

North Dakota Disaster Procedures Guide

Saving Lives, Protecting Property and the Environment



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This edition supersedes all previous editions.
Developed 1976



Ensuring a safe and secure homeland for all North Dakotans

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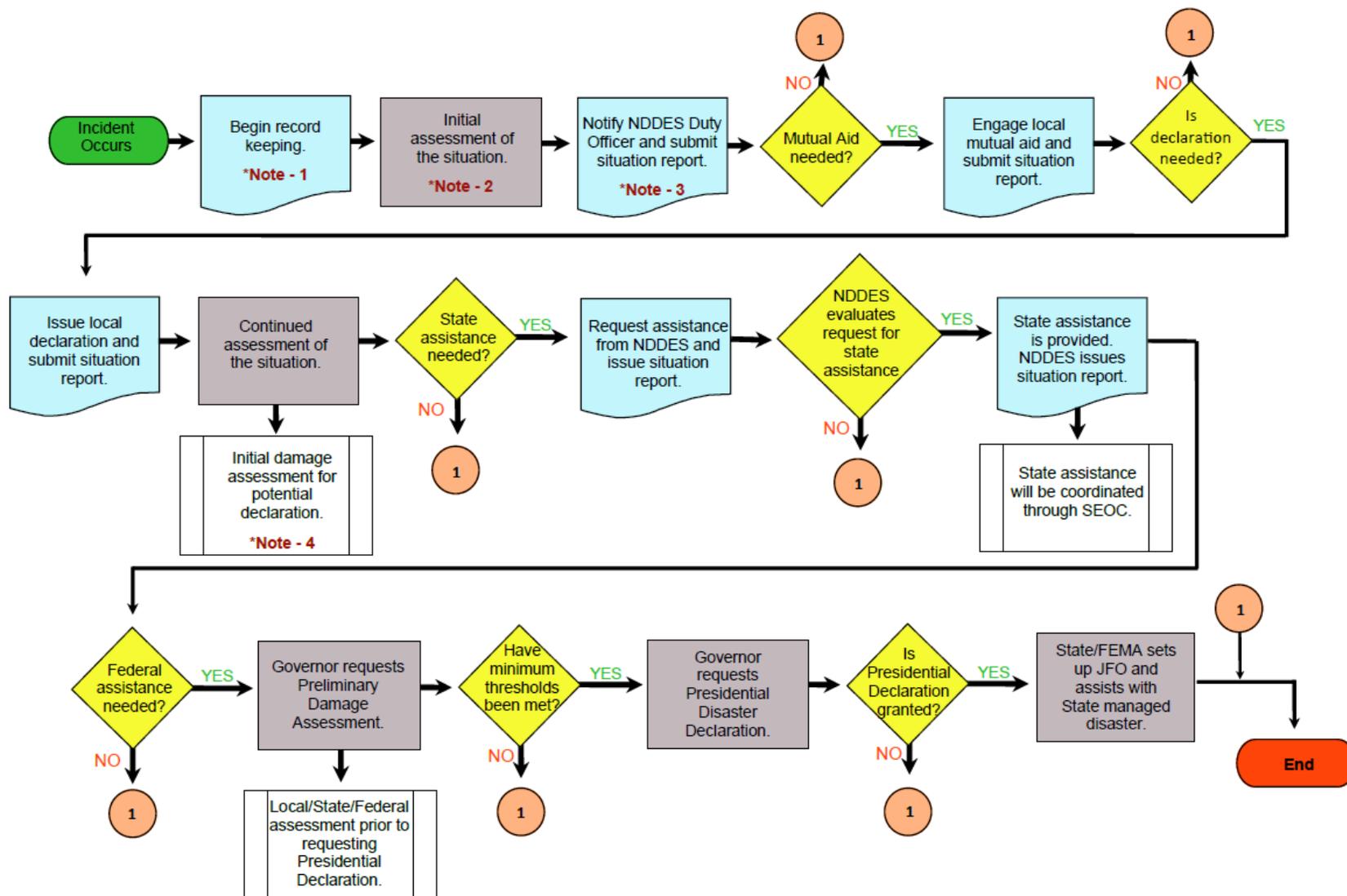
**If any discrepancies are noted, contact the
NDDDES Operations and Planning Section at
(701) 328-8100.**

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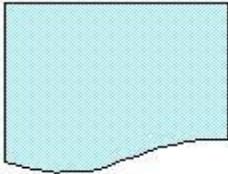
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EMERGENCY/DISASTER PROCEDURES FLOWCHART
N.D. DEPARTMENT OF EMERGENCY SERVICES
DIVISION OF HOMELAND SECURITY





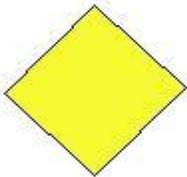
START PROCESS



DOCUMENT



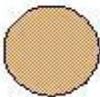
ACTIVITY/EVENT



DECISION



SUB-ROUTINE



CONNECTOR



END PROCESS

***NOTES -**

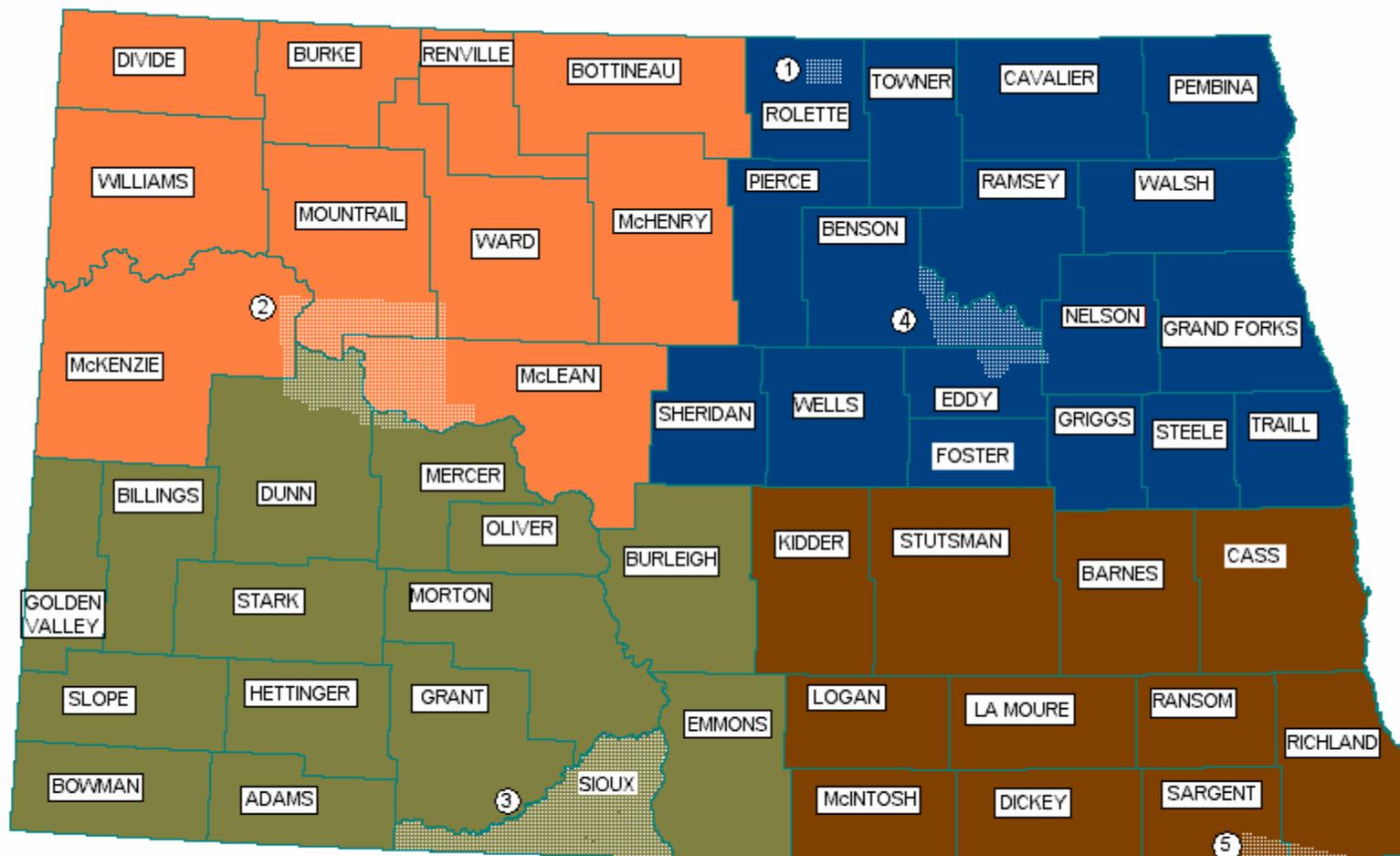
1-Continuous process, done throughout emergency/disaster.

2-To save lives and protect property.

3-Issued daily as needed.

4-To restore and recover.

Jurisdictional Map of the State of North Dakota



Also identifies North Dakota Emergency Management Association Regions

- 1 Turtle Mountain
- 2 Three Affiliated Tribes
- 3 Standing Rock Sioux
- 4 Spirit Lake
- 5 Sisseton

INTRODUCTION

The North Dakota Disaster Procedures Guide has been developed by the North Dakota Department of Emergency Services (NDDDES), Division of Homeland Security, to outline recommended processes for city, county and tribal governments to ensure coordinated response and recovery from disasters and emergencies impacting their jurisdiction. For the purpose of this guide, all references to city/county/tribal will be noted as 'local'.

The local Emergency Manager serves as a liaison to the NDDDES State Emergency Operations Center (SEOC) and is the primary point of contact for an emergency or a disaster. In addition, the Emergency Manager is responsible for coordinating response and recovery efforts on the local level. NDDDES encourages all communication within each respective jurisdiction to be routed through the local Emergency Manager or their designee. Any designated local Emergency Manager or alternate that is not on file with NDDDES should be reported to NDDDES immediately.

Assumptions:

1. Local jurisdiction has an Emergency Operations Plan
2. Local jurisdiction has a Training and Exercise program
3. Local jurisdiction has an approved Multi-Hazard Mitigation Plan

PRE-DISASTER ACTIVITIES AND PROGRAMS

Pre-disaster planning and preparedness enhances the ability of local governments to respond to and recover from disasters. NDDDES recommends the following activities for all local governments:

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

Federal funds through EMPG are available to assist county/city/tribal governments in enhancing and sustaining their emergency management programs. To obtain this funding, emergency managers must:

- Submit application to include a program narrative, budget narrative and work plan that includes a personnel data template, training data template, exercise data template and a grant activities outline that details how their jurisdiction will sustain and enhance the program
- Complete the work described in the work plan
- Submit quarterly progress reports on the status of completed work described in the work plan
- Submit reimbursement requests, including proper supporting documentation
- Maintain and retain grant records
- Track and maintain equipment inventory lists of equipment purchased with grant funds
- Participate in grant monitoring visits
- Submit a 3-year training and exercise plan for the jurisdiction

- Complete the EMPG minimum training and exercise requirements for emergency managers
- Participate in the annual Emergency Management Association/NDDDES conference
- Track and maintain local training and exercise records, provide data to NDDDES as part of progress reports
- Conduct or participate in a minimum of three exercises yearly
- Coordinate after action reviews and improvement plan development following an exercise or real world event and submit to NDDDES

LOCAL EMERGENCY OPERATIONS PLAN (LEOP)

- Develop, review and update your LEOP
 - *By state law, North Dakota Century Code (NDCC) [Chapter 37-17.1](#), every county government must have a program for emergency and disaster mitigation, preparedness, response and recovery. City governments must also have their own emergency or disaster program or participate in their county's program. Therefore, every city and county government must be prepared to respond to and recover from most situations themselves without requesting outside assistance. Tribal governments may also be included in this process.*
- Review/Update your Multi-Hazard Mitigation Plan every five years
- Designate an alternate Emergency Manager who is identified with NDDDES and is aware of situation report and notification procedures
- Educate elected officials and key personnel regarding their responsibilities during an emergency/disaster as outlined in the LEOP
- Identify reasonable actions to mitigate the effects of emergencies/disasters that may strike the local community
- Conduct emergency/disaster exercises to test all portions of the LEOP
- Cross-train emergency/disaster personnel whenever practical
- Train potential damage assessment team members regarding their roles in the assessment process, familiarizing them with all applicable forms.

