

BENTON COUNTY LOCAL EMERGENCY OPERATIONS BASIC PLAN

I. PURPOSE

This plan establishes the organization and procedures that will allow Benton County and its communities to save lives, minimize injuries, protect property, preserve functioning civil government and maintain economic activities essential to their survival and recovery from natural, technological, and terrorist-related disasters. It establishes the guidelines for conducting efficient, effective, coordinated emergency operations involving the use of all resources belonging to these jurisdictions or available to them.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Benton County is located in the central part of Missouri. Counties that border Benton are Pettis to the north, Morgan and Camden to the east, Hickory to the south, and Henry and St. Clair to the west. The central and southern parts of the county include portions of the Lake of the Ozarks and Truman Reservoir, both of which attract large numbers of people during the summer months. These visitors stay at resorts, campgrounds, and vacation homes.
2. The land area for Benton County is 705.6 square miles with a population of 19,074, according to the 2010 U.S. Census. The largest community in the county is Warsaw (pop. 2,120), which is also the county seat. Other communities include Cole Camp (pop. 1,114), Lincoln (pop. 1,181), and a portion of Ionia.
3. Benton County is vulnerable to many hazards, all of which have the potential to disrupt the area, cause damage, and create casualties. The identified natural hazards include flooding, tornadoes, earthquakes, severe winter storms, drought and wildfires. Technological hazards include dam failures, hazardous materials incidents, power failures, fires, acts of terrorism, public health emergency and transportation accidents. An occurrence of one of these hazards during the vacation season will compound the problem(s). See Appendix 5 to the Basic Plan for further information.
4. This plan was developed for Benton County and the Cities of Warsaw, Lincoln and Cole Camp. These three cities will be referred to as the municipalities throughout the plan. The unincorporated communities of the county are the responsibility of Benton County.
5. Benton County and the municipalities have capabilities and resources that, if effectively employed, would minimize or eliminate the loss of life and damage to property in the event of an emergency or major disaster. This must include the utilization of private and volunteer organizations to the greatest extent possible.
6. The law enforcement, fire, and ambulance services each maintain mutual aid agreements.

(See the respective annexes for further information.)

7. The Benton County Local Emergency Planning Committee (LEPC) is responsible for the development and maintenance of a hazardous materials plan for Benton County and its municipalities. A copy of this document is included as Annex H to this plan.
8. Incidents involving acts of terrorism will be managed as identified in Annex N to this EOP.
9. This emergency management plan is being developed and maintained pursuant to Missouri State Law, Chapter 44, RSMo, and the all-hazard emergency planning guidance developed by the State Emergency Management Agency (SEMA).

B. Assumptions

1. Some of the hazards previously stated may occur after implementation of warning and other preparedness measures, while others may occur without any warning.
2. Officials of Benton County and its municipalities are aware of the possible occurrence of an emergency or major disaster and of their responsibilities in the execution of this plan and will fulfill these responsibilities as needed.
3. The proper implementation of this plan will reduce or prevent the loss of lives and property damage within Benton County.
4. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with every occurrence. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements, or state and federal sources.

III. CONCEPT OF OPERATIONS

A. General

1. It is the responsibility of local government to provide for a comprehensive emergency management program that meets the essential needs of those who either have been or might be affected by an emergency or major disaster. When the emergency exceeds the local government's capability to respond, assistance will be requested from the state government. If additional assistance is needed beyond state capabilities, the state will coordinate requests to the proper federal agencies.
2. The chief elected official has overall responsibility for emergency management activities within the boundaries of the jurisdiction. The Presiding Commissioner of Benton County is responsible for those activities in the unincorporated areas of the county. The mayors of the municipalities have a similar responsibility within their jurisdictions. These officials can delegate their authority, but never their responsibility.

3. At no time will the Benton County Commission supersede the authority of the elected officials of the municipalities unless: 1) requested to do so by those elected officials, 2) the municipality's governmental body is incapacitated or ceases to exist, or 3) empowered to do so by the Governor under the authority of Chapter 44, RSMo.
4. This plan is based on the concept that the emergency functions assigned to the various groups, organizations, and individuals involved in this plan will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be employed as much as possible in both normal and emergency functions.
5. Those day-to-day functions that do not contribute directly to emergency operations may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.
6. This plan, or portions thereof, will be implemented according to the emergency classification and control procedures set forth in Appendix 3 to this Basic Plan. The procedures discussed under this appendix will describe what happens when an emergency/disaster occurs, activation of the EOC, response procedures that will take place, and notification of departments/individuals.
7. The Incident Management System (IMS) will be used in any emergency involving hazardous materials or any major disaster within Benton County.
8. By County Court Order dated December 11, 1995 Benton County created an emergency management organization responsible for the preparation and implementation of emergency functions for Benton County in accordance with Chapter 44, RSMo, and the State of Missouri Emergency Operations plan. Three other communities in Benton County have also established a legal basis for their emergency management organization:
 - a. Lincoln City Ordinance, May 12, 1997
 - b. Warsaw City Ordinance, January 14, 1980
 - c. Cole Camp City Ordinance #225, 1985
9. Discrimination on the grounds of race, color, religion, nationality, sex, age, physical impairment, or economic status will not be allowed in the execution of emergency management functions. This policy applies to all levels of government and the private sector.

B. Operational Time Frames

This plan is concerned with all types of hazards that may develop in Benton County and must account for activities before, during, and after an occurrence. The following operational time frames were established for the various actions to be performed within the scope of this plan:

1. **Mitigation** -- A period of time during which activities are undertaken by individuals and/

or departments to improve their capabilities to respond to a potential emergency and fulfill their assigned responsibilities.

2. **Preparedness** -- A period of time during which activities are undertaken by individuals and/or departments to increase their readiness posture during periods of heightened risk.
3. **Response** -- A period of time during which activities are undertaken by individuals and/or departments to respond to an occurrence that threatens or harms people/property.
4. **Recovery** -- A period of time during which activities are undertaken by individuals and/or departments to provide for the welfare of the people following a disaster and/or emergency.

