LOCAL DISASTER GUIDE

EMERGENCY MANAGEMENT
MONTANA

October ***2026***

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Topic

Section

Title - What the section contains

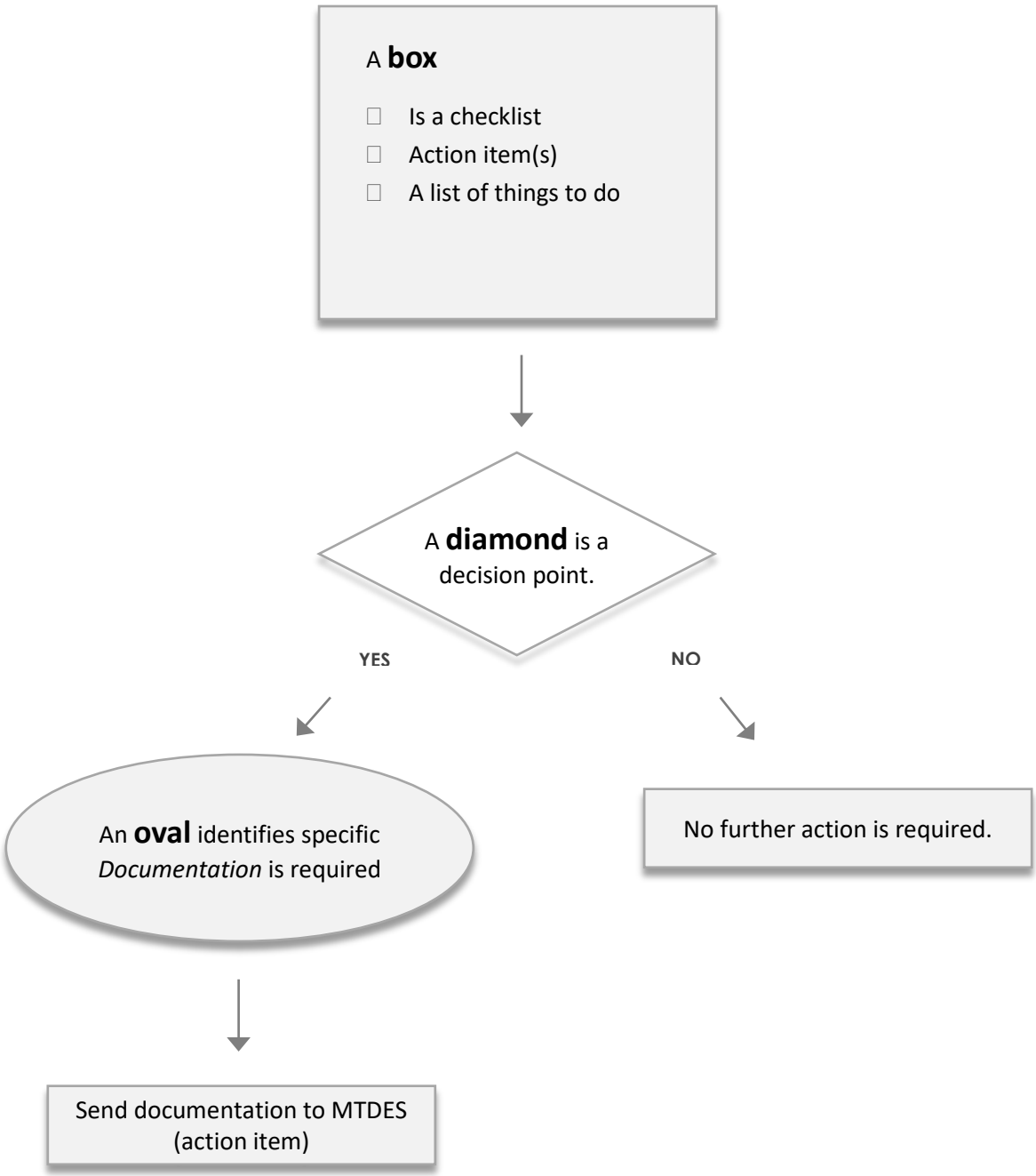
Flow Chart – The process that pertains to that section

Guidance – Information that explains the why, as needed

Supporting Information – The legal reasoning, as needed

Documentation/Tools – Forms that may be required for that particular section

Legend


A box
Is a checklist
Action item(s)
A list of things to do
A diamond is a decision point.
YES
NO
An oval identifies specific Documentation is required
No further action is required.
Send documentation to MTDES (action item)

Changes to the Guide

As emergency management processes or best practices change pertaining to this guide, Montana Disaster and Emergency Services (MT DES) will make the updates available. To show the most current changes have been installed in the guide, a new cover page will accompany the change(s). The following actions must be taken;

1 Remove and replace the pages containing the change(s).

2 Remove and replace the Cover Page with the new date of change.

Please send any corrections or additions you would like to make to this guide to MT DES.

History

In February 1994, the *Local Government Disaster Information Manual* (LGDIM) was developed by Montana Disaster and Emergency Services and assisted by experienced local government DES Coordinators.

Montana Governor Marc Racicot attached a memorandum stating "*I'm pleased with the team effort of Disaster and Emergency Services and local coordinators to develop a common Government Disaster Information Manual. The goal is to provide assistance in efficiently organizing for and dealing with emergencies and disasters at the local level. I hope that as each of you becomes familiar with this manual and the established procedures for requesting assistance…*"

It was last updated in 2000.

In 2020, as disaster response and recovery became more complex, the LGDIM would have been a useful tool for local coordinators. However, the manual needed to be updated. Forms were from the 70's, and processes and terminology had changed.

MTDES District Field Officers took on the task of updating the LGDIM only to find that links went to sites no longer in use, it was not stored electronically as a manual and the coinciding information on the MTDES website was broken out into individual forms with no distinct processes.

The LGDIM was not only revised but redesigned to serve as a baseline guide to assist local DES coordinators with response and recovery information should a disaster strike their jurisdiction.

Purpose

The intent is to provide a resource that is useful in recovering from an incident by collecting crucial data during the response phase of a disaster.

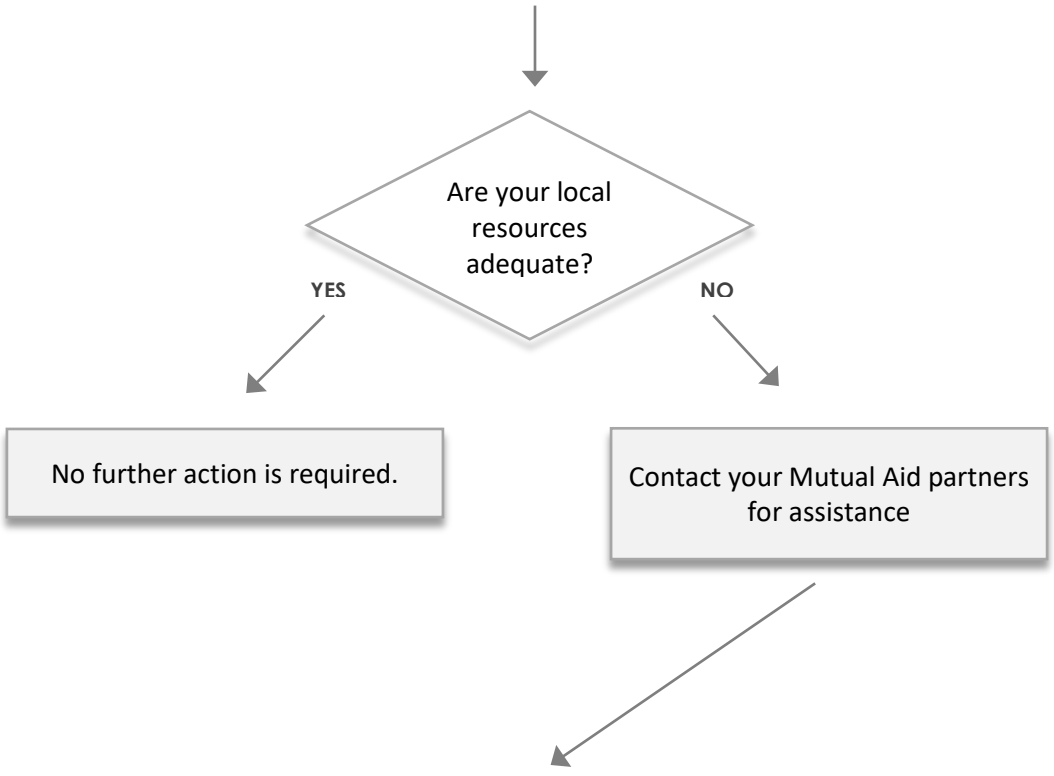
It also serves as a guideline for new local coordinators to be better prepared in the event a disaster occurs on their first day. This is why the name was changed to *Local Disaster Guide* (LDG).

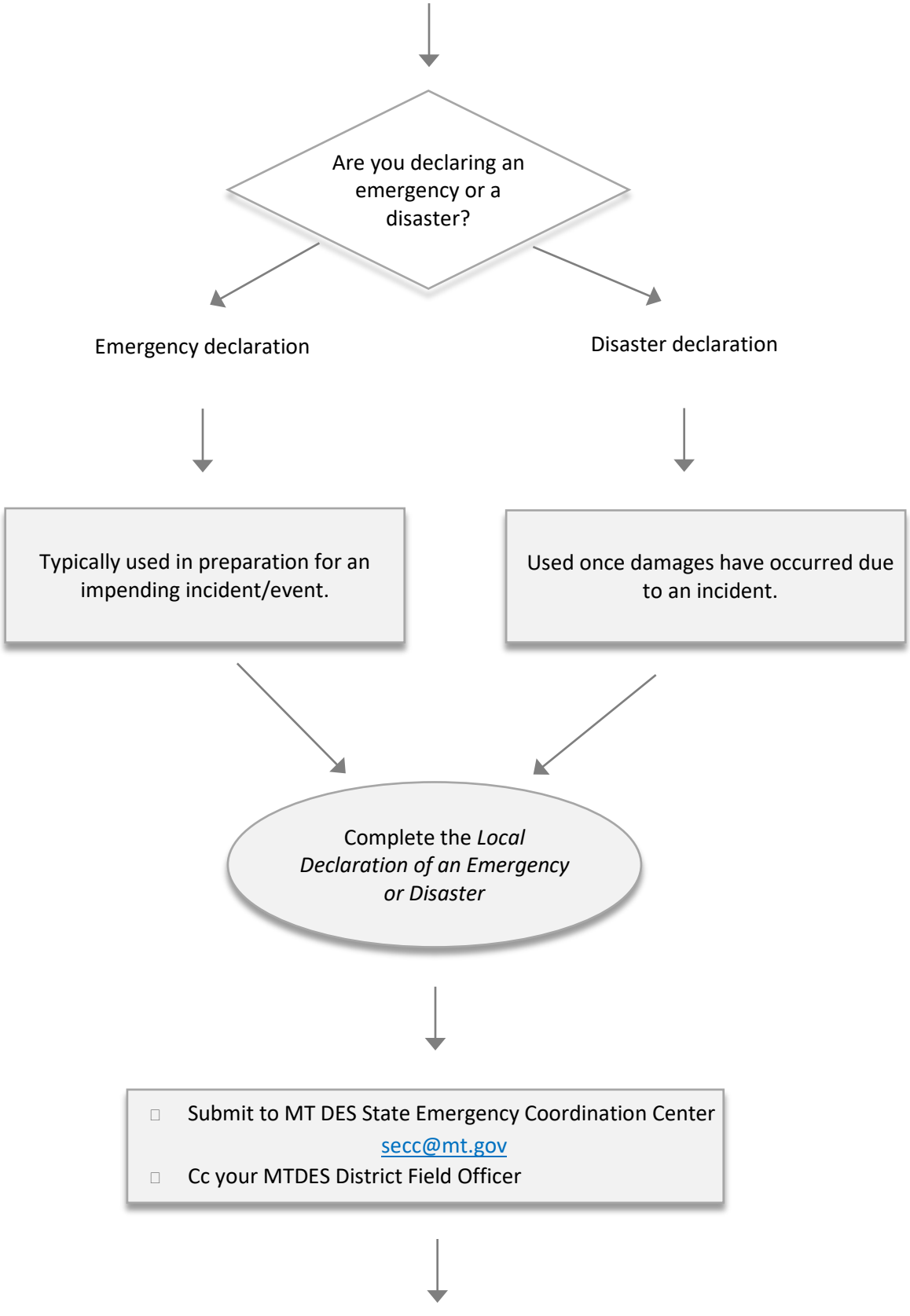
By following the steps outlined in this guide, it will reduce the workload in the long run for local government to receive assistance. It will also save time and resources at the state level as information and data is collected at the onset instead of the back-and-forth dialogs to get the information needed after the fact.

