

CASS COUNTY
GOVERNMENT



Emergency Operations Plan



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Authorities

Public Law 920, the Federal Civil Defense Act, as amended
Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Act, as amended
Public Law 106-390, Disaster Mitigation Act of 2000
NDCC 37-17.1, the North Dakota Disaster Act of 1985, as amended
FEMA Public Assistance Guide (FEMA 322)
Cass County Resolution, dated July 7, 2003
Cass County NIMS Adoption, dated January 18, 2005

References

Homeland Security Act of 2002
Homeland Security Presidential Directive-5, Management of Domestic Incidents
Homeland Security Presidential Directive-8, National Preparedness
Department of Homeland Security, National Incident Management System, March 1, 2004

NOTE:

- *This plan is meant to provide guidance for decision making and creates no standard of legal responsibility to act in any way during a disaster event. Nor do the provisions of this plan create any level of legal liability on Cass County or its employees other than what North Dakota State Law expresses. Each disaster is unique in scope and character. No single approach to disaster response can apply in any event.*
- *The base plan is classified as a public document. Annexes I, II, and III contain protected information and are classified as non-public documents.*

Declaration Statement

Government at all levels has the responsibility for the protection of life, property and the environment from hazards, which are known to threaten the jurisdiction. Therefore: by the authority of the Cass County Commission, we do hereby order that the Cass County Emergency Operations Plan be put into effect and be disseminated to all appropriate entities in the county. The plan assigns tasks and responsibilities to county and Cass County agencies and establishes a broad concept for conducting preparedness, response and recovery efforts if an emergency or disaster threatens or occurs.

Purpose of the Plan

The purpose of the Emergency Operations Plan for Cass County is:

- To define the responsibilities of departments of Cass County Government and appropriate private entities; and
- To ensure a coordinated effort using the Incident Command System (ICS) by local, state, and federal government, as well as private response forces, to save lives and to protect property and the environment in the event of an emergency or disaster; and

- To facilitate short-term and long-term recovery activities.

State of Emergency Declarations - North Dakota Century Code 37-17.1-10

- A local disaster or emergency may be declared only by the principal executive officer of the county.
- A declaration may be executed for occurrence of widespread or severe damage, injury, or loss of life or property resulting from any natural or manmade cause including fire, flood, earthquake, severe high and low temperatures, tornado storm, oil spill, or other water or air contamination, epidemic, blight, drought, infestation, explosion or riot.
- It may not be continued or renewed for a period in excess of seven days except by or with the consent of the County Commission.
- Any order or proclamation declaring a local disaster or emergency must be given prompt and general publicity and must be filed promptly with the county auditor.
- The effect of a declaration of a local disaster or emergency is to activate the response and recovery aspects of any and all applicable local disaster or emergency operational plans and to authorize the furnishing of aid and assistance.

Assistance from North Dakota National Guard (Air & Army)

- To notify the North Dakota National Guard (NDNG) that their assistance is needed, County Officials need to notify North Dakota's REACT officer (800-472-2121) and request NDNG's assistance. REACT will then go through procedures to alert NDNG. County officials should then notify Cass County Emergency Management to let them know of the request.
- NDANG will follow appropriate procedures when assisting civil authorities. Procedures can be found in *Air Force Instruction 10-802, Military Support to Civil Authorities* and is available on the FDPO web site: <http://afpubs.hq.af.mil> and the North Dakota National Guard Pamphlet (AF) 55-5, and in the North Dakota National Guard Emergency Operations Plan (AR) 500-1.
- A list of resources available through NDNG is available through Cass County Emergency Management.

Plan Assumptions

Proper implementation of this plan will reduce or prevent loss of life, damage to property and the environment. Key officials within Cass County are aware of the possible occurrence of any emergency or major disaster and their responsibilities in the execution of this plan.

- A. The Cass County Commission has overall statutory responsibility for the continued use, development and maintenance of this plan. Delegation of responsibilities to department heads does not abrogate the authority of heads of local governments to make necessary decisions or changes to the plan for the protection of life, property and the environment.
- B. The contents of this plan must be known and understood by those people responsible for its implementation. The emergency manager is responsible for briefing personnel and county officials concerning their role in emergency management and the contents of this plan in particular.
- C. The plan shall incorporate the use of ICS, allowing flexibility for response to a variety of emergencies;
- D. Department heads are responsible for development and maintenance of their respective functions and tasks in this plan.
- E. In addition, each functional coordinator and task coordinator must maintain supporting (Standard Operating Procedures (SOPs) describing how functions/tasks will be accomplished or implemented. SOPs are located at appropriate functional facility locations and will be updated yearly by the appropriate coordinator.
- F. An annual review of this plan will be conducted by all officials involved in its execution. The emergency manager will coordinate this review and any revision and distribution found necessary.
- G. The plan will be tested at least once a year in the form of a simulated emergency exercise in order to provide practical, controlled experience to functional coordinators and task coordinators responsible for plan maintenance and response. This will be the responsibility of the Cass County Emergency Manager to coordinate such activity.

Concept of Operations

It is the responsibility of government to protect life, property and the environment from the effects of hazardous events using the four phases of emergency management: preparedness, response, recovery and mitigation. This plan is based on the concept that the emergency functions performed by various groups responding to an emergency will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

This plan incorporates the principles of the National Incident Management System (NIMS), a nationwide approach to domestic incidents management; applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. It is not an operational incident management or resource allocation plan. NIMS represents a core set of doctrines, principles, terminology and organizational processes to enable effective, efficient and collaborative incident management at all levels. NIMS provides a consistent nationwide template to enable all government, private-sector and nongovernmental organizations as follows:

A. Incident Command System (ICS)

The Incident Command System (ICS) is considered the most effective system for managing emergencies. The National Fire Academy ICS can be used as a standard for emergency Management Operations. Cass County Government subscribes to the use of ICS an important part of NIMS. ICS is a standardized, flexible, on-scene, all-hazard incident management concept. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

B. Unified Command System (UCS)

A Unified Command System, part of ICS, is established upon activation response to an incident. This system encourages agencies with responsibility for the incident to participate in the decision making process. Under a Unified Command, agencies work together through the designated members of the Unified Command to analyze information and establish a common set of objectives and strategies.

C. Area Command (Unified Area Command)

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

D. Emergency Operations

Local government, because of its proximity to these events, has the primary responsibility for emergency management activities. Other levels of government provide resources not available at the local level. If local resources (county and private) are not available, the Cass County may request assistance through the county emergency management office after the political subdivision has issued a disaster or emergency declaration. The 50 Cass County Townships have historically worked with and through the county government when declaration of emergency and disaster declarations are written and declared. When the emergency exceeds county government's capacity to respond, assistance from the state government will be requested through the North Dakota State Division of Emergency Management. After the county has issued a disaster or emergency declaration, the Governor will request federal assistance through a presidential emergency or major disaster declaration. The federal government may provide assistance

and resources to the state where needed. Federal assistance may be extended to aid in recovery from major disasters.

Day-to-day functions that do not contribute directly to response actions to an emergency may be suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of the resources.

Hazard-specific appendices are covered in the local multi-hazard mitigation plan, which links to the EOP. The multi-hazard mitigation plan and the EOP are linked in that the multi-hazard plan identifies the prevention measures and the EOP addresses procedures for responding to problems created by the hazards.

E. Emergency Operations Center – EOC

The Emergency Operations Center (EOC) will be activated for all incidents requiring a significant dedication of resources and/or extraordinary interagency coordination outside the realm of normal day-to-day emergency situations responded to by law enforcement, fire and EMS agencies.

The EOC will house the Functional Coordinators and others deemed necessary based on the incident. Task specific operations centers will be set up as needed to manage emergency activities, i.e. public information, volunteers, etc. The Chairperson will make the decision regarding EOC activation. Not all disasters require full activation, in those instances, partial EOC activation will be ordered, and only relevant agencies and functional coordinators will be activated

F. Continuity of Government - Succession of Leadership

County Commissioners

- Chair
- Vice chair
- Most senior member of commission

EOC Personnel

- Emergency manager
- Assistant to the manager
- On call designee

Line of succession for each agency/department is according to the department rules and/or standard operating procedures. Each county/Cass County functional coordinator will have a designated alternate to fulfill assigned responsibilities.

G. Preservation of Records

The preservation of important records and the taking of measures to ensure continued operations and, if necessary, reconstitution of local government during and after catastrophic disasters or national security emergencies is the responsibility of the executives of each jurisdiction. Records to be preserved should include, at a minimum:

Records required to protect the rights of individuals. These records include: marriage licenses and divorce papers, property and land titles, tax statements and licenses, and records required by health, fire, law enforcement and public works to conduct emergency operations.

(All Cass County Government records are backed-up or maintained in systems with built in redundancy.)

Records required to re-establish normal government functions and to protect the rights and interests of government. Appropriate department heads will be responsible for securing documents necessary for continuing operation during times of emergencies.

H. Relocation of Government

All critical facilities at the county and Cass County level such as the EOC, law enforcement, fire and the courthouse should have an alternate location if evacuation becomes necessary. Educational facilities, public works buildings, jails, communications centers, fire halls and law enforcement centers are possible relocation facilities as they already contain considerable communication equipment.

In the event of major structural damage to County buildings caused by a disaster, temporary operation facilities will be established as identified by the Chairperson and Functional Coordinators. If the County Courthouse remains functioning, it will be the operation headquarters. Other facilities that may be used include the Cass County Highway Department, Cass County Annex building and the Cass County Jail site. Only after all these facilities have been determined to be inoperable will other facilities be sought to provide operational assistance.

