

## LOCAL EMERGENCY RESPONSE

First response is critical and must be achieved by local agencies using resources already in the community, including the activation of existing mutual aid agreements. The Chief Elected Officials' role is policy-making, not operational. *Actions to take:*

- Start and maintain a personal event log; include date, time, persons reporting, key information, factors weighed and decisions reached.
- Implement total or sections of county emergency plan.
- Notify County EMA Director.
- Provide public warnings where appropriate.
- Activate EOC and/or Field Command Post.
- Assess immediate needs for:
  - ✓Evacuation
  - ✓Shelter
  - ✓Emergency Feeding
  - ✓Medical Care
  - ✓Law Enforcement & EOC/Site Security
  - ✓Road/Street Clearance

✓Other Emergency Units (Hazmat)

### Notify:

- ✓Elected Officials
- ✓Amateur Radio
- ✓American Red Cross
- ✓Social Services Agencies
- ✓Hospital
- ✓Crosslines

Notify Legal Advisor of situation.

Designate single Public Information Officer (PIO).

Remind staff to keep complete logs of actions, financial records, and all calls.

- Mobilize Community Resources:
  - ✓Shelters Ops.
  - ✓Civilian Transportation (Buses)

Gather situation reports.

## EOC OPERATING CONDITION LEVELS



## MAJOR DISASTER ASSISTANCE

If required response exceeds local resources capabilities, you may need to request state or federal aid. *Steps to document your request:*

- Mark a map of the community or area to show damage sites and type of damage.
- Estimate damages to public facilities, and the cost of public personnel services in the repair and clean up in these categories:
  - ✓Debris Removal
  - ✓Emergency Measures
  - ✓Roads/Streets/Bridges/Culverts
  - ✓Water Control Facilities
  - ✓Public Buildings
  - ✓Private Nonprofit Facilities
  - ✓Other, such as Parks & Recreation
- Identify the effects of damage on people and delivery of essential public services, determine:
  - ✓Number dead, injured, missing, homeless
  - ✓People needing shelter, food or clothing

- ✓ Numbers in shelters
- ✓ Number evacuated

Collect information at a predetermined site to determine damages to:

- ✓ Private Residences
- ✓ Business and Industry
- ✓ Farms
- ✓ Schools, Hospitals, Nursing Homes

Report this information to the County Assessor via State Damage Assessment form. This form is available from the EMA Director (417-532-6992). Report severe damage ASAP, even if you cannot make a good cost estimate. This will alert county and state officials that a major problem exists in your community.

Request State/Federal Assistance through the County EMA Director.

Photograph as much damage as possible, for documentation.

Maintain records of labor, equipment and materials used in disaster response.

**DOCUMENT, DOCUMENT, DOCUMENT**

## GOVERNOR'S PROCLAMATION

The State EMA carefully monitors damage reports and requests for assistance transmitted through County EMA's to the State EMA (SEMA). When it appears that the event is beyond the capability of local governments to respond to it, the Governor may declare a State of Emergency. This Proclamation releases State resources to the local level.

To get a Governors proclamation, the Chief Elected Official of the affected area must request through SEMA that the Governor declare at state of emergency for the affected area.

## PRESIDENTIAL PROCLAMATION

If a catastrophe is beyond state and local capabilities and resources for effective response, the Governor may as the President to declare a major disaster. This request will be based on information contained on the Damage Assessment form.

A Presidential Declaration will make extensive federal aid available. It also imposes special obligations on state and local officials.

## MAJOR DISASTER SEQUENCE OF EVENTS

- Activate the EOC or Field Command Post
- Implement Emergency Operations Plan
- Assess Damage
- Request Assistance
- Participate with Federal/State/Local Preliminary Damage Assessment
- Receive Notice of State or Federal Disaster Declaration
- Meet with State and Federal EMA representatives at a Public Officials Briefing to complete a Notice of Interest Form for federal assistance.
- Provide space for Disaster Application Center (DAC) if needed.
- Maintain required documentation.
- Complete approved disaster work within time allowed.
- Send Small Project Summary Certification Form to SEMA's business manager.
- Send complete documentation for large projects and request final inspections.
- Receive final payment.
- Have audit performed.



**For Additional Information:**  
 Missouri Emergency Preparedness  
 Association  
 PO Box 73  
 Camdenton, MO 65020  
 Web: [www.momepa.org](http://www.momepa.org)