

MONTANA

DNRC



**Forestry
Division**

**Fire
and
Aviation
Management
Bureau**

**EMERGENCY
OPERATIONS
PLAN**

January 2010

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January 2010

Montana Emergency Operations Plan

Standard Operating Procedures & Guidelines

For

**Montana Department of Natural Resources and
Conservation**

Fire & Aviation Management

January 2010

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Reference Manuals:

DNRC Fire Manuals
Northern Rockies Mobilization Guide
National Interagency Mobilization Guide
Interagency Incident Business Management Handbook
Local Government Disaster Information Manual – 1994
Emergency Management Assistance Compact – 1999
Northwest Wildfire Assistance Compact – 2004

Purpose

The Department of Military Affairs (DMA) Disaster & Emergency Services (DES) is responsible for coordinating comprehensive emergency management within the State of Montana. To this end the DES has created the Emergency Coordination Plan, which defines the roles and responsibilities of agencies of State government in the event of a natural or man-caused disaster. Included in this plan is a “Responsibility Matrix”¹ which lists each government agency and allocates responsibility to perform certain functions during a disaster emergency.

Montana DNRC has been designated as the “lead” State-level agency with respect to fire, both wildland and structural. In addition, DNRC has been tasked with providing support to other agencies of government during a disaster with respect to:

- Financial Management
- Public Information
- Communications
- Damage Assessment
- Food Distribution
- Technical Assistance
- Continuity of Government
- Mitigation Assistance²

Procedures for wildfire emergencies are already well established and available through Forestry Division manuals, the Northern Rockies Mobilization Guide, the Interagency Incident Business Management Handbook, and a wide variety of other guides and manuals developed for wildfire suppression.

This document presents the procedures and guidelines under which the Department of Natural Resources and Conservation will operate when called upon to act in support of operations associated with a non-wildfire disaster response. This document supplements Annex K of the Montana Emergency Operations Plan of September 30, 1991 and complies with direction established by the NIMS (National Incident Management System).

¹ *Montana Disaster and Emergency Plan*, Volume 1, Emergency Coordination Plan, Page 1

² *Montana Disaster and Emergency Plan*, Responsibility Matrix Definitions

National Incident Management System (NIMS) Compliance

In a letter to the nation's governors, United States Department of Homeland Security Director Michael Chertoff stated that "the NIMS is our nation's incident management system, and recent events have taught us that full implementation of NIMS among all jurisdictions and all levels of government must be achieved as quickly as possible." Mr. Chertoff goes on to say that "Jurisdictions will be required to meet the FY 2006 NIMS implementation requirements as a condition of receiving federal preparedness funding assistance for FY 2007."

In a Homeland Security Memo dated August 16, 2006 and signed on October 16, 2006 the Director of Montana DMA - Disaster & Emergency Services, Dan McGowan, certifies that "Montana, in coordination with our tribal and local government entities, has successfully complied with the following 23 FY06 NIMS compliance requirements ('taken as a whole' as directed by the NIMS Integration Center and DHS' Homeland Security Grant Program." See Appendix 8.

Montana DNRC, Fire & Aviation Management Bureau, has worked with the Montana DMA – Disaster & Emergency Services to fully comply with the 23 FY06 NIMS requirements. It is important to recognize that the F&AMB is an operating member of the Northern Rockies Coordinating Group for wildfire management in Montana and the Northern Rockies. As such, the Montana DNRC operates under the "National Interagency Incident Management System," which establishes incident management standards for preparedness, training, resource management, communications and information management by wildfire protection agencies in the United States.

The DNRC has taken steps to offer training in IS-700 (Schedule #13) and IS-800 (Schedule #14) for 2008 and 2009. Further, DNRC has taken steps ensure compliance with all other relevant compliance schedule items.

Specific Authorities

10-3 MCA – Disaster and Emergency Services

10-3-303 MCA – Declaration of Disaster – effect and termination

76-11-101 MCA – Protection of Natural Resources from Fire

76-13-105 – Protection of non-Forest Lands and Improvements

76-13-201- Duty of Owner to Protect Against Fire

76-13-202 – Means by which Department May Provide Protection

OSHA Fire Brigades Standard 29 CFR 1910.156

OSHA Hazardous Materials Responder Standard 29 CFR 1910-120

EPA Final Rule 40 CFR Part 311

PL 104-321 – EMAC, October 1996

Homeland Security Certification memo, August 16, 2006

Disaster/Emergency Declarations

Instances Where Assistance Is Requested and Where No Disaster Is Declared

Occasionally, a local authority may be faced with an emergency situation where State or Federal resources are requested and the nature of the emergency is such that the local authorities may not declare an emergency. Examples might include:

- Law enforcement events.
- Large-scale planned events exceeding the ability of local resources to manage.
- Short duration fires or other local emergencies.
- ...and others.

DNRC line officers, area or unit managers, or their designated representatives may authorize DNRC assistance. However, local civic authorities are under no obligation to reimburse expenses unless billing agreements are arranged in advance. Assistance provided will be funded by local DNRC budgets.

Local Emergency/Disaster Declaration

A local government may declare a local emergency or disaster in response to an emergency incident. Although locally uncommon, at any given point in time circumstances may come together which result in a very damaging emergency event. In order to facilitate the mobilization of local resources county, city, or other civic authorities may declare an emergency to deal with the situation or its aftermath. The authorities issuing the declaration may or may not request the assistance of State or federal agencies. Instances where a Local Emergency/Disaster Declaration might be declared are:

- Localized flooding.
- Localized fire activity.
- Weather events (winter storms, tornado, etc.).
- Earthquakes.
- Hazardous materials spills.
- ... and others.

DNRC Managers note: Montana Operations Manual Management Memo 2-04-5³

“When the State of Montana responds to an event that does not warrant the Governor declaring a state of disaster or emergency, state agencies will have to bear the costs of the response from existing budgets.”

DNRC line officers; area or unit Managers, or their designated representatives may authorize DNRC assistance. However, local civic authorities are under no obligation to reimburse expenses

³ Montana Operations Manual, Management Memo 2-04-5, Dated 7/30/03, Subject: ACCOUNTING TRANSACTIONS REQUIRED TO REPORT EXPENDITURES RELATED TO DISASTERS OR EMERGENCIES.

unless billing agreements are arranged in advance. Assistance provided will be funded by local DNRC budgets.

Governor's Emergency/Disaster Declaration

If an emergency event escalates beyond the ability of local authorities to manage the situation, the local county commissioners may request a "Governor's Emergency/Disaster Declaration". This is the most common declaration seen in Montana and is a "joint" effort between local government and the State of Montana Governor's Office. County commissioners make a request for a declaration via the Montana DMA – Disaster & Emergency Services.

Montana Indian tribes may also request a Governor's Emergency/Disaster Declaration and are not required to go through their local county commissioners. Tribes also have the option to request a disaster declaration directly with organizations of the federal government. Due to the unique treaty relationships between the tribes and the government of the United States, a Tribal Chairman/Counsel may request assistance directly to the secretary level of the various departments of federal government depending on the nature of the emergency.

Instances where a Governor's Emergency/Disaster declaration might be issued include:

- Large scale forest fire activity
- Large scale structure fires (maybe an oil refinery or other major industrial installation)
- Tornadoes
- Widespread flooding
- When dealing with the aftermath of a severe earthquake
- ...and others

DNRC line officers; area or unit managers, or their designated representatives may authorize initial DNRC assistance in the expectation that a Governor's Emergency/ Disaster Declaration will be issued. Authority to continue support operations must be obtained through the DNRC Director via appropriate division administrators. Deployment of fire suppression or support resources must be authorized by the DNRC Director via the Forestry Division Administrator. Statutory appropriations for overtime and travel must be requested and normally will be authorized. All other cost reimbursement arrangements must be agreed to in advance with the lead agency.

Presidential Emergency/Disaster Declaration

If an emergency event escalates beyond the ability of State and local authorities to manage the situation, the State of Montana may request a Presidential Emergency/Disaster Declaration. As the name implies, this declaration is made by the President of the United States. Although, in any given year, it may be expected that a disaster requiring a Presidential declaration can occur somewhere in the United States, it would be far less common than a local or Governor's declaration. A Presidential Declaration is issued in response to very large scale disasters:

- Massive and very damaging earthquakes.
- Hurricanes.
- Massive flooding.

- Very large scale forest fire activity.
- When dealing with the aftermath of very large scale tornado activity.
- ... and others

DNRC line officers, area or unit managers, or their designated representatives may authorize initial DNRC assistance in the expectation that a Presidential Emergency/ Disaster Declaration will be issued. Authority to continue support operations must be obtained through the DNRC Director via appropriate division administrators. Deployment of fire suppression or support resources must be authorized by the DNRC Director via the Forestry Division Administrator. Statutory appropriations for overtime and travel must be requested and normally will be authorized. All other cost reimbursement arrangements must be agreed to in advance with the lead agency.

Other Federal Declarations

In addition to the Presidential Declaration two other federal declarations may be issued:

- **Small Business Administration Declaration** – Issued to provide low interest loans through its physical and/or economic injury loan programs or through the economic dislocation program. These programs may be activated through the SBA, Secretary of Agriculture or by Presidential declaration.
- **Secretary of Agriculture (Drought) Declaration** – Issued in response to damage to crops due to a variety of causes. This most common form of the Secretarial declaration is with regards to drought. The Secretarial designation activates Farmer's Home Administration low interest loans to producers affected by the drought and normally activates other SBA assistance programs.

DNRC will normally not provide emergency assistance under these declarations.

Resource Mobilization

Generally, two circumstances may be foreseen in which DNRC will act to manage or to support emergency operations. The first is during or in the immediate aftermath of a natural or human-caused emergency event where no disaster has yet been declared but there exists an immediate threat to lives and property. The other is in response to a local, Governor's, or Presidential Emergency/Disaster Declaration.

Support to non-emergency events or large scale planned events must be authorized in advance by the Director of DNRC. DNRC will normally not provide assistance where no emergency or disaster exists or is anticipated.

