counties

Dr. J. Paul Jensen
307-883-0993
307-654-1651(c)

Region 5: Fremont, Teton, Sublette Counties

Dr. Jim Summers
307-332-2228(o)
307-349-2012(c)

Region 6: Washakie, Big Horn, Hot Springs, Park Counties

Dr. Timothy Graham
307-568-2967(o)
307-272-5097(c)

Region 7: Laramie, Platte, Goshen Counties

Dr. Gary Norwood
307-634-7255(o)
307-631-7242(c)

USDA-Animal and Plant Health Inspection Service (APHIS)

Dr. Rick Riesland, DVM
Area Emergency Coordinator.....307-432-7960(o)
or 307-214-5121(c)

United Animal Nations / Emergency Animal Rescue Services

Matt Herlocker, Director of Emergency Services...916-216-8999
Shannon Asquith, Director of Field Services.....916-216-3677

**Humane Society of the United States - Northern Rockies Regional
Office – Billings, MT**

Dave Pauli, Director.....406-255-7161 (o)
or 406-698-1167 (c)
Suzi Hansen, Wyoming Representative..... 406-255-7161(o)
or 406-698-5412(c)

Code 3 Associates – Longmont, CO

Jim Boller, Executive Director.....(303) 772-7724(o)
or (281)-541-3649(c)
Kay Mayfield, Emergency Services.....(720)-987-5805(c)

Wildlife

Wyoming Department of Game and Fish

Terry Cleveland, Director.....307-777-4501(o)
or 307-214-0890 (c)
Gregg Arthur, Deputy Director.....307-777-4501(o)
or 307-631-9818(c)
John Emmerich, Deputy Director.....307-777-4501(o)
or 307-630-1235(c)
Mike Choma,
Wildlife Law Enforcement Coordinator.....307-473-3417(o)
or 307-259-4138(c)
Radio Dispatch Center (SALECS).....1-800-442-2767

Agriculture

Wyoming Department of Agriculture

John Etchepare, Director.....307-777-6569(o)
or 307-631-3556(c)
Jason Fearneyhough, Deputy Director.....307-777-6591(o)
or 307-421-5990(c)
Karen Everett, Admin. Services Manager.....307-777-6575(o)
or 307-630-0829(c)

Transportation

Wyoming Department of Transportation

John Cox, Director.....307-777-4484(o)
or 307-631-5338(c)

Sam Powell, Administrator.....307-777-4300(o)
or 307-630-2426(c)
Del McOmie, Chief Engineer.....307-777-4484(o)
or 307-421-2767(c)
Ken Shultz, Maintenance Engineer.....307-777-4051(o)

Wyoming Military Department

Wyoming National Guard
Joint Operations Center.....307-772-5112
MG Ed Wright, Adjutant General307-772-5234(o)
or 307-214-3464(c)
LTC Todd Larson, Dir. Military Support.....307-772-5288(o)
or 307-631-3496(c)

Shelter/Evacuation

Wyoming Office of Homeland Security.....307-777-4900
Highway Patrol Dispatch (after hours).....307-777-4321

Wyoming Department of Family Services

Tony Lewis, Director.....307-777-7564(o)
or 307-214-2837(c)
Paul Yaksic, Administrator.....307-777-6100(o)
or 307-630-8373(c)
Bob McMillen, IT PC/LAN Supervisor.....307-777-7445(o)

Wyoming Military Department

Wyoming National Guard
Joint Operations Center.....307-772-5112
MG Ed Wright, Adjutant General307-772-5234(o)
or 307-214-3464(c)
LTC Todd Larson, Dir. Military Support.....307-772-5288(o)
or 307-631-3496(c)

American Red Cross

David Block, CEO-Wyoming.....307-637-5242(o)
or 307-631-7288(c)

Wyoming Department of Health

Dr. Brent Sherard, Director.....307-777-7656
or 307-631-0533
Ginny Mahoney, Chief of Staff.....307-777-6767
or 307-631-9572
Leland Clabots, Deputy Director of Administration...307-777-5759
or 307-421-7034
After Hours Response Line (24/7).....1-888-996-9104

Law Enforcement and Investigation Annex-Non Terrorism Incidents

Coordinating Agency

Local Law Enforcement

Wyoming Office of Homeland Security

Cooperating Agencies

Division of Criminal Investigation (DCI)

Wyoming Highway Patrol (WHP)

Regional Bomb Squad

Regional Swat Teams

Attorney General Office

Local Prosecutors

Local EMS

Local Fire

Regional Emergency Response Teams

Local Search and Rescue (SAR)

Wyoming Department of Transportation (WYDOT)

Local Road & Bridge/ Public Works

Department of Environmental Quality

Department of Health

Public Health Nurse

Wyoming Department of Health

Cooperating Federal Agencies

Federal Bureau of Investigation (FBI)

Bureau of Alcohol Tobacco & Firearms (BATF)

Drug Enforcement Agency (DEA)

Environmental Protection Agency (EPA)

US Attorney General Office

Purpose

The purpose of this annex is to facilitate an effective law enforcement and investigation response to all criminal acts which is not a terrorism incident. **If the incident is a terrorism event, refer to the Terrorism Law Enforcement and Investigation Incident Annex of this plan.**

Scope

There are many different incidents that this office could be called upon. These incidents could be but are not limited to the following: Bomb threats or actual bombing incidents, clandestine drug labs, civil unrest, kidnapping, missing persons, Homicide, Arson, Hostage situation, Clandestine labs, and large scale community events such as bike rallies.

The Wyoming Office of Homeland Security could provide support with specialized logistical resources such as a bomb technician, bomb hazardous robot, and bomb dogs. This office also has communication resources and mobile command centers. Radiological personnel are also available to the local jurisdiction.

Command and Control

The local Law Enforcement agency requesting the assistance of the Wyoming Office of Homeland Security is the lead entity. Local Law Enforcement will maintain control of the incident, however, can request assistance from the Wyoming Division of Criminal Investigation which includes the Wyoming Crime Lab and Wyoming Office of Homeland Security. Depending on the incident federal assistance through the FBI, DEA and BATF can be requested. The local jurisdiction will call upon assistance when all their capabilities have been exhausted.

The Wyoming Office of Homeland Security has a support role only in any criminal or law enforcement incident.

Concept of Operation

Local law enforcement, fire and emergency medical services can handle most emergencies that occur on a day-to-day basis. A large scale criminal act could overwhelm a small agency. Although local law enforcement agency may have the training to handle the incident, they may not have specialized equipment or specialized personal to handle some incidents. The role of the Wyoming Office of Homeland

Security is a logistical support role. This office could coordinate specialized personal such as bomb technicians and equipment to support the operation. For incidents that may involve hazardous materials, Regional Emergency Response Teams can be coordinated through WOHS Regional Division.

As with most large scale incidents, communication can be problematic. The communication trailer can be deployed to an incident as a support function within the rural areas of this state, the command vehicle can be deployed to assist local jurisdiction. Personal from this office are trained in incident command, GIS, and other specialty areas of incident response, and could provide needed resources for the local jurisdiction.

Through the Governor's office the Wyoming Office of Homeland Security can coordinate with the AG's office a military response. The military department can assist with man power, logistics and possible air support.

If the incident involves a federal crime, federal law enforcement agencies may be called to assist. These crimes could consist of kidnapping, which would involve the FBI. Illegal use of a firearm or explosive devices could involve the Bureau of Alcohol, Tobacco, and Firearms (ATF). The Drug Enforcement Agency (DEA) maybe called upon to assist with drug offenses that are in violation of federal law.

In incidents that involve a clandestine lab (illegal drug lab), law enforcement and hazmat teams maybe called upon utilized. The Division of Criminal Investigation, EPA, and DEQ will be needed to assist with only the investigation but also the cleanup of the incident site. The investigation of all clandestine labs and cleanup also employs the DEA. DEA should be contacted early in the incident of clandestine labs. The resource DEA brings is not only expertise but also a logistics component. The cleanup costs of these incidents can be very high, well beyond a small jurisdiction or even the state. DEA could assist with the funding for the clean up of clandestine labs.

Law Enforcement and Investigation Checklist

For

Wyoming Office of Homeland Security Personnel

Pre-Deployment

Contact local Coordinator

- Ask for the location of the EOC
- Ask if supplemental communications equipment is needed at local EOC
- Verify what if any specialized equipment is needed
- Verify role that is needed from Wyoming Office of Homeland Security
- Report incident in WebEOC
- Contact the Director of Wyoming Homeland Security

Onsite

- Coordinate with on scene commander and County Coordinator
- Deploy requested resources as needed

Deactivation

- Debrief with on scene commander or County Coordinator
- Recall equipment and personnel that was coordinated through this office
- Debrief with the director of Wyoming Homeland Security

Contact List

Attorney General's Office (WY)		307-777-7841
Bomb Technician Support		
Operation's Chief Gavin Donnelly	(W)	307-777-4903
	(H)	307-433-0251
	(C)	307-421-0202
Casper/Natrona County		307-235-8278
Campbell County		307-682-6102
Cheyenne/Laramie County		307-637-6519
Laramie Police		307-721-5347
Sweetwater County		307-872-6350
Bureau of Alcohol Tobacco & Firearms		801-524-7000
Department of Environmental Quality (DEQ)		307-777-7937
Division of Criminal Investigation		307-777-7181
Drug Enforcement Agency		307-772-2391
Environmental Protection Agency		800-424-8802
Federal Bureau of Investigation, Denver Office		303-629-7171
Cheyenne Office		307-632-6224
Highway Patrol		307-777-4301
Health Department		307-777-7656
National Weather Service		

Cheyenne (Albany, Carbon, Converse, Goshen, Laramie, and Platte Counties):	307-772-2468
Riverton (Big Horn, Fremont, Hot Springs, Johnson, Lincoln, Natrona, Park, Sublette, Sweetwater, Teton, and Washakie Counties):	307-857-3898
Billings (Sheridan County)	307-406-0851
Salt Lake City (Uinta County)	801-524-5133
Rapid City (Campbell, Crook, and Weston Counties)	605-341-7435
Regional Response Teams	Duty Officer's Handbook
US Attorney General Office	307-772-2124

Terrorism Incident Law Enforcement and Investigation Annex

Coordinating Agency:

Federal Bureau of Investigation
Wyoming Office of Homeland Security

Cooperating Agencies:

Local Law Enforcement
Wyoming Highway Patrol
Division of Criminal Investigation
Local Emergency Medical Service
Local Fire Departments
Local Search and Rescue
FEMA Urban Search and Rescue Task Force
Public Health
Wyoming Department of Health
Wyoming Department of Transportation
Local Public Works
County Road and Bridge
Mental Health Agencies
Regional Emergency Response Teams
Regional Bomb Squads
Department of Environmental Quality
National Weather Service
Wyoming Livestock Investigators
Wyoming State Veterinary
Wyoming Department of Agriculture
Private Sector

A. AUTHORITIES AND REFERENCES

1. Wyoming

- a. Wyoming Statutes, Title 19, Chapter 13, Article 1
- b. Wyoming Event Management Plan

2. Federal

- a. Presidential Decision Directive 39
- b. Presidential Decision Directive 62
- c. Robert T. Stafford Disaster Relief and Emergency Assistance Act

3. Other Plans and Directives

- a. Each County and Tribal Emergency Operations Plan and (24)
- b. National Response Plan
- c. Federal Radiological Emergency Response Plan
- d. National Oil and Hazardous Substance Pollution Contingency Plan
- e. Department of Defense Directive 3025.15 Military Assistance to Civil Authorities

B. Purpose

The purpose of this annex is to facilitate an effective law enforcement and investigative response to all threats or acts of terrorism within the State of Wyoming, regardless of whether they are deemed credible. To accomplish this, the annex establishes a structure for a systematic, coordinated, unified, timely, and effective law enforcement and investigative response to threats or acts of terrorism within the State of Wyoming.

C. Definitions

Terrorism

Terrorism as defined by the Department of Justice is:

“A violent act or an act dangerous to human life, in violation of the criminal laws of the United States or any segment to intimidate or coerce a government, the civilian population or any segment thereof, in furtherance of political or social objectives.”

The FBI recognizes two categories of terrorism: Domestic terrorism, and International.

Domestic terrorism involves groups or individuals whose terrorist activities are directed at elements of our government without foreign direction. The Oklahoma City bombing is an example of domestic terrorism.

International terrorism involves groups or individuals whose terrorist activities are foreign-based and/or directed by countries or groups outside the United States or whose activities transcend national boundaries. The World Trade Center bombing is an example of international terrorism.

WMD (Weapon of Mass Destruction)

FY97 National Defense Authorization Act, Public Law 104-201, September 23, 1996 (quoted at <http://www.fas.org/nuke/control/ctr/docs/hr3230-2.html>), giving it added field-context credibility

- (1) The term “weapon of mass destruction” means any weapon or device that is intended, or has the capability, to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of--
 - (A) toxic or poisonous chemicals or their precursors;
 - (B) a disease organism; or
 - (C) radiation or radioactivity

The FBI defines WMD as:

“Mass casualties and extensive property damage are the trademarks of weapons of mass destruction, making their detection, prevention, and destruction an FBI priority. A weapon of mass destruction (WMD), though typically associated with nuclear/radiological, chemical, or biological agents, may also take the form of explosives, such as in the bombing of the Alfred P. Murrah Federal Building in Oklahoma City, Oklahoma in 1995. A weapon crosses the WMD threshold when the consequences of its release overwhelm local responders.”

D. SITUATION AND ASSUMPTIONS

1. Situation:

a. Introduction

The complexity, scope, and potential consequences of a terrorist threat or incident require there be a rapid and decisive capability to resolve the situation. The resolution of the consequence management elements of an act of terrorism demands an extraordinary level of communication at all levels of government. No single federal, state or local government has the capability to respond independently and mitigate the consequences of such an event. A threat or act may effect a single location or multiple locations, each of which may be a disaster scene, a hazardous materials scene, and/or a crime scene simultaneously.

c. Differences between Terrorist Weapons of Mass Destruction Incidents and other incidents.

As in all incidents, terrorist Weapons of Mass Destruction incidents may involve mass casualties and damage to infrastructure, buildings, and other types of property. However, there are several factors surrounding terrorist Weapons of Mass Destruction incidents that are unlike any other type of incident that must be taken into consideration. The first responder's ability to identify aspects of the incident (i.e., signs and symptoms exhibited by victims) and report them accurately will be the key to maximizing the use of critical local resources and triggering a state, and eventually a federal response.

(1) The situation may not be recognizable until there are multiple casualties. Most chemical and biological agents are not detectable by methods used for explosives and firearms. Most agents can be carried in containers that look like ordinary items. Medical personnel may not associate the symptoms with a biological agent (i.e., anthrax presents as "flu like" symptoms).

(2) There may be multiple events (e.g., one event in an attempt to influence another event's outcome).

(3) Responders are placed at a higher risk of becoming casualties. Because agents are not readily identifiable, responders may become contaminated before recognizing the agent involved. First responders may, in addition, be targets for secondary releases or explosions.

- (4) The location of the incident will be treated as a crime scene. Therefore it is important to ensure actions on-scene are coordinated between response organization to minimize any conflicts between law enforcement authorities, who view the incident as a crime scene, and other responders, who view it as a hazardous materials or disaster scene.
- (5) Contamination of critical facilities, infrastructure, and large geographic areas may result from a terrorist Weapons of Mass Destruction act. Victims may carry an agent unknowingly into public transportation, facilities, businesses, residences, doctor's offices, or emergency rooms because they don't realize that they are contaminated. First responders may carry the agent to fire stations, hospitals, or to the location of a subsequent call.
- (6) The scope of the act may expand geometrically and may affect neighboring jurisdictions. Airborne agents flow with the air current and may disseminate via ventilation systems, carry agents far from the initial source.
- (7) There will be a stronger reaction from the public than with other types of incidents. The thought of exposure to a chemical or biological agent or radiation evokes terror and hysteria in most people. The fear of the unknown also makes the public's response more severe. Those concerned about possible exposure (walking well) will overwhelm facilities and use critical resources (e.g., antibiotics).
- (8) Time is working against responding elements. The incident can expand exponentially very quickly. In addition, the effects of some chemicals and biological agents worsen over time.
- (9) Support facilities, such as utility stations and 911 centers along with critical infrastructure, are at risk as targets.
- (10) Specialized state and local response capabilities may be overwhelmed.
- (11) The need for a Joint Information Center (JIC) to ensure the public is provided the correct information and appropriate guidance on what to do is absolutely essential.

E. CONCEPTS OF OPERATION

1. General

- a. Local police, fire and emergency medical service first responders can handle most emergencies that occur on a day-to-day basis. As the magnitude of the disaster increases, so will the requirement for non-traditional support from within the state. If the state resources and capabilities are exceeded, the state may call upon other states and the federal government to provide supplemental financial or physical resources necessary to deal with the overall impacts of the event. The combined resources of the state, other states and the federal government represents the National Incident Management System (NIMS) which is used nation-wide to employ the various emergency teams, support personnel, specialized equipment, operating facilities, assistance programs, and access to private-sector resources if needed.
- a. The laws of the United States assign primary authority to the federal government to prevent and respond to acts of terrorism. Based on the situation, a federal crisis management response may be supported by technical operations and by consequence management activities, which should operate concurrently.
- c. In managing an act of terrorism in the U.S., the FBI is designated the primary agency for crisis management. In this role, the FBI traditionally employs a “top-down” command approach, managing a crisis situation from a FBI command post and bringing the necessary assets to respond and resolve the threat or incident. These activities primarily coordinate the law enforcement actions responding to the cause of the incident with state and local agencies providing support.
- d. During a crisis situation, the FBI Special Agent in Charge (SAC) will establish a command post to manage the threat based upon a graduated and flexible response. This command post structure generally consists of three functional groups: Command, Operations, Support, and is designed to accommodate participation of other agencies. When the threat or incident exceeds the capabilities of the local FBI Field Division, the SAC can request additional resources from the regional FBI Divisions, FBIHQ, and the Critical Incident Response Group

(CIRG) located in Quantico, Virginia, to augment existing crisis management capabilities.

2. Direction and Control

a. Local

(1) Local authorities will have initial direction, control responsibilities and authority. The Regional Response Team will collocate with any locally established command structure on scene, augment the local responders and communicate with local emergency operations center.

(2) The FBI will establish a Joint Field Operations and collocate with any locally established command structure, or if physically impossible, provide liaison to the local command structure to facilitate joint decision making. At this time a unified command will be established in which this structure will facilitate both crisis and consequence management activities. The Unified Command structure used at the scene will expand as support units and agency representatives arrive to support the crisis management operations. On-scene emergency operations center management activities will be supported by the local and State EOC.

b. State

(1) Primary crisis management responsibility and authority for response to terrorist events in Wyoming rests with the FBI using the unified command. Primary management support responsibilities and authority for response to terrorist events in Wyoming rests with Wyoming Office of Homeland Security.

(2) The Wyoming State Operations Center (WYSOC) situation room is the initial command post for terrorist events involving Weapons of Mass Destruction. The WYSOC provides a single focal point for the decision making process. All activities are dependent on reliable communication from teams at the area of impact.

c. Federal

(1) FEMA has direction and control of Federal resources during consequence management operations in terrorist events. FEMA Region VIII will collocate regional command post at or provide liaison officer at the WYSOC if a terrorist event occurs in Wyoming.

(2) The FBI has ultimate direction and control responsibility and authority for crisis management of terrorist events and will collocate their regional command post at or provide liaison officer at the WYSOC if a terrorist event occurs in Wyoming.

3. Public Information and Warning

- a. During a disaster the means of dispersing public information to victims at the site may be severely affected by overwhelming demand and/or damage to local media caused by a disaster. State assistance may be required to supply critical information to victims, responders, recovery personnel, and members of the media. In addition, following a disaster, information may often be vague, erroneous or contradictory. Local, state, and federal public information personnel will work in cooperation and coordination with one another to ensure that precise, correct, and verified emergency public information (EPI) is released to the public and representatives of media.

The JIC is a physical location where Public Information Officers on the federal, state, and local levels of government and other PIOs having an interest in the emergency can meet to ensure coordination of information to be released to the media and the public. Press briefings may also be held at the JIC.

4. Health and Medical

- a. A significant natural disaster or human-caused event may impede or prohibit the delivery of routine health and medical services. Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and special needs populations may be severely damaged or destroyed. Facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of a lack of utilities (power, water, sewer) or because staff are

unable to report for duty as a result of personnel injuries and/or damage/disruption of communications and transportation systems. Medical and health care facilities that remain in operation and have the necessary utilities and staff will probably become overwhelmed. In the event of a sudden increase in the need for health and medical services, medical supplies, and equipment may quickly run out, including pharmaceuticals, blood products, medicines, equipment, and other related consumable supplies.

- b. A major medical and environmental emergency resulting from chemical, biological, or nuclear WMD could produce a large concentration of specialized injuries, illness, fatalities, and other problems that could overwhelm health care facilities within the State of Wyoming.

5. Resource Management

- a. A significant major disaster could cripple the productive capability of the State of Wyoming's key agencies, as well as that of the surrounding areas, to respond. The state government, with the assistance of the federal government as needed, will have the capacity to meet most foreseeable requirements. Critical resource shortages may include power, fuel in winter, or potable water in times of drought or as a secondary of flooding. There will be shortages in the local area of a wide variety of supplies necessary for emergency population survival, such as cots, sheets, blankets, pillows, tents for temporary shelter, and plastic and paper items for mass feeding.

6. Urban Search and Rescue

- a. FEMA's Urban Search and Rescue (US&R) Teams are components of the National Response Plan (NRP). Teams are strategically located in 19 states around the country. Urban Search and Rescue teams, or Task Forces as they are called, are trained to assist with structural collapse as a result of natural or man-made disasters, including acts of terrorism. When the Governor requests assistance from the President and the request is approved, Task Forces are activated or placed on alert for response to a major disaster within a local community.

Identified below are list of capabilities identified by FEMA for each task force within the US&R system:

- (1) Physical search and rescue operations in damaged/collapsed structures.
- (2) Emergency medical care for entrapped victims, task force personnel, and search canines.
- (3) Reconnaissance to assess damage, needs and provide feedback to local, state, and federal officials.
- (4) Assessment/shut-off of utilities to houses and other buildings.
- (5) Hazardous materials survey and evaluations.
- (6) Structural/hazard evaluations of buildings needed for immediate occupancy to support disaster relief operations.
- (7) Stabilizing damaged structures, including shoring and cribbing operations.