IV. **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. Organization

1. The emergency management organizations in Benton County and the municipalities will be set up along the following functional lines:
 - a. Direction and Control - Annex A
 - b. Communications and Warning - Annex B
 - c. Emergency Public Information - Annex C
 - d. Damage Assessment - Annex D
 - e. Law Enforcement - Annex E
 - f. Fire and Rescue - Annex F
 - g. Resource and Supply - Annex G
 - h. Hazardous Material Response - Annex H
 - i. Public Works - Annex I
 - j. Evacuation - Annex J
 - k. In-Place Shelter - Annex K
 - l. Reception and Care - Annex L
 - m. Health and Medical - Annex M
 - n. Terrorism – Annex N

- o. Catastrophic Event (earthquake)
 - p. Agro-Terrorism
2. Benton County and each incorporated subdivision have developed procedures to perform these functions using all available resources.
 3. The emergency management layouts by emergency function for Benton County and its municipalities are located in Appendix 1 to this Basic Plan.

B. Responsibilities

1. Specific groups, departments/agencies, and individuals will be assigned primary and/or support responsibilities to prepare for and to perform each of the functions listed previously (those having a primary responsibility have been designated the "coordinator" for that function). In some cases, a function will be assigned to a county official or agency, while others to city agencies or a combination thereof. Assignments for Benton County and its municipalities have been identified on charts in Appendix 2 to this Basic Plan.
2. The tasks to be performed in each function are explained in detail in each annex. Appendix 2 to this Basic Plan contains a list of task assignments by function for Benton County and its municipalities.
3. It will be the responsibility of those agencies and individuals with primary and/or support assignments to develop and maintain standard operating guidelines (SOGs) which detail how their assigned tasks will be performed to implement the plan.
4. Departments/Agencies tasked with emergency responsibilities will address the requirements of special needs groups (i.e., providing medical, transportation, and other emergency support for the handicapped, elderly, etc.).

V. DIRECTION AND CONTROL

- A. The Presiding Commissioner and the Mayor of each municipality (or their designated representative) are responsible for all emergency management activities to include implementing this plan and directing emergency response within their jurisdiction. These officials are also responsible for declaring a state of emergency and requesting state and federal assistance when appropriate (see Appendices 4 and 6 to this Basic Plan).
- B. The Emergency Management Director is responsible for the following:
 1. Brief the appropriate officials and new employees on their roles in emergency management.
 2. Coordinate all emergency management activities.

3. Make decisions on routine day-to-day matters pertaining to emergency management.
 4. Maintain this emergency operations plan.
 5. Advise elected officials on courses of action available for major decisions.
 6. Act as liaison with other local, state, and federal emergency management agencies.
 7. Insure the proper functioning and staffing of the EOC and coordinate EOC operations during an emergency. (See Section IV of Annex A for further responsibilities pertaining to the EOC.)
 8. Instigate tests and exercises to familiarize EOC staff and response personnel with emergency management operations.
 9. Prepare emergency proclamation/resolution of a state of emergency when/if appropriate (see Appendix 6 to this Basic Plan).
 10. Assist state and federal officials when designating and operating disaster response facilities (i.e., staging areas, mobilization centers, disaster field offices (DFOs), and disaster recovery centers (DRCs)).
 11. Other duties as outlined in the local ordinances, court orders, and agreements.
- C. Direction and control will originate from the EOC (see Annex A).
- D. The EOC will be staffed according to the level of emergency. (See Appendix 3 to this Basic Plan.)

VI. CONTINUITY OF GOVERNMENT

A. Lines of Succession

1. The line of succession for the Presiding Commissioner of Benton County is through the District Commissioners jointly until a new presiding commissioner is appointed.
 - a. The line of succession for the Mayor of Warsaw is through the City Clerk and/or Emergency Management Director.
 - b. The line of succession for the Mayor of Lincoln will be through the President of the Council and then joint members of the council by seniority.
 - c. The line of succession for the Mayor of Cole Camp will be through the Mayor Pro-Tem to be followed by members of the City Council as they decide.
2. The line of succession for the Benton County Emergency Management Director is through the Deputy Emergency Management Director, and then an appointee by the County Commission.

3. The individual or agency responsible for each annex (emergency function) must establish a line of succession and insure that departmental personnel and the Emergency Management Director are informed of this line of succession (refer to each annex of this plan).
4. In the event circumstances resulting from a disaster prevent a political entity from performing effective operations, the next higher political subdivision may assume authority until that political entity is able to adequately resume operations.

B. Preservation of Records

1. Benton County - The City of Warsaw uses a document management software and its stored daily in the cloud by our IT Department.
 - a. The City of Warsaw stores all records six (6) or more years old on microfilm. All other records are scanned on computer disks and stored in a bank vault. Daily records are stored in a vault at the city hall.
 - b. Permanent records for the City of Lincoln are stored in a fire proof safe at City Hall and The Farmer's Bank of Lincoln.
 - c. Permanent records for the City of Cole Camp are stored in a fire proof safe at City Hall.
2. In order to provide normal government operations after a disaster, all vital records of both a public and private nature recorded by county and city officials must be protected and preserved. These would include legal documents, tax records, etc. The following guidelines will apply:
 - a. Certain records and documents are vital to the continuance of government following a major disruption of normal activities due to a disaster. These records and documents are to be identified by officials responsible for their day-to-day maintenance.
 - b. Resources from local government will be allocated to provide for one or more of the following options:
 - 1) Duplication of all such records
 - 2) Timely movement to secure or safe areas outside the danger area
 - 3) The development of secure and safe storage areas elsewhere in the jurisdiction.
3. Each emergency support service (i.e., law enforcement, fire, public works, etc.) must establish procedures to protect records deemed essential for continuing government functions and the conduct of emergency operations.
4. Further information on preservation of records can be obtained by contacting the Secretary of State's Office in Jefferson City.

