# Jackson/Teton County Elected Officials' Guide to Emergency Operations

# Contents

# Introduction

This manual is a brief overview of concepts found throughout Teton County and the Town of Jackson's emergency planning canon. It was developed by Teton County (WY) Emergency Management for use by the Teton County Board of County Commissioners and the Jackson Town Council to familiarize themselves with disaster response and recovery concepts.

## Contact

Teton County Emergency Management
[em@tetoncountywy.gov](mailto:em@tetoncountywy.gov)
307-733-9572
3240 S Adams Canyon Dr.
Jackson, WY 83001

# Authority

All Town/County emergency plans are available on the Emergency Management website at
http://www.tetoncountywy.gov/326/Emergency-Plans.

## Federal

See the Teton County Emergency Operations Plan, Appendix C for a full list of Federal authorities

## State

1) Wyoming Statutes 19-13 (Wyoming Homeland Security Act)
2) Emergency Management Assistance Compact (EMAC)
3) Wyoming Inter-County Mutual Aid Agreement (WICMAA)

## Local

1) Teton County/Town of Jackson Emergency Operations Plan
2) Wyoming Region 8 2020 Hazard Mitigation Plan
3) Teton County/Town of Jackson All-Hazards Recovery Plan
4) Hazardous Materials Emergency Response Plan
5) National Incident Management System (NIMS) Training Plan
6) Multi-Year Training and Exercise Plan
7) Mutual Aid Agreement Between Teton County, Idaho and Teton County, Wyoming for Emergency Services Mutual Aid (Sep. 2023)
8) Memorandum of Understanding Between the America Red Cross and Teton County, WY / Town of Jackson, WY (Jan. 2016)
9) Memorandum of Understanding Between Teton County, Wyoming, the Town of Jackson, and Teton County Voluntary Organizations Active in Disaster (Feb. 2016)
10) Memorandum of Understanding Between Teton County, Wyoming and PAWS of Jackson Hole (May 2015)
11) "A Resolution regarding Emergency Management in Teton County and the Town of Jackson"
    a) Teton County Resolution #2015-039; Town of Jackson Resolution #15-24
12) National Incident Management System (NIMS) Resolution
    a) Teton County Resolution #2015-038; Town of Jackson Resolution #15-23

# Threats, Hazards, and Vulnerabilities

## Hazard Identification Risk Assessment (HIRA)

The Wyoming Region 8 2025 Hazard Mitigation Plan includes a natural hazard overview called a Hazard Identification Risk Assessment (HIRA). The focus of this plan are natural hazards, so technological and human-caused disasters are not generally considered in this assessment (dam/levee failure essentially results in a flash flood, which is why it was considered). Below are relative risk scores from the Hazard Severity Analysis from the HIRA.

*Table 1* Hazard Severity Analysis and Risk Score (*Wyoming Region 8 2025 Hazard Mitigation Plan*)

| Hazard | Geographic Extent | Frequency of Occurrence | Potential Magnitude/ Severity | Teton County Overall Significance |
|---|---|---|---|---|
| **Avalanche** | Limited | Highly Likely | Limited | **Medium** |
| **Dam/Levee Incident** | Significant | Unlikely | Critical | **Medium** |
| **Drought** | Extensive | Likely | Moderate | **Medium** |
| **Earthquake** | Significant | Occasional | Catastrophic | **High** |
| **Flood** | Limited | Likely | Limited | **High** |
| **Landslide** | Limited | Likely | Critical | **Medium** |
| **Severe Summer Weather (Hail/ Extreme Heat/ Lightning/ Thunderstorms)** | Limited | Highly Likely | Limited | **Low** |
| **Severe Winter Weather (including Extreme Cold)** | Extensive | Highly Likely | Limited | **Medium** |
| **High Winds (including Tornado)** | Significant | Likely | Limited | **Medium** |
| **Wildfire** | Extensive | Highly Likely | Critical | **High** |

## Threat and Hazard Identification Risk Assessment (THIRA)

Teton County Emergency Management is responsible for facilitating the development of a THIRA with the whole community. This document looks at three hypothetical hazards that are reassessed every 3 years, with annual updates. The most recent version (2024) has the following scenarios:

1. M7.2 Teton Fault Earthquake
2. COVID-19 Pandemic
3. Governmental Ransomware Attack

Using these scenarios, an assessment is created to set our community's capability targets, assess our current capabilities, identify capability gaps, and discover solutions to address gaps. The assessment itself is protected under W.S. 16-4-203(b)(iv)(A), but summaries can be provided to elected officials upon request.

## Other Threats and Hazards

Threats and hazards fall into three general categories:

1. **Natural** – Natural disasters such as earthquakes, landslides, floods, wildfires, severe winter storm, etc.
2. **Human-caused** – Acts caused by humans with the intent of harming people, property, the environment, or the economy, such as terrorism, cyberattacks, arson, active assailant, civil unrest, etc.
3. **Technological** – Failure of human-made systems that is not intentionally caused such as dam failure, hazardous materials spills, power outage, etc.

Like other communities in the country, Teton County can experience a range of disasters. It is important to note that our community is not immune from human caused or technological threats.

# Emergency Response

## Concept of Operations

1) Not all emergencies in Teton County warrant activation of the Teton County Emergency Operations Plan (TC-EOP) nor do they all require activation of the Teton County Emergency Operations Center (TC-EOC). Many are handled on a day-to-day basis through individual or combined responses from town, county, state, and federal emergency response agencies using their internal plans, policies, and procedures.