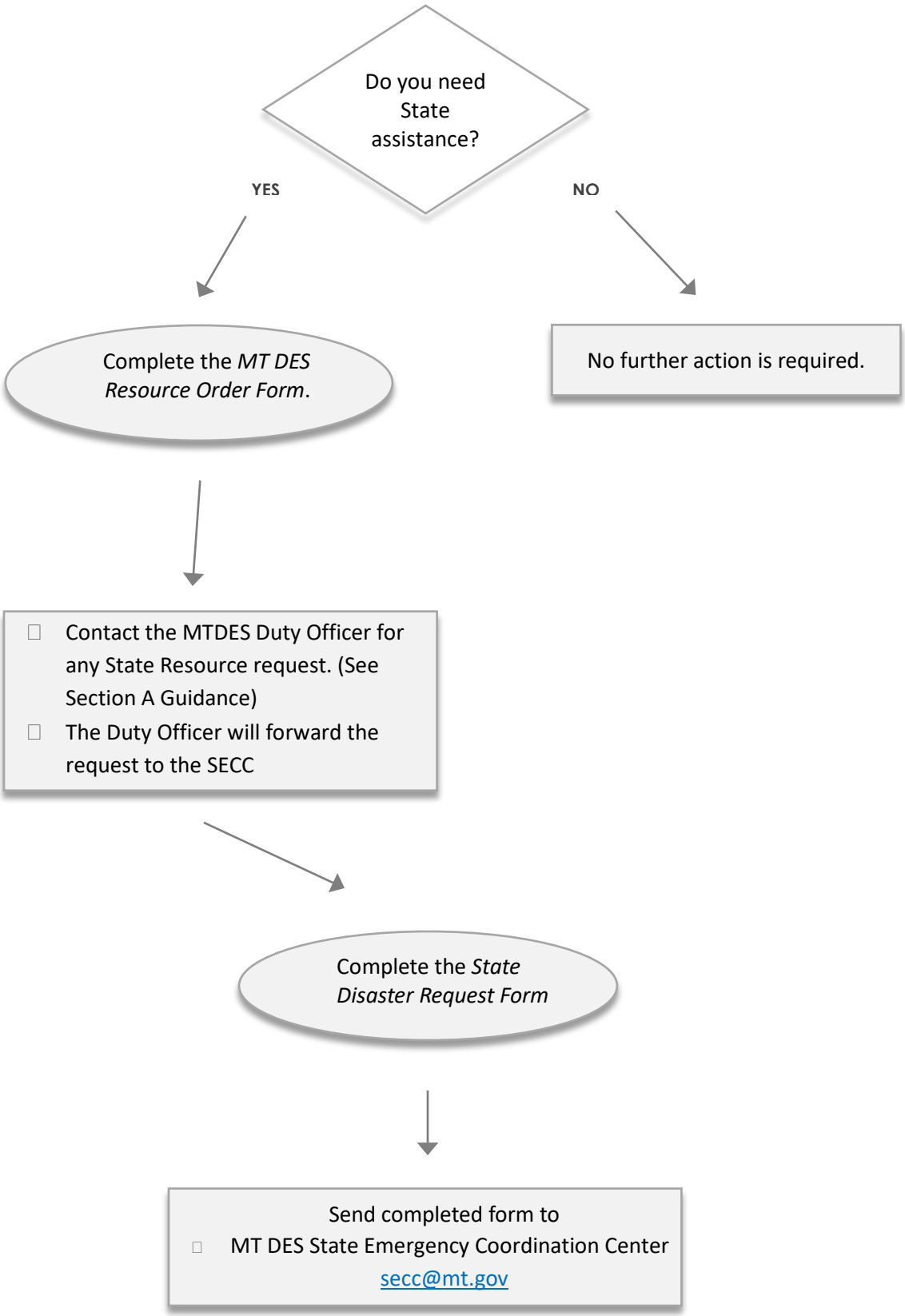
Incident will occur or has occurred

- Notify your chief elected official(s).
- Notify affected public using your public alert warning system (see Section A Guidance)
- Notify the DES Duty Officer to make sure they are aware of the situation. 406-431-0411 (see Section A Guidance)
- Refer to your Emergency Operations Plan.
- DOCUMENT!! DOCUMENT!! DOCUMENT!!
  As a minimum.
  - Document all costs associated with the incident as soon as it begins – overtime, volunteer hours if any.
  - If any gravel pits are used – ensure they are SHPO/DEQ approved.
  - Record GPS points, damage descriptions with photos, and dimensions for each affected site.
  - Keep track of each damaged site – materials/equipment.

(Consider using the *Disaster Documentation Checklist* at this time. see Section A Guidance)




Are you declaring an emergency or a disaster?
Emergency declaration
Disaster declaration
Typically used in preparation for an impending incident/event.
Used once damages have occurred due to an incident.
Complete the *Local Declaration of an Emergency or Disaster*
Submit to MT DES State Emergency Coordination Center secc@mt.gov
Cc your MTDES District Field Officer


Do you need State assistance?
YES
NO
Complete the *MT DES Resource Order Form*.
No further action is required.
Contact the MTDES Duty Officer for any State Resource request. (See Section A Guidance)
The Duty Officer will forward the request to the SECC
Complete the *State Disaster Request Form*
Send completed form to
MT DES State Emergency Coordination Center
secc@mt.gov

Public Alert and Warning System

Place the name of your system here

Since each Jurisdiction contracts their own systems, determine which notification system you use and place the specific instructions here.

IPAWS

The Integrated Public Alert & Warning System (IPAWS) is FEMA's national system for local alerting that provides authenticated emergency and life-saving information to the public through mobile phones using Wireless Emergency Alerts, to radio and television via the Emergency Alert System, and on the National Oceanic and Atmospheric Administration's Weather Radio. Learn more from the IPAWS 101 Fact Sheet.

Contact MTDES for more information or assistance.

Situational Awareness

Montana Disaster and Emergency Services Duty Officer

Call the MTDES Duty Officer at **406-431-0411**

Allow time for the duty officer to prepare to take notations.

The D/O will ask your **NAME,**

CALL BACK NUMBER in case you get disconnected,

And **AFFILIATION.**

Then you can **EXPLAIN THE SITUATION**

Give **LOCATION** using a street address or a Latitude / Longitude preferably In Decimal Degrees (DD) (47.12345 by -110.12345)

When giving location using a street address that is a large area such as a rail yard or airport, be descriptive.

A Lat/long in any format is acceptable. It takes a little longer to convert to DD which is the format our current mapping system is using for Duty Officer Reports.

Disaster Document Checklist

Start using this checklist early to save time & energy gathering data plus documentation for your damage assessments should you need assistance later. The information below outlines the documentation required for MT DES to process FEMA Claims. Although a new FEMA policy (FP-104-23-001) has streamlined documentation for Small Projects, it does not affect the requirements for Large Projects or documentation for MT DES to proceed with payment. Applicants must retain all source documentation for their FEMA claims.

Documents Required by MT DES for Reimbursement Proof of payment is required for all claimed project costs. If an amount cannot be validated, it will be withheld until supporting documentation is provided. Payments are made upon completed work. If you have a Large Project where you would like to be paid as you go, please reach out to MT DES Recovery to discuss.

Declarations

Emergency Declaration

An event is about to happen. It is imminent.

NOTE: an Emergency Declaration may be required for a jurisdiction to close all or some county departments due to an emergency. An Emergency Declaration may also be needed to open an Emergency Operations Center. This action may include opening a funding source that allows for overtime hours and bringing on additional staff.

Disaster Declaration

An event has happened causing damage.

FEMA Fact Sheet

Emergency Declaration vs Major Disaster Declaration

Emergency Declaration	Major Disaster Declaration
Limited to immediate and short-term assistance, essential to save lives, protect public health and safety and property	Declaration may include all programs, Individual Assistance, Public Assistance and Hazard Mitigation; or some of the programs.
Public Assistance may include Emergency work ○ Debris removal (Category A) ○ Emergency protective measures (Category B) Direct Federal Assistance Coordination role Technical assistance	Public Assistance may include both emergency work (Cats A-B) and Permanent Work (Cats C-G) Direct Federal Assistance Coordination role Technical assistance
Individual Assistance may include: Individuals & Households Program ○ Temporary Housing ○ Repairs ○ Replacement ○ Permanent Housing Construction ○ Medical, dental, funeral expenses ○ Personal property & transportation Food Commodities (USDA)	Individual Assistance may include: Individuals & Households Program ○ Temporary Housing ○ Repairs ○ Replacement ○ Permanent Housing Construction ○ Medical, dental, funeral expenses ○ Personal property & transportation Food Commodities (USDA) Crisis Counseling Disaster Unemployment Assistance Food Coupons & Distribution (USDA) Legal Services Small Business Administration low interest loans
Congressional notification required when assistance goes above $5 million	
Federal share – not less than 75% of the eligible costs for Public Assistance	Federal share – not less than 75% of the eligible costs for Public Assistance
Hazard Mitigation Grant Program (HMGP) is not available under an EM declaration	HMGP - Section 404 available.

FEMA Category of Work

Emergency Work

Category A: Debris removal

Category B: Emergency protective measures, including donated resources

Permanent Work

Category C: Roads and bridges

Category D: Water control facilities

Category E: Public buildings and equipment

Category F: Public utilities

Category G: Parks, recreation, and other facilities

Category H: Fire suppression - used specifically for Fire Mitigation Assistance Grant (FMAG) only

Category I: Building code and floodplain management administration and enforcement

Administrative Cost

Category Z: Administrative cost

Requesting State Assistance

Call the MTDES Duty Officer at 406-431-0411
Allow time for the duty officer to prepare to take notations.
The D/O will ask your **NAME,**
CALL BACK NUMBER in case you get disconnected,
and **AFFILIATION.**
Then you can **EXPLAIN WHAT IS BEING REQUESTED**

Have as much of this information ready for the State Duty Officer prior to calling in for Resource or Technical Assistance (Must have asterisk items)

*Life Safety Issues, describe them:

Property Protection Issues, describe them:

Environmental Issues describe them:

*What is the Mission? Describe and define the needs of the resource:

*Mission Requirements (must be self-sustaining for XX hours, must have communications, must have transportation, etc.):

Mutual Aid that is already Requested or in use:

*Physical Location the resource is needed:

*When it is needed:

*Point of Contact information:

Physical Location of resource assignment and operation:

Triggers to end mission and demobilize the resource:

Flexibility for the resource request or alternatives:

Has there been a declaration issued?

Duty Officer Program

The Response Bureau within Montana Disaster and Emergency Services (MTDES) maintains a 24-hour Duty Officer Program, which is the initial point of contact for jurisdictions seeking assistance or reporting an incident.

The MTDES Duty Officer is in direct contact with other state and Federal agencies 24-7. The Duty Officer (DO) generates reports to inform other State Agencies of a given situation. At times, it may be necessary for the MTDES D/O to contact other agency duty officers after hours dependent upon the urgency. The Duty officer may provide, or put the caller in direct contact with others, for technical assistance.

Upon Request, the duty officer may deploy a District Field Officer as an Incident Command System Advisor to assist the local emergency manager through the initial operational period(s).

Based on the size and complexity of an incident, the MTDES Duty Officer may recommend the MTDES Response Bureau activates the State Emergency Coordination Center (SECC), which is located at Fort Harrison, Montana to further support the local Jurisdiction.

Local Emergency Declarations

Montana Code Annotated 2023
TITLE 10. MILITARY AFFAIRS AND DISASTER AND EMERGENCY SERVICES
CHAPTER 3. DISASTER AND EMERGENCY SERVICES
Part 4. Local and Interjurisdictional Planning and Execution
Local Emergency -- Declaration and Termination

10-3-402. Local emergency -- declaration and termination. (1) A local emergency proclamation or disaster declaration may be issued only by the principal executive officer of a political subdivision.
(2) An emergency proclamation may be issued by order or resolution whenever the principal executive officer determines there is an emergency.
(3) An emergency proclamation may terminate with a disaster declaration or when the principal executive officer determines that the emergency no longer exists.
History: En. 77-2307.2 by Sec. 9, Ch. 335, L. 1977; R.C.M. 1947, 77-2307.2(1), (2); amd. Sec. 3, Ch. 595, L. 1989.