VII. ADMINISTRATION AND LOGISTICS

- A. Whenever possible, procurement of necessary resources will be accomplished using normal, day-to-day channels.
- B. During unusual situations when such constraints would result in the loss of life and property, normal requisition procedures can be circumvented. This will be done under the authorities and by the procedures set forth in the local ordinances.
- C. Accurate records of all actions taken in an emergency are essential for determining mitigation activities and training needs, as well as for settling possible litigation. Each department head, including the individual responsible for an emergency function, must keep detailed, accurate records of all actions taken during an emergency.
- D. Agreements and understandings with other local jurisdictions, higher levels of government, and other agencies will be utilized to supplement local resources should an emergency situation exhaust the capabilities of Benton County or the municipalities. Requests for such assistance will be made in accordance with negotiated mutual aid agreements and understandings. All such agreements should be formalized in writing whenever possible.
- E. Disaster assistance from the state or federal government will be utilized in accordance with their provisions and statutes. Requests for such assistance will be made in accordance with the procedures set forth in Appendix 4 to this Basic Plan.
- F. Resource and supply matters have been addressed in Annex G. The Resource and Supply Coordinator has identified those resources available in Benton County and the municipalities. This list will be expanded to include critical resources (i.e., necessary for chemical or radiological analysis, biological sampling, environmental assessment, etc.) and those available from neighboring jurisdictions, military installations, and the state and federal government.
- G. Procedures for the inventory, storage, and maintenance of resources, including donations and services from the private sector, will be as specified in the appropriate annexes or standard operating guidelines.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Review and written concurrence of this plan and its annexes will be accomplished as follows: Each agency/department of government and private sector organizations assigned emergency responsibilities will review this plan. They will report their concurrence to their chief elected officials through the Benton County Emergency Management Director. These chief elected officials (i.e., County Commissioners, Mayors) and the Emergency Management Director will sign the promulgation document for all departments and organizations.

- B. The Emergency Management Director will conduct a review of the plan as required. The Director will ensure that necessary changes and revisions to the plan are prepared, coordinated, published, and distributed. The Director will then provide a copy of the plan revisions to all organizations/agencies assigned responsibility for implementation of the plan.
- C. This plan will be activated as scheduled in the form of a simulated emergency, taking into account actual events in order to determine if revisions can be made that would improve disaster response and recovery operations. This will also provide practical controlled operations experience to those who have EOC responsibilities. This will be done by the Emergency Management Directors with the approval of the chief elected officials of Benton County and the municipalities.

AUTHORITIES AND REFERENCES

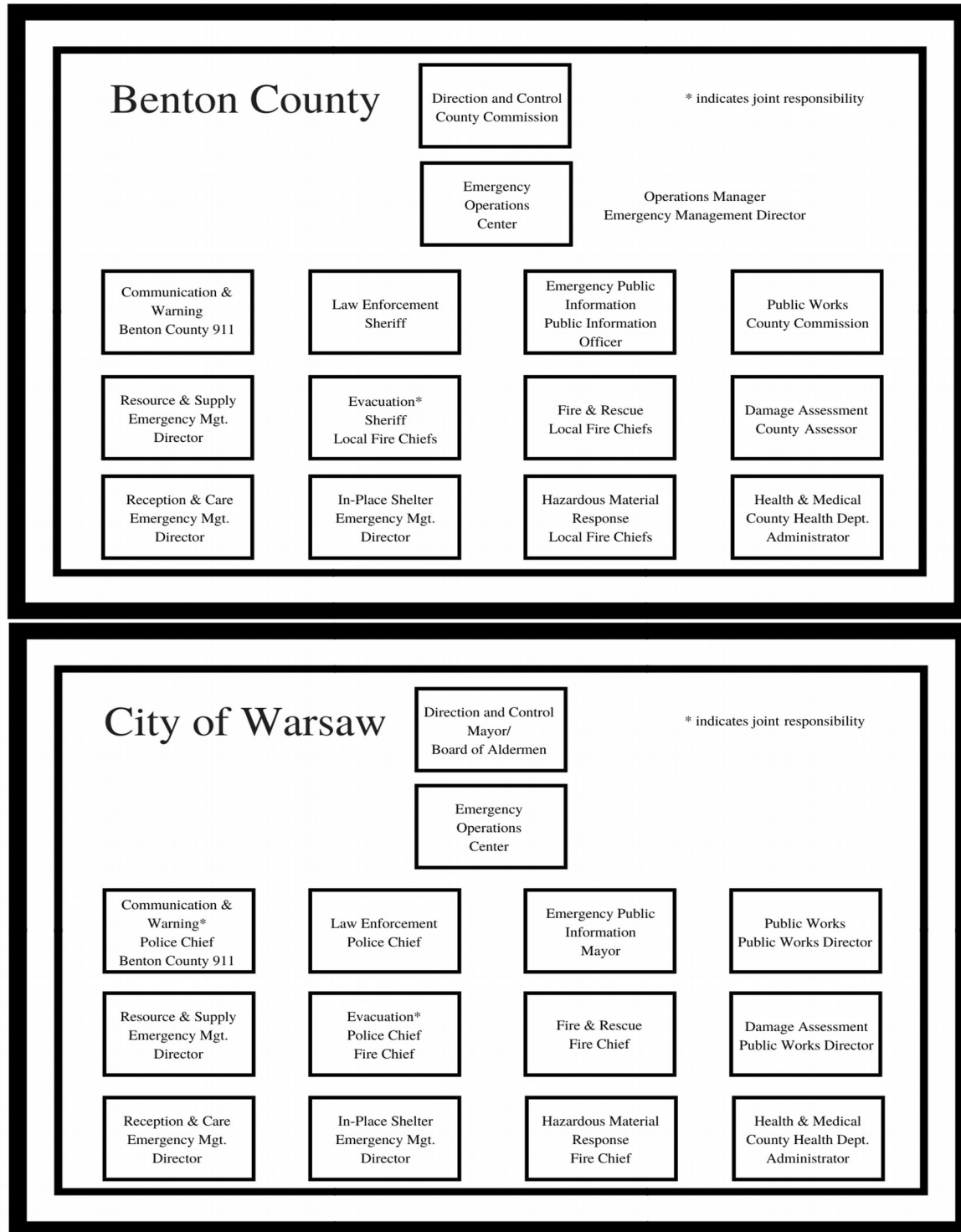
- A. Federal Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
- B. Federal Public Law 99-499, SARA, Title III
- C. Guide For All Hazard Emergency Operations Planning, CPG 101, FEMA
- D. Revised Statutes of Missouri, Chapter 44, as amended
- E. Revised Statutes of Missouri, 49.070
- F. Missouri Code of Regulations, Title II, Division 10, Chapter II
- G. State of Missouri Emergency Operations Plan, as amended
- H. Lincoln City Ordinance, dated May12, 1997
- I. Benton County Court Order, dated December 11, 1995
- J. Warsaw City Ordinance, dated January 14, 1980
- K. Cole Camp City Ordinance #225, dated 1985
- L. Presidential Decision Directive 39 (PDD-39), U.S. Policy on Counter-Terrorism
- M. Missouri All-Hazard Emergency Planning Guidance, SEMA, as amended
- N. State of Missouri Hazard Analysis, as amended
- O. Homeland Security Presidential Directive FIVE (HSPD-5), dated Feb 28, 2003.

