DISASTER PROCEDURES GUIDE

Ensuring a safe, secure, and resilient North Dakota

Revised 2022
This edition supersedes all previous versions

Contents

1 Introduction

The North Dakota Disaster Procedures Guide has been developed by the North Dakota Department of Emergency Services (NDDES), 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.

The local/tribal Emergency Manager (EM) serves as a liaison to the NDDES 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/tribal level. NDDES encourages all communication within each respective jurisdiction to be routed through the Emergency Manager or their designee. Any designated Emergency Manager or alternate that is not on file with NDDES should be reported to NDDES immediately.

NDDES Contact Information:

- State Radio Toll Free: (800) 472-2121
- NDDES Front Desk: (701)328-8100

Assumptions:

- Local/tribal jurisdiction has an Emergency Operations Plan and Comprehensive Resource List
- Local/tribal jurisdiction has a Training and Exercise program
- Local/tribal jurisdiction has an approved Multi-Hazard Mitigation Plan

2 Pre-Disaster Activities and Programs

2.1 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, EMs must complete the following by established deadlines:

- Submit an 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 activity 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 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 that examines, validates and/or addresses capability targets identified in their annual THIRA and/or capability gaps identified through their Stakeholder Preparedness Review (SPR)
- Complete the EMPG minimum training and exercise requirements for EMs and other EMPG funded personnel
- Track and maintain local/tribal training and exercise records and provide the data to NDDES as part of progress reports

- Coordinate after-action reviews and improvement plan development following an exercise or real-world event and submit to NDDES
- Complete the quarterly required tasks listed on the EM Duties Checklist

Note: Requirements for EMPG funding can and do change on an annual basis. Check with NDDES for current requirements.

2.2 Local/Tribal Emergency Operations Plan (LEOP)

By State law, ND Century Code 37-17.1-07, "1. All areas of the state are within the jurisdiction of and must be served by the division of homeland security and by a local or regional emergency management organization. 2. Each county shall maintain an emergency management organization that serves the entire county or must be a member of a regional emergency management organization that serves more than one county. 3. Each city shall provide an emergency management organization of its own, or it shall participate in the countywide emergency management organization." Each organization (city, county, tribal, and/or regional) "shall prepare and keep current a local disaster or emergency operational plan for its area."

- Designate an alternate and report the alternate to NDDES
- Educate applicable elected officials and key personnel regarding their responsibilities in the LEOP
- Conduct exercises to test the LEOP
- Cross train personnel whenever practical
- Review and update your multi-hazard mitigation plan every five years for FEMA approval
- Identify actions to mitigate the effects of emergencies/disasters relevant to the community
- Train potential damage assessment team members with respect to their roles in the assessment process and reporting requirements

2.3 Mutual Aid

A request for assistance from neighboring jurisdictions and private parties can be made without a written memorandum of understanding (MOU). However, to enhance response capabilities; jurisdictions should 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 and help clarify roles and responsibilities. NDDES has developed a State of North Dakota Recommended Mutual Aid Agreement template that meets the minimum requirements of the North Dakota Century Code for jurisdictions and organizations in the event of disaster or other incidents requiring external assistance. Mutual aid agreements are required by FEMA to receive reimbursement for federally declared disasters.

2.4 Training and Exercise

NDDES provides training, educational opportunities and exercise support for local/tribal emergency management professionals, their staffs, allied organizations, and individuals working together in emergencies and disasters to save lives and protect the property of the citizens of North Dakota. A training schedule can be found at the NDDES website.

Individuals working toward completion of a Position Task Book (PTB) may be able to satisfy task requirements during real-world incidents. Factors that determine task certification eligibility include but are not limited to; the position/certification sought, task circumstances, number of operational periods over the activated timeframe, evaluator determinations, and other PTB recommendations. Individuals should contact their agency training officer for complete eligibility information. Detailed information on both individual and collective training may be found in the ND National Qualification Standard Policy.

Additional training may be available through the following federal training partners:

- Center for Domestic Preparedness
- FEMA Emergency Management Institute
- National Domestic Preparedness Consortium
- Rural Domestic Preparedness Consortium

2.5 ND State and Local Intelligence Center (NDSLIC)

2.5.1 General Services

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 Assistance Visits (SAVs)
- Social Media Research
- Information Analysis and Production
- Safety and Security training

2.5.2 Critical Infrastructure/Key Resources (CIKR) Site Assistance Visits (SAV)

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 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/tribal 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. These assessments are kept private and protected through ND Century Code 44-04-24.

To request a SAV, contact the NDDES Critical Infrastructure Program Manager, at (701) 328-8172.

2.6 ND Division of State Radio (NDDES – SR)

2.6.1 General Services

The Division of State Radio coordinates 9-1-1 services as well as emergency medical, fire, and law enforcement response. It provides all public safety communications services for 25 counties and is the primary or secondary designated back-up for 15 other public service answering points throughout the state. The counties State Radio serves Adams, Billings, Bowman, Burke, Dickey, Divide, Dunn, Emmons, Foster, Golden Valley, Grant, Griggs, Hettinger, Kidder, Lamoure, Logan, McHenry, Mcintosh, McKenzie, Morton, Ransom, Sargent, Sheridan, Slope, and Wells County. State Radio is the primary dispatch center for the ND Highway Patrol and other ND public safety agencies. Statewide communication services ensure necessary resources are dispatched for emergency response.

State Radio receives 9-1-1 generated from citizens of these counties and can provide life-saving pre-arrival instructions to the caller until emergency responders have arrived on-scene. Emergency services are dispatched as dictated by the situation.

2.6.1.1 Communications Center

This communications center, which is open 24 hours a day, 7 days a week, 365 days a year provides direct assistance to more than 4,000 users representing 287 federal, state, local, and tribal agencies. Services include the following:

- AMBER/Silver/Blue Alert Response
- Mobile Date Terminal Communications Systems
- National Crime Information Center (NCIC)
- National Law Enforcement Telecommunication System (NLETS)
- National Warning System (NAWAS)
- State Radio Communications System
- State warning point for the National Warning System (NAWAS) notification
- Statewide Paging System
- Statewide 9-1-1 and Emergency Telephone Systems
- Statewide Roadblock System
- Statewide Frequency Coordination System

Text to 9-1-1 messaging is available on cell phones in North Dakota. Texting should only be used when you are unable to make a voice call. Pictures and videos cannot be accepted at this time. Text to 9-1-1 messages do not automatically provide a location like a voice call. Texting to 9-1-1 near a state boarder may not go through.

State Radio also receives many cellular telephone calls from travelers reporting an emergency and non-emergency situation throughout the state. These calls are given the same attention to detail as any 9-1-1 call, providing the type of emergency or non-emergency response required. Professional dispatchers, trained in information gathering and techniques, continue to listen and assemble details for an incident to initiate actions addressing any possible dangers to the caller or responders.

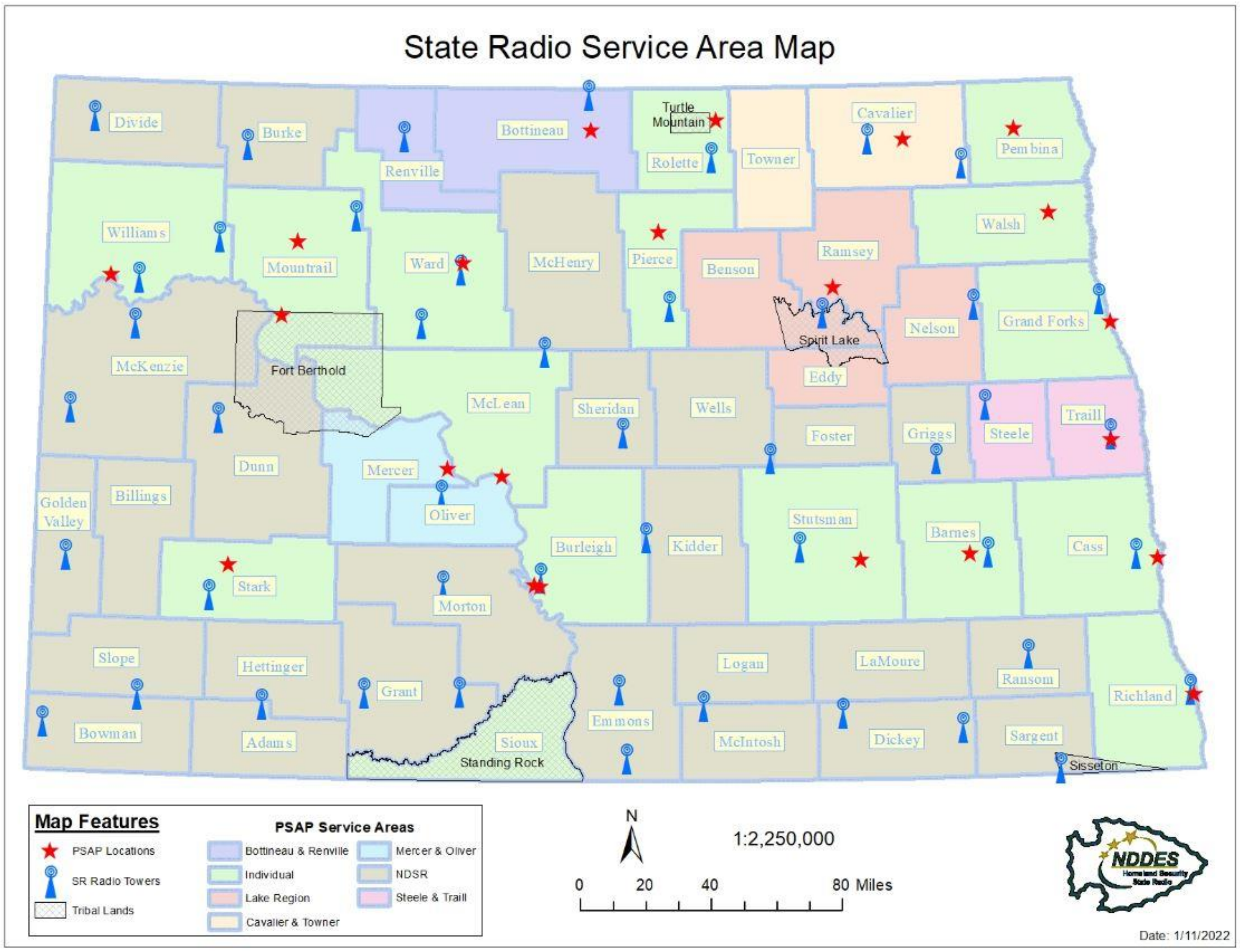
Law Enforcement’s requests for vehicle information, driver’s license status information, and immediate checks on persons for felony and misdemeanor warrants, as well as checks for stolen property receive a response from State Radio within seconds. Law Enforcement receives All Points Bulletins on serious crimes within minutes of the act.