I. Emergency Checklist -The following is a guide for response to all hazards:

Emergency Occurs – Incident Command System is activated

Notification/Warning - To alert the general public and persons designated to respond:

- Notify First Response Agencies
 - Law enforcement
 - Fire
 - Emergency medical services
- Notify hospital
- Notify coroner
- Establish NIMS Incident Command structure
- Initial Assessment of Situation
 - Scene safety
 - Nature of disaster
 - Atmospheric conditions
 - Injuries/fatalities
 - Resources committed
 - Evaluate need for outside assistance
- Notify EOC/Emergency Manager
- Initiate Public Warning Systems

- Outdoor warning sirens
- Emergency Alert System (EAS)
- CodeRED
- Public loud speaker
- Public information officer
- Notify functional coordinators
- Alert Mutual Aid Partners for additional support
- Notify chief elected officials
- Notify ND Division of Emergency Management
- Notify volunteer organizations as needed

Immediate Public Safety – To provide for the safety of people and aid the injured:

- Initiate actions to reduce current and future hazards
- Activate HazMat teams
- Activate bomb squad
- Evacuation/shelter in place
- Emergency medical services
 - Triage
 - DeCon
 - Transport
 - Treat
 - Search and rescue
 - Contact EM/NDDEM for Civil Air Patrol Support

Property Security - To provide protection for public and private property:

- Provide barricades in necessary areas
- Provide traffic and crowd control
- Establish Perimeter Scene Security
- Remove objects that may be ongoing hazards
- Facility security
- Family Assistance Center
- Health Facilities (including morgue)
- EOC
- Critical Facilities
- Airports
- Water facilities
- Power generation
- Communication
- Courthouse/City Hall

Public Welfare - To provide care for people injured or dislocated and assess damage:

- Establish family assistance center
- Establish family reunification area
- Disseminate public information
- Shelter
- Food/water

- Clothing
- Sanitation
- Prescriptions
- Animal welfare

Restoration - To bring the necessities of life back to normal:

- Re-establish communication capability ASAP
- Mobilize community resources
- Restore critical facilities
 - Hospitals
 - Law Enforcement center
 - Emergency Operation Center
 - Nursing homes
- Restore Utility Services
 - Water/waste water
 - Power
 - Electric
 - Gas
 - Telephone
- Restore transportation arteries
- Decontamination
 - Public infrastructure
 - Homes/businesses

I. Administration and Logistics of the EOP

The Cass County Emergency Operations Plan will be under the responsibility of the Cass County Emergency Manager (EM). The EM will also coordinate the plan with North Dakota State Department of Emergency Services, the LEOP, and the Cass County Commission.

J. EOP Developments and Maintenance

The Cass County Emergency Manager will be responsible for review and updates of the plan on an annual basis. The EM will also be responsible for distribution and awareness of the plan with the functional and task coordinators identified in the plan.

K. Warning System (see page 1.1)

No single warning can assure all residents will receive warnings when an emergency occurs. Cass County utilizes a comprehensive warning system with several methods available for use during crisis situations. These include:

- Outdoor warning sirens. Outdoor warning sirens are utilized by several cities in Cass County. In most cases, outdoor warning sirens are activated by the Red River Regional Dispatch Center. Protocol for siren activation is established in the Red River Regional Dispatch Center Siren Manual. Once sirens sound, it is expected that people will go indoors and access weather radio, local radio or television for further instructions. Communities not connected to the metro system activated by RRRDC are responsible for activating the sirens for their

jurisdiction. The sirens may sound for tornado, hazardous materials incidents, severe storms or other life threatening incidents.

- National Weather Radio. The National Weather Service provides automated, advanced weather information for Cass County. Weather radios should be utilized in all public buildings and all residences in Cass County.
- Emergency Alert System: The EAS system is the national public warning system characterized by the harsh alert tones heard on radio and television stations along with recorded messages providing warnings about local, state or national emergency situations. Locally, EAS alerts are provided through the West Fargo Police Department Dispatch Center.
- CodeRED: Cass County has access to an automated, phone message system that allows public safety personnel to activate emergency phone calls for selected geographical phone users or cell phones within portions of or all of Cass County.
- Law Enforcement / Fire PA systems: As a last resort, public safety personnel will physically use their vehicle public address systems to notify Cass County residents of emergency situations.

L. Mutual Aid Agreements NDCC 37-17.1-24,25 (see page 1.4)

Mutual Aid Agreements are required in disaster situations for any federal reimbursement for expenses incurred in providing or requesting services from other governmental agencies. Cass County will utilize the format for mutual aid agreements proscribed in state statute. Agreements will be sought from counties whose borders adjoin Cass County or agencies whom Cass County relies on to provide assistance during emergency situations.

Existing agreements will be maintained in the office of Cass County Emergency Management or in the offices of the respective Emergency Response Departments. It is the responsibility of the originator of the agreement to review and update the agreement on an “as needed” basis.

M. Volunteer Operations (see page 1.6)

During a disaster situation, there is often a need for volunteers within Cass County. To lessen confusion and keep organization, volunteer operations will be established through First Link's existing Volunteer Center.

N. Evacuation (see page 1.7)

Cass County will strive to ensure the safe and orderly evacuation of residents who are threatened by hazards. The need to evacuate citizens from portions of Cass County may arise in a number of varying situations. Hazardous material releases, plane crashes, terrorist activities, and civil disorder may require the evacuation of an area. Likewise flooding may require the evacuation of very small or large area. Portions of this plan may also be of use during large weather events such as tornadoes, flooding, and power outages during severe weather.

The Sheriff's Department or a rural fire department may have the need to evacuate all or part of a small number of buildings during smaller emergency incidents. Both departments are tasked with use of their discretion and these types of incidents do not come under the scope of this plan.

In the event of an emergency or disaster resulting in the need to evacuate people and/or pets/animals/livestock the Cass County Commission Chair has the final authority on all decisions, including evacuations. When the Commission Chair is unavailable, the Chair may delegate this authority to another as identified in the EOP.

It is understood that in some situations an Incident Commander (IC) from a Rural Fire Department, the Sheriff's Department or Public Health may initiate emergency operations, such as an evacuation. However, priority will be given to the notification by the Commission Chair, the appropriate Commissioners, the County Administrator, and appropriate Department Heads.

O. Shelter in Place (see page 1.25)

Based on circumstances, Incident Command will issue a warning to shelter-in-place or initiate an evacuation as described in the evacuation plan.

Shelter-in-place should be used in the event there is a hazardous materials emergency (spill, leak, etc.). Shelter-in-place should be used when there is not enough time to evacuate the area prior to dangerous exposure to the hazard.

P. Shelter Plan (see page 1.25)

During a disaster emergency, a need may arise to initiate the Cass County Shelter Plan. The Minn-Kota Chapter of the American Red Cross is the shelter coordinator for Cass County. The Incident Commander or EOC will initiate the shelter plan as required.

Q. Functional and Task Coordinators (see pages 16-18)

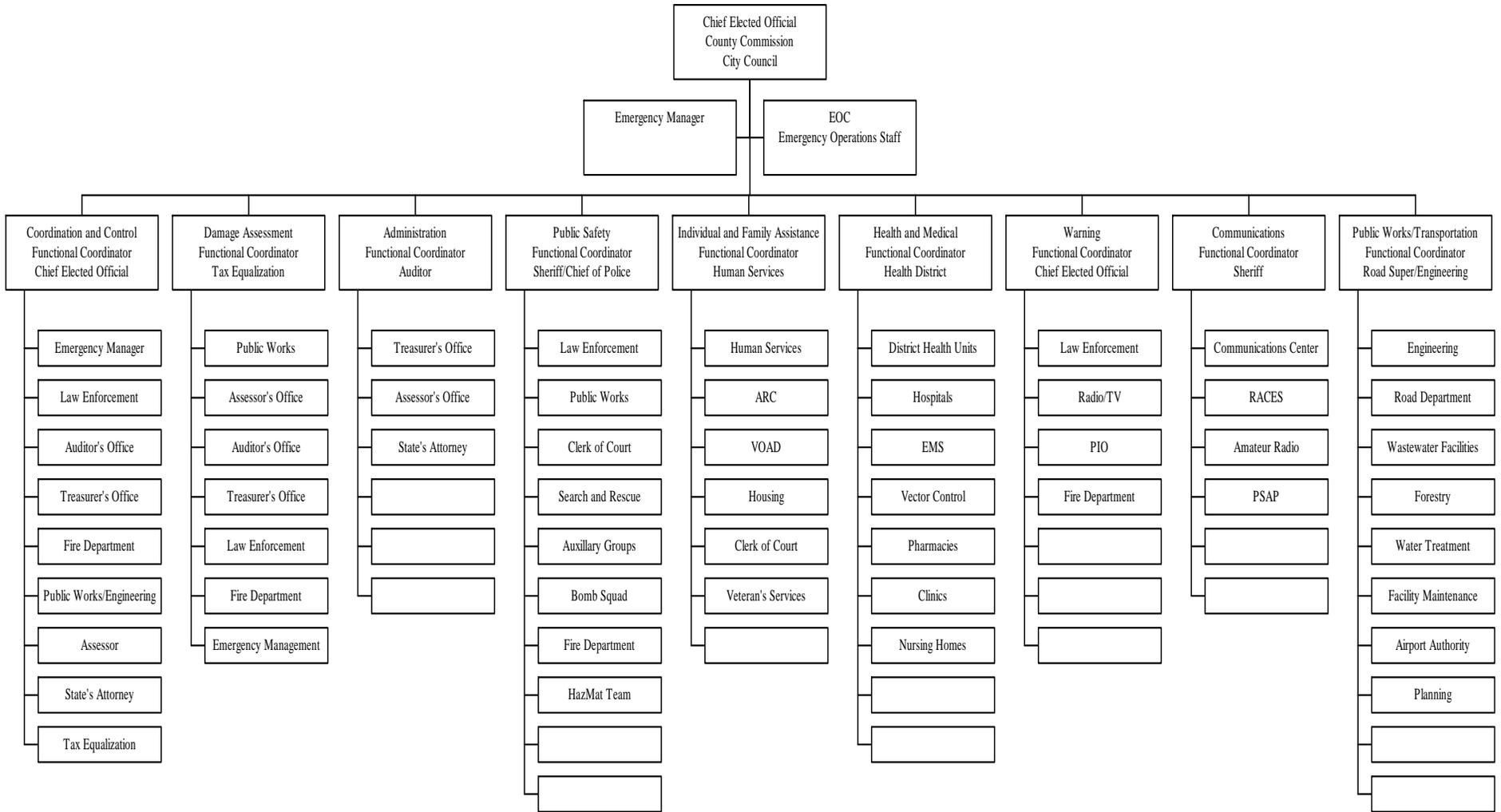
Significant responsibilities common to emergencies and disasters are grouped into ten areas, which are termed functions. The departments having responsibility by law or day-to-day resource and operational capability within each of these functions are identified and assigned by specific task/responsibility, and are listed on subsequent pages.