APPENDICES

1. Emergency Management Diagrams by Emergency Function
2. Assignment of Responsibilities
Attachment A - Functions and Responsibilities Charts
Attachment B - Task Assignments by Function
3. Emergency (Disaster) Classification and Control Procedures
Attachment A – Contact Numbers
Attachment B – Organizational Chart
4. Procedures for Requesting State and Federal Assistance
5. Benton County Hazard Analysis Reference Benton County Natural Hazard Mitigation Plan 2016.
6. Emergency Government Proclamation and/or Resolution of a State of Emergency in Benton County
7. Benton County NIMS Ordinance

Appendix 1 to the Basic Plan

EMERGENCY MANAGEMENT DIAGRAMS BY EMERGENCY FUNCTION (For Benton County and the Municipalities)



City of Lincoln

Direction and Control
Mayor/
Board of Aldermen

* indicates joint responsibility

Emergency
Operations
Center

Operations Manager
Emergency Management Director

Communication &
Warning
Police Chief
Emergency Mgt Dir.

Law Enforcement
Police Chief

Emergency Public
Information
Mayor

Public Works
City Engineer

Resource & Supply*
City Clerk
Emergency Mgt. Dir.

Evacuation*
Police Chief
Fire Chief

Fire & Rescue
Fire Chief

Damage Assessment
City Engineer

Reception & Care
Emergency Mgt. Dir.

In-Place Shelter
Emergency Mgt. Dir.

Hazardous Material
Response
Fire Chief

Health & Medical
County Health Dept.
Administrator

City of Cole Camp

Direction and Control
Mayor/City Council

* indicates joint responsibility

Emergency
Operations
Center

Communication &
Warning*
Police Chief
Emergency Mgt. Dir.

Law Enforcement
Police Chief

Emergency Public
Information
Mayor

Public Works
Public Works Director

Resource & Supply
Emergency Mgt. Dir.

Evacuation*
Police Chief
Fire Chief

Fire & Rescue
Fire Chief

Damage Assessment
Emergency Mgt. Dir.

Reception & Care
Emergency Mgt. Dir.

In-Place Shelter
Emergency Mgt. Dir.

Hazardous Material
Response
Fire Chief

Health & Medical
County Health Dept.
Administrator

ASSIGNMENT OF RESPONSIBILITIES

A. Functions and Responsibility Charts (Attachment A)

1. These charts assign specific agencies and/or individuals the responsibility to prepare for and to perform each of the fourteen identified emergency management functions (see Part IV of this Basic Plan), and also whether they have a primary or supporting role for that function.
2. These charts are general in nature and should not be considered all inclusive.

B. Task Assignments by Function (Attachment B)

1. Following the P & S Charts there is a basic list of tasks to be assigned to each function. These are only general lists that will be expanded in the various annexes.
2. There is one list of tasks for each function. Some tasks may be common to more than one function.
3. In some cases, more than one department or individual may have primary responsibility.

FUNCTIONS AND RESPONSIBILITIES CHARTS

BENTON COUNTY P=Primary S=Secondary *=Joint	Direction and Control (Annex A)	Comms and Warning (Annex B)	Emer. Public Info (Annex C)	Damage Assessment (Annex D)	Law Enforcement (Annex E)	Fire and Rescue (Annex F)	Resource and Supply (Annex G)	Haz Mat Response (Annex H)	Public Works (Annex I)	Evacuation (Annex J)	In-Place Shelter (Annex K)	Reception and Care (Annex L)	Health and Medical (Annex M)	Terrorism (Annex N)	Catastrophic Event (Annex O)	Animal Emergency (Annex P)
County Commission	P		S	S					P*	S				S	S	
County Assessor	S			P										S		
County Clerk	S						S			S	S	S		S	S	
County Road Superintendent	S	S		S			S		P*	S				S	S	
Emergency Mgt Dir.	S	P*	S	S			P			S	P	P		S	S	S
Public Information Officer	S	S	P							S	S			S	S	S
Sheriff	S	S	S	S	P	S		P*		P*	S	S		P*	P	S
Local Fire Chiefs	S	S		S	S	P		P*		P*		S		P*	P	S
Co. Health Dept. Administrator	S		S								S	S	P	P*	S	P
Ambulance Service	S												S	S	S	S
Red Cross Chapter	S											S		S		
Benton County 911	S	P	S		S	S				S				S	S	
CITY OF WARSAW P=Primary S=Secondary *=Joint	Direction and Control (Annex A)	Comms and Warning (Annex B)	Emer. Public Info (Annex C)	Damage Assessment (Annex D)	Law Enforcement (Annex E)	Fire and Rescue (Annex F)	Resource and Supply (Annex G)	Haz Mat Response (Annex H)	Public Works (Annex I)	Evacuation (Annex J)	In-Place Shelter (Annex K)	Reception and Care (Annex L)	Health and Medical (Annex M)	Terrorism (Annex N)	Catastrophic Event (Annex O)	Animal Emergency (Annex P)
Mayor/Board of Alderman	P	S	P									S		S		
Sheriff's Department	S	S	S								S	S		S		
City Office	S	S	S								S	S		S		
Fire Chief	S	S				P		P		P*		S		P*	P*	S
Police Chief	S	P			P	S				P*		S		P*	P*	S
Public Works Director	S			P		S			P	S	S	S		S	S	S
Emergency Mgt Dir.	S						P			S	P	P		S		
Co. Health Dept. Administrator	S		S									S	P	P*		
County LEPC	S							S								
Warsaw/Lincoln Amb. Service	S												S	S	S	
Red Cross Chapter	S											S		S		
Benton County 911	S	S	S	S	S	S		S		S				S		