Montana Code Annotated 2023
TITLE 10. MILITARY AFFAIRS AND DISASTER AND EMERGENCY SERVICES
CHAPTER 3. DISASTER AND EMERGENCY SERVICES
Part 4. Local and Interjurisdictional Planning and Execution
Local Disaster -- Declaration and Termination

10-3-403. Local disaster -- declaration and termination.
(1) A disaster declaration may be issued by order or resolution whenever the principal executive officer determines a disaster is occurring or has occurred.
(2) A disaster declaration may be terminated when the principal executive officer determines that the disaster conditions no longer exist.
History: En. 77-2307.2 by Sec. 9, Ch. 335, L. 1977; R.C.M. 1947, 77-2307.2(3); amd. Sec. 4, Ch. 595, L. 1989.

Montana Association of Counties MACo

"Guide for Using Templates of Emergency Proclamation and Disaster Declaration"

The statutes mentioned in the guide are:

- 10-3-103 – Definitions
- 10-3-402 – Local emergency — declaration and termination.
- 10-3-403 – Local disaster — declaration and termination.
- 10-3-404 – Contents of order — effect.
- 10-3-405 – Levying emergency tax — disposition of surplus.
- 10-3-406 – Authority of principal executive officer.

State Emergency Coordination Center (SECC)

The State of Montana has both a statutory and a moral responsibility to its citizens to help protect their communities and to assist their efforts to prepare for, respond to, prevent, and recover from all sorts of "incidents, disasters and emergencies".

Under authority of the Montana Code Annotated (MCA), and provisions of the Montana Emergency Response Framework (MERF), whenever the State, or any of its political subdivisions and tribal jurisdictions, is facing a threat or emergency management challenge, the Disaster and Emergency Services Division (DES) of Montana's Department of Military Affairs is responsible for coordinating the efforts of state agencies, local and tribal governments, private sector resources, and volunteer organizations working to prevent harm, respond to, recover from, or mitigate the impact of events on Montana communities, its people and the environment.

To fulfill that mission, Montana Disaster and Emergency Services (DES) maintains the *State Emergency Coordination Center (SECC)* located at Fort Harrison, Montana. The SECC is a *Priority 1 Essential Service* under the State's Continuity of Government program and is the primary state-level, multiagency center for overall support coordination for major disasters and emergencies occurring in or impacting Montana. Upon activation, the SECC provides state-level emergency management by coordinating and integrating resources, policy guidance, situational awareness, and planning to support the affected areas. Prior to activation, the SECC provides overall monitoring and situational awareness for emergency management on a 24/7 basis.

The SECC operates using a modified Incident Support Module (ISM). The ISM is a variation of the ICS structure that separates the information management/situational awareness function from the ICS Planning Section and combines the functions of the ICS Operations and Logistics Sections and comptroller/purchasing functions from the ICS Finance/Admin Section. SECC staff typically focus exclusively on support functions rather than operations or managing actual response/recovery efforts.

The SECC response organization is based upon the scope and magnitude of an incident, and the level of capability and management structure needed to effectively address the consequences of the situation. Montana has established three levels of activation that are preceded by day-to-day ***NORMAL*** (**Green**) level operations. All levels provide for 24/7/365 monitoring of incidents throughout the state, maintaining a common operating picture, and supporting local/tribal jurisdictions and partners as needed. Each activation level represents an increased need for situational awareness and coordination of State response activities and resources. Considerations for each level will be driven by Ops tempo and complexity of the event.

Normal

This is the "steady state" operational level of the SECC. It is marked by routine day-to-day operations and activities, including ongoing statewide coordination and information integration and sharing. Operational readiness is maintained through monitoring and assessing potential threats and hazards during normal duty hours. Duty Officer is on call 24/7 for reportable incidents and requests for assistance.

Enhanced Monitoring

A situation or threat has been identified that requires enhanced monitoring and coordination. The SECC staff and facility are on "standby" and are working normal to "extended" hours as needed. DES Staff and select state agencies (for example: DEQ, DPHHS, MDT, DNRC) are notified as appropriate that they may be needed to assist or coordinate with the SECC.

Key Activities:

- Monitoring weather conditions, intelligence reports, or other sources of information for potential threats.
- Coordinating with relevant agencies and stakeholders to gather and share information.
- Assessing the potential impact and risk of the situation.
- Providing limited resource support to affected jurisdictions or agencies.
- Drafting State Emergency/Disaster Declaration for possible use.

Partial Activation

This level may be initiated to meet increasing multi-agency coordination requirements deemed necessary for information, resources, and consequence management support efforts. SECC Command and General Staff will occupy positions in the SECC in addition to representatives from one or more state agencies and/or non-governmental organizations (e.g. VOAD, Red Cross) as needed. Notification is made to all remaining ESF Partners/state agencies and other support organizations to be on standby for activation. Working hours/schedules may be adjusted to meet the needs of the situation.

Key Activities:

- Staffing the SECC with essential personnel and partners.
- Coordinating with response agencies and stakeholders to mobilize resources and initiate response actions.
- Conducting preliminary assessments and resource tracking.
- Facilitating interagency coordination and managing requests for assistance.
- Conducting situation briefings, resource management, and information sharing with internal and external stakeholders.
- Sending State Declaration to Governor for signature
- Drafting Presidential Declaration for possible use

Full Activation

This level is initiated when it is necessary to meet significant multi-agency coordination requirements for information, resources, and consequence management support efforts. Staffing may include all SECC command and general staff positions, most or all of the State's ESFs, and a federal/State Unified Command element. Additional MT DES staff, local DES Coordinators, and/or EMAC assisting resources may be called upon to help staff and manage the SECC, especially if extended work hours or night shifts are implemented.

Key Activities:

- Fully staffing the SECC to facilitate high level, multi-agency coordination and decision-making.
- Augmenting the SECC staff with subject matter experts, specialized teams, or external agencies to support response efforts.
- Coordinating with regional, state, or national authorities for additional resources or support.

Links

Montana Disaster and Emergency Services

https://des.mt.gov/

Helpful Tools

Disaster Documentation Checklist

Templates and Forms

Local Declaration of an Emergency or Disaster

- Municipal Declaration
- County Declaration

MT DES Resource Order Form

State Disaster Request Form

- Local declaration request to governor

Start using this checklist early to save time & energy gathering data plus documentation for your damage assessments should you need assistance later. The information below outlines the documentation required for MT DES to process FEMA Claims. Although a new FEMA policy (FP-104-23-001) has streamlined documentation for Small Projects, it does not affect the requirements for Large Projects or documentation for MT DES to proceed with payment. Applicants must retain all source documentation for their FEMA claims.

For Both Initial & Preliminary Damage Assessments:

- ☐ Entity Name
- ☐ Department within the Entity (Ex: ABC County Road Department)
- ☐ FEMA Category of Work (A-G)
- ☐ Address (if applicable) & GPS Coordinates of Damage
- ☐ Detailed Description of the Damage (include dimensions)
- ☐ Damage Estimate ($)
- ☐ Before/During/After photos of damages & repairs, if available
- ☐ Local Point of Contact

Force Account Labor:

- ☐ Labor/Pay Policy

  For Individuals

  - ☐ Name
  - ☐ Job Title
  - ☐ Days & Hours Worked
  - ☐ Pay Rate & Fringe Benefit Rate
  - ☐ Description of Work Performed (daily activity logs/ reports if available)
- ☐ Timesheets
- ☐ Fringe Benefits Calculations
- ☐ Pay Register

Force Account Equipment:

- ☐ Type of equipment & attachments used (including year, make, & model)
- ☐ Size/capacity (e.g., horsepower, wattage)
- ☐ Locations & days & hours used
- ☐ Operator name (if applicable)
- ☐ Invoices & receipts for any equipment specifically purchased for the disaster
- ☐ Correct FEMA Equipment Cost Code & Equipment Rate

Rented or Leased Equipment:

- ☐ Lease Agreements
- ☐ Invoices or receipts
- ☐ Operator name (if applicable)
- ☐ Hours Used
- ☐ Amount of fuel used, if not included in the rental cost

Force Account Materials

Supplies from stock:

- ☐ Cost documentation such as original invoices or other historical cost records
- ☐ Inventory Records
- ☐ Types of supplies & quantities used
- ☐ Location used

Purchased Supplies:

- ☐ Receipts or invoices
- ☐ Quantities used
- ☐ Justification, especially if supplies ended up not being used

Contract Costs:

- ☐ Procurement Policy
- ☐ Procurement Documents (i.e., requests for proposals, bids, selection process, etc)
- ☐ A cost or price analysis (required for contracts above the simplified acquisition threshold)
- ☐ Contracts, change orders, & summary of invoices
- ☐ Dates Worked
- ☐ Documentation that substantiates a high degree of contractor oversight, such as daily or weekly logs, records of performance meetings

Environmental & Historic Preservation (EHP) Compliance:

- ☐ Copies of all Applicable Permits
- ☐ If permits are not needed, proof of coordination with regulatory agency
- ☐ Site map showing the location of the proposed areas where the Applicant will conduct work or construction & the extent of ground disturbance
- ☐ Report any known environmental concerns such as endangered species habitat, archaeological sites nearby, location in a floodplain or wetland, etc.
- ☐ If using fill material, location of the pit the fill was procured from & if the pit has been certified by SHPO & DEQ
- ☐ For debris removal, final disposal location

Documents Required by MT DES for Reimbursement *Proof of payment is required for all claimed project costs. If an amount cannot be validated, it will be withheld until supporting documentation is provided. Payments are made upon completed work. If you have a Large Project where you would like to be paid as you go, please reach out to MT DES Recovery to discuss.*

Proof of Payment Types Accepted (At least one for all costs claimed):

- ☐ Accounts Payable Voucher (AP)
- ☐ Bank Statements.
- ☐ Financial Account System Report.
- ☐ Cancelled Checks.
- ☐ Electronic Funds Transfer (EFT)

Remember:

- ☐ Post disaster photos with GPS points.
- ☐ Get GPS points & damage descriptions & dimensions for each site & track them individually
- ☐ Keep track of emergency protective measures overtime hours as well as volunteer hours if any

MUNICIPAL DECLARATION RESOLUTION

RESOLUTION NO.

WHEREAS, (type of occurrence: earthquake, flooding, winter storm etc.) has occurred or is anticipated within the City of *(name of city)* on or about (*date of occurrence or anticipated occurrence*).

NOW, THEREFORE, BE IT RESOLVED by the City Council that an (emergency or disaster) is hereby declared pursuant to Section 10-3-(402 or 403) MCA and all provisions of the City Emergency Operations Plan are in effect.

BE IT FURTHER RESOLVED, that copies of this resolution be filed with the City Clerk, County Assessor and the Montana Disaster and Emergency Services Division in Helena.

BE IT FURTHER RESOLVED, that there shall be appropriated immediately to the Emergency Fund Number 2260 an amount equivalent to two (2) mills on the taxable valuation of the County outside the incorporated municipalities, pursuant to Section 10-3-405, MCA. Said two (2) mills will be levied during fiscal year (*the next Fiscal Year*) **and be utilized for restoring services and repairing facilities damaged by the (type of** *occurrence: flooding, snowstorm, tornado, etc.*).

PASSED AND ADOPTED by the *(name of city)* City Council this day of _____,2 __.

_____
Mayor

(SEAL)

_____
Member

ATTEST:

_____
Member

_____
City Clerk

COUNTY DECLARATION RESOLUTION

RESOLUTION NO.

WHEREAS, (*type of occurrence: flooding, snowstorm, tornado etc.*) has caused severe damage to (*type of damage: roads, bridges, public buildings etc.*) within the County on (*date damage occurred or began*); and

WHEREAS, restoration of these (*services and/or facilities*) is essential to ensure the health, safety and welfare of residents of the County; and

WHEREAS, the County has committed all available resources, taken all possible action to combat and to alleviate the situation and local resources are not adequate to cope with the situation.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners that an (*emergency or disaster*) is hereby declared pursuant to Section 10-3-(*402 or 403*), MCA, because expenditures for repair and damaged facilities will be beyond the financial capability of the County.

BE IT FURTHER RESOLVED, that there shall be appropriated immediately to the Emergency Fund Number 2260 an amount equivalent to two (2) mills on the taxable valuation of the County outside the incorporated municipalities, pursuant to Section 10-3-405, MCA. Said two (2) mills will be levied during fiscal year (*the next Fiscal Year*) and be utilized for restoring services and repairing facilities damaged by the (*type of occurrence: flooding, snowstorm, tornado, etc.*).

BE IT FURTHER RESOLVED, that copies of this resolution be filed with the County Clerk and Recorder, County Assessor and the Montana Disaster and Emergency Services Division in Helena.

PASSED AND ADOPTED by the (*name of county*) Board of County Commissioners this day of _____, 2___.