MUTUAL AID

A request for assistance from neighboring jurisdictions or the next higher level of government can be made without a written memorandum of understanding (MOU). However, to enhance the response capabilities; it is strongly suggested to have MOUs in place with various neighboring jurisdictions and private parties prior to the point of needing to implement them. This will aid in expediting responses to your emergency/disaster. NDDDES has available a "[State of North Dakota Recommended Mutual Aid Agreement](#)". This document provides instructions and a Mutual Aid Agreement Template that meets the minimum requirements of North Dakota Century Code for jurisdictions and organizations in the event of disaster or other incidents requiring external assistance.

ND STATE AND LOCAL INTELLIGENCE CENTER (NDSLIC)

The NDSLIC's mission is to gather, store, analyze, and disseminate information concerning dangerous drugs, fraud, organized crime, terrorism and other criminal activity, both real and suspected, to the law enforcement community, government officials and private industry for the purposes of decision making, public safety and proactive law enforcement, while ensuring the rights and privacy of citizens.

Services include:

- Case support for Law Enforcement
- Site Assessments Visits (SAVs)
- Social Media Research
- Information Analysis and Production

CRITICAL INFRASTRUCTURE/KEY RESOURCES (CIKR) PROGRAM

The mission of the North Dakota Critical Infrastructure/Key Resources (CIKR) program is to ensure the protection, preparedness and resiliency of North Dakota's CIKR through implementation of the National Infrastructure Protection Plan (NIPP). The NDSLIC works closely with public and private sector constituents to identify and catalogue the state's most critical assets. In addition, the program may assist during exercises and training in order to strengthen the preparedness and resiliency of both public and private sector partners.

SITE ASSISTANCE VISIT (SAV) PROGRAM

A Site Assistance Visit (SAV) is a vulnerability assessment conducted to develop awareness of a facility's physical vulnerabilities and systems connectivity, interdependency, and weaknesses. SAVs inform site owners and operators about security vulnerabilities and gaps, as well as protective measures to increase preparedness for all hazards, including terrorist attack. The SAV will be conducted by a team of specialized personnel tailored to the size and complexity of the facility. Federal, state, and local officials from homeland security, emergency management, and law enforcement agencies frequently attend. Upon completion of the SAV, the facility will receive a site-specific report providing options for consideration, commendable practices and staff concerns. The SAVs are provided at no cost to facilities considered significant Critical Infrastructure/Key Resources (CIKR) within the state, the loss of which would adversely affect national or regional economic and/or public health.

To request a SAV, contact the [NDDDES Critical Infrastructure Program Manager](#), at (701) 328-8100.

PUBLIC INFORMATION

Local, state and national broadcast and print outlets can be demanding in their efforts to obtain official information regarding an incident. However, they play a vital role in providing information to the citizenry. An understanding of media deadlines, attitudes and abilities can be essential in getting your message across.

- Ensure the LEOP addresses public information activities and assigns responsibilities to include identification of a Public Information Officer(s), their duties and the steps required to establish a Joint Information Center (JIC)/Joint Information System (JIS).
- Conduct public awareness campaigns to include: severe winter weather, severe summer weather, specific hazards (as deemed appropriate) and participate in National Preparedness Month activities.

Steps for your organization to complete in preparing for JIC/JIS activation include:

- Determine the circumstances under which the JIC/JIS will be activated.
- Specify activation levels.
- Identify specific “triggers” for each activation level.
- Train all personnel in the levels of activation.
- Exercise the activation portion of your Plan.

These guidelines have been developed to assist Local Emergency Managers in the establishment of a Joint Information Center (JIC).

1. Identify a JIC location within close proximity to the Emergency Operations Center (EOC) or Incident Command (IC) or Unified Command (UC) location. For smaller incidents, a “virtual” JIC is also acceptable so long as it is inclusive of all public information stakeholders, and all have access to the virtual system to be used to coordinate messaging. Ensure the location has multiple electrical – telephone – internet connections as well as a gathering place for the media apart from the EOC, IC, or UC.
2. Identify agencies to be represented – what assets are needed in the disaster response.
3. PIOs should assemble in one general work area or virtually as described above. They should coordinate messaging prior to issuing news releases or conducting media briefings to identify and resolve conflicting information or opinions.
4. Inform PIO representatives of the JIS, specifically, how information is shared and who reports to who before information is released.
5. Appoint PIO staff to specific duties.

- Information gathering – phones.
 - Writing – news releases/talking points.
 - Information dissemination – approval routing/multi-resource release, press conference preparation and setup.
 - Social Media Monitoring and Messaging/Counter-messaging
6. Information coming into the JIC should go to one of four areas.
- Lead PIO (or staff)
 - Rumor Control Group
 - Joint PIO Group
 - Social Media Monitoring and Messaging/Counter-messaging
7. Once information is in the system an action step must be taken.
- Immediate response to an inquiry (if the answer is known and approved for release).
 - Immediate dissemination (emergency action required).
 - Route to another agency PIO for research or verification.
8. Coordinate and log all actions with all agencies and the Lead PIO.
9. Determine if information compiled will be released via:
- News release
 - News conference
 - Social Media
10. All written news releases will be coordinated through the Lead PIO staff prior to release.
11. Make necessary arrangements for type of dissemination.

RESPONSE ACTIVITIES

Some of the following actions may occur simultaneously and are not necessarily listed in order of priority. Local conditions will determine priority.

- Activate appropriate local emergency response agencies; evacuate and shelter people as needed
- Activate Local Emergency Operations Plan (LEOP)
- Activate Local Emergency Operations Center (EOC)
- Develop and maintain a Common Operating Picture (COP)
- Issue Local Emergency or Disaster Declaration

- Conduct initial situation assessment
- Contact the NDDDES Duty Officer
- Submit Situation Reports to the State Emergency Operations Center (SEOC)
- Request assistance
- Document activities, costs, damages, etc.

SITUATIONAL AWARENESS

Local government officials must continuously assess the situation to determine their course(s) of action and their ability to respond to, recover from and mitigate damages resulting from an emergency or disaster situation.

The initial assessment focuses on the number one priority: *To Save Lives and Protect Property.*

Basic information describing any size incident should be obtained in order to maintain situational awareness. Using who, what, when, where, how and why questions enhances the gathering of information and situational awareness maintenance.

WHO:

- **Who** is the caller and obtain contact information:
 - *Name, Agency, Phone Numbers*
- **Who** is the Incident Commander (IC)/comprises the Unified Command (UC)?
 - *Agency, location of IC/UC and contact number(s)?*
- **Who** is the Point of Contact (POC) for obtaining information/updates?
- **Which** agencies/organizations have been notified/need to be notified?
- **Which** agencies/organizations are responding (*Local, tribal, public, private, volunteer*), including via Mutual Aid
- **Who** is/could be the responsible party for the event (if technological or adversarial in nature)?
- **Who** is managing media/public/family inquiries? Has a JIC been established?
 - *Name, Agency/Organization, Phone Numbers of contacts and JIC membership*
 - *JIC location and contact information*

WHERE:

- **Where** is/are the jurisdictional and geographic area(s) that have reported, are known to have been or could be impacted?

- **What** is the exact location of the incident?

WHY:

- **Why** have certain instructions been recommended?
- **Why** is no one allowed in or out of the area?
- **Why** have utilities been shut down?
- **Why** have roadways been closed?

WHAT:

- **What** is the nature of or type of incident that has occurred? (*i.e. Hazardous Materials Release, Fire, etc.*)
- **What** is the cause of the incident?
- **What** is the severity of the incident that has occurred?
 - Number of persons that are:
 - Injured (*extent of the injuries*)
 - Affected by illness (*description of the illness*)
 - Fatalities (*cause*)
 - Evacuated or forced from their home(s) or vocational location(s) (*reason – hazardous materials, fire, power outage, etc.*)
 - Self-evacuation
 - Compelled/Mandatory evacuation
 - Missing or otherwise unaccounted for
 - Extent of the damage to property, especially critical infrastructure
 - Personal Property (*e.g. 640 burn acres, 20 residential homes, 40 head of cattle, etc.*)
 - Public Property (*e.g. water treatment facility*)
 - Extent of damage to the environment (*air, water, soil*)
- **What** Critical Infrastructure Sectors and Services have been impacted (directly or indirectly)?
- **What** threats exist to life and property?
- **What** actions have been taken/are in progress by public, private and volunteer organizations?
- **What** actions are being planned by public, private and volunteer organizations, and/or what are the incident objectives?
- **What** Public Information and Warning (PI&W) efforts have taken place?
- **What** additional assistance is needed at this time?

WHEN:

- **When** did the incident occur? Date and Time.
- **When** did the event end, or is it still ongoing? If ongoing, **what** is the expected duration of the incident (if known)?
- **Has** an Incident Action Plan been developed?

HOW:

- **How** can people protect themselves and their families?
- **How** many agencies/personnel are responding?
- **How** did we/the reporting party learn of or detect the incident?

INCIDENT REPORTING – CRITICAL INCIDENT REQUIREMENTS (CIRs)

NDDDES maintains a 24-hour/seven day a week Duty Officer. The Duty Officer serves as the primary contact for incident reports submitted to the SEOC. Incidents, emergencies, and/or disasters that require state or federal attention should be reported to NDDDES via the Duty Officer.

North Dakota Department of Emergency Services (NDDDES)

24-hour Duty Officer:

(701) 328-8100 (ask for the NDDDES Duty Officer to be paged)

Additional contact numbers include:

(800) 773-3259 - Toll Free within N.D.

(800) 472-2121 - Toll Free within N.D., or,

(701) 328-9921

Email or fax information to NDDDES.

Email: nddes@nd.gov

FAX: (701) 328-8181

If sending information via fax or e-mail, contact the NDDDES Duty Officer via telephone to inform them of the incoming fax or e-mail.

TYPES OF INCIDENTS TO BE REPORTED TO NDDDES

The following guidelines are established for reporting any and all incidents/accidents. This list is not all-inclusive; but should be used to determine when to notify the NDDDES Duty Officer via phone and/or WebEOC. If you are unsure as to whether an incident should be reported, the Emergency Manager should err on the side of caution and report the incident.

1. Any event (natural, technological, or adversarial) resulting in, or having the potential to result in:
 - Multiple injuries, fatalities or illnesses
 - Substantial damage to private property and/or public infrastructure
 - Extensive loss of life (mass casualty) and/or property
 - Significant public and/or media interest
 - Public health issues/concerns
 - Welfare checks of rural/isolated residents and/or vulnerable populations
 - Voluntary or mandatory evacuations or shelter-in-place
 - Shelter operations (people and/or animals)
 - Local Emergency Operations Center (EOC) activation
 - Local declaration
 - Search, rescue and/or recovery efforts
 - Impacts to critical infrastructure (i.e. communications; health and medical; electrical, gas, water and sewage utilities; emergency first responder services, etc.)
 - Closure of/impacts to schools, large workplaces, large event venues
 - Road closures and/or other transportation concerns
2. Aircraft incidents involving aerial applicators and/or commercial aircraft
3. Search and Rescue Operations (i.e. airplanes, boats, individuals, etc.)
4. Train Derailments
5. Incidents/accidents involving hazardous materials which enter, or have the potential to enter, a waterway or otherwise reach reportable quantity thresholds
6. Suspicious packages, powders, activity, etc.
7. All rural fire activity
8. Threats or other indicators received/detected regarding educational institutions (all levels), government buildings, large venues (sports, shopping, entertainment, etc.), large workplaces or other key critical infrastructure sectors
9. Cyber network intrusions, vulnerabilities, patterns or activity and/or threat indicators which could potentially affect public/private critical infrastructure sector resources and/or result in significant losses/impacts

SITUATION REPORTS

An initial situation report is used to alert state officials that an incident has occurred, which will negatively impact the community/region and/or could be beyond the capability of local government response. State and federal agencies rely on the initial situation report to provide accurate and timely information to initiate coordination of any assistance supporting local government response should it become necessary. Depending on the duration or nature of the incident, subsequent situation reports may need to be submitted. A [Situation Report Template](#) has been included in this document.