Immediate Threat to Lives and Property

DNRC personnel may act in support of non-wildfire emergency operations in the event that an immediate threat exists to lives and property. If a DNRC responder witnesses an event involving an immediate threat or assistance is requested by an initial responder, the DNRC employee must evaluate the situation with respect to safety, personal capability, and resource capability.

First, and most importantly, the responder must decide if the response can be made with respect to his/her own personal safety and the safety of others in the vicinity.

Next, the responder must decide if he/she has the capability, usually gained through training and experience, to assist. A firefighter who cannot swim might not be the best person to directly assist in a water rescue. The person may, however, utilize the engine radio to call for assistance or use hose or other available tools to throw a lifeline.

Finally, the responder must decide if the engine or other resource at his/her disposal is adequate for the task. A Type 6 engine may be of little value suppressing fire at an oil refinery. Still, the engine radio again might be used to call for assistance or to order additional resources. The engine might also be effectively used to patrol the surrounding countryside for spot fires or to assist with area security.

At the earliest feasible time the DNRC responder must notify his/her supervisor of actions taken and obtain direction through the chain of command from a DNRC line officer⁴ to continue assistance or to withdraw. Unless directed otherwise, once the immediate threat to lives and property has been mitigated, the DNRC responder must withdraw assistance.

Employee time will be charged against the organization's regular budget. Overtime, travel, and other expenses may or may not be authorized. Therefore, DNRC employees may issue a new SABHRS accounting code to accrue costs only if non-budgeted expenses are authorized.

Items to consider before committing DNRC resources to an incident where no emergency declaration has been issued:

⁴ Line Officer – DNRC Director, Area or Unit Manger, or appropriate Division Administrator

1. Should DNRC be involved? Is there an imminent threat to lives and property? Do we expect an Emergency/Disaster declaration?
2. Are equipment, supplies, or other resources available from the private sector? Locally available rental equipment or supplies might be obtained quickly and economically.
3. Does DNRC intend to bill for the use of equipment or personnel? Is the requesting agency aware of this intention?
4. Will personnel be operating in excess of 8 hours per day? Should overtime be required, a Governor's Emergency/Disaster Declaration must be in progress or other agreements made to authorize overtime. Resource orders and timekeeping paperwork must be used to document resource orders and hours expended.
5. Apart from very unusual or severe circumstances, the use of DNRC fire management resources should not interfere with the ability to accomplish their fire suppression mission.

Local Emergency/Disaster Declaration In Place or In Progress

When conditions warrant, the DMA – Disaster & Emergency Services (DES) encourages local governments to issue a Local Emergency/Disaster Declaration. This facilitates the creation of an incident command organization and the issuance of additional mill levies to fund local emergency operations. DNRC support to local government during a local emergency may be warranted, but budget and operational elements must be considered in the same fashion as when no declaration is in place or intended.

Governor's or Presidential Emergency/Disaster Declaration In Place or In Progress

DNRC assistance may be requested while a disaster request is in progress. The Governor is notified immediately by the responsible agency or by the DMA – Disaster & Emergency Services (DES) if a declaration will be requested. The executive office will affirm that a formal declaration will be issued. DNRC need not wait for the formal written declaration but may act once the DES obtains and passes on a verbal confirmation.

DES is the key agency in this process. Local authorities will normally work through their local DES representative who in turn is in contact with the State DES office in Helena. Once officials from DES have discussed the situation with the executive office, they will confirm that an emergency declaration will be forthcoming. This declaration authorizes other State of Montana government agencies to request general fund statutory appropriations for overtime and travel in support of the lead agency. If other costs will be incurred the DNRC and lead agency must formally agree in advance how they will be funded. The Northern Rockies Coordination Center will issue a SABHRS accounting center for use by DNRC personnel.

At this point in the process it is likely that DES will implement and staff their emergency operations center, EOC. All requests for assistance which cannot be met internally by the responsible agency or within their normal organizational contacts will be placed to the DES EOC. An example of this process might be the situation surrounding large scale wildfire activity. The DNRC may request an emergency declaration to the Governor's office via DES. Meanwhile, DNRC continues to work internally and with their normal interagency cooperators in wildfire suppression operations to manage the emergency situation. The Governor's Declaration will authorize DES to mobilize additional resources from the Montana National Guard or other agencies of State government.

All emergency requests for DNRC assistance from other agencies of State government are placed by DES to the Northern Rockies Coordination Center. The DNRC Direct Protection Coordinator or designated NRCC duty officer will contact DNRC managers, brief them on the emergency situation, and obtain authority to offer or decline support. Authority to mobilize wildfire suppression or support resources is delegated from the Director of DNRC to the Forestry Division Administrator, to the Chief of the Fire and Aviation Management Bureau, and to the F&AMB Suppression Section Supervisor (State Fire Coordinator). The notification process will begin with the Suppression Section Supervisor and move up through the chain of command. In the event that these DNRC officials cannot be reached, the Direct Protection Coordinator or authorized NRCC duty officer may offer or decline support based on the circumstances of the emergency situation. Once DNRC forestry or fire management officials have been contacted support will be continued or withdrawn.

DNRC fire suppression and support resources are mobilized through the geographic area interagency fire dispatch system. This system provides DNRC contacts to statewide fire suppression managers. The dispatch organization may also provide access to federal fire suppression and support resources, again depending on the situation and with approval through federal management channels.

Items to consider before committing DNRC resources to an incident where a disaster declaration has been issued:

1. Has the request been placed through the correct channels? If not route it there.
2. Has the response been authorized by DNRC officials?
3. Have the appropriate financial codes been assigned?
4. Should the request be placed and filled with local private sources?
5. Will federal agencies be involved? If so have they been notified and will their involvement be authorized?

DNRC Coordination / Management Contacts

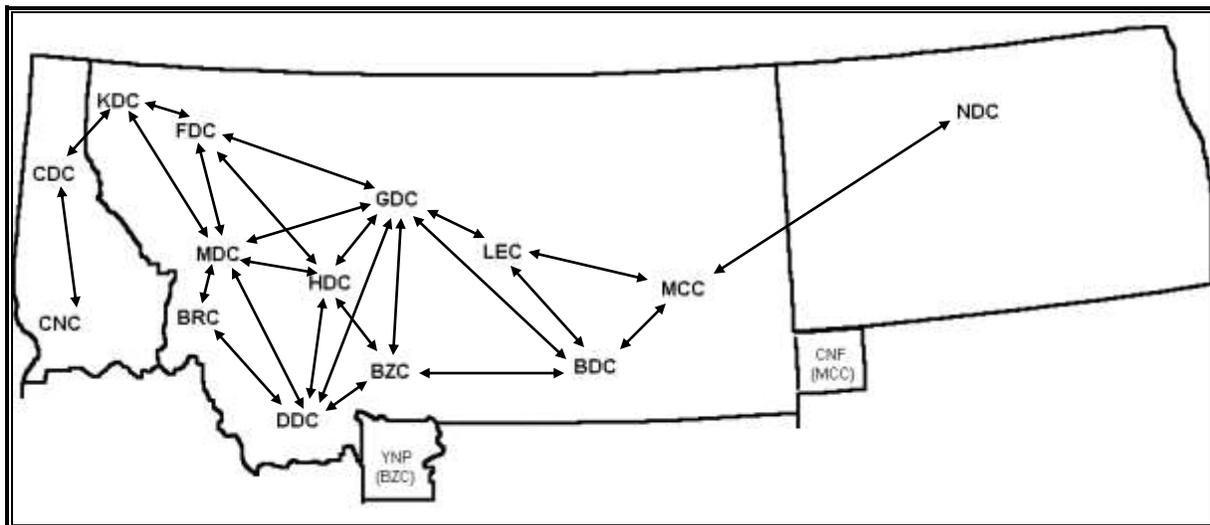
Ray Nelson - Direct Protection Coordinator	406-329-4880 Cell 406-544-3473 Duty Officer Cell 406-544-2632
John Monzie – F&AMB Suppression Supervisor State Fire Coordinator	406-542-4220 Cell 406-544-7383
Ted Mead – Chief, F&AMB	406-542-4304 Cell 406-544-1004
Bob Harrington – State Forester	406-542-4301 Cell 406-544-6045

Dispatch/Coordination

Resource orders for non-fire emergencies originate with the “lead” organization as defined by the DES Responsibility Matrix. Requests which cannot be filled internally are placed to the DES EOC. DES, in turn, places the request to the organization best able to provide assistance. Non-fire suppression and support resources may be ordered directly from the organization willing to provide the resource. It is recommended that information regarding this assignment be documented on a resource order form, but other documentation may be satisfactory.

Montana DNRC Fire Suppression and support resources are mobilized via the interagency fire dispatch system. In Montana, Northern Idaho, and North Dakota the Northern Rockies Coordination Center (NRCC) is the hub of the system responsible to coordinate the movement of resources between the wildfire dispatch zones. Zone Dispatch Centers provide support to member wildfire organizations and in some cases to local initial attack dispatch centers. All state and federal wildfire suppression resources in Montana are mobilized through this system. The NRCC is also a member of and provides access to the National Wildfire Dispatch system and the National Incident Coordination Center (NICC) in Boise, Idaho. The wildfire dispatch system is designed to provide aviation, communications, transportation, lodging, meals, and other logistics support services to large-scale emergency operations.

In addition, Zone Dispatch Centers may request resources directly from their “neighbors.” This “good neighbor” policy allows for the rapid mobilization of “closest forces” resources. In the event that the scale of operations is such that Northern Rockies Coordinating Group (NRCCG) members want closer coordination of inter-zone resource mobilization, the Multi-Agency Coordination representatives may override the neighborhood policy and require inter-zone ordering via the NRCC.