Notification of hazardous materials related incident is quickly forwarded to the appropriate local and state responders for action to contain and clean up a spill.

State Radio can keep running logs on Emergency medical responders, their status and location, as well as relay information to a hospital, or coordinate an emergency intercept.

State Radio monitors local firefighting responders, logging the progress of fire extermination, or increases in size of fire area, and dispatch mutual aid fire departments to assist in firefighting requirements.

Many citizens and visitors to North Dakota call State Radio's toll-free 800 telephone number to obtain assistance or information that is generally provided by a variety of state agencies. State Radio staff will provide helpful guidance to identify the correct agency, and supply callers with contact information for that agency.



2.6.2 Staffing

State Radio has an authorized staff of 30 dispatchers that break up their work into 4 crews (shifts). Each crew is authorized at full strength with 7 staff members, which include 5 dispatchers, 1 supervisor, and 1 assistant supervisor.

2.6.3 Message Switch

Message Switch is a system that allows law enforcement to access NCIC, NLETS, and NDLETS information. The Message Switch is the pass-through system that authorizes officers to get the data they need to do their jobs on and off the road, which keeps them and our ND communities safe. It allows them to search drivers' licenses, vehicle data, wanted persons, missing persons, etc. The system runs 24 hours a day with little to no down time during the year.

2.6.4 Statewide Interoperable Radio Network (SIRN)

The ND SIRN team is actively engaged with stakeholders across the state to provide information, resources, and updates on this effort. While the state made a critical investment in the SIRN infrastructure, each community is responsible for funding radios and PSAP consoles in the dispatch centers. Full participation will mean greater interoperability – and greater safety for first responders and the public. Visit SIRN2020.nd.gov for more information on the planned build-out including key milestones and approved vendor list

2.7 ND Hazardous Chemicals Preparedness and Response Program

2.7.1 Tier II Reports

The Hazardous Chemicals Preparedness and Response Program requires yearly reporting of inventory for hazardous and toxic chemicals stored across North Dakota. Along with the chemicals that are federally mandated to the reported, the state of North Dakota also requires the reporting of production water, North Dakota receives and managers all Tier II data in an online system. Information on that system can be found at the Haz-Chem Preparedness and Response website.

Typical facilities reporting are:

- Bulk fuel plants
- Anhydrous ammonia plants
- Propane plants
- Agricultural processing plants
- Energy producing sites
- Oil producing sites
- Chemical companies

"The division of homeland security shall transfer to the county hazardous chemicals preparedness and response account one-half of the regular fees collected from the state's hazardous chemicals fee system."—NDCC 37-17.1.07.1 Part 2 section c.4.

The Local Emergency Planning Commission (LEPC) is authorized to utilize the funds "for the purpose of carrying out the hazardous chemicals preparedness and response programs to include training, exercising, equipment, response, and salaries, and local emergency planning committee member stipends not to exceed thirty percent of state per diem per meeting attended. In lieu of stipends the committee chairman may provide a meal or refreshments other than alcoholic beverages."—NDCC 37-17.1.07.1 Part 2 section e.

Additional information regarding reporting requirements and the ND Hazardous Chemicals Preparedness and Response Program can be found at https://www.nd.gov/DES/planning/haz-chem/default.asp.

2.7.2 State Emergency Response Commission (SERC)

Statutorily provided in North Dakota Century Code 37-17.1-07.1(a), the state emergency response commission's responsibilities as outlined in SARA Title III shall, in conjunction with local emergency planning committees and local/tribal emergency management organizations, coordinate the development and maintenance of a state hazardous chemicals preparedness and response program. It shall ensure citizens are provided emergency and hazardous chemical inventory information upon request in accordance with the state and federal laws.

SERC Responsibilities:

- Review state hazardous materials response plans annually.
- Monitor the activities and membership of Local Emergency Planning Committees (LEPCs).
- Ensure LEPCs receive and record documented reports submitted under the Emergency Planning and Community Right-to-Know Act (EPCRA) and provide information required by law.
- Monitor resources and activities of state agencies related to respective roles and responsibilities as specified in the ND State Emergency Operations Plan (SEOP) and applicable Hazardous Materials Annex.

Additional information regarding the SERC and its membership is located on the NDDES website: https://www.nd.gov/des/planning/haz-chem/state-emergency-response-commission/.

2.7.3 Local Emergency Planning Committees (LEPCs)

Local Emergency Planning Committees (LEPCs) were organized to fulfill the requirements of the federal regulations regarding Title III of the Superfund Amendment and Reauthorization Act (SARA) of 1986. LEPCs are responsible for preparing hazardous materials emergency response plans, serving as a repository for hazardous materials information and performing outreach functions to include hazardous materials awareness. LEPCs must have membership representation from a cross-section of the community it serves and should include elected officials, fire department, law enforcement, emergency management, healthcare, media, schools, industry, transportation, public health, voluntary organizations, and others. The NDDES LEPC Handbook and LEPC Fact Sheet provides guidance for the program.

2.8 Strategic Communications

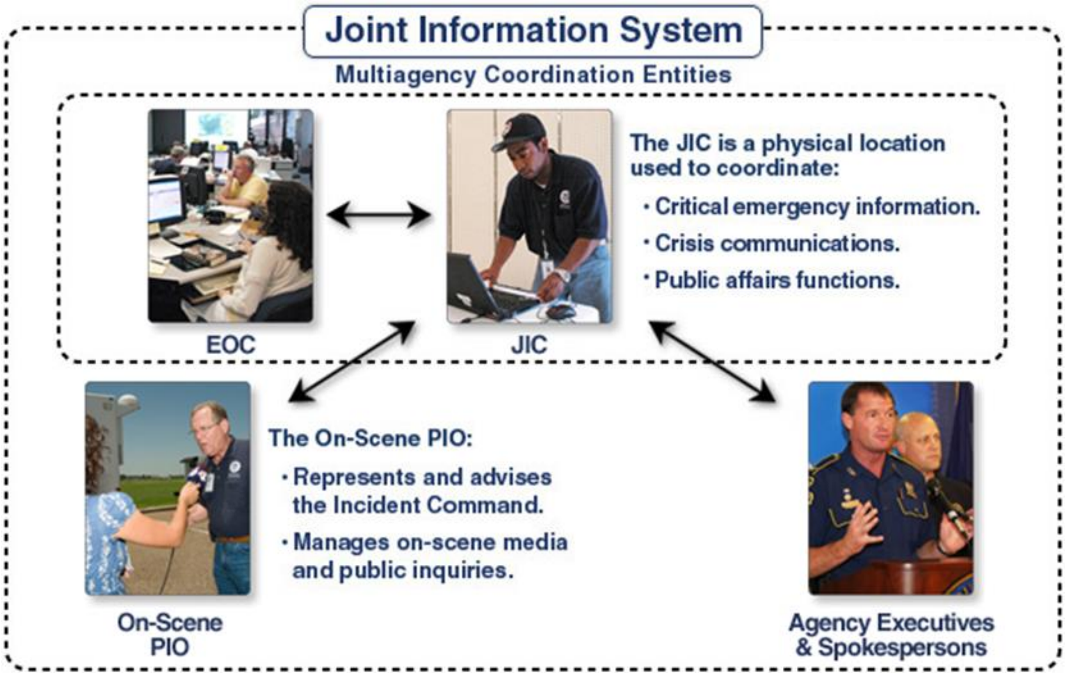
2.8.1 General

Media outlets can be demanding in their efforts to obtain information regarding an incident. They do, however, play a vital role in providing information to the public. Understanding media, deadlines, attitudes, and abilities can be essential when trying to get your message out to public. Jurisdictions must ensure the local/tribal emergency operations plan addresses public information activities and assigns responsibilities including the identification of a Public information Officer(s) (PIOs), their assigned duties, and the steps required to establish a Joint information system (JIS) and Joint information center (JIC)

Some possible steps for jurisdictions to include in the preparation for JIC/JIS activation include:

- Determination of criteria for JIC/JIS activation
- Establishment of activation levels and “triggers” for each level
- Training of personnel in each level of activation

- Exercising of the JIC/JIS activation portion of the LEOP



The following considerations have been developed to assist EMs in the establishment of a JIC.