Any county or Cass County agency or department may be assigned an emergency mission. The supervisor of each department is responsible for the accomplishment of an assigned task or function through the development of Standard Operating Procedures (SOPs) located at their facility. Assignment of functions and tasks are listed by functional area. In addition, each department is assigned the following general tasks:

- Provide personnel, equipment, and facilities on a 24-hour basis.
- Plan and provide for the safety of employees and protection of public property in the event of an emergency.
- Coordinate actions with the County Emergency Manager and with departments having related tasks.
- Train personnel assigned to emergency tasks and participate in exercises to test emergency plans and procedures.
- Provide for record keeping and documentation of the emergency and actions taken.
- Prepare damage assessments.

COORDINATION and CONTROL RELATIONSHIP CHART

Emergency Management

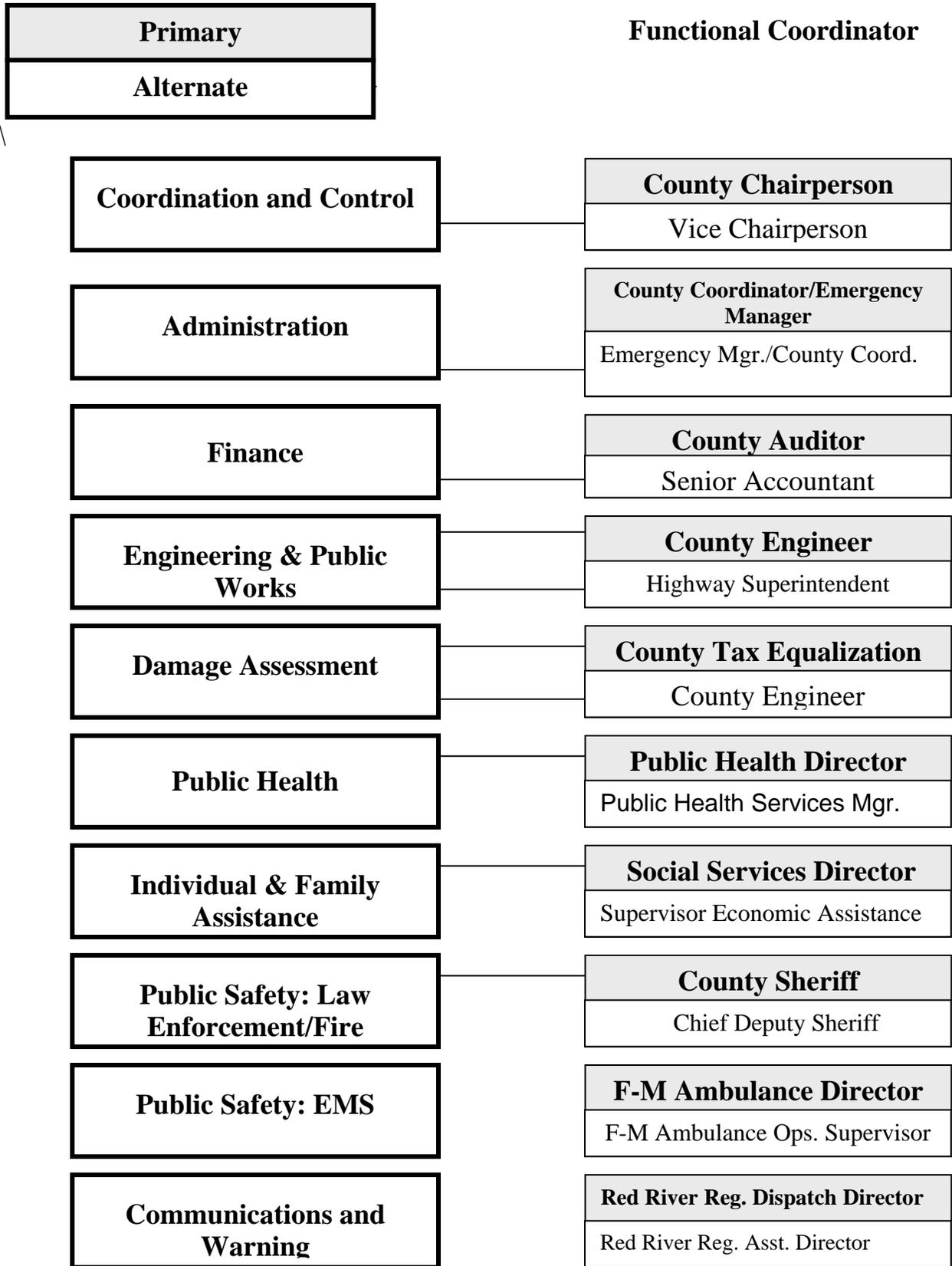


FUNCTIONAL ANNEX CHART County Government

The relationship between county departments and agencies to functional annexes with the Local Emergency Operations Plan is portrayed on this Functional Annex Chart.

F Functional Coordinator Responsibility T Task Coordinator Responsibility Department	Coordination & Control	Administration	Finance	Engineering & Public Works	Damage Assessment	Public Health	Individual & Family Assistance	Public Safety	Public Safety EMS	Communications & Warning
Chairperson, County Commission	F									
County Coordinator/Emer. Mgr.		F								
County Auditor			F							
County Engineer				F						
County Tax Equalization					F					
Fargo-Cass Public Health						F				
Cass County Social Services							F			
Cass County Sheriff's								F		
F-M Ambulance									F	
Red River Regional Dispatch										F
County Emergency Manager		F								
Cass County Commissioners	T	T	T	T	T	T	T	T	T	T
Cass County States Attorney	T	T	T	T	T	T	T	T	T	T
County Department Heads	T	T								
Cass County Emergency Manager	T		T	T	T	T	T	T	T	T
Cass County: <i>All</i> Department's Staff	T	T	T	T	T	T	T	T	T	T
Cass County Information Services/GIS	T	T	T	T	T	T	T	T	T	T
Cass County Coroner						T		T	T	
American Red Cross						T	T	T	T	
Salvation Army						T	T	T	T	
United Way						T	T			
First Link						T	T	T	T	
EVAC								T	T	T
Red River Regional Dispatch Center								T	T	T
Red River Radio Amateurs								T	T	T
Regional Haz Mat Team						T		T	T	
Bomb Squad								T	T	
SWAT						T		T	T	
Hospitals (Innovis, MeritCare, VA)						T	T	T	T	
Public Information Officer-Designate	T	T	T	T	T	T	T	T	T	T
VOAD							T			

Functional Coordinators



All county staff and elected officials are activated during emergency situations and are responsible for carrying out emergency operations and advising chief elected officials, functional coordinators and emergency managers on matters pertaining to their areas of functional responsibility.

In the event of a disaster or emergency all county employees are subject to redeployment or reassignment.

All members of the Emergency Response Task Force are responsible for the following tasks:

Preparedness:

- Review and update communications standard operational procedures (Standard Operating Procedures (SOPs))
- Recommend changes to the Cass County Emergency Operations Plan (EOP)
- Participate in disaster exercises
- Maintain log of all staff contact numbers
- During increased readiness or warning periods, alert all operational departments and put personnel on standby status
- Develop and maintain inventory of individual department resources
- Assemble key departmental personnel

Response:

- Complete assessment of essential services and develop action plan to sustain these services.
- Facilitate and coordinate with Emergency Operations Center (EOC). Conduct periodic briefings for personnel and participate in EOC briefings as required or requested
- Maintain logs to support documentation, expenditures, situation status, resource allocations and reports
- Keep log of activities performed by all task coordinators and update incoming shifts
- Procure required resources to sustain operations

Recovery:

- Administer public/private contractor support/recovery activities
- Reflect on emergency operations
- Recommend updated changes to the Cass County Emergency Operations Plan
- Complete assessment of system performance and vulnerability and recommend mitigation/improvement strategies.