2) Teton County Emergency Management (TCEM) Coordinator, upon assessing an emergency situation, will activate the TC-EOP for emergency response, or the Teton County All Hazards Recovery Plan (AHRP) for disaster recovery, as the situation and plans dictate.

3) TCEM Coordinator will activate the TC-EOC to the appropriate level. Activations can be in-person, virtual, or a hybrid of both:

   a) Level 4 (Steady State) – No activation, standard daily operations

   b) Level 3 (Monitoring/Enhanced) – Typically TCEM staff only or one or two additional EOC support staff.

   c) Level 2 (Partial Activation) – TCEM staff plus activated Emergency Support Function (ESF) coordinators and EOC support staff.

   d) Level 1 (Full Activation) – TCEM staff plus most if not all ESF coordinators and support staff.

4) TCEM Coordinator, as appropriate, will activate the Teton County Multi-Agency Coordination Group (TC-MAC), which has the following standing members:

   a) County Commissioners' Administrator

   b) Town Manager

   c) Jackson Hole Fire/EMS Chief

   d) Jackson Police Department Chief

   e) Teton County Sheriff

Other local leadership can be added by the TCEM Coordinator as needed, such as legal counsel, Health Department, etc. The TC-MAC acts as a council to support disaster response policy guidance and resource allocation within their respective organizational authorities. Issues that cannot be resolved under organizational authorities are brought to the Town Council or County Commission as appropriate. The TC-MAC is facilitated by the TCEM Coordinator and supported by the EOC.

5) The following will be the priorities during emergency response and recovery:

   a) Life Safety

   b) Incident Stabilization

   c) Protect Property and the Environment

   d) Societal Restoration

6) The Town Manager/County Commissioners' Administrator (Primary) and Town Mayor/Vice-Mayor and /County Commission Chair/Vice-Chair (Secondary) are on the Emergency Fanout List.  This is a notification list of key local personnel to advise them of significant emergency situations.  Notification will be received via Everbridge email/text message or phone call from the Emergency Operations Center (EOC) or Teton County Sheriff's Office Dispatch.  The Administrator(s) and Mayor/Chairman are to notify other members of the Council/Commission and/or Department Directors of the situation and await further update from Emergency Management.

7) The National Incident Management System (NIMS) shall be used as the incident management protocol for emergency response agencies during emergencies/disasters.

8) The Board/Council is responsible for drafting a Delegation of Authority and assigning an Incident Commander or Unified Commanders to manage the declared emergency or disaster if the delegation is not already implied through current duties (i.e., the Fire Chief being incident commander for a major urban conflagration or Public Health Director for a pandemic). This will be the person or persons responsible for management of the incident.

9) The TCEM Coordinator is responsible for public alert and warning, activation of the Town/County Emergency Operations Plan (EOP), management of the Teton County Emergency Operations Center (EOC), supporting the delegated Incident Command/Unified Command, and providing situation reports to the Town Manager/County Commissioners' Administrator, as appropriate.

10) The Town Manager/County Commissioners' Administrator is responsible for keeping the Council/Board appraised of the situation and presenting items to them for approval such as evacuation orders, emergency declarations, resolutions on resource rationing, curfews, etc. in coordination with the Town/County Attorneys.

11) Heads of various departments/agencies (public, private and volunteer) are responsible for assigned Emergency Support Functions (ESFs) as outlined in the Town/County EOP.

12) Financial authority and the power to obligate monies:

a) In the event of a disaster/emergency in Teton County, the Emergency Management Coordinator has the authority to spend up to five thousand dollars per incident of Teton County funds for emergency response purposes before seeking approval from the Board of County Commissioners.

b) In the event of a disaster/emergency in the Town of Jackson, the Emergency Management Coordinator has the authority to spend up to five thousand dollars per incident of Town of Jackson funds for emergency response purposes before seeking approval from the Town Council.

c) Each department/division may obligate funds towards an incident per internal policy and allocated budget.

d) The Board and/or Council have the authority to obligate additional monies which can be outlined in their Delegation of Authority to the Incident Commander/Unified Command.

## Teton County Emergency Operations Center (TC-EOC)

Location of the primary Teton County Emergency Operations Center (TC-EOC) is 3240 S Adams Canyon Dr. The backup EOC is at the Teton County Health Department. The secondary backup is at St. John's Health. The tertiary backup is at the University of Wyoming Extension Office. If communications are down, the EOC should be the rally point for department heads and elected officials during a disaster.

Teton County is one of the few counties in Wyoming with a dedicated EOC. Ours is a "warm" EOC meaning it has all of the equipment necessary to stand up, but it is not staffed 24/7. The EOC serves as the steady-state offices of TCEM, and also is a classroom and meeting space for emergency services. Elected officials are welcomed and encouraged to visit the TC-EOC for a tour.

During an activation, the TC-EOC is where off-site support for Incident Command and the TC-MAC takes place. Emergency Support Function (ESF) coordinators will work from the TC-EOC to help coordinate disaster response. It is also where the Wyoming Office of Homeland Security (WOHS) and/or FEMA may work during state or federally declared disasters. The main thing to keep in mind is that the TC-EOC *is not* "in charge" of the incident; the EOC serves a support role. The Incident Commander is in charge of the incident, and the TC-MAC is in charge of policy guidance and resource allocation.