- Identify a JIC location within 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.
- Identify what agencies are to be represented.
- Coordinate messaging prior to issuance of a press release or media briefing to identify and resolve conflicting information or opinions. Establishment of a PIO work area or gathering virtually can help in coordination of messaging.
- Provide all PIOs with specific instruction on how information will be shared with each other as well as media and establish clear lines of authority before information is released.
- Appoint PIO staff to specific duties, which may include the following:
    - Information gathering/phones
    - Writing of news releases and/or talking points
    - Information dissemination
        - Approval routing
        - Multi resource release
        - Press conference preparation and set up
    - Social Media Monitoring and Messaging/Counter Messaging
- Information coming into the JIC/JIS should be routed to one of four areas:
    - Lead PIO or staff
    - Rumor Control Group
    - Joint PIO Group
    - Social Media Monitoring and Messaging/Counter Messaging
- Once information has entered the JIS, the following action step(s) must be taken:
    - Immediate response to an inquiry (if the answer is known and approved for response)

    - Immediate dissemination if emergency action is required
    - Route information to another agency PIO for research or verification
- Coordinate and document all actions with agencies and the lead PIO.
- Determine if compiled information will be released via news release, news conference, or social media and make arrangements for the determined type of release.
- All media releases should be coordinated through the lead PIO and staff

2.8.2 ND Response Website

In the event of major, pressing incidents impacting citizens, North Dakota uses NDResponse.gov to provide a single source for accurate and timely information. NDResponse is the main state information site for Public Alerts (AMBER, Blue and Silver). It also has sections for public awareness (Flood preparedness, Severe Winter Weather, Fire Safety and Severe Summer Weather), shelter in place information, and an archive of past events and contact information.

2.9 Working With the Media

2.9.1 What You Need to Know

Your Goals:

- Tell the best possible truth. All stories have angles. Choose the angle that puts your organization in the best possible position.
- Become a trusted source of information by developing an ongoing relationship with the reporter.
- Help the reporter get your story correct. Provide them with credible information or sources of information.
- Try to take advantage of media opportunities to garner free publicity and to build awareness for your issue or organization.
- Think customer service. In many ways, the media is your customer. Give them the best service you can provide.

Before the Interview:

- Make sure that you have appropriate contact information for the reporter. Ask them what their preferred method of communication is.
- Ask: “What is your deadline?”
- Ask: “What sort of information do you need?”
- Ask: “Who have you talked to so far?” This is important if you think the story may be negative to your organization.
- Always buy time if you can. You may think that you should answer all questions right then and there; however, it may be beneficial to stop, collect your thoughts and call them back in a few minutes.
- You may want to consider setting up ground rules for the interview, such as when, where, who will be interviewed, or the length of the interview. Remember that they need information from you. Use that leverage to create the best possible scenario for your organization.
- Determine the best person to respond. If not you, work to prepare the appropriate spokesperson (see attachment 3).

During the Interview:

- Consider providing refreshments.
- If you are nervous, relax and breathe deeply.

- Take stoke in the reporter’s mood and tone. Respond appropriately. Be low key and softer than the reporter is.
- Answer the question and stop. Do not provide more information than you need to.
- Try to be likeable, real, and compassionate. If people have been hurt, your comments must demonstrate your compassion for humans more than your concern for the organization.
- Always identify with public interests, such as safety.
- Do not use jargon. Speak so that anyone can understand.

<u>After the Interview:</u>

- Send the reporter any follow-up points or any additional information that they may have requested. Also consider sending them a fact sheet about your organization.
- Before their deadlines, follow up with the reporter to see if they have any additional questions or need further information. Also reiterate your key message points.
- After the article is published or airs, contact the reporter and thank them for the coverage and their work on your issue. This goes a long way towards building relationships.
- Be prepared for damage control options if the story was not positive for your organization.
    - Talk to competing media with the real story *(only use this in the direst of circumstances)*
    - Quickly send a letter to the editor
    - If your budget allows, counter with paid media
    - If the coverage was blatantly inaccurate, misleading, unfair, or damaging to your organization, try to speak to the reporter about correction. If this fails, contact the reporter’s supervisor

<u>A Good Soundbite:</u>

- Identifies with the public interest, such as safety
- Mentions your organization’s name
- Tells the best possible truth
- Conveys a positive message
- Can be said in less than 15 seconds
- Entertains or paints a picture
- Captures an important point in a nutshell; and
- Uses strong and memorable nouns and action verbs

<u>Cautions:</u>

- Do not repeat anything that is negative (i.e., Nixon: “I am not a crook.”)
- Do not give any credence to anonymous comments (i.e., Reporter: “Others are saying....what is your reaction to that?”) Respond: “Let me give you the facts...”
- DO NOT LIE...EVER. This includes bluffing. Be upfront and honest. You will gain credibility by simply saying that you don’t know and that you will get back to them with the information or answer to their question.
- If a mistake is made, correct it quickly, proactively, and do not be defensive.
- Put your ego away. Never let your ego get in the way of doing your job effectively (It’s just not worth it in the long run)
- Never assume journalists agree with your though they will sometimes act as if they do.
- Eliminate insider jargon and acronyms from your speech
- Never say “no comment;” if you cannot talk about a topic, explain why.
- Don’t worry about being a media personality (just be yourself)
- For television, look at the reporter or camera operator – not directly into the camera.

For additional assistance on communicating effectively in an emergency refer to the message map worksheet at the end of the document.

3 Response Activities

3.1 Situational Awareness

Officials must continuously assess the situation during an incident to determine courses of action and their ability to respond to, recover from and mitigate damages from an emergency or disaster situation. To save lives and protect property, basic information describing any incident should be obtained to maintain situational awareness. The following information points can be helpful in the gathering of information and maintenance of situational awareness.

WHO:

- Reporting Party/Caller (name and agency)
- Incident Command/Unified Command (name and agency)
- Agencies/Organizations that have been notified/responding (local/tribal, state, federal voluntary, private)

WHAT:

- Type of incident
- Severity of incident:
  - Injuries/Fatalities/Missing
  - Evacuation/Sheltering
  - Damages (homes, businesses, infrastructure)
  - Environmental/Public Health impacts
- Critical Infrastructure Sectors/Services impacted (directly or indirectly)
- Any further impacts/threats/concerns
- Local/Tribal response activities underway/planned
- Any additional assistance requested/anticipated
- Other additional pertinent incident-related information based on situation

WHEN:

- Date/Time incident occurred
- Is the incident ongoing

WHERE:

- Location of incident
- Other jurisdictions/geographical areas that have been or could be impacted

WHY:

- Cause of incident

3.2 Incident Reporting –Critical Incident Requirements (CIRs)

3.2.1 NDDES Duty Officer Contact Information

NDDES maintains a 24-hour/seven day a week Duty Officer who 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 NDDES via WebEOC.

North Dakota Department of Emergency Services 24-hour duty officer contact information:

- (701) 220-0390 (if no answer, contact State Radio)
- (701) 328-9921 State Radio (ask for the Duty Officer)
- (800) 472-2121 State Radio toll free within ND
- (701) 328-8100 NDDES front desk (ask for the Duty Officer to be paged)
- Email address nddes@nd.gov
- Fax (701) 328-8181

If sending time-sensitive information via fax or email, contact the NDDES Duty Officer via telephone to inform them of the incoming information.

3.2.2 Critical Information Requirements (CIRs) to be reported to NDDES

Critical Information Requirements (CIRs) provide the foundation for formal Information and Intelligence/Situational Assessment management. CIRs are a comprehensive list of information critical in facilitating timely information management and the decision making that affects successful mission accomplishment through timely and complete execution of operational or tactical operations in support of local and tribal governments. The below list contains CIRs which the agency needs to be notified upon occurrence. 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 NDDES Duty Officer. Although as much detail as possible is ideal, any information is better than no information. This information helps create a more accurate operational picture for the State Unified Command and is key in resource identification, decision making and availability to support local/tribal jurisdictions. If you are unsure whether an incident should be reported, err on the side of caution, and report the incident.

- Any event (natural, technological, or adversarial) resulting in, or having the potential to result in:
    - Multiple Injuries/Fatalities
    - Significant Damages/Impacts to Community/Public Infrastructure
    - Large Scale Community Evacuations
    - Large Scale Community Sheltering of People and/or Animals
    - Impacts to Critical Infrastructure (i.e., 911 services, communications, health and medical facilities, emergency first responders, electrical/power, gas, water, and sewage facilities)
    - Hazmat spill into major river/lake systems and/or drinking water sources
- All Rural Fire Activity
    - Large Fires (multiple mutual aid requests, fire unable to be controlled, structures/communities threatened) should be reported immediately
    - Smaller fires that do not meet the above criteria should be reported via WebEOC as soon as possible for situational awareness and fire tracking purposes
- Downed Aircraft with Fatality
- Law Enforcement Incident
    - Active Shooter
    - Bomb Threat
    - Civil Disturbance
- Suspicious Package/Powder

- Cyber Incident (potential or actual impact/threat to critical infrastructure or lifeline services)
- Train Derailment resulting in explosion or hazmat-related immediate public health threats
- State or Federal Assistance Requested
- Local/Tribal Declaration
- Local/Tribal Emergency Operations Center (EOC) Activation

3.3 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/tribal 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/tribal government response should it become necessary. Depending on the duration or nature of the incident, subsequent situation reports may need to be submitted.

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/tribal Emergency Manager, or designee, must provide immediate notification to the NDDES Duty Officer. The initial contact may be given verbally; however, a timely follow-up report via WebEOC will be expected when possible.

What Information to Provide: Information gathered in the situational awareness process (see above) should be submitted via WebEOC. Be clear, concise, and specific in the information provided on the situation report to include major actions, damages (homes, businesses, critical infrastructure, etc.), evacuations, shelters, major issues/concerns, volunteer actions, power outages, deaths, injuries, etc. If follow-up situation reports are issued, Emergency Managers should update their original report in WebEOC.

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

Final Situation Report: Emergency Managers who feel further updates are unnecessary should indicate "Final Situation Report" in their WebEOC entry. If the situation escalates after the "Final Situation Report" is submitted and an update needs to be issued; update the same WebEOC entry to ensure proper incident tracking.