- b. Urban Search & Rescue operations can and do go on for many days, or weeks, at a time. Teams are often rotated in and out of a disaster scene.

Security, state department agencies, volunteer groups, and other representatives necessary to effect centralized coordination of the overall operation. The Coordinator is responsible for the staffing and effective operation of the WYSOC and ensures that alternate operating locations are available to continue organizational functions should the WYSOC becomes inoperable.

- c. The Wyoming National Guard has manpower and equipment that may be used to support the state during disaster operations when requested through the Governor.

Terrorism Response Checklist
For
Wyoming Office of Homeland Security Personnel

Pre-Deployment

Contact local ICS point of contact

- Ask for location of the EOC
- Ask if supplemental communications equipment is needed at local EOC
- Ask if any other supplemental equipment maybe needed.
- Verify the type of incident, Chemical, Biological, Radiological, Nuclear, or Explosive, (CBRNE). Deploy equipment accordingly to the incident.
- Ask for number of people involved and status.
- Ask approximate value of damage.
- Record incident in Web EOC.
- Contact the Director of Wyoming Office of Homeland Security.
- Contact FBI, if it has not already been done by the local jurisdiction.
- Model any potential hazard such as Hazmat pluming.
- Verify if evacuation has been ordered by the local jurisdiction.

On-Site

- Contact Incident Commander
- Contact County/City Coordinator and go to the EOC
- Coordinate the setup of the Joint Field Operations (JFO)
- Coordinate the setup of the Joint Information Center (JIC)
- Coordinate with local and federal agencies for any needed equipment or resources. Establish staging area.
- Contact National Weather Service for forecasting.
- Contact local Engineers for possible assistance with building stabilization.
- Contact Public Health for assistance with public health concerns.

Contact List

Bioterrorism

24-Hour Health Department Bioterrorism Hot-Line	888-996-9104
Angela Van Houten, Bioterrorism Laboratory Coordinator	307-777-3735
Wyoming Department of Health	307-777-7656
Bomb Technician Support	
Operation's Chief Gavin Donnelly	(w) 307-777-4903
	(I) 307-433-0251
	(D) 307-421-0202
Casper/Natrona County	307-235-8278
Campbell County	307-682-6102
Cheyenne/Laramie County	307-637-6519
Laramie Police	307-721-5347
Sweetwater County	307-872-6350
Department of Environmental Quality (DEQ)	307-777-7937
Division of Criminal Investigation	307-777-7181
Federal Bureau of Investigation, Denver Office	303-629-7171
Cheyenne Office	307-632-6224
Game and Fish	307-777-4600
FEMA Urban Search and Rescue	303-235-4800
State Livestock Investigators	307-777-7515
National Weather Service	
Cheyenne (Albany, Carbon, Converse, Goshen, Laramie, and Platte Counties):	307-772-2468
Riverton (Big Horn, Fremont, Hot Springs, Johnson, Lincoln, Natrona, Park, Sublette, Sweetwater, Teton, and Washakie Counties):	307-857-3898
Billings (Sheridan County)	307-406-0851
Salt Lake City (Uinta County)	801-524-5133
Rapid City (Campbell, Crook, and Weston Counties)	605-341-7435

Nuclear/Radiological Incident Annex

Purpose

The purpose of the Nuclear/Radiological Incident Annex is to serve as a guide for state and local agencies and to provide guidelines to assist public safety personnel in their preparedness activities. This annex applies to Nuclear/Radiological Incidents including accidents, terrorism, and sabotage. The Annex also provides means for state agencies to interface with local jurisdictions in response to any incident involving radioactive materials. The annex identifies responsibilities and provides for the coordination of state agencies with local jurisdictions to include coordination with other states in an effective response to incidents involving radioactive materials.

Scope

The level of state response to a specific incident is based on a number of factors including the ability of local resources to respond, the type and extent and/or amount of material involved, the extent of impact or potential impact on the environment, and the size of the affected area. In the event of an incident, licensees, local jurisdictions and the state of Wyoming have responsibilities related to response and recovery.

Shipper/Carrier/Licensee

The shipper, carrier, and licensee must be in compliance with all federal, state, and local regulations. They are responsible for notifying proper authorities of an incident, providing expertise and shipping information to public safety and response personnel; providing equipment and personnel to conduct clean-up and recovery of the incident site; and reimburse response agencies as provided by law.

Local Jurisdictions

The “local jurisdiction” is defined as that local governmental entity which authorizes, regulates, or is otherwise deemed responsible for the health, welfare, and protection of residents and their property within the geographical boundaries in which a radioactive material incident occurs.

Local jurisdictions have the primary responsibility for performing emergency response functions. Local emergency management personnel, law enforcement officials, fire department officials, and emergency medical technicians/paramedics will provide their usual range of emergency services for an incident involving radioactive materials. This includes the responsibility for having personnel trained in radiological protection which would include scene assessment; application of protective measures (time, distance, and shielding); the

use of instrumentation; maintaining a current roster of trained personnel; and maintaining an adequate quantity of radiological instruments/equipment.

In many cases, shippers/carriers/licensees may not be able to exercise their responsibilities quickly enough to protect the public from the consequences of a radiological incident. The local jurisdiction must be prepared to effectively initiate life-saving and protective measures. This includes, but may not be limited to:

- (1) emergency planning
- (2) information gathering and exchange
- (3) situation analysis
- (4) evacuation and shelter of persons threatened
- (5) rescue and medical care
- (6) initiating and supporting radiological monitoring activities
- (7) fire fighting
- (8) access/egress control
- (9) public information
- (10) direct protection actions and decontamination when recommended by appropriate technical authorities
- (11) making notifications to other local and state authorities

State of Wyoming

In accordance with Title 19, Chapter 13, *The Wyoming Emergency Management Act*, the Governor, in performing his duties may *Make, amend and rescind the necessary orders, rules and regulations to carry out this act within the limits of the authority conferred upon him herein, with due consideration of the plans of the federal government.*¹

As such, the Governor has created the State Emergency Response Commission (Executive Order 2001-6)² and has also assigned the duties of the Governor's Nuclear Waste Working Group to the SERC. The Governor has also directed the SERC to address radiological transportation issues by taking the following actions:

¹ For additional information on the Powers of the Governor under this act, please refer to the Radiological Services Program Resource Binder, Section A.

² For additional information on the Governor's Executive Order 2001-6, please refer to the Radiological Services Program Resource Binder, Section B.

- a. Develop, adopt, and maintain a radiological materials transportation emergency response plan;
- b. Report the state's resources and needs to the Governor, recommend legislation to the Governor, and review appropriations generated from the radiological materials transportation emergency response fee, and;
- c. Prepare and maintain follow-up incident reports, records, and documentation for any transportation of radiological materials.

Executive Order 2001-6 also creates a Radiological Response Team which shall consist of representatives from the following agencies:

- Office of Homeland Security
- Department of Environmental Quality
- Department of Health
- University of Wyoming Environmental Health and Safety Office
- Department of Transportation (Wyoming Highway Patrol Division)
- Department of Transportation (Construction and Maintenance Division)

Concept of Operations

A. Incident Management

1. Crisis Management

Crisis management focuses on causes and involves activities to address the threat or occurrence of an incident. This is especially applicable to terrorist incidents. It is predominantly a law enforcement function that includes measures to anticipate, prevent and/or resolve a threat or act of terrorism or other actions initiated by humans. The Lead Federal Agency (LFA) for crisis management is the FBI. This guide is not intended to provide instructions on crisis management issues associated with radioactive materials. It is however, a source of information on consequence management associated with radioactive materials incidents which may be used by those involved with the crisis management of an incident.

2. Consequence Management

Consequence management addresses the effects of an incident on lives and property. It includes measures to protect public health and safety, restore

essential government services, and provide emergency relief to governments, businesses, and individuals affected by an incident. The Lead Federal Agency for consequence management is FEMA. This guide is developed to provide information and instructions to address consequence management for an incident involving radioactive materials, whether in transportation, fixed facility, or terrorism.

B. Incident Type and Classification

1. Incident Type

For the purpose of this guide, there are three types of incidents involving radioactive materials. They are:

- a. Transportation Incident - an incident which occurs in association with any activity involving the movement of radioactive materials by a motorized conveyance on roadways, to include trucks, trains, planes, automobiles, etc. (This does not include movement of materials at a facility by forklift, hand-truck or other transfer method. Such an incident would be considered a fixed facility incident.)
- b. Fixed Facility Incident - an incident which occurs in association with any activity involving radioactive materials at a fixed location. This would include industrial sites (uranium processing), temporary work sites (oil well injections, non-destructive testing of welds, etc), manufacturing sites (thickness gauges, etc), or any other location which does not involve the movement of radioactive materials by a motorized conveyance on roadways as described in #1 above.
- c. Terrorism Incident - an incident which occurs in association with any deliberate act of sabotage or destruction which includes the use of radioactive materials. This type of incident may include transportation or fixed facility, but due to the initiating event, will require coordination of response actions to insure crime scene issues are considered.

2. Incident Classification

There are also three classifications for incidents involving radioactive materials. They apply to each type of incident described above and are as follows:

- a. Level I - an incident in which no release of radioactive material has occurred. This is determined by visual assessment of the incident scene. If there is not a high confidence level by the response personnel in declaring a Level I incident, it should default to a Level II incident.
- b. Level II - an incident in which there may be a release of radioactive materials. This is determined by visual assessment of the incident scene. Level II would be declared when there is reasonable doubt to the integrity of the containment of the radioactive materials (package shows significant damaged, but there is no visible sign of material release).
- c. Level III - an incident in which there is a release of radioactive materials. This is determined by visual assessment of the incident scene. There is a high level of confidence by the response personnel in declaring a Level III incident.

C. Incident Response Phases

1. Phase I - The “ATIONS” (pronounced aʔ-shuns)

This phase includes Notification, Classification and Activation, the “ATIONS”.

- a. Notification - This component of Phase I begins when the initial call is received by public safety officials. If first responders determine there is a radiological aspect to the incident, or that information is supplied during the initial call, a request for assistance can/is made through the Wyoming Highway Patrol Dispatch Center. The dispatch center will call the Wyoming Office of Homeland Security (during normal work hours) or page the WOHS Duty Officer and supply whatever information may be available. The WOHS Duty Officer or staff person who received the call will initiate the notification procedures contained in the WOHS Duty Officer Manual.
- b. Classification - The on-scene responder shall initiate the classification of the incident based on their assessment of the scene. If a notification has been made to the WOHS Radiological Services (RadSvc) Program, personnel from that program will make contact with appropriate personnel at the scene to determine the status of the incident and obtain additional information if possible. If the information provided indicates a need to change the classification, the

Radiological Services personnel and the on-scene personnel (preferably the Incident Commander) will make that change cooperatively.

- c. Activation - If assistance beyond verbal information is requested or determined necessary, RadSvc personnel will load out applicable equipment and supplies and respond to the incident scene. If it is determined that additional personnel or specialties (environmental, health, etc) are required to support the incident, those notifications will be made by RadSvc personnel at this time. The Incident Commander will be notified when RadSvc personnel depart for the incident and an estimated time of arrival (ETA). This same information will be requested from all other support personnel activated to support the response. Upon departure for the incident scene, the next phase of the response will begin.

2. Phase II - Response

This phase begins upon departure from the WOHS facility. While en-route, additional information may be obtained from the scene or other resources, additional notifications made, and a review of operational options can be discussed.

Upon arrival at the incident scene, RadSvc personnel should provide proper identification to on-scene personnel and check-in with the logistics and/or the Incident Commander. The lead RadSvc person should request an update briefing by the I.C. to determine the current status of the situation, other hazards present and current action plan. The RadSvc person should provide a review of capabilities and recommendations for addressing the radiological aspect of the incident. The best option should then be chosen in a cooperative manner by all response personnel as appropriate.

Additional visual assessments and information gathering may be required prior to any entry into the incident scene. Appropriate level of personal protection with I.C. approval shall be utilized. Entry activities should be conducted in a timely manner. All information gathered and the resulting follow-up recommendations should be provided to the command personnel. All activities within the incident scene should be considered based on a risk-benefit outcome. Scene assessment should focus on determining impacts on the health of responders, victims, and the public

and the potential for environmental insult. Further actions, such as bioassays, evacuation/sheltering, and recovery requirements should be based on this assessment.

3. Phase III - Recovery

Recovery options should be presented to the command personnel and coordinated with recovery personnel (provided by shipper/carrier). If recovery capabilities of the shipper/carrier prove unacceptable to insure public well being, RadSvc personnel may undertake appropriate options to insure the incident scene does not result in a negative public health impact. RadSvc and other support personnel³ will also insure that site recovery is to pre-incident conditions.

Responsibilities (Primary and Support)

Primary: - Regional Response Teams/Wyoming Office of Homeland Security

Tasks - Activate WebEOC and provide reports to Governor and applicable personnel and agencies.

- Coordinate damage assessment.
- Support evacuation, shelter and re-entry activities.
- Coordinate area incident radiological monitoring activities.
- Coordinate communication support for field command post. At direction of governor coordinate and disseminate warnings.
- Evaluate and recommend protective actions for both the public and response personnel (in cooperation with Department of Health).
- Provide radiological monitoring support to include collection and maintenance of records for monitoring activities, work and public exposures, and decontamination data.
- Provide radiological monitoring equipment, to include survey instruments, dosimetry, diagnostic instruments, sampling supplies, and basic anti-contamination equipment (Personal Protective Equipment- PPE)

³ The Wyoming Department of Environmental Quality should be consulted to insure environmental issues are properly addressed (ground water, air quality, solid waste).

Support/Primary: - Department of Health

- Tasks - Assist in evaluating health hazards present in an incident involving radioactive materials.
- Recommend levels of responses to be conducted by state and local jurisdiction authorities.
 - Coordinate with appropriate federal agencies and personnel of other health organizations (other states, private organizations etc)
 - Commend proactive actions to be taken by the public.
 - Coordinate protective action measures to be used for the food chain, to include criteria for deciding whether livestock (dairy and other) should be put on protected feed and water. This includes implementation of protective measures with appropriate agricultural agencies.

Support: Department of Environmental Quality

- Tasks - Provide technical assistance in analyzing immediate and long-term effects of pollution (air, soil, and water) caused by radioactive material release.
- Provide technical assistance and advice on disposal of radioactive debris/waste.
 - Notify downstream users and recommend protective actions in the event of an incident affecting surface or ground water.

Support: - University of Wyoming Environmental and Safety Office

- Tasks - In cooperation with Department of Health, evaluate and recommend protective actions for both the public and response personnel and level of response.
- Assist in evaluating health hazards present in an incident involving radioactive materials.
 - Provide technical assistance and advice on disposal of radioactive debris/waste.

Support: - Wyoming Department of Transportation/Wyoming Highway Patrol

- Tasks - Maintain order and public safety.
- Provide access/egress control of the incident area.

- Provide, if required, radiological surveys for public safety (primarily for large incidents or confirmed releases).
- Initial response operations (for transportation incidents) to include scene assessment, notifications, and rescue/medical actions, all within the scope of training and qualifications.

Support: - Wyoming Department of Transportation-Construction and Maintenance Division

- Tasks - Provide manpower and equipment to support operations in the incident area.
- Support route control during operations/evacuations in the incident area.
 - Organize and coordinate operations to address road closure due to the incident.

APPENDIX A

Standard Operating Procedures

Wyoming Homeland Security Operations Center

PURPOSE

This standard operating procedure (SOP) is designed to provide administrative and organizational procedures for the Wyoming Homeland Security Operations Center (WHSOC).

MISSION

The Wyoming Homeland Security Operations Center (WHSOC) is a designated facility at which Wyoming Office of Homeland Security (WOHS) staff, state agency representatives, and federal and private representatives may gather to coordinate and allocate state resources in response to a request from a local jurisdiction or another state agency. Located at 5500 Bishop Blvd, Cheyenne, Wyoming, it houses communications equipment needed to facilitate coordination activities. Should an alternate site be required, WOHS will use available means of communications to alert and notify agency representatives.

WebEOC is an electronic operations center utilized by this office to more effectively and efficiently monitor and log all crisis activities and resources during any natural/manmade hazard or terrorist attack. This software package has a depository for executive management to implement NIMS and a complete inventory of all equipment and other necessary resources available to the incident commander and the governor for any catastrophic incident. For many small-to-moderate scale events, WebEOC may serve as the primary center of operations in regard to communications and coordination. Accessibility to WebEOC is controlled for security purposes by WOHS, but access can be granted as an active participant from anywhere in the world. This is extremely critical in the event the Governor is traveling outside the state or country.

AUTHORITY

The operation of the Wyoming Homeland Security Operations Center is supported and guided by a number of state and federal statutes and laws, and presidential directives. Pertinent statutes, laws, directives, and guidance are presented below:

State of Wyoming

- The Wyoming Homeland Security Act (Wyoming Statute, Title 19, Chapter 13).
- Wyoming Emergency Response Act, Wyoming Statute 35-9-152
- General Provisions as to Civil Actions, Wyoming Statute 1-1-125 (Immunity for Volunteers)
- Executive Order 2001-6
- Wyoming Multi-Hazard Mitigation Plan 2005
- The Governor has general direction and control of the Wyoming Office of Homeland Security, and is responsible for the carrying out of the provisions of the Wyoming Homeland Security Act, and in the event of disaster beyond local control, may assume direct operational control over all or any part of the response and coordination functions within Wyoming.

Federal

- National Response Plan (December 2004)
- National Plan for Research and Development in Support of Critical Infrastructure Protection (December 2004)
- Department of Homeland Security, National Incident Management System, March 1, 2004
- Homeland Security Act of 2002 (November 2002)
- Intelligence Reform and Terrorism Prevention Act of 2004 (December 2004)
- USA Patriot Act of 2001, PL107-56
- Disaster Mitigation Act of 2000, Public Law 106-390
- Robert T. Stafford *Disaster Relief and Emergency Assistance Act*, 42 U.S.C. §§ 5121-5206
- Hazard Mitigation Relocation and Assistance Act of 1993, Public Law 103-181
- Federal Executive Order 13292, Classified National Security Information, March 2003
- Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System (March 2002)
- Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents,
- Homeland Security Presidential Directive, HSPD-7, Critical Infrastructure Identification, Prioritization, and Protection(December 2003)
- Homeland Security Presidential Directive, HSPD-8, National Preparedness (December 2003)
- Homeland Security Presidential Directive, HSPD-9, Defense of United States Agriculture and Food (February 2004)
- Homeland Security Presidential Directive, HSPD-14, Domestic Nuclear Detection (April 2005)

ACTIVATION OF WHSOC

Upon receiving notification or alert of an event, based on the severity of the event, the WOHS Duty Officer will inform the Director to determine if the Governor should be notified by the Director. Upon notification from the Duty Officer, the WOHS Director, or

designee(s), will determine if and to what level the WHSOC should be activated. The WHSOC may be activated at or to the following levels:

Stage 1: Limited Activation (WOHS Duty Officer, Division Chiefs, Director, local/state/federal agencies)

Stage 2: Full Activation (Governor, all appropriate state agencies, WOHS staff, and pertinent local/state/federal agencies)

WebEOC may be activated without activation of WHSOC at the discretion of the Director or designee.

STAFFING

The organizational chart for the Wyoming Office of Homeland Security (WOHS) is in Appendix A. WOHS staff are responsible for facilitating the operation of the WHSOC.

The WHSOC is part of the Unified Command (UC) for the State of Wyoming during an event, crisis, or disaster. The designated agency officials participating in the UC represent different legal authorities and functional areas of responsibility and use a collaborative process to establish incident objectives and designate priorities that accommodate those objectives.

The facility is organized, equipped, supplied, and staffed to support the following activities: intelligence collection, damage assessment, resource identification and tracking, communications, cost accounting, event documentation, and preparation of formal requests to the Governor and/or the President of the United States for crisis or disaster declarations.

Upon partial or full activation of the Wyoming Homeland Security Operations Center (WHSOC), all appropriate state agencies will be notified by Wyoming Office of Homeland Security (WOHS). At this point, agencies may be asked to place appropriate personnel on standby, log on to the WebEOC, or to have appropriate personnel report to the WHSOC.

State agency personnel assigned to the whsoc should be individuals who are delegated full authority, or who have direct access to those who do, to make decisions on all matters affecting their agency's participation in the event. In coordination with local, state, federal and private entities, state agency personnel allocate and coordinate state resources, assist in situation planning, and provide technical expertise in specific subject areas.

ADMINISTRATION

The WHSOC hours of operation will be consistent the nature of the crisis. Briefings will be given as needed upon the approval of the Director or designee. There will be daily status briefings and shift changeover briefings.

Any pertinent information as determined by the director is forwarded by formal memorandum to the governor with recommended action for approval as necessary. Updates on all pertinent activities will be posted on WebEOC immediately.

EQUIPMENT

The WYSOC is fully equipped with state-of-the art communication equipment, computer access for all participants, a functional kitchen, and auxiliary areas for executive briefings and discussions. Other physical equipment at the WYSOCC includes the following:

Computer Equipment

- 26 workstations with Internet access
- Five pentium 4 computers with Internet access and Microsoft Office applications
- Domain controller for WOHS computer network access
- Emergency Manager's Weather Information Network (EMWIN) terminal with satellite backup
- Three laser printers
- Firewall protected T-1 data circuit
- Backup Bresnan network connection providing internet access

Display Equipment

- Two video projectors with additional LCD monitors to eliminate blocked views
- Computer control system with Internet access and Microsoft Office applications
- Video cassette recorder with DVD player
- Two cable television receivers
- Public address system with speakers and volume controls in all rooms
- Instructions on setup and use of WebEOC on WWSOC equipment

Telephone Equipment

- 59 telephone lines from Wyoming Department of Transportation PBX
- Two central office phone lines
- One fax machine
- National Alert Warning System (NAWAS) alternate national circuit with state bridge
- NAWAS state circuit

Radio Equipment

- One Federal Emergency Management Agency National Radio System (FNARS) high frequency radio system
- One Wyoming Highway Patrol dispatch console
- One programmable VHF radio for local communications
- One Wyoming Military Department (Civil Air Patrol) VHF radio
- One Wyoming Military Department (Civil Air Patrol) high frequency radio
- One programmable VHF/UHF amateur radio
- Three high frequency amateur radio systems

Secure Communications Equipment

- One US Department of Homeland Security Secure Video Teleconferencing (SVTC)

System

One Secure Telephone Equipment (STE) telephone

Infrastructure Equipment

125 KW diesel generator with 4,000 gallon fuel tank maintained with not less than 1,900 gallons of fuel (7 days full-load)

25 gallon per minute domestic water well

Kitchen with residential type electric range, refrigerator and dishwasher

Other physical equipment for dispatch by the Director to assist local, state, or federal entities for a crisis include the following:

- Mobile Support Vehicle #1 (Motor Coach)
- Mobile Support Vehicle #2 (Expected location-Wyoming Law Enforcement Academy, September, 2007)

Note: Each of the support vehicles has complete interoperable communications capability to include digital satellite uplink, WebEOC, and voice satellite communication.