COORDINATION AND CONTROL

Functional Coordinator: Commission Chairperson

Purpose

To provide procedures for coordinated management of preparedness, response and recovery, continuity of government, emergency operations center (EOC) and policy making in emergency situations. These events include:

Health Related	Fire/Explosion	Bomb Threat	Flood
Communicable	Vehicle Accidents	Terrorism	Heavy Rains
Disease	Aircraft Accidents	Active Shooter	Blizzard
Bio-terrorism	Hazardous Materials	Civil Disorder	Tornado
	Structural Collapse		High Winds
	Power Failure		(Straight-line)
			Drought

The principles of NIMS will enable responders at all jurisdictional levels and across all disciplines to work together more effectively and efficiently.

The primary functional coordinator is the executive officer of government or his or her alternate. The principal officers are responsible for the county emergency operations, including assuring continuity of resources. The county commission is responsible for all county emergency operations outside of corporate Cass County limits.

Primary Responsibilities: Public Information, Emergency Declaration, Interface/Liaison with non-Cass County Agencies, Decision Maker

This role will be filled by the Vice Chairperson in the event the Chairperson is unavailable.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Coordination and Control	
Task/Responsibility	Task Coordinator
Maintain and test all equipment necessary for efficient operations	
Determine alternate EOC as necessary	
Establish training programs for each employee consistent with level of	

operational responsibility	
Review and update communications SOPs and communication annex with the emergency manager	
Participate in disaster exercises	
Maintain updated version of LEOP	
Maintain SOPs necessary for completion of responsibilities	
Review and update mutual aid agreements	
Exercise all functions on a prescribed four-year schedule	
Maintain liaison with key outside agencies that support emergency operations	
Initiate public awareness campaigns on possible hazards	

Response Phase: Coordination and Control	
Task/Responsibility	Task Coordinator
Activate the EOC	
Conduct initial situation assessment	
Initiate priority disaster operations based on initial situation assessment	
Establish schedule of emergency operations staffing	
Provide daily briefings and review of emergency staff assignments	
Provide ongoing and final situation reports to ND Division of Emergency Management	
Designate on-scene coordinators	
Issue a local emergency/disaster declaration, if necessary	
Coordinate emergency operations with the incident commander	
Authorize the purchase of emergency supplies, as necessary	
Identify and coordinate the use of food/fuel/supply sources for the EOC	
Utilize Mutual Aid Agreement, as necessary	
Provide for continuity of government	
Coordinate and disseminate disaster-related public information or appoint a PIO (public information officer)	
Request specific outside assistance from ND Department of Emergency Management	
Issue resolutions affecting the emergency/disaster situations to facilitate local emergency operations (i.e. curfews, policies and other controls)	
Direct utilization of support resources provided by government and/or private sectors	
Support coordination and control and EOC to assess emergency/disaster situation	
Keep log of activities performed by all task coordinators and update incoming shifts	

Coordinate evacuation activities	
----------------------------------	--

Recovery Phase: Coordination and Control	
Task/Responsibility	Task Coordinator
Conduct damage assessment	
Determine when and how evacuees may return to disaster/risk area	
Appoint coordinating and operations personnel for recovery duties	
Prepare hazard mitigation recommendations and submit after action report to the county/city governing bodies	
Reduce EOC hours or close, as appropriate	
Provide counseling and other mental health services to emergency response personnel, as appropriate	

Reference Materials: *Cass County Emergency Operations Plan, Cass County Disaster Handbook, Cass County Personnel Policy Manual, Cass County Commission Policy Manual*

ADMINISTRATION

Functional Coordinator: Cass County Coordinator/Cass County Emergency Manager

Purpose

To provide procedures for preparedness, response and recovery to maintain and record all public documents that may be impacted by disasters, such as:

Health Related	Fire/Explosion	Bomb Threat	Flood
Communicable	Vehicle Accidents	Terrorism	Heavy Rains
Disease	Aircraft Accidents	Active Shooter	Blizzard
Bio-terrorism	Hazardous Materials	Civil Disorder	Tornado
	Structural Collapse		High Winds
	Power Failure		(Straight-line)
			Drought

The functional coordinator will provide a system to carry out the legal and administrative responsibilities necessary to maintain the continuity of government and records management as prescribed by law. In addition, the functional coordinator will support EOC operations through administrative support to log all activities taken during an emergency or disaster situation.

Primary Functions: Liaison with Chairperson and Department Heads, Interface/Liaison with County, Cass County & Non-Cass County Agencies, Decision Making

Information and Planning: Collect, analyze, and disseminate critical information to facilitate the overall response and recovery operation

This role will be filled by the City of Fargo Emergency Manager in the event the County Coordinator/Emergency Manager are unavailable.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Administration	
Task/Responsibility	Task Coordinator
Issue key emergency workers identification cards	

Provide emergency operations and records management training to all personnel	
Ensure all records are appropriately stored or backed up for preservation	
Participate in disaster exercises	
Review and update communications SOPs and communication annex with the emergency manager	
Maintain record of all staff contact numbers	

Response Phase: Administration	
Task/Responsibility	Task Coordinator
Advise local officials on legal actions that they may exercise in handling emergency situations	
Promulgate curfew, policies and other controls, as are legal and necessary	
Initiate record keeping and documentation	
Relocate and reactivate administration staff in host area in the event of evacuation	
Provide specialized computer services and technical assistance to local departments for response and recovery operations	
Provide accountant services upon activation of the EOC to track all expenditures relative to any disaster or emergency	
Represent the county in legal proceedings in which the county/city may be involved as a result of an emergency or disaster	
Advise departments of local government on maintenance and security of vital records during an emergency or disaster situation	
Keep log of activities performed by all task coordinators and update incoming shifts	
Receive, process and maintain all official documentation of executive decisions and/or actions that affect the emergency or disaster situation	

Recovery Phase: Coordination and Control	
Task/Responsibility	Task Coordinator
Rescind unneeded emergency policies; cancel state of emergency when appropriate	
Maintain necessary statistical data, reports and legal forms in accordance with existing laws and regulations	
Maintain records on amounts of disaster spending	

Coordinate with Cass County State’s Attorney:

- Advise local officials on legal actions that they may exercise in handling emergency situations
- The creation of declarations of curfew, emergency policies and other controls, as are legal and necessary
- Represent the county in legal proceedings in which the county may be involved as a result of an emergency or disaster
- Maintain necessary statistical data, reports and legal forms in accordance with existing laws and regulations

Reference Materials: Cass County Emergency Operations Plan and Appendices, Cass County Disaster Handbook, Cass County Personnel Police Manual, Cass County Commission Manual

FINANCE

Functional Coordinator: County Auditor

Purpose

To provide procedures for preparedness, response and recovery to maintain and record all public documents that may be impacted by disasters, such as:

Health Related	Fire/Explosion	Bomb Threat	Flood
Communicable	Vehicle Accidents	Terrorism	Heavy Rains
Disease	Aircraft Accidents	Active Shooter	Blizzard
Bio-terrorism	Hazardous Materials	Civil Disorder	Tornado
	Structural Collapse		High Winds
	Power Failure		(Straight-line)
			Drought

The functional coordinator will provide a system to carry out the legal, fiscal and administrative responsibilities necessary to maintain the continuity of government and records management as prescribed by law.

Primary Functions: Keep financial records for disaster preparedness, operations, recovery and mitigation grants

This role will be filled by the Senior Accountant in the event the County Auditor is unavailable.

Preparedness Phase: Finance

Task/Responsibility	Task Coordinator
Provide accounting system to record expenses during emergencies	
Maintain grant expenditure information for reimbursement	
Provide emergency and records management training to personnel	
Ensure for records storage and backup	

Response Phase: Finance

Response Phase: Finance

Task/Responsibility

Coordinator

- Initiate recordkeeping and documentation
- Facilitate purchase of emergency supplies and equipment
- Maintain records on disaster spending
- Provide accountant services on EOP activation to track expenditures
- Prepare expense reports for County Commission
- Work with Emergency Manager for state funding
- Notify and file claims with insurance carriers for loss to Cass County Government property
- Provide specialized computer services and technical assistance for response and recovery operations
- Advise departments on maintenance and security of vital records during emergency or disaster situation

Task/Responsibility

Task
Coordinator

Interact with relevant agencies and county staff for cost reimbursement

Recovery Phase: Finance

- Assist project managers in receiving federal and state funding
- Maintain records on amounts of disaster spending

Reference Materials: *Cass County Emergency Operations Plan and Appendices, Cass County Disaster Handbook, Cass County Personnel Manual, Cass County Commission Manual*

ENGINEERING & PUBLIC WORKS

Functional Coordinator: County Engineer

Purpose

To provide procedures for preparedness, response and recovery to provide a coordinated effort for maintenance, replacement and/or repair of public works facilities and services during and after an emergency or disaster situation, such as:

Bio-terrorism	Fire/Explosion	Heavy Rains
Hazardous Materials	Aircraft Accidents	Blizzard
	Structural Collapse	Tornado
	Flood	High Winds (straight-line)
	Power Failure	Drought

The basic operational concept is to provide uninterrupted critical services during all situations. Priority actions will be taken to restore critical utility services, provide for debris removal, coordinate movement of transportation networks and protect and repair the infrastructure of the jurisdiction