In order to be proactive in emergency/disaster event reporting, Emergency Managers are encouraged to report information to the NDDES Duty Officer prior to NDDES requesting this information. During an ongoing emergency/disaster it is recommended that an update report be submitted to NDDES via WebEOC each morning and afternoon. State and federal agencies depend on these reports to provide a clear picture of the developing incident and enhances their ability to prepare and respond to any assistance requests.

Note: If transmitting a time-sensitive situation report outside of normal working hours, follow up notification to the NDDES Duty Officer by telephone is prudent.

3.4 WebEOC

Incident information should be logged into WebEOC. WebEOC can be accessed via the ND Department of Emergency Services' (NDDES) homepage by clicking on the WebEOC logo on the left side. NDGOV users may log in using their NDGOV credentials. Those without an NDGOV account may log in on regular log in link, located beside the NDGOV login on the page, using your assigned username and password.

The Event/Position Log becomes a chronological record of incident-related notifications and actions taken during an event and is subject to open records laws. It is considered a legal document and 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.

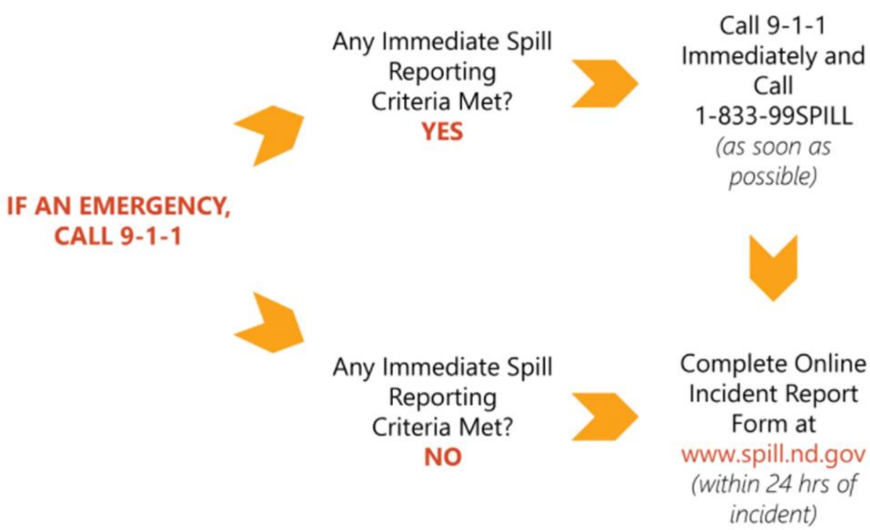
For additional information or training materials please see the NDDES WebEOC page, WebEOC file library or contact the NDDES WebEOC administrator.

3.5 State Unified Hazmat Spill/Release Reporting System

North Dakota uses a whole-of-government approach for developing long-term strategies for managing energy development in an environmentally responsible manner. The state's Unified Spill/Tier II reporting system is a tool for an effective state response and a mitigation strategy for unanticipated events.

This effort also provides transparency with stakeholders, including fellow North Dakotans, producers, transporters, developers, and media members.

In accordance with state and federal law, the intentional or unintentional release of hazardous materials must be reported to the state within 24 hours of the incident. This can be accomplished by using this reporting system to meet the requirement of notifying all state agencies, both online and by calling 1-833-99SPILL (1-833-997-7455). This number provides a one-call routing menu with options for reporting based on the nature of the spill.



3.5.1 Reporting Criteria

Immediate Spill/Release Reporting Criteria:

- Any spill/release that has an impact, or potential impact, to public health
- Waterways impacted/threatened

- Injuries or Deaths
- Evacuations, or potential need for
- Any spill/release that has immediate impact to wildlife

3.6 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 are available on the NDDES website.

Additional mapping resources are available through the State GIS website or NDDES 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.

3.7 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/tribal levels of activation, including criteria for each level.

Activation of the SEOC may be initiated when an emergency, disaster or catastrophe has occurred or is imminent and is authorized by the following:

- NDDES Director
- NDHLS Director
- Response Section Chief
- On-Duty Operations Officer – *in absence of the positions above*

The following criteria indicate when SEOC activation should be considered:

- AMBER Alert notifications are or may be required
- Local/tribal, 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 (IAP) 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 (i.e. spring flooding)
- Major policy decisions will or may be needed
- Activation of the SEOC will be advantageous to the successful management of the incident
- Multiple state agencies are responding
- A local/tribal or state emergency or disaster is declared
- A state agency requests activation in support of their operations (i.e. law enforcement investigations)

ND State Emergency Operations Center (SEOC) Activation Levels

SEOC Condition	Green	Amber	Red
Activation Levels	3	2	1
Condition Description	**Daily Operations/Monitoring**	**Partial SEOC Activation**	**Full Scale SEOC Activation**
Days and Hours of Operation	Normal business days/hours 24/7 NDDES-HLS Duty/Operations Officer outside regular days/hours	Extended hours, weekend and/or holiday staffing possible 24/7 NDDES-HLS Duty/Operations Officer outside extended days/hours	24/7 operations likely
SEOC Staffing[1]	Non-NDDES staffing unlikely	Other state agencies possible Non-state stakeholders[2] by exception	Other state agencies probable Non-state stakeholders likely
Incident Monitoring and Coordination[3]	Ongoing monitoring/coordination via 24/7 NDDES-HLS Duty/Operations Officer[4] Limited multi-agency coordination needed	State Unified Command possible Non-state stakeholder Unified Command representation possible Increased multi-agency coordination/monitoring activities likely	State Unified Command likely Non-state stakeholder Unified Command representation probable Robust multi-agency coordination necessary
Alternate Location Activities	Department/Joint Operations Center activation unlikely State on-scene support by exception (generally statutory)	Department/Joint Operations Center activation possible State on-scene statutory/non-statutory support possible	Department/Joint Operations Center activation likely State on-scene statutory/non-statutory support probable

[1] Inclusive of NDDES-HLS Response and Planning Section personnel as well as NDDES-SR Dispatch
[2] May include representation from and/or liaison with local, tribal, federal, private and non-government organizational partners
[3] Situational awareness and incident coordination primarily by WebEOC
[4] Always on call and involved in some capacity regardless of SEOC activation level/condition

3.8 Emergency/Disaster Declarations

When elected officials at state and local/tribal levels of government determine emergency/disaster damages and/or conditions are beyond internal capabilities, they may issue an emergency/disaster declaration and submit it to the next level of government. Local/tribal government's issuance of an emergency/disaster declaration is generally the first step for inclusion in a State and/or Federal Disaster Declaration. Local Jurisdictions should execute their Local Emergency Operations Plan (LEOP) during an incident.

3.8.1 Local Declarations-Local Evacuations in Century Code

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

"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.

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 thereunder."

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

Local Jurisdictions should execute their Local Emergency Operations Plan (LEOP) during an incident.

Local and tribal government's issuance of an emergency/disaster declaration are generally the first step for inclusion in a State's and/or Federal Disaster Declaration.

3.8.2 Declaration types

3.8.2.1 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 (SOPs), LEOP and mutual aid agreements. If 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, if the city does not have their own emergency management program, 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.

Note: For a city to be included in a Presidential declaration, the county must declare an emergency/disaster.

3.8.2.2 County/Tribal 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 respond to the incident (e.g., sheriff, public works, health, etc.) and notify NDDES 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/tribal nation that may affect lives and property, the county/tribal nation will respond to the incident utilizing county/tribal 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/tribal nation, the chair of the board of county commissioners/tribal council may declare an emergency/disaster. The county/tribal Emergency Manager will notify NDDES that the county/tribal nation has declared an emergency/disaster, and that the county/tribal nation has implemented its LEOP. The notification should state that the county/tribal nation has committed all available resources. If state supplemental assistance is needed to assist the county's/tribal nation'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 to NDDES via WebEOC.

3.8.2.3 Tribal Government additional information

Tribal nations in North Dakota are recognized as sovereign nations and have the option of requesting 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 utilizing current declaration regulations for state requests. The residents of 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.

3.8.2.4 State Government

Once local/tribal governments determine internal resources are or may be inadequate, inappropriate, unavailable, non-existent, or are expended/overwhelmed; they may issue an emergency declaration and notify the NDDES-HLS/the State UCS. They will also provide situation reports to NDDES throughout the incident.

The Governor may then issue an executive order declaring an emergency or disaster. Usually, the Governor will also activate the SEOP and direct state resources to assist local/tribal governments in a coordinated manner. The Governor may also direct the execution of any enumerated emergency authorities as detailed in NDCC (see Governors Roles and Responsibilities above).

In the Governor's role as Commander in Chief, he/she may also direct the Adjutant General to activate the ND National Guard.

The Governor is the only state official authorized to request a Presidential Declaration if federal resources are required to support emergency and/or disaster response and recovery operations. If the Governor is considering such a request, NDDES will coordinate with appropriate state and local/tribal officials to prepare the state's request for federal assistance. NDDES coordination will, at a minimum, include:

- Advise FEMA Region VIII administrator if Governor makes the request or if the Governor intends to make a request.
- Survey the affected area in coordination with local, tribal, state and FEMA representatives to determine the extent of public and private damage.
- Estimate the types and extent of federal disaster assistance required
- Consult with the FEMA Regional Administrator regarding eligibility for federal disaster assistance

3.8.2.5 Burn Bans

A local burn ban may only be issued upon a declaration of a local emergency or disaster pursuant to N.D.C.C 37-17.1-10. A burn ban is a temporary ban on open burning during extended periods of elevated fire danger due to widespread amounts of dry natural vegetation compounded by contributing weather conditions and/or outdoor activities. Open burning may only be prohibited, and penalties enforced during a declared emergency, e.g., during periods of extreme fire danger. Local governments, as well as the Governor, have authority to issue a burn ban under the Emergency Services Chapter of the North Dakota Century Code. As an example, on the local level, a burn ban could be issued when the fire danger is below the extreme category, but local and mutual aid fire resource capabilities have been severely diminished by continual response to multiple area fires created by a combination of weather conditions, abundance of dry natural vegetative or man-made materials and local activities such as holiday celebrations, hunting and/or camping. To protect property and provide for the safety and well-being of citizens, a fire emergency declaration with burn ban documentation could be declared until capabilities to fight fires have been restored and/or conditions improve. Further information can be found in the NDDES Burn Ban/Restrictions Guidance, and the North Dakota Fire Danger Guide.