When to Issue: Immediately after the emergency/disaster event has occurred or when an emergency/disaster is imminent. Upon identification of an emergency/disaster situation, the local Emergency Manager, or his/her designee, must provide immediate notification to the NDDDES Duty Officer. This initial contact may be given verbally; however, a written follow-up via WebEOC will be expected when possible.

What Information to Provide: Information gathered in the situational awareness process (see above) should be submitted in a situation report. Be clear, concise, and specific in the information fields identified on the situation report (i.e. Incident, Weather Summary, Death and Injuries, Damages, Resources Committed, Major Actions, Request for Assistance). Be sure to provide information required, even if there is no change in status.

- If follow-up situation reports are issued, local Emergency Managers should clearly identify new information (bold font) or list only the updated information.
- If no updates are reported, annotate with the statement “No change from previous report(s).” Use “N/A” if the topic does not apply.

Whom to Contact: The initial situation report needs to be submitted to the NDDDES Duty Officer. Reports given verbally must be followed up with a written situation report submitted via WebEOC when possible. All subsequent situation reports should be submitted in writing as the incident dictates.

Final Situation Report: Local Emergency Managers who feel further updates are unnecessary should indicate “Final Situation Report” at the top of the situation report. If the situation escalates after the “Final Situation Report” is submitted and an update needs to be issued; use the same incident number to ensure proper incident tracking.

In order to be proactive in emergency/disaster event reporting, local Emergency Managers are encouraged to report information to the NDDDES Duty Officer prior to NDDDES needing this information. It is recommended that a verbal report be given to NDDDES each morning and afternoon during an emergency/disaster. This should be followed by a written situation report when possible. State and federal agencies depend

on these reports to give them a clear picture of the developing incident. This report enhances their ability to prepare and respond to any assistance requests.

Note: If transmitting a situation report outside of normal working hours, notification of the NDDDES Duty Officer by telephone is prudent.

WEBEOC

Incident information should be logged into WebEOC. [WebEOC](#) can be accessed via the [ND Department of Emergency Services \(NDDDES\) homepage](#) by clicking on the WebEOC logo on the left side. Log into WebEOC by using a confidential, assigned user name and password, selecting the incident and confirming the user.

The Event/Position Log becomes a chronological record of incident-related notifications and actions taken during an event. It is considered a legal document, which may be requested for investigative or legal purposes. Entries should be made in a timely manner, allowing other agencies to monitor the situations and respond and/or communicate accordingly. Incident specific numbers are listed in the WebEOC incident drop down list. Incidents should be logged in the appropriate category.

For additional information or training materials please see the [NDDDES WebEOC page](#), WebEOC file library or contact the [NDDDES WebEOC administrator](#).

GEOGRAPHIC INFORMATION SYSTEM (GIS) AND MAPPING RESOURCES

Disaster areas should be plotted on a map to assist in identifying the overall impact area and aid in assessing the potential for additional impacts. Mapping resources are available through WebEOC Mapper. Locations can be mapped using legal descriptions, latitude/longitude, oil well site names, and general descriptions and search fields. Further information and training is available on the [NDDDES website](#).

Additional mapping resources are available through the [State GIS website](#) or NDDDES GIS Section Chief at (701) 328-8100. GIS Hub data are streamed via web-based data services, making data available to users both in and outside of state government. Data services can be used by people using GIS on a PC or mobile device.

Additional mapping sites may be accessed through [Google Earth](#), [MapQuest](#) and other free web-based sources.

STATE EMERGENCY OPERATIONS CENTER (SEOC) ACTIVATION LEVELS

The SEOC activation level descriptions and criteria are provided in this guide for informational purposes and as a guideline for establishment of local levels of activation, including criteria for each level.

Activation of the State Emergency Operations Center (SEOC) may be initiated when an emergency, disaster or catastrophe has occurred or is imminent and is authorized by the following:

- Governor
- NDDDES Director
- NDHLS Director
- Operations and Planning Section Chief
- On-Duty Operations Officer – *in absence of the positions above*

The following criteria indicate when SEOC activation should be considered:

- Local, private and mutual aid resources have been exhausted and state resources are requested.
- The incident is expected to go into multiple operational periods.
- A written Incident Action Plan is required.
- Regional and/or federal resources are required to effectively manage the incident.
- Coordination of preparedness activities is necessary in anticipation of an emergency or disaster (e.g. spring flooding).
- Major policy decisions will or may be needed.
- Activation of the SEOC will be advantageous to the management of the incident.
- Multiple state agencies are responding.
- A local or state emergency or disaster is declared.
- A state agency requests activation in support of their operations.

The following levels of activation are utilized by the SEOC:

LEVEL IV – DAILY OPERATIONS

Level IV encompasses normal day-to-day operations staffed by NDDDES and State Radio personnel. Monitoring activities take place and minor incidents are handled via the on-call 24/7 Duty Officer and Operations Officer. The Duty Officer receives and acts upon calls from the public and local, state, federal, private and voluntary agencies regarding emergent situations such as flooding, ice storms, hazardous materials incidents, etc. Notifications will be made to state agencies that need to take action as part of their emergency operation responsibilities as outlined in the State Emergency Operations Plan. The SEOC is not activated and WebEOC is the primary means for situational awareness.

LEVEL III – LIMITED ACTIVATION

Level III is limited activation staffed by NDDDES and State Radio personnel. Based on incident parameters additional state agencies may be required to staff the SEOC; extended hours of operation may be necessary. Notifications will be made to state agencies that need to take action as part of their emergency operations' responsibilities outlined in the SEOP.

LEVEL II – PARTIAL ACTIVATION

Level II is partial activation staffed by NDDDES and State Radio personnel. Based on the incident parameters additional state agencies are required to staff the SEOC; extended hours of operation will likely be required. Additional state agency participation, may take place from alternate locations (e.g. on-scene, agency department operations centers, offices).

LEVEL I – FULL SCALE ACTIVATION

Level I is full scale activation staffed by NDDDES, State Radio and appropriate state agency personnel. Based on the incident parameters additional local, private, voluntary and federal agencies may staff the SEOC; 24/7 operations will likely be required. Additional response by state agencies is taking place from alternate locations (e.g. on-scene, agency department operations centers, offices).

EMERGENCY/DISASTER DECLARATION PROCESS

Immediately notify the NDDDES Duty Officer when an emergency/disaster event is imminent, occurring, or has been observed.

When local government officials determine that emergency/disaster damages have exceeded or are expected to exceed local capabilities, the governing body must issue an emergency/disaster declaration and fax, e-mail or send a signed copy of the declaration to NDDDES via WebEOC.

A local declaration is a critical step in the chain of events which may lead to a state emergency/disaster declaration and a potential Presidential emergency/disaster declaration, without which funding is not available. Local Emergency Managers should ensure that leadership within their jurisdiction is aware that only a Presidential declaration will bring federal disaster recovery funds to their jurisdictions; therefore, their decisions to expend assets should take into account the potential costs as they may become the sole responsibility of the respective jurisdiction. Issuance of a local declaration does not guarantee state or federal assistance or declaration.

State and local emergency/disaster activities and requests for emergency/disaster assistance will be made in accordance with established procedures. These provisions are applicable to all emergencies/disasters that require an Executive Order from the Governor.

Local governments may modify the form and style of the emergency/disaster declaration to conform to their jurisdiction's standard practice, but critical information in the declaration should be included. Applicants should not include dollar losses or specific names of potential applicants.

The SEOC may assist the local jurisdiction without a declaration if conditions warrant. NDDDES personnel may accept the promise that a local declaration will be forthcoming in lieu of the actual declaration. It is assumed that all parties will act in good faith.

In the event that additional potential applicants within the jurisdiction have suffered damages during an emergency/disaster, local government officials must issue an emergency/disaster declaration on behalf of those applicants and should assist them when possible.

For example, if a storm causes damage to a Rural Electric Cooperative (REC) within a county, but the county itself does not experience any significant damage, the County Commission must issue an emergency/disaster declaration on behalf of the RECs in the county. This requires that the impacted RECs inform the county of their situation, with county officials verifying reported damages before issuing the declaration.

Once the declaration is made NDDDES will work closely with both county and REC officials in the recovery effort. REC personnel may use technical expertise available in the local/ tribal government for financial management, procurement, contracting, accounting, and related subjects.

ND Century Code 37-17.1-10. Local disasters, mandatory evacuations, or emergencies.

1. Unless so declared in accordance with the provisions of subsection 4 of section 37-17.1-05, a local disaster, emergency, or mandatory evacuation order may be declared only by the principal executive officer of the county or city. It may not be continued or renewed for a period in excess of seven days except by or with the consent of the governing board of the county or city. Any order or proclamation declaring a local disaster, emergency, or mandatory evacuation must be given prompt and general publicity and must be filed promptly with the county or city auditor.
2. The effect of a declaration of a local disaster or emergency is to activate the response and recovery aspects of any and all applicable local disaster or emergency operational plans and to authorize the furnishing of aid and assistance there under

Local officials should consult their States/City Attorneys for local variances on the declaration of emergencies.

During an emergency incident it is important that the local jurisdiction execute their Local Emergency Operations Plan (LEOP).

Special Declarations Entities

CITY GOVERNMENT

- Emergency/disaster response agencies from city government will respond to an emergency/disaster within their corporate limits and coordinate activities in accordance with their standard operating procedures (SOP), LEOP and mutual aid agreements.
- When an emergency/disaster situation is, or is likely to be, beyond the scope of control of the city, the mayor or city council of an incorporated city may proclaim an emergency/disaster. Their proclamation and any requests for assistance should be forwarded to the county Emergency Manager in an expedient manner, i.e., by voice followed by hard copy.
- When a local emergency/disaster has been declared, the mayor will govern by proclamation, and has the authority to impose all necessary regulations to preserve peace and order in the city.
- ***In order for a city to be included in a Presidential declaration, the county must declare an emergency/disaster.***

TRIBAL GOVERNMENT

Tribal nations located within North Dakota are recognized as sovereign nations. The residents of these tribal nations are also citizens of the state and county within which they reside.

- An emergency/disaster may occur for which the members of the tribal nation cannot provide satisfactory resolution. Emergency/disaster response agencies from tribal government will respond to an emergency/disaster and coordinate activities in accordance with their SOP, LEOP and mutual aid agreements.
- County/state/federal involvement for resolution of the situation requires that the tribal nation/tribe request assistance using the same procedures as any other incorporated community within a county if they wish to be considered for aid under the umbrella of the State. OR
- Tribal nations also have the option to request a Presidential emergency or major disaster declaration independent of a State. In order to allow tribes the choice to use the new authority immediately, FEMA is processing tribal declaration requests using current declaration regulations used for state requests.

COUNTY GOVERNMENT

- Upon receipt of the declaration of an emergency/disaster from an incorporated city of the county or tribal nation, the Emergency Manager will:
 - Provide available assistance requested to contain the incident (e.g., sheriff, public works, health, etc.);
 - Notify NDDDES that a situation exists that may require issuing a local emergency/disaster declaration.