Primary Functions: Engineering Services, Utility Maintenance, Barricades, Clean-up/Debris Removal, Temporary Solutions, Contract Administration, Damage Assessment

Secondary Functions: Traffic Control, Evacuation, Crowd Control

This role will be filled by a Highway Superintendent in the event that the County Engineer is unavailable.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Engineering and Public Works	
Task/Responsibility	Task Coordinator
Develop and maintain individual departmental emergency plans and procedures	
Develop and maintain inventory of individual departmental resources	

During increased readiness or warning periods, alert all operational departments and put personnel on standby status	
Assemble key departmental personnel	
Advise resource members of anticipated needs and support required	
Determine availability, quantity and procedures to obtain sandbags in coordination with Emergency Management	
Assist in development of general resolution to permit access for emergency stream bank/dike repair	
Pre-select sites for acquisition of material for emergency stream bank/dike repair	
Pre-select dumping sites for debris and other materials for disposal	
Determine condition of roads and implement required maintenance with first priority on evacuation routes	
Review requirements for location of traffic control devices and ascertain if sufficient devices are available	
Determine current status of public utilities	
Develop limited use policies for submission to local officials in the event needs exceed utilities capabilities	
Establish liaison with local private utilities	
Review and update communications SOPs and communication annex with the emergency manager	
Participate in disaster exercises	
Review emergency power generating capability fixed and mobile	

Response Phase: Engineering and Public Works

Task/Responsibility	Task Coordinator
Clear emergency routes and arterial streets to facilitate movement of emergency equipment	
Initiate temporary emergency road repairs, as needed	
Establish detour routings	
Position traffic control devices	
Ensure all streets, highways and roads are open to traffic	
Provide priority service to evacuation routes	
Restore interrupted public utility service	
Assist resource members in providing emergency power to critical facilities and locations (public and private)	
Monitor utility use and assess capabilities	
Install or restore service according to priority	
Keep log of activities performed by all task coordinators and update incoming shifts	
Recommend establishment of reduced service areas, if necessary	

Recovery Phase: Engineering and Public Works	
Task/Responsibility	Task Coordinator
Restore all streets, roads and highways to normal conditions	
Recover traffic control devices	
Make repairs to street or road structures	
Complete debris clearance activity	
Return borrowed or requisitioned equipment and material	
Ensure egress routes are maintained in optimum condition	
Complete restoration of normal services	
Conduct safety inspection prior to restoration of private dwelling service	
Replace damaged or destroyed utility service equipment	

*Reference Materials: Red River Flood Protection Plan/Precautions and Procedures,
County Emergency Operations Plan and Appendices
Elevation Maps
Flood Operational Manual
Drought Management Plans
Cass County Disaster Handbook
Cass County Multi-Hazard Mitigation Plan*

DAMAGE ASSESSMENT

Functional Coordinator: Tax Equalization Director

Purpose

To provide procedures for preparedness, response and recovery to provide a coordinated effort for maintenance, replacement and/or repair of utilities and services during and after an emergency or disaster situation, such as:

Bio-terrorism	Flood
Explosion	Heavy Rains
Hazardous Materials	Blizzard
Structural Collapse	Tornado
	High Winds (straight-line)

This function describes the uniform damage assessment process to document damage from incidents or disasters in North Dakota. An extensive damage assessment is necessary to support requests for future planning, response and recovery programs offered at the state and federal levels. An accurate damage assessment will also support post disaster mitigation efforts that could result in building codes and land-use regulations, which, in turn, could reduce structural damage from future events.

The functional coordinator will act as a central contact for gathering necessary information as to severity, magnitude and overall impact of an emergency or disaster situation. The coordinator will submit completed applicable damage assessment forms (ND Disaster Procedures Handbook) and photos and maps of damaged areas to the North Dakota Division of Emergency Management when damages first occur and when local government requests outside assistance.

This functional coordinator will utilize data obtained from the Cass County Engineer to compile the assessment for all county public property and infrastructure. The functional coordinator will compile assessment reports from resources/reports/information received within Cass County Government and from Cass County cities for all private property damaged.

This role will be filled by a Cass County Engineer in the event that the Tax Equalization Director is unavailable.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparation Phase: Damage Assessment	
Task/Responsibility	Task Coordinator
Attend training in the damage assessment process and procedures	
Establish damage assessment teams	
Train damage assessment teams	
Purchase supplies/equipment for damage assessment team	
Establish tracking system for use during all phases of damage assessment	
Maintain current maps of the city/ county	
Maintain supply of forms needed for each phase of damage assessment	
Develop list of critical facilities and special needs in the county	
Review and update communications SOPs and communication annex with the emergency manager	
Participate in disaster exercises	
Distribute to city and county offices ND Disaster Procedures Handbook	

Response Phase: Damage Assessment	
Task/Responsibility	Task Coordinator
Notify damage assessment teams and other agencies with damage assessment responsibilities	
Assign EOC damage assessment staff	
Define perimeter of disaster area	
Brief local emergency services of initial damage assessment procedures and requirements	
Ascertain safety of affected areas prior to allowing field teams in for damage assessment	
Coordinate and compile damage reports from damage assessment teams (private, public, and agricultural) and advise coordination and control group	
Keep log of activities performed by all task coordinators and update incoming shifts	
Contact city and county offices to notify them of the need and deadline for providing records of emergency work expense	

Recovery Phase: Damage Assessment	
Task/Responsibility	Task Coordinator
Complete the preliminary damage assessment within 36 hours from the incident and submit to EOC	
Compile priority list for emergency repairs and submit to EOC	
Identify areas needing debris removal and provide information to public works/engineering department	
Identify areas with damaged transportation routes and coordinate with law enforcement to determine alternate routes	
Identify areas needing restoration of utilities and coordinate with utility services to restore service	
Complete final damage assessment summary within seven days from the incident and submit to NDDEM	
Provide assessment information on damage to public parks and trees	
Coordinate support for state and federal public damage inspection teams	
Assist in preparation of requests for state and federal assistance	

Reference Materials: *County Emergency Operations Plan and Appendices*
Cass County Disaster Handbook, FEMA Public Assistance Policy
Digest 321/321Appendix A, FEMA Public Assistance Guide 322,
FEMA Public Assistance Applicant Handbook 323, Cass County
Multi-Hazard Mitigation Plan

PUBLIC HEALTH

Functional Coordinator: Public Health Director (Fargo-Cass Public Health)

Purpose

To provide procedures for preparedness, response, and recovery, to provide health, medical care and environmental analysis during an emergency or disaster situation, such as:

- Health Related Disaster
- Communicable Disease
- Bio-terrorism

The functional coordinator will provide the necessary components to ensure ongoing environmental sanitation, disease control, and protection against contamination of food and water supplies.

Primary Functions: Health Appraisal, Sanitation, Health Hazards Advice

This position will be filled by the Public Health Services Manager in the event the Public Health Director is unavailable.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Public Health	
Task/Responsibility	Task Coordinator
Review plans	
Coordinate anticipated requirements with area hospitals	
Establish number of additional patients the hospital and nursing homes could receive in the county	
Establish number of patients hospitals in surrounding areas could receive	
Review procedures at hospitals designated for monitoring and decontaminating incoming patients (RAD and otherwise)	
Coordinate with EMS/rescue squads the number of ambulances available to support an evacuation of the hospital or nursing homes, if required	

Coordinate alternate patient transportation resources (school buses, vans, etc.) if equipped	
Coordinate availability of facilities to be used for emergency medical care	
Confer with Social Services to identify disabled individuals that may need medical assistance in the event of evacuation or disaster	
Coordinate with public safety/law for emergency transportation for medical personnel to critical medical facilities in the event roads are impassable	
Radiological/Haz Mat emergencies	
Coordinate anticipated lab support	
Coordinate anticipated personnel requirements for inspections	
Coordinate with Red Cross for lodging and feeding, if required	
Coordinate with medical coordinator and shelter coordinator in reviewing assignments of EMS personnel to shelters to ensure emergency medical capabilities	
Review and update communications SOPs and communication annex with the emergency manager	
Determine requirement for inspections of mass care facilities for public health and safety	
Participate in disaster exercises	
Plan implementation of inspections and gathering of samples to access any public health threats or adverse environmental impacts	

Response Phase: Public Health	
Task/Responsibility	Task Coordinator
Maintain liaison between public health coordinator, medical command officer and local government officials	
Coordinate medical resource requirements with the EOC	
Advise local officials to request the Governor to waive occupancy regulations of hospital and nursing homes, if necessary	
Coordinate activities and resource requirements with the emergency manager	
Coordinate requirements for mental health counseling	
Coordinate requirements for communicable disease prevention or control	
Coordinate requirements for mortuary services	
Implement gathering of samples (food, water, soil, etc.) as required	
Provide potable water for drinking, if required	
Establish medical command	
Coordinate the mechanisms for analyzing any suspect samples	

Report findings and recommend actions to the communicable disease officer or local officials, as applicable	
Advise mortuary coordinator in the event emergency interment is required	
Keep log of activities performed by all task coordinators and brief oncoming shifts of actions.	
Initiate prescribed vector control measures to ensure public health and safety	