3.8.2.6 Federal Government

3.8.2.6.1 General

The Stafford Act has provisions for Emergency and Major Disaster Declarations. Both Presidential Declaration types authorize the Federal Government to provide supplemental federal disaster assistance to state, local, and tribal governments.

In many instances, declarations allow the issuing level of government the authority to access their emergency funding. They formally activate Emergency Operations Plans and align the agencies from the issuing government towards cooperatively addressing the emergency or disaster.

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 NDDES, as well as with federal agencies having disaster emergency assistance responsibilities and capabilities before, during, and after an emergency/disaster. A completed state 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.

3.8.2.6.2 US Secretary of Agriculture Disaster Designation

According to the United States Department of Agriculture (USDA), The Secretary of Agriculture is authorized to designate counties as disaster areas to make emergency (EM) loans available to producers suffering losses in those counties and in counties that are contiguous to a designated county. In addition to EM loan eligibility, other emergency assistance programs, such as Farm Service Agency (FSA) disaster assistance programs, have historically used disaster designations as an eligibility trigger. Further information on the process and types of disaster designations, see the USDA Disaster Assistance Fact Sheet or the USDA Farm Service Agency website.

3.8.2.6.3 Emergency Declaration

A Federal Emergency Declaration can be issued for any reason if the President determines federal emergency assistance is needed. Federal Emergency Declarations supplement state and local/tribal emergency service efforts to save lives, protect property, preserve the environment and public health and safety; and/or lessen or avert the threat of a catastrophe in any part of the United States.

In many instances, the President will authorize an Emergency Declaration during response-centric operations to address emergency measures under the Public Assistance program such as:

- Category A- Debris removal
- Category B- Emergency Protective Measures

Once a Preliminary Damage Assessment (PDA, see below) is completed and eligibility is validated, a Disaster Declaration may be issued by the President to address permanent repair and restoration work.

3.8.2.6.4 Disaster Declaration

The President can declare a Federal Major Disaster Declaration for any natural event of such severity that it is beyond the combined response capabilities of state, local, and tribal governments. A major disaster declaration provides a wide range of federal and state assistance programs for individuals and public infrastructure, including funds for both emergency and permanent work. In many instances mitigation funding is also made available. In many instances the President will first issue an Emergency Declaration to address emergency measures and follow up with a Disaster Declaration once eligible damages are verified via a PDA. A disaster declaration will generally include permanent repair and restoration activities under the Public Assistance program. All or some of the following categories of work may be authorized:

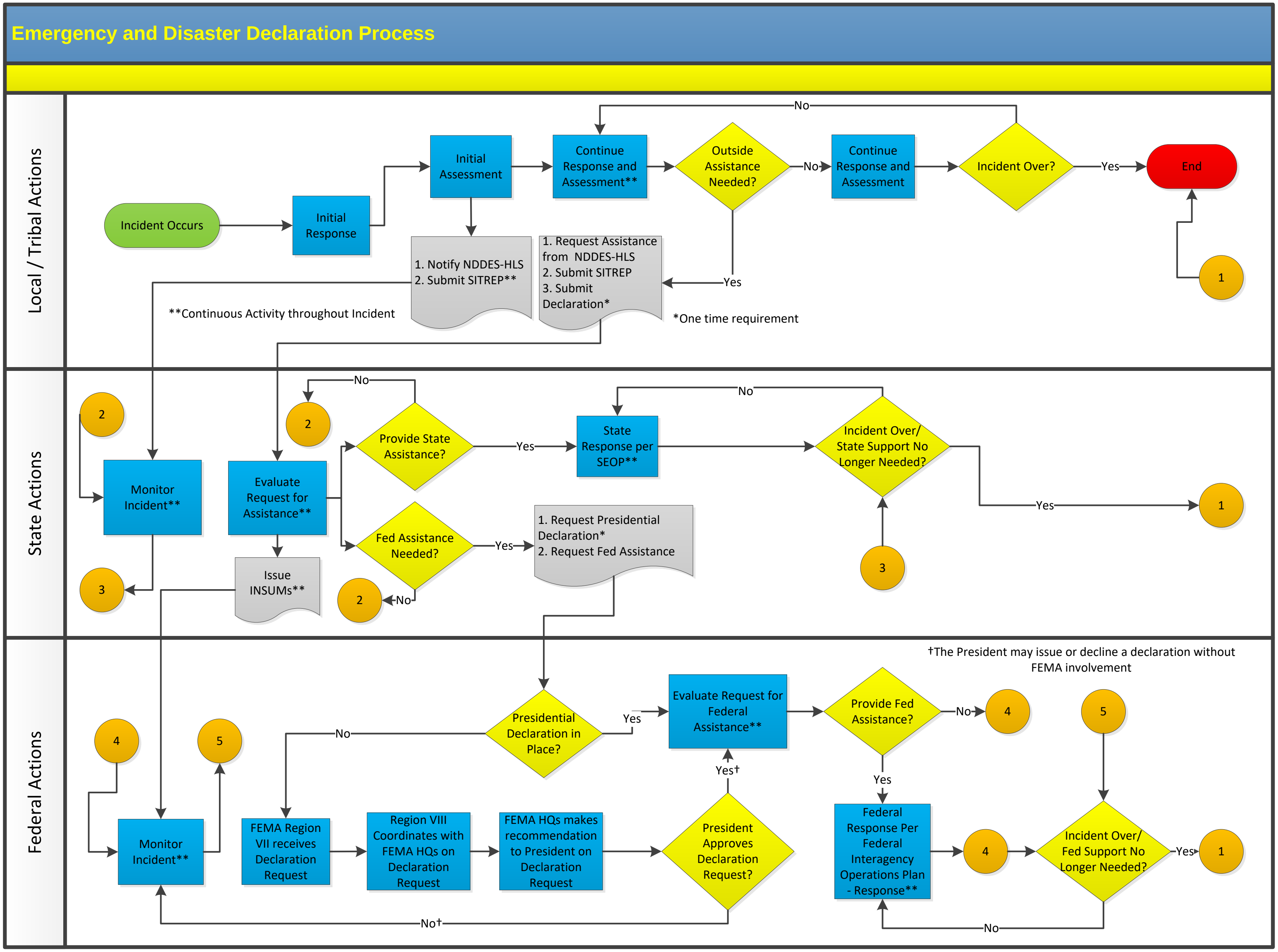
- Category C- Roads and Bridges
- Category D- Water Control Facilities
- Category E- Public Buildings and Contents
- Category F- Public Utilities
- Category G- Parks, Recreational, and Other Facilities

Damages requiring Individual Assistance (IA) may also be assessed in a separate IA PDA, and the President may also include the IA program in the federal declaration.
Local and tribal governments also issue disaster declarations similar to emergency declarations. These are also generally the first step for inclusion in a State and/or Federal Disaster Declaration.

3.8.2.6.5 Sample Declarations

- Sample Burn Ban Declaration
- Sample City Declaration
- Sample Tribal Declaration
- Sample County Declaration

The general declaration flow is explained below, along with key supporting actions:


Emergency and Disaster Declaration Process
Local / Tribal Actions
State Actions
Federal Actions
Incident Occurs
Initial Response
Initial Assessment
Continue Response and Assessment**
Outside Assistance Needed?
No
Continue Response and Assessment
Incident Over?
Yes
End
1. Notify NDDES-HLS
2. Submit SITREP**
1. Request Assistance from NDDES-HLS
2. Submit SITREP
3. Submit Declaration*
**Continuous Activity throughout Incident
*One time requirement
Monitor Incident**
Evaluate Request for Assistance**
Provide State Assistance?
State Response per SEOP**
Incident Over/ State Support No Longer Needed?
Fed Assistance Needed?
1. Request Presidential Declaration*
2. Request Fed Assistance
Issue INSUMs**
†The President may issue or decline a declaration without FEMA involvement
Presidential Declaration in Place?
Evaluate Request for Federal Assistance**
Provide Fed Assistance?
FEMA Region VII receives Declaration Request
Region VIII Coordinates with FEMA HQs on Declaration Request
FEMA HQs makes recommendation to President on Declaration Request
President Approves Declaration Request?
Yes†
No†
Federal Response Per Federal Interagency Operations Plan - Response**
Incident Over/ Fed Support No Longer Needed?

3.9 Incident Command System (ICS)

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. It allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents. ICS is applicable across disciplines and is used by all levels of government, by many nongovernmental organizations and the private sector. It is typically structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics and Finance/Administration. All the functional areas may or may not be used based on incident needs. ICS also guides the process for planning, building and adapting the 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).