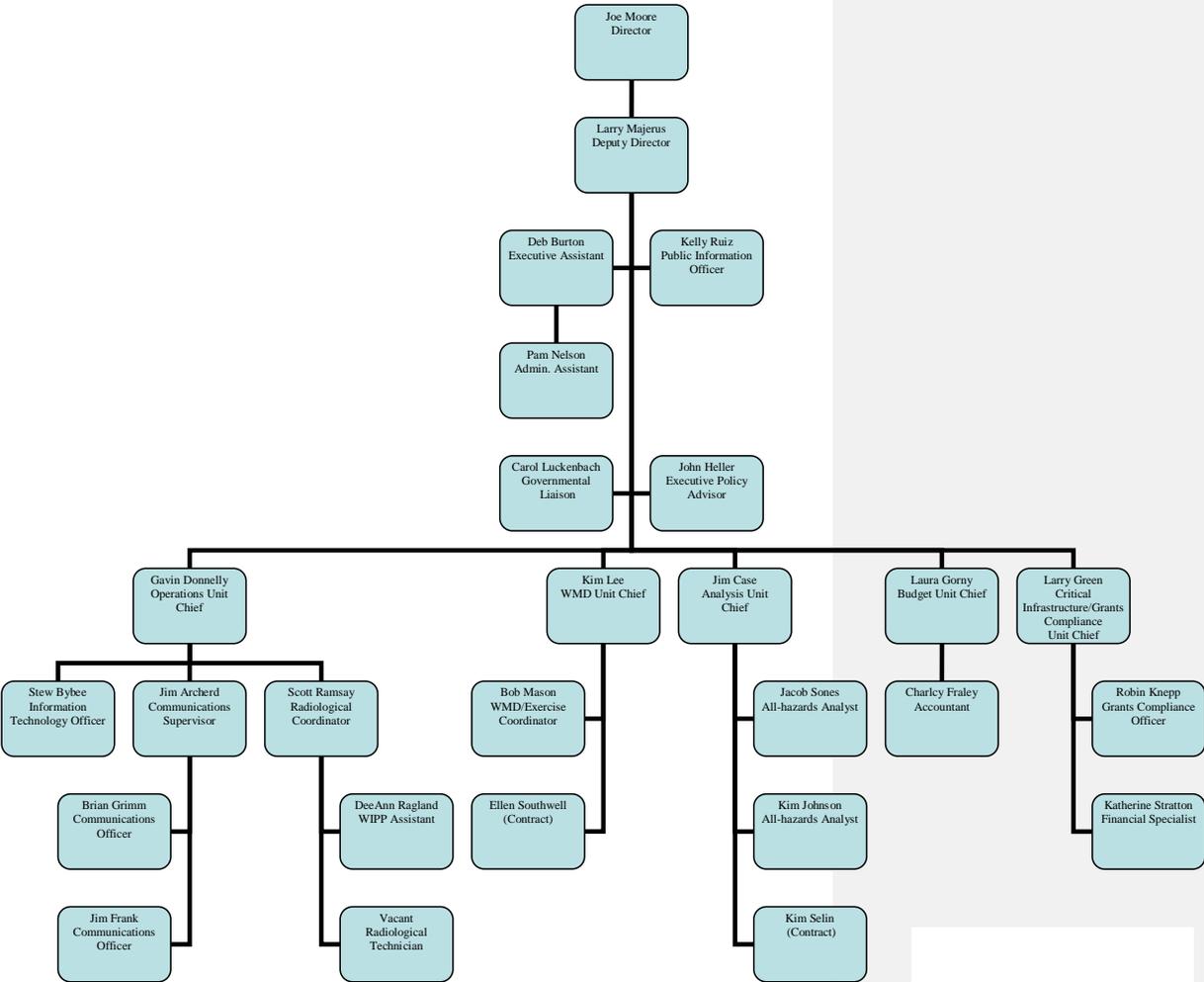
- Hazardous Duty robot with related equipment
- Bomb Disposal Trailer
- Explosive Detection Canines (2)
- Radiological Monitoring and Characterization Equipment
- 75 KW Portable Trailer-Mounted Generator
- 25 KW Whisper Quiet Portable Trailer-Mounted Generator
- 5 KW Portable Generators (4)
- 4 KW Portable Generators (4)
- Multi-Gas Detection System (RAE System)
- Portable Digital Imaging System
- Laptop Computers with CATS/JACE Software Installed (4)
- Tractor Trailer
- Mass Decontamination System (Able to accommodate 100 non-ambulatory victims per hour)
- CBRNE Unit (six-wheel all terrain vehicle)
- Portable radios (120 hand-held)

NOTE: A COMPLETE LISTING OF ALL AUXILIARY EQUIPMENT FOR CRISIS UTILIZATION IS CONTAINED AND AVAILABLE ON WEBEOC.

Points of Contact

The points of contact, which represent designated agency chains-of-command for crises, are in Appendix B.

Appendix A. WYOMING OFFICE OF HOMELAND SECURITY ORGANIZATIONAL CHART



APPENDIX C

STATE of WYOMING POST-DECLARATION ADMINISTRATIVE PLAN FOR PUBLIC ASSISTANCE Calendar Year 2009

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I. PURPOSE

The purpose of this plan is to identify the State of Wyoming, (hereinafter referred to as the State) roles, responsibilities, processes, and procedures for administering the Federal Emergency Management Agency (FEMA) Public Assistance (PA) Program. This plan will be referenced in the State Response Plan.

The State assures FEMA it shall comply with all applicable Federal statutes and regulations in effect during the periods for which it receives grant funding, including those listed under Section II below. The State acknowledges funding under the FEMA Public Assistance Program is conditional upon the State's compliance with all the terms and conditions of this plan.

II. AUTHORITY

A. State

- 1.** Wyoming Homeland Security Act, W.S. 19-13-101 through W. S. 19-13-116, as amended
- 2.** Wyoming Response Plan
- 3.** Wyoming Hazard Mitigation Plan
- 4.** FEMA-State Agreement

B. Federal

- 1.** 42 U.S.C. § 5121-5206, Robert T. Stafford Act
- 2.** FEMA Regulation, 44 CFR § Parts 206 and 207
- 3.** FEMA Regulation, 44 CFR § Part 13
- 4.** FEMA Regulation, 44 CFR § Part 9
- 5.** FEMA Regulation, 44 CFR § Part 10
- 6.** OMB Circular A-102

7. OMB Circular A-110 (2 CFR, § Part 215)
8. OMB Circular A-133
9. OMB Circular A-21 (2 CFR, § Part 220)
10. OMB Circular A-87 (2 CFR, § Part 225)
11. OMB Circular A-122 (2 CFR, § Part 230)
12. Executive Order 12612, Federalism
13. Executive Order 12699 Seismic Design
14. Executive Order 12898, Environmental Justice
15. 16 U.S.C. § 470, National Historic Preservation Act
16. 16 U.S.C. § 1531, Endangered Species Act

III. DEFINITIONS

- A. **Alternate Project:** An applicant may determine the public welfare would not be best served by restoring a damaged facility or its function to the pre-disaster design. In this event, the applicant may use the Public Assistance grant for permanent restoration on that facility for other purposes. Projects other than the damaged facility on which the applicant spends eligible funds are referred to as alternate projects.
- B. **Applicant:** A State, local, Indian Tribal government, other legal entity, or certain private non-profit organizations that receive a grant award and which is accountable to the Grantee for the use of the funds provided. Also referred to as the subgrantee.
- C. **Cost Estimating Format (CEF):** Cost estimating methodology used by FEMA to better estimate the total cost of large project. The CEF is a forward-pricing model that allows FEMA to account for all possible costs associated with projects for which the base costs of labor, materials, and equipment meet or exceed the large project threshold. FEMA uses experienced cost estimators as part of the project formulation team for projects on which the CEF is used. The CEF should only be used on large projects for which the permanent restorative work is 90 percent or less complete.
- D. **Emergency Work:** Work which must be done before, during, and immediately after a disaster event to save lives and to protect improved property and public health and safety or to avert or lessen the threat of a major disaster. Under the Public Assistance Program, Category A (Debris Removal), and Category B (Emergency Protective Measures) are referred to as Emergency Work.
- E. **Federal Emergency Management Agency (FEMA):** The Federal agency responsible for coordinating disaster recovery efforts.
- F. **FEMA State Agreement:** A formal legal document between FEMA and the affected State stating the understandings, commitments, terms and conditions for assistance resulting from a Federal disaster or emergency declared by the President. The FEMA Regional Administrator and the Governor sign the document.
- G. **Governor's Authorized Representative (GAR):** The person designated by the Governor to execute all necessary documents for disaster assistance programs on behalf of the State and local grant recipients. The GAR is responsible for State compliance with the FEMA-State Agreement. Normally, the GAR will also be designated as the

State Coordinating Officer.

- H. **Grantee:** The State of Wyoming, hereinafter referred to as the State.
- I. **Hazard Mitigation:** Cost effective measures that will reduce the potential for damage to a facility from a declared disaster event.
- J. **Hazard Mitigation (Section 406):** Mitigation measures that must be directly part of the reconstructed work on a facility, or will protect or benefit the repaired portion of the facility. They are different from mitigation measures that are considered for eligibility under the Hazard Mitigation Grant Program (HMGP) of Section 404 of the Stafford Act. In the HMGP program, measures are proposed that may involve facilities other than those damaged by the disaster, new facilities or even non-structural measures such as development of floodplain management regulations.
- K. **Immediate Needs Funding:** An advance of grant funds by FEMA, not to exceed 50% of the Preliminary Damage Assessment estimate, to assist with payment of emergency work within the first 60 days after a declared disaster occurs.
- L. **Improved Project:** When performing restoration work on a damaged facility, an applicant may decide to use the opportunity to make improvements to the facility. Projects that incorporate such improvements are called improved projects. The improved facility must have the same function and at least the equivalent capacity as that of the pre-disaster facility. Funding for such projects is limited to the Federal share of the costs that would be associated with repairing or replacing the damaged facility to its pre-disaster design. The applicant must obtain approval for an improved project from the State prior to construction.
- M. **Joint Field Office (JFO):** A temporary facility established in a Presidentially declared disaster area to serve as the field headquarters for FEMA, other Federal, and State recovery personnel, and as the focal point for disaster operation, direction, coordination and information.
- N. **Large Project:** Approved projects estimated to cost the same or more than the large project threshold amount (\$64,200 for fiscal year 2009). The large project threshold is an amount of approved project estimated costs adjusted annually to reflect changes in the Consumer Price Index for all Urban Consumers. The large project threshold amount applicable to any project is that amount in effect on the declaration date of the disaster, regardless of when project approval is made or when the work is performed.
- O. **Permanent Work:** Restorative work performed on damaged facilities through repairs or replacement, to predisaster design and current applicable standards. FEMA Public Assistance Categories C through G are referred to as permanent work. Under the Public Assistance Program, Category C (Roads and Bridges), Category D (Water Control Facilities), Category E (Buildings and Equipment, Category F (Utilities), and Category G (Parks, Recreational Facilities, and Other Items), are referred to as Permanent Work.
- P. **Project Worksheet (FEMA Form 90-91):** Form used to document the scope of work and cost estimate for a project. The Project Worksheet (PW) is now called a subgrant application.

- Q. **Project Worksheet Version:** Changes to project worksheets which are written to include variations in Scope of Work for obligated large projects. Now referred to as a change request.
- R. **Public Assistance Coordination (PAC) Crew Leader:** A FEMA program expert who serves as the applicant's representative on PA Program matters and manages the processing of the applicant's projects.
- S. **Request for Public Assistance (From 90-49):** Form the public and private nonprofit organizations use to apply for disaster assistance. Form is now referred to as the preapplication.
- T. **Small Project:** Approved projects estimated to cost less than the large project threshold amount.
- U. **Special Considerations:** Issues that involve insurance, floodplain management, hazard mitigation, historic preservation and environmental reviews as they relate to Public Assistance Program funding.
- V. **State Coordinating Officer (SCO):** The person designated by the Governor to coordinate State and local disaster assistance efforts with that of the Federal government. Normally, the SCO will also be designated as the GAR.
- W. **State Public Assistance Officer (SPA0):** The person responsible for administering the Public Assistance Program at the State level. SPA0 will normally be a member of the State Emergency Management staff.
- X. **Subgrantee:** A government, other legal entity, or certain private non profit organizations that receive an award and which is accountable to the Grantee for the use of the funds provided. The subgrantee is also referred to as the applicant.

IV. **ORGANIZATION AND RESPONSIBILITIES**

- A. The Governor has designated the Wyoming Office of Homeland Security, as the State office responsible for managing and administering the Public Assistance Program. These responsibilities include, but are not limited to:
 1. Submitting the Application for Federal Assistance (SF-424)
 2. Complying with Federal and State program and grant administrative requirements
 3. Notifying potential applicants of the availability of assistance
 4. Conducting Applicants' Briefings
 5. Requesting Immediate Needs Funding on behalf of applicants as applicable
 6. Attending Kickoff Meetings
 7. Assigning a Public Assistance Liaison to work with the FEMA Public Assistance Coordinator (PAC)
 8. Assisting FEMA in determining work and applicant eligibility
 9. Processing requests for appeals, reviewing cost overruns, approving time

- extensions, improved projects, advances and reimbursements
10. Making recommendations to FEMA on appeals and alternate project requests
 11. Securing insurance information from applicants when required
 12. Participation with FEMA in establishing hazard mitigation and insurance requirements
 13. Monitoring subgrants by conducting quarterly reviews, site inspections and audits as required, ensuring program compliance
 14. Reviewing and certifying project completion information
 15. Determining budget and staffing requirements necessary for proper program management

B. Organization and Staffing

1. Staffing Estimates and Funding – Staffing requirements vary depending on the magnitude, type and extent of the disaster. In accordance with established management cost rate percentage, a State management cost funding request including staffing costs will be submitted to the Regional Administrator using a Project Worksheet (PW) in accordance with 44 CFR § 207.7(c). (See organization chart, Attachment 1.)
2. Management and Program Staff – The State is responsible for administering all funds provided under the Public Assistance Program, as well as coordinating the program among FEMA, the State, and applicants.
 - (a) Governor’s Authorized Representative (GAR)
 - (i) Appointed by the Governor at the time of a Federal declaration to execute all necessary documents for disaster assistance programs on behalf of the State and local grant recipients.
 - (ii) Responsible for State compliance with the FEMA-State Agreement.
 - (iii) Forwards applicant formal appeals to FEMA in accordance with 44 CFR § 206.206.
 - (iv) Approves large project closeout reports prior to submission to Regional Administrator.
 - (v) Approves final closeout of each applicant and payment of State cost share.
 - (vi) The GAR may also be designated as the State Coordinating Officer.
 - (b) State Coordinating Officer (SCO)
 - (i) The person appointed by the Governor to coordinate State and local disaster assistance efforts with that of the Federal government.
 - (ii) Duties include disaster program oversight, arranging meetings with the applicants, and liaison between State, local governments, Indian tribes, private non-profits and FEMA.
 - (iii) Supervises State staff assigned to the Joint Field Office (JFO).
 - (iv) Monitors public information activities.
 - (v) The SCO may also be designated as the Governor’s Authorized Representative.
3. Administrative Support Staff - Since staffing requirements vary depending on the magnitude, type and extent of the disaster, the following personnel may be used to assist the GAR/SCO in meeting program and grant administrative requirements.

- (a) State Public Assistance Officer (SPAO)
 - (i) Responsible for administering the Public Assistance Program at the State level.
 - (ii) Responsible for maintaining and updating the State Public Assistance Administrative Plan.
 - (iii) Assists in scheduling and conducting Applicants' Briefings.
 - (iv) Reviews Project Worksheets, applications for assistance, and funding requests.
 - (v) Processes requests for time extensions in accordance with 44 CFR § 206.204(d).
 - (vi) Completes program closure requirements.
- (b) Fiscal Officer
 - (i) Determines staffing and budgeting requirements necessary for program management.
 - (ii) Disburses Public Assistance Funds based on documentation.
 - (iii) Maintains accountability for Federal disaster assistance funds.
 - (iv) Prepares and submits financial progress reports.
- (c) Public Information Officer (PIO)
 - (i) Publicizes availability of disaster assistance.
 - (ii) Prepares press releases in coordination with the FEMA Public Information Officer.
- (d) Applicant Liaisons, Project Officers, Program Specialists, Accounting Specialist, Technical Specialists, Resource Coordinators, and other State Administrative Support Personnel as required--qualified personnel from applicable State agencies who may assist the Wyoming Office of Homeland Security staff.
- (e) Temporary or contract personnel may be hired depending on the needs of the disaster.

V. DIRECTION AND CONTROL

A. Post Declaration Activities

1. Notifying Potential Applicants
 - (a) The State Public Information Officer(s), County Commissioners, City Mayors and local Homeland Security-Emergency Management Coordinator(s) may be utilized:
 - (i) To notify potential applicants of the assistance that is available and the time and date of the Applicants' Briefings which will be held in their area.
 - (ii) Potential applicants may be notified by written or verbal communication, and available media, of the locations, times, dates, and purpose of the Applicants' Briefings.
2. Applicants' Briefing
 - (a) Once a designated area has been approved for Public Assistance, the SPAO will conduct an Applicants' Briefing. However, under special circumstances the briefing may be performed by other State staff members. The number of potential applicants and the area involved in the disaster will determine the number of briefings held. The information that will be covered during this briefing includes the following:

- Overview of the Public Assistance Process
 - Program Eligibility
 - Application Procedures
 - Program Deadlines
 - Documentation/Forms
 - Payment of Claims
 - Insurance
 - Special Considerations
 - Appeals
 - Project Closeout
 - Audits
- (b) Request for Public Assistance (RPA) – The applicant will be required to file a Request for Public Assistance, FEMA Form 90-49, with the State within 30 days from the date of the declaration. RPAs submitted after this 30-day period will be reviewed on a case-by-case basis and, if warranted, will be forwarded to FEMA for consideration. If necessary, the State may request that the deadline for filing RPAs be extended.
- (c) Applicant’s Agent – An applicant’s Chief Elected/Appointed Official will be required to designate an agent who will be the applicant’s point-of-contact for all matters pertaining to its application for federal assistance (Attachment 2). If no agent is appointed then the Chief Elected/Appointed Official for the eligible organization will be designated as the applicant’s agent.
- (d) FEMA staff may provide technical assistance at the briefing if needed.
3. A Kickoff Meeting is scheduled following the Applicants' Briefing to provide the applicant with specific information required to meet particular requirements of Public Assistance Program.
4. Applicant Eligibility
- (a) The State will assist FEMA in reviewing information provided on Requests for Public Assistance (RPAs) to determine if applicants are eligible for public assistance.
- (b) Per 44 CFR § 206.222, eligible applicants under the PA Program are:
- (i) State agencies, local governments, and governmental entities
- (1) Special utility districts must provide a copy of the legislation that grants them district taxing authority.
- (ii) Private Non-Profit organizations (PNPs): The GAR or designee will work with _____ local officials to identify and notify private non-profit (PNP) organizations that may _____ be eligible for assistance.
- (1) PNPs must have an IRS tax exemption letter or a State Private Non-Profit certification (i.e. Articles/Certificate of Incorporation) or other data defining the _____ purpose and service provided by the organization.
- (2) Eligible Private Non-Profit organizations:
- (a) PNP facilities that perform critical services must own or operate an educational, emergency, medical, utility, custodial care facility and certain irrigation services.
- (b) Essential governmental service facilities are defined as museums, performing arts facilities, community arts centers, zoos, community centers, libraries, homeless shelters, senior citizen centers.

rehabilitation facilities, shelter workshops, and other facilities which provide a health and safety service of a governmental nature. PNPs providing essential services will be required to apply to the Small Business Administration (SBA) for a disaster loan before applying to FEMA for permanent work. Essential service PNPs may apply directly to FEMA for emergency work costs.

(c) Essential governmental services facilities must be open to the general public.

(iii) Federally recognized Indian tribes or authorized tribal organizations.

- (c) All eligible applicants, except Indian Tribal governments that have been designated as grantees, must submit their requests for assistance through the State.

B. Public Assistance Grant Application Package

1. Grant Approval – The State will submit an "Application for Federal Assistance" (SF 424), and "Assurances for Construction" Programs (SF 424D), to FEMA in order to receive Federal funding. Approved Project Worksheets will be the basis for issuing subgrants to eligible applicants in accordance with the cost sharing provisions established in the FEMA-State agreement.
2. Project Application - Once Project Worksheets are approved by FEMA, the State will be responsible for the final processing and distribution of the project application and for initiating payments in accordance with section D.3 below. The State will notify the applicant when its project application is prepared and ready for signature. A project application submitted by the State to FEMA should consist of the following documents:
 - (a) State cover letter
 - (b) State/Subgrantee Grant Award Agreement (Attachment 3)
 - (c) Certification Regarding Restrictions on Lobbying (included in grant award agreement)
 - (d) Obligation Report
 - (e) Project Worksheet(s)
 - (f) Project Completion and Certification Report (Attachment 7)

C. Project Worksheet Preparation

1. Depending on the size and nature of the disaster, the State may choose to participate at various levels in the Public Assistance process including:
 - (a) Assigning State Project Officer and/or Specialist to the JFO Resource Pool.
 - (b) Notifying FEMA and applicants in developing scopes of work and cost estimates.
 - (c) Notifying FEMA of any special considerations and/or technical assistance requirements needed to facilitate project approval.
 - (d) Providing State support as needed (such as engineers for highly technical projects or mediate to resolve disputes, etc.).
 - (e) Assisting FEMA and the applicants in identifying hazard mitigation opportunities as provided by Section 406 of the Stafford Act.
 - (f) Submitting applications and making recommendations to FEMA on project approval.
 - (g) Participating in the small project validation process.