- In the event a situation exists in the unincorporated portions of the county that may affect lives and property, the county will take necessary measures to bring the situation well in hand, utilizing all county government resources.

- If the situation, either in a tribal nation, incorporated or unincorporated portion of the county is beyond the capability and resources of the county to control, the chairman of the board of county commissioners may declare an emergency/disaster.

- The county Emergency Manager will notify NDDDES that the county has declared an emergency/disaster, and that the county has implemented its LEOP. The notification should state that the county has committed all available resources. If state supplemental assistance is needed to assist the county's response effort, the type of assistance should be clearly stated. The declaration and request for state assistance may be provided orally and then submitted in writing to NDDDES.

STATE GOVERNMENT

- Upon notification that the local jurisdiction is seeking state assistance, the Governor may declare a State of Emergency/Disaster and implement all or portions of the State Emergency Operations Plan (SEOP).
 - The Governor may declare an emergency/disaster in the absence of a local request.
 - Emergency/disaster declarations shall indicate the nature of the emergency/disaster, the areas threatened, areas subject to the proclamation, and the conditions causing the emergency/disaster.
 - Upon execution of this plan, NDDDES will initiate state response by notifying appropriate primary agencies. These agencies will take appropriate actions in accordance with this plan and their agency's SOPs.

- If the Governor is considering requesting a declaration of disaster from the President of the United States, NDDDES will coordinate with appropriate state and local officials to prepare the state's request for federal assistance. At a minimum, the following activities will be coordinated by NDDDES:
 - Advise the Federal Emergency Management Agency (FEMA) Region VIII Administrator if the Governor requests or intends to request a Presidential Declaration.

- Survey the affected area in coordination with local, state, and FEMA representatives, if possible, to determine the extent of private and public damage.
 - Estimate the types and extent of federal disaster assistance required.
 - Consult the FEMA Regional Administrator regarding eligibility for federal disaster assistance.
- As a prerequisite to a request for federal assistance the Governor must take appropriate action under state laws and direct the activation of the SEOP.
 - The Governor is the only state official authorized to request a Presidential declaration. The Governor's request must be based upon a finding that the situation is of such severity and magnitude that effective response is beyond the capabilities of state and local governments, and that federal assistance is necessary. The Governor must furnish information on the extent and nature of state resources that have been or will be used to alleviate the conditions of the emergency/disaster.
 - The request must also contain a certification by the Governor that state and local governments will assume all applicable non-federal shares of costs required by the Stafford Act. It should also include an estimate of the types and amounts of supplementary federal assistance required.
 - Local requests for NDNG assistance must be forwarded to NDDDES who will evaluate the request, coordinate with the NDNG and make appropriate recommendations to the Governor. In the event the NDNG has previously been activated for this emergency/disaster, NDDDES will relay additional requests to the NDNG.

FEDERAL GOVERNMENT

- FEMA monitors developing or actual disaster emergency occurrences. The FEMA Region VIII Liaison Officer assigned to North Dakota will be in close contact with the NDDDES, as well as with federal agencies having disaster emergency assistance responsibilities and capabilities before, during, and after an emergency/disaster.
- The completed request, addressed to the President, is sent to the FEMA Region VIII Administrator. The Regional Administrator evaluates the damage and requirements for federal assistance, and makes a recommendation to the Director of FEMA, who recommends a course of action to the President.
- Without a Presidential disaster declaration federal funding is unavailable. Unless the municipality has an emergency contingency fund or the state maintains such a fund, monetary relief will remain unavailable. The Bank of North Dakota and/or

Small Business Administration (SBA) may offer low interest loans depending on the severity of the damage.

There are two types of disaster declarations defined in the Stafford Act: Emergency Declarations and Major Disaster Declarations. Both declaration types authorize the President to provide supplemental federal disaster assistance. However, the event relative to a disaster declaration and type and amount of assistance differ.

- **EMERGENCY DECLARATION** – An Emergency Declaration can be declared for any occasion or instance when the President determines federal assistance is needed. Emergency Declarations supplement state and local emergency service efforts to protection lives, property, public health, and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.
- **MAJOR DISASTER DECLARATION** – The President can declare a Major Disaster Declaration for any natural event, including hurricanes, tornadoes, storms, high water, wind-driven water, drought, fire, flood, or explosion that the President believes has caused damage of such severity that it is beyond the combined response capabilities of state and local governments. A major disaster declaration provides a wide range of federal assistance programs for individuals and public infrastructure, including funds for both emergency and permanent work.

Assistance Available for Major Declarations

All programs are not activated for every disaster. The determination of which programs are authorized is based on the types of assistance specified in the governor's request and on the needs identified during the joint preliminary damage assessment (PDA) and any subsequent PDAs. FEMA disaster assistance programs include:

- **INDIVIDUAL ASSISTANCE** – Assistance to individuals and households through programs and services designed to help disaster survivors through the recovery process.
- **PUBLIC ASSISTANCE** – Assistance to state and local governments and certain private nonprofit organizations for emergency work and repair or replacement of disaster damaged facilities; and
- **HAZARD MITIGATION ASSISTANCE** – Assistance to state and local governments and certain private nonprofit organizations for actions taken to prevent or reduce long term risk to life and property from natural hazards.

[Sample Declarations](#) for County, City and Tribal declarations are included in Attachment 2 at the end of this document.

INCIDENT ACTION PLANNING

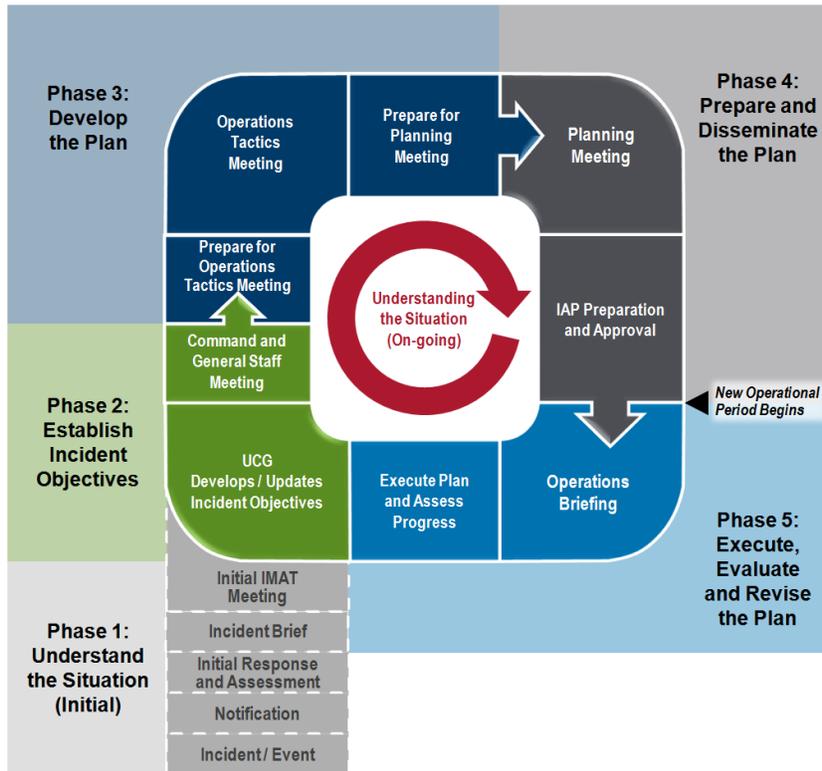
Incident Action Planning Process

While Emergency Operations Planning (EOP) takes place before an incident, Incident Action Planning (IAP) takes place during an incident and is incident specific. It generally replaces the unknowns in an EOP with facts from the incident. The IAP is a written plan that defines the incident objectives and reflects the tactics necessary to manage an incident during an operational period.

The incident action planning process is built on the following phases:

1. **Understand the situation**-Initial situational awareness involves the gathering of information from as many sources as possible, as quickly as possible, to ensure that decision makers have the knowledge they need to make the best possible decisions. Good situational awareness must be available to incident management personnel throughout the life cycle of an incident to support timely and effective decision making.
2. **Establish incident objectives**-Unified Command establishes objectives based on incident priorities, informed situational awareness, leader intent, and delegation of authority. Incident objectives organize response, recovery, and mitigation activities.
3. **Develop the plan**-The Operations Section develops strategies to meet incident objectives and defines tactics to implement the strategies. Operations Section staff match appropriate resources to the work requirements of specific tactics. This creates work assignments, which are documented in the Operational Planning Worksheets (FEMA-ICS 215). The Safety Officer, Logistics Section Chief, Security Manager and others review work assignments and provide input during their development.
4. **Prepare and disseminate the plan**-The Planning Section will fill out and assemble the FEMA ICS forms once the information is compiled, then disseminates the plan to those who need it.
5. **Execute, evaluate, and revise the plan**- Once the IAP is disseminated, field personnel perform their work. Supervisors assess progress and effectiveness of the work.

The Planning P and Operations O



FEMA's [Incident Action Planning Guide](#) details the entire IAP process.

Incident Command System (ICS) Overview

The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:

- Allows the integration of facilities, equipment, personnel, procedures and communications operations within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

ICS is flexible and can be used for incidents of any type, scope and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents. ICS is used by all levels of government—federal, state, tribal and local—as well as by many nongovernmental organizations and the private sector. ICS is also applicable across disciplines. It is typically structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics and Finance/Administration. All of the functional areas may or may not be used based on incident needs. Intelligence/Investigations is an optional sixth functional area that is activated on a case-by-case basis.

As a system, ICS is extremely useful; not only does it provide an organizational structure for incident management but it also guides the process for planning, building and adapting that structure. Using ICS for every incident or planned event helps hone and maintain skills needed for the large-scale incidents. For further information on ICS see the [National Incident Management System \(NIMS\)](#).

Mission Areas

The National Preparedness Goal identifies five mission areas, in which it groups 31 core capabilities (the distinct critical elements needed to achieve the goal).