Northern Rockies Geographic Area Neighborhood Map

BDC - Billings Dispatch Center – Neighbors: BZC, GDC, LEC, MCC
(Billings, MT). Dispatches for CRA, FPA, NCA, RMA, BID, MSO, LBP, BLW, BFK

BRC - Bitterroot Dispatch Center – Neighbors: DDC, MDC
(Hamilton, MT). Dispatches for BRF

BZC - Bozeman Dispatch Center – Neighbors: BDC, DDC, GDC, HDC
(Bozeman, MT). Dispatches for GNF, CNF (BEARTOOTH RD), CES-BZN, YNP

CDC - Coeur d’Alene Dispatch Center – Neighbors: GVC, KDC
(Coeur d’Alene, ID). Dispatches for IPF, IDL, CAS, KVS, MIS, PDS, PLS, SJS, CDT, COD, CDK

GVC – Grangeville Dispatch Center – Neighbors: CDC
(Grangeville, ID). Dispatches for CWF, NPF, CMS, CTS, CWS, MCS, NPT, CWD, NPP

DDC - Dillon Dispatch Center – Neighbors: BRC, BZC, GDC, HDC, MDC
(Dillon, MT). Dispatches for BDF, CES-DLN, BUD, DFD, RLR, BHP, GKP

FDC - Flathead Dispatch Center – Neighbors: GDC, KDC, MDC, HDC
(Kalispell, MT). Dispatches for FNF, GNP, NWS-SWN, NWS-KAL, NWS-STW

GDC - Great Falls Dispatch Center – Neighbors: BDC, BZC, DDC, FDC, HDC, LEC, MDC
(Great Falls, MT). Dispatches for LCF, CES-CON, BFA, FBA, RBA, BLR, GFW

HDC - Helena Dispatch Center – Neighbors: BZC, DDC, GDC, LEC, MDC, FDC
(Helena, MT). Dispatches for HNF, CES-HLN

KDC – Kootenai Dispatch Center – Neighbors: CDC, FDC, MDC
(Libby, MT). Dispatches for KNF, NWS-LIB

LEC – Lewistown Dispatch Center – Neighbors: BDC, GDC, HDC, MCC
(Lewistown, MT). Dispatches for LED, NES, BLR, BWR, CMR (West Side), MLR, GGW

MCC – Miles City Dispatch Center – Neighbors: BDC, BZC, LEC, NDC
(Miles City, MT). Dispatches for CNF, MCD, EAS, SOS, CMR (East Side)

MDC - Missoula Dispatch Center – Neighbors: BRC, DDC, FDC, GDC, HDC, KDC
(Missoula, MT). Dispatches for LNF, R01, WOF, INT, MTS, SWS, NWS-PLS, FHA, MFD, NBR, MSW, NRK

NDC - North Dakota Dispatch Center – Neighbors: MCC
(Upham, ND). Dispatches for DPF, NDS, DID, NDD, FBA, FTA, TMA, ADR, AWR, CLR, CRR, DLR, DVR, GDR, JCR, LIR, LLR, LWR, SHR, USR, VCR, VFR, FUP, IPP, KRP, TRP, SLT, BMW, GFW

Another wildfire dispatch channel exists within the Northern Rockies interagency dispatch system. The State of Montana is a member of the “Northwest Wildland Fire Compact”⁵ which provides for direct resource ordering between member States and Canadian Provinces in support of wildfire activity. It can be foreseen that under unusual emergency circumstances offers of support will be forthcoming under the sponsorship of the Northwest Compact. All Northwest Compact ordering in support of DNRC operations is processed via the Northern Rockies Coordination Center.

⁵ Northwest Wildland Fire Protection Agreement (Northwest Compact), Cooperative Operating Plan Revised 2007

Montana is also a member of the “Emergency Management Assistance Compact – EMAC.”⁶ This support system is managed by DES and ordering for EMAC resources will not necessarily be routed through the interagency wildfire dispatch system. Still, given the wildfire dispatch communications and logistics support infrastructure, it might be anticipated that the NRCC and Zone Dispatch Centers may participate in the ordering process. All EMAC ordering is coordinated via the NRCC and DES EOC.

Support to a non-wildfire emergency will likely not be mobilized initially within the structure provided by the wildfire dispatch system. Most law enforcement or structure fire organizations are dispatched via 911 Centers or by Local Police/Fire Dispatch. Other non-emergency services organizations may also possess communications/dispatch capabilities. Direct resource ordering of wildfire suppression and support resources between the organization managing the emergency situation and DNRC managers is authorized in the initial response phase of the emergency if approved by the local DNRC line officer. If DNRC resources are assigned and as the incident progresses the NRCC will be notified as early as feasible to establish an orderly and systematic flow of intelligence and resource ordering information. As soon as is practical, and as ordering activity, incident complexity, or duration increases, resource ordering for DNRC resources and coordination activities will be routed through the NRCC.

It is also probably fair to say that most non-wildfire dispatch organizations such as 911 are organized to support short-term events. Most structural fires or law enforcement actions are managed within a day or two incident period. These initial responder systems are designed for a rapid and effective incident response but generally are not as prepared for longer duration “campaign” operations such as those which occur with large scale wildfire activity.

Therefore, it may be assumed that the short duration non-wildfire event will be managed best using the local agency’s existing dispatch system with direct ordering to local DNRC managers as approved and coordinated via the DES. Longer duration events may be better managed either within the Incident Command System - Expanded Dispatch model⁷ - or within the interagency wildfire dispatch system itself. In either case, it is likely that the wildfire dispatch system will be used for resource ordering, experienced personnel, or both.

Resource Ordering

Two methods exist to process requests for emergency resources. The first uses the standard resource order form for aircraft, equipment, overhead (personnel), crews, and supplies. This form is widely used for resource orders within the Incident Command System (ICS), as implemented in support of wildfire operations, and is generic enough for use in non-wildfire emergency operations. If a request for resources is placed to DNRC from DES **to support another** government agency or a request is placed by DNRC to DES **for support from another** government agency, the request should be placed on the resource order form. It can be foreseen however, that an organization managing the incident may not be familiar with the resource order paperwork. In this instance, a request may be received by letter, form, or other written means. The DNRC organization providing the resource will transcribe this order/request to the standard

⁶ Emergency Management Assistance Compact (EMAC) Standard Operating Procedures for the State of Montana, Revised 7/22/99

⁷ Incident Command System, Expanded Dispatch – National Interagency Mobilization Guide, NFES 2092 Revised March 2007, Chapter 33.1 Page 122

resource order form. This paperwork-based resource ordering/request process is the preferred method of ordering for small scale incidents.

The other process used for resource ordering is the computer and internet-based Resource Ordering and Status System (ROSS).⁸ This system is used by all State and federal wildfire dispatch organizations in the United States when requesting resources from the national wildfire dispatch system. In Montana and the Northern Rockies, the ROSS system is deployed at the NRCC, all Zone Dispatch Centers, and all Indian Agencies. Initial attack dispatch organizations, if located separately from a Zone Dispatch Center, will likely not be using ROSS. An order placed by DES for DNRC wildfire suppression resources will arrive at the NRCC on the paper form. The NRCC may enter the order into ROSS and place it to the appropriate zone dispatch center or to NICC. This is the preferred method of resource ordering from the national wildfire dispatch system.

Should management of the incident expand, warranting the establishment of an expanded dispatch organization, and that expanded dispatch is working closely with the Zone Dispatch Center, it may be foreseen that the ROSS order will be initiated at the expanded dispatch center. The ROSS order will be processed through the wildfire dispatch system in the same manner as with any wildfire suppression order. This is the preferred method of resource ordering for very large scale incidents where extensive ordering is expected via the national dispatch system.

⁸ Resource Ordering and Status System, ROSS Website - <http://ross.nwccg.gov>

Out-of-Area Support

Although large scale emergency incidents are rare in any given location, they are not that uncommon for the nation as a whole. 2006 and 2007 saw multiple large scale hurricanes in Florida and Louisiana. The Midwest (as well as other places in the United States) is susceptible to large scale flooding. California is prone to earthquakes and wildfires. Alaska and the Pacific Northwest experience violent volcanic activity. The unfortunate events of September 11, 2001 in New York City required a massive rescue, relief, and cleanup effort.

In almost any year the Intermountain West will see large scale wildfire activity. This activity makes wildfire suppression agencies uniquely prepared to assist during non-wildfire disasters. Wildfire managers, dispatchers, and firefighters frequently mobilize to support large scale emergencies and have many opportunities to exercise their operations and logistics support systems. Since non-wildfire incidents happen much less frequently, emergency managers often look to wildfire agencies to provide logistics support; experienced personnel, equipment, crews, supplies, and other resources.

DNRC is a member of the Northern Rockies Coordinating Group. As such, DNRC has made personnel and financial commitments to the wildfire management and dispatch system, to the deployment of suppression resources, and to the establishment and maintenance of incident management teams. In addition, DNRC can and does supply miscellaneous personnel and other support resources to wildfire cooperators. DNRC works closely with county and local fire managers through the State/County Cooperative Protection Program⁹. DNRC and other federal, state, and local members of the NRCG have committed to mutual aid and interagency wildfire operations within Montana and the Northern Rockies.

Should the demand for resources due to wildfire activity in Montana exceed the ability of the NRCG to provide them, member agencies may order from the national dispatch system. Suppression and support resources are obtained from local, state, and federal organizations throughout the United States. Similarly, if fire activity occurs in other parts of the country, members of the NRCG provide resources in support of out-of-area wildfire operations. This principle of national reciprocal assistance and support is well established and provides the foundation on which large scale wildfire incidents are managed in the United States.

DNRC is authorized to provide suppression and support resources in support of wildfire activity outside the State of Montana, provided the deployment of resources does not negatively impact the ability of DNRC to perform its own fire management responsibilities. These assignments provide a mutual benefit, with the ordering organization obtaining needed assistance and DNRC personnel receiving valuable suppression experience. It also follows that other states will reciprocate in support of DNRC wildfire activity.

This national assistance and support principle is not as well defined for non-wildfire incidents. Clearly, several federal agencies have a responsibility to support the states in the event of a disaster emergency. It is not as clear that the states have this same obligation to support federal organizations. State wildfire organizations fund resources for operations within their respective

⁹ State/County Cooperative Protection Program – DNRC 900 Manual, Fire Suppression Guidelines

jurisdiction and while willing to provide support for wildfire operations, they are less willing to provide resources for non-wildfire activities outside their jurisdiction and expertise.