CITY OF LINCOLN P=Primary S=Secondary *=Joint	Direction and Control (Annex A)	Comms and Warning (Annex B)	EmeR. Public Information (Annex C)	Damage Assessment (Annex D)	Law Enforcement (Annex E)	Fire and Rescue (Annex F)	Resource and Supply (Annex G)	Haz Mat Response (Annex H)	Public Works (Annex I)	Evacuation (Annex J)	In-Place Shelter (Annex K)	Reception and Care (Annex L)	Health and Medical (Annex M)	Terrorism (Annex N)	Catastrophic Event (Annex O)	Animal Emergency (Annex P)
Mayor/Board of Alderman	P		P								S		S			
Sheriff's Department	S	S	S								S	S		S		
City Clerk	S	S	S				P*				S	S		S		
Fire Chief	S	S				P		P		P*		S		P*	P	P
Police Chief	S	P*			P	S				P*		S		P*	P	P
City Engineer	S			P		S			P	S	S	S		S	S	
Emergency Mgt Dir.	S	P*					P*			S	P	P		S		
Co. Health Dept. Administrator	S		S									S	P	P*		
County LEPC	S							S								
Warsaw/Lincoln Amb. Service	S												S	S	S	
Red Cross Chapter	S											S		S		
Benton County 911	S	P	S	S	S	S		S		S				S	S	S

CITY OF COLE CAMP P=Primary S=Secondary *=Joint	Direction and Control (Annex A)	Comms and Warning (Annex B)	EmeR. Public Information (Annex C)	Damage Assessment (Annex D)	Law Enforcement (Annex E)	Fire and Rescue (Annex F)	Resource and Supply (Annex G)	Haz Mat Response (Annex H)	Public Works (Annex I)	Evacuation (Annex J)	In-Place Shelter (Annex K)	Reception and Care (Annex L)	Health and Medical (Annex M)	Terrorism (Annex N)	Catastrophic Event (Annex O)	Animal Emergency (Annex P)
Mayor/City Council	P		P									S		S		
Sheriff's Department	S	S	S								S	S		S		
Fire Chief	S	S				P		P		P*				S	P	P
Police Chief	S	S			P	S				P*		S		P*	P	P
Public Works	S			P		S			P	S	S	S		P*	S	S
Emergency Mgt Dir.	S						P			S	P	P		S		
Co Health Dept Administrator	S		S									S	P	P*		
County LEPC	S							S								
Cole Camp Amb. District	S												S	S	S	
Red Cross Chapter	S											S		S		
Benton County 911	S	P	S	S	S	S		S		S				S		

TASK ASSIGNMENTS BY FUNCTION

The following is a basic list of tasks assigned to each function. These task assignments are common to both county and city organizations. Specific tasks are listed in the appropriate annex.

A. Direction and Control (Annex A):

**Benton County—County Commission
Lincoln/Warsaw—Mayor/Board of Aldermen
Cole Camp—Mayor/City Council**

1. Make policy decisions related to emergency management.
2. Plan for Emergency Management (i.e., plan development.)
3. Oversee hazard mitigation activities.
4. Control operations during disasters.
5. Coordinate and direct relief and recovery operations.
6. Coordinate emergency management activities.
7. Maintain an exercise program.
8. Supervise the emergency public information function.
9. Provide representative to the E.O.C. during major emergencies.

B. Communications And Warning (Annex B):

**Benton County-- 911
Warsaw—Police Chief
Lincoln/Cole Camp—Emergency Management Director and City Police Chief**

1. Monitor all emergency situations to insure proper response.
2. Train personnel (full-time and supplementary).
3. Support all other emergency functions when needed.
4. Develop warning plans and procedures for all identified hazards (see Basic Plan,

Situation and Assumptions).

5. Test and activate warning and alert devices (sirens, tone-activated receivers, etc.).

C. Emergency Public Information (Annex C):

**Benton County--PIO (County Commissioner or designee)
Lincoln/Warsaw/Cole Camp--Mayor**

1. Designate an information office which will be the point of contact for the media during disaster situations.
2. Coordinate with the various departments concerning the release of public information.
3. Develop procedures for rumor control and information authentication
4. Clear information with the chief elected officials and incident commander (as appropriate) before release to the public.
5. Use all news media for the release of information.
6. Maintain and release as appropriate information for all identified hazards.
7. Conduct annual programs to acquaint news media with emergency plans.

D. Damage Assessment (Annex D):

**Benton County--County Assessor
Warsaw—Public Works Director
Lincoln—City Engineer
Cole Camp—Emergency Management Director**

1. Maintain plans and procedures consistent with those of the state and federal government.
2. Recruit and train personnel.
3. Provide disaster information to Direction and Control.
4. Assist federal and state officials in damage estimation.
5. Assist in mitigation activities by identifying potential problem areas.

E. Law Enforcement (Annex E):

**Benton County--Sheriff
Warsaw/Lincoln/Cole Camp—Police Chief**

1. Maintain law and order during emergency operations.

2. Provide necessary support during emergency operations (i.e., EOC, site security, access control, traffic control, etc.)
3. Provide and/or support communications and warning.
4. Lend support to fire, medical, and other emergency services as dictated by the situation.
5. Coordinate with other law enforcement groups.
6. Implement and/or continue training courses for auxiliaries and reserves.
7. Train personnel in hazardous materials situations to the appropriate level, as determined by the L.E.P.C.
8. Provide representative to the E.O.C. during major emergencies.