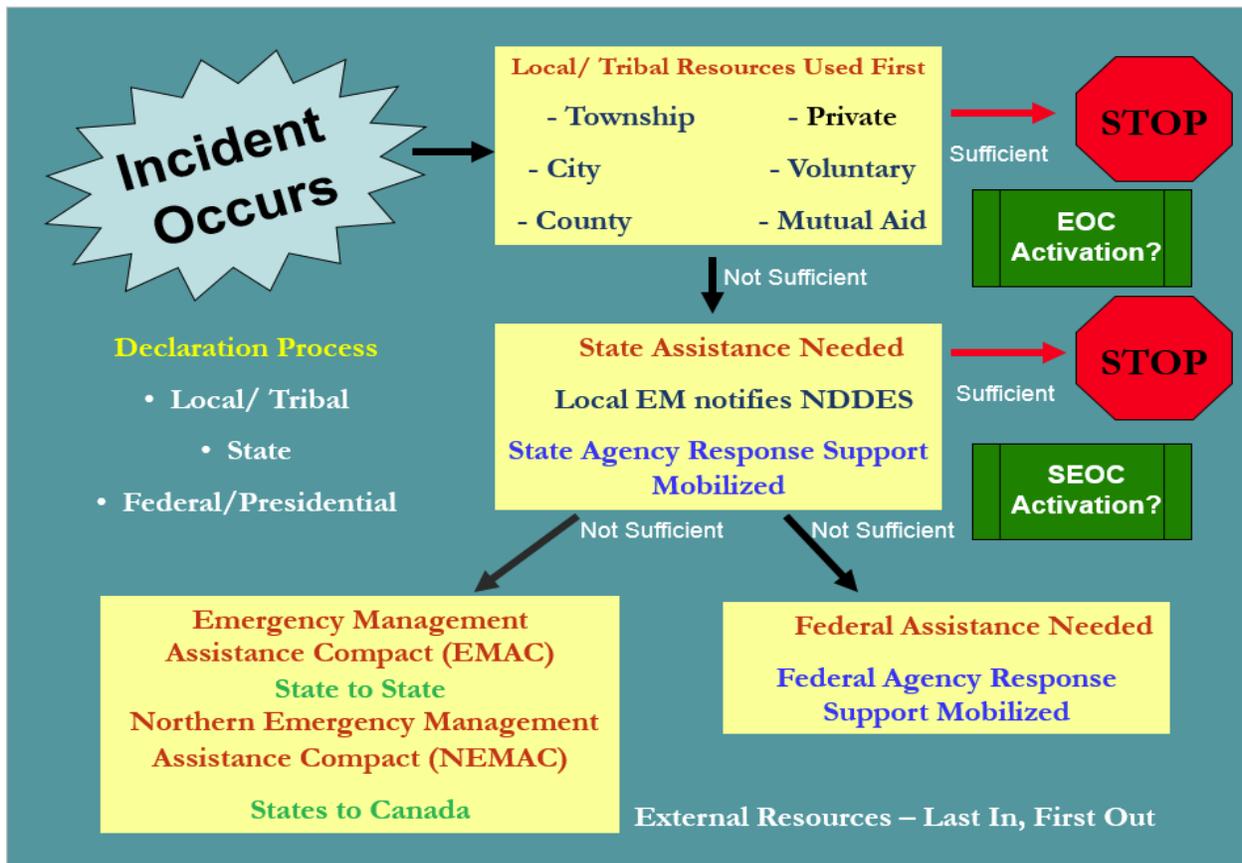
- **Prevention**-comprises capabilities necessary to avoid, prevent or stop a threatened or actual act of terrorism ensuring we are optimally prepared to prevent an imminent terrorist attack within the United States.
- **Protection**-houses capabilities necessary to secure the homeland against acts of terrorism and manmade or natural disasters
- **Mitigation**-comprises capabilities necessary to reduce loss of life and property by lessening the impact of disasters.
- **Response**-comprises capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.
- **Recovery**-comprises core capabilities necessary to assist communities affected by an incident to recover.

| Prevention | Protection | Mitigation | Response | Recovery |
|--|---|---|---|--|
| Planning | | | | |
| Public Information and Warning | | | | |
| Operational Coordination | | | | |
| Forensics and Attribution Intelligence and Information Sharing Interdiction and Disruption Screening, Search, and Detection | Access Control and Identity Verification Cybersecurity Intelligence and Information Sharing Interdiction and Disruption Physical Protective Measures Risk Management for Protection Programs and Activities Screening, Search, and Detection Supply Chain Integrity and Security | Community Resilience Long-term Vulnerability Reduction Risk and Disaster Resilience Assessment Threats and Hazard Identification | Critical Transportation Environmental Response/Health and Safety Fatality Management Services Infrastructure Systems Mass Care Services Mass Search and Rescue Operations On-scene Security and Protection Operational Communications Public and Private Services and Resources Public Health and Medical Services Situational Assessment | Economic Recovery Health and Social Services Housing Infrastructure Systems Natural and Cultural Resources |

FEMA has available more information on the [Core Capabilities](#).

REQUEST FOR ASSISTANCE PROTOCOLS

State owned resources may be made available to local jurisdictions responding to incidents or emergencies when local, mutual aid and private sector resources have been exhausted, are unavailable or cannot be deployed in time. A local declaration is necessary when requesting state or federal resources; verbal notification of a declaration will be accepted, however, a signed declaration must be submitted as soon as possible. Requests for resources should be made through the ND Department of Emergency Services (NDDDES) by the local Incident Commander (IC) and/or local emergency operations center (EOC), if activated. Assets will be allocated on a priority basis depending upon the extent and duration of need, lack of local availability, and delivery time.



WebEOC is the preferred method to request resources; however, in fast developing situations, verbal requests will be accepted.

Once received, the request will be validated by State EOC personnel. EOC response will be determined by the type of resource and timeframe involved in relationship to priorities for the particular asset(s) across the state.

Supporting a local request may include:

1. Fulfilling it from NDDDES or other state agency inventories.
2. Finding the resource within non-mutual aid jurisdictions.
3. Locating availability through vendors who can meet timelines after all local government options have been exhausted; to include areas beyond local jurisdiction. (Securing of resources through procurement or rental is a local government responsibility.)
4. Activating the Emergency Management Assistance Compact (EMAC) or Northern Emergency Management Assistance Compact (NEMAC) to allocate resource(s) from other states and Canada. (A Governor's Declaration is required for EMAC.)
5. Asking FEMA to provide the resource(s). (A Presidential Declaration is required.)

The Governor, as Commander in Chief of the N.D. National Guard (NDNG), has the authority to use the NDNG in assisting state and local authorities during any emergency/disaster. The NDNG is a state asset and requests for assistance must be coordinated through NDDDES; not directly through local NDNG units. An Executive Order signed by the Governor is required to activate the NDNG. NDNG resources may be used to augment local response when local, state and private sector resources are unavailable or response time is inadequate. NDNG resources are typically considered a "last in, first out" resource. NDNG resources are used for critical infrastructure and life-saving only, not for protection of personal property, and are intended to be a short-term solution until additional resources can be obtained or the situation stabilizes. Requests of the NDNG are not filled instantaneously and in some cases may take up to 2-3 days of preparation before the NDNG can begin executing their mission.

Exception: Army Aviation or 81st Civil Support Team can respond within 6 hours anywhere in the state for a WMD/CBRNE event or Search and Rescue requirement.

General Cost Rules:

1. Local incident with no local declaration — One hundred percent of all costs are borne by the local jurisdiction.
2. Local incident with a local declaration — The local jurisdiction is responsible for all costs. Local emergency funds may be used.
3. Incident with a Governor's Declaration — One hundred percent of all costs are borne by the local jurisdiction. It is possible that state agencies may use individual operational funds to support response. **Note:** *If National Guard support is required, the local jurisdiction is required to pay 100 percent of the costs.*

4. Incident with a Presidential Declaration — Normally, local jurisdictions must pay a 15 percent cost share of all FEMA eligible expenses. Local jurisdictions will be responsible for 100 percent of all ineligible FEMA expenses. The Federal share generally equates to 75 percent and the state usually pays 10 percent. Although jurisdictions should not rely on all response costs meeting eligibility requirements, it is recognized this potential cost share affects resource deployment decisions. Jurisdictions that order resources under a Presidential Declaration are responsible for the local cost share portion of state and federal assigned resources except for those the state deploys in regional support missions.

RESOURCE REQUEST CHECKLIST

When to request – Evaluate when to request resources using the following criteria:

- Assistance is necessary to save lives and protect property
- The situation is beyond the local's capabilities
- Local resources, to include mutual aid of neighboring jurisdictions and private resources, are exhausted.

Who makes the request – The Emergency Manager, on behalf of the governing board, or designee in coordination with the Incident Commander.

Whom to Contact – NDDDES Duty Officer (701) 328-8100 or (701) 328-9921 (*Request State Radio page the NDDDES Duty Officer.*)

Method of Communication – NDDDES Duty Officer, WebEOC, Email (nddes@nd.gov) or Fax (701-328-8181). *Note: Follow-up with a phone call to the NDDDES Duty Officer to ensure request has been received and is processed in a timely manner.*

Information to Submit –

1. **Resource Needed** – *Enter the type of resource needed to include: Quantity, Size, and type or any special qualifications needed.*
2. **Date and Time** – *Provide the date and time of the request so the SEOC can keep the request in order as they come in.*
3. **Contact Name/Agency and Number** – *Provide the first and last name, the organization/agency, and the phone number of the person (include a 24 hour number).*
4. **Point of Contact at Location** – *Provide the name and a 24-hour contact for the person that will be on scene*
5. **Description/Reason for Request** – *Describe what the resource will be used for.*
6. **Location Needed** – *Describe the location or provide a Latitude and Longitude of the area where the resource will be used.*
7. **Time Needed** – *Provide a best estimate of how soon the resource will be needed, for example:*
 - a. Critical (1-3 hours)

- b. Immediate (4-8 hours)
 - c. High (9-24 hours)
 - d. Medium (25-48 hours)
 - e. Low (49-72 hours)
8. **How Long Needed** – *If the resource is not expendable, enter an approximate length of time the resource is needed (i.e. 4-5 hours, however long to clear out debris, Duration of event, etc.).*

The Request for Assistance State ICS 213 form is an ICS tool used for documenting and requesting personnel, teams, equipment and supplies during a disaster or incident. The State ICS 213 form (General Message Form and Request for Assistance Form) is located in the File Library in WebEOC and on the [NDDES website](#).

HAZARD MITIGATION ASSISTANCE

FEMA's Hazard Mitigation Assistance grant programs are designed to provide funding to protect life and property from future natural disasters.

Currently, there are three programs:

- Hazard Mitigation Grant Program (HMGP) assists in implementing long-term hazard mitigation measures following a major disaster.
- Pre-Disaster Mitigation (PDM) provides funds for hazard mitigation planning and projects on an annual basis.
- Flood Mitigation Assistance (FMA) provides funds for projects to reduce or eliminate risk of flood damage to buildings that are insured under the National Flood Insurance Program (NFIP) on an annual basis.

Hazard Mitigation Grant Program

The Hazard Mitigation Grant Program (HMGP) provides grants to states and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. The HMGP is authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. There are three types of HMGP projects available to the sub-grantee, and one that is only available to the grantee.

- Regular Projects – to implement measures that reduce flood losses, such as acquisitions, relocations, elevations, and flood proofing of existing structures. Project must be considered cost effective through a Benefit Cost Analysis.
- 5% Initiative Projects – to implement projects that are essential to the well-being of a community, such as the installation of early warning sirens and backup generators for community shelters and water supplies, but do not require a Benefit Cost Analysis review to be implemented.

- Planning Projects – to create or update Multi Hazard Mitigation Plans which are required to access HMA program funds.
- Management Costs – for the Grantee to administer the HMGP and monitor FEMA approved projects.

Pre-Disaster Mitigation Grant Program

The Pre-Disaster Mitigation (PDM) program provides funds for hazard mitigation planning and projects on an annual basis. The PDM program was set in place to reduce overall risk to people and structures, while at the same time, also reducing reliance on federal funding if an actual disaster were to occur. There are two types of PDM projects available to the sub-grantee, and one that is only available to the grantee.

- Regular Projects – to implement measures that reduce flood losses, such as acquisitions, relocations, elevations, and flood proofing of existing structures. Projects must be considered cost effective through a Benefit Cost Analysis.
- Planning Projects – to create or update Multi Hazard Mitigation Plans which are required to access HMA program funds.
- Management Costs – for the Grantee to administer the PDM and monitor FEMA approved projects.

Flood Mitigation Assistance Program

The Flood Mitigation Assistance (FMA) program provides funds for projects to reduce or eliminate risk of flood damage to buildings that are insured under the National Flood Insurance Program (NFIP) on an annual basis. There are two types of FMA grants available to the sub-grantee, and one that is only available to the grantee.

- Regular Projects – to implement measures that reduce flood losses, such as acquisitions, relocations, elevations, and flood proofing of existing structures. Project must be considered cost effective through a Benefit Cost Analysis.
- Planning Projects – to create or update Multi Hazard Mitigation Plans which are required to access HMA program funds.
- Management Costs – for the Grantee to administer the PDM and monitor FEMA approved projects.