DNRC allows the dispatch of suppression and support personnel to support out-of-area incidents if they are members of an incident management or area command team. DNRC may also allow the dispatch of other suppression and support personnel as miscellaneous overhead at the discretion of the employee's line officer or, in the case of staff personnel, their division administrator. Although the State is perhaps not obligated to provide such assistance, the employee will surely return home with invaluable experience and knowledge to better support the State of Montana if a non-wildfire disaster were to strike closer to home.

In order for a DNRC employee to respond out-of-area as either a member of an organized team or as miscellaneous overhead, two conditions must be met:

1. Incident operations in the affected area must be operating under a Presidential or State Emergency/Disaster declaration.
2. The United States Forest Service or other sponsoring federal agency must agree in writing to reimburse the State for the individual's services and provide a valid federal reimbursable billing code.

The above discussion assumes that the individual will be dispatched in their official capacity as a DNRC employee. Should an employee wish to utilize his/her annual leave, compensatory time, or authorized leave without pay, the person may be hired as a federal AD employee. Dispatched in this manner, the individual is hired in their capacity as a private citizen rather than in their capacity as a DNRC employee.

Out-of-area dispatch of DNRC wildfire suppression and support employees is not authorized for non-disaster/emergency events.

Incident Management

DNRC is a member of the Northern Rockies Coordinating Group. Members of the NRCG include:

- Montana Department of Natural Resources and Conservation
- Idaho Department of Lands
- North Dakota State Forest Service
- United States Forest Service
- Department of the Interior – Bureau of Land Management
- Department of the Interior – Bureau of Indian Affairs
- Department of the Interior – National Park Service
- Department of the Interior – Fish and Wildlife Service
- Montana Department of Military Affairs - Disaster & Emergency Services
- Local Government – Currently Missoula County Sheriff’s Department

Senior members of these organizations provide the leadership and direction for wildfire management in the Northern Rockies. Authority to mobilize resources is delegated from the NRCG to the Northern Rockies Interagency Wildfire Dispatch System. During periods of large scale activity the NRCG will form a Multi-Agency Coordinating Group (MAC), which provides additional oversight to interagency fire management and dispatch operations.

Wildfire suppression organizations in the Northern Rockies follow the “Closest Forces Concept” in initial attack operations. This will normally result in the agency with jurisdiction responding but does allow for a response by an agency outside their jurisdiction. Incident command is established by the initial responder. As the incident grows in size and complexity, incident command is transferred to more senior or experienced personnel. The organization in place to manage and support the incident also grows within the organizational structure of the Incident Command System. As scale and complexity continues to increase, pre-defined Type 2 and Type 1 incident command teams may be activated through the wildfire dispatch system. The Northern Rockies supports 7 teams:

- Two Type 1 Incident Management Teams dispatched via the NRCC.
- Two Type 2 Incident Management Teams dispatched via Grangeville Dispatch.
- One Type 2 Incident Management Team dispatched via Kalispell Dispatch.
- Two Type 2 Incident Management Teams dispatched via Billings Dispatch.

In addition, area command teams, buying teams, and other organized support teams can be made available. All orders for incident management teams and other interagency resources must be placed via the Northern Rockies Coordination Center and their use approved by the Northern Rockies Coordinating Group.

DNRC/DES Coordination

An important component of emergency management in Montana is the interaction between the DMA – Disaster & Emergency Services and the Department of Natural Resources and Conservation. DES is the lead State agency coordinating non-wildfire emergency response in Montana. DNRC is the lead State agency for wildfire emergency management and the organization most frequently involved in large scale emergency operations. Therefore, an effective and reliable communications and coordination channel between DES and DNRC is essential.

Outside regular office hours, DES maintains a 24-hour duty officer. Similarly, DNRC maintains a duty officer in cooperation with other staff members at the Northern Rockies Coordination Center. The NRCC duty officer is authorized to initiate an emergency response for any member of the NRCCG. A complete contact list is provided in the Northern Rockies Mobilization Guide. The duty officer contacts are:

	Regular Hours	After Hours	
DES	406-841-3966	406-841-3911	
NRCC	406-329-4880	406-544-2632 406-544-3473	NRCC Direct Protection Coordinator Not monitored in the off-season

In addition, the NRCC maintains a call down list for use in emergencies if the duty officer cannot be reached. Any organization requiring a duty officer call down list for emergency management should contact the NRCC.

In addition to the Dispatch and Coordination channel of communication, various agency and emergency managers establish various forms of direct voice and email communication. This is an essential and important element of the emergency response allowing managers the avenue to discuss events and establish response and management strategies. This management channel might also be used in the initial stage of an incident to initiate a response.

Managers should remember however that an organized, systematic, and coordinated strategy is absolutely essential in response to emergency events. Especially in the early stages, large scale disasters are characterized by confusion and uncertainty. One of the primary goals in the response is to establish order out of chaos. Intelligence information, strategies, direct channel resource ordering, and other relevant communications must be shared with incident commanders, dispatchers, and logistics support personnel. Resource ordering, in particular, must be directed through established ordering channels to ensure an effective and coordinated response.

Appendix 1

Responsibility Matrix and Definitions

RESPONSIBILITY MATRIX DEFINITIONS

FUNCTIONAL CAPABILITIES

COORDINATION: COORDINATE STATE GOVERNMENT'S EFFORTS TO EFFECTIVELY AND EFFICIENTLY RESPOND TO AND RECOVER FROM EMERGENCIES OR DISASTERS.

Financial Management: Coordinate and implement the necessary processes to document eligible expenditures and request reimbursement.

Public Information: Provide an efficient and effective information system that disseminates consistent and credible emergency- or disaster-related information to the public.

COMMUNICATIONS: COORDINATE THE USE OF AVAILABLE COMMUNICATION SYSTEMS TO SUPPORT EFFICIENT MANAGEMENT OF EMERGENCY/DISASTER RESPONSE.

Warning: Provide for efficient government-to-government notification.

DAMAGE ASSESSMENT: PROVIDE FOR A SYSTEM TO ASSEMBLE AND ASSESS THE PERTINENT INFORMATION THAT DETAILS THE DAMAGES CAUSED BY AN EMERGENCY OR DISASTER.

DONATIONS MANAGEMENT: ESTABLISHES A SYSTEM TO MANAGE GOODS OR SERVICES THAT MAY BE DONATED DURING AN EMERGENCY OR DISASTER.

INDIVIDUAL ASSISTANCE: COORDINATE THE DELIVERY OF IMMEDIATE SERVICES TO THOSE AFFECTED BY AN EMERGENCY OR DISASTER.

Shelter/Immediate Needs: Coordinate with the applicable agencies to meet the immediate needs of those affected to include food, shelter and clothing.

Food Distribution: Coordinate the delivery of emergency food supplies when normal supply systems are rendered dysfunctional and the immediate needs of the public cannot be met.

Animal Rescue: Coordinate with the applicable agencies to provide for the rescue, movement and sheltering of small and large animals.

PUBLIC HEALTH/SAFETY: PROVIDE FOR THE PROTECTION OF LIFE, PROPERTY AND THE MAINTENANCE OF LAW AND ORDER DURING AN EMERGENCY OR DISASTER SITUATION.

Health, Medical, Mortuary: Develop the systems and processes to provide the necessary assistance with regard to critical health, medical and mortuary issues.

Safety: Develop the necessary systems to provide for the continuous provision of public safety (i.e., evacuations, debris removal, search/rescue, & etc).

Pharmaceutical Stockpile: Coordinate the distribution of “The National Pharmaceutical Stockpile (NPS)” which consists of medical material pre-positioned to aid state/local emergency response authorities whose jurisdiction becomes the target of terrorism using biological and/or chemical weapons.

TECHNICAL ASSISTANCE: OUTLINES THE TECHNICAL ASSISTANCE THAT WILL BE AVAILABLE FROM STATE AGENCIES TO THOSE ENTITIES AFFECTED BY THE EMERGENCY OR DISASTER.

TRANSPORTATION: DEVELOP THE ABILITY TO MAINTAIN THE OPERABILITY OF THE TRANSPORTATION SYSTEMS WITHIN THE STATE (AIR, RAIL AND HIGHWAYS)

INCIDENT SPECIFIC COORDINATION

ANIMAL DISEASE: COORDINATE STATE AGENCY RESPONSE WITH REGARD TO THE SYSTEMS AND PARAMETERS FOR DEALING WITH ANIMAL DISEASE OUTBREAKS WHETHER THEY BE FOREIGN OR DOMESTIC IN NATURE.

DAM FAILURE: COORDINATE STATE AGENCY RESPONSE TO POTENTIAL OR IMMINENT DAM SAFETY OR FAILURE SITUATIONS.

DROUGHT: COORDINATE STATE AGENCY RESPONSE WITH REGARD TO DROUGHT SITUATIONS.

ENERGY CRISIS: COORDINATE STATE AGENCY RESPONSE WITH REGARD TO ENERGY CRISIS SITUATIONS.

FIRE: COORDINATE STATE AGENCY RESPONSE WITH REGARD TO SUPPRESSING ANY TYPE OF FIRE.

HAZMAT: COORDINATE STATE AGENCY RESPONSE WITH REGARD TO HAZARDOUS MATERIAL SITUATIONS, TO INCLUDE SPILLS, BIOLOGICAL OR RADIOLOGICAL INCIDENTS.

HUMAN DISEASE: COORDINATE STATE AGENCY RESPONSE WITH REGARD TO THE SYSTEMS AND PARAMETERS FOR DEALING WITH DISEASE OUTBREAKS SUCH AS EPIDEMIC AND PANDEMIC SITUATIONS.

LAW ENFORCEMENT: COORDINATE STATE AGENCY RESPONSE WITH REGARD TO INCIDENTS OF A CRIMINAL NATURE, POSITIONING LAW ENFORCEMENT ISSUES AS THE PRIMARY CONCERN.

TERRORISM/WMD: COORDINATE STATE AGENCY RESPONSE WITH REGARD TO TERRORISM OR WEAPONS OF MASS DESTRUCTION EVENTS.

OTHER DISASTERS (Earthquake, Flood, Tornado & etc.): COORDINATE STATE AGENCY RESPONSE WITH REGARD TO OTHER TYPES OF DISASTERS.