- (h) Requesting re-inspections or time extensions for additional significant damage not previously identified within 60 days of an initial subgrantee inspection.
2. The Applicant/Subgrantee will be:
 - (a) Responsible for identifying projects that are anticipated to exceed the current federal threshold amount for small projects in repair costs.
 - (b) Prepare, or assist in preparing, Project Worksheets (PWs) for small projects estimated to cost less than the large project threshold amount.
 - (c) Required to identify pertinent environmental and historic preservation requirements, insurance coverage, floodplain management issues and hazard mitigation opportunities.
 - (d) Report any damage that is not previously identified to the State or PAC within 60 days of the initial inspection. If warranted, the State may request an extension of time in order to report additional damage.
 - (e) The State will notify FEMA of any special considerations and/or technical assistance requirements needed to facilitate project approval.

D. Project Funding and Requirements

1. The State will be responsible for providing the following to subgrantees:
 - (a) Subgrantee agreements including clauses required by State and Federal statutes and regulations. (See Attachment 3.)
 - (b) Instructions and applicable guidance documents addressing eligibility, cost principles, cash management, recordkeeping, reporting requirements, records retention, and audit requirements.
 - (c) Forms for requesting payments, progress reports and financial reports.
 - (d) Training and technical assistance and subsequent performance monitoring.
2. Management Costs Funding - The State will pass through to subgrantees management costs up to two percent of their total project costs. The State will provide reimbursement/advance in accordance to paragraph V.D.3 below. The Governor or his Authorized Representative will make the final determination on the amount or percentage of management funds to be made available to subgrantees depending on the magnitude of the disaster and the number of applicants. The final rate will be addressed in the disaster-specific Public Assistance Administrative Plan and in the subgrantee's grant award agreement.
3. Reimbursement/Advance of Funds - An applicant may request reimbursement or advance of funds on an approved large Project Worksheet by completing the SF270 Request for Advance/Reimbursement Form (Attachment 5). If the request is for advance funding (as indicated in Box 1.a. of the SF270), certification will be required from the subgrantee stating the advance will be spent on eligible expenditures within thirty (30) days of receipt of funds. The total advance for any one Project Worksheet will not exceed 75% of the Federal share. An advance request will be processed for payment once it has been approved by the State and in accordance with the Wyoming State Auditor's Office Accounting Policies and Procedures. The applicant will be required to refund, through the State to FEMA, any part of an advance that is not supported by cost documents and/or expended for the approved scope of

the Project Worksheet within 30 days of receiving the deobligation notice from the State.

4. Small Projects - Funding for small projects will be based on the federal share of the Project Worksheet estimate. The State will disburse funds to the applicant after FEMA approves the Project Worksheets and makes funding available. (The maximum amount for small project grants is \$64,200, effective October 1, 2008.)
5. Large Projects – The Cost Estimating Format (CEF) will be used on all large projects for which the permanent restorative work is 90 percent or less complete and will be done in accordance with policy that requires the CEF. Funding for large projects will equal the federal share of the actual eligible cost as verified through a review of the project's cost documents. FEMA will obligate funding to the State following FEMA's approval of the Project Worksheet. (The large project threshold effective October 1, 2008 is \$64,200. This amount will be adjusted annually.)
6. Immediate Needs Funding (INF) – This is a partial advance on emergency work items identified during the Preliminary Damage Assessment (PDA). When a PDA is conducted, only those eligible applicants who were surveyed are eligible to receive INF. If a PDA has not taken place, the State may identify eligible applicants to receive INF funding. The State may request funding for these applicants on their behalf. INF is designed to assist the applicant in dealing with its urgent needs that will require payment within the first 60 days after the declaration. It is not intended for those items that involve Special Considerations or items of work that will require longer than 60 days to complete. These items will be funded in the normal manner as individual projects. INF is calculated using the following formula:
$$\frac{\text{Emergency work amount} \times 50\% \times 75\% \text{ (appropriate federal cost share)}}{\text{INF}} =$$
7. Insurance Requirements – The State shall participate with FEMA in the review of applicant insurance coverage. 44 CFR, Subpart I, establishes insurance requirements which apply to disaster assistance provided by FEMA. Prior to approval of a FEMA grant for the repair, restoration or replacement of an insurable facility or its contents damaged by a major disaster:
 - (a) Eligible costs shall be reduced by the amount of any insurance recovery actually received or anticipated, relating to eligible costs. FEMA will base its determination of eligible costs on whether the insurance settlement is reasonable and proper.
 - (b) The full coverage available under the standard flood insurance policy from the National Flood Insurance Program (NFIP) will be subtracted from otherwise eligible costs for an insurable facility and its contents located within the special flood hazard area.
 - (c) If eligible damages are greater than \$5,000, an applicant must obtain and maintain insurance to cover the assisted facility for the hazard that caused the major disaster in the amount of the eligible damage to the facility.
 - (d) Assistance will not be provided under Section 406 of the Stafford Act for any facility for which assistance was provided as a result of a previous major

disaster unless all insurance required by FEMA as a condition of previous assistance has been obtained and maintained. Not even the deductible amount, or damages in excess of the NFIP limits, or for flood damaged items not covered by standard NFIP policy will be eligible.

8. Recoupment of Federal Funds - If an approved Project Worksheet (PW) is totally or partially deobligated the applicant will be notified as soon as possible. Reimbursement by the applicant to the State will be requested once a PW or PW version (deobligating the approved funding) is processed.

E. Project Performance

1. Applicant's requests for the improved and alternate projects, appeal requests and decisions, time extensions, and cost overruns will be reviewed and evaluated by the State. The State will ensure the applicant has provided all the required information and the request meets the requirements of 44 CFR. The applicant's request, supporting documentation, and the recommendation of the State will then be forwarded to the FEMA.
2. Improved Projects – If applicant desires to make improvements, but still restore the pre-disaster function of the damaged facility, the State is authorized to make a determination of an applicant's request to conduct an improved project. Improved projects constitute a significant change from the pre-disaster design, such as a different location, footprint, function, or size. If approved, funding will be limited to the Federal share of the estimated costs original project or to the Federal share of the actual costs of completing the improved project, whichever is less, and to the time limits that would be associated with repairing the damaged facility to its pre-disaster design. Requests for improved projects must be coordinated with FEMA prior to starting the improved portion of the proposed work to insure compliance with national historical and environmental laws. The request should include:
 - (a) The reason for the request
 - (b) Description of the proposed work
 - (c) Schedule of work
 - (d) Cost estimate
 - (e) Information adequate to establish compliance with special requirements, including, but not limited to, floodplain management, environmental assessment, hazard mitigation, protection of wetlands, endangered species, and insurance.
3. Alternate Projects – If an applicant determines that the public welfare would not be best served by restored a public damaged facility or the function of that facility, the State can submit a request to FEMA to conduct an alternate project. The State will review the request for eligibility and will insure that the request contains the following information before forwarding to FEMA with a recommendation:
 - (a) The reason for requesting an alternate project
 - (b) Description of the proposed work
 - (c) A schedule of work
 - (d) Cost estimate

- (e) Necessary assurance to document compliance with special requirements, including, but not limited to, floodplain management, environmental assessment, hazard mitigation, protection of wetlands, endanger species, and insurance.

Requests for alternate projects shall be submitted to FEMA prior to starting the proposed work. If the request is approved by FEMA:

- (a) Federal funding for alternate projects for damaged public facilities will be 90 percent of the Federal share of the Federal estimate of the cost of repairing, restoring, reconstructing, or replacing the facility and of management expenses.
- (b) Federal funding for alternate projects for damaged private nonprofit facilities will be 75 percent of the Federal share of the Federal estimate of the cost of repairing, restoring, reconstructing, or replacing the facility and of management expenses, 44 CFR 206.203(d)(2)(ii)(iii).

4. Time Limitations – The State will ensure approved work is completed within the following time frames from the date a major disaster or emergency is declared:
 - (a) Emergency Work – 6 months
 - (b) Permanent Work – 18 months
5. Time Extensions – An applicant may request a time extension on any approved Project Worksheet by submitting a written request to the State. Such a request should be submitted in writing prior to the completion date currently in effect. The State may grant a time extension if the reason for delay is based on extenuating circumstances or unusual project requirements beyond the applicant’s control so long as the additional time requested does not exceed the following time frames:
 - (a) Emergency Work – 6 months
 - (b) Permanent Work – 30 months
 - (c) The State will notify FEMA of all time extensions that have been approved. Requests for time extension beyond the State’s authority will be forwarded to FEMA in writing for determination with the State’s recommendation. Work performed after the last approved completion deadline is subject to having funding reduced or withdrawn.
6. Cost Overruns:
 - (a) Small Projects: The State will verify all significant cost overrun appeals submitted by the applicant (on small projects) by conducting a review of all approved small Project Worksheets within the applicant's project application. The State will base its recommendation for additional funding on the information obtained during the review and will forward a report to FEMA for final determination. The cost share is determined from final actual eligible project costs (whether an overrun or an under run) and will be adjusted at the time actual eligible costs for all small projects are determined for the requestor (normally the subgrantee, but sometimes the grantee).
 - (b) Large Projects: Per 44 CFR § 206.204(e)(2), the subgrantee must evaluate each cost overrun and, when justified, submit a request for additional funding through the State to the Regional Administrator for a final determination. All

requests for the Regional Administrator's approval will contain sufficient documentation to support the eligibility of all claimed work and costs. The State shall include a written recommendation when forwarding the request. The Regional Administrator will notify the State in writing of the final determination. The Cost Estimating Format (CEF) is used to estimate the total cost of large projects. FEMA will reconcile final costs for eligible work against the original estimate and prepare a PW version and adjust the approved amount upward or downward as necessary.

7. Project Completion

- (a) Upon completion of a large project, the applicant will be required to submit a project cost summary to the State that lists all labor, equipment, materials and contract costs associated with making needed repairs. The State will conduct a review of the project's documentation to verify the actual project cost. If a large project was 100 percent complete at the time the Project Worksheet was prepared, the eligible cost was based on actual cost information and the applicant is not claiming additional funding, the State will then determine if the project is of closeout quality. If the project qualifies for closeout, the State will note this in the PW, and no further review by the State will be necessary.
- (b) Upon completion of all approved work, the applicant will be required to submit the Project Completion and Certification Report (Attachment 7) to the State certifying that all work has been completed in accordance with funding approvals and that all claims have been paid in full.
- (c) If an approved project is not completed, the applicant will be required to return the federal funding that was provided for that project in accordance with paragraph V.D.3.

8. Grantee

- (a) Upon completion of both small and large projects, the State will send a written "Certification of Project Completion" to the FEMA Regional Administrator.
- (b) Small project certifications require that:
 - (i) All projects were completed in accordance with FEMA approvals and,
 - (ii) The State and/or applicants contribution to the non-Federal share, as specified in the FEMA-State Agreement, has been executed.
 - (iii) The small project certification is not required to specify the amount spent on projects by subgrantees.
- (c) Large project certifications require that:
 - (i) Reported costs were incurred in the performance of eligible work;
 - (ii) The approved project was completed;
 - (iii) Completed work was in compliance with the provisions of the FEMA-State Agreement and;
 - (iv) Payments for the project were made in accordance with 44 CFR §13.21.
 - (v) An accounting of actual eligible costs for each large project is required at project completion. An accounting of eligible cost means the total amount of actual eligible costs. If actual cost exceeds the approved project grant, additional information supporting and explaining the additional claimed costs is required. See cost overruns above.

9. Disputes/Conflict Resolution – In order to expedite funding and minimize

applicant appeals, the following conflict resolution process should be followed:

- (a) If an Applicant Liaison has been assigned, the applicant should notify this individual of the unresolved issue.
 - (b) The Applicant Liaison should work to resolve the issue with the PAC. If the issue remains unresolved, the Applicant Liaison should notify the State PAO.
 - (c) The State PAO should work to resolve the issue with the PAO.
 - (d) Only after all these steps have been taken will the applicant be referred to the appeal process.
- 10.** Final Inspection – A final inspection will be conducted on all large Project Worksheets once the projects have been completed and the project cost summary has been submitted unless the PW was 100 percent complete at the time it was prepared, in order to certify to FEMA that the reported costs were incurred in the performance of eligible work. Based on the type of work involved, the State may be authorized to conduct the final inspection at the time the project is being reviewed. For those projects of a technical nature, a final inspection may be conducted by a qualified member of the applicable State agency to which the project pertains or by a qualified contractor. The final inspection should be completed as soon as practical following the receipt of the project cost summary from the applicant.
- 11.** Appeals - Upon receipt of an appeal from the applicant, the State will review the material submitted, make such additional investigations as necessary, and will forward the appeal with a written recommendation to FEMA within 60 days. The applicant will submit an appeal within the following timeframes:
- (a) Any FEMA determination - 60 days from the date of written notice of the determination being appealed.
 - (b) Any State determination on Time Extensions - 60 days from the date of written notice of the determination being appealed.
 - (c) Cost overrun - 60 days from the date the last project was completed (small projects only).
 - (d) Second/Final Appeal - 60 days from the date of written notice of the determination made on the first appeal.

F. Records and Reports

1. Progress Reports

- (a) State - The State will submit a quarterly progress report to FEMA, which will contain the status of all large projects which have not received final payment. Large Project Quarterly Status Reports (Attachment 6) will be used to submit these quarterly reviews. Progress reports to include management cost funds will be submitted quarterly to the Regional Administrator as required by the FEMA-State Agreement. The first quarterly report will be submitted three months from the date the JFO opened or on a quarterly schedule mutually agreed upon between FEMA and the State.
- (b) Applicant Progress Reports - Applicants with open large projects are required to submit a quarterly report to the State no later than thirty (30) days after the close of the quarter. This requirement is specified in the applicant's grant award agreement. Failure to submit the required quarterly reports will suspend any future project payments until the report is submitted on the required project.

2. Financial Status Report (SF 269/SF 269A or FEMA 20-10) – The State shall submit the financial reports to the FEMA regional office 30 days after the end of the first federal quarter following the initial grant award. The State will submit Financial Reports to FEMA at least quarterly. Thereafter, reports are due January 30, April 30, July 30 and October 30. Financial Status Reports must permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes.

3. Closeout
 - (a) The State will close each applicant once its small and large projects are closed out.
 - (i) Small projects will be closed out in accordance with 44 CFR § 206.205(a) after the State has determined that all work has been completed, all necessary documents have been received, and any appeal for small project overruns has been reconciled.
 - (ii) Large projects will be closed out individually in accordance with 44 CFR § 206.205(b) after the State has determined that all work has been completed, all necessary documents have been received, the costs for each individual large project have been reconciled, all project payments have been made, and no further action is pending or anticipated (including litigation or lawsuits).
 - (iii) The State will notify FEMA when all eligible funds have been paid to an applicant and request applicant closeout.
 - (b) When all applicants have been closed-out, final inspections for projects completed, all eligible subgrantee expenditures have been reconciled, including management costs, negative audit findings resolved, and final reports received, the State will request that FEMA close out the Public Assistance Program for the disaster.
 - (c) The closeout of a grant does not affect:
 - (i) The federal agency's right to disallow costs and recover funds on the basis of a later audit or other review;
 - (ii) The grantee's obligation to return any funds due as a result of later refunds, corrections, or other transactions;
 - (iii) Records retention as required by 44 CFR § 13.26;
 - (iv) Property management requirements in 44 CFR § 13.31 and § 13.32;
 - (v) Audit requirements in 44 CFR § 13.26(d), and OMB Circular A-133.

4. Record Retention – The State and applicant will be required to keep complete records of all work (i.e. receipts, checks, job orders, contracts, equipment usage documentation and payroll information) funded under the Public Assistance Program for a minimum of three years. For States the start date is determined by the date of the final Financial Status Report to FEMA. For applicants the start date is determined by the date of the final Financial Status Report to the State or the date of the certification of completion of their final project. During this three-year period, all approved Project Worksheets are subject to Federal and State reviews or audits.

G. Audits

1. State audit requirements will be in accordance with 44 CFR § 13.26 and OMB Circular A-133 and any State audit requirements.
 - (a) Subgrantees are required to comply with the provisions set forth under the Single Audit Act Amendments of 1996 and revised OMB Circular A-133. The Act requires grant recipients expending \$500,000 or more in Federal funds in a fiscal year to have a single audit conducted.
 - (b) Subgrantees that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be retained and available for review or audit by appropriate officials of the Federal and State agencies.
 - (c) Applicants will be informed of the audit requirements during the Applicants' Briefing and in the subgrantee's grant award agreement.
 - (d) The Wyoming Office of Homeland Security (WOHS) maintains a central database of subgrantees of all federal grant programs. A letter is sent annually to each subgrantee to identify those subgrantees which will be required to obtain an OMB Circular A-133 audit (Attachment 8). Those eligible for an A-133 audit will indicate when the audit report should be completed and are advised to submit a copy of the audit report to this office. The WOHS Grant Compliance/Accounting Unit Chief reviews all audit reports and communicates any findings or questioned costs to the SPAO. The Grants Compliance/Accounting Unit Chief and SPAO then work to resolve audit findings and monitor corrective action plans.
2. Other Audits
 - (a) Even though a single audit must be performed, grant recipients may also be subject to additional audits by the DHS Office of Inspector General and State auditors for items not covered by the single audit. Specific documentation and procedures are based on the requirements of the Federal office of Management and Budget (OMB). The OMB requires grant recipients to maintain financial and program records for three (3) year following submission of the final expenditure report.
 - (b) Procedures for resolution of OIG Audit findings will essentially be the same as for resolution of A-133 Audit findings.

H. Financial Management

1. The State utilizes the Wyoming Online Financial System (WOLFS) which includes a federal grants module. Each grant is assigned a federal aid number. Within each federal aid number, unique reporting category are established to track expenditures (i.e., a reporting category may be assigned to collect administrative costs, pass-through payments, etc.) Within each reporting category the costs are aggregated by object code (i.e., travel, supplies, specific equipment, communications, grant payments to subgrantees, etc.) Prior to payment, expenditures must be approved by the SPAO, Grant Compliance/Accounting Unit staff to maintain effective internal controls and ensure compliance with specific grant provisions and with State purchasing rules.
2. It is the State's policy to request funds as reimbursement for expenditures, thereby eliminating accrual of interest.

3. The State follows the purchasing procedures as outlined in the *Wyoming State Auditor's Office Accounting Policies and Procedures* as well as in the *Department of Administration and Information's Purchasing Procedures Manual*.

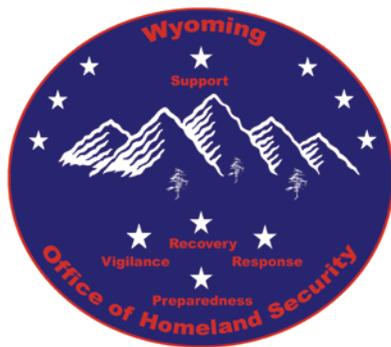
VI. PLAN DEVELOPMENT AND MAINTENANCE

- A. The State will submit a plan annually and amendments for each disaster for which Public Assistance is included. Revisions will be forwarded to the Regional Administrator of the Federal Emergency Management Agency for approval.
- B. The State will amend this plan whenever necessary to reflect current policy guidelines and any new or revised Federal statutes or regulations or a material change in any State law, organization, policy, or State agency operation that is relevant to the State's administration of the PA program. The State will obtain FEMA approval of the amended plan and its effective date.

VII. ATTACHMENTS

- Attachment 1 – Wyoming Public Assistance Program Staffing
- Attachment 2 – Designation of Applicant's Agent Form
- Attachment 3 – Grant Award Agreement Template
- Attachment 4 – SF270 Request for Advance/Reimbursement
- Attachment 5 – Large Project Quarterly Report
- Attachment 6 – Project Completion and Certification Report
- Attachment 7 – Subgrantee Single Audit Requirement Letter

Appendix D
Damage Assessment



Wyoming Office of Homeland Security
122 East 25th Street
Herschler Building 1E
Cheyenne, WY 82002
307-777-4900

DAMAGE ASSESSMENT

INTRODUCTION

This Disaster Assistance Guide was developed to provide a step-by-step explanation identifying the actions which should be taken by a local government to become eligible to gain disaster emergency assistance during both the response and recovery stages of any disaster or emergency. It is important to adhere to the following procedures so that State and Federal assistance can be supplied in a timely and effective manner.

Funding procedures for State Assistance are detailed in this handbook under the “Wyoming Disaster Contingency Fund Procedures” section.

IN ORDER TO RECEIVE DISASTER ASSISTANCE, LOCAL GOVERNMENTS MUST FULFILL THEIR RESPONSIBILITIES UNDER WYOMING STATE LAW, TITLE 19, CHAPTER 13, PARAGRAPH 101 THROUGH PARAGRAPH 116, BY HAVING A PROGRAM FOR DISASTER AND EMERGENCY MITIGATION, PREPAREDNESS, RESPONSE, AND RECOVERY, INCLUDING PLANS FOR COPING WITH ALL TYPES OF DISASTERS AND EMERGENCIES. THUS, EVERY MUNICIPAL AND/OR COUNTY GOVERNMENT IS RESPONSIBLE FOR BEING PREPARED TO RESPOND TO AND RECOVER FROM MOST SITUATIONS, WITHOUT REQUESTING OUTSIDE ASSISTANCE.

THE ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT, (P. L. 93-288), AS AMENDED, STATES THAT TRIBES, COUNTIES AND CITIES SHOULD HAVE PLANS FOR COPING WITH ALL TYPES OF EMERGENCY OR DISASTER SITUATIONS.

IN ADDITION, THE LOCAL GOVERNMENT MUST DEMONSTRATE THAT THE ASSISTANCE REQUESTED RESULTED FROM THE IMPACT OF AN EVENT WHICH HAS EXCEEDED THEIR CAPABILITIES. THE REQUESTING LEVEL OF LOCAL GOVERNMENT MUST SPECIFY WHAT ASSISTANCE IS NEEDED AND WHAT THEY HAVE DONE TO MEET THE NEEDS OF THE EMERGENCY OR DISASTER.

EACH OF THE SECTIONS IN THIS GUIDE PROVIDES SUGGESTED REPORTING FORMATS. YOU MAY SUBSTITUTE MANY OF THE FORMS PROVIDED HEREIN, FOR YOUR OWN FORMAT, *PROVIDED THEY CONVEY THE SAME INFORMATION IN A READABLE FASHION*. FORMS LABELED, “DCF FORM 1” AND “DCF FORM 2” MAY NOT BE SUBSTITUTED.

THE WYOMING OFFICE OF HOMELAND SECURITY (WOHS) WILL PROVIDE THE NECESSARY INFORMATION TO DETERMINE WHAT, IF ANY, RESOURCES OR PROGRAMS ARE AVAILABLE AT THE STATE OR FEDERAL LEVELS TO ASSIST THE LOCAL GOVERNMENT IN MEETING THE REQUIREMENTS OF THE EVENT.