F. Fire and Rescue (Annex F):

**Benton County—Local Fire Chiefs
Lincoln/Warsaw/Cole Camp—Fire Chief**

1. Control fires during emergency operations.
2. Conduct fire prevention inspections and training courses in self-help fire prevention techniques.
3. Assist with search and rescue operations.
4. Support traffic control, health and medical, communications and warning.
5. Respond to hazardous materials incidents.
6. Train personnel in hazardous materials situations to the appropriate level, as determined by the L.E.P.C.
7. Develop plans and procedures as necessary.
8. Update plans when required or conditions change.
9. Participate in drills, tests, and exercises.
10. Conduct training courses in self-help fire prevention techniques, as well as, fire prevention inspections.
11. Provide representative to the E.O.C. during major emergencies.

G. Resource and Supply (Annex G):

**Benton County—Emergency Management Director
Warsaw/Cole Camp—Emergency Management Director
Lincoln –City Clerk and Emergency Management Director**

1. Maintain and update resource lists of supplies and personnel for use in disaster situations.
2. Identify potential resource requirements.
3. Coordinate with other agencies and departments to fill resource shortages.
4. Assist with the stocking of shelters when activated.
5. Develop a system for the distribution of donated materials.
6. Maintain and test E.O.C. equipment.

H. Hazardous Material Response (Annex H):

**Benton County—Local Fire Chiefs
Lincoln/Warsaw/Cole Camp—Fire Chief**

1. Develop/maintain hazardous analysis.
2. Provide initial hazard assessment to response personnel and the general public.
3. Lead the initial environmental assessment.
4. Prescribe personnel protective measures.
5. Issue public warnings.
6. Establish an on-scene command post using the NIMS structure.
7. Determine when re-entry is possible.
8. Provide response personnel (i.e., law enforcement, fire, public works, health & medical) the appropriate level of hazardous material training.
9. Work with local hospitals/clinics to ensure procedures are available to handle contaminated patients and to decontaminate and isolate such patients.
10. Maintain a peacetime radiological accident capability.

I. Public Works (Annex I):

**Benton County—County Commissioner
Warsaw—Public Works Director
Lincoln—City Engineer
Cole Camp—Public Works**

1. Remove debris and dispose of garbage.
2. Make emergency road and bridge repairs.
3. Restore utility service, especially to critical facilities.
4. Assist with flood control and emergency snow removal.
5. Gather damage assessment information.
6. Provide necessary support to other departments (i.e., heavy equipment, barricades, etc.).
7. Train personnel in hazardous materials situations to the appropriate level, as determined by the L.E.P.C.
8. Provide representative to the E.O.C. during major emergencies.

J. Evacuation (Annex J):

**Benton County—Sheriff and Local Fire Chiefs
Lincoln/Warsaw/Cole Camp—Police Chief and Fire Chief**

1. Verify evacuation routes and implement evacuation plans.
2. Identify affected facilities or individuals with access or functional needs (hospitals, nursing homes, invalids, etc.).
3. Make arrangements to keep essential facilities operating.
4. Furnish to the Public Information Officer instructions regarding evacuation procedures for release to the public.

K. In-Place Shelter (Annex K):

Emergency Management Director and Missouri Department of Social Services

1. Advise the public on what protective actions to take.
2. Identify warning procedures.

3. Maintain emergency public information materials.
4. Identify and provide protective shelter for the population in situations for which such action is appropriate. Coordinate with Reception and Care in Appendix L.
5. Assist with movement of people to shelters if necessary.

L. Reception and Care (Annex L):

Emergency Management Director and Missouri Department of Social Services

1. Review list of designated temporary lodging and feeding facilities.
2. Review procedures for the management of reception and care activities (feeding, registration, lodging, etc.).
3. Designate facilities for access and functional needs groups.
4. Maintain supply of registration forms.
5. Coordinate mass feeding operations with Resource and Supply.
6. Identify facilities for pet/animal shelters

M. Health and Medical (Annex M):

County Health Department Administrator

1. Provide for public health and sanitation services during an emergency.
2. Coordinate plans with representatives of private health sector to include hospitals, nursing homes, etc.
3. Implement plans for mass inoculation.
4. Review provisions for expanded mortuary services.
5. Develop procedures to augment regular medical staff.
6. Develop plans to provide medical care in shelters.
7. Train personnel in hazardous materials situations to the appropriate level, as determined by the L.E.P.C.
8. Ensure emergency response personnel are familiar with the Local Public Health Emergency Plan (LPHEP).
9. Develop plans and procedures for a Pandemic

nursing

10. Identify affected facilities or individuals with access or functional needs (hospitals, homes, invalids, etc.).

N. Terrorism (Annex N):

**Benton County—Sheriff, Local Fire Chiefs, and County Health Department
Lincoln/Warsaw/Cole Camp—Police Chief, Fire Chief, and County Health Department**

1. Develop procedures for investigation of terrorism events.
2. Develop procedures for evidence collection.
3. Operate under the unified command system at terrorist events.
4. Establish procedures for sharing of intelligence information with local key officials.
5. Work with Emergency Management PIO to ensure the proper release of information.
6. Plan for the mass evacuation of the general public
7. Work with public health to investigate biological events.
8. Work with emergency management/homeland security on targeting & possible threats.

EMERGENCY (DISASTER) CLASSIFICATION AND CONTROL PROCEDURES

I. PURPOSE

To establish classification and control procedures for local officials and emergency response personnel during periods of emergency/disaster.

II. EMERGENCY CLASSIFICATION

Level 4 Enhanced Monitoring: A small, isolated or potential event that has some indicators that warrant extra attention, enhanced monitoring or external communication. Examples include threat of flood, severe storm, or escalating event. This can also include monitoring of large public events around the County.

- EMA staff only.
- Agencies may be asked individually to support any remote operations or reporting from their home agency.