# Emergency Management Responsibilities

## Teton County Board of County Commissioners (BCC)

1) The BCC shall recommend a local homeland security coordinator (referred to as the emergency management coordinator) to the Governor for appointment (W.S. 19-13-108)

2) Authorizing, staffing, and funding an emergency management program (TCEM) to coordinate with all government, private, and community-based organizations which have responsibilities in a comprehensive emergency management program

3) Providing policy and direction of the overall emergency incident, as described in Section 4.1 of the EOP, and for the organization of personnel, resources, and facilities for emergency operations in unincorporated Teton County

4) Coordinating with Jackson Town Council (JTC) to provide direction and control for emergencies/disasters impacting both the Town and County

5) Following the disaster assistance process as outlined in Section 2.2 of the EOP. With the assistance of TCEM and the Teton County Attorney, declaring a Local Emergency or Local Disaster, requesting the Governor declare a State of Emergency or Disaster, or, if necessary, invoking the emergency powers of government.

6) Drafting a Delegation of Authority and assigning an IC or UC to manage the declared emergency or disaster if the delegation is not already implied through current duties

7) Approving Mutual Aid Agreements and MOUs

8) Monitoring emergency response during disaster situations and providing policy direction where appropriate

9) Keeping the public informed through the Joint Information System (JIS)

10) Ensuring the continuity of Teton County governance functions through implementation of a Continuity of Government (COG) plan

## Jackson Town Council (JTC)

1) Recommending a homeland security coordinator (referred to as an emergency management coordinator) to the Governor for appointment or passing through resolution and forwarding to the Governor acceptance of Teton County's emergency management coordinator for the Town of Jackson (W.S. 19-13-108)

2) Providing support for an emergency management program (TCEM) to coordinate with all government, private, and community-based organizations which have responsibilities in a comprehensive emergency management program

3) Providing policy and direction of the overall emergency incident, as described in Section 4.1 of the EOP, and for the organization of personnel, resources, and facilities for emergency operations within Town of Jackson

4) Coordinating with the Teton County Board of County Commissioners (BCC) to provide direction and control for emergencies/disasters impacting both the Town and County

5) Following the disaster assistance process as outlined in Section 2.2 of the EOP

6) Determining when an incident exceeds the capacity of Town departments and whether informal assistance from TCEM or formal assistance from Teton County is needed through a Disaster Declaration

7) With the assistance of TCEM and the Town of Jackson Attorney, declare a Local Emergency or Local Disaster, request the Teton County BCC declare a State of Emergency, or, if necessary, invoke the emergency powers of government

8) Drafting a Delegation of Authority and assigning an IC or UC to manage the declared emergency or disaster if the delegation is not already implied through current duties

9) Approving mutual aid agreements and MOUs

10) Monitoring the emergency response during disaster situations and providing policy direction where appropriate

11) Keeping the public informed through the JIS

12) Ensuring the continuity of Town of Jackson governance functions through implementation of a COG plan

## County Commissioners' Administrator

1)  Participating in the TC-MAC Group to develop and implement policy direction and allocate resources for emergency operations on behalf of the BCC, as described in Section 4.1 of the EOP

2)  Serving as the primary contact point and liaison for the BCC with TCEM

3)  Relaying notifications and appropriate information from TCEM to the BCC in a timely manner

4)  In coordination with the Teton County Attorney, assisting the BCC with drafting emergency declarations, disaster declarations, and delegations of authority as needed

## Town Manager

1)  Participating in the TC-MAC Group to develop and implement policy direction and allocate resources for emergency operations on behalf of the JTC, as described in Section 4.1 of the EOP

2)  Serving as the primary contact point and liaison for the JTC with TCEM

3)  Relaying notifications and appropriate information from TCEM to the JTC in a timely manner

4)  In coordination with the Town Attorney, assisting the JTC with drafting emergency declarations, disaster declarations, and delegations of authority as needed

## Teton County Emergency Management (TCEM)

TCEM is charged with maintaining an emergency management program involving all government, private sector, and community-based organizations with responsibilities within a comprehensive emergency management program for Teton County (Resolution #2015-039) and Town of Jackson (Resolution #15-24). TCEM is responsible for:

1)  Serving as the local homeland security program for Teton County and the Town of Jackson, pursuant to Wyoming Statute (W.S. 19-13-108)

2)  Developing, maintaining, and implementing the TC-EOP (referred to as "homeland security plan" in W.S. 19-13-108)

3)  Issuing public emergency alert, warning, and notifications in coordination with the TCSO Dispatch, TIDC, and local IC/UC

4)  Activating the TC-EOC, when required

5)  Managing the TC-EOC, including the development of TC-EOC SOGs and facilitating training and exercises for TC-EOC Support Staff and ESF Agencies

6)  Facilitating the TC-MAC Group, which will develop and implement policy direction and prioritize resources for emergency operations, as described in Section 4.1

7)  Serving as the staff advisor to local elected officials on emergency management matters

8) Keeping elected officials apprised of Teton County and Town of Jackson preparedness status and emergency management needs

9) Coordinating local preparedness activities, including planning, training, and exercises, as outlined in the Teton County/Town of Jackson IPP

10) Serving as the liaison to all Whole Community partners with a role in emergency operations, as identified in the TC-EOP

11) Requesting assistance from other local governments through Mutual Aid Agreements and MOUs, or from the State of Wyoming when necessary

12) Developing and maintaining the Wyoming Region 8 HMP, Teton County/Town of Jackson AHRP, and Teton County/Town of Jackson IPP

## Legal Affairs

The Teton County Attorney and Town of Jackson Attorney are responsible for providing legal counsel and guidance to emergency management and the BCC and JTC for incidents impacting Teton County and the Town of Jackson, respectively. Counsel may be asked to provide legal opinions regarding jurisdictional policies, authority by ordinances, and relevant state or federal laws. Additionally, legal counsel will support the development of delegations of authority and local emergency or disaster declarations made by elected officials. TCEM, as a County division, is a client of the Teton County Attorney's Office.