DAMAGE ASSESSMENT

I. DEVELOPING TEAMS

A. Teams should be developed for assessing damage in the areas of:

1. Private residences
2. Private business
3. Private non-profit facilities
4. Agriculture
5. Debris removal
6. Public roads
7. Public utilities
8. Water control facilities
9. Public buildings and equipment
10. Recreation facilities/equipment
11. Transportation facilities/equipment
12. Communication facilities/equipment

The government department/agency, private sector or volunteer group in a particular area should be used for the damage assessment of that area.

B. The Damage Assessment Coordinator:

1. Obtains the following information for each affected area:
 - a. Point of contact
 - b. Approximate area
2. Determines which team will be activated and assigned what areas.
3. Determines the time available to complete damage assessment.

4. Alerts and activates damage assessment teams, giving date, time, location of briefing.
5. Briefs damage assessment teams on the following:
 - a. Review damage assessment procedures criteria, checklists, forms.
 - b. Give damage assessment members a point of contact in each affected area.
 - c. Provide damage assessment teams a briefing on the disaster.
 - d. Set the time, date, and location for receiving damage assessment information and for debriefing damage assessment members.
6. Insures damage assessment is conducted.
7. Contacts the private sector, excluding residential housing, for their damage assessments.
8. Reconvenes teams and debriefs assessment members.
9. Provides information to the Homeland Security/Emergency Management Coordinator and Council.

C. Each agency/department:

1. Conducts damage assessment of their area.
2. Provides personnel for damage assessment in their specialty area as suggested below:

ASSESSMENT AREA CHART

AREA	GROUP ASSIGNMENT
Private Residences	American Red Cross, County Assessor, Insurance Assessment Teams, Appraisers, Realtors
Private Businesses	Private Business, Insurance Assessment Teams, County Assessor, Chamber of Commerce
Private Non-Profits	Private Non-Profit, County Assessor
Agriculture	Insurance Assessment Teams, University Extension Agent
Debris	Public Works (Road and Bridge, Municipal Public Works, Highway Department)
Public Road System	Public Works (Road and Bridge, Municipal Public Works, Highway Department)
Public Utilities Water Control Facilities	Telephone and Telecommunications Companies, Municipal Public Utilities, Public and Private Power and Light, Rural Electric Associations
Public Buildings and Equipment	County and Municipal Engineers, Each Department, County Clerk
Recreation	County and Municipal Recreation Departments, County Clerk
Communication	Each Department, Cable TV, Telephone Company
Economic Impact	Job Service, County Department of Family Services Field Office,

AREA	GROUP ASSIGNMENT
	American Red Cross, Insurance Assessment Teams
Public Health	County Health Office, State Health Office (District Sanitarian), Department of Environmental Quality

POSSIBLE MAJOR DISASTER DECLARATION

I. PRELIMINARY DAMAGE ASSESSMENT

A. Purpose

1. Support the Governor’s request for a presidential declaration.
2. Support the FEMA regional summary, analysis and recommendation to substantiate the request for federal assistance.
3. Determine program and management requirements for the recovery effort.

B. Pre-assessment Briefing

1. Conducted by FEMA’s Federal Coordinating Officer and WOHS’s State Coordinating officer or Governor’s Authorized Representative.
2. Attended by appropriate federal, state and local government agencies and voluntary relief agencies.
3. Conducted in or near affected area.
4. Provides information regarding the situation, including local damage estimates as determined by the state and local governments and voluntary relief organizations as well as a discussion of any special problems associated with the specific kind of damage.

5. Provides a description of the damaged area(s) and identification of the areas to be surveyed (local personnel should provide maps for the teams).
6. Identifies state and local officials familiar with the area to accompany the team(s). (It is a local government responsibility to show all areas of damage to those teams.)
7. Provide a briefing on the damage assessment requirements.
8. Provides an assignment of teams to specific areas to be inspected; Establishes reporting requirements, e.g., times to report. Each team will be composed of a federal and state inspector who will be accompanied by a local government or applicant representative in each affected entity.
9. Following the general briefing, sessions may be conducted separately for the Public Assistance and Individual Assistance team members. Depending on the requirements of each unique situation, briefings may be conducted in the following manner:
 - a. Standard preliminary damage assessment forms distributed and explained to each participant (FEMA provides these).
 - b. Discuss damage criteria. This includes uniform terminology in describing the degree of damage - e.g., destroyed, major damage, minor damage, maintenance. Generally, units of time used in reports should be calendar days rather than weeks or months.

C. Inspection of Damage

1. Begins after the pre-assessment briefing
2. Individual assistance damage assessment
 - a. Teams will inspect damage to:
 1. Homes
 2. Businesses
 3. Farms
 4. Personal property

- b. Assessment teams will include federal, state and local government and voluntary relief agencies (e.g., American Red Cross). NOTE: Usually, the Red Cross performs the individual/residential assessment, while government teams usually inspect the business and infrastructure sites.

3. Public Assistance Damage Assessment

- a. Teams will inspect damage to and estimate impact on:
 - 1. Public facilities
 - 2. Appropriate private non-profit facilities
- b. Categories of assessment
 - 1. Debris removal
 - 2. Emergency protective measures
 - 3. Road systems
 - 4. Water control facilities
 - 5. Public buildings and equipment
 - 6. Public utility systems
 - 7. Parks and other recreational facilities
 - 8. Private non-profit facilities (educational, emergency, utility, medical, custodial care)
- c. Assessment teams will include appropriate federal, state and local government or private non-profit agency representatives for each impacted category of assessment. The appropriate federal agency will provide the team leaders. Assessment Teams are normally assigned an area to review the damage.
- d. Each team will complete the assessment for their assigned areas completing Damage Assessment Forms as specified during the pre-assessment briefing.
- e. All major sites and a representative sampling of minor ones will be surveyed.

f. Each team will maintain telephone contact with the team leader or team coordinator to provide regular reports on the damage estimates. The team coordinator will maintain telephone contact with the Chief, Disaster Assistance Programs for periodic briefings on the damage estimates as they are reported.

g. As each team completes its inspection, damage estimates will be translated into disaster assistance program requirements and cost estimates. Each team will return to a designated location to provide its estimates to team leaders.

D. FEMA and state data analysis performing and utilizing assessment information.

II. POST DECLARATION DAMAGE SURVEY (Public Assistance Only)

A. Purpose

Utilized to determine dollar amount of damage at a specific site for eligible applicants (state, local government and certain private non-profits).

B. Identification of Eligible Applicants

The Public Assistance Grant Administrator (PAGA) will ensure that potentially eligible applicants are notified of the availability of Public Assistance Grant Program funds. The PAGA will review the affected areas included in the declaration to determine the location or locations for the applicant briefings. Once an approximate briefing schedule is determined, the PAGA will request the assistance of the County Homeland Security/Emergency Management Coordinators or other local officials to secure a facility for the briefings.

C. Applicant Briefings

Applicant briefings will be conducted by the Public Assistance Grant Administrator (PAGA) and/or Public Assistance Grant staff, with the assistance of FEMA Public Assistance Grant staff. All potentially eligible applicants as determined by the PAGA will be invited to attend the applicant briefings. Briefings may be conducted as necessary.

For more detailed information regarding the briefing process as well the application process, please refer to the Wyoming Public Assistance Program Administrative Plan.

D. Inspector Briefing

1. Team structure (federal, state, local and eligible private non-profit applicant representatives).
2. Provide Damage Inspector's Estimating Guide to team members.
3. Provide current unit prices and equipment rates.
4. Discuss completion of Project Worksheets (PWs).
5. Schedule and assign inspection areas to inspector teams.
6. Provide eligibility criteria.

E. Project Worksheets (PW)

1. It is the local government's responsibility to identify eligible disaster damage and to lead the team to these locations.
2. The local government is responsible for having all damage sites plotted on an appropriate map.
3. Inspection team plots and identifies by PW number the location of eligible sites on a clean copy of the map.
4. Preparation of a PW is a federal, state and local team effort. The federal inspector has overall responsibility for final content.
5. A site can be ineligible:
 - a. If it has less than the minimum amount of damage to qualify the site for FEMA reimbursement.
 - b. For reasons other than minimal damage.

- c. If applicant disagrees with ineligibility recommendation, reasons for disagreement should be written on a separate piece of paper and attached to PW.
6. Complete a PW for every damage site and submit to FEMA and WOHS Public Assistance Officers for review.
7. Resurveying or additional information for PWs may be required by FEMA or the state Public Assistance Officer.
8. Damage site eligibility will be determined jointly by FEMA and WOHS utilizing all available damage assessment data.

F. Project Applications

1. When all PWs for a single applicant have been completed and approved, the project application can be completed.
2. Project applications specify the dollar amount that has been approved under the presidential declaration. It also breaks down the funding sources by federal, local and state.

DAMAGE ASSESSMENT CHECKLIST #1

GENERAL ITEMS

1. In conducting damage assessments, you will be gathering information needed to point out an accurate mental picture of the damage, and of its impact on the people and their communities. The subjects listed below represent important aspects of assessments, which may be applicable to the situation you are assessing.
2. In each of your basic areas of damage assessment, it is important that you obtain basic information on numbers and dollars (the number of people unemployed by the disaster, and a number of homes destroyed, the number of businesses damaged, etc.). In addition to these basic measures however, you should consider the following subjects, determine whether they are applicable to your situation, and if they are, include them in your description of the impact of the damage on the area.
3. General Items
 - a. Area -----Whether it's primarily rural, suburban, or urban, or a combination of the three may be important.
 - b. Debris -----It may pose a health hazard, prevent access to homes, or block roads.
 - c. Type of Flooding-----Consider such things as the depth of water, length of time the area was flooded, whether the flood water was fast moving, whether it contained harmful chemicals, etc.
 - d. Transportation Need--An estimate of the need for transportation by either public or private means.
 - e. Death/Injury Impact---The incidence of death and injury is important and should be reported especially where it results in special needs (emergency medical care, public health assistance, etc.)

- f. Personal Property
Loss---An estimate of the extent of personal property loss.
- g. Economic Description ---
 - (1) Determine whether a significant number of affected people had, as their primary source of income:
Social Security
Welfare Programs
Retirement Pensions or
Unemployment Compensation
 - (2) Determine whether a significant number were in a low income category.
- h. Availability of Local Resources ----Identify equipment, material and manpower resources available (include state/local plus volunteer groups).
- i. Emergency Food/Shelter----Determine the number and location of displaced persons and if mass feeding is required. Identify shelter facilities and the agency running the shelter
- j. Nature of the Threat-----Note the condition which threatens public health, safety, and/or property, and describe the threat itself.
- k. Nature of Protective Work--This may include such measures as pumping, sandbagging, vector control, stream clearance, etc. Describe what needs to be done.
- l. Impact -----Determine what essential services, if any, are affected by the threatening situation.

- m. Local Response -----Describe what the local and State governments and/or private volunteer groups are doing to deal with the problem, and the need, if any, for additional resources to combat it.

DAMAGE ASSESSMENT CHECKLIST #2

Residences

1. Transient Accommodations -----Their availability, in terms of hotel/motel rooms, etc.
2. Rental Housing -----Its availability in such categories as single family,, multi-family, etc.
3. Mobile Homes -----Their acceptability and extent of their use in the area and the extent of pad vacancy in local mobile home parks.
4. Utilities -----Their operational status (if out of service, for how long?). Are service outages widespread or concentrated?
5. Construction Types -----Prevalent types used in the area (brick, wood frame, concrete block, basement, or on a slab, etc.)
6. Dwelling Types -----A general description of the types of housing damaged by the disaster (single family homes, apartments, mobile homes, etc.)
7. Dwelling Values -----Damaged homes may be low, medium or high cost homes for the area. (Use FEMA Categories)
8. Insurance Coverage -----A general estimate of the percentage of damaged homes and personal property covered by insurance. (Identify your source of information.)

PRIVATE RESIDENCES

Instructions:

1. Indicate county, political subdivision.
2. Indicate the approximate average value per unit for each group of homes or dwelling units affected by the disaster. (Use FEMA Cost Categories)
3. As each unit is inspected, decide upon a damage rating of minor, major, or destroyed, and place a “tally mark” in the appropriate box. Place a “tally mark” for each unit of a multiple dwelling.

Example: An eight-unit apartment building would receive eight “tally marks”, a duplex, two “marks”.

Use the following criteria for rating:

<u>MINOR</u>	<u>MAJOR</u>	<u>DESTROYED</u>
May still be used for its intended purpose.	May be restored to service with minimal repairs.	No longer exists or is damaged to the extent that it is no longer usable and that restoration to use is not technically nor economically feasible.

4. Total the “tally marks” in each box and then total each column.
5. Sign, date, and forward to County Homeland Security/Emergency Management Coordinator. Coordinator who completes forms and submits to Wyoming Office of Homeland Security, 122 West 25th Street, Herschler Building, First Floor East, Cheyenne, WY 82002

DAMAGE ASSESSMENT CHECKLIST #3

Private Business

1. Types of Business -----A description of the types of businesses and business inventories affected and the impact on the community.
2. Recovery Time -----An estimate of how long it will be before businesses will be restored and back in operation again.
3. Insurance Coverage -----A general estimate of the percentage of damaged businesses covered by insurance. (Identify your source of information.)

PRIVATE BUSINESS

Instructions:

1. Indicate county and political subdivision.
2. As each business is inspected, decide upon a damage rating of minor, major, or destroyed, and place a “tally mark” in the appropriate box according to type of business. Most businesses will be classified as “commercial”.

Use the following criteria for rating:

MINOR
May still be used for its intended purpose.

MAJOR
May be restored to service with minimal repairs.

DESTROYED
No longer exists or is damaged to the extent that it is no longer usable and that restoration to use is not technically nor economically feasible.

3. Total the “tally marks” in each box and then total each column.
4. Estimate the dollar value of damage for each classification of business and then total the column.
5. Sign, date, and forward to County Homeland Security/Emergency Management Coordinator. Coordinator who completes forms and submits to Wyoming Office of Homeland Security, 122 West 25th Street, Herschler Building, First Floor East, Cheyenne, WY 82002

DAMAGE ASSESSMENT CHECKLIST #4

Private Non-Profit Facilities

1. Functions of Damaged Buildings -----Describe the uses of major buildings receiving damage, such as educational, custodial, emergency, utility, medical, religious, etc.
2. Prevalent Construction Types -----Major structures may be masonry, steel and glass, brick, wood, etc. The size of the building is also important.
3. Damage Description -----The type of damage sustained should be described (windows broken, roofs blown off, height of water, whether the item was destroyed or repairable). Describe equipment and content damages.
4. Impact -----If damaged major buildings are no longer usable, you will want to report on the availability of alternate facilities, and the general consequences of interrupting the activities carried on in the damaged buildings before the disaster.
5. Insurance Coverage -----An overall estimate of the percentage of damaged buildings which were covered by insurance is important, along with the extent of coverage, if available.

PRIVATE NON-PROFIT FACILITIES

Instructions:

1. Indicate county and political subdivision.
2. Check the type of facility affected.
3. Write a description of the damage.
4. As each facility is inspected, decide upon a damage rating of minor, major, or destroyed, and place a “check” in the appropriate box.

Use the following criteria for rating:

<u>MINOR</u>	<u>MAJOR</u>	<u>DESTROYED</u>
May still be used for its intended purpose.	May be restored to service with minimal repairs.	No longer exists or is damaged to the extent that it is no longer usable and that restoration to use is not technically nor economically feasible.

5. Total each column.
6. Sign, date, and forward to County Homeland Security/Emergency Management Coordinator. Coordinator who completes forms and submits to Wyoming Office of Homeland Security, 122 West 25th Street, Herschler Building First Floor East, Cheyenne, WY 82002

AGRICULTURE

NATURAL DISASTER DAMAGE ASSESSMENT REPORT

Instructions:

Obtain a completed copy of the Natural Disaster Damage Assessment Report from the USDA Local Food and Agriculture Council (Local FAC). All agricultural claims are handled by the USDA and its local components.

For further information, please contact your local FAC.

Please forward copies of all these documents to the Wyoming Office of Homeland Security, 122 West 25th Street, Herschler Building First Floor East, Cheyenne, WY 82002.

DAMAGE ASSESSMENT CHECKLIST #6

Debris

1. Type and Volume -----An approximation of the amount and type of debris is needed. Types may include building materials, trees, mud. etc.
2. Affected Property -----Types of property affected by debris may include farmland, road systems, schools, commercial centers, and public or private property, among others.
3. Affected Services -----Local transportation, communications, water supply, or sewage disposal affected by debris problems should be identified.
4. Distribution/Density -----Describe the size of the area over which the debris is distributed and its density within that area.
5. Removal Requirements-----Identify requirements for special equipment needed to remove debris.
6. Local Response -----Describe the progress of local debris removal activities (by local and State governments as well as volunteer efforts).

DEBRIS

Instructions:

1. Indicate county and political subdivision.
2. Write a description of the location and type of facility affected.
3. Prepare a map which numbers the area affected by debris. Use a map with a scale of ½ inch equals one mile, such as a State Highway Planning Map.
4. Next to the description of the affected area, write the corresponding map number.
5. “Check” the amount, property affected, and type of debris.
6. Total each column.
7. Sign, date, and forward to County Homeland Security/Emergency Management Coordinator. Coordinator completes forms and submits to Wyoming Office of Homeland Security, 122 West 25th Street, Herschler Building First Floor East, Cheyenne, WY 82002.

DAMAGE ASSESSMENT CHECKLIST #7

Public Roads and Bridges

1. Maintenance Responsibility-- Identify whether the road or bridge is on the Federal Aid System, or if not, who maintains.
2. Road Type -----A general description of the damaged road systems should include surface materials, number of lanes, and the road's class (is it part of a Primary System?).
3. Bridge Description -----The size, type, and location of the bridge are important in confirming restoration cost estimates. Specify its number of lanes, whether it is steel, concrete, timber, truss-type, suspension, etc.
4. Damage Description -----Types of damage include loss of surface material, shoulder erosion, culvert washouts, etc., and the number of miles damaged. Describe what happened to the bridge, and the approximate extent of damage, especially where damage is less than total. Specify damage to piers, guard rails, surface, approaches, etc.
5. Alternate Routes -----If the bridge is closed, estimate the length of time it will remain so and estimate the comparative length of any available detours or alternate routes, or the need for an emergency structure to replace this bridge.
6. Impact -----What the lack of this bridge means to local traffic flow, whether it isolates the community or a vital service, such as a hospital, or major employer, school bus and mail delivery routes etc., are important considerations.

PUBLIC ROAD SYSTEMS

Instructions:

1. Indicate county and political subdivision.
2. Indicate if the road system is on the Federal Aid System YES NO
3. Write a description of the damage.
4. Prepare a map which numbers the damaged site. Use a map with a scale of ½ inch equals one mile, such as a State Highway Planning Map.
5. Next to the description of damage, write the corresponding map number.
6. “Check” the type of system and site.
7. As each item is inspected, decide upon a damage rating of minor, major, or destroyed, and place a “check” in the appropriate box.

Use the following criteria for rating:

<u>MINOR</u>	<u>MAJOR</u>	<u>DESTROYED</u>
May still be used for its intended purpose.	May be restored to service with minimal repairs.	No longer exists or Is damaged to the extent that it is no longer usable and that restoration to is not feasible.

7. Total each column.
8. Sign, date, and forward to County Homeland Security/Emergency Management Coordinator. Coordinator completes forms and submits to Wyoming Office of Homeland Security, 122 West 25th Street, Herschler Building First Floor East, Cheyenne, WY 82002.

DAMAGE ASSESSMENT CHECKLIST #8

Private/Public Utilities

FOR DAMAGE TO PHYSICAL PLANTS

1. Function and Location
 of the Utility -----The type of facility should be identified, such as water, gas, electric, sewage treatment, etc. along with some designation as to how it is organized (Public, private profit making, private cooperative, nonprofit, etc.)

2. Impact -----A description of any health and safety problems caused by the damage to the utility. Specify the need for an alternate or emergency system, if any.

3. History -----Description, especially from the local utility operator, about any previous damage history, against which to compare the severity of current damage.

4. Local Response-----Describe response actions by local/state emergency services and support agencies in complementing actions by utilities.

FOR DAMAGE TO DISTRIBUTION AND COLLECTION SYSTEMS

1. Damage Description-----A description of the nature of the damage should be supplemented by an estimate of the important dimensions of the damaged portion (size of the line, length, number of manholes, etc.).

2. Interim Restoration-----Can the damaged section be bypassed? If so, a brief description of the type of bypass could be helpful.

3. Impact-----Again, a description of any health and safety problems caused by the damage.
4. History-----The extent and frequency of damage due to previous disasters may be helpful in assessing damage caused by the current incident.

INTELLIGENCE & REPORTS

INTELLIGENCE

The initial period during the onset of a disaster is critical. Accurate information is needed so that the Emergency Council or other decision making groups can ensure a cohesive response. An Intelligence and Reporting Network can be organized to gather information as follows:

1. Each governmental agency / department reporting to an Emergency Operations Center, Communications Center, or other location designated at the time of the disaster, provides information as to its:
 - a. Capabilities
 - b. Limitations
 - c. Assessment of the situation to include estimated damage and impact (both to the jurisdiction and their resources). Assessment includes:
 1. Extent of damage to jurisdiction
 2. Extent of damage to resources
 3. Ability to cope with disaster
 4. Additional support needed
2. The local governing body, through the Homeland Security/Emergency Management Coordinator:
 - a. Coordinates the reporting of intelligence information by the various departments / agencies within the jurisdiction.
 - b. Coordinates the completion of Situation Reports and the communication (by telephone / radio/ teletype / fax) of these reports to the Wyoming Homeland Security Operations Center (WHSOC), or adjacent counties. (Sample Disaster Situation Report appears later in this Section.)

- c. Obtains data from outside resources such as:
 1. Insurance companies (local coverage)
 2. Utility companies (damage and effects on jurisdiction)
 3. Private businesses (damage and effects on jurisdiction)
 4. County Emergency Board (agricultural-damage)
1. The data (intelligence information) obtained from agencies /departments and outside resources should be communicated to the Wyoming Homeland Security Operations Center (WHSOC).

REPORTS

Local governments will submit Situation Reports to the State in the general format described here. Generally, these are recurring reports; updated reports are required whenever there is a major change in the situation; a minimum of twice daily. Reports are to be submitted when information has been verified. Local governments may be asked to provide additional information on an as-needed basis, as the State government determines the need for additional information in the course of the event.