RECOVERY IMPLEMENTATION PLANS

CONTINUITY OF STATE GOVERNMENT: PROVIDE FOR THE CONTINUANCE OF CRITICAL STATE GOVERNMENT FUNCTIONS AND SERVICES DURING EMERGENCY OR DISASTER SITUATIONS.

HUMAN SERVICE PROGRAMS: PROVIDE FOR THE COORDINATION AND DELIVERY OF ASSISTANCE AVAILABLE TO INDIVIDUALS AND BUSINESSES AFFECTED BY AN INCIDENT, EMERGENCY OR DISASTER.

MITIGATION ASSISTANCE: PROVIDE FOR THE COORDINATION AND DELIVERY OF PRE- AND POST-DISASTER MITIGATION PROGRAM OPPORTUNITIES.

PUBLIC ASSISTANCE: PROVIDE FOR THE COORDINATION AND DELIVERY OF ASSISTANCE THROUGH THE GOVERNOR'S DISASTER AND EMERGENCY FUND OR AVAILABLE FEDERAL PROGRAMS TO ELIGIBLE ENTITIES SUFFERING DAMAGE TO THEIR INFRASTRUCTURE.

Appendix 2

Emergency/Disaster Declarations

EMERGENCY/DISASTER DECLARATIONS

The purpose of this section is to assist local governments with emergency or disaster declarations. The following material addresses declarations at the local, state and federal levels.

When submitting declaration requests it is important to note:

1. The state and federal programs referenced in this section are the ones most commonly activated, but are not the only sources of assistance. Before deciding which type of assistance to request, contact MT DES to determine the appropriate program; DES staff members are current on programs, eligibility requirements and guidelines.
2. A copy of all state and federal declaration requests must be sent to MT DES; they coordinate the processing of these documents on behalf of the Governor.

LOCAL DECLARATIONS

At the onset of any incident, the local jurisdiction should strongly consider declaring an emergency or disaster (see Attachments 1 & 2 for declaration resolution examples). A declaration early on activates the jurisdiction's Emergency Operations Plan and opens the door to additional authority not available otherwise (see TAB I, 10-3-406). The local jurisdiction does not have to, but may, levy up to the 2 mills (10-3-405) during this process to cover incident expenses.

Care should be taken when drafting the declaration resolutions in specifying whether an emergency or disaster is being declared, because state law defines the two terms differently, and they are often confused and used interchangeably. The following definitions apply:

Emergency – the imminent threat of disaster causing immediate peril to life or property, which timely action can avert or minimize.

Disaster – the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause, including tornadoes, windstorms, snowstorms, wind-driven water, high water, floods, wave action, earthquakes, landslides, mudslides, volcanic action, fires, explosions, or air or water contamination requiring emergency action to avert danger or damage, blight, droughts, infestations, riots, sabotage, hostile military or paramilitary action, disruption of state services, or accidents involving radiation by-products or other hazardous materials.

Attachment 7 is an example of the letter which must be submitted to the Governor by the commissioners to activate the process for obtaining a Secretarial drought designation; completion of the process may take up to six months. The commissioners are not required to include a local declaration resolution with their request letter, and the 2 mills is not a consideration in this case. MT DES will coordinate the designation request on behalf of the commissioners. They will facilitate the Governor's request to the United States Department of Agriculture to initiate the process and coordinate the Governor's final request to the Secretary of Agriculture.

Attachment 8 is a flow-chart of the process involved in obtaining a drought designation from the Secretary of Agriculture.

Along with initiating the designation process, commissioners should strongly consider forming a Local Drought Advisory Committee. The purpose of the committee is to deal with local issues and try to mitigate the impact of the impending drought situation.

Presidential

Assistance under a Presidential declaration is activated according to Public Law 93-288 (as amended by PL 100-707, Stafford Act). Several types of assistance, including individual and public, may be available depending on the severity and magnitude of the situation.

Attachment 9 is an example of the request which must be submitted to the Governor by the commissioners requesting the declaration. The request should contain specifics on the severity or magnitude of the damage; number of people, homes, businesses, facilities, etc. that are affected, and indicate that the local government has committed all available resources. The accompanying local declaration resolution does not have to, but may, include the levying of two mills (see Attachments 1-4 for resolution examples). If the two mills have not been levied, the levying may be required at a later date depending on the arrangements for matching funds.

MUNICIPAL DECLARATION RESOLUTION

RESOLUTION NO. _____

WHEREAS, (*type of occurrence: earthquake, flooding, winter storm, etc.*) has occurred or is anticipated within the City of _____ (*name of city*) on or about (date of occurrence or anticipated occurrence).

NOW, THEREFORE, BE IT RESOLVED by the City Council that an (emergency / disaster) is hereby declared pursuant to Section 10-3-(402 or 403) MCA and all provisions of the City Emergency Operations Plan are in effect.

BE IT FURTHER RESOLVED, that copies of this resolution be filed with the City Clerk and the Montana Disaster and Emergency Services Division in Helena.

PASSED AND ADOPTED by the (name of city) City Council this _____ day of _____, 20____.

Mayor

(SEAL)

ATTEST:

City Clerk

COUNTY DECLARATION RESOLUTION

RESOLUTION NO. _____

WHEREAS, (type of occurrence: earthquake, flooding, winter storm, etc.) has occurred or is anticipated within the County of _____ (name of county) _____ on or about (date of occurrence or anticipated occurrence).

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners that an (emergency / disaster) is hereby declared pursuant to Section 10-3-(402 or 403) MCA and all provisions of the County Emergency Operations Plan are in effect.

BE IT FURTHER RESOLVED, that copies of this resolution be filed with the County Clerk and Recorder and the Montana Disaster and Emergency Services Division in Helena.

PASSED AND ADOPTED by the (name of county) Board of County Commissioners this _____ day of _____, 20_____.

Chairman

(SEAL)

Commissioner

ATTEST:

Commissioner

Clerk and Recorder

MUNICIPAL DECLARATION RESOLUTION

RESOLUTION NO. _____

WHEREAS, (*type of occurrence: flooding, snowstorm, tornado etc.*) has caused severe damage to (*type of damage: streets, bridges, public buildings, etc.*) within the City on (*date damage occurred or began*); and

WHEREAS, restoration of these (*services and/or facilities*) is essential to ensure the health, safety and welfare of residents of the city; and

WHEREAS, the City has committed all available resources, taken all possible action to combat and to alleviate the situation, and local resources are not adequate to cope with the situation.

NOW, THEREFORE, BE IT RESOLVED by the City Council that an (*emergency / disaster*) is hereby declared pursuant to Section 10-3-(402 or 403) MCA because expenditures for repair and damaged facilities will be beyond the financial capability of the City.

BE IT FURTHER RESOLVED, that there shall be appropriated immediately to the Emergency/Disaster Fund an amount equivalent to two (2) mills on the taxable valuation of the City pursuant to Section 10-3-405, MCA. Said two (2) mills will be levied during fiscal year (*the next Fiscal Year*) and be utilized for restoring services and repairing facilities damaged by the (*type of occurrence: flooding, snowstorm, tornado, etc.*).

BE IT FURTHER RESOLVED, that copies of this resolution be filed with the City Clerk, County Assessor and the Montana Disaster and Emergency Services Division in Helena.

PASSED AND ADOPTED by the (*name of city*) City Council this _____ day of _____, 20____.

Mayor

(SEAL)

ATTEST:

City Clerk

February 14, 1994

R:1/09

COUNTY DECLARATION RESOLUTION

RESOLUTION NO. _____

WHEREAS, (*type of occurrence: flooding, snowstorm, tornado etc.*) has caused severe damage to (*type of damage: roads, bridges, public buildings, etc.*) within the County on (*date damage occurred or began*); and

WHEREAS, restoration of these (*services and/or facilities*) is essential to ensure the health, safety and welfare of residents of the county; and

WHEREAS, the County has committed all available resources, taken all possible action to combat and to alleviate the situation and local resources are not adequate to cope with the situation.

NOW, THEREFORE, BE IT RESOLVED by the City Council that an (*emergency / disaster*) is hereby declared pursuant to Section 10-3-(*402 or 403*) MCA because expenditures for repair and damaged facilities will be beyond the financial capability of the County.

BE IT FURTHER RESOLVED, that there shall be appropriated immediately to the Emergency/Disaster Fund an amount equivalent to two (2) mills on the taxable valuation of the County outside the incorporated municipalities, pursuant to Section 10-3-405, MCA. Said two (2) mills will be levied during fiscal year (*the next Fiscal Year*) and be utilized for restoring services and repairing facilities damaged by the (*type of occurrence: flooding, snowstorm, tornado, etc.*).

BE IT FURTHER RESOLVED, that copies of this resolution be filed with the County Clerk and Recorder, County Assessor and the Montana Disaster and Emergency Services Division in Helena.

PASSED AND ADOPTED by the (name of county) Board of County Commissioners this _____ day of _____, 20____.

(SEAL)

ATTEST:

Clerk and Recorder

Chairman

Commissioner

Commissioner

**LOCAL DECLARATION REQUEST TO GOVERNOR
(Make sure you forward a copy of this
document to MT DES immediately)**

(Date)

The Honorable _____
Governor of Montana
State Capitol
Helena, Montana 59620

Dear Governor _____ :

Pursuant to our authority as the city council or county commissioners of city or county, Montana, we request that an emergency/disaster be declared immediately to provide supplemental disaster relief in accordance with the provisions of Title 10, Chapter 3, Section 311 MCA.

1. SITUATION

- a. Date and description of conditions causing emergency/disaster.

Beginning May 15, 1993, heavy rain began falling with 6" recorded by May 20, 1993. The rain, warming temperatures and rapid snowmelt in the higher elevations caused rivers and streams to leave their channels and flood adjacent lowland areas.

- b. Description of damages to public sector. (If appropriate)

Preliminary damage assessments indicate widespread damage to county roads. An estimated 25 county roads are impassable due to flood damage. Three rural communities are completely isolated at this time, and two others are accessible only through long detours.

