

ESF #9: SEARCH & RESCUE

Primary Department	Support Department	External Agencies
<p>Executive Director of Operations Phone: 406-447-6926 Cell: 617-446-3691</p>	<p>Director of Crisis & Emergency Management Donaldson Campus Phone: 406-447-6382 Cell: 406-461-0635</p> <p>HC Facilities and Maintenance Department</p> <p>HC Emergency Management Advisory Team</p> <p>Ex. Director of Enrollment</p>	<p>Local Law Enforcement Agencies</p> <ul style="list-style-type: none"> - Helena Police Department - Lewis & Clark Co. Sheriff's Office <p>City/County Agencies</p> <ul style="list-style-type: none"> - Helena-Lewis and Clark County Communications Center - L&C Co. Search & Rescue - L&C Department of Disaster & Emergency Services - Helena City Public Works - L&C Co. Public Works - East Helena Public Works - L&C Public Health Dept. - Helena Fire Department <p>State Agencies</p> <ul style="list-style-type: none"> - MT State Department of Disaster & Emergency Services <p>Private/Public Sector</p> <ul style="list-style-type: none"> - St. Peter's Hospital/Ambulance 406-447-2500 <p>UM Affiliate Campuses</p> <ul style="list-style-type: none"> - University of Montana-Missoula Associate VP for Campus Preparedness & Emergency Response Paula Short: 406-546-3839

9.1 Purpose

Emergency Support Function (ESF) 9: Search & Rescue was developed to support search and rescue (SAR) response efforts for all hazards, including searching affected areas for victims (human and, to the extent no humans remain endangered) and locating, accessing, medically stabilizing, and extricating victims from the damaged or dangerous areas.

This ESF lists the internal and external departments responsible for search and rescue actions that may take place in an emergency.

9.2 Scope

A) This ESF is applicable to situations within the Helena College properties when it will be necessary to provide Search and Rescue (SAR) missions for emergencies or disasters. This ESF serves as a guideline for those in command of SAR operations and should not be used as a prescribed action plan.

B) Many of the agencies with ESF-9 responsibilities have existing emergency plans and procedures/guidelines. ESF-9 is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures/guidelines already in place

C) Lewis and Clark County Sheriff's Office is responsible for all life-saving assistance and overall search and rescue operations within the county. Helena College personnel will cooperate with and assist search and rescue responders as much as possible to protect or rescue Helena College community members involved in a disaster or emergency.

D) The Helena College Emergency Management Team may be activated to respond and/or support search and rescue responders.

9.3 Situation

A) Emergency Conditions and Hazards

1) Emergencies or disasters of many kinds can result in SAR operations. A mass casualty event may produce the need for large scale SAR response.

(2) Helena College may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.

3) See Helena College's All Threat/Hazard Annexes for a description of potential emergencies.

3) Helena College does not have on-campus living or a designated food/catering service designed to provide meal services on a day-to-day basis. Both campus locations close and lock at designated times through the week.

4) Helena College does not have an internal Fire Department or Search and Rescue unit.

5) All Search and Rescue efforts will be coordinated and performed by the Lewis and Clark County Sheriff's Office. The Sheriff or designee will assume Incident Command of all Search and Rescue incidents that may occur on or near Helena College properties.

6) Urban Search and Rescue (USAR) is a specialty performance for which Lewis and Clark County is not fully organized to perform. The sheriff's office may request mutual aid assistance from state and federal agencies/organizations due to a catastrophic event.

9.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.
- F) Local SAR efforts may require technical assistance from other agencies, counties, and the state.
- G) Access to impacted locations may be limited due to steep or rocky terrain, water, or structural barriers. Some areas may only be accessible by aircraft or boat.
- H) Rapid assessment of impacted areas and lost individuals will help determine response priorities.

9.5 Concept of Operations

A) General

- 1) The Emergency Operation Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.
- 3) Search and Rescue missions in Lewis & Clark County are conducted by trained deputies and volunteers equipped to perform many SAR functions. This volunteer work is conducted under the guidance and direction of the Lewis & Clark County Sheriff's Office. The following are examples of some of the capabilities of SAR in Lewis & Clark County:
 - (i) Ground Searches
 - (ii) Rappelling/Climbing/Technical Operations
 - (iii) Rural or Urban settings
- 4) When a SAR mission is requested of the Sheriff's Office, the 911 Dispatch Center may call out volunteers by phone, pager, or radio. Communications with the Emergency Operations Center (EOC) from the rescue operations Incident Command Post should be through normal radio and telephone capabilities.
- 5) Prior to deployment, Helena College designee will provide essential information such as, description of the search area and a detailed description of the victim and their circumstances.
- 6) SAR deployments are coordinated through the Lewis & Clark County Sheriff's SAR Coordinator and his or her staff, in conjunction with the Search and Rescue Incident Commander, and the individual SAR group leaders. A Helena College Liaison Officer will be assigned to the on-scene incident commander.