DAMAGE ASSESSMENT TEAMS

To conduct an accurate damage assessment, local governments must have capable damage assessment teams. These teams should be identified and trained in advance of the disaster so they will be ready when needed. The following personnel are commonly used for damage assessment teams, although all may not be needed for every disaster:

- City/County Public Works staff
- Township/County Officials
- Local engineers
- Utility company personnel
- Police and fire officials
- Property appraisers
- Building inspectors
- County agricultural Extension Agents

- Local health officials
- American Red Cross officials
- Real estate appraisers
- Insurance agency representatives
- Social Services staff

Rapid Needs Assessment (RNA) or Initial Assessment

The rapid needs assessment provides the first description of the type and extent of damages and associated impacts sustained by the community. The goal of the rapid needs assessment is to determine the scope of disaster. The purpose of the rapid needs assessment is to provide quick and accurate information essential for the advancement of a common operating picture to local responders and to state officials, enabling them to determine whether state and/or federal assistance is warranted and to what extent resources are needed. This information is often used by the state to make the decision to request a PDA and, ultimately, in the Governor's decision to request a federal disaster declaration. Depending on the magnitude of the event, the RNA can be conducted by local officials, specially trained State RNA Teams, or joint Federal/State RNA or disaster assessment teams. The RNA needs to include information on the following:

- Deaths
- Injuries
- Further risks to life, safety, and health
- Medical Resources and Needs
- Mass Care
- Damage to public infrastructure
- Status of Lifeline services
- Fire, Search and Rescue
- Hazardous Materials
- Number of people impacted
- Number of individuals with functional and access needs
- Evacuation concerns
- Damage to homes and businesses
- Utility outages and estimated time to restoration
- Available housing resources

Preliminary Damage Assessment (PDA)

A PDA has a broader scope and is conducted over a longer time span than the RNA. PDAs are a specific process used to gather supporting information for the Governor's request for a Presidential Disaster Declaration. The PDA is conducted after the state has determined that the response to the disaster exceeds the capabilities of state and local resources and the ability to respond to the needs of the victims. During this effort, FEMA and state representatives will visit local governments, tribes, and other potential applicants identified by the state PA and IA representative to view their damage first-hand, assess the scope of damage, estimate repair costs, identify unmet needs, and gather information for other management purposes.

Public Assistance PDAs are conducted to determine the scope and magnitude of damage to infrastructure. The findings provide data on the loss of essential utilities, damage to infrastructure and concentration of damages. FEMA categories of work include: debris removal; emergency protective measures; roads and bridges; water control facilities; buildings and equipment; utilities; and parks, recreational facilities and other items.

The Individual Assistance PDAs determine the degree of damage to personal property and the estimated number of individuals and businesses with unmet needs. Data collected from a PDA can also be leveraged to determine the need for rental assistance, estimated number of home repairs, percentage of homeowners with insurance, general income level of the area, number and location of inaccessible homes and businesses and the number of damaged businesses and potential Disaster Unemployment Assistance (DUA) claims. Data also helps identify impacts to special populations and cultural impacts.

The Governor will use the information gathered during the PDA process to request federal assistance to supplement state and local efforts. Occasionally, when the catastrophic nature and magnitude of an event are very clear, the President may declare a major disaster or emergency immediately, thereby abbreviating the Preliminary Damage Assessment process.

PUBLIC ASSISTANCE

Eligibility for Public Assistance

In addition to what is provided below, information on eligibility can be found in the [Public Assistance Applicant Handbook](#).

Applicants

The following entities are eligible to apply for assistance under the state public assistance grant:

- State Government Agencies
- Local Governments and Special Districts
- Private Nonprofit organizations or institutions that own or operate facilities open to the general public that provide certain services otherwise performed by a government agency. These services include: Education, Utility, Emergency, Medical, Custodial Care and other essential governmental services.
- Federally recognized Native American Indian Tribes or authorized organizations, Alaska Native Tribal Governments and Alaska Native villages or organizations, but not Alaska Native Corporations, the ownership of which is vested in private individuals

Facility

An eligible facility is any building, works, system, or equipment that is built or manufactured, or any improved and maintained natural feature that is owned by an eligible public or private nonprofit (PNP) applicant with certain exceptions.

To be eligible a facility must:

- Be the responsibility of an eligible applicant.
- Be located in a designated disaster area.
- Not be under the specific authority of another federal agency.
- Be in active use at the time of the disaster.

Examples of eligible public facilities include:

- Roads (non-federal aid)
- Sewage Treatment Plants
- Airports
- Irrigation Channels
- Schools
- Buildings
- Bridges and Culverts
- Utilities

Eligible private non-profit facilities include:

- Educational facilities (classrooms, supplies, and equipment)
- Gas, Water, and Power systems
- Emergency facilities (fire stations and rescue squads)
- Medical facilities (hospitals and outpatient centers)
- Custodial care facilities
- Other essential government services (to be eligible these PNP facilities must be open to the general public)

Restrictions

- *Alternative use facilities*

If a facility was being used for purposes other than those for which it was designed, restoration will only be eligible to the extent necessary to restore to the immediate pre-disaster alternative purpose.

- *Inactive facilities*

Facilities that were not in active use at the time of the disaster are not eligible except in those instances where the facilities were only temporarily inoperative for repairs or remodeling, or where active use by the applicant was firmly established in an approved budget, or where the owner can demonstrate to FEMA's satisfaction an intent to begin use within a reasonable time.

Work

To be eligible for funding, disaster recovery work performed on an eligible facility must:

- Be required as the result of a major disaster event,

- Be located within a designated disaster area, and
- Be the legal responsibility of an eligible applicant.

Other federal agency (OFA) programs

FEMA will not provide assistance when another Federal agency has specific authority to restore or repair facilities damaged by a major disaster.

Negligence

No assistance will be provided to an applicant for damages caused by their own negligence through failure to take reasonable protective measures. If negligence by another party results in damages, assistance may be provided on the condition that the applicant agrees to cooperate with FEMA in all efforts to recover the cost of such assistance from the negligent party.

Special considerations requirements

Necessary assurances shall be provided to document compliance with special requirements including, but not limited to, floodplain management, environmental assessments, hazard mitigation, protection of wetlands, and insurance.

Categories of Work

Emergency Work

Category A: Debris Removal

Clearance of trees and woody debris; certain building wreckage; damaged/destroyed building contents; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.

Category B: Emergency Protective Measures

Measures taken before, during, and after a disaster to eliminate/reduce an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.

Permanent Work

Category C: Roads and Bridges

Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting, and signs.

Category D: Water Control Facilities

Repair of drainage channels, pumping facilities, and some irrigation facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

Category E: Buildings and Equipment

Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

Category F: Utilities

Repair of water treatment and delivery systems; power generation facilities and distribution facilities; sewage collection and treatment facilities; and communications.

Category G: Parks, Recreational Facilities, and Other Facilities

Repair and restoration of parks, playgrounds, pools, cemeteries, mass transit facilities, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F.

Cost

Generally, costs that can be directly tied to the performance of eligible work are eligible. Such costs must be:

- Reasonable and necessary to accomplish the work;
- Compliant with federal, state, and local requirements for procurement; and
- Reduced by all applicable credits, such as insurance proceeds and salvage values.

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In other words, a reasonable cost is a cost that is both fair and equitable for the type of work being performed. For example:

If the going rental rate for a backhoe is \$25/hour, it would not be reasonable to charge \$75/hour for a backhoe. Determining reasonable cost is particularly important when federal funds are involved. Considerations should be given to whether the cost is of a type generally recognized as ordinary and necessary for the subject facility and type of work and whether the individuals concerned acted with prudence in conducting the work. In addition, normal procedures must not be altered because of the potential for reimbursement from federal funds.

Reasonable costs can be established through:

- The use of historical documentation for similar work;
- Average cost of similar work in the area;
- Published unit costs from national cost estimating databases; and
- FEMA cost codes.

In performing work, applicants must adhere to all federal, state, and local procurement requirements. An applicant may not receive funding from two federal sources to repair disaster damage as this is considered a duplication of benefits. Such duplication of benefits is prohibited by the Stafford Act. A state disaster assistance program is not considered a duplication of federal funding. Insurance proceeds, donated grants from banks, private organizations, trust funds, and contingency funds must be evaluated individually to determine whether they constitute duplication of benefits. The eligible cost criteria referenced above apply to all direct costs, including labor, materials, equipment, and contracts awarded for the performance of eligible work.

Record Keeping

According to [FEMA's Public Assistance Guide](#), it is critical that the applicant establish and maintain accurate records of events and expenditures related to disaster recovery work. The information required for documentation describes the who, what, when,

where, why, and how much for each item of disaster recovery work. This information should include the completed Project Worksheet (PW); completed Special Considerations Questions form; estimated and actual costs; force account labor; force account equipment, materials, and purchases; photographs of damage; work underway and work completed; insurance information; environmental and/or historic alternatives and hazard mitigation opportunities considered; environmental review documents; receipt and disbursement documents; and records of donated goods and services, if any. The applicant should have a financial and record keeping system in place that can be used to track these elements. The importance of maintaining a complete and accurate set of records for each project cannot be over-emphasized. Good documentation facilitates the project formulation, validation, approval, and funding processes. All of the documentation pertaining to a project should be filed with the corresponding PW and maintained by the applicant as a permanent record of the project. These records become the basis for verification of the accuracy of project cost estimates during validation of small projects, reconciliation of costs for large projects, and audits. Applicants should begin the record keeping process before a disaster is declared by the President. To ensure that work performed both before and after a disaster declaration is well documented, potential applicants should:

- Designate a person to coordinate the compilation and filing of records;
- Establish a file for each site where work has been or will be performed; and
- Maintain accurate disbursement and accounting records to document the work performed and the costs incurred.

Grantees must maintain records for a minimum of 3 years from the date of the final Financial Status Report (FSR) or follow their standard record retention policy requirements if that policy dictates record retention beyond the 3-year requirement. Applicants must meet their own record retention requirements if they are longer than the Grantee's. Otherwise, they must follow the Grantee's requirements. If the applicants are required to submit an FSR to the Grantee, the beginning date for record retention is the date of the final FSR. If the FSR is not required, the beginning date for record retention is the final certification of completion of the applicant's last project. Applicants may refer to the [Public Assistance Applicant Handbook](#) FEMA 323, for additional information regarding record keeping.

Record keeping forms can be found at the [NDDes Website's Disaster Recovery toolbox](#) or at FEMA's Public Assistance: [Resources and Tools](#).

INDIVIDUAL ASSISTANCE

Communities depend upon voluntary agencies, community organizations and non-governmental agencies to provide disaster relief assistance and to address unmet needs of their citizens. Resources leveraged are those provided through insurance, non-governmental organizations (NGOs), the American Red Cross (ARC), member agencies of the N.D. Voluntary Organizations Active in Disaster (NDVOAD), the community and/or the private sector. Federal individual assistance may be available but

receipt is predicated on a number of factors that take into account magnitude and impact of a disaster. Federal assistance includes:

Crisis Counseling Program (CCP)

The Crisis Counseling Program (CCP) assists individuals and communities recover from the effects of natural and human-caused disasters through community-based outreach and psycho-educational services. The CCP supports short-term interventions that involve the counseling goals of assisting disaster survivors in understanding their current situations and reactions, mitigating stress, assisting survivors in reviewing their disaster recovery options, promoting the use or development of coping strategies, providing emotional support, and encouraging linkages with other individuals and agencies who may help survivors in their recovery process (recover to their pre-disaster level of functioning).

Disaster Unemployment Assistance (DUA)

The Disaster Unemployment Assistance (DUA) program provides unemployment benefits and re-employment services to individuals who have become unemployed because of major disasters. Benefits begin with the date the individual was unemployed due to the disaster incident and can extend up to 26 weeks after the Presidential Declaration date.

Disaster Legal Services (DLS)

Disaster Legal Services (DLS) provides legal assistance to low-income individuals who, prior to or as a result of the disaster, are unable to secure legal services adequate to meet their disaster-related needs.