_____
Chairman

(SEAL)

_____
Commissioner

ATTEST:

_____
Commissioner

_____
Clerk and Recorder

Resource Requested:

MTDES ID#: _____

Quantity: _____ Units: _____

Date & Time of Request: _____

Requested By:
Jurisdiction: _____
Specify (Department/Role/Etc): _____
First Name: _____
Last Name: _____
Email: _____
Phone: _____

Point of Contact:
First Name: _____
Last Name: _____
Email: _____
Phone: _____
Location: _____

Delivery Location: _____

Date & Time Needed: _____

Expected Duration Needed: _____

Add Additional Information Below:
(May include information such as suitable substitutions; suggested sources; fill or kill status)

LOCAL DECLARATION REQUEST TO GOVERNOR

Date:

The Honorable _____

Governor of Montana

State Capitol

Helena, Montana 59620

Dear Governor _____:

Pursuant to our authority as _____of

_____, Montana, we request that an *emergency/disaster* be declared immediately to provide supplemental disaster relief in accordance with the provisions of Title 10, Chapter 3, Section 311, MCA.

1. SITUATION

   A. Date and description of conditions causing emergency/disaster:

      Beginning the evening of May 23, 2011 several rounds of moderate to heavy rainfall occurred across XXX County. Widespread rainfall of 2-4 inches occurred across XXX County.

   B. Description of damages to public sector: (If appropriate.)

      Preliminary damage assessments indicate widespread damage to county roads. An estimated 25 county roads are impassable due to flood damage. Three rural communities are completely isolated at this time and two others are accessible only through long detours.

   C. Description of damages to private sector:

      Farm and ranch damages are extensive, with livestock losses especially heavy. It is estimated that 100 farm or ranch families are isolated because of loss of road access. In addition to damage in the communities of x,xx,xxx,xxx; 125 families were evacuated.

   D. Description of economic impact:

      Immediate economic impact is apparent; a major employer, M&M Manufacturing that employs 250 people at their plant in xx, has ceased operations since supply and delivery problems, as well as employee absenteeism, preclude normal operations. The company anticipates return to full production in 30-40 days.

2. OFFICIAL ACTION

A. A local (*emergency/disaster*) has been declared and the emergency two (2) mill levy authorized by Section 10-3-405, MCA, has been levied. A copy of the signed resolution is attached.

B. Other actions taken.

The local health officer has issued a boil order for all drinking water due to possible contamination. Also, the sheriff's posse was activated, and they assisted in the evacuation of Willis.

3. DAMAGE ESTIMATES

A. Debris Clearance	*$5,000.00*
B. Protective Measures	*$2,500.00*
C. Road Systems	*$62,500.00*
D. Water Control Facilities	*$*
E. Public Buildings and Related Equipment	*$*
F. Public Utilities	*$*
G. Public Facilities Under Construction	*$*
H. Other Damages (Not in above categories	*$*
TOTAL ESTIMATED DAMAGES:	***$70,000.00***

4. LOCAL RESOURCES

Names of Funds Involved:	(*Road Fund*)
Cash balance in Disaster Fund as of June 30, 2____	$*687.00*
Estimated Value of 2 Mill Emergency Levy	$*24,848.00*
ESTIMATED FINANCIAL RESOURCES AVAILABLE:	***$25,535.00***

5. ASSISTANCE REQUIRED

ESTIMATED STATE ASSISTANCE REQUESTED (DAMAGES – RESOURCES):	***$44,465.00***

(Title of Board or Council)

By:

(*Chairman or Mayor*) _____

(*Member*) _____

(*Member*) _____

(SEAL)

ATTEST:_____*(Clerk and Recorder or City Clerk)*

cc: Administrator

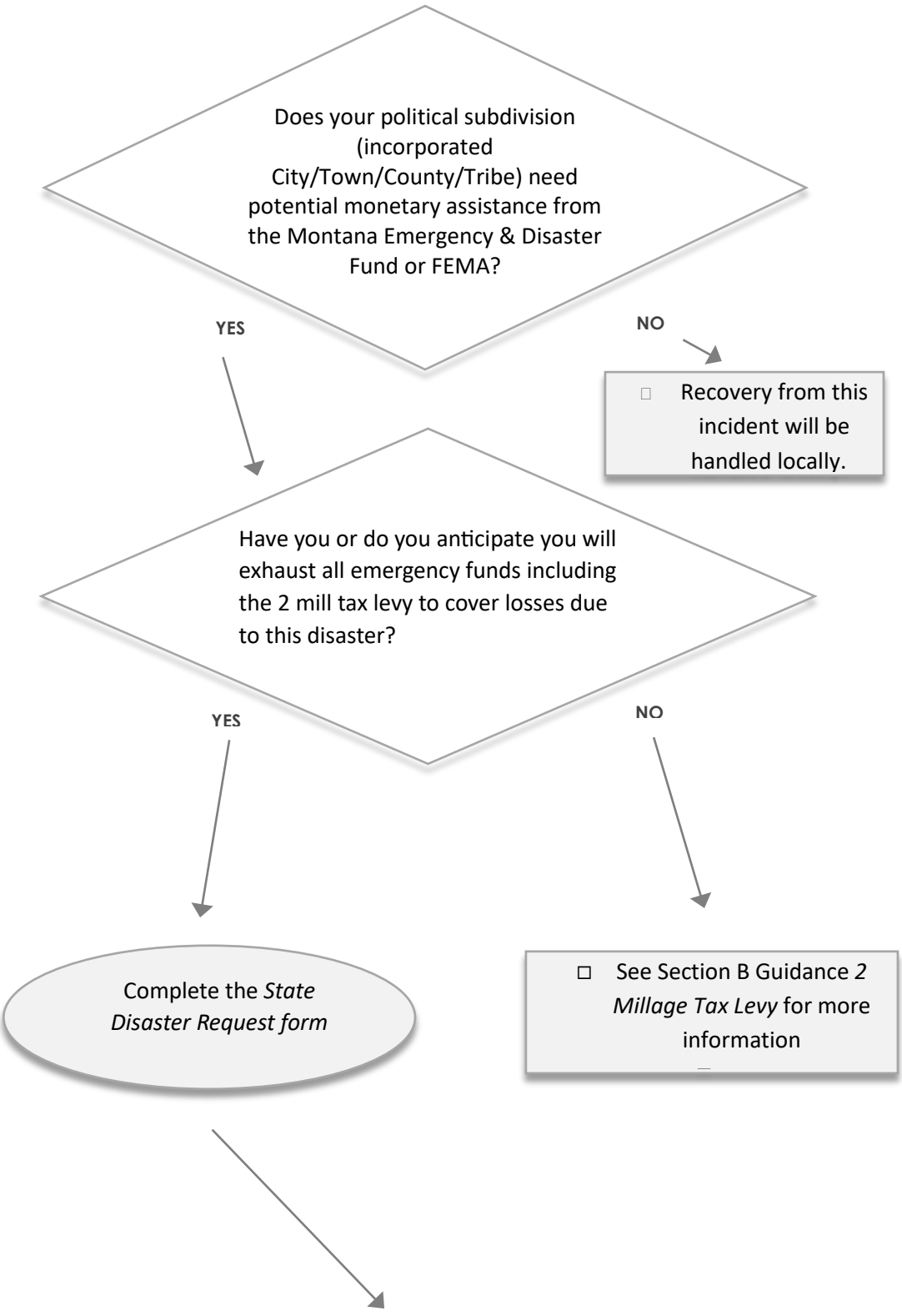
Montana Disaster & Emergency Services

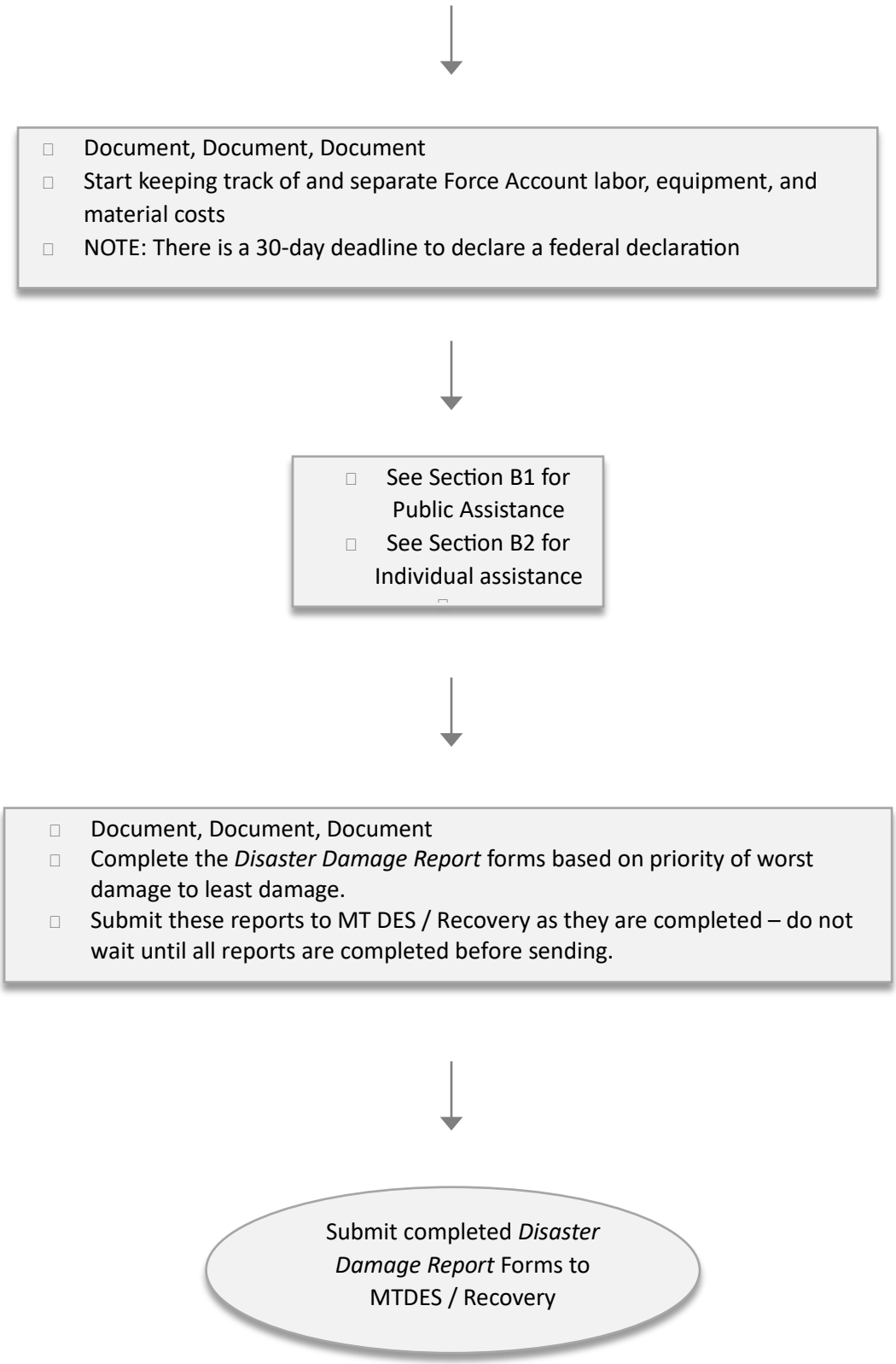
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P.O. Box 4789

Fort Harrison, MT 59636-4789

Local Declaration




Document, Document, Document
Start keeping track of and separate Force Account labor, equipment, and material costs
NOTE: There is a 30-day deadline to declare a federal declaration
See Section B1 for Public Assistance
See Section B2 for Individual assistance
Document, Document, Document
Complete the *Disaster Damage Report* forms based on priority of worst damage to least damage.
Submit these reports to MT DES / Recovery as they are completed – do not wait until all reports are completed before sending.
Submit completed *Disaster Damage Report* Forms to MTDES / Recovery

2 Millage Tax Levy

2 Mills will need to be levied, and they will only need to cover the 25 percent cost share up to their 2 mill levy amount. When a disaster is declared the state will step in to cover the remaining 25 percent share.

A. The Governor **may** authorize State disaster assistance when:

- The emergency or disaster justifies the expenditure

and

- The political subdivision is declared an emergency or disaster area by the Governor

B. The emergency or disaster must:

- Result in damage to the works, buildings or property of the State or any political subdivision thereof

or

- Menace the health, welfare, safety, lives or property of any considerable number of persons in any political subdivision of the State

C. Each political subdivision must demonstrate that:

- It has exhausted all available emergency levies (i.e., the two mill emergency levy, Section 10-3-405, MCA) Tribal Nations are exempt from 2 Mill levy
- The emergency or disaster is beyond the financial capability of the political subdivision and no appropriation in the affected fund is available in sufficient amount to meet the needs of the emergency or disaster. The financial resources available to the political subdivision shall include the maximum permissive levy for the fund or account financing the governmental function that is obligated to respond (e.g., road damage - road fund, bridge damage - bridge fund, etc.), and have expended their 2 mill levy and any balance remaining in the emergency fund. (10-3-405 MCA).