SITREP: DISASTER SITUATION REPORT

This is a basic report, yet it is very useful as it is not restricted to just one kind of situation.

During any emergency or disaster it is essential that reports be made to the Wyoming Office of Homeland Security (WOHS) as the situation develops. The initial situation report (SITREP) serves to alert the state that an event has occurred that may be beyond the capability of local government response. State and federal agencies need these reports to provide timely and effective assistance to a local area.

The following guidelines provide a standardized report format to be used for all situation reports throughout Wyoming:

- A. When To Issue -- Immediately after the emergency or disaster has occurred or has become imminent and at least twice daily thereafter. Reports should be sent more often if significant changes in the situation take place or have the probability of taking place.

B. Whom To Contact -- Wyoming Office of Homeland Security Duty Officer

C. Method of Communication --

Regular Office Hours:

Fax. . . .635-6017

Phone. .777-4900

After Hours:

Phone. .777-4321(WY Highway Patrol/WOHS Duty Officer)

D. Information To Transmit -- Formats appear on following pages.

NOTE: Information, given in one situation report, need not be repeated in subsequent situation reports. Use "no change" unless additional information is available. Use "n/a" if the topic does not apply.

DISASTER SITUATION REPORT NO. _____

(Title of the Event)

DATE:

TIME:

TO: Wyoming Office of Homeland Security
122 West 25th Street, Herschler Building First Floor East
Cheyenne, WY 82002-0110

1. Type of Disaster:
2. Location: Be as specific as possible.
3. Time of Occurrence: When the disaster began, is expected to begin; its probable duration.
4. Deaths and Injuries: Number of persons, locations and causes, if known. State/Federal assistance requirements.
5. Health Problems: Experiencing now, or imminent; type of problems; location; State/Federal assistance requirements.
6. Housing: Number destroyed, with major damage, with minor damage, (according to FEMA definitions). Number of permanent structures, mobile homes and rentals affected. Total number of persons affected, number in shelter. Extent of insurance coverage, if known. State/Federal assistance requirements (be specific as to the type of assistance required).
7. Businesses: Number destroyed, with major damage, minor damage. Types of business affected. State/Federal assistance requirements (be specific as to the type of assistance required).
8. Agriculture: Number of buildings and equipment destroyed, major damage, minor damage. Acreage affected, types of crops affected, livestock losses, fence damage, damage to irrigation or drainage facilities, private roads and bridges. Total number of farms/ranches affected. State/Federal assistance requirements (be specific as to the type of assistance required).

9. Unemployment: Resulting from business or agricultural losses or because of lack of access to either. Include wage earners as well as self-employed persons. State/Federal assistance requirements (be specific as to the type of assistance required).
10. Public Facilities: Use FEMA definitions for destroyed, major or minor damage to:
Road Systems (including bridges and culverts)
Water control facilities
Public buildings and equipment
Public utilities
Private non-profit facilities (custodial care, Indian Reservations, education, utilities, emergency, medical, schools, parks, other recreational facilities)
11. Debris: Location and extent of the problem. Type of debris. State/Federal assistance requirements (be specific as to the type of assistance required).
12. Other: Note damage to communications systems, airports, railroads, and other public transportation facilities, medical facilities and supplies and any other factors which have a bearing on the severity and magnitude of the disaster. List requirements for assistance (be specific as to the type of assistance required).
13. Local Actions: Major local emergency actions such as dissemination of warning, activation and use of EOCs, coordinating rescue operations, management of evacuations, arranging for needed emergency supplies, working with mass media to get essential information to the people. Actions by local volunteer groups. Approximate level of local expenditure.
14. Assistance Needed: Requests for assistance should be specific, not just a request stating, "Send all available help." The name and title of person making the request should be included.
15. Outside Help On Scene: Name all state and federal agencies providing assistance within the area. Include Red Cross, Salvation Army, Mennonite Disaster Service, or other regional or national volunteer group activities. Are requests for outside assistance anticipated or have they been made?
16. Summary: Explain the overall impact of the disaster on the sociological and economic environment of the affected area. Reiterate requirements for State/Federal Assistance.

SIGNED _____
Name and Title

DISASTER SITUATION REPORT NO. _____

Title of the Event

DATE:

TIME:

TO: Wyoming Office of Homeland Security
Herschler Building, First Floor East
122 W. 25th Street
Cheyenne, WY 82002

- 1. Type of Disaster:**
- 2. Location:**
- 3. Time of Occurrence:**
- 4. Deaths and Injuries:**
- 5. Health Problems:**
- 6. Housing:**
- 7. Businesses:**
- 8. Agriculture:**
- 9. Unemployment:**

10. Public Facilities:

11. Debris:

12. Other:

13. Local Actions:

14. Assistance Needed:

15. Outside Help On Scene:

16. Summary:

Signed: _____
Name and Title

LOCAL RESPONSIBILITIES & LOCAL DECLARATION

RESPONSIBILITIES

Every municipal and/or county government is responsible for being prepared to respond to and recover from most situations themselves, without requesting outside assistance.

Local governments must be prepared to fund all or part of the costs of securing outside assistance.

DECLARATION

The local Homeland Security/Emergency Management Council (County Commissioners / Mayors, etc.) should enact a Local Disaster Emergency Declaration to provide emergency powers authority as specified under the Emergency Management Resolution / Ordinance and other legal authority for emergency operations.

The LOCAL EMERGENCY DECLARATION is a PREREQUISITE for requesting federal and some state financial assistance from the federal government and is a requirement for requesting state (Disaster Contingency Fund) financial assistance.

A sample Declaration and Declaration/Resolution follow in this Section.

LOCAL DECLARATION

When a disaster emergency situation develops, it is extremely important that you respond. An integral part of this response should include a local disaster emergency declaration. A local declaration is not a request for outside assistance. This declaration documents the fact that you realize it is an event and are taking the necessary steps to alleviate the problem.

1. WHEN TO ISSUE

The local declaration may be issued at any point during the development of a disaster/emergency event, but must be issued before requesting outside assistance for restoration and recovery.

2. WHO SHALL INITIATE THE DECLARATION

The governing body of the political subdivision:

- a. City: Mayor, Council
- b. County: Commissioners

3. WHO SHALL RECEIVE COPIES OF THE DECLARATION

- a. Wyoming Office of Homeland Security
- b. Governor's Office
- c. Local Newspapers (if desired)

SAMPLE DECLARATION

WHEREAS, _____ County suffered damage to roads, bridges, culverts, farmlands, homes, businesses, and other public facilities caused by _____ occurring _____; and

WHEREAS, the cost of cleanup, repair and replacement of such damaged facilities is far in excess of County resources available,

NOW, THEREFORE, BE IT RESOLVED that the Board of _____ County Commissioners of _____ County, Wyoming declare this to be a disaster area,

DATED at _____, Wyoming this _____ day of _____, 20_____.

Chairman, County Commissioners

County Commissioner

County Commissioner

SAMPLE AGRICULTURAL RESOLUTION

WHEREAS, _____ County's agricultural community has suffered critical impairment of its operation caused by _____ for a period of _____ beginning on _____, 20____, and

WHEREAS, the cost of support to the agricultural community is far in excess of county resources available,

NOW, THEREFORE, be it resolved that the Board of _____ County Commissioners declare this to be an agri-business disaster area.

DATED at _____, Wyoming, this _____ day of _____, 20_____.

Chairman, County Commissioners

County Commissioner

County Commissioner

PRELIMINARY DISASTER ESTIMATE CHECKLIST

Incident Type: _____ Date of Incident: _____

Location of Incident: _____

1. Has your Emergency Management/Homeland Security Coordinator notified the WOHS Duty?

Officer and submitted an initial written Situation Report? YES
NO

NOTE: Continue to monitor the situation and provide WOHS with updated written Situation Reports twice daily and as "major" events occur.

2. HAVE YOU DECLARED AN EMERGENCY? (Required for fund assistance) YES

NO
If YES, fax a copy to WOHS.

A. Have you activated your Emergency Operations Plan? YES
NO

B. Have you activated your Emergency Operations Center? YES
NO

C. Are you using the Unified Incident Command System (ICS) for command and control? YES
NO

D. Name(s), Title(s), and Telephone Number(s) of Incident Commander(s) and Key Staff:

3. Are you obtaining detailed, accurate financial records on the expenditure of local resources during the event? YES NO

4. Have you determined what assistance (material, technical, financial) you need and how that assistance will be used? YES NO

5. Have you utilized all mutual aid compacts/agreements? YES NO

6. Has the situation stabilized? YES NO

If YES, begin the damage assessment process.

A. Do you need state or federal assistance to complete the damage assessment process? YES NO

B. Have you submitted completed damage assessment forms to WOHS? YES NO

7. Are you requesting financial assistance from the Wyoming Disaster Contingency Fund for your response efforts? YES NO

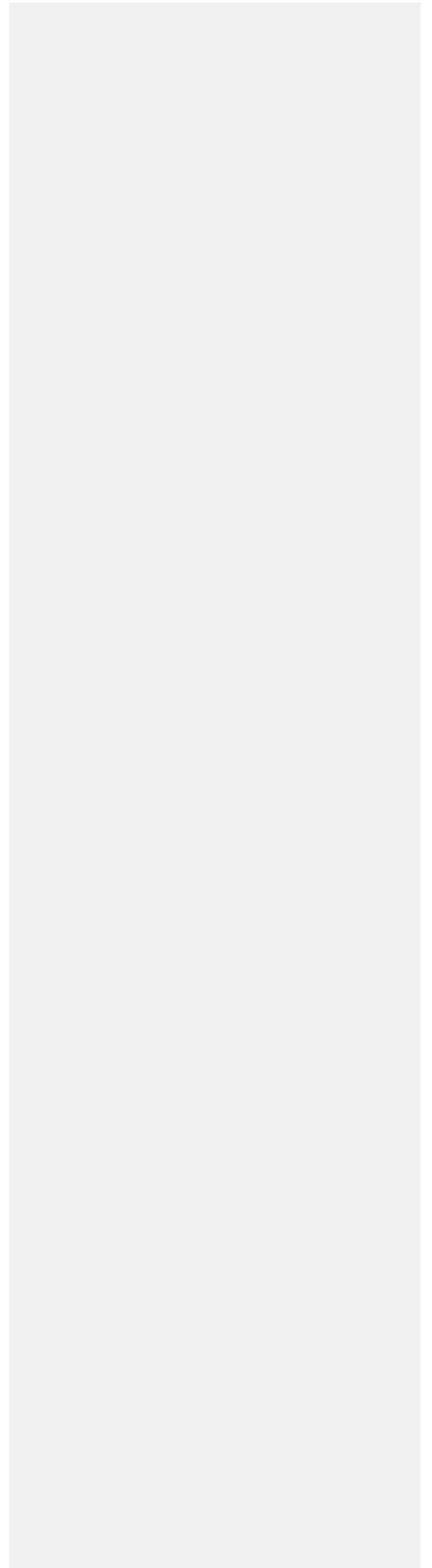
Estimate of Claim Amount: \$ _____

8. Do you anticipate the necessity of federal financial assistance? YES NO
If YES, contact WOHS for instructions.

9. Name, Title, Mailing Address, and Telephone Number of individual to contact regarding a reimbursement claim for this incident.

10. Printed Names and Signatures:

Chairman, County Commissioners



APPENDIX E
SAMPLE MUTUAL AID AGREEMENT TEMPLATE

Instructions for Using the Attached Template:

1. Bracketed information should be replaced or eliminated as appropriate to the Agreement. The actual [Brackets], and any *italicized, descriptive language* therein, should be deleted whenever the bracketed terms are replaced or included or, if not applicable, eliminated completely.

NOTE: Bracketed information should not be confused with parenthetical information! Language appearing inside of (parenthesis) has been included in several places to define a legal or technical term through an example of, or limitation to, the terms meaning. It is recommended that parenthetical information be included in mutual aid agreements exactly as it appears in the template.

2. Agreements to be entered into with emergency response agencies located in a state bordering Wyoming are governed by the provisions of the Interstate Emergency Services Mutual Aid Act, Wyo. Stat. Ann. 19-13-201 et seq. Proposed interstate mutual aid agreements must be approved by the Wyoming Attorney General and an executed original of every interstate mutual aid agreement must be filed with the Wyoming Secretary of State as well as the local (Wyoming) county clerk's office.
3. It is advisable to provide a copy of each mutual aid agreement to the Wyoming Office of Homeland Security and any other appropriate state or local agency with an interest in the substance of the agreement such as local law enforcement, the State Fire Marshall, Department of Health, Department of Agriculture, etc.
4. This template may not be appropriate for all types of mutual aid arrangements and the parties should always have their own legal counsel review every proposed agreement prior to signing. The parties should advise their legal counsel whenever the language of a proposed agreement differs from the template OR the parties have added to, excluded or substantially revised any of the templates provisions.
5. Parties are responsible for complying with the Wyoming Statutes governing mutual aid, including the following: Wyoming Homeland Security Act, Wyo.

Stat. Ann. 19-13-101 through 19-13-116; Wyoming Emergency Response Act, Wyo. Stat. Ann. 35-9-151 through 35-9-159; and Interstate Emergency Services Mutual Aid Act, Wyo. Stat. Ann. 19-13-201 through 19-13-210.

Issued: January 2006

Wyoming Attorney Generals Office

**MUTUAL AID AGREEMENT BETWEEN
[PARTY #1] AND [PARTY #2]**

[DATE]

PARTIES

This Mutual Aid Agreement (hereinafter Agreement) is entered into between [PARTY NAME] _____ hereinafter _____ [Party #1], whose address is _____ [street/P.O., city, state, zip], and [PARTY NAME] _____, hereinafter _____ [Party #2], whose address is _____ [street/P.O., city, state, zip].

PURPOSE

The purpose of this Agreement is to establish the terms and conditions by which either party may request aid and assistance from the other party in responding to an emergency or disaster that exceeds the resources available in the requesting party's territorial jurisdiction *[or instead of above language, state the parties agreed upon purpose by describing the scope and limitations on the services covered by the Agreement]*. [Party #1] geographical boundaries covered by this agreement are described as follows:

[Party #2] geographical boundaries covered by this agreement are described as follows:

GENERAL PROVISIONS

TERM OF AGREEMENT

This Agreement is effective upon the day and date of the last signature affixed hereto. This Agreement shall remain in full force and effect until terminated by the parties. The Agreement may be terminated, without cause, by either party upon thirty (30) days written notice, which shall be delivered to the other party by hand or by certified mail sent to the address listed herein.

EXECUTION OF AGREEMENT

This Agreement shall be authorized and approved by the governing body of each party to the agreement [if applicable, that is not an agency of the United States government]. Each party shall be responsible for the timely submission, filing, or recording of the agreement and any subsequent amendment or termination thereof with local governmental or regulatory offices, in the proper form and format as required by law.

Therefore, this Agreement document shall be executed _____ [number] times such that [Party #1] will have _____ [number] executed copies with original seals and signatures and [Party #2] will have _____ [number] executed copies with original seals and signatures.

[Optional: The parties agree that the number of copies for [Party #1 or #2] includes those required for [Party #1 or #2] to also submit a final, executed copy of the Agreement to the following agencies:

list of agencies such as the Wyoming Secretary of State, Wyoming Attorney General, Wyoming Office of Homeland Security, etc.]

DEFINITIONS

Assistance includes a party’s local emergency response agency personnel, equipment, facilities, services, supplies, aid, and other resources which are requested by Recipient from Provider.

Authorized Representative means the parties employee(s) who are authorized to request, to offer, or to otherwise provide assistance under the terms of this Agreement. A list of authorized representatives identified by name and position or office, shall be attached to the executed copy of this Agreement. Unless otherwise notified, in the event of personnel changes the parties agree that a successor to a position or office is a duly authorized representative.

Disaster means any emergency which has been officially declared a disaster by gubernatorial or presidential executive order.

Emergency means any incident or situation that has occurred, is occurring or will occur in the immediate future that poses a major threat to public safety and causes or threatens to cause loss of life, serious injury, significant damage to property, or major harm to public health or the environment, as a result of an occurrence or imminent threat of widespread or severe damage or loss of life or property, resulting from a natural, technological, or man-made emergency situation, and which a local entity has declared as being beyond the capabilities of its local emergency response agencies.

Employee means a person providing emergency response services who is under the exclusive direction or control of a party or local emergency response agency, whether the person is compensated for those services (e.g. wages) or is employed in a volunteer capacity.

Incident Command System (ICS) means a standardized on-scene emergency management chain of command process during an incident which applies to all response personnel from multiple disciplines, response agencies and/or jurisdictions. ICS is used to centralize control of the facilities, equipment, personnel, procedures, and communications resources of multiple jurisdictions and functional agencies, both public and private, under a common organizational structure and mobilize such resources to best respond to the emergency incident.

Local Emergency Declaration means the written document, signed by a local entity's chief executive officer, as approved by the local entity's governing body, which specifies and attests to the occurrence or imminent threat of an emergency that is beyond the capability of all resources available to the local entity within its geographical boundaries.

Local Emergency Management Agency means the organizational unit of a municipality, county or fire district with primary jurisdiction, responsibility, and authority for coordinating all homeland security and emergency management activities within the local entity's specified geographical boundaries.

Local Emergency Response Agency means a governmental agency or privately organized entity that provides emergency response services, including the following:

[list may include, but is not limited to, emergency response services such as, Fire, Law Enforcement, Emergency Medical, Transportation, Communications, Incident Command, Public Works and Engineering, Building Inspection, Planning, Staging and Information Assistance, Mass Care, Citizen Corps, Public Health, Medical Service Providers, Search and Rescue, Evacuee Shelters.]

Local entity means a municipality, county or fire district.

Provider means the party that furnishes, or is requested to furnish, assistance under the terms of this Agreement.

Recipient means the party that requests or receives assistance under the terms of this Agreement.

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PROCEDURES FOR REQUESTING AND PROVIDING MUTUAL AID

A. Requests for Assistance

When either party becomes affected by, or is under imminent threat of, an emergency or disaster and has officially declared an emergency, it may request emergency-related mutual aid assistance through an authorized representative by submitting a written request, or an oral request followed as soon as practicable by written confirmation, to the other party. Recipient shall not request assistance unless resources available within the stricken area are deemed inadequate. Requests for assistance must be transmitted by an authorized representative of Recipient.

B. Required Information

Each request for assistance shall provide the following information to the extent known by Recipient:

Local Emergency Declaration(s): Identification of all local entities that have formally declared an emergency.

Stricken Area and Status: A general description summarizing the condition of the community (e.g. whether disaster or emergency is imminent, in progress or has already occurred) and of the damage sustained to date.

Incident Command: Identification of the Incident Commander(s) and the person(s) to which Providers supervisory personnel will report upon arrival at the designated staging location.

Request for Assistance: Identification of amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed by Recipient, including:

Services and Infrastructure: Identification of available public services and infrastructure systems in Recipients geographical limits, if any, as well as identification of those public services and infrastructure systems made unavailable by the emergency and which Recipient is requesting assistance re-establishing.

Facilities: Identification of the type(s) of sites, structures or buildings outside of Recipients geographical limits being requested to serve as relief centers, shelters, or staging areas for incoming emergency personnel, goods and services.

Length of Deployment: Unless a shorter or longer duration is identified in the initial request for assistance, the normal initial duration of Providers assistance shall be seven days and may be extended, if necessary, in seven day increments.

Food, Housing, Self Sufficiency and Travel: Unless Recipients request for assistance specifies self-sufficient personnel and resources only, Recipient shall be responsible for providing food and housing for Providers personnel from the time of their arrival at a designated location to the time of their departure. However, Providers personnel will be, to the greatest extent possible, self-sufficient while working in the emergency or disaster area. Recipient shall be responsible for transportation costs for Providers personnel traveling to and from the stricken area, subject to the reimbursement provisions of this Agreement.

Communications: Identification of the command structure and contact person(s) therein who will coordinate communications between Providers personnel and Recipient. Provider shall furnish communications equipment sufficient to maintain internal communications between its own personnel during deployment.

Rights and Privileges: Assurances that Providers personnel rendering assistance under the terms of this Agreement shall have the same powers, duties, rights, privileges and immunities incidental to their regular employment or position with Provider.

C. Providing Assistance

No party is required to provide assistance under this Agreement unless it determines that it has sufficient resources to do so. The parties agree that when an authorized representative of Recipient contacts an authorized representative of Provider, Provider will assess its local emergency response agencies resources to determine the availability of requested personnel, equipment and other assistance, including the feasibility of deploying the same without advance compensation. Provider agrees to communicate information about the availability of resources to

Recipient within approximately [*time frame*] hours, and not later than twenty-four (24) hours, from the initial contact.

D. State and Federal Assistance

Unless otherwise agreed to by Provider, Recipient shall be responsible for coordinating all requests for assistance to local, state, or federal authorities.

E. Unified Incident Command System

The parties agree that Recipient shall coordinate and utilize a standard ICS, to the greatest extent possible, for an emergency requiring mutual aid assistance under this Agreement. Recipients ICS shall be consistent with the concepts and principles of the National Incident Command System (NIMS) developed by the U.S. Department of Homeland Security. The parties agree that Recipients ICS must allow for Unified Command (UC) to provide the most efficient and effective means for communication between and coordination of personnel and resources 1) deployed by various agencies and jurisdiction at the federal, state, and local levels; 2) deployed to an emergency occurring in two or more jurisdictions; or 3) deployed to an emergency occurring near the geographic boundary between two or more jurisdictions. Utilization of UC and ICS shall not be interpreted as increasing or decreasing the authority, responsibility, and accountability inherent to a local emergency response agency deployed by Provider under the terms of this Agreement.

F. Supervision and Control

The parties agree that Providers personnel, equipment and resources will be under the operational control of Recipient. Direct supervision and control of personnel, equipment and resources shall remain with Providers designated supervisory personnel and Recipient shall advise Providers supervisory personnel of the work tasks to be assigned to Providers personnel. While deployed under the terms of this Agreement, the responsibilities of Providers supervisory personnel shall include: maintaining daily time records, material records, and logs of equipment hours; overseeing the use, operation and maintenance of Providers equipment and other resources; and regularly reporting to ICS about progress made and/or set-backs encountered.

G. Recall of Personnel

The parties agree that Providers personnel and other resources shall remain subject to recall at any time. Provider shall give Recipient at least twenty-four hours advance notification of its intent to withdraw personnel or resources. If

such notice is not practicable, Provider shall give Recipient the most immediate and earliest possible notice of the recall.