Through an agreement with FEMA, the Young Lawyers Division of the American Bar Association provides free legal assistance to qualifying disaster victims as follows:

- Assistance with insurance claims (life, medical, property, etc.)
- Counseling on landlord/tenant problems
- Assistance with consumer protection matters, remedies, and procedures
- Replacement of wills and other important legal documents destroyed in a major disaster

Disaster Case Management (DCM)

Disaster Case Management (DCM) allows for a coordinated approach to delivery of services to survivors. Disaster case managers assist survivors in accessing a broad range of resources. The process involves an assessment of the survivor's verified disaster-caused unmet needs, development of a goal-oriented plan that outlines the steps necessary to achieve recovery, organization and coordination of information on available resources that match the disaster-caused need, and the monitoring of progress toward reaching the recovery plan goals, and when necessary, client advocacy.

HOUSING ASSISTANCE

Individuals and Households Program (IHP)

The Individuals and Households Program (IHP), administered by FEMA, provides financial help or direct services to those who have necessary expenses and serious needs if they are unable to meet the needs through other means. The maximum amount of funding available through IHP is adjusted each year. Some forms of IHP assistance have limits. These forms of help are available: Housing Assistance (including Temporary Housing, Repair, Replacement, and Semi-Permanent or Permanent Housing Construction); and Other Needs Assistance (including personal property and other items).

Housing Assistance

Temporary Housing: Money to rent a different place to live or a temporary housing unit (when rental properties are not available).

Housing Repair: Money for homeowners to repair damage from the disaster that is not covered by insurance. The goal is to repair the home to a safe and sanitary living or functioning condition. Repair and replacement items include:

- Structural parts of a home (foundation, outside walls, roof)
- Windows, doors, floors, walls, ceilings, cabinetry
- Septic or sewage system
- Well or other water system
- Heating, ventilating, and air conditioning system
- Utilities (electrical, plumbing, and gas systems)
- Entrance and exit ways from the home, including privately owned access roads
- Blocking, leveling and anchoring of a mobile home and reconnecting or resetting its sewer, water, electrical and fuel lines and tanks

FEMA will not pay the entire cost required to return a home to its condition before the disaster. However, FEMA may provide up to the IHP maximum for home repair after which the homeowner may apply for a Small Business Administration disaster loan for additional repair assistance. Flood insurance may be required if the home is in a Special Flood Hazard Area.

Housing Replacement: Under rare conditions housing replacement funding is made available to replace a disaster-damaged home if this can be done with limited funds. FEMA may provide up to the IHP maximum for home replacement. If the home is located in a Special Flood Hazard Area, the homeowner must comply with flood insurance purchase requirements and local flood codes and requirements.

Semi-Permanent or Permanent Housing Construction: This type of monetary assistance occurs only in very unusual situations for the construction of a home in a location specified by FEMA when no other type of housing assistance is possible.

Construction shall follow current minimal local building codes and standards where they exist, or minimal acceptable construction industry standards in the area. Construction

will aim toward average quality, size, and capacity, taking into consideration the needs of the occupant. If the home is located in a Special Flood Hazard Area, the homeowner must comply with flood insurance purchase requirements and local flood codes and requirements.

OTHER NEEDS ASSISTANCE

Other Needs Assistance provision of the Individuals and Households Program provides grants for uninsured, disaster-related necessary expenses and serious needs. Flood insurance may be required on insurable items (personal property) if they are to be located in a Special Flood Hazard Area.

Assistance includes:

- Medical and dental expenses
- Funeral and burial costs
- Repair, cleaning, or replacement of:
 - Clothing
 - Household items (room furnishings, appliances)
 - Specialized tools or protective clothing and equipment required for your job
 - Necessary educational materials (computers, school books, supplies)
- Clean-up items (wet/dry vacuum, air purifier, dehumidifier)
- Fuel for primary heat source (heating oil, gas)
- Repairing or replacing vehicles damaged by the disaster, or providing for public transportation or other transportation costs
- Moving and storage expenses related to the disaster (including storage or the return of property to a pre-disaster home)
- Other necessary expenses or serious needs (for example, towing, or setup or connecting essential utilities for a housing unit not provided by FEMA)

Courtesy of the Federal Emergency Management Agency, Region VIII

SMALL BUSINESS ADMINISTRATION (SBA) DISASTER LOAN

The SBA can make federally subsidized loans to repair or replace homes, personal property or businesses that sustained damages not covered by insurance. The SBA can provide three types of disaster loans to qualified homeowners and businesses:

- **Home disaster loans** to homeowners and renters to repair or replace disaster-related damages to home or personal property
- **Business physical disaster loans** for losses not fully covered by insurance
- **Economic injury disaster loans** for businesses that have suffered substantial economic injury. Substantial economic injury means the business is unable to meet its obligations and to pay its ordinary and necessary operating expenses.

SBA declaration criteria

Physical Damage – any combination of 25 homes, businesses and non-profits that have suffered at least 40 percent uninsured (or underinsured) loss or damage.

Economic Injury – at least five businesses that can show that the event has caused them a loss of business and cash flow.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

SNAP provides eligible households with supplemental nutrition assistance through established programs when income is lost due to a declared disaster. This program is administered by the U.S. Department of Agriculture through the N.D. Department of Human Services. SNAP helps single people and families with little or no income to buy food. Following a disaster, individuals and families who meet income requirements receive assistance to purchase groceries or qualifying food products.

TAX RELIEF

State, territorial, and federal governments provide reimbursement or tax relief to survivors with substantial verified disaster-caused losses. The North Dakota Tax Department has granted extensions to file North Dakota tax returns for sales and use tax, motor fuels taxes, and income tax withholding for individuals and businesses affected by disaster. Section 706 of the National Disaster Relief Act provides relief to individual taxpayers whose personal-use property was damaged or destroyed by a casualty in a federally declared disaster area. To qualify, a loss must be attributable to a federally declared disaster and occur in an area determined by the President to warrant federal assistance.

DUPLICATION OF BENEFITS

DOB occurs when a recipient receives assistance from more than one federal source and it is used for the same purpose or activities. By law, federal assistance cannot duplicate funds received by or available to applicants or sub-applicants from other sources for the same purpose. State-funded recovery programs have similar provisions. The NDDDES Individual Assistance Officer may assist local jurisdictions with DOB searches.

FIRE MANAGEMENT ASSISTANCE GRANT (FMAG)

Fire Management Assistance Grant declarations operate on a 24-hour real-time basis and are frequently conducted over the telephone with written follow-up. The Governor or the Governor's Authorized Representative submits a request for a fire management assistance declaration to the Regional Administrator (RA) while the fire is burning uncontrolled and threatening such destruction as would constitute a major disaster. The RA gathers the state's information, and calls upon a Principal Advisor for a technical assessment of the fire. Using all available data and information, the RA develops a Regional summary and recommendation, and makes a decision to approve or deny the declaration request. The request is approved or denied based on:

- The conditions that existed at the time of the request;
- Whether or not the fire or fire complex threatens such destruction as would constitute a major disaster.

Four criteria are used to evaluate the threat posed by a fire or fire complex:

- Threat to lives and improved property, including threats to critical facilities/infrastructure, and critical watershed areas;
- Availability of state and local firefighting resources;
- High fire danger conditions, as indicated by nationally accepted indices such as the National Fire Danger Ratings System;
- Potential major economic impact.

Following the Regional Administrator's decision, the Region contacts the State to inform of approval or denial. Once a determination is rendered, the Regional Point of Contact (POC) provides a summary email of the declaration facts to the Regional Administrator and other FEMA leadership. The Fire Management Assistance Grant Program (FMAGP) provides a 75 percent federal cost share for actual eligible costs incurred.

DISASTER PROCEDURES GUIDE TOOLKIT

Burn Ban Declarations

Century Code-North Dakota Disaster Act of 1985

37-17.1-10.1. Burn ban <http://www.legis.nd.gov/cencode/t37c17-1.pdf?20140505093511>

CERT team information

<http://www.citizencorps.fema.gov/cc/CertIndex.do?submitByState>

Core Capabilities: <http://www.fema.gov/core-capabilities>

Damage Assessments-Preliminary Damage Assessments-Building condition assessment

<http://www.fema.gov/public-assistance-preliminary-damage-assessment>

Declaration Process: <http://www.legis.nd.gov/cencode/t37c17-1.pdf?20140505093511>

Sample declarations: Located in WebEOC file library/Sample Declarations

Disaster Assistance: <http://www.fema.gov/response-recovery>

Stafford Act: <http://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended>

NDDes disaster and recovery <http://www.nd.gov/des/disaster/>

Century Code: <http://www.legis.nd.gov/cencode/t37c17-1.pdf?20140505093511>

Drought:

Information:

http://www.usda.gov/wps/portal/usda/usdahome?contentid=usda_drought_programs.html&contentidonly=true

Declaration:

http://www.fsa.usda.gov/FSA/newsReleases?area=newsroom&subject=landing&topic=pf&newstype=prfactsheet&type=detail&item=pf_20120720_insup_en_ed_desigp.html

EOC Action Plan forms: Located in WebEOC file library/Emergency Operations Center Action Plan

Emergency Management Performance Grant:

<http://www.nd.gov/des/homeland/grants/info/>

FEMA Roles and Responsibilities document:

Recovery: <http://www.fema.gov/recovery-leadership-roles-and-responsibilities>

Fire Danger Guide

http://www.nd.gov/des/uploads/resources/154/rura_fire_danger_guide_current.pdf

Fire Danger Map http://www.crh.noaa.gov/bis/?n=fire_weather_public

Fire Management Assistance Grant: FEMA site: <http://www.fema.gov/fire-management-assistance-grants-program-details>

GIS Mapping: www.nd.gov/gis/

Hazard Mitigation Assistance: <https://www.fema.gov/hazard-mitigation-assistance>

Hazmat programs: <http://www.nd.gov/des/planning/haz-chem/>

Homeland Security Grant Program Forms:

<http://www.nd.gov/des/homeland/grants/homland-security-grant-program-forms/>

IAP Planning Process: http://www.fema.gov/media-library-data/20130726-1822-25045-1815/incident_action_planning_guide_1_26_2012.pdf

ICS information: <http://www.fema.gov/incident-command-system>

IMAT information: <http://www.nd.gov/des/homeland/imat/>

LEPC Handbook: <http://www.nd.gov/des/uploads/resources/570/local-emergency-planning-committee-handbook-10-2009.pdf>

Mission Areas: <http://www.fema.gov/mission-areas>

MSDS Information <http://hazard.com/msds/>

Mutual Aid (State Recommended) form:

<http://www.nd.gov/des/uploads%5Cresources%5C749%5Cmutualaidagreement-complete.pdf>

National Disaster Housing Strategy: http://www.fema.gov/media-library-data/20130726-1819-25045-9288/ndhs_core.pdf

National Fire Protection Association-Emergency Preparedness and Safety information

<http://www.nfpa.org/safety-information/for-consumers/emergency-preparedness/homeland-security>

National Institute for Occupational Safety and Health (NIOSH)

Emergency preparedness and response resources

http://www.cdc.gov/niosh/emres/?s_cid=3ni7d2eml09102014

[NIOSH Pocket Guide to Chemical Hazards](#)

National Weather Service:

Grand Forks Weather (NWS) <http://www.crh.noaa.gov/fgf/>

Rivers and Lakes: <http://water.weather.gov/ahps2/index.php?wfo=fgf>

Bismarck Weather (NWS) <http://www.crh.noaa.gov/bis/>

Rivers and Lakes: <http://water.weather.gov/ahps2/index.php?wfo=bis>

Partner Quick brief page

http://www.crh.noaa.gov/bis/?n=partner_quick_brief

Partner Mobile Briefing Page Mobile version of the Partner Quick Briefing Page.

http://www.crh.noaa.gov/bis/?n=partner_mobile

Weather Threat Matrix Statewide Situational Awareness tool

www.crh.noaa.gov/fgf/?n=main_table

NWS Enhanced Data Display GIS-centric meteorological display.