State Declared Disasters

The emergency or disaster is beyond the financial capability of the political sub-division and no appropriation in the affected fund is available in sufficient amount to meet the needs of the emergency or disaster. This means:

- 2 Mill has been levied and committed
- All emergency funds have been depleted
-

State Declared Disasters Without a Federal Declaration:
Must show all available emergency levies have been exhausted including emergency funds.

The emergency or disaster is beyond the financial capability of the political subdivision and no appropriation in the affected fund is available in sufficient amount to meet the needs of the emergency or disaster. The financial resources available to the political subdivision shall include the maximum permissive levy for the fund or account financing the governmental function that is obligated to respond (e.g., road damage - road fund, bridge damage - bridge fund, etc.), and have expended their 2-mill levy and any balance remaining in the emergency fund. *(This is where your community should decide if they need to impose a levy or just commit the pre-existing funds to the disaster.)*

Federally Declared Disasters

Federally Declared Disasters:
When a disaster receives a federal declaration, different reimbursement rules apply for the Governor's Disaster Appropriation. Communities must demonstrate local financial capacity has been exceeded during a disaster before the Governor's Disaster Appropriation can cover costs. Levying your 2 Mill is optional in this situation.

The value of your 2-mill for the fiscal year of the disaster has been met by disaster costs

Provide cost documentation showing this was met during the initial disaster emergency response.

Or

Cover the non-federal cost share of all FEMA projects until the 2 mill amount is met.

NOTE; Exceeding a 2 Mill does not guarantee a state disaster declaration. While MT DES can offer technical assistance, we do not advise on community levies. This decision rests with elected officials and administrators. A State or Federal disaster declaration does not guarantee the availability of the Governor's Disaster Appropriation to assist with costs.

Public Assistance

Public Assistance (PA) is FEMA's largest grant program providing funds to assist communities responding to and recovering from major disasters or emergencies declared by the President. The program provides funding for emergency assistance to save lives and protect property and assists with funding for permanently restoring community infrastructure affected by a federally declared incident.

Individual Assistance

FEMA's Individual Assistance program directly helps residents with basic critical needs not covered by insurance such as returning a home to a safe, sanitary, functional and accessible environment during their recovery from a disaster. After you apply for disaster assistance, FEMA may verify your disaster-caused damage through an inspection. FEMA cannot provide assistance when any other source has provided assistance for the same disaster-related need.

2 Millage Tax Levy

Relevant Montana Code Annotated:

10-3-405 Levying emergency tax -- disposition of surplus.
(1) The governing body of the city or town or the governing body of the county, or both, shall estimate expenditures and levy an emergency millage to cover the expenditures. The millage levied by the governing body of the city or town shall not exceed 2 mills on the municipality's taxable valuation. The millage levied by the governing body of the county shall not exceed 2 mills on the taxable valuation of the county outside the municipalities.
(2) No expenditure of revenue received from the millage shall be made without approval of the appropriate levying body.
(3) An additional levy or levies may be made by the appropriate levying body, providing that the sum of the levies for emergencies as set forth in this section shall not exceed 2 mills in any one year.
(4) All levies under this section may be passed only by a unanimous vote of the appropriate body.
(5) Funds levied for an emergency and remaining when no further expenditures are necessary shall remain in a separate emergency fund.

Expenditure by Governor

10-3-312. (Effective July 1, 2025) Maximum expenditure by governor -- appropriation.
(1) Whenever a disaster or an emergency, including an energy emergency as defined in 90-4-302 or an invasive species emergency declared under 80-7-1013, is declared by the governor, or a member of the army national guard or air national guard is entitled to benefits under 10-1-506, there is statutorily appropriated to the office of the governor, as provided in 17-7-502, and, subject to subsection (2), the governor is authorized to expend from the general fund an amount not to exceed $16 million in any biennium, minus any amount appropriated pursuant to 10-3-310 in the same biennium. The statutory appropriation in this subsection may be used by any state agency designated by the governor.
(2) In the event of the recovery of money expended under this section, the spending authority must be reinstated to a level reflecting the recovery.
(3) If a disaster is declared by the president of the United States, there is statutorily appropriated to the office of the governor, as provided in 17-7-502, and the governor is authorized to expend from the general fund an amount not to exceed $500,000 during the biennium to meet the state's share of the individuals and households grant programs as provided in 42 U.S.C. 5174. The statutory appropriation in this subsection may be used by any state agency designated by the governor.
(4) At the end of each biennium, an amount equal to the unexpended and unencumbered balance of the $16 million statutory appropriation in subsection (1), minus any amount appropriated pursuant to 10-3-310 in the same biennium, must be transferred by the state treasurer from the state general fund to the fire suppression account provided for in 76-13-150.

Montana Association of Counties MACo

"Guide for Using Templates of Emergency Proclamation and Disaster Declaration"

The statutes mentioned in the guide are:
- 10-3-103 – Definitions
- 10-3-402 – Local emergency — declaration and termination.
- 10-3-403 – Local disaster — declaration and termination.
- 10-3-404 – Contents of order — effect.
- 10-3-405 – Levying emergency tax — disposition of surplus.
- 10-3-406 – Authority of principal executive officer.

Links

Montana Disaster and Emergency Services

- https://des.mt.gov/
-

Montana Disaster and Emergency Services / Recovery Branch

- https://des.mt.gov/Recovery/2Mil-Levy
-

Disaster Damage Report

- https://des.mt.gov/Recovery/MT-DES-Disaster-Damage-Report-Form.pdf

Templates and Forms

State Disaster Request Form

- Local declaration request to governor

Disaster Damage Report

LOCAL DECLARATION REQUEST TO GOVERNOR

Date:

The Honorable _____

Governor of Montana

State Capitol

Helena, Montana 59620

Dear Governor _____:

Pursuant to our authority as _____of

_____, Montana, we request that an *emergency/disaster* be declared immediately to provide supplemental disaster relief in accordance with the provisions of Title 10, Chapter 3, Section 311, MCA.

1. SITUATION

   A. Date and description of conditions causing emergency/disaster:

      Beginning the evening of May 23, 2011 several rounds of moderate to heavy rainfall occurred across XXX County. Widespread rainfall of 2-4 inches occurred across XXX County.

   B. Description of damages to public sector: (If appropriate.)

      Preliminary damage assessments indicate widespread damage to county roads. An estimated 25 county roads are impassable due to flood damage. Three rural communities are completely isolated at this time and two others are accessible only through long detours.

   C. Description of damages to private sector:

      Farm and ranch damages are extensive, with livestock losses especially heavy. It is estimated that 100 farm or ranch families are isolated because of loss of road access. In addition to damage in the communities of x,xx,xxx,xxx; 125 families were evacuated.

   D. Description of economic impact:

      Immediate economic impact is apparent; a major employer, M&M Manufacturing that employs 250 people at their plant in xx, has ceased operations since supply and delivery problems, as well as employee absenteeism, preclude normal operations. The company anticipates return to full production in 30-40 days.

2. OFFICIAL ACTION

A. A local (*emergency/disaster*) has been declared and the emergency two (2) mill levy authorized by Section 10-3-405, MCA, has been levied. A copy of the signed resolution is attached.

B. Other actions taken.

The local health officer has issued a boil order for all drinking water due to possible contamination. Also, the sheriff's posse was activated, and they assisted in the evacuation of Willis.

3. DAMAGE ESTIMATES

A. Debris Clearance	*$5,000.00*
B. Protective Measures	*$2,500.00*
C. Road Systems	*$62,500.00*
D. Water Control Facilities	*$*
E. Public Buildings and Related Equipment	*$*
F. Public Utilities	*$*
G. Public Facilities Under Construction	*$*
H. Other Damages (Not in above categories	*$*
TOTAL ESTIMATED DAMAGES:	***$70,000.00***

4. LOCAL RESOURCES

Names of Funds Involved:	(*Road Fund*)
Cash balance in Disaster Fund as of June 30, 2____	$*687.00*
Estimated Value of 2 Mill Emergency Levy	$*24,848.00*
ESTIMATED FINANCIAL RESOURCES AVAILABLE:	***$25,535.00***

5. ASSISTANCE REQUIRED

ESTIMATED STATE ASSISTANCE REQUESTED (DAMAGES – RESOURCES):	***$44,465.00***

(Title of Board or Council)

By:

(*Chairman or Mayor*) _____

(*Member*) _____

(*Member*) _____

(SEAL)

ATTEST:_____*(Clerk and Recorder or City Clerk)*

cc: Administrator

Montana Disaster & Emergency Services

1956 Mt. Majo

P.O. Box 4789

Fort Harrison, MT 59636-4789

DISASTER DAMAGE REPORT

Preliminary Disaster Damage Reporting Form

This form is intended to capture preliminary information about damage sustained during a disaster. Please complete the form to the best of your abilities and submit completed Preliminary Damage Reporting form and all available photos of listed damages to desrecovery@mt.gov

Point of Contact:

Name: _____ Title: _____

Phone: _____ Email: _____

Organization: _____ Department: _____

Basic Information:

Damaged Location Name: _____

Street Address and/or GPS Coordinates of damage: _____
GPS coordinates preferred

Type of Property:

Building ☐ Utilities ☐ Roads ☐ Bridge ☐

Other: _____

Property Insured: Yes ☐ No ☐

Policy Number: _____

Damage Details:

Cause of Damages: (*Check all that apply*)

Flooding ☐ Wind Damage ☐ Structural Damage ☐ Utility Disruption (*power/water*) ☐

Other: _____

Damage cost estimate: _____

Brief Description of Damage/s and how cost was estimated: (Please describe in a few sentences)

DISASTER DAMAGE REPORT

Safety Concerns:

Immediate safety concerns? Yes ☐ No ☐

If yes, please describe hazard(s):

Additional Information:

Are temporary repairs required: Yes ☐ No ☐

If yes, please describe repairs required:

Photos:

Are photos available of damages: Yes ☐ No ☐

Please send all available photos along with this form to desrecovery@mt.org

Attestation:

I certify that the information contained in this report is accurate and true to the best of my knowledge in order to submit post disaster damages to the Montana Disaster and Emergency Services Recovery team.

Signature: Date: _____

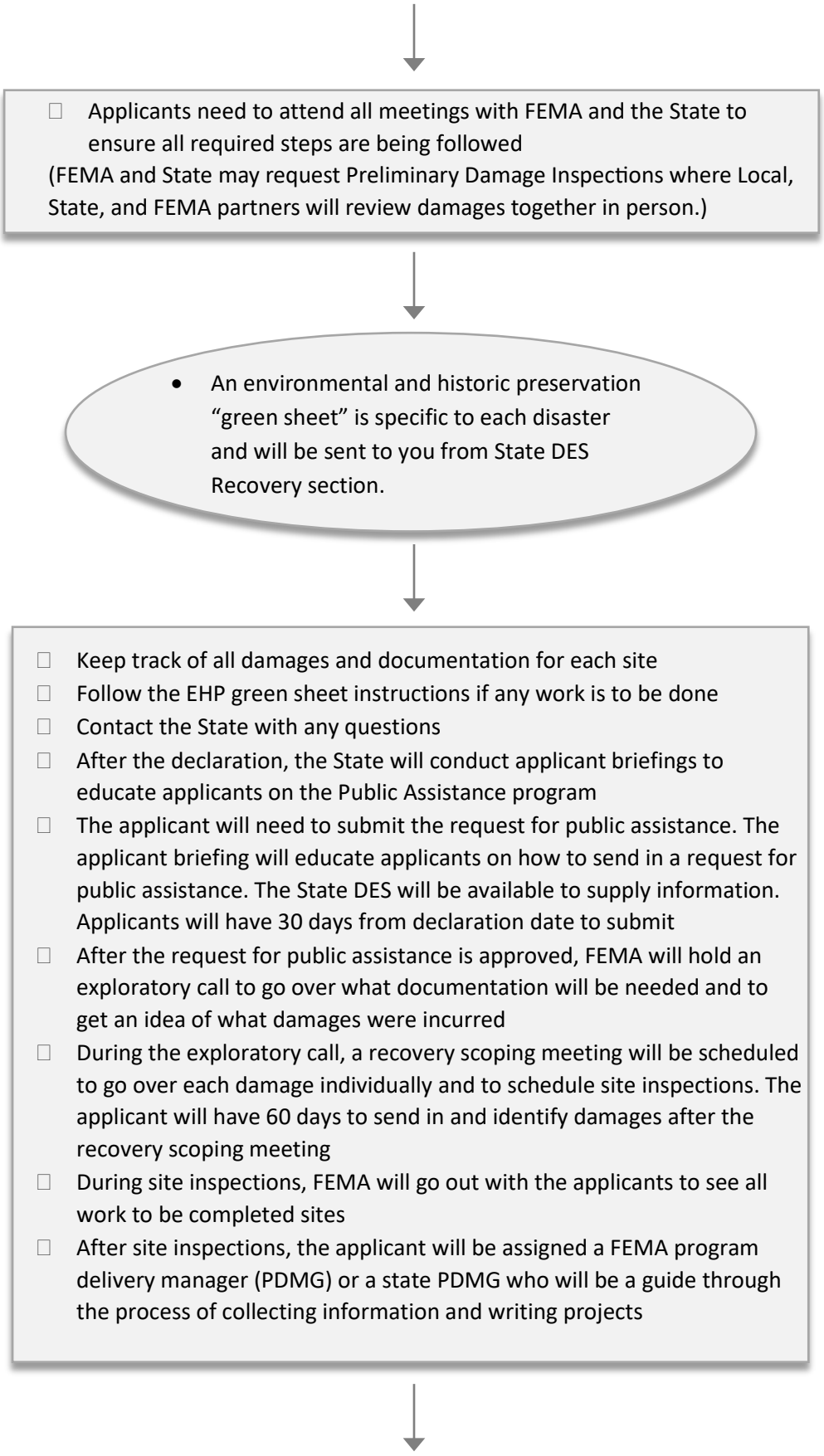
Recovery – Public Assistance

To complete the State Disaster Request form:

- ☐ You will need the date & description of conditions causing the emergency/disaster
- ☐ Description of damages to public sector
- ☐ Description of damages to private sector
- ☐ Description of economic impact

- Complete damage estimates utilizing the *Damage Inventory Template* and transfer totals to the *State Disaster Request form*. These will include both Protective Measures and Debris Clearance if applicable.
- See *State/FEMAs Expenses Eligibility Comparison tool*, and *Category of Work*

- ☐ Work with your finance department to obtain values for applicable funding resources, including cash balance of any Disaster Fund); emergency repair funds available for use and 2 mill levy estimated value (if applicable)
- ☐ Determine Net Assistance Required (Damage Estimates – Local Financial Resources = Assistance Needed)
- ☐ Submit signed State Disaster Request Form, FEMA Damage Inventory sheet with corresponding values and a copy of jurisdiction's Emergency Declaration & 2 Mill Levy Resolutions (if applicable) to MT DES State Emergency Coordination Center secc@mt.gov


Applicants need to attend all meetings with FEMA and the State to ensure all required steps are being followed
(FEMA and State may request Preliminary Damage Inspections where Local, State, and FEMA partners will review damages together in person.)
An environmental and historic preservation "green sheet" is specific to each disaster and will be sent to you from State DES Recovery section.
Keep track of all damages and documentation for each site
Follow the EHP green sheet instructions if any work is to be done
Contact the State with any questions
After the declaration, the State will conduct applicant briefings to educate applicants on the Public Assistance program
The applicant will need to submit the request for public assistance. The applicant briefing will educate applicants on how to send in a request for public assistance. The State DES will be available to supply information. Applicants will have 30 days from declaration date to submit
After the request for public assistance is approved, FEMA will hold an exploratory call to go over what documentation will be needed and to get an idea of what damages were incurred
During the exploratory call, a recovery scoping meeting will be scheduled to go over each damage individually and to schedule site inspections. The applicant will have 60 days to send in and identify damages after the recovery scoping meeting
During site inspections, FEMA will go out with the applicants to see all work to be completed sites
After site inspections, the applicant will be assigned a FEMA program delivery manager (PDMG) or a state PDMG who will be a guide through the process of collecting information and writing projects

Other documentation that will be asked for:

- Pre- disaster photos
- Maintenance Records
- Procurement Policy
- Insurance Policies
- Contracts – must show proof procurement Policy was followed

NOTE – If no permit is required, get it in writing (could be e-mail) from the agency that states “No permit is required”

Permits

- Be aware of all permits that may be required such as
  - FWP 124,
  - DEQ 318,
  - USACE nationwide permit for floods

Recovery - Public Assistance

Public Assistance refers to *Public Infrastructure*.
If it is owned and or maintained by the County or City, it is *Public Infrastructure*.
Section C of this guide will explain Individual Assistance which is the homeowner or private industry.

Initial reimbursements will only replace to pre-disaster condition, including the same type and size of material. Document accordingly. Mitigation efforts such as replacing damaged culvert with a larger culvert will be addressed in SECTION C.

Environmental and Historic Preservation (EHP) Green Sheet

The EHP green sheet refers to a document provided by FEMA that assists applicants in identifying and meeting environmental and historic preservation (EHP) compliance responsibilities for proposed projects. It guides communities during disaster recovery efforts, ensuring that all applicable federal, state, and local laws are followed to avoid delays in funding. The document outlines the EHP review process, compliance requirements, and provides contact information for assistance.

Expense Eligibility Comparison

The information contained on the *State and FEMA Work or Expense Eligibility Comparison* tool will provide general guidance to assist local governments in determining what work and expenses may be eligible for assistance from:

(1) The governor's emergency and disaster fund (section 10-3-311, MCA) following a governor's declaration of an emergency or disaster,

or

(2) In the event of a presidential declaration, what assistance may be eligible from the federal government (Robert T. Stafford disaster relief and emergency assistance act, pl. 93-288, as amended).

Recovery – Public Assistance

Emergency Or Disaster Expenditures -- Restrictions

10-3-311. Emergency or disaster expenditures -- restrictions.

(1) The governor may authorize the incurring of liabilities and expenses to be paid as other claims against the state from the general fund, in the amount necessary, when an emergency or disaster justifies the expenditure and is declared by the governor, to meet contingencies and needs arising from an emergency or disaster, as defined in 10-3-103, that results in damage to the works, buildings, or property of the state, any political subdivision of the state, or a tribal government or that menaces the health, welfare, safety, lives, or property of any considerable number of persons in any county or community of the state, including an Indian reservation, upon demonstration by the political jurisdiction, including a tribal government, that:

(a) the political jurisdiction has exhausted all available emergency levies;

(b) the emergency is beyond the financial capability of the political jurisdiction to respond and for which no appropriation in the affected fund is available in a sufficient amount to meet the emergency or disaster; or

(c) federal funds available for the emergency or disaster require either matching state funds or specific expenditures prior to eligibility for assistance under federal laws.

(2) Expenditures for flood-related damages may not be made to assist a political subdivision or tribal government that is sanctioned because it has flood hazard areas identified under the national flood insurance program, parts 59 through 77 of 44 CFR, and does not have in effect adequate regulations for those areas or has failed to enforce regulations required by the national flood insurance program.

(3) In the event of recovery of money expended pursuant to this section, the spending authority must be reinstated to the level reflecting the recovery.

(4) The governor is charged with the implementation of the program.

(5) The administration and development of rules for implementation of this section must be promulgated by the department.

History: (1)En. Sec. 1, Ch. 409, L. 1971; amd. Sec. 19, Ch. 577, L. 1977; Sec. 79-2501, R.C.M. 1947; (2), (3)En. Sec. 3, Ch. 409, L. 1971; Sec. 79-2503, R.C.M. 1947; R.C.M. 1947, 79-2501, 79-2503; amd. Sec. 1, Ch. 216, L. 1981; amd. Sec. 8, Ch. 430, L. 1983; amd. Sec. 1, Ch. 111, L. 1985; amd. Sec. 3, Ch. 71, L. 1987; amd. Sec. 5, Ch. 228, L. 2011.

Links

Montana Disaster and Emergency Services

- https://des.mt.gov/

Montana Disaster and Emergency Services / Recovery Branch

- https://des.mt.gov/Recovery/Recovery-Program

Helpful Tools

State and FEMA Work and Expense Eligibility Comparison Tool

FEMA Category of Work

Templates and Forms

Damage Inventory Template

- https://des.mt.gov/Recovery/Public-Assistance-Resources/Damage-Inventory-Template.xlsx

State Disaster Request Form

- Local declaration request to governor

Environmental and Historic Preservation (EHP) "Green Sheet"

An EHP green sheet that is specific to each disaster will be sent to you from the MTDES Program Delivery Manager (PDMG).

STATE AND FEMA WORK OR EXPENSE ELIGIBILITY COMPARISON

THE INFORMATION CONTAINED HEREIN WILL PROVIDE GENERAL GUIDANCE TO ASSIST LOCAL GOVERNMENTS IN DETERMINING WHAT WORK AND EXPENSES **MAY** BE ELIGIBLE FOR ASSISTANCE FROM: (1) THE GOVERNOR'S EMERGENCY AND DISASTER FUND (SECTION 10-3-311, MCA) FOLLOWING A GOVERNOR'S DECLARATION OF AN EMERGENCY OR DISASTER, OR (2) IN THE EVENT OF A PRESIDENTIAL DECLARATION, WHAT ASSISTANCE **MAY** BE ELIGIBLE FROM THE FEDERAL GOVERNMENT (ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT, P.L. 93-288, AS AMENDED).

WORK OR EXPENSE ITEM	ELIGIBILITY	
	STATE	FEMA
EMERGENCY WORK:		
* **REGULAR** SALARIES, WAGES AND BENEFITS OF PERMANENTLY EMPLOYED PERSONNEL DIRECTLY ENGAGED IN THE PERFORMANCE OF ELIGIBLE EMERGENCY WORK.	NO	NO
* **OVERTIME** SALARIES, WAGES AND BENEFITS OF PERMANENTLY EMPLOYED PERSONNEL DIRECTLY ENGAGED IN THE PERFORMANCE OF ELIGIBLE EMERGENCY WORK.	YES	YES
* EQUIPMENT COSTS INCURRED DURING THE **NORMALLY SCHEDULED WORK DAY** IN THE OPERATION OF APPLICANT-OWNED EQUIPMENT AND USED IN THE PREFORMANCE OF ELIGIBLE EMERGENCY WORK. REIMBURSEMENT IS BASED ON THE FEMA SCHEDULE OF EQUIPMENT RATES. STANDBY TIME IS NOT ELIGIBLE.	NO	YES
* EQUIPMENT COSTS INCURRED **OVER AND ABOVE THE NORMALLY SCHEDULED WORK DAY** IN THE OPERATION OF APPLICANT-OWNED EQUIPMENT AND USED IN THE PREFORMANCE OF ELIGIBLE EMERGENCY WORK. REIMBURSEMENT IS BASED ON THE FEMA SCHEDULE OF EQUIPMENT RATES. STANDBY TIME IS NOT ELIGIBLE.	YES	YES
PERMENANT WORK:		
* **REGULAR** SALARIES, WAGES AND BENEFITS OF PERMANENTLY EMPLOYED PERSONNEL DIRECTLY ENGAGED IN THE PERFORMANCE OF ELIGIBLE PERMENANT WORK.	NO	YES
* **OVERTIME** SALARIES, WAGES AND BENEFITS OF PERMANENTLY EMPLOYED PERSONNEL DIRECTLY ENGAGED IN THE PERFORMANCE OF ELIGIBLE PERMENANT WORK.	YES	YES
* EQUIPMENT COSTS INCURRED DURING THE **NORMALLY SCHEDULED WORK DAY** IN THE OPERATION OF APPLICANT-OWNED EQUIPMENT AND USED IN THE PREFORMANCE OF ELIGIBLE PERMENANT WORK. REIMBURSEMENT IS BASED ON THE FEMA SCHEDULE OF EQUIPMENT RATES. STANDBY TIME IS NOT ELIGIBLE.	NO	YES
* EQUIPMENT COSTS INCURRED **OVER AND ABOVE THE NORMALLY SCHEDULED WORK DAY** IN THE OPERATION OF APPLICANT-OWNED EQUIPMENT AND USED IN THE PREFORMANCE OF ELIGIBLE PERMENANT WORK. REIMBURSEMENT IS BASED ON THE FEMA SCHEDULE OF EQUIPMENT RATES. STANDBY TIME IS NOT ELIGIBLE.	YES	YES
OTHER ITEMS:		
* SALARIES, WAGES AND EXPENSES OF LOCAL OFFICIALS WHO ARE RESPONSIBLE FOR DIRECTING AND PERFORMING REGULAR GOVERNMENT ACTIVITIES	NO	NO
* SALARIES, WAGES AND BENEFITS OF TEMPORARY OR EXTRA HIRES DIRECTLY ENGAGED IN THE PERFORMANCE OF ELIGIBLE EMERGENCY OR PERMENANT WORK	YES	YES
* SALARIES, WAGES, FEES AND EXPENSES OF INDIVIDUALS OR FIRMS WHILE ENGAGED IN THE PREPARATION AND PROCESSING OF DSR'S, PROJECT APPLICATIONS, CLAIMS FOR PAYMENT AND SUPPORT DOCUMENTATION.	NO	YES ADMIN FEE
* ADMINISTRATIVE EXPENSES INCLUDING BUT NOT LIMITED TO: LEGAL FEES, OFFICE SUPPLIES AND EQUIPMENT, RENT, TELEPHONE CHARGES, INTEREST CHARGES, INSURANCE STORAGE, etc..	NO	YES ADMIN FEE
* REIMBURSEMENT TO INDIVIDUALS OR PRIVATE ORGANIZATIONS FOR THE COST OF PERFORMING SERVICES ON THEIR OWN PROPERTY.	NO	NO
* COST OF MATERIALS AND SUPPLIES USED IN THE PREFORMANCE OF ELIGIBLE EMERGENCY OR PERMENANT WORK, INCLUDING THOSE PROCURED BY DIRECT PURCHASE OR TAKEN FROM THE APPLICANT'S STOCK.	YES	YES
* RENTAL COSTS OF PRIVATE OWNED EQUIP. USED IN PERFORMING ELIGIBLE EMER.OR PERM. WORK. RENTAL RATES MUST BE COMPARABLE TO THE CURRENT RATES IN THE LOCALITY FOR SIMILAR TYPES OF EQUIPMENT.	YES	YES
* REASONABLE COSTS FOR WORK PERFORMED BY CONTRACTORS ON ELIGIBLE EMERGENCY OR PERMENANT PROJECTS CONTRACTED FOR IN ACCORDANCE WITH LOCAL AND STATE STATUTES.	YES	YES
* REASONABLE COSTS FOR ARCHITECTURAL AND/OR ENGINEERING SERVICES ON ELIGIBLE PROJECTS.	YES	YES
* CONTRACTS BASED ON COST PLUS A PERCENTAGE OF COSTS OR HAVE FUNDING CONTINGENCY CLAUSES.	NO	NO