Recovery Phase: Public Health	
Task/Responsibility	Task Coordinator
Assembles key medical personnel for analysis of all medical operations	
Complete required reports	
Recommend changes of the Local Emergency Operations Plan to the emergency manager	
Advise as to safety regarding public health of citizens reoccupying areas	
Coordinate the disposal of animal remains	
Assemble public health personnel for analysis of all public health operations	

Other Functions of Public Health:

- Liaison with the Cass County Extension Agent/Office for county-wide animal health and agricultural safety preparedness, response and recovery
- Liaison with NDSU Extension for county-wide animal health and agricultural safety preparedness, response and recovery
- Liaison with state and federal level groups concerning agricultural safety issues and animal health

*Reference Materials: Fargo-Cass Public Health Emergency Operations Plan
County Emergency Operations Plan Appendices
Influenza Pandemic Response Plan
The National Stockpile Plan
Post Event Smallpox Plan
SE ND Regional Bioterrorism Plan
Cass County/NDSU Extension
Operational Procedures*

INDIVIDUAL AND FAMILY ASSISTANCE

Functional Coordinator: Social Services Director

Purpose

To provide procedures for preparedness, response and recovery to meet the basic and special human needs of individuals and families impacted by emergency or disaster situations, such as:

Health Related	Fire/Explosion	Bomb Threat	Flood
Communicable	Vehicle Accidents	Terrorism	Heavy Rains
Disease	Aircraft Accidents	Active Shooter	Blizzard
Bio-terrorism	Hazardous Materials	Civil Disorder	Tornado
	Structural Collapse		High Winds
			(Straight-line)

The functional coordinator will use necessary means to coordinate the use of volunteer groups to meet the tasks set forth in this function. Additionally, the coordinator will provide organizational support for donations management and coordinate the use and registration of volunteers for emergency operations.

Primary Function: Coordinate/Liaison with hospitals, Coordinate with Cass County Social Services, Coordinate/Liaison with First Link Volunteer Coordination, Coordinate/Liaison with NDVOAD (Red Cross, Salvation Army, United Way, EVAC, and others), Organize Support for Donations Management

Secondary Function: Organize volunteers

This role will be filled by the Supervisor of Economic Assistance, in the event the Social Services Director is unavailable.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparation Phase: Individual & Family Assistance

Task/Responsibility	Task Coordinator
Provide public awareness campaigns for individual and family protection at home during disasters	
Maintain relationships with support agencies (VOAD, Red Cross, Salvation Army, United Way, EVAC, First Link)	
Identify facilities suitable for shelters, disaster assistance centers, pet care centers, aid stations and temporary morgues	
Recruit and train personnel to effectively manage response and assist citizens affected by disaster	
Identify personnel to use for assistance	
Develop and implement agreements with local businesses, service organizations and response agencies to supply goods and services during disasters	
Inventory medical supplies on hand and suppliers for restocking as needed	
Assign and train a representative to act as part of the assessment team to determine needs of citizens at time of disaster	
Recruit personnel for emergency management training offered by government, academic institutes and private organizations	
Identify special planning considerations for special needs populations	
Prepare and maintain current up-to-date pre-done and generic media releases	
Review and update communications SOPs and communication annex with the emergency manager	
Participate in disaster exercises	

Response Phase: Individual & Family Assistance	
Task/Responsibility	Task Coordinator
Set up operations area, obtain necessary EOC organization chart, floor plan and telephone list	
Coordinate the release and dissemination of all public information with the EOC / JIC	
Assure that resources for citizens' emotional and financial support are accessible and known (insurance agents, local ministry, local nonprofit organizations)	
Activate shelters and shelter personnel, ensure food, potable water, clothing and other basic needs are provided for the citizens of the	

disaster/event	
Liaison with government agencies and other organizations providing human services	
Facilitate and coordinate with EOC and county emergency management office.	
Provide service and support to the operations and personnel in the Family assistance center	
Maintain logs to support documentation, expenditures, situation status, resource allocations and reports	
Activate and implement pet care center plans	
Request state/federal assistance through county emergency manager	
Procure required resources to sustain operations	
Determine potential public health and environmental hazards	
Conduct periodic briefings for the personnel and participate in EOC briefings as required or requested	
Inform field units of all locations of shelters, aid facilities and other pertinent facilities and provide updates to relief personnel as they come on duty	
Keep log of activities performed by all task coordinators and update incoming shifts	
Coordinate with members of clergy for emergency sheltering and counseling	

Recovery Phase: Individual & Family Assistance	
Task/Responsibility	Task Coordinator
Provide temporary housing for persons in shelters	
Reunite families and pets	
Apply for state and federal assistance programs	
Provide service and support to the operations and personnel in the Family Assistance Center	
Assist citizens with recovery needs as necessary	
Participate in damage assessment	
Provide information regarding recovery programs	
Provide crisis counseling to response agencies and victims	

Reference Materials: *County Emergency Operations Plan and Appendices, Cass County Disaster Handbook, Cass County Personnel Manual*

PUBLIC SAFETY: LAW ENFORCEMENT AND FIRE

Functional Coordinator: Sheriff

Purpose

To provide procedures for preparedness, response and recovery to provide a coordinated effort for the immediate protection of life and property in the event of:

- Bomb Threat
- Terrorism
- Active Shooter
- Civil Disorder

The functional coordinator will provide direction to coordinate the actions of law enforcement and fire through Unified Command under the Incident Command System (ICS). Responders will ensure the immediate safety of all citizens, maintain law and order, protect public and private property and provide protection for essential industries, supplies and facilities for any type of disaster.

The functional coordinator will provide direction to coordinate the actions of law enforcement through Unified Command under the Incident Command System (ICS). Responders will ensure the immediate safety of all citizens, maintain law and order, protect public and private property and provide protection for essential industries, supplies and facilities for any type of disaster.

Primary Function: Traffic Control, Crowd Control, Site Security, Evacuation,

Secondary Function: Search & Rescue, Morgue,

Coordinate with Fire Departments: Fire Protection, Fire Suppression, EMS Control, Hazardous Materials, Search & Rescue

This role will be filled by the Chief Deputy Sheriff in the even the Sheriff is unavailable.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparation Phase: Public Safety

Task/Responsibility	Task Coordinator
Complete daily assessments on special events, weather reports, road closures, fire danger or other factors that may influence operations	
Review mutual aid agreements	
Review and update emergency staff assignments	
Determine available resources	
Alert personnel to be on standby status	
Coordinate activities with county emergency manager	
Coordinate communications requirements with PSAP	
Check readiness of all equipment	
Coordinate emergency ID for all on-scene personnel	
Prepare for possible shortage of water, electricity, chemicals and fuel	
Develop plans for utilizing volunteers	
Coordinate with social services to determine locations of special needs groups (handicapped, elderly, transients) that may need special consideration. Provide assistance as needed	
Provide refresher training in traffic control procedures	
Provide training for volunteers	
Assist in the coordination of special transportation requirements for special needs groups (handicapped, infirm, etc.)	
Coordinate security procedures with health and medical function in the event of a mass casualty incident	
Review law enforcement SOPs	
Review procedures for transporting/guarding prisoners	
Identify potential traffic and security problems and determine law enforcement actions	
Identify essential facilities needing security	
Review and update communications SOPs and communication annex with the emergency manager	
Participate in disaster exercises	
Coordinate evacuation planning and procedures	
Review policies for animal control	

Response Phase: Public Safety

Task/Responsibility	Task Coordinator
Notify emergency manager of additional requirements	
Provide damage reports to EOC	
Coordinate with public works for priority debris clearance areas	
Set up initial hazard area perimeter until further assessment is provided	
Coordinate with fire services if evacuation is required	
Assist warning function	
Advise on road closures and parking restrictions	
Advise field units of hazardous conditions	
Coordinate search efforts involving lost or missing persons, fugitives and bomb threats	
Assign security personnel to shelters, as necessary	
Request additional communication support as required	
Authorize assistance to support other law enforcement agencies, as appropriate	
Keep log of activities performed by all task coordinators and update incoming shifts	
Maintain status record of manpower, vehicles and equipment	
Assign personnel to traffic control points in the event of evacuation	
Provide security to affected areas, as needed	
Request mutual aid and other resources as necessary	
Establish on-site command post and communication	
Establish media briefing area and information	

Recovery Phase: Public Safety	
Task/Responsibility	Task Coordinator
Review and analyze law enforcement operations and update plan with any changes in procedures	
Accomplish equipment checks and maintenance on all equipment	
Replenish depleted supplies	
Complete administrative and fiscal reports, as required	
In the event of evacuation, establish traffic control for return of population and resources	
Provide law enforcement functional coordinator with log of law enforcement operations	
Assist with return of special needs groups, if required	
Return borrowed equipment and acknowledge assistance	

Reference Materials: Cass County Sheriff’s Department Operations Manual, Cass County Emergency Operations Plan and Appendices, Cass County Personnel Manual

Secondary Functions of the Public Safety Functional Coordinator:

The functional coordinator will provide direction to coordinate the actions of fire departments, search and rescue units and hazardous materials response teams. Through unified command under the Incident Command System (ICS) responders will ensure the immediate safety of all citizens, protect public and private property, conduct haz-mat assessment and provide protection for essential industries, supplies and facilities for any type of disaster.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparation Phase: Public Safety / Fire etc.	
Task/Responsibility	Task Coordinator
Review mutual aid agreements	
Review and update emergency staff assignments	
Determine available resources	
Alert personnel to be on standby status	
Coordinate activities with county emergency manager	
Coordinate communications requirements with communications officer	
Check readiness of all equipment	
Coordinate emergency ID for all Fire/EMS personnel	
Prepare for possible shortage of water, electricity, chemicals and fuel	
Accomplish inspections of shelter/emergency lodging facilities for safety	
Review procedures for decontamination/universal precautions	
Develop plans for utilizing volunteers	
Provide refresher training in traffic control procedures	
Provide training for volunteers	
Coordinate procedures with health and medical functional coordinator in the event of a mass casualty incident	
Review and update communications SOPs and communication annex with the emergency manager	
Review fire SOPs	
Participate in disaster exercises	
Response Phase: Public Safety / Fire etc.	