<http://preview.weather.gov/edd/>

Storm Data Database of Storm Events back to January 1950.

www.ncdc.noaa.gov/data-access/severe-weather

www.ncdc.noaa.gov/stormevents/choosedates.jsp?statefips=38%2CNORTH+DAKOTA

NWS Chat-Instant messaging system utilized by NWS personnel to share weather information essential to the NWS's mission of protecting lives and property.

<https://nwschat.weather.gov/>

INWS-Receive customized text messages and e-mail alerts of NWS products for the area you choose. Intended for core partners only.

<http://inws.wrh.noaa.gov/>

Spot Forecasts-Request specific forecasts for Wildfires, Prescribed Fires, Hazmat and Search and Rescue incidents.

<http://spot.nws.noaa.gov/cgi-bin/spot/spotmon?site=bis>
<http://spot.nws.noaa.gov/cgi-bin/spot/spotmon?site=fgf>

NOAA/NWS RSS Library-RSS Feeds from NOAA and the NWS.

<http://www.nws.noaa.gov/rss/>

NOAA response tools for oil and chemical spills:

<http://response.restoration.noaa.gov/oil-and-chemical-spills/chemical-spills/response-tools/guide-responder-tools.html>

NWS Social Media:

Facebook

<https://www.facebook.com/NWSBismarck>
<https://www.facebook.com/NWSGrandForks>

YouTube

<https://www.youtube.com/user/NWSBismarck>
<https://www.youtube.com/user/NWSGrandForks>

Twitter

<https://twitter.com/NWSBismarck>
<https://twitter.com/NWSGrandForks>

NDDDES Duty Officer Contact information:

<http://www.nd.gov/des/planning/operations/>

NDDDES Local EM Roles and Responsibilities:

http://www.nd.gov/des/uploads/resources/894/role_em_final.pdf

NDDOT

News Releases <http://www.dot.nd.gov/dotnet2/news/newsrelease.aspx?year=2010>

Travel Information <http://www.dot.nd.gov/travel-info/>

ND Department of Tourism

Tourist Information <http://www.ndtourism.com/>

Events- <http://www.ndtourism.com/whatdo/events/>

ND Department of Trust Lands- To identify State Trust lands (for fires on State lands)

<http://www.land.nd.gov/surface/surfaceapps/aerialphotos/aerial.aspx>

ND Oil and Gas

<https://www.dmr.nd.gov/oilgas/>

Public Assistance

Public Assistance Program: <http://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>

Public Assistance Applicant Handbook:

http://www.fema.gov/pdf/government/grant/pa/fema323_app_handbk.pdf

Public Assistance Debris Management Guide

<http://www.fema.gov/public-assistance-local-state-tribal-and-non-profit/debris-management-guide>

Public Assistance Program Field Operations Pocket Guide

<http://www.fema.gov/media-library/assets/documents/95650>

Public Assistance Record Keeping-NDDDES link to forms (Disaster Recovery

Toolbox): <http://www.nd.gov/des/disaster/> FEMA: <http://www.fema.gov/public-assistance-resources-and-tools>

Regional Response Information: <http://www.nd.gov/des/homeland/regional-response-coordinators/>

Robert T. Stafford Disaster Relief and Emergency Assistance Act:

<https://www.fema.gov/media-library/assets/documents/15271?fromSearch=fromsearch&id=3564>

Roles and Responsibilities of Emergency Managers

http://www.nd.gov/des/uploads/resources/894/role_em_final.pdf

Training: <http://www.nd.gov/des/training/>

USDA Disaster Assistance Programs

<http://www.fsa.usda.gov/FSA/webapp?area=home&subject=diap&topic=landing>

US Geological Survey (USGS) Real Time Data for North Dakota (Stream Flows):

<http://waterdata.usgs.gov/nd/nwis/current/?type=flow>

US Army Corps of Engineers (USACE)

Missouri River Basin Reservoir Information (<http://www.nwd-mr.usace.army.mil/rcc/current.html>)

USEPA

List of Lists http://www2.epa.gov/sites/production/files/2013-08/documents/list_of_lists.pdf

WebEOC

WebEOC: [Log In](#)

Whole Community in emergency management: http://www.fema.gov/media-library-data/20130726-1813-25045-0649/whole_community_dec2011_2.pdf

ATTACHMENT 1- SITUATION REPORT TEMPLATE

SITUATION REPORT

The jurisdiction of
Situation Report No:

Incident No.:

Date: Time:

To: N.D. Department of Emergency Services
Division of Homeland Security
P.O. Box 5511
Bismarck, ND 58506-5511
PHONE – 701-328-8100
FAX – 701-328-8181
EMAIL – nddes@nd.gov

1. SITUATION or INCIDENT: Type of emergency/disaster, location. (Give succinct summary of activity leading up to the emergency/disaster).
2. WEATHER SUMMARY: Weather conditions at the time of the situation, if necessary.
3. DEATH AND INJURIES: Total deaths to date, total injuries to date – including location of the deaths/injuries, where practical.
4. DAMAGES: Type, extent and impact of property damage, especially how this directly affects people. (e.g., damage to housing, food supplies, medical resources, and water and sewage service). Also include special damage problems that may impact vital services, such as damage to key utilities, communication facilities, medical resources, major military or major transportation facilities. (e.g., major highways, bridges, rail routes, and airports). Indicate any additional damage potential as a result of the emergency.
5. RESOURCES COMMITTED: List local, tribal, private, state, and federal resources committed. This includes use of personnel and equipment, shelter supplies, engineering equipment, etc.

LOCAL:

PRIVATE:

STATE:

FEDERAL:

6. MAJOR ACTIONS (PUBLIC/PRIVATE): Major actions such as declaration of emergency/disaster, requests for assistance, public announcements or instructions, warning, activation of EOC/emergency operations plan, evacuation, search and rescue.

Name all state and federal agencies providing assistance; include mutual aid resources and private sector resources from outside jurisdictions.

Indicate actions taken and/or general assistance provided by individuals, non-profit organizations or any other type of volunteer groups. (i.e. American Red Cross, Salvation Army, church groups, etc...) Include information such as number of meals served, number of individuals sheltered, etc...

- 7. REQUESTS FOR ASSISTANCE: List all requests for additional support. Do not send a request stating "Send all available help." These requests should be specific (i.e. nine-15KW gas powered generators or three- 5-yard front end loaders). The name and position of the person making the request should also be included. NDDDES will view this as a formal request and will act accordingly.
- 8. OTHER INFORMATION: Other data and remarks not covered above.

SIGNED _____
(Name)

(Title)

ATTACHMENT 2- SAMPLE DECLARATIONS

COUNTY EMERGENCY DECLARATION

WHEREAS, citizens in the county of _____ suffered damage to their homes and businesses caused by spring runoff, high water table and torrential rains occurring in _____; and continuing.

WHEREAS, the impact of these damages threaten the health, well-being and public safety of citizens in the county of _____;

WHEREAS, the cost of response cleanup, repair and replacement of such damaged property is far in excess of available citizens resources.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners declare an emergency and order the activation and utilization of the County Emergency Operations Plan, its procedures, attachments and appendices to monitor the situation, alleviate hardship and initiate appropriate relief actions and mitigation measures by departments and agencies of local government to limit the hardships and impact of this emergency upon the citizens of the county of _____.

DATED on this _____ day of _____, in the city of _____, North Dakota.

, Chairperson
Board of Commissioners

Other Sample Declarations:

[Sample Burn Ban Declaration](#)

[Sample City Declaration](#)

[Sample Tribal Declaration](#)

[Sample County Declaration](#)

ATTACHMENT 3 – ICS 213 (State) Form

| ICS 213 (State) | | | | | |
|---|--------------------------|--------|--------------------------|-------------|--------------------------|
| STATE EMERGENCY OPERATIONS CENTER (SEOC) MESSAGE FORM | | | | | |
| DATE: | | TIME: | | CALL TAKER: | |
| CALLER NAME/AGENCY: | | | CALLER CONTACT INFO: | | |
| GENERAL INFORMATION: | | | | | |
| | | | | | |
| ROUTING | <input type="checkbox"/> | LOGGED | <input type="checkbox"/> | OPS CHIEF | <input type="checkbox"/> |
| MAPPED | | | | | |

ND Department of Emergency Services
Current Version - 6/28/13

ICS 213 (State)

ND Department of Emergency Services
Current Version -6/28/13

| | | | | | | |
|---|---|----------------------------|---------------------------|-----------------------|-------------------------|------------------|
| Submitted By: (EM or Designee) | (Agency/Jurisdiction) | (Name of Submitter) | 24 Hr. Phone No. | | | |
| Requested By: | (Agency/Jurisdiction) | (Name of Requestor) | 24 Hr. Phone No. | | | |
| PRIMARY Point of Contact (POC): (For questions & logistical coord) | (Agency/Jurisdiction) | (Name of Primary POC) | 24 Hr. Phone No. | | | |
| ALTERNATE Point of Contact (POC): (For questions & logistical coord) | (Agency/Jurisdiction) | (Name of Alternate POC) | 24 Hr. Phone No. | | | |
| Date and Time of Request | (Date) | (Time) | Time Zone | | | |
| Request Details | | | | | | |
| MISSION/CAPABILITY: (What needs to be accomplished, in order to "Protect Lives and Save Property"? Focus on the problem, not on a specific asset or team believed to be the solution. Address capability needed, functions of the requested item/service, specific requirements or skills required, etc.) | <p>(Example: To protect residential homes NW of Avenue A, W. and Washington Street N. a temporary earthen levee needs to be constructed 1,000' long by 25' wide by 5' high w/sandbag reinforcement) Top soil stripping, earth moving, shaping, skilled equipment operators and operational equipment.</p> | | | | | |
| Priority: (Timeframes for processing, coordinating & deploying resource is dependent upon asset, location, etc.) | Based on (When Needed) | Immediate (Life Safety) | Critical (w/in 12 hrs) | High (w/in 24 hrs) | Medium (w/in 48 Hrs) | Low (48+ hrs) |
| | (Place an X Under the Appropriate Column to the Right) | | | | | |
| Resource Needed | (Indicate the common name of the resource being requested, e.g. Boat, IMAT, Generator, Pump, Scraper, etc.) | | | | | |
| Quantity/Capacity/Size | (e.g. 5 ton, 2 1/2 CY, 200 GPM, 48 Pax, 40 KW, e.g. 150 HP, 2 1/2" Dia., 100' Long) | | | | | |
| Special Considerations | (e.g. w/Operator and Crew, Qualifications, Installation Required, Rough Terrain, High Water, Fuel Type, Attachments, NOTE: Include Separate Components Under Resource Needed Column) | | | | | |
| Location Needed (Reporting Point, Staging Area, Street Address, City, State, and LAT/LONG (if available)) | | | Latitude: | | | |
| | | | Longitude: | | | |
| Date/Time Needed (Date and Time that the resource is needed? DO NOT indicate ASAP.) | (Date) | (Time) | Time Zone: | | | |
| How Long Needed (Date and Time that expect to be finished with the resource?) | (Date) | (Time) | Time Zone: | | | |
| Local Resources Exhausted? (Public and Private) | YES (Place an X In Column to the Right) | | | | NO | |
| Mutual Aid Resources Exhausted? | YES (Place an X In Column to the Right) | | | | NO | |
| Local Declaration Issued? (Submit a copy to the State EOC.) | YES (Place an X In Column to the Right) | | | | NO | |
| Description/Comments (Address any Special Considerations, e.g., for personnel list all special equipment or authorities required...self sustainability requirements, Projected duration of continuous operations, meals and lodging availability. For equipment - address any special considerations not already addressed, such as safety considerations.) | | | | | | |
| Request For Assistance # (SEOC INTERNAL USE ONLY) | | | | | | |