3.10 Incident Action Planning

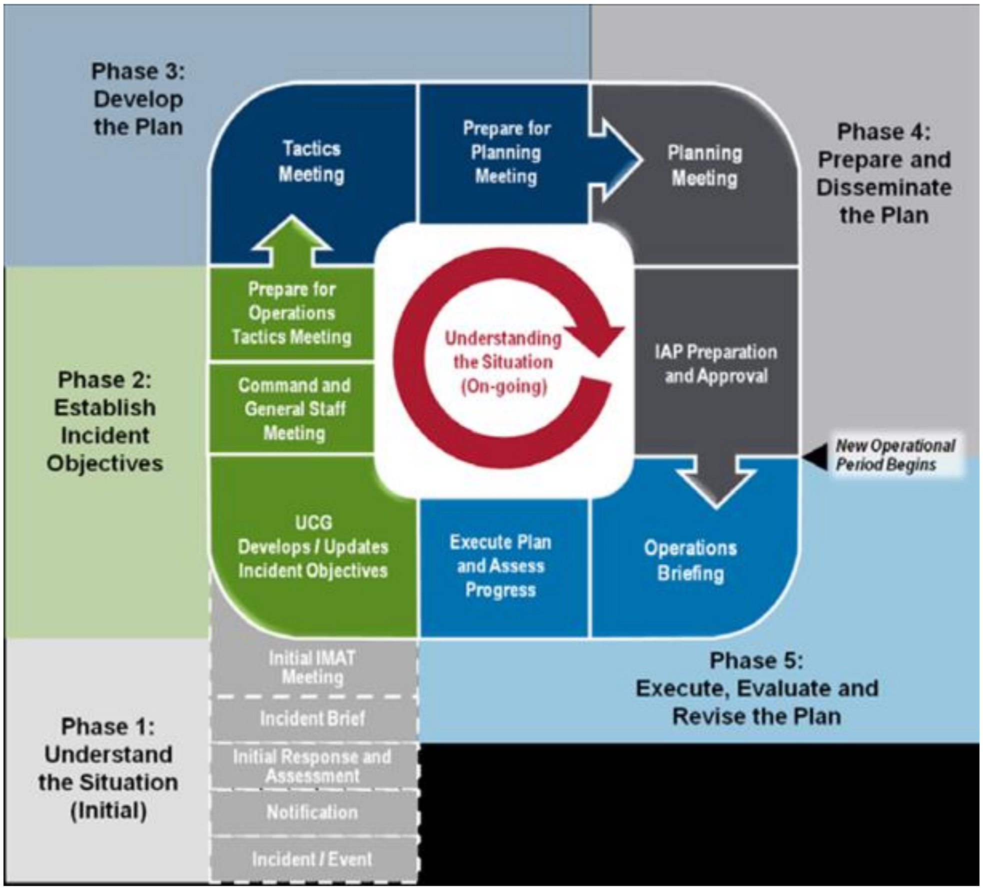
3.10.1 Process

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:

- **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.
- **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.
- **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.
- **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.
- **Execute, evaluate, and revise the plan**- Once the IAP is disseminated, field personnel perform their work. Supervisors assess progress and effectiveness of the work.

3.10.2 The Planning P and Operations O



The graphic above shows the phases of the IAP with actions and meetings included. FEMA's Incident Action Planning Guide details the entire IAP process.

3.11 Request for Assistance Protocols

3.11.1 General information

State-owned resources may be made available to jurisdictions responding to incidents or emergencies when local/tribal, mutual aid and private sector resources have been exhausted, are unavailable or cannot be deployed in time. A local/tribal 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 to the ND Department of Emergency Services (NDDES) through the Emergency Manager and/or emergency operations center (EOC), if activated. Assets will be allocated on a priority basis depending upon the extent and duration of need, lack of availability, and delivery time.

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

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

Supporting a local/tribal request may include:

- Fulfillment from NDDES's or other state agencies' inventories.
- Finding the resource within non-mutual aid jurisdictions.
- Locating availability through vendors who can meet needed timelines after the jurisdiction has exhausted all options; to include areas beyond local/tribal jurisdiction. (Securing of resources through procurement or rental is a local/tribal responsibility.)
- Activating the Emergency Management Assistance Compact (EMAC) or Northern Emergency Management Assistance Compact (NEMAC) to provide the resource(s) from other states and Canada. (A Governor's Declaration is required for EMAC.)
- Asking FEMA to provide the asset(s). (A Presidential Declaration is required.)

3.11.2 General Cost Rules

Declaration Status**	Local/Tribal	State*	Federal*
No Local/Tribal Declaration	100%	0%	0%
Local/Tribal Declaration Only	100%	0%	0%
Local/Tribal and State Declaration	100%	State appropriation might be used for some costs. National Guard expense is a local responsibility	0%
Local/Tribal, State, and Presidential Declaration	15%	10%	75%
Tribal and Presidential Declaration	25%	0%	75%

**State and Federal Statutory and Technical Assistance may be available at no cost regardless of declarations approved at any level of government*

***In general emergency funds at any level of government cannot be accessed without a declaration. In addition, local/tribal cost share for NDNG fire-related assistance may vary. If a local/tribal declaration is issued prior to an event; the cost share is 75/25. If a local/tribal declaration is issued after the fact; the cost share is 50/50. If no local/tribal declaration is issued; the local cost share is 100%. All other NDNG assistance would follow the general cost share rules currently outlined in the NDDES Resource Handbook*

- Local/tribal incident with no declaration
  - 100% of all costs are borne by the local/tribal jurisdiction.
- Local/tribal incident with a declaration
  - The jurisdiction is responsible for all costs. Local/tribal emergency funds may be used.
- Incident with a Governor's Declaration
  - 100% of all costs are borne by the local/tribal jurisdiction. It is possible that state agencies may use individual operational funds to support response.
  - Note: If National Guard support is required, the local/tribal jurisdiction is required to pay 100% of the costs.
- Incident with a Presidential Declaration

    - Normally, local/tribal jurisdictions must pay a 15% cost share of all FEMA eligible expenses. Jurisdictions will be responsible for 100% of all FEMA ineligible expenses. Federal share generally equates to 75% and the state usually pays 10%.
    - 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/tribal cost share portion of the state and federal assigned resources except for those the state deploys in a regional support mission.
- Local/Tribal cost share for NDNG fire-related assistance may vary. If local/tribal declaration issued prior to; cost share is 75/25. If local/tribal declaration issued after the fact; cost share is 50/50. If no local/tribal declaration is issued; local cost share is 100%. All other NDNG assistance would follow the general cost share rules currently outlined in the NDDES Resource Handbook.

3.11.3 Resource Request Checklist

- **When to request**—Evaluate on the following criteria:
    - If assistance is necessary to save lives and protect property
    - When the situation is beyond the local's/tribe's capabilities or
    - When local/tribal 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**—NDDES Duty Officer
    - (701) 220-0390 (NDDES Duty Officer cell phone)
    - NDDES Front Desk (701) 328-8100 (Ask for the NDDES Duty Officer)
    - State Radio (701) 328-9921 (Ask for the NDDES Duty Officer)
- **Method of Communication**
    - WebEOC
    - NDDES Duty Officer
    - Email— nddes@nd.gov
    - Fax (701) 328-8181

Note: Follow up with a phone call to ensure request is processed in a timely manner.

- **Information to Submit**
    - **Resource Needed** - Enter the type of resource needed, to include quantity, size, and type or any special qualifications needed.
    - **Date and Time** - Provide the date and time of the request so the SEOC can keep the request in order as they come in.
    - **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).
    - **Point of Contact at Location** - Provide the name and a 24-hour contact for the person that will be on scene.
    - **Description/Reason for Request** - Describe what the resource will be used for.
    - **Location Needed** - Describe the location or provide a Latitude and Longitude of the area where the resource will be used.
    - **Time Needed** - Provide a best estimate when the resource will be needed. *Example: Critical (1-3 hours) Immediate (2-8 hours) High (9-24 hours) Medium (25-48 hours) Low (48-72 hours)*

- **How Long Needed** - If the resource is 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.).

3.11.4 Regional Response

Regional response is a method through which emergency response resources for a chemical/biological/radiological/nuclear/explosive (CBRNE) or structural collapse event will be identified and collectively used throughout a region. Regional efforts to quantify and coordinate these resources will greatly enhance our ability to respond to CBRNE and structural collapse events. Regional Response benefits include

- More efficient utilization of resources.
- Promotes collaborative efforts to share ideas, approaches, and resources.
- Facilitates the ability of smaller jurisdictions to access resources located in larger jurisdictions.
- Benefits larger communities during complex and catastrophic events when jurisdictional resources are not adequate.
- Provides all jurisdictions an opportunity to exercise and use resources in a variety of ways and settings.
- Helps identify and simplify the processes used during emergency response.
- Results in a safer and more secure public

Regional Response Team Locations and Capability Level:

- Northwest Region
    - Minot Fire Department-Hazmat Technical Level and Structural Collapse
    - Williston Fire Department-Hazmat Operations Level
- Southwest Region
    - Bismarck Fire Department- Hazmat Technical Level and Structural Collapse
    - Dickinson Fire Department- Hazmat Operations Level
- Northeast Region
    - Grand Forks Fire Department- Hazmat Technical Level and Structural Collapse
    - Devils Lake Fire Department- Hazmat Operations Level
- Southeast Region
    - Fargo Fire Department-Hazmat Technical Level and Structural Collapse
    - Jamestown Fire Department-Hazmat Operations Level

Regional Response Teams can be verbally requested by contacting the team directly or through State Radio. The request of a team does not necessarily mean a team will be dispatched. The requesting IC will need to provide the following:

- Description of incident
- Type and quantity of hazmat (if known)
- Location of incident
- Actions taken by local response
- Weather conditions
- Threat to public safety, property, or the environment

Regional Response Teams will not assume overall command of the incident or clean up, transport, or dispose of hazardous waste (responsible party)

Regional Response Teams use the following criteria to determine whether an activation will be authorized:

- Hazmat release or potential release from a transportation incident or fixed facility
- Hazmat release presents actual or potential threat to public safety or the environment
- Actual or potential structural collapse where life and safety are threatened
- Local emergency response personnel have been dispatched, are on scene, and have made an initial assessment of the incident
- Local authorities have determined response needs of the incident exceed local capabilities
- NDDES may authorize a team response when deemed necessary to protect life, property, and the environment from the effects or potential effects of a hazardous materials release or structural collapse
- Hazmat teams typically do not respond to clandestine drug labs; however, requests by law enforcement will be evaluated on a case-by-case basis

Generally, teams will not be dispatched when:

- Local authorities are on scene, have made an assessment and determine they have the local resources needed to properly manage the incident
- Release is from the primary fuel tank(s) on a vehicle
- Material is present in a small quantity normally handled by NDDOT

The ND Hazardous Materials/Structural Collapse Regional Response Team Request for Assistance (HMAP Request A) form and Regional Response Team Reimbursement Request Forms can be found on the NDDES website (https://www.nd.gov/des/forms/).