Task/Responsibility	Task Coordinator
Provide for decontamination centers, as needed	
Notify emergency manager of additional requirements	
Coordinate inspection of affected buildings for safety, as soon as possible	
Coordinate with public works for utilities shut off, as required	
Provide damage reports to EOC	
Coordinate and assist law enforcement with traffic and crowd control areas	
Consult with Chemtrec (Hazmat Incident/Accident)	
Coordinate urban search and rescue efforts for collapsed buildings	
Assist warning function	
Advise field units of hazardous conditions	
Request additional communication support	
Maintain log of activities and itemize financial expenditure records	
Maintain status record of manpower, vehicles and equipment	
Assign personnel to traffic control points in the event of evacuation	
Request mutual aid and other resources as necessary	
Establish on-site command post and communication	
Establish media briefing area and information	
Keep log of activities performed by all task coordinators and update incoming shifts	
Define area to be involved in urban search and rescue operations	

Recovery Phase: Public Safety Fire / etc.	
Task/Responsibility	Task Coordinator
Review and analyze fire operations and update plan with any changes in procedures	
Accomplish equipment checks and maintenance on all equipment	
Replenish depleted supplies	
Complete administrative and fiscal reports, as required	
Assist law enforcement with traffic control, where possible	
Provide public safety fire coordinator with log of fire operations	
Return borrowed equipment and acknowledge assistance	

Reference Materials: *Fire Department Suggested Operating Guidelines or Standard Operating Procedures, Hazardous Material Team Activation Protocol, 2000 Emergency Response Guidebook, Cass County Multi-Hazard Mitigation Plan*

PUBLIC SAFETY: EMS

Functional Coordinator: Executive Director F-M Ambulance

Purpose

This function provides procedures for preparedness, response and recovery to provide health and medical care during an emergency or disaster situation.

Primary Function: Ensure ongoing ambulance services, support hospitals, morgue.

This role will be filled by the Operations Supervisor of F-M Ambulance in the event the F-M Ambulance Executive Director is unavailable.

Preparation Phase: EMS

Task/Responsibility	Task Coordinator
Coordinate requirements with hospitals	
Establish number of additional patients the hospital and nursing homes could receive in the county	
Coordinate with public safety/law for emergency transportation for medical personnel to critical medical facilities in the event roads are impassable	
Establish number of patients hospitals in surrounding areas could receive	
Coordinate with EMS/rescue squads the number of ambulances available to support an evacuation of the hospital or nursing homes, if required	
Coordinate alternate patient transportation resources (school buses, vans, etc.) if equipped	
Coordinate availability of facilities to be used for emergency medical care	
Confer with Social Services to identify disabled individuals that may need medical assistance in the event of evacuation or disaster	
Review assignments of EMS personnel to shelters to ensure emergency	

medical capabilities	
Review and update communications SOPs with the emergency manager	
Participate in disaster exercises	

Response Phase: EMS	
Task/Responsibility	Task Coordinator
Establish medical command	
Maintain liaison between Director of Public Health, medical command officer and local government officials	
Coordinate medical resource requirements with the EOC	
Advise local officials to request the Governor to waive occupancy regulations of hospital and nursing homes, if necessary	
Coordinate activities and resource requirements with the emergency manager	
Coordinate requirements for morgue services	
Advise morgue coordinator in the event emergency interment is required	
Keep log of activities performed by all task coordinators and brief oncoming shifts of actions	
Coordinate with shelter coordinator in reviewing assignments of EMS personnel to shelters to ensure emergency medical capabilities	

Recovery Phase: EMS	
Task/Responsibility	Task Coordinator
Inventory medical supplies on hand and suppliers for restocking as needed	
Assembles key medical personnel for analysis of all medical operations	
Complete required reports	

Reference Materials: *F-M Ambulance Task Cards, Medical Control Annex, Disaster Handbook, Local Emergency Operations Plan, Cass EM Work plan*

COMMUNICATIONS

Functional Coordinator: Red River Regional Dispatch Director

Purpose

This function provides procedures for preparedness, response and recovery to establish the ability to communicate between direction and control authorities and between coordinating authorities and response organizations for an effective and coordinated response and recovery. Should the day-to-day communication systems become unavailable, alternate systems will be planned and implemented.

This function provides procedures for preparedness, response and recovery to establish and maintain a 24-hour countywide warning system. To receive and communicate timely warnings to appropriate officials and to the general public concerning actual or potential hazards and other situations so that appropriate preparedness or response actions may be taken

The functional coordinator has the responsibility, within financial and technical restraints, to establish, use, maintain, and manage the emergency communication network and to ensure that it is protected from hazards that may reduce its effectiveness. Standard operating guidelines should be developed to ensure consistency. This communications network includes back-up systems that are capable of supporting county-wide disaster operations, utilizing all available public and private communication systems, such as ARES, RACES and amateur radio, within the county. Dispatchers have the responsibility to follow established procedures.

The functional coordinator will provide program support and operational guidance in maintaining warning systems such as outdoor sirens, Emergency Alert System, NAWAS phones, law enforcement teletype, Internet and emergency public information.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparation Phase: Communications

Task/Responsibility	Task Coordinator
Identify vulnerable communication locations	
Review communications resource requirements	
Review and update communications SOPs and communication annex with the emergency manager	
Identify/verify agreements with private and public sector agencies to augment communications capabilities	
Ensure testing and maintenance of communications equipment	
Maintain list of licensed amateur operators within the county	
Instruct staff on contents and use of message handling system	
Ensure availability of message forms	
Participate in disaster exercises	
Renew radio licenses as required	

Response Phase: Communications	
Task/Responsibility	Task Coordinator
Alert communications personnel, as needed	
Advise functional coordinators of communications status	
Ensure communication capability for: <ul style="list-style-type: none"> ➤ Teletype ➤ Emergency Alert System (EAS) ➤ Interactive Video Network (IVN) ➤ Pagers ➤ Spotter network ➤ Amateur radio, RACES ➤ NOAA Weather Radio for civil emergency message ➤ Public safety radio channels ➤ Cellular phones ➤ Sirens ➤ NAWAS ➤ Fax ➤ Telephone ➤ Local Area Networks (LAN) <ul style="list-style-type: none"> ➤ Modems (email) 	
Provide supplemental emergency communications	
Keep log of activities performed by all task coordinators and update incoming shifts	

Recovery Phase: Communications

Task/Responsibility	Task Coordinator
Maintain communications with state government and adjacent communities	
Maintain log of communication activity	
Prepare report of communication activities during disaster situation	
Assess disaster effects on communications facilities and systems	
Report status of communications system to emergency management coordinator	
Analyze and revise SOPs	

WARNING

Functional Coordinator: Public Safety Answering Point Director

Purpose

This function provides procedures for preparedness, response and recovery to establish and maintain a 24-hour countywide warning system. To receive and communicate timely warnings to appropriate officials and to the general public concerning actual or potential hazards and other situations so that appropriate preparedness or response actions may be taken.

The functional coordinator will provide program support and operational guidance in maintaining warning systems such as outdoor sirens, Emergency Alert System, CodeRED, NAWAS phones, law enforcement teletype, Internet and emergency public information.

Functional coordinator or designees will perform the following tasks to carry out the function:

Preparation Phase: Warning	
Task/Responsibility	Task Coordinator
Update and review warning capabilities with available technology	
Review and update communications SOPs and communication annex with the emergency manager	
Review SOPS	
Update and confirm warning resources	
Release information to public pertinent to preparing for threat/hazard expected	
Establish liaison with all functional coordinators	
Keep local officials updated on all warning matters	
Prepare shelter and evacuation notification	
Review procedures with radio stations for continuous broadcasting	
Review dissemination and distribution systems to ensure maximum coverage to residents	
Contact volunteer groups who may assist with distribution of shelter evacuation notification	

Coordinate facility requirements for the joint information center	
Participate in disaster exercises	
Coordinate with communications functional coordinator on communications requirements, including anticipated needs for additional phones	

Response Phase: Warning	
Task/Responsibility	Task Coordinator
Activate EAS for immediate protective actions to include warning alerts and evacuations (excluding warnings and alerts that are done by communications functional coordinator)	
Activate CodeRed warning system for immediate protective actions to include warning alerts and evacuations at the direction of incident commander	
Implement media release point and set schedule for periodic briefings, as required	
Confirm policy on admittance of news media to disaster area with local officials	
Implement and assign personnel to citizens inquiry center	
Release citizens inquiry center telephone numbers to news media	
Coordinate release of all public information advisors and instructions with appropriate EOC staff	
Coordinate with EOC staff on requirements for printed public information material that needs to be distributed	
Coordinate distribution of all public information printed material to insure maximum coverage to county residents	
Upon receipt of a reliable warning, the dispatcher will refer to and automatically implement appropriate established procedures and will activate appropriate warning systems.	
Ensure that supplies and equipment for the information center are adequate and in place, as required	
Coordinate volunteer weather spotting network	
Keep log of activities performed by all task coordinators and update incoming shifts	
Advise communications functional coordinator of communications requirements (including additional telephones)	

Recovery Phase: Warning	
Task/Responsibility	Task Coordinator
Provide instructions to the public for the recovery phase	
Notify media when it is safe for evacuees to return to their homes	
Release safety measures and precautions applicable to hazard and recovery activities	
Discontinue operation of citizens inquiry center, when appropriate	
Notify residents where to call for assistance or for special problems	
Discontinue operation of media release point and notify media of contact point	
Discontinue operation of information center	
Review public information office annex and SOPs and implement changes to correct problems and improve operations	

Task Coordinators

Purpose

Task Coordinators are those individuals who work with the Functional Coordinators. These groups are responsible to provide assistance when called upon. The following identifies those task coordinators and describes the services they can provide. The Task Coordinator focuses on a specific area of expertise within the function assigned by the Functional Coordinator.