- c. Description of damages to private sector. (If appropriate)

Farm and ranch damages are extensive, with livestock losses especially heavy. It is estimated that 100 farm or ranch families are isolated because of loss of road access. In addition to damage in the communities of Brownsville, Golden, Brockport, Park City and Willis, 125 families were evacuated.

d. Description of economic impact. (If appropriate)

Immediate economic impact is apparent; a major employer, M&M Manufacturing that employs 250 people at their plant in Brownsville, has ceased operations since supply and delivery problems, as well as employee absenteeism, preclude normal operations. The company anticipates return to full production in 30-40 days.

2. OFFICIAL ACTION

a. A local (emergency/disaster) has been declared and the emergency two (2) mill levy authorized by Section 10-3-405, MCA, has been levied. A copy of the signed resolution is attached.

b. Other actions taken.

The local health officer has issued a boil order for all drinking water due to possible contamination. Also, the sheriff's posse was activated, and they assisted in the evacuation of Willis.

3. DAMAGE ESTIMATES

a. Debris Clearance	\$ 5,000.00
b. Protective Measures	\$ 2,500.00
c. Road Systems	\$ 262,500.00
d. Water Control Facilities	\$
e. Public Buildings and Related Equipment	\$
f. Public Utilities	\$
g. Public Facilities Under Construction	\$
h. Other Damages (Not in above categories)	\$
TOTAL ESTIMATED DAMAGES:	\$ 270,000.00

4. LOCAL RESOURCES

Names of Funds or Accounts Involved: _____ (Road)

ESTIMATED

Cash balance as of June 30, 19_____	\$ 120,687.00
Receipts from two mill emergency levy	\$ 34,161.00
Receipts from maximum permissive levy and Other anticipated revenues	\$ 459,778.00
SUBTOTAL	\$ 614,626.00

Less regular operating budget for current year	\$ <u>560,912.00</u>
SUBTOTAL	\$ <u>53,714.00</u>
Less cash reserved - current year	\$ <u>10,000.00</u>
BALANCE AVAILABLE FOR EMERGENCY RESPONSE:	\$ <u>43,714.00</u>
5. <u>ASSISTANCE REQUIRED</u>	
Total damage estimated (from No. 3)	\$ <u>270,000.00</u>
Less estimated balance available to respond to emergency (from No. 4)	\$ <u>43,714.00</u>
ESTIMATED ASSISTANCE REQUIRED:	\$ <u>226,286.00</u>

Date: _____

(Title of Board or Council)

By:

(Chairman or Mayor)

(SEAL)

(Member)

(Member)

ATTEST:

(Clerk and Recorder or City Clerk)

cc: Montana Disaster and Emergency Services Division
P.O. Box 4789
Helena, Montana 59604-4789

Appendix 3

Acronyms and Definitions

Acronyms and Definitions

DES – Disaster and Emergency Services

Disaster – the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause, to include tornadoes, windstorms, snowstorms, wind-driven water, high water, floods, wave action, earthquakes, landslides, mudslides, volcanic action, fires, explosions, air/water contamination requiring emergency action to avert danger or damage, blight, drought, infestations, riots, sabotage, hostile military or paramilitary action, disruption of state services, or accidents involving radiation byproducts or other hazardous materials.

DNRC – Department of Natural Resources and Conservation

Duty Officer – Individual assigned the responsibility to remain in communications contact outside normal office hours. The duty officer will remain in proximity to a phone and initiate an emergency response if the need arises.

Emergency – the imminent threat of disaster causing immediate peril to life or property which timely action can avert or minimize.

EMAC (Emergency Management Assistance Compact) – Organization of states to allow interstate assistance in support of emergency incidents.

EOC – Emergency Operations Center

Expanded Dispatch – Dispatch organization formed to provide logistics support to a large scale emergency incident(s). Expanded dispatch is usually established and supervised by a zone dispatch center.

ICS (Incident Command System) – Method of organizing to manage large scale emergency incidents.

Interagency – Term used by federal wildfire suppression agencies to describe cooperation between the USDA – Forest Service and USDI – Bureau of Land Management. The interpretation used here is to describe the cooperation between all federal, state, and local wildfire suppression agencies.

Interagency Incident Business Management Handbook – Manual to establish the uniform application of interagency policies, guidelines, and business management rules except where specific agency legal mandates, policies, rules, or regulations direct otherwise.

First Responder – the first emergency response individual resource to arrive at an incident scene. In ICS, the first responder is the initial incident commander.

FHA – Farm Home Administration

Line Officer – DNRC Area or Unit Manager, DNRC Director, or DNRC Division Administrator.

MAC (Multi-Agency Coordinating Group) – Organization made up of senior officials formed by cooperating wildfire agencies during periods of large scale wildfire activity. This group establishes priorities and oversees the operation of coordination center, area command, and incident command organizations.

Mutual Aid – A fire suppression strategy in which organizations operate outside their jurisdiction to assist and support the jurisdiction hosting the incident.

NRCG (Northern Rockies Coordinating Group) – Organization made up of senior members of wildfire management agencies to oversee interagency wildfire suppression operations in the Northern Rockies geographic area.

NRCC (Northern Rockies Coordination Center) – One of 11 wildfire coordination centers operating in the United States. The NRCC provides logistics support to large scale wildfire incidents.

Northern Rockies Geographic Area – North Idaho, Montana, & North Dakota.

Northern Rockies Mobilization Guide – Standard operating procedures governing the dispatch and mobilization of wildfire suppression resources in Montana, Idaho, and North Dakota;
<http://www.fs.fed.us/r1/fire/nrcc/guidesandplansindex.htm>

Northwest Wildland Fire Compact – Mutual aid wildfire organization represented by Washington, Oregon, Alaska, Idaho, Montana, Alberta, British Columbia, and Yukon.

Responsibility Matrix - Table which lists each State of Montana government agency and allocates responsibility to perform certain functions during a disaster emergency.

ROSS, Resource Order and Status System – Computer program used to place requests for emergency resources; aircraft, equipment, crews, and personnel.

SBA – Small Business Administration

USDA – United States Department of Agriculture

USDI – United States Department of the Interior:

BLM – Bureau of Land Management

BIA – Bureau of Indian Affairs

NPS – National Park Service

FWS – Fish and Wildlife Service

USFS – United States Forest Service

Zone Dispatch Centers – Dispatch centers established to provide initial attack and logistics support to wildfire and other emergency incidents.

BDC – Billings Dispatch Center, Billings, Montana.
BRC – Bitterroot Dispatch Center, Hamilton, Montana
BZC – Bozeman Dispatch Center, Bozeman, Montana
CDC – Coeur d’Alene Dispatch Center, Coeur d’Alene, Idaho
CNC – ClearNez Dispatch Center, Grangeville, Idaho
DDC – Dillon Dispatch Center, Dillon, Montana
FDC – Flathead Dispatch Center, Kalispell, Montana
GDC – Great Falls Dispatch Center, Great Falls, Montana
HDC – Helena Dispatch Center, Helena, Montana
KDC – Kootenai Dispatch Center, Libby, Montana
LDC – Lewistown Dispatch Center, Lewistown, Montana
MCC – Miles City Dispatch Center, Miles City, Montana
MDC – Missoula Dispatch Center, Missoula, Montana
NDC – North Dakota Dispatch Center, Upham, North Dakota

Appendix 6

**MONTANA OPERATIONS MANUAL (MOM) VOLUME II
CHAPTER 8300**

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2-8300 Disaster and emergency expenses

2-8310.00 Introduction

This chapter establishes state accounting policy for recording and reporting expenses related to disasters or emergencies. The chapter also discusses the general procedures agencies must follow in order to establish the appropriation authority for expenses related to disasters and emergencies and to receive reimbursement for those costs. In addition, each agency will be required to follow any specific accounting procedures and policies issued by the lead agency related to the handling of disasters and emergencies. Please note that abatement procedures are generally not allowable for expenses related to disasters or emergencies. State employees trained in disaster/emergency response may temporarily be loaned to another state agency if the duties are outside their typical scope of work.

2-8320.00 General information

When the State of Montana responds to an event that does not warrant the Governor declaring a state of disaster or emergency, state agencies will have to bear the costs of the response from existing budgets. State agencies must establish a separate org to track these expenses for future documentation. If an employee has training and expertise outside of their normal job, (for example, a computer programmer for Department of Administration could act as a fire management team leader with Department of Natural Resources and Conservation (DNRC)) the agency director could temporarily loan the employee to DNRC. The loaned employee would go on the payroll of DNRC (or the lead agency) at their current rate of pay.

When the Governor of Montana declares an emergency or disaster, the lead agency will coordinate with supporting state agencies to provide an appropriate response. The lead agency is designated in the Montana Disaster and Emergency Plan – Volume I. (For example, DNRC is the lead agency for wildland fires). When an agency is tasked to provide assistance, the agency will request a general fund statutory appropriation to cover personnel overtime and travel costs. Additional costs must be formally agreed to in advance with the lead agency.

2-8330.00 Request for appropriation authority

The following process will be used:

1.
 - a. Fill out an OBPP budget change document (BCD) numbered SA10032-xx or SA10033-xx (where xx is a unique two-digit agency number) requesting a statutory appropriation (SA) out of the General Fund. Obtain the subclass name from the lead agency to insert into the journal description area. In the BCD justification, include the rationale for the funding requested, the Executive Order #, the authorization 10-3-310, -311, -312, or 10-3-203, MCA, (whichever is applicable), the notation of the newly-established org or project grant that is tied to the statutory appropriation, and a note whether an FTE is required. Fax one copy of the Executive Order (available from the lead agency).
 - b. Task the completed BCD to the Governor's Office of Budget and Program Planning (OBPP) for review and processing.

- c. The OBPP will follow normal BCD processes and may work with the lead agency and all participating agencies in developing specific procedures.

All other agency expenses not authorized against the statutory appropriation must be requested through the lead agency as a resource order and will be paid directly to the vendor by the lead agency through the disaster fund program (General Fund).

Regular time spent by state employees on disaster/emergency response shall not be paid out of the disaster fund but shall be charged to the agency's normal operating funds, unless the employee is on loan for disaster/emergency response and is working outside of his/her normal job. However, the agency must track regular time spent on disaster/emergency response for possible reimbursement in the event of a federal Presidential Disaster Declaration or reimbursement by a responsible party or local jurisdiction. Each agency must establish a separate org or project grant to track agency regular time and overtime disaster expenses.