## Town/County Departments, Divisions, and Agencies

Local departments and agencies provide support in accordance with national, state, and local authorities and guidance. All Teton County and Town of Jackson departments or divisions designated as an ESF Primary Agency or Supporting Agency are responsible for:

1) Assigning at least one (1) staff member to work in the TC-EOC as Support Staff when requested by TCEM to provide coordination and support during emergency operations

2) Providing the name and contact information for the assigned staff member serving as a TC-EOC Support Staff who will then participate in training, exercises, and activations

3) Serving as an ESF Primary or Supporting Agency and reporting to the TC-EOC, as requested, when the ESF is activated, either virtually or in-person

4) Excusing assigned TC-EOC Support Staff and ESF Coordinators from regular duties and/or adjusting their schedules to accommodate emergency support operations work

5) Mobilizing departmental equipment, supplies, and other resources to support emergency operations as requested by the TC-EOC

6) Developing and maintaining SOGs to effectively carry out their respective ESFs

7) Participating in initial and/or ongoing response under their own authorities and funding

8) Making personnel, resources, and facilities available for essential emergency use upon request from TCEM

9) Developing and maintaining a Continuity of Operations Plan (COOP) to ensure that critical functions and services are maintained during an emergency

10) Developing Mutual Aid Agreements and MOUs for activities during emergencies

## Emergency Declaration vs. Disaster Declaration

These terms are used interchangeably in various local, state, and federal documents. For the purposes of Teton County and the Town of Jackson, the terms shall be defined as follows:

- **EMERGENCY DECLARATION:** Used to activate the Town/County EOP and activate the Teton County/Town of Jackson Emergency Management Resolution (TOJ #15-24; TC #2015-039). It is anticipated that the situation can be resolved with Town/County resources and limited mutual aid. An Emergency Declaration is a tool to let the public know that it may not be "business as usual" in the jurisdiction until the emergency is resolved. This could apply to curfews, rationing, availability of government services, traffic routing, etc. State Statute W.S. § 19-13-111 and the Town/County Emergency Management Resolution gives Emergency Management the authorization to employ all available resources and personnel of the Town/County during declarations.

- **DISASTER DECLARATION:** Includes everything for an Emergency Declaration with the exception that the jurisdiction does not have adequate local or immediately available mutual aid resources to resolve the situation. A Disaster Declaration includes a request for assistance from the next-higher level of government. For example, the Town of Jackson can make a Disaster Declaration to Teton County asking for specific resources to assist with an emergency. Teton County can make a Disaster Declaration to the State of Wyoming. If a situation is in both the Town and the County, it is recommended that the two bodies make a joint Disaster Declaration to the State.

An Emergency Declaration *does not* need to be made as a pre-requisite to creating a Disaster Declaration. For more information on the declaration process, see Appendix B of the Teton County/Town of Jackson All Hazards Recovery Plan and Section 2.2 of the TC-EOP ([http://www.tetoncountywy.gov/326/Emergency-Plans](http://www.tetoncountywy.gov/326/Emergency-Plans)).

## Emergency Support Functions (ESFs)

The individual/agency that is designated as ESF Coordinator is responsible for coordinating the activities of the function for the county/town. Individuals/agencies that are designated as Supporting Agencies are responsible for assisting the ESF Coordinator in carrying out the activities of the function. These ESFs are assigned through the Town/County EOP. ESF assignments during an incident will shift depending on the jurisdiction of the incident.

| ESF # - Name | Coordinator | Primary Agency(ies) |
|---|---|---|
| #01 – Transportation | Teton County Regional Transportation Planning Administrator | Teton County Administration |
| #02 – Communications | Teton County IT Manager | Teton County Information & Technology (IT) |
| #03 – Public Works and Engineering | Director of Public Works (TC) Public Works Director (ToJ) | Teton County Public Works Town of Jackson Public Works |

| ESF # - Name | Coordinator | Primary Agency(ies) |
|---|---|---|
| #04 – Firefighting | Fire Chief | Jackson Hole Fire/EMS |
| #05 – Information and Planning | Emergency Management Coordinator | Teton County Emergency Management |
| #06 – Mass Care Services | Executive Director | One 22 Resource Center |
| #07 – Resource Support | Emergency Management Coordinator | Teton County Emergency Management |
| #08 – Public Health and Medical Services | Public Health Response Coordinator | Teton County Health Department |
| #09 – Search and Rescue | SAR Coordinator | Teton County Sheriff's Office – Search and Rescue |
| #10 – Hazardous Materials Response | Fire Chief | Jackson Hole Fire/EMS |
| #11 – Agriculture and Natural Resources | Executive Director | Teton Conservation District |
| #12 – Energy | CEO | Lower Valley Energy |
| #13 – Public Safety and Security | Sheriff (TC) Chief of Police (ToJ) | TC Sheriff's Office Jackson Police Department |
| #14 – Private Sector Support | President | Jackson Hole Chamber of Commerce |
| #15 – External Affairs | TC Public Information Specialist ToJ Public Information Officer | Teton County General Services Town of Jackson Community Development |

## Recovery Support Functions (RSFs)

Similar to ESFs, RSFs are a way to organize the community's recovery following a disaster. These RSFs are assigned through Town/County AHRP.