Level 3 Partial Activation: An incident or event requiring a partial activation of the Local EOC with agency lead activation. A partial activation will occur at the onset and during moderate events such as reports of damage or dedication of local resources beyond their capabilities of sustainment.

- Information and Planning and Logistics will be activated.
- Department leadership is activated on an as needed basis.
- Additional support & State-level partners will be determined at the time of the event.

Level 2 Full Activation: An incident requiring full activation of the Local EOC with support function activation. A major event such as a county wide disaster or incident where extensive evacuations are required.

- The leadership is activated.
- Additional partners will be determined at the time of the event.
- EOC will work with local municipalities & State-level.

Level 1 Full State/Federal Response: An incident requiring full activation of the State EOC with ESF activation, and Federal ESF integration and coordination. Level 1 Activation will occur when extensive Federal resources are needed by the State of Missouri to sustain life-saving, incident stabilization or property conservation operations.

- ESF leadership is activated.
- Most, if not all, additional partners will be activated.
- ESF agencies will work in coordination with the lead agency to operate and report under the ESF.
- The activities of the ESF will be integrated with those of their Federal ESF counterparts.

II. RESPONSE PROCEDURES

- A. The dispatcher, upon notification of an emergency, shall notify the officer on duty to respond. (The term dispatcher when used in these procedures refers to the Benton County 911 Dispatch Center.)
- B. On-scene command and control of the affected area will be established by the first ranking officer of the responding agency at the scene of the incident. For incidents involving hazardous materials, the Incident Management System (IMS) will be implemented and the Incident Commander will be responsible for directing response operations.
- C. The responding officer will maintain radio contact with the dispatcher to advise of the situation and to alert additional response agencies as necessary.
- D. When it becomes apparent to the commanding officer at the scene that control of the incident is beyond the response capabilities of the initial responding agency and the emergency has escalated from Level I to Level II or higher, the officer will instruct the dispatcher to notify the next in command (i.e., Sheriff, Police Chief, Fire Chief, Emergency Management Director, etc.) of the seriousness of the disaster.
- E. The next in command will in turn, advise the chief elected official (i.e., Presiding Commissioner for Benton County or Mayor of the involved municipality) of the situation. The chief elected official together with the Emergency Management Director will determine at this time whether or not to activate the EOC and assemble its staff.
- F. Should it be decided to assemble the EOC Direction and Control staff, each member of the EOC Direction and Control staff will be contacted by the dispatcher and advised to report to the EOC. The dispatcher will be assisted by the on-duty personnel at the department and/or the Emergency Management Director to make the notifications if necessary (see Appendix 2 to Annex A for EOC Direction and Control Staffing Roster/Call-Up List).
- G. After the EOC Direction and Control staff has assembled, it will be determined what personnel will be required to control operations. This determination will be made by the chief elected official and the Emergency Management Director.

IV. NOTIFICATION PROCEDURES

- A. The Emergency Management Director will make the decision to activate EOC notification procedures.
- B. The 911 Center will have available, at the communications center, the necessary call-up/notification lists that include names and telephone numbers of individuals and organizations to contact.
- C. Each organization must maintain current internal personnel notification/recall rosters and a means to implement them.

- D. Depending upon the type of emergency, the dispatcher will notify/warn special locations such as schools, nursing homes, etc. A list of names and telephone numbers to contact is available with the dispatcher (see Appendix 2 to Annex B). On-duty personnel and/or the Emergency Management Director will assist with this notification.
- E. It is the responsibility of the dispatcher to keep a log of all messages received and sent (see Annex A for copies of message and log forms).
- F. Operational procedures/checklists will be established and utilized in so far as possible.
- G. Situations requiring notification that are not covered by these checklists will be handled on a case by case basis by the Emergency Management Director and his/her staff.

Attachment A

Appendix 3 to the Basic Plan

CONTACT NUMBERS

Benton County Emergency Phone List		
Position	Name	Phone Number
Presiding Commissioner	Michele McLerran-Kreisler	
Northside Commissioner	Jim Hansen	
Southside Commissioner	Dale Junior Estes	
Benton County 911	Susan Canfield	
Emergency Management Director	Mark Richerson	
Emergency Management Deputy Director	Samantha Henley	
Sheriff	Eric Knox	
Chief Deputy	Jeff Canfield	
Cole Camp Police Chief	Stephen Phillips	
Lincoln Police Chief	Bobby Green	
Warsaw Police Chief	Jason Wenberg	
Cole Camp Mayor	Burton Borman	
Lincoln Mayor	John King	
Warsaw Mayor	Eddie Simons	
Cole Camp Fire Chief	Burton Borman	
Lake View Heights Fire Chief	Jeremiah Crider	
Cross Timbers Fire Chief	Bill Mitchell	
Lincoln Fire Chief	Mike Rambow	
Northwest Fire Chief	Annette Sharp	
Osage Valley Fire Chief	Ron Taddiken	
Deer Creek Fire Chief	John Spry	
Warsaw Fire Chief	Rob Lane	
Iconium Fire Chief	Von Schmidt	
County Health Department	Linda Viebrock	
Cole Camp Ambulance Barn	Bob Meuschke	
Warsaw/Lincoln Ambulance Barn	Nathan Burton	
American Red Cross	Terri Layton	
County Clerk	Susan Porterfield	