In all instances, agencies are required to maintain appropriate accounting records to support expenses caused by disaster situations. These files will be used by the lead agency to request reimbursement following the prescribed procedures. Agencies that have federal disaster recovery funds available directly from federal sources, such as Department of Transportation, will continue to apply for those funds individually. Such agencies must notify the lead agency upon receipt of the direct federal recovery.

2-8340.00 Request for reimbursement

There are four different procedures for requesting and receiving reimbursement for expenses:

- 2. a. Request for reimbursement of personnel overtime, travel expenses and pre-authorized items on an approved resource order in support of a disaster that are paid with a statutory appropriation from the disaster fund and a department's regular operating budget.

A copy of the MTGL0106-O/P (SABHRS Financial Report) is required for all personnel overtime and travel expenses for which reimbursement is being requested. Supporting documentation is required for each expense on the report(s). All documentation will be provided to the lead agency, which shall be responsible for submitting all state agency disaster/recovery claims to the appropriate federal agency, local or tribal jurisdiction or responsible party for possible reimbursement. When reimbursement is received, the lead agency will record the amount received as revenue in the disaster fund. The lead agency will transfer to the General Fund all of the money related to overtime, travel and any eligible expenses paid directly out of the General Fund.

If reimbursement is received for regular time spent on the disaster/emergency response, the lead agency will record a transfer-out to the individual agencies on an Inter-unit Journal for the amount expended by the agency out of a fund other than the disaster fund for which reimbursement was requested and approved. The receiving agency will record a transfer-in into the fund that had recorded the original expenses. At that time, the agency could request a budget amendment to its original budget, if they had been forced to spend their appropriation for such things as temporary employees or back-filling positions.

- b. Request for reimbursement of project costs applicable to a federal disaster.

Supporting documentation is required for each expense for which reimbursement is being requested. All documentation will be provided to the lead agency, which shall be responsible for submitting all state agency disaster/recovery claims to the appropriate federal agency for reimbursement. When reimbursement is received, the lead agency will record the amount received as revenue in the disaster fund. The lead agency and/or Department of Military Affairs (DMA) are responsible for coordinating all claims related to a federal disaster, including claims from state agencies, local and tribal governments and eligible private nonprofit organizations for a specific grant, such as FEMA. Sub-grants to state agencies are classified as interfund services provided and used. The lead agency and/or DMA will record an expenditure to grants on an Inter-unit Journal for the amount expended by the agency out of a fund other than the disaster fund for which reimbursement was requested and approved. The receiving agency will record revenue in the fund that had recorded the original expenses. The administrative appropriation (AA) transaction request related to the reimbursement received must follow procedures outlined in the BCD instructions for AA quasi-external transactions.

- c. Direct reimbursement for a resource that is directly supporting a local or tribal jurisdiction or third party operation.

If a local or tribal jurisdiction or third party requests a resource through the lead agency and the resource is directly supporting the jurisdiction or third party operation, then the entity providing the resource is responsible for billing the jurisdiction or third party directly. Direct support may be established through evidence of a separate contract for service with the resource. The agency providing the resources to the jurisdiction or third party must record the expenses for the costs incurred. If the costs are not reimbursed, the agency will have to bear the cost of the response from existing budgets. The agency providing the resource should determine whether the resource provided is considered to be part of the normal or routine mission of that agency and refer to MOM Volume II policy to determine if an expense abatement is appropriate or whether revenue should be recorded.

- d. An agency director may loan an employee with training and expertise in disaster/emergency response, to a lead agency. The lead agency will be responsible for all expenses related to that individual.

Appendix 7

NIMS Compliance

MASER

FEMA NIMS Integration Center and the
Office of Grants and Training
U.S. Department of Homeland Security



Homeland Security

RECEIVED

AUG 29 2006

DISASTER & EMERGENCY SERVICES
STATE OF MONTANA

August 16, 2006

Dan McGowan
Acting Homeland Security Advisor
Montana Disaster & Emergency Services
Disaster and Emergency Services Division
1900 Williams Street
Fort Harrison, MT 59636

Dear Dan McGowan:

Homeland Security Presidential Directive-5, *Management of Domestic Incidents* required the adoption of NIMS by all Federal departments and agencies, and established compliance with NIMS as a prerequisite to the receipt of future Federal preparedness assistance funding for states, territories, local jurisdictions and tribal entities. The NIMS was subsequently promulgated by the Department of Homeland Security (DHS) on March 1, 2004, to provide a comprehensive and consistent national approach to all-hazards incident management, applicable at all jurisdictional levels and across functional disciplines.

All States, tribal entities, and local jurisdictions that receive Federal preparedness funding in the form of grants, cooperative agreements and direct contracts have as a condition of receiving this funding the requirement to be in compliance with the NIMS. As an example, NIMS implementation and compliance is a specific requirement under the DHS Office of Grants and Training (G&T) FY06 Homeland Security Grant Program (HSGP) as stated under *Section I-National Preparedness* in the FY06 HSGP Program Guidelines and Application Kit. Consistent with the process in FY05, States may self-certify their NIMS compliance. By satisfying the FY06 NIMS requirements, States and territories are acknowledging their ongoing responsibilities and support to ensure NIMS implementation by States, territories, tribal entities, and local jurisdictions.

The lessons learned from the 2005 hurricane season reinforced the need to ensure that all levels of government across the nation have the operational ability to work efficiently and effectively together, using a national approach to domestic incident management. The NIMS is a dynamic system, and the doctrine, as well as the implementation requirements, will continue to evolve as we gain more experience with its application. DHS will provide implementation guidance for FY07 by October 1, 2006. FY07 also marks the transition where self-certification of NIMS compliance will be replaced by specific performance-based metrics. The details of these metrics will be provided to States, territories, tribal entities, and local jurisdictions with the FY07 NIMS implementation package.

These transition guidelines will acknowledge that not every community or individual responder will have completed all of the requirements in FY06. Accordingly, states that certify compliance will be certifying that most compliance measures have been realized and that good faith efforts are underway to achieve full compliance.

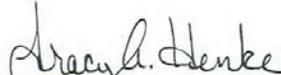
To verify compliance, the State Administrative Agency (SAA) responsible for administering HSGP funds within the state will need to complete and sign the attached NIMS FY06 Certification Form and returned it by fax to G&T, on or before October 20, 2006. Fax numbers are located on the top of the NIMS FY06 Certification Form. Submission of the enclosed certification form will verify compliance with the minimum FY06 NIMS requirements. States will not be eligible to receive FY07 HSGP funds until this Certification is received.

If you have any questions or need additional information, please contact your assigned G&T Preparedness Officer. You may also call the NIMS Integration Center at (202) 646-3850 or contact the NIC at: NIMS-Integration-Center@dhs.gov. We thank you for your cooperation and look forward to working with you to enhance our nation's preparedness.

Sincerely,



Mr. Al Fluman, Acting Director
NIMS Integration Center
Federal Emergency Management Agency
500 C Street, SW
Washington, DC 20472



Ms. Tracy Henke, Assistant Secretary
Office of Grants and Training
DHS Preparedness Directorate
810 Seventh Street, NW
Washington, DC 20531

cc: Honorable Brian A. Schweitzer
R. David Paulison, Under Secretary, FEMA
George Foresman, Under Secretary, Preparedness
Chet Lunner, Executive Director, Office of State and Local Government Coordination

Robert Flowers, Regional Director, FEMA Region VIII
Mark Silveira, G&T Preparedness Programs Division



Homeland Security

NIMS FY06 CERTIFICATION

Please sign and return this form attention to the Office of Grants and Training at the Centralized Scheduling and Information Desk (CSID) fax number (202-786-9920) on or before October 20, 2006

I certify that Montana, in coordination with our tribal and local governmental entities, has successfully complied with the following 23 FY06 NIMS compliance requirements ("taken as a whole") as directed by the NIMS Integration Center and DHS' Homeland Security Grant Program:

State Adoption and Infrastructure

- 1) Adopted NIMS at the state/ territorial level for all government departments and agencies; as well as promote and encourage NIMS adoption by associations, utilities, non-governmental organizations (NGOs) and private sector incident management and response organizations; monitored formal adoption of NIMS by all tribal and local jurisdictions.
- 2) Established a planning process to ensure the communication and implementation of NIMS requirements across the state, including Tribal entities and local governments. This process must provide a means for measuring progress and facilitate reporting.
- 3) Designated a single point of contact within the state government to serve as the principal coordinator for NIMS implementation statewide.
- 4) To the extent permissible by law, ensured that federal preparedness funding to state and territorial agencies and tribal and local jurisdictions is linked to satisfactory progress in meeting the requirements related to FY06 NIMS implementation requirements.
- 5) To the extent permissible by state and territorial law and regulations, audit agencies and review organizations routinely included NIMS implementation requirements in all audits associated with federal preparedness grant funds. This process will validate the self-certification process for NIMS compliance.

Command and Management

- 6) Incident Command System (ICS): Managed all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must have included the consistent application of Incident Action Planning and Common Communications Plans.
- 7) Multi-agency Coordination System: Coordinated and supported emergency incident and event management through the development and use of integrated multi-agency coordination systems.
- 8) Public Information System: Institutionalized, within the framework of ICS, the Public Information System, comprising of the Joint Information System (JIS) and a Joint Information

Center (JIC). The Public Information System ensures an organized, integrated, and coordinated mechanism to perform critical emergency information, crisis communications and public affairs functions which is timely, accurate, and consistent. This includes training for designated participants from the Governor's office and key state agencies.

Preparedness: Planning

- 9) Established the State's NIMS baseline against the FY05 and FY06 implementation requirements.
- 10) Coordinated and leveraged all federal preparedness funding to implement the NIMS.
- 11) Revised and updated plans and SOPs to incorporate NIMS and National Response Plan (NRP) components, principles and policies, to include planning, training, response, exercises, equipment, evaluation and corrective actions.
- 12) Promoted intrastate and interagency mutual aid agreements, to include agreements with the private sector and non-governmental organizations.