| Recovery Support Function | Coordinator(s) |
|---|---|
| **RSF#01** - Community Planning & Capacity Building | *TOJ Planning & Building, TC Planning & Building* |
| **RSF#02** - Economic | *JH Chamber of Commerce, TC Clerk, TOJ Finance* |

| Recovery Support Function | Coordinator(s) |
|---|---|
| **RSF#03 -** Health & Social Services | *TC Public Health, TC VOAD* |
| **RSF#04 -** Housing | *Jackson/Teton County Affordable Housing Department* |
| **RSF#05 -** Infrastructure Systems | *TC Public Works, TOJ Public Works* |
| **RSF#06 -** Natural and Cultural Resources | *TC Parks & Rec, TC Historic Preservation Board* |

# Control and Coordination

## Coordination
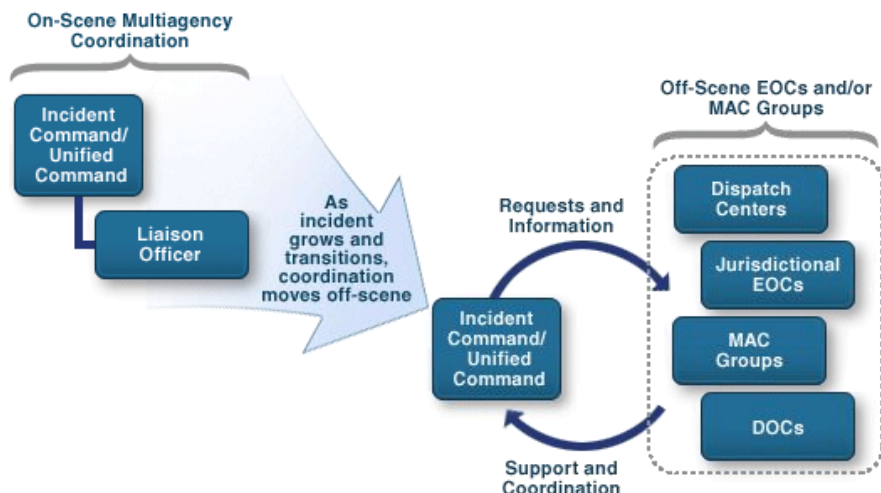


Coordination of a large-scale event by the Council/Commission should occur through the TC-MAC. This is also where elected officials should turn for information on the incident. Elected officials maintain their legal authority and responsibility for the response to the incident through a Delegation of Authority (see appendix), which outlines who the Incident Commander (IC)/Unified Commanders (UC) are, what the expectations of the elected officials are, and any financial, political, or other limitations that may need to be taken into account by the IC. Both the Town Manager and County Commissioners' Administrator are vital in facilitating this process and acting as a liaison between the EOC and elected officials.

## Line of Authority

The Board of County Commissioners has the primary legal authority and responsibility for policy and direction of all emergency responses within the County, as does the Town Council within the Town of Jackson (although both should work together as a united body during incidents that cross jurisdictional boundaries). The Board/Council does not participate in the emergency response effort and does not directly participate in the functions of the Incident Command System that is managing the on-scene operations. The TCEM Coordinator acts as an advisor to the Board/Council and coordinates between agencies. Each department/agency chief is responsible for the control and coordination of his/her agency or department.

## Crisis Management vs. Consequence Management

One way of helping to distinguish between on-scene Command and off-scene Coordination is to think about Crisis Management vs. Consequence Management. Crisis management is taking care of the immediate life safety issues, whereas Consequence Management is dealing with the repercussions of those life safety issue decisions.

| Crisis Management – On-Scene Incident Command | Consequence Management – Off-Scene EOC |
|---|---|
| Incident Commander must evacuate a neighborhood ahead of a wildfire to protect lives | TC-EOC activates ESF #06 Mass Care Services to set up an evacuee reception center and begins planning to set up a shelter |
| Incident Commander must close major roadway due to hazardous driving conditions to protect life and property | TC-EOC sends public alert of county/town road closure or works with WYDOT to send public alert for state highway closure; activates ESF #14 Private Sector Support to coordinate with grocery stores and gas stations to ensure adequate supplies are available for duration of closure; activates ESF #01 Transportation to work with suppliers to find alternate routes |
| Incident Commander issues shelter-in-place order due to hazardous materials spill to protect lives | EOC relays order through alert, warning, and notification systems along with shelter-in-place instructions; activates ESF #10 Hazardous Materials Response to get further instructions for the public on the hazard; activates ESF #08 Public Health and Medical Services to determine appropriate decontamination measures for the public; |
| Incident Commander must shut down governmental network due to cyberattack. | TC-EOC notifies department directors, elected officials, and division managers via internal alternate notification system of network shut down; activates ESF #15 External Affairs to begin crafting public message on loss of governmental services; works with legal counsel and TC-MAC to determine what, if any, information can be released to the public regarding the attack. |

# APPENDIX A: CHECKLISTS

## Board of County Commissioners/Town Council

**PHASE I: PREPARE**

1) Attend briefings by department heads
2) Review policies, Emergency Operations Plan, All-Hazards Recovery Plan, and Hazard Mitigation Plan
3) Review assignment of all local government employees
4) Make appointments necessary to support the EOP
5) Recommend local ordinances/resolutions necessary to mitigate the effects of potential disasters/emergencies and  to provide legal authority to persons, departments, and agencies carrying out emergency management functions
6) Take suggested trainings in Incident Command System and incident response for elected officials