FEMA Category of Work

Emergency Work

Category A: Debris removal

Category B: Emergency protective measures, including donated resources

Permanent Work

Category C: Roads and bridges

Category D: Water control facilities

Category E: Public buildings and equipment

Category F: Public utilities

Category G: Parks, recreation, and other facilities

Category H: Fire suppression - used specifically for Fire Mitigation Assistance Grant (FMAG) only

Category I: Building code and floodplain management administration and enforcement

Administrative Cost

Category Z: Administrative cost

LOCAL DECLARATION REQUEST TO GOVERNOR

Date:

The Honorable _____

Governor of Montana

State Capitol

Helena, Montana 59620

Dear Governor _____:

Pursuant to our authority as _____of

_____, Montana, we request that an *emergency/disaster* be declared immediately to provide supplemental disaster relief in accordance with the provisions of Title 10, Chapter 3, Section 311, MCA.

1. SITUATION

   A. Date and description of conditions causing emergency/disaster:

      Beginning the evening of May 23, 2011 several rounds of moderate to heavy rainfall occurred across XXX County. Widespread rainfall of 2-4 inches occurred across XXX County.

   B. Description of damages to public sector: (If appropriate.)

      Preliminary damage assessments indicate widespread damage to county roads. An estimated 25 county roads are impassable due to flood damage. Three rural communities are completely isolated at this time and two others are accessible only through long detours.

   C. Description of damages to private sector:

      Farm and ranch damages are extensive, with livestock losses especially heavy. It is estimated that 100 farm or ranch families are isolated because of loss of road access. In addition to damage in the communities of x,xx,xxx,xxx; 125 families were evacuated.

   D. Description of economic impact:

      Immediate economic impact is apparent; a major employer, M&M Manufacturing that employs 250 people at their plant in xx, has ceased operations since supply and delivery problems, as well as employee absenteeism, preclude normal operations. The company anticipates return to full production in 30-40 days.

2. OFFICIAL ACTION

A. A local (*emergency/disaster*) has been declared and the emergency two (2) mill levy authorized by Section 10-3-405, MCA, has been levied. A copy of the signed resolution is attached.

B. Other actions taken.

The local health officer has issued a boil order for all drinking water due to possible contamination. Also, the sheriff's posse was activated, and they assisted in the evacuation of Willis.

3. DAMAGE ESTIMATES

A. Debris Clearance	*$5,000.00*
B. Protective Measures	*$2,500.00*
C. Road Systems	*$62,500.00*
D. Water Control Facilities	*$*
E. Public Buildings and Related Equipment	*$*
F. Public Utilities	*$*
G. Public Facilities Under Construction	*$*
H. Other Damages (Not in above categories	*$*
TOTAL ESTIMATED DAMAGES:	***$70,000.00***

4. LOCAL RESOURCES

Names of Funds Involved:	(*Road Fund*)
Cash balance in Disaster Fund as of June 30, 2____	$*687.00*
Estimated Value of 2 Mill Emergency Levy	$*24,848.00*
ESTIMATED FINANCIAL RESOURCES AVAILABLE:	***$25,535.00***

5. ASSISTANCE REQUIRED

ESTIMATED STATE ASSISTANCE REQUESTED (DAMAGES – RESOURCES):	***$44,465.00***

(Title of Board or Council)

By:

(*Chairman or Mayor*) _____

(*Member*) _____

(*Member*) _____

(SEAL)

ATTEST:_____*(Clerk and Recorder or City Clerk)*

cc: Administrator

Montana Disaster & Emergency Services

1956 Mt. Majo

P.O. Box 4789

Fort Harrison, MT 59636-4789

Recovery – Individual Assistance

To complete the State Disaster Request Form:

- ☐ You will need the date & description of conditions causing the emergency/disaster
- ☐ Description of damages to public sector
- ☐ Description of damages to private sector
- ☐ Description of economic impact

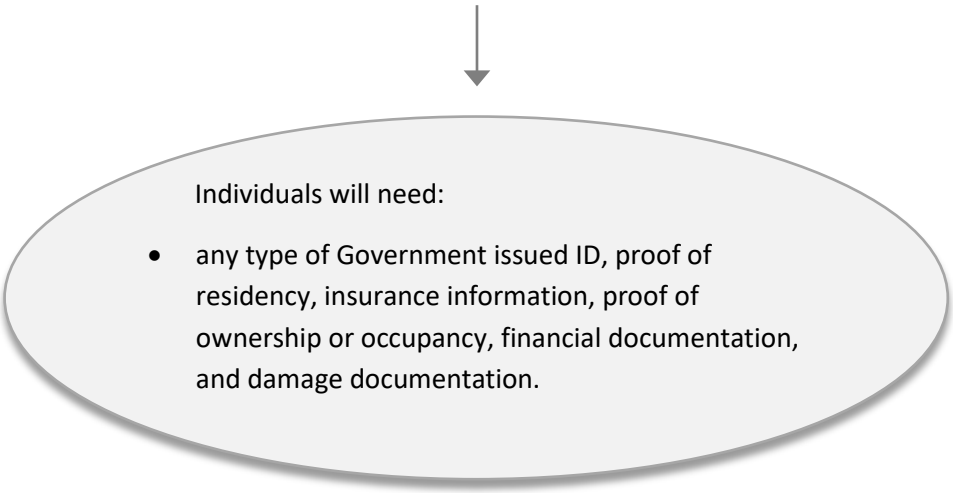


- Complete damage estimates utilizing the *Damage Inventory Template* and transfer totals to the *State Disaster Request form*. These will include both Protective Measures and Debris Clearance if applicable.
- See *State/FEMAs Expenses Eligibility Comparison form and the FEMA Category of Work*



- ☐ Work with your finance department to obtain values for applicable funding resources, including cash balance of any Disaster Fund); emergency repair funds available for use and 2 mill levy estimated value (if applicable)
- ☐ Determine Net Assistance Required (Damage Estimates – Local Financial Resources = Assistance Needed)
- ☐ Submit signed State Disaster Request Form, FEMA Damage Inventory template with corresponding values and a copy of jurisdiction's Emergency Declaration & 2 Mill Levy Resolutions (if applicable) to MT DES State Emergency Coordination Center secc@mt.gov





- Information gathered during the Preliminary Damage Assessment is crucial
- Read through scope of assistance from the notification of the individual assistance disaster declaration from FEMA
- Establish connection with the State and FEMA representatives.
- Work with FEMA and State DES to set up disaster recovery centers (DRC) where affected individuals can receive information and assistance
- Broadcast information on the disaster declaration for affected individuals. After declaration work with State Led Housing Task Force for housing issues with survivors.
- After declaration be aware if the crisis counselling program is granted (CCP) and work with the providers
- Work with and be aware of Voluntary Organizations Active in Disaster (VOAD) groups that might be proving both response and recovery assistance.
- Update emergency response plans based on lessons learned from IA process.

Individual Assistance

A. The Governor **may** authorize State disaster assistance when:

- The emergency or disaster justifies the expenditure and
- The political subdivision is declared an emergency or disaster area by the Governor

B. The emergency or disaster must:

- Result in damage to the works, buildings or property of the State or any political subdivision thereof or
- Menace the health, welfare, safety, lives or property of any considerable number of persons in any political subdivision of the State

C. Each political subdivision must demonstrate that:

- It has exhausted all available emergency levies (i.e., the two mill emergency levy, Section 10-3-405, MCA) Tribal Nations are exempt from 2 Mill levy
- The emergency or disaster is beyond the financial capability of the political subdivision and no appropriation in the affected fund is available in sufficient amount to meet the needs of the emergency or disaster. The financial resources available to the political subdivision shall include the maximum permissive levy for the fund or account financing the governmental function that is obligated to respond (e.g., road damage - road fund, bridge damage - bridge fund, etc.), and have expended their 2 mill levy and any balance remaining in the emergency fund. (10-3-405 MCA).

Recovery – Individual Assistance

The Montana Disaster and Emergency Services Recovery team works with FEMA to assist individuals, households, and businesses after disasters. The Individual Assistance Program helps people recover by offering aid for home repairs, transportation, funeral expenses, crisis counseling, unemployment assistance, and Small Business Administration loans. Funds are limited and cannot duplicate insurance or other federal assistance.

Once the president signs a disaster declaration, affected individuals should be informed through outreach and press releases. To apply for aid, they must call FEMA's toll-free hotline at 1-800-621-FEMA (3362) (TTY: 1-800-462-7585). Applications are processed through FEMA's National Tele-registration Center, and further assistance may be available at local Disaster Recovery Centers.

Since Montana does not have state funds for Individual Assistance, it partners with Montana Volunteer Organizations Active in Disasters (MTVOAD) to help when FEMA aid is unavailable.

Links

Montana Disaster and Emergency Services

- https://des.mt.gov/

Montana Disaster and Emergency Services / Recovery Branch

- https://des.mt.gov/Recovery/Recovery-Program

FEMA Individual Assistance (IA)

- https://www.fema.gov/assistance/individual

Helpful Tools

State and FEMA Work and Expense Eligibility Comparison Tool

FEMA Category of Work

Templates and Forms

Damage Inventory Template

- https://des.mt.gov/Recovery/Public-Assistance-Resources/Damage-Inventory-Template.xlsx

State Disaster Request Form

- Local declaration request to governor

STATE AND FEMA WORK OR EXPENSE ELIGIBILITY COMPARISON

THE INFORMATION CONTAINED HEREIN WILL PROVIDE GENERAL GUIDANCE TO ASSIST LOCAL GOVERNMENTS IN DETERMINING WHAT WORK AND EXPENSES **MAY** BE ELIGIBLE FOR ASSISTANCE FROM: (1) THE GOVERNOR'S EMERGENCY AND DISASTER FUND (SECTION 10-3-311, MCA) FOLLOWING A GOVERNOR'S DECLARATION OF AN EMERGENCY OR DISASTER, OR (2) IN THE EVENT OF A PRESIDENTIAL DECLARATION, WHAT ASSISTANCE **MAY** BE ELIGIBLE FROM THE FEDERAL GOVERNMENT (ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT, P.L. 93-288, AS AMENDED).