Attachment B
Appendix 3 of the Basic Plan

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name: Benton County	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Organization Chart <div style="text-align: center; margin-top: 20px;"> <pre> graph TD IC["Incident Commander(s) Presiding Commissionere"] LO["Liaison Officer Law/Fire"] SO["Safety Officer Health Dept"] PIO["Public Information Officer Mayor"] OSC["Operations Section Chief Law/Fire"] SAM["Staging Area Manager City Police"] PSC["Planning Section Chief Commission"] LSC["Logistics Section Chief EMD"] FASC["Finance/Admin Section Chief County Clerk's Office"] RU["Resources Unit Ldr. EMD"] SU["Situation Unit Ldr. Law/Fire"] DU["Documentation Unit Ldr. County Clerk's Office"] DMU["Demobilization Unit Ldr. EMD"] SBD["Support Branch Dir."] SUPU["Supply Unit Ldr. EMD"] FU["Facilities Unit Ldr. EMD"] GSU["Ground Spt. Unit Ldr. EMD"] SBDir["Service Branch Dir. Deputy EMD"] CU["Comms Unit Ldr. 911 Director"] MU["Medical Unit Ldr. Health Dept. Admin"] FU2["Food Unit Ldr. Salvation Army"] TU["Time Unit Ldr. County Clerk"] PU["Procurement Unit Ldr. Deputy Clerk"] CCU["Comp./Claims Unit Ldr. Deputy Clerk"] CU2["Cost Unit Ldr."] IC --- LO IC --- SO IC --- PIO IC --- OSC IC --- SAM IC --- PSC IC --- LSC IC --- FASC OSC --- [] OSC --- [] OSC --- [] OSC --- [] PSC --- RU PSC --- SU PSC --- DU PSC --- DMU PSC --- [] LSC --- SBD LSC --- SUPU LSC --- FU LSC --- GSU LSC --- SBDir SBDir --- CU SBDir --- MU SBDir --- FU2 FASC --- TU FASC --- PU FASC --- CCU FASC --- CU2 </pre> </div>		
ICS 207	IAP Page ____	4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

PROCEDURES FOR REQUESTING STATE AND FEDERAL ASSISTANCE

I. STATE AND FEDERAL ASSISTANCE

- A. Assistance from other state and/or federal agencies, such as the Department of Conservation, Department of Natural Resources, U.S. Army Corps of Engineers, etc. can be requested directly by calling the appropriate agency (see Attachment A to this appendix). State and/or federal assistance may also be requested through the State Emergency Management Agency (SEMA).
- B. **SEMA Notification**
 - 1. SEMA has a 24-hour Duty Officer to request assistance in a disaster or emergency situation: (573) 751-2748.
 - a. During business hours, calls will be answered by personnel on duty in the EOC.
 - b. After business hours, leave your name and a call-back number. Calls will be returned by the Duty Officer.
 - 2. If the telephone lines are down, the Duty Officer may still be contacted. The Missouri State Highway Patrol can relay the information to Troop F in Jefferson City by radio. During working hours, the Missouri Uniform Law Enforcement System (MULES) can also be used to transmit messages to the MULES terminal in the State Emergency Operations Center.

II. MISSOURI NATIONAL GUARD ASSISTANCE

- A. **General Facts**
 - 1. Requests for such assistance can only be made by the chief elected official, or his/her successor, as outlined in this plan (see Part VI of the Basic Plan, Continuity of Government).
 - 2. Requests should only be made after local resources are exhausted.
 - 3. The State Emergency Management Agency (SEMA) should be informed prior to making such a request.
- B. **Procedures**
 - 1. Analyze the situation to determine:
 - a. If threat to life or property still exists.

- b. To insure all local resources are committed.
- 2. Make the request directly to the Governor through SEMA by the quickest means possible. If the telephone or radio is used, a hard copy should follow.

See Emergency Contact List Attached to Emergency Operation Plan provided for Emergency Personnel or contact Benton County 911 Dispatch Center for contact information.

Appendix 5 to the Basic Plan

Reference the Benton County Natural Hazard Mitigation Plan 2016.

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

WHEREAS, Benton County, Missouri, has encountered _____ conditions,
and a threat exists to the lives and property of the people of Benton County, Missouri, and;

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

NOW THEREFORE, we _____,
_____, Board of County Commissioners Benton County Missouri, hereby declare
that a state of emergency exists in Benton County, Missouri, and we hereby invoke and declare in full force and
effect in Benton County, Missouri, all laws, statutes, of the State of Missouri, Benton County, for the exercise
of all necessary emergency authority for the protection of the lives and property of the people of Benton
County, Missouri, and the restoration of local government with a minimum of interruption.

As pursuant with Chapter 44 of the Revised Missouri State Statutes, County Court Orders as pertinent to:

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

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

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

BENTON COUNTY COMMISSION

PRESIDING COMMISSIONER

SOUTHERN COMMISSIONER

NORTHERN COMMISSIONER

Appendix 7
Benton County NIMS Ordinance

THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

ORDINANCE NO. 2018-1

AN ORDINANCE ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE STANDARD FOR INCIDENT MANAGEMENT BY THE COUNTY OF BENTON.

WHEREAS, on February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD) – 5 that directed the Department of Homeland Security, in cooperation with representatives of federal, state, and local government, to develop a National Incident Management System (NIMS) to provide a consistent approach to the effective management of situations involving natural disasters, man-made disasters or terrorism; and

WHEREAS, the final NIMS was released on March 1, 2004, and

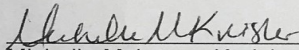
WHEREAS, the NIMS contains a practice model for the accomplishment of the significant responsibilities associated with prevention, preparedness, response, recovery, and mitigation of all major and national hazards situations, and

WHEREAS, the HSPD-5 requires that state and local governments adopt the NIMS by fiscal year 2005 as a pre-condition to the receipt of federal grants, contract and activities related to the management and preparedness for certain disaster and hazard situations; and

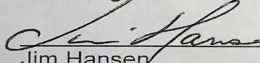
WHEREAS, the Commission for the County of Benton desires to adopt the NIMS as required by HSPD-5.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE COUNTY OF BENTON:
Hereby adopts the National Incident Management System dated March 1, 2004.

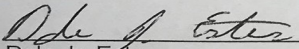
READ AND APPROVED AND ADOPTED this 9thth day of January 2018.



Michelle McLerran Kreisler
Presiding Commissioner, County of Benton, Missouri

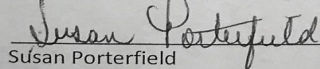


Jim Hansen
North District Commissioner, County of Benton, Missouri



Dale Jr. Estes
South District Commissioner, County of Benton, Missouri

ATTEST:



Susan Porterfield
County Clerk, County of Benton, Missouri