Emergency Manager

- Collect, analyze, and disseminate critical information to facilitate the overall response
- Liaison with North Dakota Department of Emergency Management
- Incident reporting
- Report to the designated incident commander
- Hospital notification of incident
- Red Cross notification
- Salvation Army notification
- County Highway Department notification / Traffic control trailer
- Assess the need for staging assistance
- Assess the need for the Command Post trailer
- Notify State REACT officer

Public Information Officer (PIO)

Cass County Government does not employ a full time PIO. During a disaster, the County Administrator will appoint a PIO to speak for the county.

Each Functional Coordinator should identify and appoint a PIO to represent their specific functional area. Each PIO will maintain familiarity with news release protocols and their role during a disaster. These responsibilities will include:

- Coordinate and disseminating disaster related information for the public
- Manage a citizen inquiry center

American Red Cross – Mass Care

- Coordinate sheltering
- Coordinate feeding
- Offer disaster mental health services
- Provide disaster assistance to individuals and families
- Provide emergency and preventative health services to victims and workers
- Act as a central contact point to receive and distribute the locations of those hospitalized
- Coordinate Family Assistance Centers and communicate their locations to hospitals and the public

Salvation Army

- Family assistance
- Emergency responder rehab (food, rest, water)
- Assist / support Red Cross with shelter
- Donations management (secondary)
- Spiritual counseling

United Way of Cass/Clay

- Provides funding to numerous agencies within Fargo and Cass County
- Ability to mobilize community members and agencies for assistance
- Offer financial assistance or resources
- Conduct donations/goods management and allocation
- Fundraising

EVAC

- Staging area assistance
- Traffic control assistance
- VHF/UHF radio equipped Command Post vehicle (2)
- Assist in communications with equipment and personnel

VOAD

- Coordinate with EOC / to determine need for voluntary organization assistance
- Assess ability of local / regional / national voluntary organizations to respond
- Coordinate delivery of services by VOAD agencies/organizations

Red River Radio Amateurs - (Ham Radio)

- Radio communications on VHF, UHF, and HF
- Ability to use voice, digital, and TV both in slow and fast scan
- Print, pictures and voice information, simultaneously on different frequencies
- Communicate with other amateurs state, region, nation, and world wide
- Ready with VHF and UHF radios on hand that can be set up anywhere with power
- Provide generators
- 120 members with 50 available to be called out anywhere in Cass or Clay Counties within one hour

First Link

- Collect, catalog, and disseminate accurate information on community services
- Offer 24 hour crisis hotline services to public (235-SEEK)
- Volunteer development, coordination and referral
- Set up and manage volunteer center during community disaster

Cass County Extension Service

Responsibilities for disaster response include:

- Lead role in coordination of services dealing with evacuation and sheltering of agricultural animals.
- Lead role in coordination of services dealing with disease spread in agricultural animals.
- Lead role in coordination of mass casualty response for agricultural animals.
- Assist with damage assessment of loss relating to agricultural crops and animals.
- Assist public health and other agencies during disaster recovery process for the farm sector.

Regional Hazmat Team

The Regional Hazmat Team is comprised of members of Fire Departments from the cities of Fargo and Moorhead. The Regional Hazmat Team has a response services contract with Cass County. The team responsibilities for WMD and Hazmat incidents include:

- Respond with persons certified at a minimum technician's level of hazardous spill training
- Assist local authorities by taking emergency actions necessary to protect life, property and the environment from the effects of a release
- Provide technical advice to the incident commander
- Recommend and take mitigation actions
- Stabilize the situation

Red River Regional Bomb Squad

The Cass County Regional Bomb Squad includes members from the Cass County Sheriff's and Fargo Police Departments. The Bomb Squad is the primary responder for unexploded or suspicious devices. Upon arrival, the Bomb Squad will:

- Assess the situation to determine if an explosive hazard exists.
- Assist with development of action plan to render hazardous or suspicious items safe.
- Render safe either at the scene or if appropriate transport to safe location
- Assist authorized investigative agencies in conducting a criminal investigation

Red River Valley SWAT

The Red River Valley SWAT Team is a tactical response unit comprised of members of the Fargo Police Department, Cass County Sheriff's Department, Moorhead Police Department,

Clay County Sheriff's Department, and West Fargo Police Department. The SWAT Team can be activated by contacting the Team Commander or Team Leaders, has a regional responsibility, and can provide the following response capabilities:

- Tactical response to any on-going dangerous incident involving violence or the threat of violence (ex. barricaded armed subject, hostage situation, etc.).
- High Risk Warrant Service: SWAT is available for high risk warrant service when information indicates a suspect(s) has a propensity for or history of violence. When information indicates the suspect(s) has weapons or has displayed weapons.
- Search Efforts: SWAT is specifically equipped and trained for search formations and techniques that may be used for locating escapees, lost or missing persons, etc. SWAT has thermal imaging and night vision capabilities to assist in this function.
- Chemical / Biological Response: Red River Valley SWAT is the designated law enforcement response team for any Chemical or Biological attack that should happen to occur within the state of North Dakota. The team has specialized equipment which allows it to operate in these type of hazardous environments.
- Negotiation Unit: The Negotiation Unit falls under the Red River Valley SWAT structure of command and consists of members from the Fargo Police Department, Moorhead Police Department, Cass County Sheriff's Department, and the West Fargo Police Department. The Negotiations Unit is available for on-going incidents where communication with a subject is possible and may help bring the incident to a peaceful end. The Negotiation Unit has a regional responsibility.

Hospitals (MeritCare – Innovis)

- Collaborate with all levels of public health on incident issues
- Medical facilities should augment internal patient care capabilities
- Increase staffing and assess staffing capabilities
- Inventory supplies of medications, equipment and other medical materials
- Participate in surveillance and treatment of disease
- Provide professional resources and technical expertise on chemical and biological agents as well as treatment and prophylactic guidelines
- Provide triage support; evaluate and assess patients, victims and families

Cass County States Attorney

The Office of the States Attorney provides legal services to the Cass County Commission and Cass County Departments.

- Advise and assist on legal actions surrounding emergency situations
- Review declarations of emergency policies and controls including curfews as necessary
- Represent Cass County in legal proceedings
- Review and maintain reports and legal forms as required.

North Dakota Civil Air Patrol

The Civil Air Patrol (CAP) is a federal asset accessible through the ND REACT Officer. The CAP provides aerial and other missions:

- Reconnaissance, search, damage assessment
- Environmental surveys utilizing visual, photographic, digital, and video.
- Airborne communications support
- Air transportation
- Manual labor (filling sandbags for flood control).
- Search and rescue ground teams.

Fargo Senior Commission

The Fargo Senior Commission is an organization serving senior citizens 60 years and older within Cass County. These services are provided to citizens living independently and are focused on home delivered meals, community dining, transportation, and outreach. The Senior Commission utilizes a large number of community volunteers.

During a disaster, the Fargo Senior Commission has the ability to:

- Provide disaster related information to its clients (8 outreach workers)
- Limited transportation capability for evacuation of clients (7 vehicles + 3 buses)
- Assist with referral services for clients (8 outreach workers)
- Assist with feeding for clients (250 meals by volunteers)
- Provide disaster preparedness information to clients through monthly newsletter
- Activate calling tree to check on client safety during and after disaster

Disaster Animal Response Team (DART)

DART is a coalition of representatives of business and organizations with interest and experience in providing for animals. DART will be activated upon direction from Incident Command / EOC with coordination from the Red Cross. During a disaster situation, DART will activate their operational plan which includes procedures for tracking animals, determining locations for animal care / containment, medical treatment and reunification with owners.

South East Mental Health (SEMH)

SE Mental Health is a six county, regional provider that that serves people with developmental disabilities and those with mental illness. SEMH provides and coordinates with community group and supervised living facilities. During and prior to a disaster, SEMH has the ability to provide disaster related information to its clients through staff and facility relationships with clients, check on client safety both during and after a disaster and assist with referral services during a recovery phase.

Family Health Care (FHC)

FHC provides cost effective medical services to a diverse group of Cass County residents. FHC also coordinates with key leaders and organizations of refugee and other non-English speaking individuals. During a disaster situation FHC can assist by providing warning and evacuation instructions through the activation of a calling tree to compliment the local

warning system. FHC can utilize their network to assist with checking client safety both during and after the disaster, and provide assistance with referral services.