**PHASE II: RESPOND**

1) Assess situation and needs
2) Coordinate public information/announcements through Joint Information System (JIS) and Public Information Officer (PIO)
3) Continuously gather information and monitor situation
4) Issue Declaration of Emergency/Disaster
5) Provide policy and direction through the TC-MAC group (Town Manager/County Commissioners' Administrator)
6) Issue Delegation of Authority to an Incident Commander/Unified Command if one is not already implied through position descriptions and authorities
7) Request State/Federal assistance, if necessary

**PHASE III: RECOVER**

1) Assign a Local Disaster Recovery Manager (LDRM; this is defaulted to the Town Manager and County Commissioners' Administrator in the All-Hazards Recovery Plan)
2) Ensure damage assessment and recovery actions are started
3) Request state and/or federal assistance, if necessary
4) Assess need for special resolutions, permits, and construction moratoria
5) Establish intercommunity, regional, state, and federal liaisons
6) Establish monitoring and feedback sources through Joint Information System (JIS) and Public Information Officer (PIO)
7) Identify outside investment and aid for public facilities and private investment
8) Ensure transition from emergency response coordination (TCEM Coordinator) to disaster recovery coordinator (LDRM)

**PHASE IV: MITIGATION**

1) Encourage hazard mitigation considerations in development
2) Take advantage of state and federal hazard mitigation programs
3) Adopt recommended building and fire codes to ensure safe construction and prevent disasters from happening

# Emergency Management Coordinator

**PHASE I: PREPARE**

1) Coordinate with departments/agencies to review EOP
2) Review, update, and test plan periodically
3) Ensure development of systems for warning, response, communications, shelters, and evacuation to support emergency management; ensure that the systems are reviewed, updated and tested periodically
4) Ensure that key elements of public emergency information are developed, published and distributed
5) Coordinate review and update of all emergency procedures
6) Prepare EOC for activation

**PHASE II: RESPOND**

1) Alert key staff using Teton County Warning & Disaster Fanout if necessary
2) Brief Board of County Commissioners/Town Council and department heads through Town Manager/County Commissioners' Administrator
3) Recommend actions
4) Activate EOC and EOP as necessary
5) Activate ESFs as necessary
6) Activate TC-MAC as necessary
7) Notify Wyoming Office of Homeland Security (WOHS)
8) Brief EOC staff
9) Submit required reports to WOHS
10) Coordinate with the BCC and JTC for:
    a) Mutual aid
    b) Disaster/emergency declaration
    c) Delegation of authority

**PHASE III: RECOVER**

1) Activate Town/County AHRP
2) Activate Recovery Support Functions (RSFs) as necessary
3) Coordinate damage assessment
4) Coordinate needed public assistance
5) Coordinate the mobilization of resources to expedite disaster relief and restore vital community facilities
6) Coordinate requests for state/federal assistance