Regional Response Team Brochure – ND Regional Hazardous Materials and Structural Collapse Response Teams.

4 Hazard Mitigation Assistance

4.1 Hazard Mitigation Grant Program (HMGP)

The purpose of HMGP is to help communities implement hazard mitigation measures following a Presidential Major Disaster Declaration in the areas of the state, tribe, or territory requested by the Governor or Tribal Executive. The key purpose of this grant program is to enact mitigation measures that reduce the risk of loss of life and property from future disasters. The primary guidance document for this program is the HMA Guidance. HMGP is authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. HMGP provides funds to states, tribes, and local communities after a disaster declaration to protect public or private property through various mitigation measures. Hazard mitigation includes long-term efforts to reduce the impact of future events. HMGP recipients (states, Federally recognized tribes, or territories) have the primary responsibility for prioritizing, selecting, and administering state and local hazard mitigation projects. Although individuals may not apply directly to the state for assistance, local governments may sponsor an application on their behalf. There are three types of HMGP projects available to the sub-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.

There is one that is only available to the grantee:

- Management Costs – for the Grantee to administer the HMGP and monitor FEMA approved projects.

4.2 Building Resilient Infrastructure and Communities (BRIC) Program

The Building Resilient Infrastructure and Communities (BRIC) program funds for hazard mitigation planning and projects on the annual basis. The BRIC program was established to reduce overall risk to people and structures, while also reducing reliance on federal funding if an actual disaster occurs. There are 3 types of BRIC projects available to the sub-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.
- Project Scoping Projects – to help scope and develop hazard mitigation projects, including engineering design and feasibility studies, collect data for Benefit-Cost analysis, and help with development of an application ready mitigation projects.

There is one that is only available to the grantee:

- Management Costs – for the Grantee to administer the PDM and monitor FEMA approved projects.

4.3 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:

- 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.

There is one that is only available to the grantee:

- Management Costs – for the Grantee to administer the PDM and monitor FEMA approved projects.

5 Damage Assessments

5.1 Damage Assessment Teams

To conduct an accurate damage assessment, local/tribal 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
- Engineers
- Utility company personnel
- Law enforcement and fire officials
- Property appraisers
- Building inspectors
- County agricultural Extension Agents
- Health officials
- American Red Cross officials
- Real estate appraisers
- Insurance agency representatives
- Social Services staff

5.2 Rapid Needs Assessment (RNA)

The RNA provides an initial assessment on type and extent of damages and associated impacts sustained by the community. The RNA seeks to determine the scope of disaster. It is a quick yet systematic effort, based on established Critical Information Requirements (CIRs), seeking to establish and/or enhance a Common Operating Picture (COP) among local/tribal and state officials. This COP helps determine if, and to what extent, state and/or federal assistance is warranted and should be submitted via WebEOC.

The RNA is often used to determine if the Governor should 1) request a Presidential Emergency Declaration and/or 2) direct preparation of a PDA, and 3) request a Presidential Disaster Declaration. Depending on the magnitude of the event, the RNA can be conducted by local/tribal officials, state RNA teams, or joint federal/state RNA or disaster assessment teams.

The RNA should include the following CIRs:

- 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

5.3 Preliminary Damage Assessment (PDA)

PDAs have a broader scope than RNAs. PDAs have specific processes used to gather supporting information for a Governor's request for a Presidential Disaster Declaration authorizing federal disaster programs. The PDA is conducted after the state has determined a disaster exceeds local/tribal and state response capabilities and recovery needs. Often this determination is based off an RNA.

NDDES-HLS and FEMA have shared oversight of PDAs. Other state and federal agencies may support PDAs based on their areas of expertise. PDA teams, accompanied by state representatives, will visit impacted local/tribal jurisdictions, and other potential applicants identified by the state, to view damages first-hand, assess damage scope, estimate repair/replacement costs, identify unmet needs, and gather other information for management purposes. NDDES-HLS recovery personnel analyze the results of PDAs to validate if the situation is beyond the combined capabilities of local, tribal and state resources, and verify the need for supplemental federal assistance. The PDA also provides insight into potential recovery issues.

Two types of PDAs may be conducted by FEMA at state request – Public Assistance (PA) and Individual Assistance (IA).

Public Assistance PDAs determine the scope and magnitude of damages/impacts to public infrastructure. The findings provide data on the loss of essential utilities, damage to infrastructure, and concentration of damages broken out by the categories detailed above in Emergency and Disaster Declarations. Prior to the PDA the local applicant agent will be instructed to fill out and return the Site Tracker to NDDES. The Site Tracker is a comprehensive list of damaged sites that will be the foundation for a Presidential Request. Your Site Tracker should include the applicant's name, site name, County or Township name, category of work, GPS location, description of damage or work, percentage of work completed and an estimate cost. Your estimated costs should be supported by local quotes and estimates. In addition to filling out the Site Tracker, maps of damaged sites, photos of damages and records of completed work should also be submitted to NDDES.

The joint Individual Assistance (IA) PDA determines the degree of damage to personal property and the estimated number of individuals and businesses with unmet needs. The team normally consists of representatives from local/tribal government, NDDES, North Dakota Department of Human Services, SBA and FEMA IA and External Affairs staffs. The PDA collection information on the indicators used to determine eligibility for an IA declaration. These indicators include: concentration of damages; numbers of deaths and injuries; large-scale disruption of community activities; and the level of voluntary agency assistance. Other important information collected during a PDA include: need for rental assistance, home repair estimates, percentage of homeowners with insurance, general income level of the impacted area, number and location of damaged and/or inaccessible homes and businesses and impacts to cultural resources and special populations.

The Governor will use the information gathered during PDAs to request a Presidential Disaster Declaration along with federal assistance to supplement state and local/tribal resources.

CIRs for PDAs are the same or similar to RNAs but are more in-depth and quantified.

6 Available Assistance

6.1 Public Assistance

The mission of the Federal Emergency Management Agency's (FEMA's) Public Assistance (PA) Program is to provide assistance to State, local, Territorial, or Tribal, and local (SLTT) governments, and certain types of private nonprofit (PNP) organizations so that communities can quickly respond to and recover from major disasters or emergencies declared by the President. Through the PA Program, FEMA provides supplemental Federal grant assistance for debris removal, emergency protective measures, and restoration of disaster-damaged, publicly owned facilities and specific facilities of certain PNP organizations.

6.1.1 Eligibility

6.1.1.1 Applicant

Eligible applicants include:

- State Governments
- Tribal Governments
- Local Governments including:
    - Counties
    - Municipalities, cities, towns, boroughs, and townships
    - Local public authorities
    - School districts
    - Intrastate districts
    - Councils of governments
    - Regional and intrastate government entities
    - Agencies of local government
    - State recognized tribes
    - Special districts established under state law

Note: The State or political subdivision of the State may submit applications on behalf of rural communities, unincorporated towns or village and other public entities.

- Tribal Governments-Federally recognized Indian Tribal Governments
- Private nonprofit organizations or institutions that own or operate facilities open to the 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.

6.1.1.2 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.

Examples of eligible public facilities include:

- Roads (non-federal aid)
- Sewage Treatment Plants
- Airports
- Irrigation
- Schools
- Buildings

- Bridges and Culverts
- Utilities

Examples of 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
- Houses of Worship
- Other essential government services (to be eligible these PNP facilities must be open to the public)

Restrictions

- Mixed use facilities-If a facility was being used for both eligible and ineligible services it is considered mixed use and its primary use, or more than 50%, must be for eligible services to be considered eligible. Funding may be available on a prorated basis.
- 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.
- Facility scheduled for repair or replacement- Facilities that are scheduled for repairs using nonfederal funds may be eligible provided the damage claimed didn’t exist prior to the incident. Facilities scheduled for replacement within 12 months of the incident using federal funds is not eligible.

6.1.1.3 Work

The Public Assistance Program provides grant funding for emergency protective measures and debris removal (Emergency Work) and for permanent restoration of damaged facilities including some hazard mitigation (Permanent Work). FEMA further separates emergency work into two categories and permanent work into five categories based on general types of facilities. To meet eligibility requirements work must meet the following at a minimum:

- Required as a result of the declared incident
- Located within the designated area defined in the declaration
- Must be the legal responsibility of the applicant requesting assistance

6.1.1.3.1 Emergency Work

6.1.1.3.1.1 Category A: Debris Removal

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

6.1.1.3.1.2 Category B: Emergency Protective Measures

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

6.1.1.3.2 Permanent Work

6.1.1.3.2.1 Category C: Roads and Bridges

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

6.1.1.3.2.2 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.

6.1.1.3.2.3 Category E: Buildings and Equipment

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

6.1.1.3.2.4 Category F: Utilities

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

6.1.1.3.2.5 Category G: Parks, Recreational Facilities, 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.

6.1.1.4 Costs

To be eligible under the PA program, costs must be:

- Directly tied to the performance of eligible work;
- Adequately documented;
- Reduced by all applicable credits (insurance proceeds, salvage values)
- Authorized and not prohibited under Federal or SLTT government laws or regulations;
- Consistent with the Applicant’s internal policies, regulations and procedures that apply uniformly to both Federal awards and other activities of the Applicant; and
- Necessary and reasonable to accomplish the work properly and efficiently

A cost is generally considered reasonable if it doesn’t exceed the amount a prudent person would consider reasonable under prevailing circumstances at the time the decision to incur the cost was made. 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.