Preparedness: Training

- 13) Leveraged training facilities to coordinate and deliver NIMS training requirements in conformance with the NIMS National Standard Curriculum.
- 14) Completed IS-700 NIMS: An Introduction
- 15) Completed IS-800 NRP: An Introduction
- 16) Completed ICS 100 and ICS 200 Training

Preparedness: Exercises

- 17) Incorporated NIMS/ICS into all state and regional training and exercises.
- 18) Participated in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions.
- 19) Incorporated corrective actions into preparedness and response plans and procedures.

Resource Management

- 20) Inventoried state response assets to conform to homeland security resource typing standards.
- 21) Developed state plans for the receipt and distribution of resources as outlined in the National Response Plan (NRP) Catastrophic Incident Annex and Catastrophic Incident Supplement.
- 22) To the extent permissible by state and local law, ensured that relevant national standards and guidance to achieve equipment, communication and data interoperability are incorporated into state and local acquisition programs.

Communication & Information Management

23) Applied standardized and consistent terminology, including the establishment of plain English communications standards across public safety sector.

(Name & Title of SAA Official): Dan W. McGowan, Administrator

(Name of State or Territory): Montana

Signature: Dan W. McGowan Date: 10/16/06

Appendix 4

Resource Order and Message Forms

STANDARD FORM 245 (6-77) Prescribed by USDA FSM 5716 USDI MF9400518	PASSENGER AND CARGO MANIFEST	NO. OF PASSENGERS ON THIS PAGE _____	PAGE _____ OF _____				
ORDERING UNIT	PROJECT NAME	PROJECT NO.					
NAME OF CARRIER	MODE OF TRANSPORTATION & I.D. NO.	PILOT OR DRIVER					
CHIEF OF PARTY	REPORT TO	IF DELAYED, CONTACT					
DEPARTURE		INTERMEDIATE STOPS				DESTINATION	
PLACE	ETD	ETA	PLACE	ETD	ETA	PLACE	
PASSENGER AND OR CARGO NAME	M	F	PASSENGER WEIGHT	CARGO WEIGHT	DUTY ASGMT, IF APPLICABLE		HOME UNIT
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
SIGNATURE OF AUTHORIZED REPRESENTATION							DATE

Appendix 5

ROSS Order Form

RESOURCE ORDER		Initial Date/Time 08/01/04 1741		2. Incident / Project Name Calf Creek		3. Incident / Project Order Number MT-BRF-005068		Financial Codes 76206, P1A9UG [P]		Report ID: R031 Ver: 2.1-1.59					
OVERHEAD						4. Office Reference Number P1A9UG									
5. Descriptive Location Calf Creek		6. TWIN 1S LAT. 45 42 14 N LONG. 113 56 1 W		7. Base MDM Montana, MT		8. Incident Base/ Phone Number Bitterroot Expanded 406-363-7180 (Equip/Supply) or 375-2621(Crews/OH), MT-BRC (Dispatch) 406-363-7133, MT-BRC (Dispatch) 406-363-7		9. Jurisdiction / Agency USFS - Bitterroot		10. Ordering Office Bitterroot Dispatch Ce					
11. Aircraft Information															
Beating	Distance	VOR	Contact Name	Frequency Type	Assigned Frequency	Reload Base	Other Aircraft/Hazards (within 1 mile)								
353	41	LKT		Air to Air (Transmit)	122.225 000.00		Ski Lift- 45 41 33N / 113 56 8W								
234	53	CPN		Air to Ground (Receive)	170.750 000.00										
194	64	DRU		Ground to Ground (Receive)	169.625 000.00										
				Ground to Ground (Receive)	168.750 000.00										
				Ground to Ground (Transmit)	168.750 131.80										
				Ground to Ground (Transmit)	169.625 146.20										
12. Request Number	Ordered Date/Time	From	To	Qty	Resource Requested	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	M/D Ind	Estimated Time of Departure	Estimated Time of Arrival	Released Date	Released To
O-7	08/01/04 2112 MST	MT-BRC (Dispatch) 406-363-7 133	MT-BRC	1	FALLER CLASS C	Sula Ranger Station (Sula,MT)	MT-MDC	MT-BRC	08/02/04 1107 MST	MT-LNF	D	08/08/04 0835 MST	08/08/04 1020 MST	08/08/04 0820 MST	MISSOULA INTERNATIO NAL (MSO)
Travel Mode ground												Special Needs			
O-15	08/02/04 1248 MST	MT-BRC (Dispatch) MT-BRC (Dispatch) 406-363-7 133	MT-BRC	1	TECHNICAL SPECIALIST	Sula Ranger Station (Sula,MT)	MT-BRC	MT-BRC	08/04/04 1607 MST	MT-BRF	D	08/09/04 1100 MST	08/09/04 1200 MST	08/09/04 1100 MST	MISSOULA INTERNATIO NAL (MSO)
Travel Mode												Reporting Instructions			
Special Needs Driver for Incident Support												Reporting Instructions			
O-16	08/02/04 1248 MST	MT-BRC (Dispatch) MT-BRC (Dispatch) 406-363-7 133	MT-BRC	1	TECHNICAL SPECIALIST	Calf Creek	MT-BRC	MT-BRC	08/04/04 1636 MST	MT-BRF	D	08/09/04 2000 MST	08/09/04 2000 MST	08/09/04 1000 MST	MISSOULA INTERNATIO NAL (MSO)
Travel Mode												Special Needs THSP to also serve as Base Camp Manager to assist in the Spike Camp Operations. Must be able to complete Long-Line operations.			

12. Request Number	Ordered Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time of Departure	Estimated Time of Arrival	Released Date	Released To
O-27	08/02/04 1844 MST	MT-BRC (Dispatch) 406-363-7	MT-BRC	1	TECHNICAL SPECIALIST	08/02/04 2030 MST	Calf Creek	MT-BRC	MT-BRC	08/04/04 1708 MST	MT-BRF	McAlpine, Lee (MT-BRC)	D	08/10/04 1754 MST	08/10/04 1754 MST	08/10/04 2000 MST	MISSOULA INTERNATIONAL (MSO)
<p>Travel Mode Special Needs To assist with Planning for the Sula RD incidents.</p> <p>Reporting Instructions</p>																	
O-36	08/03/04 1921 MST	MT-BRC (Dispatch) 406-363-7	MT-BRC	1	COMMUNICATIONS UNIT LEADER	08/04/04 1000 MST	Sula Ranger Station (Sula, MT)	MT-MDC	MT-BRC	08/04/04 1133 MST	MT-R01	GRACE, DAVID (MT-MDC)	D	08/09/04 1300 MST	08/09/04 1600 MST	08/09/04 1300 MST	MISSOULA INTERNATIONAL (MSO)
<p>Travel Mode Special Needs</p> <p>Reporting Instructions</p>																	
O-40	08/04/04 1255 MST	MT-BRC (Dispatch) 406-363-7	MT-BRC	1	HELICOPTER CREW MEMBER	08/07/04 0800 MST	Calf Creek	MT-MDC	MT-BRC	08/10/04 1320 MST	MT-FNF	HALL, SCOTT J (MT-FDC)	D	08/10/04 1749 MST	08/10/04 1749 MST	08/07/04 2000 MST	Flathead Interagency Dispatch Center (MT-FDC)
<p>Travel Mode Special Needs</p> <p>Reporting Instructions</p>																	
13. User Documentation																	
Req. No.	Documentation																
O-7	No User-Entered Documentation for this Request																
O-15	Must come with own saw and saw equipment. Must have own transportation. The intention is that the C-Faller will work with the B-Faller as a saw team.																
O-15	As per Craig @ BRC, Fallers need to report with chainsaws and transportation. As per Annette, GDC unable to fill orders for Faller C with Saw. Retrieved requests.																
O-15	Need to try EERA's.																
O-16	Must come with own saw and saw equipment. Must have own transportation. The intention is that the C-Faller will work with the B-Faller as a saw team.																
O-16	As per Craig @ BRC, Fallers need to report with chainsaws and transportation. As per Annette, GDC unable to fill orders for Faller C with Saw. Retrieved requests.																
O-27	No User-Entered Documentation for this Request																
O-36	Dave Grace will fill...not sure on travel yet.																
O-40	will be filled with Scott Hall, MT-FNF. Will have to be reassigned from Lolo Severity.																

APPENDIX 8

Project STAR

In recent years an increasing number of Montanans have chosen to live in rural areas where their homes and property are at increased risk from wildfires. In the summer of 2007 the Montana Sheriffs and Peace Officers Association working with the Department of Natural Resources & Conservation identified the need for a better means to coordinate and execute the evacuation of citizens threatened by an advancing wildfire. The MSPOA and DNRC developed a program called Project STAR which integrates sheriffs' deputies and peace officers into the incident command structure of a major wildfire. The intent is to provide improved communication and coordination between firefighters and law enforcement when evacuations are taking place and fire conditions are changing rapidly.

A similar evacuation situation can be foreseen with respect to other emergency incidents and natural disasters. A STAR team may be mobilized in support of one of these non-wildfire emergencies in a manner similar to a mobilization in response to a wildfire. Even if the DNRC is not involved directly in the management of the incident the STAR team may be mobilized through the DNRC & interagency dispatch system.

A STAR Team may be mobilized for any incident directly within the Law Enforcement community under the sponsorship of the MSPOA. When mobilized in this manner the Montana DNRC will have no direct involvement unless the team was ordered in support of a wildfire under DNRC fire protection responsibility.

A STAR Team may be mobilized through the interagency wildfire dispatch system in support of a wildfire emergency. Orders for STAR teams in a wildfire are initiated by the Incident Management Team responsible for managing the incident or from the responsible agency line officer or designated representative.

Orders for a STAR Team in a non-wildfire emergency must originate from the responsible agency and be placed to the Department of Military Affairs Disaster & Emergency Services. The DES subsequently places a resource order for this service to the Northern Rockies Coordination Center. The order is then forwarded to an interagency zone dispatch center to dispatch the resource.

For more information on Project Star, contact Kathy McGowan with the Montana Sheriffs and Peace Officers Association at (406) 443-5669, or Doug Williams with the Montana DNRC at (406) 622-5455 or (406) 788-7718.