H. Summary Report

Within twenty (20) days of the return of all personnel and resources deployed under this Agreement, Recipient will prepare a report summarizing the event and provide a copy to Provider. The report shall include a chronology of events and a description of personnel, equipment, materials and other aid provided to Recipient by Provider. The summary reporting requirement may be satisfied by sending Provider a copy of any after action report required by state or federal authorities which contains the requisite information.

REIMBURSEMENT

Unless otherwise agreed upon by Recipient and Provider, the terms and conditions governing reimbursement for assistance provided under this Agreement shall be in accordance with the following provisions:

A. Personnel

During the period of assistance, Provider shall continue to pay its employees according to its then prevailing ordinances, rules, and regulations. Recipient shall reimburse Provider for all direct and indirect payroll costs and actual expenses (including travel expenses, benefits, and workers compensation premiums, claims and expenses) attributed to, and incurred as a result of, providing assistance to Recipient. Actual expenses includes amounts paid to backfill personnel but only to the extent those expenses exceed the regular, or base, pay of such deployed personnel (e.g. if the wages paid to a backfill employee for 50 hours consist of 40 hours at the employees regular pay rate of \$10 per hour and 10 hours overtime at 12 times the regular pay rate or, \$15 per hour only the additional \$5 per hour for 10 hours overtime may be considered an actual expense of Providers assistance to Recipient.)

B. Equipment

Provider shall be reimbursed by Recipient for the use of its equipment during the period of assistance according to the lesser of, 1) the rates established by the rules of the Wyoming Office of Homeland Security; 2) the rates established by the regulations of the Federal Emergency Management Agency at 44 CFR 206.228; or 3) the actual replacement, operation, and maintenance expenses incurred by Provider. Each party shall maintain its own equipment in safe and operational condition. At the request of Provider, fuels, miscellaneous supplies, and minor

repairs may be provided by Recipient, if practical. If the equipment charges are based on the pre-established state or federal hourly rates, then Providers charges to Recipient shall be reduced by the total value of the fuels, supplies, and repairs furnished by Recipient and by the amount of any insurance proceeds received by Provider.

C. Materials and Supplies

Provider shall be reimbursed for all materials and supplies furnished by it and used or damaged during the period of assistance, except for the costs of equipment, fuel, maintenance materials, labor and supplies, which shall be included in the equipment rates established above. No reimbursement may be sought for materials or supplies damaged by the gross negligence or willful and wanton misconduct of Providers personnel. The measure of reimbursement shall be determined in accordance with 44 CFR 206.228 or other state and federal regulations in effect at the time of the disaster. In the alternative, the parties may agree that Recipient will replace, with like kind and quality as determined by Provider, the materials and supplies used or damaged. If such an agreement is reached, it shall be reduced to writing and duly approved by the governing body of each party.

D. Record Keeping

Provider shall maintain records and submit invoices for reimbursement to Recipient in accordance with existing policies and practices. Recipient is responsible for making sure that Providers personnel have the information, directions, and assistance necessary to meet any specific record keeping needs, including such record keeping required to seek state or federal reimbursement assistance.

E. Payment

Provider shall bill Recipient for all reimbursable expenses with an itemized statement as soon as practicable after the expenses are incurred, but not later than sixty (60) days following the period of assistance, unless the deadline for identifying damage is extended in accordance with applicable federal or state regulations. Recipient shall pay the bill, or advise of any disputed items, not later than sixty (60) days following receipt of the statement.

F. Federal or State Aid

Recipient's duty to reimburse Provider for its assistance is in no way contingent upon the availability of federal or state aid nor Recipients receipt of the same.

G. Waiver of Reimbursement

Provider, or any agency or subdivision thereof, reserves the right to assume or donate, in whole or in part, the costs associated with any loss, damage, expense or use of personnel, equipment and resources provided. Provider shall inform Recipient of the waiver as soon as practicable after the expenses are incurred, but not later than sixty (60) days following the period of assistance. Provider shall send Recipient written documentation that Provider's governing body ratified and/or expressed approval of the decision not to seek reimbursement.

INSURANCE

Each party shall be responsible for its own actions or omissions and those of its employees. Unless otherwise agreed upon by Recipient and Provider, it is agreed that each party shall be individually responsible for providing insurance coverage in accordance with the following provisions and subject to the terms of the Reimbursement section herein:

A. Unemployment and Workers Compensation Coverage

During the period of assistance, each party shall maintain its own unemployment insurance and workers compensation insurance coverage, as required by law, for its employees and shall require the same from its local emergency response agencies.

B. Automobile Liability Coverage

During the period of assistance, each party shall be responsible for complying with the state motor vehicle laws including the registration, licensing and liability coverage for its own vehicles. The parties shall provide automobile liability insurance coverage of not less than Five Hundred Thousand Dollars (\$500,000.00) per occurrence for owned, non-owned, and hired vehicles, or shall maintain a comparable self-insurance program. If a party's emergency response utilizes services from a local emergency response agency that is a private or volunteer based entity with response vehicles titled in the entity's name, the party utilizing such services shall be responsible for guaranteeing that the entity has the automobile liability coverage as outlined in this section.

C. General Liability, Public Officials Liability, and Law Enforcement Liability

To the extent permitted by law and without waiving sovereign immunity, each party shall be responsible for any and all claims, demands, suits, actions, damages, and causes of action related to or arising out of or in any way connected

with its own actions or omissions, and those of its employees, in providing mutual aid assistance rendered or performed pursuant to the terms and conditions of this Agreement. Each party agrees to obtain general liability, public official's liability and law enforcement liability insurance, as applicable, with minimum single limits of no less than Five Hundred Thousand Dollars (\$500,000.00) or be comparably covered by a self-insurance program.

D. General Insurance Policy Requirements

All insurance policies required under this Agreement shall be in effect during the period of assistance. All policies shall be primary and not contributory. During the period of assistance, parties shall pay the premiums on the required policies and shall not allow the policies to be revoked, canceled, amended, or allowed to lapse without thirty (30) days notification to the other party, if possible, or shall otherwise provide such notification immediately upon learning that a policy has been, or will be, revoked, canceled, amended, or allowed to lapse.

SOVEREIGN IMMUNITY

By entering into this agreement, the parties do not waive any governmental or sovereign immunity. Each party specifically retains all immunities and defenses available to it as a sovereign or governmental entity pursuant state law, including Wyo. Stat. '1-39-101, *et seq.* [if applicable, and Bordering State Law 99-99]. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity.

INDEMNIFICATION

Each party to this Agreement shall assume the risk of any liability arising from its own actions or omissions or the actions or omissions of its employees and agents at all times. Neither party agrees to insure, defend, or indemnify the other. To the extent a party does not maintain the proper levels of liability and other insurance coverage pursuant to the terms of this Agreement, the party's liability for being uninsured, or underinsured, shall not be construed as a waiver of its governmental or sovereign immunities.

THIRD PARTY BENEFICIARY RIGHTS

The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between and among the parties to this Agreement, and shall inure solely to the benefit of

such parties. The provisions of this Agreement are only intended to assist the parties in determining and performing their obligations under this Agreement. The parties expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce its provisions, to seek any remedy arising out of a party's performance or failure to perform any term or condition herein, or to bring an action or suit for the breach of any terms or condition herein.

TITLES NOT CONTROLLING

Titles of paragraphs are for reference only and shall not be used to construe the language of this Agreement.

APPLICABLE LAW

In the event that the construction, interpretation, and enforcement of this Agreement are subjected to adjudication in a court of law, the construction, interpretation, and enforcement of the terms of the Agreement, and each party's duties and responsibilities there under, shall be governed by the laws of the State of Wyoming [*if applicable*, or the laws of the State of _____ [bordering state name], and inasmuch as the location of the Recipient shall be determinative of which state's laws are applicable to the interpretation and enforcement of this Agreement].

In such event, the Courts of the State of Wyoming shall have jurisdiction over the Agreement and the parties [*if either party is located in a bordering state, also include this: where Recipient is located within the State of Wyoming*]. Venue shall be in the First Judicial District of Laramie County or the judicial district of the Wyoming county in which either the Recipient or the enforcing party is primarily located. [*Include the following ONLY if one party is located in a bordering state: The courts of the State of [bordering state name] shall have jurisdiction over the Agreement and the parties where the Recipient is located within the State of _____ [bordering state name]*].

ENTIRETY OF AGREEMENT

This Agreement consists of a total of _____ (____) pages, plus Attachment A, [Party #1]'s Designation of Authorized Representatives, consisting of _____ (____) pages, and Attachment B, [Party #2]'s Designation of Authorized Representatives, consisting of _____ (____) pages, together representing the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

SEVERABILITY

Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

AMENDMENTS

Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed, and signed by all parties to this Agreement with the same approvals, certifications, submissions and other requirements applicable to the original Agreement.

REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK.

[SPECIAL PROVISIONS] *The provisions in this section are used in **interstate** Agreements and are NOT required in intrastate Agreements where all parties are located within the State of Wyoming.]*

*[The following provisions **AUTHORITY** and **REAL OR PERSONAL PROPERTY** must be included in the Agreement ONLY if one party (Party #1 or Party #2; Recipient or Provider) is located outside the State of Wyoming.]*

AUTHORITY *[Required pursuant to Wyo. Stat. Ann. '19-13-203(c)]*

Any fire protection service, homeland security program, emergency response agency or emergency medical care provider deployed by Provider under the terms of this Agreement shall have authority to operate in Recipient's jurisdiction as if the fire protection service, homeland security program, emergency response agency or emergency medical care provider were organized and operated under the laws of the Recipient's state.

REAL OR PERSONAL PROPERTY *[Required pursuant to Wyo. Stat. Ann. '19-13-204(a) (vii) B (viii).]* Real or personal property shall be handled as follows:

[If the parties contemplate that real or personal property will be acquired as part of the assistance Recipient receives from Provider under the terms of the Agreement, or if the purpose of this Agreement is to form an ongoing, working mutual aid partnership, describe the manner of acquiring, holding and disposing of real and personal property and the method for disposing of property upon partial or complete termination of the Agreement.]

*[The following provisions **FINANCING** and **CHAIN OF COMMAND** must be included in the Agreement ONLY if the following conditions are met: the mutual aid arrangement is such that the Recipient will always be, or will primarily be, the same party AND one party (Party #1 or Party #2; Recipient or Provider) is located outside of Wyoming.]*

FINANCING *[Required pursuant to Wyo. Stat. Ann. '19-13-204(a) (iv).]*

[Recipient Party Name], as the primary Recipient under this Agreement, certifies it has budgeted funds sufficient to finance the reimbursement of [Provider Party Name] for reimbursable costs it incurs under the terms of this Agreement and as the primary

Provider under this Agreement. Funds in the amount of _____
[amount of money, written out as zero thousand zero hundred zero dollars and zero cents
(\$0,000.00) where the word and indicates a decimal point] have been set aside for costs
incurred under the terms of this agreement from _____ to
[designation of Recipients normal fiscal or budget year, such as, July 1, 2012, to June 30,
2014] and such funds are budgeted and designated specifically for costs under this
Agreement and not for any other purpose, agreement, or activity.

[Optional, can be used in any agreement or in conjunction with the Financing language
above: Recipient agrees that it will clearly inform Provider when requesting assistance if
funding is or may not be available to sufficiently reimburse costs within the requisite time
frames set forth in this Agreement. If Provider is notified of Recipient's current shortage
of funds and agrees to provide assistance, Provider agrees this waives the time period
required under the Reimbursement section of this Agreement. However, all other terms
of the Agreement shall continue to govern assistance received by Recipient and Recipient
shall remain responsible for reimbursing the cost of Provider's assistance unless
otherwise waived by Provider pursuant to the terms herein.]

CHAIN OF COMMAND [Required pursuant to Wyo. Stat. Ann. '19-13-204(a) (vi).]

The chain of command under this Agreement shall specifically be as follows:

[Describe the exact chain of command or delegation of authority to be followed by the
personnel deployed to provide services or assistance in Recipients territorial jurisdiction
but who are regularly employed by Provider or its local emergency response agencies.
Information about the laws, policies and procedures to be followed should be included if
these will differ from those Providers personnel normally operate under. For example,
law enforcement policies often vary from one jurisdiction to the next as to the proper use
of force, pursuit of a suspect, detainment or arrest of a suspect, transportation of a citizen
victim, etc.]

SIGNATURES [This section should allow for all signatures to appear on a single page.]

In witness whereof, the parties to this Agreement through their duly authorized officials or representatives, hereby execute this Agreement on the dates set out below, and in doing so certify that each has read, understood, and agreed to the terms and conditions of this Agreement as set forth herein and has the authority to enter into this legally binding contractual agreement. The effective date of this Agreement is the date of the signature and seal last affixed to this page.

[Party #1] _____

Signature Date

Printed Name and Title
Attested By: _____
Clerk/Notary Date

Affix Official Seal:

[Party #2] _____

Signature Date

Printed Name and Title
Attested By: _____
Clerk/Notary Date

Affix Official Seal:

[ATTORNEY GENERAL APPROVAL] NOTE: For interstate Agreements ONLY!

Signature Date

Printed Name and Title of AG Representative

ATTACHMENT A to Mutual Aid Agreement between [Party #1] and [Party #2]
DESIGNATION OF AUTHORIZED REPRESENTATIVES FOR [Party #1]

Issued: _____ [date] Number of Pages: _____ [number]

Name: _____
Position/Office/Title: _____
Address: _____
Phone number: _____ Cell number: _____
Alternate number(s): _____ Fax number: _____
Email or Other: _____

Name: _____
Position/Office/Title: _____
Address: _____
Phone number: _____ Cell number: _____
Alternate number(s): _____ Fax number: _____
Email or Other: _____

Name: _____
Position/Office/Title: _____
Address: _____
Phone number: _____ Cell number: _____
Alternate number(s): _____ Fax number: _____
Email or Other: _____

Name: _____
Position/Office/Title: _____
Address: _____
Phone number: _____ Cell number: _____
Alternate number(s): _____ Fax number: _____
Email or Other: _____

Name: _____
Position/Office/Title: _____
Address: _____
Phone number: _____ Cell number: _____
Alternate number(s): _____ Fax number: _____
Email or Other: _____

ATTACHMENT B to Mutual Aid Agreement between [Party #1] and [Party #2]
DESIGNATION OF AUTHORIZED REPRESENTATIVES FOR [Party #2]

Issued: _____ [date] Number of Pages: _____ [number]

Name: _____
Position/Office/Title: _____
Address: _____
Phone number: _____ Cell number: _____
Alternate number(s): _____ Fax number: _____
Email or Other: _____

Name: _____
Position/Office/Title: _____
Address: _____
Phone number: _____ Cell number: _____
Alternate number(s): _____ Fax number: _____
Email or Other: _____

Name: _____
Position/Office/Title: _____
Address: _____
Phone number: _____ Cell number: _____
Alternate number(s): _____ Fax number: _____
Email or Other: _____

Name: _____
Position/Office/Title: _____
Address: _____
Phone number: _____ Cell number: _____
Alternate number(s): _____ Fax number: _____
Email or Other: _____

Name: _____
Position/Office/Title: _____
Address: _____
Phone number: _____ Cell number: _____
Alternate number(s): _____ Fax number: _____
Email or Other: _____

APPENDIX F

Chapter 13 Wyoming Statute

CHAPTER 13 WYOMING OFFICE OF HOMELAND SECURITY

ARTICLE 1 IN GENERAL

19-13-101. Citation.

This act may be cited as the “Wyoming Homeland Security Act”.

19-13-102. Definitions.

(a) As used in this act:

(i) “County or county-city program” means a program created in accordance with the provisions of this act by the state or a political subdivision to perform local homeland security functions;

(ii) “Homeland security” means the preparation for and the carrying out of all emergency functions essential to the recovery and restoration of the economy by supply and re-supply of resources to meet urgent survival and military needs, other than functions for which military forces are primarily responsible, necessary to deal with disasters caused by enemy attack, sabotage, terrorism, civil disorder or other hostile action, or by fire, flood, earthquake, other natural causes and other technological, industrial, civil and political events. These functions include without limitation the coordination of fire-fighting services, police services, medical and health services, rescue, engineering, attack warning services, communications, radiological events, evacuation of persons from stricken areas, emergency welfare services (civilian war aid), emergency transportation, existing or properly assigned functions of plant protection, temporary restoration of public utility services, mitigation activities in areas threatened by natural or technological hazards, and other functions related to civilian protection, together with all other activities necessary or incidental to the preparation for any carrying out of the foregoing functions;

(iii) "Emergency support task force" means a homeland security organization created in accordance with the provisions of this act by the state or a political subdivision to supplement homeland security programs in a stricken area;

(iv) "Political subdivision" means an incorporated community or a county in Wyoming;

(v) "Director" means the director, office of homeland security appointed pursuant to W.S. 19-13-104;

(vi) "Public safety agencies" means any federal, state or political subdivision entity that provides emergency and public safety services, including state agencies employing peace officers enumerated in W.S. 6-1-104 (a) (vi) (C) through (F) and approved for participation by the commission, fire management services, correctional services, homeland security, emergency and disaster relief services and if desired by county, municipal and federal law enforcement agencies.

19-13-103. Legislative determination; coordination with federal government and other states.

(a) Because of the possibility of the occurrence of disasters of unprecedented size and destructiveness resulting from enemy attack, sabotage, terrorism, civil disorder or other hostile action, or from fire, flood, earthquake, other natural causes and other technological disasters, and to insure that preparations of Wyoming will be adequate to deal with such disasters, and generally to provide for the common defense and to protect the public peace, health and safety, and to preserve the lives and property of the people of Wyoming, it is hereby found and declared to be necessary:

(i) To create a Wyoming office of homeland security within the governor's office, and to authorize the creation of local homeland security programs in the political subdivisions of the state;

(ii) To confer upon the governor and upon the executive heads or governing bodies of the political subdivisions of the state the emergency powers provided herein, and to provide for state assistance in the organization and maintenance of the homeland security programs of such political subdivisions;

(iii) To provide for the assignment of specific responsibilities to all state agencies to be performed during a disaster or national emergency and for the coordination and direction of the emergency actions of such agencies; and

(iv) To provide for the rendering of mutual aid among the political subdivisions of the state and with other states with respect to the carrying out of homeland security functions.

(b) It is further declared to be the purpose of this act and the policy of Wyoming that all homeland security functions of this state be coordinated to the maximum extent with the comparable functions of its political subdivisions, of the federal government including its various departments and agencies, of other states and localities, and of private agencies of every type, to the end that the most effective preparation and use may be made of the manpower, resources and facilities for dealing with any disaster that may occur.

19-13-104. Powers of governor generally; director, office of homeland security.

(a) The governor has general direction and control of the office of homeland security, and is responsible for the carrying out of the provisions of this act, and in the event of disaster beyond local control, may assume direct operational control over all or any part of the homeland security functions within Wyoming. The governor may delegate such powers to the director established under subsection (d) of this section, or through the director to the deputy director to carry out this act.

(b) In performing his duties under this act, the governor may cooperate with the federal government, with other states and with private agencies in all matters pertaining to the disaster relief and homeland security of this state and of the nation.

(c) In performing his duties under this act, the governor may:

(i) Make, amend and rescind the necessary orders, rules and regulations to carry out this act within the limits of the authority conferred upon him herein, with due consideration of the plans of the federal government. The governor may assign to a state agency any activity concerned with the mitigation of the effects of a disaster or national emergency of a nature related to the existing powers and duties of the agency, including interstate activities, and the agency shall undertake and carry out the activity on behalf of the state;

(ii) Prepare a comprehensive homeland security plan and program for this state to be integrated into and coordinated with the homeland security plans of the federal government and of other states to the fullest possible extent, and coordinate the preparation of plans and programs for homeland security by the political subdivisions of this state to be integrated into and coordinated with the homeland security plan and program of this state to the fullest possible extent;

(iii) In accordance with the homeland security plan and program for this state, procure supplies and equipment, institute training programs and public information programs and take all other preparatory steps including the partial or full mobilization of homeland security organizations in advance of actual disaster, to insure the furnishing of adequately trained and equipped forces of homeland security personnel in time of need;

(iv) Make such studies and surveys of the industries, resources and facilities in this state as necessary to ascertain the capabilities of the state and its political subdivisions for meeting homeland security requirements, and to plan for the most efficient emergency use therefore;

(v) On behalf of this state, enter into interstate mutual aid and international compacts with other states and foreign countries or subdivisions thereof and coordinate mutual-aid plans between political subdivisions of this state;

(vi) Delegate any administrative authority vested in him under this act, provide for the sub delegation of any such authority and appoint, in cooperation with local authorities, political subdivision coordinators.

(d) The position of the director, office of homeland security is created in the governor's office and shall be appointed by the governor. He shall be responsible to the governor and may be removed by the governor as provided in W.S. 9-1-202. The director shall:

(i) Supervise the Wyoming office of homeland security;

(ii) Provide technical assistance to public safety agencies in the area of homeland security;

(iii) Coordinate with the federal department of homeland security; and

(iv) Perform other duties assigned by the governor for homeland security.

19-13-105. Homeland security program.

(a) The office of homeland security within the governor's office is created. The governor shall appoint a deputy director of the office of homeland security. The director may appoint such assistants as may be necessary. The director and his assistants shall be compensated in an amount to be determined and fixed by the Wyoming human resources division. The deputy director shall serve at the pleasure of the governor and may be removed as provided in W.S. 9-1-202.

(b) The director may employ technical, clerical, stenographic and other personnel and make such expenditures within the appropriations or from other funds made available to him for purposes of homeland security as necessary to carry out this act. He shall be provided with necessary and appropriate office space, furniture, equipment, stationery and printing in the same manner as for personnel of other state agencies.

(c) The director is the administrative head of the Wyoming office of homeland security. In addition to the duties described in W.S. 19-13-104 (d) the director:

(i) Shall be responsible to the governor for the implementation of the state program for homeland security for Wyoming;

(ii) Shall assist the local authorities and organizations in the planning and development of local homeland security plans and programs;

(iii) Shall coordinate the activities of all organizations for homeland security within the state, including all state departments;

(iv) Shall maintain liaison with and cooperate with homeland security agencies and programs of other states and of the federal government;

(v) Shall have additional authority, duties and responsibilities authorized by this act as may be prescribed by the governor or the director; and

(vi) May prescribe reasonable qualifications for officers and employees of local programs and reasonable regulations for the administration of local programs.