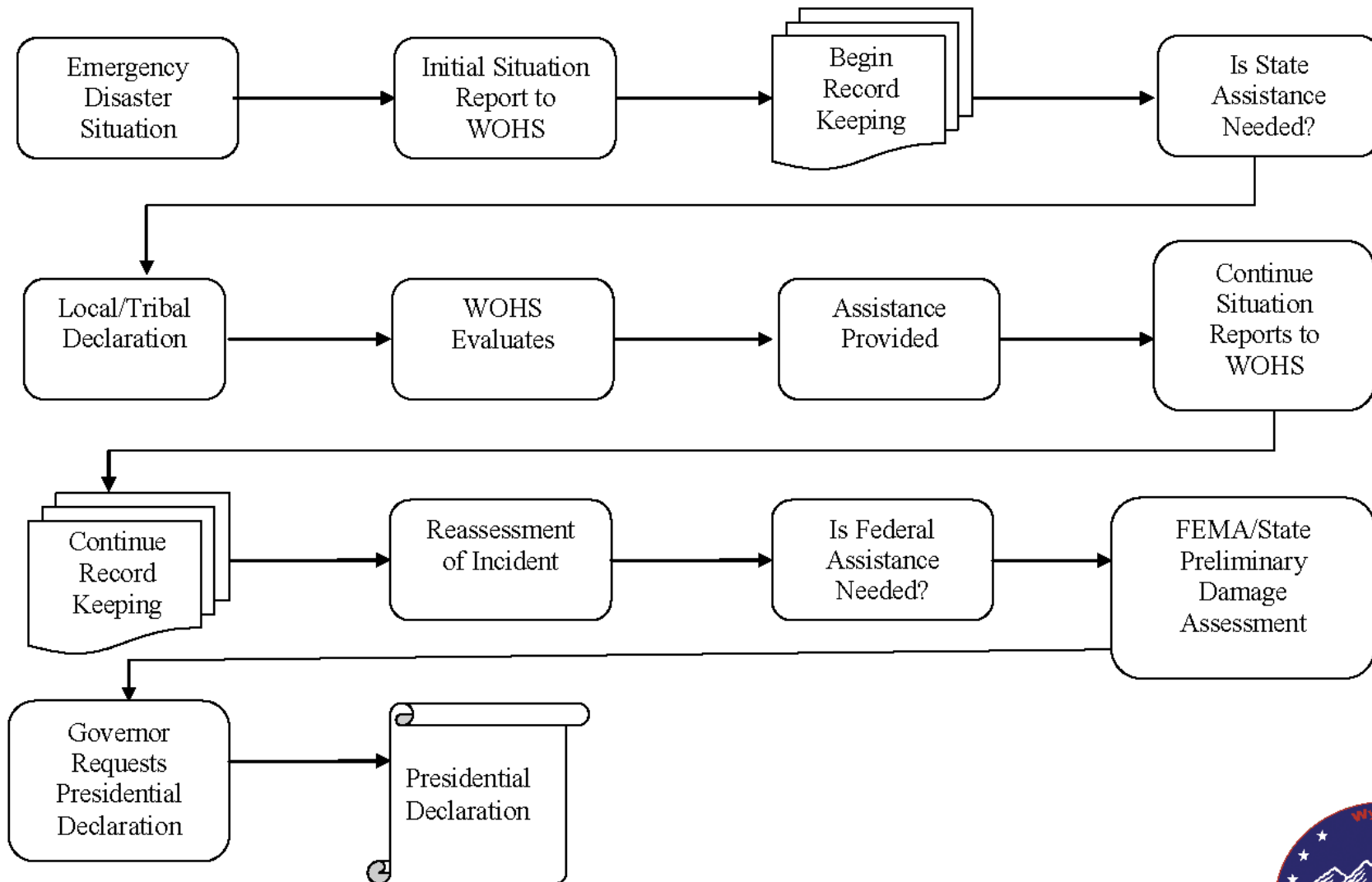**PHASE IV: MITIGATION**

1) Keep Wyoming Region 8 Hazard Mitigation Plan (HMP) updated
2) Encourage pursuit of HMP projects to increase disaster resilience
3) Conduct public outreach and education on disaster preparedness and resilience

## APPENDIX B: DISASTER ASSISTANCE PROCESS FLOW CHART

# DISASTER ASSISTANCE PROCESS FLOW CHART

```
┌─────────────┐     ┌─────────────┐     ┌─────────────┐     ┌─────────────┐
│ Emergency   │ ──> │ Initial     │ ──> │ Begin       │ ──> │ Is State    │
│ Disaster    │     │ Situation   │     │ Record      │     │ Assistance  │
│ Situation   │     │ Report to   │     │ Keeping     │     │ Needed?     │
│             │     │ WOHS        │     │             │     │             │
└─────────────┘     └─────────────┘     └─────────────┘     └─────────────┘

┌─────────────┐     ┌─────────────┐     ┌─────────────┐     ┌─────────────┐
│ Local/Tribal│ ──> │ WOHS        │ ──> │ Assistance  │ ──> │ Continue    │
│ Declaration │     │ Evaluates   │     │ Provided    │     │ Situation   │
│             │     │             │     │             │     │ Reports to  │
│             │     │             │     │             │     │ WOHS        │
└─────────────┘     └─────────────┘     └─────────────┘     └─────────────┘

┌─────────────┐     ┌─────────────┐     ┌─────────────┐     ┌─────────────┐
│ Continue    │ ──> │ Reassessment│ ──> │ Is Federal  │ ──> │ FEMA/State  │
│ Record      │     │ of Incident │     │ Assistance  │     │ Preliminary │
│ Keeping     │     │             │     │ Needed?     │     │ Damage      │
│             │     │             │     │             │     │ Assessment  │
└─────────────┘     └─────────────┘     └─────────────┘     └─────────────┘

┌─────────────┐     ┌─────────────┐
│ Governor    │ ──> │ Presidential│
│ Requests    │     │ Declaration │
│ Presidential│     │             │
│ Declaration │     │             │
└─────────────┘     └─────────────┘
```

## APPENDIX C: SAMPLE DISASTER DECLARATION

*A Disaster Declaration must be issued prior to requesting state or federal assistance.*

***The following is a sample of the language that should be retyped onto the jurisdiction's official letterhead before submitting. Language should be changed to accurately describe current incident.***

**\*\*\*\*\*\*\*\*\*\*\***

**WHEREAS,** County *(or affected city/town)* has suffered from a _____ *(i.e., tornado, flood, severe storm, etc.)* that occurred on _____ (*include date(s) and time).*

**WHEREAS,** extensive damage was caused to public and private property, disruption of utility service, and endangerment of health and safety of the residents of County *(or city/town)* within the disaster area.

**WHEREAS,** all locally available public and private resources available to mitigate and alleviate the effects of this disaster have been insufficient to meet the needs of the situation,

Therefore, the Chair of the _____County Commissioners *(or the Mayor of _____)* has declared a disaster on behalf of County *(or city/town),* and will execute for and on behalf of County *(or city/town),* the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the requesting assistance from the State.

_____

*Chair, County Commissioners*

*(or Mayor of affected jurisdiction*

*Or appointed authorized representative)*

WITNESS my hand and the seal of my office

This day of , 20 .

*County (or City/Town) Clerk*

**\*\*\*\*\*\*\*\*\*\*\***

*Note: Do not include specific dollar amounts in the Resolution. This Resolution does not guarantee that the jurisdiction or any potential applicants will qualify to receive state or federal funding assistance.*

# APPENDIX D: SAMPLE EMERGENCY DECLARATION

*An Emergency Declaration is made to notify the public of changes to services and operations of government.*

*The following is a sample of the language that should be retyped onto the jurisdiction's official letterhead before publishing. Language should be changed to accurately describe current incident.*

**\*\*\*\*\*\*\*\*\*\*\***

**WHEREAS,** County *(or affected city/town)* has suffered from a _____ *(i.e., tornado, flood, severe storm, etc.)* that occurred on _____ (*include date(s) and time).*

**WHEREAS,** extensive damage was caused to public and private property, disruption of utility service, and endangerment of health and safety of the residents of County *(or city/town)* within the emergency area defined as _____;

**WHEREAS,** all locally available public and private resources available to mitigate and alleviate the effects of this disaster are working to resolve this emergency;

**WHEREAS,** the following governmental services may be impacted until this emergency is resolved, including _____;

**WHEREAS,** the County (*or affected city/town*) requests that the public avoid the emergency area to allow responders to safely resolve the incident;

Therefore, the Chair of the _____County Commissioners *(or the Mayor of _____ )* has declared an emergency on behalf of County *(or city/town),* and will execute for and on behalf of County *(or city/town),* the expenditure of emergency funds from all necessary sources and the invoking of mutual aid agreements.