6.1.2 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);; 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 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 self-certification of small projects, State and Federal review 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.

Recipients must maintain records for a minimum of three years after the date it submits the final SF-425or follow their standard record retention policy requirements if that policy dictates record retention beyond the three-year requirement. Sub-recipients must meet their own record retention requirements if they are longer than the Recipient. Otherwise, they must follow the Recipient's requirements. Applicants may refer to the Public Assistance Applicant Handbook, for additional information regarding record keeping.

6.2 Individual Assistance

6.2.1 General Information

Individual assistance aid may be provided to individuals and households in Presidentially declared disaster areas.

6.2.2 Types

6.2.2.1 Crisis Counseling Program (CCP)

The Crisis Counseling Program (CCP) helps 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 to recover to their pre-disaster level of functioning.

6.2.2.2 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.

6.2.2.3 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

6.2.2.4 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.

6.2.2.5 Individuals and Households Program Assistance

FEMA's Individuals and Households Program (IHP) provides financial and direct services to eligible individuals and households who have uninsured or underinsured necessary expenses and serious needs as a result of a Presidentially declared disaster. IHP assistance is intended to meet basic needs and supplement disaster recovery efforts; it is not a substitute for insurance and cannot compensate for all disaster-related losses. Types of assistance that may be available through the Individuals and households Program include:

- Financial Housing Assistance:
- Rental Assistance – Funding while repairs are being made to the pre-disaster primary residence or while transitioning to permanent housing.
    - Lodging Expense Reimbursement – Funding for hotels, motels, or other short-term lodging while an applicant is displaced from his or her primary residence.
    - Home Repair Assistance – Funding to help repair an owner-occupied primary residence, utilities, and residential structure, including privately-owned access routes, to a safe and sanitary living or functional condition.

Home Replacement Assistance – Funding to help homeowners replace an uninsured or under-insured primary residence destroyed by a disaster. Direct Housing Assistance (used when a lack of available housing resources exists):

- Manufactured Housing Units – Manufactured homes provided by FEMA and made available to use as temporary housing.

- Multi-Family Lease and Repair – FEMA enters into lease agreements with owners of multi-family rental properties located in disaster areas and make repairs or improvement to provide temporary housing to disaster survivors.
- Permanent or Semi-Permanent Housing Construction – Home repair and/or construction services provided outside the continental United States are other locations where no alternative housing resources are available.
- Other Needs Assistance-grants for necessary and serious needs caused by the disaster. This includes medical, dental, funeral, personal property, transportation, moving and storage, and other approved expenses. The homeowner may need to apply for an SBA loan before receiving assistance.

6.3 Small Business Administration Disaster Loan

The SBA can provide low interest disaster loans to repair or replace real estate, personal property, machinery and equipment and inventory and business assets 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 small businesses, small agricultural cooperatives and most private nonprofit organizations 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.
- When the President issues a disaster declaration for IA, SBA activates its federal disaster loan program for businesses of all sizes, residents, and most private nonprofit organizations. If the Presidential Declarations is only for PA, SBA activates its federal disaster loan program for certain private nonprofit organizations that provide essential services of a governmental nature. SBA will declare a federal disaster declaration at the request of the Governor if the PDA documents :Physical Damage – any combination of 25 homes, businesses and non-profits that have suffered at least 40% uninsured (or underinsured) loss or damage.
- Economic Injury – at least three businesses each sustain 40% or more loss of fair market value of property as a direct result of physical damage and 25% or more of the workforce would be unemployed for at least 90 days.

6.4 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 household who meet income requirements receive assistance to purchase groceries or qualifying food products.

6.5 Tax Relief

State and federal governments may provide reimbursement or tax relief to survivors with substantial verified disaster-caused losses. The North Dakota Office of the State Tax Commissioner 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 disasters. Section 706 of the National Disaster Relief Act provides relief to individual taxpayers whose personal-use property was damaged or destroyed 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.

6.6 Duplication of Benefits

Duplication of benefits 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 NDDES Individual Assistance Officer assists local/tribal jurisdictions with duplication of benefits searches.

6.7 Fire Management Assistance Grant

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 Regional Fire Duty Officer gathers the state's information and calls upon a Principal Advisor for a technical assessment of the fire and develops a briefing for the RA. The RA decides 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/tribal firefighting resources;
- High fire danger conditions, as indicated by nationally accepted indices such as the National Fire Danger Ratings System; and
- 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% federal cost share for actual eligible costs incurred.

Federal Highway Administration Emergency Relief (ER)

Implementation of the ER Program requires a disaster declaration by either the Governor or the President. ER work completed within the 180-day window is eligible for 100% FHWA reimbursement. If a site or event is determined to be ineligible by FHWA, the owner (NDDOT or local government) is responsible for all costs. ER work completed after the 180-day window, or work that is considered Permanent Repair work will be reimbursed at the normal federal aid percentage rate based on the location and classification of roadway and bridges where the damages occurred.

Disaster Relief Organizations

Disaster relief organizations are humanitarian non-profit organizations committed to disaster relief work by mobilizing volunteers and raising funds. Based on the scope of the incident, an individual organization may be called upon to provide assistance or response may require multiple relief groups through the

Community Organizations Active in Disasters (COAD) or the North Dakota Voluntary Organizations Active in Disaster (NDVOAD). These organizations work collaboratively to:

- Bring together as many volunteer organizations as necessary and willing to participate in the event of a disaster response.
- Coordinate assistance programs to help impacted individuals and households meet basic needs and return to self-sufficiency.
- Provide direct response to disasters through the activities of the individual organizations that are members of the NDVOAD, who provide the resources and services to clients affected by disaster.
- Coordinate voluntary agency support to local, tribal, and state response and recovery efforts for such missions as mass care and sheltering, needs and damage assessment, search and rescue support, donations and volunteer management, housing repair, financial support, unmet needs, spiritual care and elder and childcare.

7 Record of Change and Plan Development and Maintenance Schedule

Date	Summary of Changes
3/9/2015	New version of Disaster Procedures Guide
9/27/2017	Added Record of changes and Plan and Maintenance schedule
2/28/2019	Complete review using 6 step process
2/24/2022	Complete review using 6 step process

The preparation and revision of the Disaster Procedures Guide (DPG) will be the responsibility of the North Dakota Department of Emergency Services. The DPG will be developed, evaluated, maintained, and revised in accordance with the planning section schedule using the NDDES-HLS Six Step Planning Process. In addition, the following events may set conditions for consideration of an out of cycle update and/or development of new planning products: a significant change in operational procedures, a formal update of planning guidance, standards, and/or doctrine or a change in state and/or federal law. Whenever a change is made, the date of the change will be noted on the "Record of Changes" section.

8 Toolkit/Reference Links

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 information- https://www.ready.gov/community-emergency-response-team

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

Damage Assessments-Preliminary Damage Assessments-Building Condition Assessment
https://www.fema.gov/media-library-data/1459972926996-a31eb90a2741e86699ef34ce2069663a/PDAManualFinal6.pdf

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

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

NDDES Disaster Recovery- http://www.nd.gov/des/disaster/

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

Drought Declaration: https://www.fsa.usda.gov/programs-and-services/disaster-assistance-program/disaster-designation-information/index

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/

Fire Danger Guide https://www.nd.gov/des/uploads/resources/154/fire-danger-guide-web-pdf.pdf

Fire Danger Map http://www.ndresponse.gov/burn-ban-restrictions-fire-danger-maps

Fire Management Assistance Grant- https://www.fema.gov/fire-management-assistance-grant-program

GIS Mapping: https://des-ndgov.maps.arcgis.com/home/index.html

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- https://www.nd.gov/des/homeland/grants/info/

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

ICS information- https://www.fema.gov/media-library-data/1508151197225-ced8c60378c3936adb92c1a3ee6f6564/FINAL_NIMS_2017.pdf

ICS Forms- https://training.fema.gov/icsresource/icsforms.aspx

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- https://www.nfpa.org/

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 https://www.weather.gov/bis/partner_quick_brief

Weather Threat Matrix Statewide Situational Awareness tool

https://www.weather.gov/fgf/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

NWS Chat- https://nwschat.weather.gov/

Spot Forecasts-Request specific forecasts for Wildfires, Prescribed Fires, Hazmat and Search and Rescue incidents. Bismarck-http://spot.nws.noaa.gov/cgi-bin/spot/spotmon?site=bis

Grand Forks- http://spot.nws.noaa.gov/cgi-bin/spot/spotmon?site=fgf

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

NDDES Duty Officer Contact information- http://www.nd.gov/des/planning/operations/

NDDES Local/Tribal 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 Oil and Gas- https://www.dmr.nd.gov/oilgas/

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

Public Assistance Applicant Handbook- https://www.fema.gov/media-library-data/20130726-1826-25045-9911/fema_publication_323_pa_applicant_s_handbook_3_1_10.pdf

Public Assistance Debris Management Guide-https://www.fema.gov/media-library-data/20130726-1826-25045-7418/fema_325__debris_management_guide_2007.07.25.pdf

Public Assistance Program Field Operations Pocket Guide- https://www.fema.gov/media-library-data/1401828490941-5affbe7761193f29dbd24df694e2ad98/FEMA_PA_Pocket_Guide.pdf

Public Assistance Record Keeping-NDDES 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 https://www.epa.gov/sites/production/files/2015-03/documents/list_of_lists.pdf

WebEOC- Log In

Message Map Worksheet

Name:
Stakeholder:
Question or Concern:

Key Message 1	Key Message 2	Key Message 3
Supporting Fact 1-1	**Supporting Fact 2-1**	**Supporting Fact 3-1**
Supporting Fact 1-2	**Supporting Fact 2-2**	**Supporting Fact 3-2**
Supporting Fact 1-3	**Supporting Fact 2-3**	**Supporting Fact 3-3**