(d) The deputy director shall perform duties as assigned by the director and in the absence of the director he is the administrative head of the Wyoming office of homeland security.

19-13-106. Repealed By Laws 2005, ch. 169, § 2.

19-13-107. Emergency support task forces.

(a) The governor or his duly authorized representative and the governing bodies of political subdivisions may create and establish such number of emergency support task forces as necessary to reinforce homeland security programs in stricken areas with due consideration of the plans of the federal government and of other states. The governor or governing body of the political subdivision shall appoint for each unit a coordinator who has primary responsibility for the organization, administration and operation of the unit. Emergency support task forces shall be activated upon orders of the governor or governing body of the political subdivisions and shall perform their functions in any part of the state, or upon conditions specified in this section, in other states. The governor may remove any emergency support task force member he appoints as provided in W.S. 9-1-202.

(b) Personnel of emergency support task forces while on duty, whether within or without the state, under orders of the governor shall be paid as follows:

(i) If they are employees of the state or a political subdivision of the state, they shall continue to be paid by their employers and receive the same pay and have the same powers, duties, rights, privileges and immunities, including their rights under the Wyoming Worker's Compensation Act incident to employment;

(ii) Personnel of emergency support task forces who are not employees of the state or a political subdivision thereof, while on duty, whether within or without the state, shall be paid the current rate established by the United States department of labor in its area wage determination scale for skilled, semiskilled and unskilled workers. The wage determination shall be based upon that normally established and obtained through the office of the district engineer, corps of engineers, Omaha, Nebraska, as determined in the particular area of the state wherein the work is being or to be performed. Acceptance by the proper hiring authority of any volunteer and his services will constitute qualification of his skill and craft as set out in the wage determination scale, and the volunteer is entitled to the same rights and immunities as are provided by law for the employees of the

state. In the event of injury, disability or death, such personnel shall be entitled to compensation at the same rates as provided by the Wyoming Worker's Compensation Act for like injuries, disabilities or death.

19-13-108. Local programs; authorized; local homeland security plan; coordinators; appointment and removal.

Each political subdivision of this state shall establish a local homeland security program in accordance with the state homeland security plan and program. Each political subdivision through the homeland security program will cause to be prepared a local homeland security plan which will include actions essential to the recovery and restoration of the economy by supply and re-supply of resources to meet urgent survival and military needs and to provide for the ongoing management of resources available to meet continuing survival and recovery needs. Each local homeland security program shall have a coordinator appointed by the governor upon the recommendation of the local jurisdiction. The coordinator has direct responsibility for the organization, administration and operation of the local homeland security program subject to the direction and control of the local jurisdiction under the general direction of the governor. The governor may remove any coordinator as provided in W.S. 9-1-202.

19-13-109. Local programs; reciprocal and mutual aid.

(a) The local coordinators in collaboration with other public and private agencies within this state will develop or cause to be developed mutual aid arrangements for reciprocal homeland security aid and assistance in case of disaster of extreme nature which affects two (2) or more political subdivisions or is too great to be dealt with unassisted. The arrangements shall be consistent with the state homeland security plan and program, and in time of emergency each local homeland security program shall render assistance in accordance with the provisions of the mutual aid arrangements.

(b) The coordinator of each local homeland security program with the approval of the governor may enter into mutual aid arrangements with homeland security agencies or organizations in other states for reciprocal emergency aid and assistance in case of disaster too great to be dealt with unassisted.

19-13-110. Funds, supplies and equipment; generally.

(a) Each political subdivision may make appropriations for the payment of expenses of its local homeland security programs.

(b) Whenever the federal government or any agency or officer thereof or any person, firm or corporation shall offer to the state or to any political subdivision thereof services, equipment, supplies, materials or funds by way of gift, grant or loan for purposes of disaster relief or homeland security, the state acting through the governor, or the political subdivision acting with the consent of the governor and through its executive officer or governing body, may accept the offer. Upon acceptance the governor of the state or executive officer or governing body of the political subdivision may authorize any officer of the state or of the political subdivision to receive the services, equipment, supplies, materials or funds on behalf of the state or the political subdivisions. This authority will include participation in the federal surplus property program. All funds received from the federal government or any agency thereof shall be deposited in an appropriate separate account together with funds appropriated by a political subdivision, and expenditures from the account shall be made only upon authority of the local governing body and only for the purposes specified in this act.

(c) The board of county commissioners in any county may levy a tax for the support and maintenance of county, city, town, county-city or county-town homeland security programs.

19-13-111. Funds, supplies and equipment; authority to make use of existing facilities.

In carrying out the provisions of this act, the governor and the executive officers or governing bodies of the political subdivisions of the state are directed to utilize the services, equipment, supplies and facilities of existing departments, offices and agencies of the state and of the political subdivisions thereof to the maximum extent practicable, and the officers and personnel of all departments, offices and agencies are directed to cooperate with and extend such services and facilities to the governor, the director and the homeland security programs throughout the state upon request.

19-13-112. Programs barred from political activity.

No homeland security program established under the authority of this act shall participate in any form of political activity or be employed directly or indirectly for political purposes.

19-13-113. State and political subdivisions exempt from liability; exceptions; license to practice not required; homeland security worker defined; recognized educational programs; real estate owners exempt from liability.

(a) All activities relating to homeland security are governmental functions. The state, any political subdivision, state agencies, and, except in cases of willful misconduct, gross negligence or bad faith, any homeland security worker complying with or reasonably attempting to comply with W.S. 19-13-101 through 19-13-116, any order, rule or regulation promulgated there under, or pursuant to any ordinance relating to blackout or other precautionary measures enacted by any political subdivision of the state, or in training for such activity, is not liable for the death of or injury to persons or for damage to property as a result of the activity or training. This section shall not affect the right of any person to receive benefits to which he would otherwise be entitled under W.S. 19-13-101 through 19-13-116, under the Wyoming Worker's Compensation Act, or under any pension law, nor affect the right of any person to receive benefits or compensation under any act of congress.

(b) Any requirement for a license to practice any professional, mechanical or other skill does not apply to any authorized homeland security worker who, in the course of performing homeland security duties, practices a professional, teaching, training, mechanical or other skill during a homeland security emergency, in training for an emergency or during homeland security exercises.

(c) As used in this section "homeland security worker" includes any full or part-time paid, volunteer or auxiliary employee of any state, territories or possessions of the United States, the District of Columbia, any neighboring country, any political subdivision thereof, or any agency or program performing homeland security services at any place in this state subject to the order or control of or pursuant to a request of the state government or any political subdivision thereof and includes instructors and students in recognized educational programs where homeland security services are taught. A recognized educational program includes programs in educational institutions duly existing under the laws of this state and such other educational programs as are established by the office of homeland security or otherwise under this act.

(d) Any person owning or controlling real estate or other premises who voluntarily and without compensation grants a license or privilege or otherwise permits the designation or use of the whole or any part of the real estate or premises for the purposes of sheltering persons during an actual, impending, mock or practice exercise, together with his successors in interest, is not civilly liable for negligently causing the

death of or injury to any person on or about the real estate or premises nor for loss of or damage to the property of any person.

19-13-114. Persons advocating change by force or violence in form of government prohibited from employment or association; oath.

(a) No person shall be employed or associated in any capacity in any homeland security program established under this act:

(i) Who advocates or has advocated a change by force or violence in the constitutional form of the government of the United States or of this state, or the overthrow of any government in the United States by force or violence; or

(ii) Who has been convicted of or is under indictment or information charging any subversive act against the United States.

(b) Each person appointed to serve in a homeland security program, before entering upon his duties, shall take an oath in writing before a person authorized to administer oaths in this state, substantially as follows:

“I do solemnly swear (or affirm) that I will support and defend the constitution of the United States and the constitution of the state of Wyoming against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties on which I am about to enter.”

“And I do further swear (or affirm) that I do not advocate, nor am I a member or an affiliate of any organization, group or combination of persons that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am a member of the (name of homeland security program) I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence.”

19-13-115. Admission of professional personnel of other states in emergency.

In the event disaster conditions in Wyoming require visitation to this state by homeland security personnel from other states, including physicians, dentists, veterinarians, nurses

or other professional personnel, reciprocity by way of allowing those professional persons to practice their professional talents without the normal admissions to practice in this state during the period of the emergency, is allowed.

19-13-116. Enforcement of orders, rules and regulations.

Every homeland security program established pursuant to this act and the officers thereof shall execute and enforce orders, rules and regulations made by the governor under authority of this act. Each organization shall have available for inspection at its office all orders, rules and regulations made by the governor or under his authority.

ARTICLE 2
EMERGENCY SERVICES MUTUAL AID

19-13-201. Short title.

This act shall be known and may be cited as the “Interstate Emergency Services Mutual Aid Act”.

19-13-202. Definitions.

(a) As used in this act:

(i) “Emergency medical care provider” means a local government subdivision or other entity, whether public or private, which provides emergency medical services;

(ii) “Fire protection service” means a paid or volunteer fire department, fire company or other fire suppression entity organized under the laws of this state, any party state or an agency of the government of the United States;

(iii) “Local government subdivision” means the local governmental entity, other than state government, including but not limited to incorporated towns, cities and counties;

(iv) “Mutual aid agreement” or “agreement” means an agreement, consistent with the purposes of this act, by one (1) or more fire protection services, emergency medical care providers or local government subdivisions of this state with one (1) or more fire protection services, emergency medical care

providers, homeland security programs or local government subdivisions of any other state or the United States;

(v) “Party emergency service” means a fire protection service, emergency medical care provider, homeland security program, local government subdivision or agency of the United States that is a party to a mutual aid agreement as set forth in this act;

(vi) “This act” means W.S. 19-13-201 through 19-13-210.

19-13-203. Authorization to enter agreement; general content; authority.

(a) Any one (1) or more fire protection services, emergency medical care providers, homeland security programs or local government subdivision of this state may enter into a mutual aid agreement with any one (1) or more fire protection services, emergency medical care providers, homeland security programs or local government subdivisions of any other state or the United States to provide emergency services to the area covered by the agreement. The agreement shall be authorized and approved by the governing body of each party to the agreement that is not an agency of the United States government.

(b) The agreement shall fully set forth the powers, rights and obligations of the parties to the agreement.

(c) A mutual aid agreement shall grant a fire protection service, homeland security program or emergency medical care provider of this state authority to operate outside of the state and shall grant authority for a fire protection service, homeland security program or emergency medical care provider of another state or the United States to operate within this state as if the fire service, homeland security program or emergency medical care provider were organized and operated under the laws of this state.

19-13-204. Detailed content of agreement.

(a) The agreement authorized by W.S. 19-13-203 shall specify the following:

(i) The purpose of the agreement;

(ii) The precise organization, composition and nature of any separate legal entity created by the agreement;

(iii) The duration of the agreement;

(iv) The manner of financing the agreement and establishing and maintaining a budget therefore;

(v) Provision for administering the agreement;

(vi) The exact chain of command or delegation of authority to be followed by party emergency services acting under the provisions of the agreement;

(vii) The manner of acquiring, holding and disposing of real and personal property used in the agreement;

(viii) The method to be employed in accomplishing the partial or complete termination of the agreement and for disposing of property upon partial or complete termination; and

(ix) The nature, extent and amount of insurance coverage for acts or omissions and delineation of each party's responsibility for that coverage.

19-13-205. Submission of agreement to attorney general.

(a) Before becoming effective, the agreement shall be submitted to and receive the approval of the state attorney general.

(b) The attorney general shall approve an agreement submitted to him under this act unless he finds that it is not in proper form, does not meet the requirements set forth in this act, or otherwise does not conform to the laws of this state. If he disapproves an agreement, he shall provide a detailed written statement to the appropriate governing bodies of the fire protection services, emergency medical care providers, homeland security programs and local government subdivisions.

(c) If the attorney general does not disapprove an agreement within sixty (60) days after its submission to him, it is considered approved.

19-13-206. Filing of agreement.

(a) Within twenty (20) days after approval by the attorney general, an agreement made pursuant to this act shall be filed in the office of:

(i) Each clerk and recorder of each county of this state where the principal office of one (1) of the parties to the agreement is located; and

(ii) The secretary of state.

19-13-207. Agreement not to relieve agency of duties.

No agreement made under this act may relieve any fire protection service, emergency medical care provider, homeland security program or local government subdivision of this state of a duty imposed upon it by law. Timely performance of a duty created by a mutual aid agreement may be offered in satisfaction of the duty.

19-13-208. Limitation of powers.

Except for the right granted by this act to jointly exercise powers, this act does not authorize any fire protection service, emergency medical care provider, homeland security program or local government subdivision of this state to exercise a power that it is not otherwise authorized to exercise.

19-13-209. Right of state in actions involving agreements.

In any case or controversy involving performance or interpretation of or liability under a mutual aid agreement entered into between one (1) or more fire protection services, emergency medical care providers, homeland security programs or local government subdivisions of this state and one (1) or more fire protection services, emergency medical care providers, homeland security programs or local government subdivisions of another state or of the United States, the parties to the agreement are the real parties in interest. This state may maintain an action against any fire protection service, emergency medical care provider, homeland security program or local government subdivision whose default, failure, performance or other conduct caused or contributed to a loss or liability incurred by the state.

19-13-210. Authorization to appropriate funds for purpose of agreement.

A fire protection service, emergency medical care provider, homeland security program or local government subdivision of this state may appropriate funds for, and may sell, lease or otherwise supply material to any entity created for the purpose of performance of an agreement and may provide such personnel or services therefore as are within its authority to furnish.

ARTICLE 3
SEARCH AND RESCUE OPERATIONS

19-13-301. Search and rescue account; created; expenditures.

(a) The search and rescue account is created. Fees identified in W.S. 23-2-101, 23-2-201, 31-2-404, 41-13-109 and 41-13-110 shall be deposited in the state treasury to the credit of this account.

(b) Revenues deposited within the search and rescue account shall be expended by the Wyoming office of homeland security to reimburse counties for costs directly incurred in a specific search and rescue operation, subject to W.S. 19-13-302 and rules and regulations adopted by the Wyoming search and rescue council. Expenditures for reimbursement pursuant to this subsection shall receive priority over all other authorized account expenditures. No revenues deposited within the account shall be used to reimburse counties for any salary or benefits normally paid to its employees.

(c) Subject to subsection (b) of this section, the Wyoming office of homeland security may expend revenues available within the search and rescue account for other search and rescue program purposes including:

- (i) Administration of the Wyoming search and rescue program;
- (ii) Search and rescue training programs for Wyoming search and rescue personnel;
- (iii) Acquisition and maintenance of search and rescue equipment used in Wyoming;
- (iv) Development and maintenance of statewide search and rescue overhead teams.

19-13-302. Search and rescue account administration.

(a) Any county sheriff's office in this state may make a claim on the search and rescue account for reimbursement of costs directly incurred in the performance of search and rescue activities. Any claim made pursuant to this subsection shall be submitted to the Wyoming office of homeland security. Upon receipt, the Wyoming office of homeland security shall transmit the claim to the Wyoming search and rescue council for review and action in accordance with subsection (b) of this section.

(b) The Wyoming search and rescue council shall review and act upon all claims submitted under subsection (a) of this section no later than June 30 following the year in which expenses were incurred for the claim submitted. If there are insufficient funds to pay all approved claims, the Wyoming office of homeland security shall prorate reimbursement among all approved claims. Payments authorized through the Wyoming office of homeland security pursuant to this section shall be paid by the state treasurer by warrant issued by the state auditor upon vouchers signed by the director, Wyoming office of homeland security or his designee.

(c) Repealed By Laws 2001, Ch. 146, § 3.

19-13-303. Search and rescue council; appointment; vacancies; compensation; duties.

(a) The Wyoming search and rescue council is established and shall consist of eleven (11) voting members. The director of the Wyoming office of homeland security or his designee shall serve as a voting member and the permanent executive secretary to the council. The governor shall appoint the remaining ten (10) members to serve four (4) year terms as follows:

- (i) Three (3) county sheriffs;
- (ii) One (1) county commissioner;
- (iii) One (1) peace officer at large; and
- (iv) Five (5) other citizens.

(b) Council members appointed by virtue of their elected positions shall resign from the council immediately upon vacating their elected office. Individuals appointed to fill council vacancies shall be appointed for the full term and shall not be appointed to serve the remainder of the unexpired portion of the term. The governor may remove any appointed council member as provided under W.S. 9-1-202.

(c) Members shall serve without compensation but shall receive mileage and per diem as provided for state employees under W.S. 9-3-102 and 9-3-103.

(d) The council shall adopt rules and regulations as necessary to administer this article.

ARTICLE 4
EMERGENCY MANAGEMENT ASSISTANCE COMPACT

19-13-401. Compact provisions.

The Emergency Management Assistance Compact is enacted into law and entered into with all other jurisdictions legally joining therein in form substantially the same. W.S. 19-13-401 through 19-13-414 shall be known and may be cited as the “Emergency Management Assistance Compact.”

19-13-402. Purposes and authorities.

(a) This compact is made and entered into by and between the participating member states that enact this compact, hereinafter called party states. For the purposes of this agreement, the term “states” is taken to mean the several states, the Commonwealth of Puerto Rico, the District of Columbia and all United States territorial possessions.

(b) The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state, whether arising from natural disaster, technological hazard, man-made disaster or emergency aspects of resource shortages.

(c) This compact shall also provide for mutual cooperation in emergency-related exercises, testing or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies for actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the

states' national guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states, provided however, mutual assistance or cooperation shall be limited to civil uses essential to the safety, care and welfare of the people and shall not include a request for or response by national guard forces under arms.

19-13-403. General implementation.

(a) Each party state entering into this compact recognizes many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this compact. Each state further recognizes that there will be emergencies, which require immediate access and present procedures to apply outside resources to make a prompt and effective response to an emergency. This is because few, if any, individual states have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist.

(b) The prompt, full, and effective utilization of resources of the participating states, including any resources on hand or available from the federal government or any other source, that are essential to the safety, care and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all provisions of this compact shall be understood.

(c) On behalf of the governor of each state participating in the compact, the legally designated state official who is assigned responsibility for homeland security will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this compact.

19-13-404. Party state responsibilities.

(a) It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this section. In formulating the plans, and in carrying them out, the party states, insofar as practical, shall:

(i) Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party states might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster, emergency aspects of resource shortages, or enemy attack;

(ii) Review party states' individual homeland security plans and develop a plan, which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency;

(iii) Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans;

(iv) Assist in warning communities adjacent to or crossing the state boundaries;

(v) Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services and resources, both human and material;

(vi) Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness.

(b) The authorized representative of a party state may request assistance of another party state by contacting the authorized representative of that state. The provisions of this agreement shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within thirty (30) days of the verbal request. Requests shall provide the following information:

(i) A description of the emergency service function for which assistance is needed, including but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services and search and rescue;

(ii) The amount and type of personnel, equipment, materials and supplies needed and a reasonable estimate of the length of time they will be needed;

(iii) The specific place and time for staging of the assisting party's response and a point of contact at that location.

(c) There shall be frequent consultation between state officials who have assigned homeland security responsibilities and other appropriate representatives of the party states with affected jurisdictions and the United States government, with free exchange of information, plans and resource records relating to emergency capabilities.

19-13-405. Limitations.

Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take the action necessary to provide and make available the resources covered by this compact in accordance with the terms hereof; provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for that state. Each party state shall afford to the emergency forces of any party state, while operating within its state limits under the terms and conditions of this compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights and privileges afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state of emergency or disaster by the governor of the party state that is to receive assistance or commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state of emergency or disaster remains in effect or loaned resources remain in an official capacity in the receiving state, whichever is longer.

19-13-406. Licenses and permits.

Whenever any person holds a license, certificate or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical or other skills, and when assistance is requested by the receiving party state, the person shall be deemed licensed, certified or permitted by the state requesting assistance to render aid involving the skill to meet a declared emergency or disaster, subject to limitations and conditions the governor of the requesting state may prescribe by executive order or otherwise.

19-13-407. Liability.

Officers or employees of a party state rendering aid in another state pursuant to this compact shall be considered agents of the requesting state for tort liability and immunity

purposes. Any party state or its officers or employees rendering aid in this state pursuant to this compact shall be liable for any act or omission on the part of the forces while so engaged or for the maintenance or use of any equipment or supplies in connection therewith in accordance with the provisions of the Wyoming Governmental Claims Act.

19-13-408. Supplementary agreements.

If it is probable that the pattern and detail of the machinery for mutual aid among two (2) or more states may differ from that among the states that are party hereto, this instrument contains elements of a broad base common to all states, and nothing herein contained shall preclude any state from entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel and equipment and supplies.

19-13-409. Compensation.

Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of the forces in case the members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state.

19-13-410. Reimbursement.

Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with the requests; provided, that any aiding party state may assume in whole or in part the loss, damage, expense or other cost, or may loan the equipment or donate the services to the receiving party state without charge or cost; and provided further, that any two (2) or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. Expenses under W.S. 19-13-409 shall not be reimbursable under this provision.

19-13-411. Evacuation.

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party states and the emergency management services directors of the various jurisdictions where any type of incident requiring evacuations might occur. The plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting the evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of the evacuees to other areas or the importing of additional materials, supplies and all other relevant factors. The plans shall provide that the party state receiving evacuees and the party state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for the evacuees, for expenditures for transportation, food, clothing, medicines and medical care and like items. The expenditures shall be reimbursed as agreed by the party state from which the evacuees come. After the termination of the emergency or disaster, the party state from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of the evacuees.

19-13-412. Implementation.

(a) This compact shall become operative immediately upon its enactment into law by any two (2) states; thereafter, this compact shall become effective for any other state upon its enactment by that state.

(b) Any party state may withdraw from this compact by enacting a statute repealing the same, but no withdrawal shall take effect until thirty (30) days after the governor of the withdrawing state has given notice in writing of the withdrawal to the governors of all other party states. The action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.

(c) Duly authenticated copies of this compact and of supplementary agreements entered into shall, at the time of their approval, be deposited with each of the party states and with the federal department of homeland security and other appropriate agencies of the United States government.

19-13-413. Validity.

This act shall be construed to effectuate the purposes stated in W.S. 19-13-402 hereof. If any provision of this compact is declared unconstitutional, or its applicability to any person or circumstances is held invalid, the constitutionality of the remainder of this act and its applicability to other persons and circumstances shall not be affected.

19-13-414. Additional provisions.

Nothing in this compact shall authorize or permit the use of military force by the national guard of a state at any place outside that state in any emergency for which the president is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would in the absence of express statutory authorization be prohibited under Section 1385 of Title 18, United States Code.