_____

*Chair, County Commissioners*

*(or Mayor of affected jurisdiction*

*Or appointed authorized representative)*

WITNESS my hand and the seal of my office

This day of, 20.

*County (or City/Town) Clerk*

*\*\*\*\*\*\*\*\*\*\*\**

*Note: Do not include specific dollar amounts in the Resolution. This Resolution does not guarantee that the jurisdiction or any potential applicants will qualify to receive state or federal funding assistance.*

# APPENDIX E: SAMPLE DELEGATION OF AUTHORITY

As of _____ hrs, _____ 20xx, I have delegated the authority and responsibility for the complete management of the (name of incident) _____ Incident to the Incident Commander/Unified Commanders (insert name or names) _____.

As Incident Commander/Unified Commanders (IC/UC), you are accountable to the Board of County Commissioners/Town Council for the overall management of this incident including control and return to local forces. I expect you to adhere to relevant and applicable laws, policies, and professional standards.  You will manage this incident under standard protocols and procedures for the Incident Command System (ICS) and the National Incident Management System (NIMS).

My considerations for management of the incident in order of highest priority to lowest are:

1)   Provide for responder and public safety.
2)   Provide incident stability.
3)   Ensure preservation of property without unnecessary risk to life safety.
4)   Manage the incident cost-effectively for the values at risk.
5)   Provide for minimal disruption of access to critical community services and commerce.  Access must be consistent with the safety of the public.
6)   Provide training opportunities for less experienced responders in order to strengthen organizational capabilities of local area personnel.
7)   Coordinate with _____ and the State for use of their resources, as needed, and incorporate them into the overall incident plan.
8)   The media will be escorted whenever possible. Media cards will identify members of the media.
9)   Initial attack on cascading events will be the responsibility of this Incident Management Team within a 10-mile radius of the incident.

(*The agency may wish to consider adding stipulations for expenditure of funds, what the spending cap is before the IC/UC must request permission to spend funds, daily situational update requirements from the IC/UC, etc.)*

_____               _____

Chair of Commission/Mayor                                        Date

WITNESS my hand and the seal of my office

This day of , 20 .

*County (or City/Town) Clerk*

# APPENDIX F: TRAINING FOR ELECTED OFFICIALS/ADMINISTRATORS

The following courses have been picked by Teton County Emergency Management due to their applicability to elected officials/administrators in understanding their role in emergency management.

- IS-908 – Emergency Management for Senior Officials
  FEMA - Emergency Management Institute (EMI) Course | IS-908: Emergency Management for Senior Officials
- G-402 – Incident Command System Overview for Executives/Senior Officials
  (*classroom delivery only, can be delivered by Emergency Management*)
- MGT-312 – Senior Officials' Workshop for All-Hazards Preparedness
  Senior Officials Workshop for All-Hazards Preparedness | TEEX.ORG (*Classroom delivery only through Texas Engineering Extension Service; arrange for class through Emergency Management*)
- MGT-340 – Crisis Leadership
  Crisis Leadership | TEEX.ORG (*Classroom delivery only through Texas Engineering Extension Service; arrange for class through Emergency Management*)
- Integrated Emergency Management Course (IEMC)
  *http://training.fema.gov/emiweb/iemc/*
  (*Course offered through FEMA's Emergency Management Institute in Emmitsburg, MD.  FEMA provides travel, tuition, and lodging at no cost to home agency.*)

## APPENDIX G: ACRONYMS

| AEOC | Alternate Emergency Operations Center |
|------|---------------------------------------|
| AHRP | All Hazards Recovery Plan |
| AWN | Alerts, Warnings, and Notifications |
| BCC | Board of County Commissioners |
| COG | Continuity of Government |
| COOP | Continuity of Operations Plan |
| DHS | U.S. Department of Homeland Security |
| EAS | Emergency Alert System |
| EM | Emergency Management |
| EMA | Emergency Management Agency |
| EOC | Emergency Operations Center |
| EOP | Emergency Operations Plan |
| ESF | Emergency Support Function |
| FEMA | Federal Emergency Management Agency |
| HMP | Hazard Mitigation Plan |
| IC | Incident Commander |
| ICS | Incident Command System |
| IPAWS | Integrated Public Alert and Warning System |
| IPP | Integrated Preparedness Plan |
| JIC | Joint Information Center |
| JIS | Joint Information System |
| JTC | Jackson Town Council |
| LDRM | Local Disaster Recovery Manager |
| MACS | Multiagency Coordination System |
| NGO | Non-Governmental Organization |
| NIMS | National Incident Management System |
| NRF | National Response Framework |
| PIO | Public Information Officer |
| RSF | Recovery Support Function |
| TC | Teton County |
| TOJ | Town of Jackson |
| UC | Unified Commander |
| VOAD | Voluntary Organizations Active in Disaster |
| WEA | Wireless Emergency Alerts |
| WOHS | Wyoming Office of Homeland Security |