7) If a catastrophic event results in major SAR operations involving a multi-jurisdictional effort, the sheriff will make requests to the Montana State Emergency Coordination Center (SECC) for extensive support.

B) Organization

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC or the ICP and use the EOP to activate and operate during an incident or event.
- 4) In general, the Executive Director of Operations and/or the Director of Crisis and Emergency Management will be assigned as the liaison with SAR personnel at the Incident Command Post or Emergency Operations Center.

C) Notification

- 1) If ESF-9 needs to be activated the Dean/CEO, Executive Director of Operations or designee will contact the department or agencies listed in this annex to report to the EOC.
- 2) The Dean/CEO, Executive Director of Operations, or the Director of Marketing, Communications and Alumni Relations are the points of contact for all emergency warning notifications.
 - (i) Helena College Regroup Emergency ALERT Notification System will normally be activated at their discretion.
 - (ii) If life safety is in jeopardy, the Emergency Manager/Incident Commander can direct Helena College Regroup Emergency ALERT Notification System.
- 3) The Emergency Manager or designee will notify other key personnel as required.
- 4) Request for resources normally comes to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, a request should be sent to the on-scene Emergency Manager/Incident Commander for coordination between the Emergency Management Advisory Team and Incident/Unified Command.

D) Direction, Control and Authority to Act

- 1) The Incident Command System (ICS) is used by Helena College personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.
- 2) Do not self-deploy to the incident scene. Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do **not** call the Helena-Lewis and Clark County Communication Center unless you have critical information to report.

E) Actions

1) Preparedness

- (i) Coordinate and participate in the development and presentation of training courses and exercises for ESF-9 personnel.
- (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
- (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
- (iv) Identify which department may supply a roster or list of faculty, staff, or students who may have been in the building or area when the disaster occurred. This same roster/list will help the ESF-9 personnel when it comes time to account for our community members.
- (iv) Develop procedures to document costs for any potential reimbursement.

2) Response

- (i) When directed, obtain, prioritize and allocate available resources to ensure EOC is quickly activated.
- (ii) Collect roster/list of faculty, staff, and students that may have been onsite or in the immediate area of the disaster site.
- (iii) Assign ESF-9 member to liaison with the on-scene SAR incident commander.
- (iv) Collect/provide building floor plans to the on-scene SAR incident commander.
- (ii) Coordinate emergency information for public release through EOC, Emergency Manager & Dean/CEO.

3) Recovery

- (i) Continue to render support when and where required if emergency conditions exist.
- (ii) Participate in after-action briefings and develop after-action reports.
- (iii) Make necessary changes in this ESF Annex and supporting plans and procedures/guidelines
- (iv) Initiate a financial reimbursement process for these activities when such support is available.
- (v) Ensure that ESF-9 team members, or their agencies maintain appropriate records of costs incurred during the event.

9.6 Responsibilities

A) Primary Department

- 1) Prioritize mission requirements in support of ESF 9, and potentially other ESFs, activated by an emergency or disaster.
- 2) Serve as the lead agency for ESF-9, supporting the response and recovery operations after activation of the EOC.
- 3) Work with the EOC Team to rapidly assess the situation and take appropriate actions to activate and ongoing support for SAR operations at the scene(s).
- 4) Assess the need to request specialized SAR resources from outside the jurisdiction.
- 5) Provide a liaison for SAR resources from outside the Jurisdiction, including County, State and Federal agencies.
- 6) Continue to re-assess priorities and strategies, throughout the emergency, according to the most critical SAR needs.
- 7) Work with the Incident Commander(s) and the EOC Team to help ensure SAR personnel deployed to the disaster scene.
- 8) Work with ESF-3 (Public Works and Engineering) to ensure heavy equipment support to SAR operations and structural shoring required to ensure the safety of the teams.
- 9) Coordinate with ESF-8 (Health and Medical Services) to help ensure the coordination of emergency medical assistance and victim transport.
- 10) Assist in identifying personnel and resources to support this Annex.
- 11) Work with support agencies to keep this Annex up to date.

B) Support Departments

- 1) Develop, maintain, and update plans and procedures for use during an emergency.
- 2) Identify, train, and assign personnel to staff ESF-9 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100, ICS-200, IS-700, and IS-800 online classes should be completed by assigned personnel. In addition, ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.
- 3) Support the primary department as needed.