WORK OR EXPENSE ITEM	ELIGIBILITY	
	STATE	FEMA
EMERGENCY WORK:		
* **REGULAR** SALARIES, WAGES AND BENEFITS OF PERMANENTLY EMPLOYED PERSONNEL DIRECTLY ENGAGED IN THE PERFORMANCE OF ELIGIBLE EMERGENCY WORK.	NO	NO
* **OVERTIME** SALARIES, WAGES AND BENEFITS OF PERMANENTLY EMPLOYED PERSONNEL DIRECTLY ENGAGED IN THE PERFORMANCE OF ELIGIBLE EMERGENCY WORK.	YES	YES
* EQUIPMENT COSTS INCURRED DURING THE **NORMALLY SCHEDULED WORK DAY** IN THE OPERATION OF APPLICANT-OWNED EQUIPMENT AND USED IN THE PREFORMANCE OF ELIGIBLE EMERGENCY WORK. REIMBURSEMENT IS BASED ON THE FEMA SCHEDULE OF EQUIPMENT RATES. STANDBY TIME IS NOT ELIGIBLE.	NO	YES
* EQUIPMENT COSTS INCURRED **OVER AND ABOVE THE NORMALLY SCHEDULED WORK DAY** IN THE OPERATION OF APPLICANT-OWNED EQUIPMENT AND USED IN THE PREFORMANCE OF ELIGIBLE EMERGENCY WORK. REIMBURSEMENT IS BASED ON THE FEMA SCHEDULE OF EQUIPMENT RATES. STANDBY TIME IS NOT ELIGIBLE.	YES	YES
PERMENANT WORK:		
* **REGULAR** SALARIES, WAGES AND BENEFITS OF PERMANENTLY EMPLOYED PERSONNEL DIRECTLY ENGAGED IN THE PERFORMANCE OF ELIGIBLE PERMENANT WORK.	NO	YES
* **OVERTIME** SALARIES, WAGES AND BENEFITS OF PERMANENTLY EMPLOYED PERSONNEL DIRECTLY ENGAGED IN THE PERFORMANCE OF ELIGIBLE PERMENANT WORK.	YES	YES
* EQUIPMENT COSTS INCURRED DURING THE **NORMALLY SCHEDULED WORK DAY** IN THE OPERATION OF APPLICANT-OWNED EQUIPMENT AND USED IN THE PREFORMANCE OF ELIGIBLE PERMENANT WORK. REIMBURSEMENT IS BASED ON THE FEMA SCHEDULE OF EQUIPMENT RATES. STANDBY TIME IS NOT ELIGIBLE.	NO	YES
* EQUIPMENT COSTS INCURRED **OVER AND ABOVE THE NORMALLY SCHEDULED WORK DAY** IN THE OPERATION OF APPLICANT-OWNED EQUIPMENT AND USED IN THE PREFORMANCE OF ELIGIBLE PERMENANT WORK. REIMBURSEMENT IS BASED ON THE FEMA SCHEDULE OF EQUIPMENT RATES. STANDBY TIME IS NOT ELIGIBLE.	YES	YES
OTHER ITEMS:		
* SALARIES, WAGES AND EXPENSES OF LOCAL OFFICIALS WHO ARE RESPONSIBLE FOR DIRECTING AND PERFORMING REGULAR GOVERNMENT ACTIVITIES	NO	NO
* SALARIES, WAGES AND BENEFITS OF TEMPORARY OR EXTRA HIRES DIRECTLY ENGAGED IN THE PERFORMANCE OF ELIGIBLE EMERGENCY OR PERMENANT WORK	YES	YES
* SALARIES, WAGES, FEES AND EXPENSES OF INDIVIDUALS OR FIRMS WHILE ENGAGED IN THE PREPARATION AND PROCESSING OF DSR'S, PROJECT APPLICATIONS, CLAIMS FOR PAYMENT AND SUPPORT DOCUMENTATION.	NO	YES ADMIN FEE
* ADMINISTRATIVE EXPENSES INCLUDING BUT NOT LIMITED TO: LEGAL FEES, OFFICE SUPPLIES AND EQUIPMENT, RENT, TELEPHONE CHARGES, INTEREST CHARGES, INSURANCE STORAGE, etc..	NO	YES ADMIN FEE
* REIMBURSEMENT TO INDIVIDUALS OR PRIVATE ORGANIZATIONS FOR THE COST OF PERFORMING SERVICES ON THEIR OWN PROPERTY.	NO	NO
* COST OF MATERIALS AND SUPPLIES USED IN THE PREFORMANCE OF ELIGIBLE EMERGENCY OR PERMENANT WORK, INCLUDING THOSE PROCURED BY DIRECT PURCHASE OR TAKEN FROM THE APPLICANT'S STOCK.	YES	YES
* RENTAL COSTS OF PRIVATE OWNED EQUIP. USED IN PERFORMING ELIGIBLE EMER.OR PERM. WORK. RENTAL RATES MUST BE COMPARABLE TO THE CURRENT RATES IN THE LOCALITY FOR SIMILAR TYPES OF EQUIPMENT.	YES	YES
* REASONABLE COSTS FOR WORK PERFORMED BY CONTRACTORS ON ELIGIBLE EMERGENCY OR PERMENANT PROJECTS CONTRACTED FOR IN ACCORDANCE WITH LOCAL AND STATE STATUTES.	YES	YES
* REASONABLE COSTS FOR ARCHITECTURAL AND/OR ENGINEERING SERVICES ON ELIGIBLE PROJECTS.	YES	YES
* CONTRACTS BASED ON COST PLUS A PERCENTAGE OF COSTS OR HAVE FUNDING CONTINGENCY CLAUSES.	NO	NO

FEMA Category of Work

Emergency Work

Category A: Debris removal

Category B: Emergency protective measures, including donated resources

Permanent Work

Category C: Roads and bridges

Category D: Water control facilities

Category E: Public buildings and equipment

Category F: Public utilities

Category G: Parks, recreation, and other facilities

Category H: Fire suppression - used specifically for Fire Mitigation Assistance Grant (FMAG) only

Category I: Building code and floodplain management administration and enforcement

Administrative Cost

Category Z: Administrative cost

LOCAL DECLARATION REQUEST TO GOVERNOR

Date:

The Honorable _____

Governor of Montana

State Capitol

Helena, Montana 59620

Dear Governor _____:

Pursuant to our authority as _____of

_____, Montana, we request that an *emergency/disaster* be declared immediately to provide supplemental disaster relief in accordance with the provisions of Title 10, Chapter 3, Section 311, MCA.

1. SITUATION

   A. Date and description of conditions causing emergency/disaster:

      Beginning the evening of May 23, 2011 several rounds of moderate to heavy rainfall occurred across XXX County. Widespread rainfall of 2-4 inches occurred across XXX County.

   B. Description of damages to public sector: (If appropriate.)

      Preliminary damage assessments indicate widespread damage to county roads. An estimated 25 county roads are impassable due to flood damage. Three rural communities are completely isolated at this time and two others are accessible only through long detours.

   C. Description of damages to private sector:

      Farm and ranch damages are extensive, with livestock losses especially heavy. It is estimated that 100 farm or ranch families are isolated because of loss of road access. In addition to damage in the communities of x,xx,xxx,xxx; 125 families were evacuated.

   D. Description of economic impact:

      Immediate economic impact is apparent; a major employer, M&M Manufacturing that employs 250 people at their plant in xx, has ceased operations since supply and delivery problems, as well as employee absenteeism, preclude normal operations. The company anticipates return to full production in 30-40 days.

2. OFFICIAL ACTION

A. A local (*emergency/disaster*) has been declared and the emergency two (2) mill levy authorized by Section 10-3-405, MCA, has been levied. A copy of the signed resolution is attached.

B. Other actions taken.

The local health officer has issued a boil order for all drinking water due to possible contamination. Also, the sheriff's posse was activated, and they assisted in the evacuation of Willis.

3. DAMAGE ESTIMATES

A. Debris Clearance	*$5,000.00*
B. Protective Measures	*$2,500.00*
C. Road Systems	*$62,500.00*
D. Water Control Facilities	*$*
E. Public Buildings and Related Equipment	*$*
F. Public Utilities	*$*
G. Public Facilities Under Construction	*$*
H. Other Damages (Not in above categories	*$*
TOTAL ESTIMATED DAMAGES:	***$70,000.00***

4. LOCAL RESOURCES

Names of Funds Involved:	(*Road Fund*)
Cash balance in Disaster Fund as of June 30, 2____	$*687.00*
Estimated Value of 2 Mill Emergency Levy	$*24,848.00*
ESTIMATED FINANCIAL RESOURCES AVAILABLE:	***$25,535.00***

5. ASSISTANCE REQUIRED

ESTIMATED STATE ASSISTANCE REQUESTED (DAMAGES – RESOURCES):	***$44,465.00***

(Title of Board or Council)

By:

(*Chairman or Mayor*) _____

(*Member*) _____

(*Member*) _____

(SEAL)

ATTEST:_____*(Clerk and Recorder or City Clerk)*

cc: Administrator

Montana Disaster & Emergency Services

1956 Mt. Majo

P.O. Box 4789

Fort Harrison, MT 59636-4789

State Declaration Approved

(Without Federal Declaration)

- The disaster is only for declared counties and municipalities. Non-profits and special government districts are not included.
- The State will contact all applicants to hold an applicant briefing.
- If 2 mill levies have not been committed, this will need to be done before any funding will be given. The state will pay a percentage of the damages decided by the Governor at the time of declaration only after 2 mills have been expended.

- Gather all documentation related to damages, including invoices, paystubs, time sheets, equipment hours, photos, GPS points, ETC.
- Applicants will fill out the *Damage Inventory Template* and submit to desrecovery@mt.gov along with all gathered documentation.

- The state will review damages and make an eligibility determination on what will be funded.

- Complete the *Reimbursement Request Template* and email to DESrecovery@mt.gov

State Declaration Approved

(Without Federal Declaration)

After a state disaster declaration is declared (and a federal declaration won't be pursued) what are the next steps?

1. The disaster is only for declared counties and municipalities. Non-profits and special government districts are not included.
2. Gather all documentation related to damages, including invoices, paystubs, time sheets, equipment hours, photos, GPS points, ETC.
3. The State will contact all applicants to hold an applicant briefing.
4. Applicants will fill out the Damage Inventory sheet provided by State and send into State DES along with all gathered documentation.
5. The state will review damages and make an eligibility determination on what will be funded.
6. If 2 mill levies have not been committed, this will need to be done before any funding will be given.
7. The state will pay a percentage of the damages decided by the Governor at the time of declaration, after 2 mills have been expended.

State Thresholds

The State of Montana has a system in place for Municipalities and Counties to receive emergency funding by levying. The 2 mill levy threshold must be exceeded in order for the State to declare a disaster.

State Payments

Any funding that the State provides will always need proof of payment even for small projects. This includes both Federal and State disasters. After all documentation is submitted, turn in the reimbursement request form into MT DES.

State Mitigation

State declarations have no funding for after the fact disaster Mitigation. There is a State Mitigation program that is competitive based. For any questions on mitigation, reach out to the MT DES Mitigation team.

Environmental Historic Preservation Requirements

Environmental Historic Preservation Requirements.
For both federal and state declared disasters, all federal EHP guidelines must be followed. This includes getting any permit that may be required. If no permit is needed, get a letter of No Permit Required from the permitting agency. Gravel pits must have both a DEQ permit as well as a State Historic Preservation certificate. Starting work prior to getting a permit can make the project ineligible for reimbursement. The State of Montana has a Joint Permit Application that can be sent to all the following permitting agency's that may need to be involved including U.S. Army Corp of Engineers, Montana FWP, Montana DEQ, Montana DNRC, as well as the Local Floodplain Administrator. Endangered species are present in Montana and some projects can be affected by being in an area close to the habitat such as a Bald Eagle. For a Federal Declaration, FEMA will consult the U.S. Fish and Wildlife services to make sure the proposed work area does not have endangered species. After the fact, or after work has started, consultations will not be given, and funding will be ineligible if there are restrictions. For a State Declaration, MT DES will consult with the correct agencies on endangered species. If unsure about environmental laws, contact Montana Disaster and Emergency Services.

Disaster 2 Mill Levy Cheat Sheet

When is the Governor's Disaster Appropriation Considered for Use?

State Declared Disasters Without a Federal Declaration:

- Must show all available emergency levies have been exhausted including emergency funds.
- The emergency or disaster is beyond the financial capability of the political subdivision and no appropriation in the affected fund is available in sufficient amount to meet the needs of the emergency or disaster. The financial resources available to the political subdivision shall include the maximum permissive levy for the fund or account financing the governmental function that is obligated to respond (e.g., road damage - road fund, bridge damage - bridge fund, etc.), and have expended their 2 mill levy and any balance remaining in the emergency fund. *(This is where your community could decide if they need to impose a levy or just commit the pre-existing funds to the disaster.)*

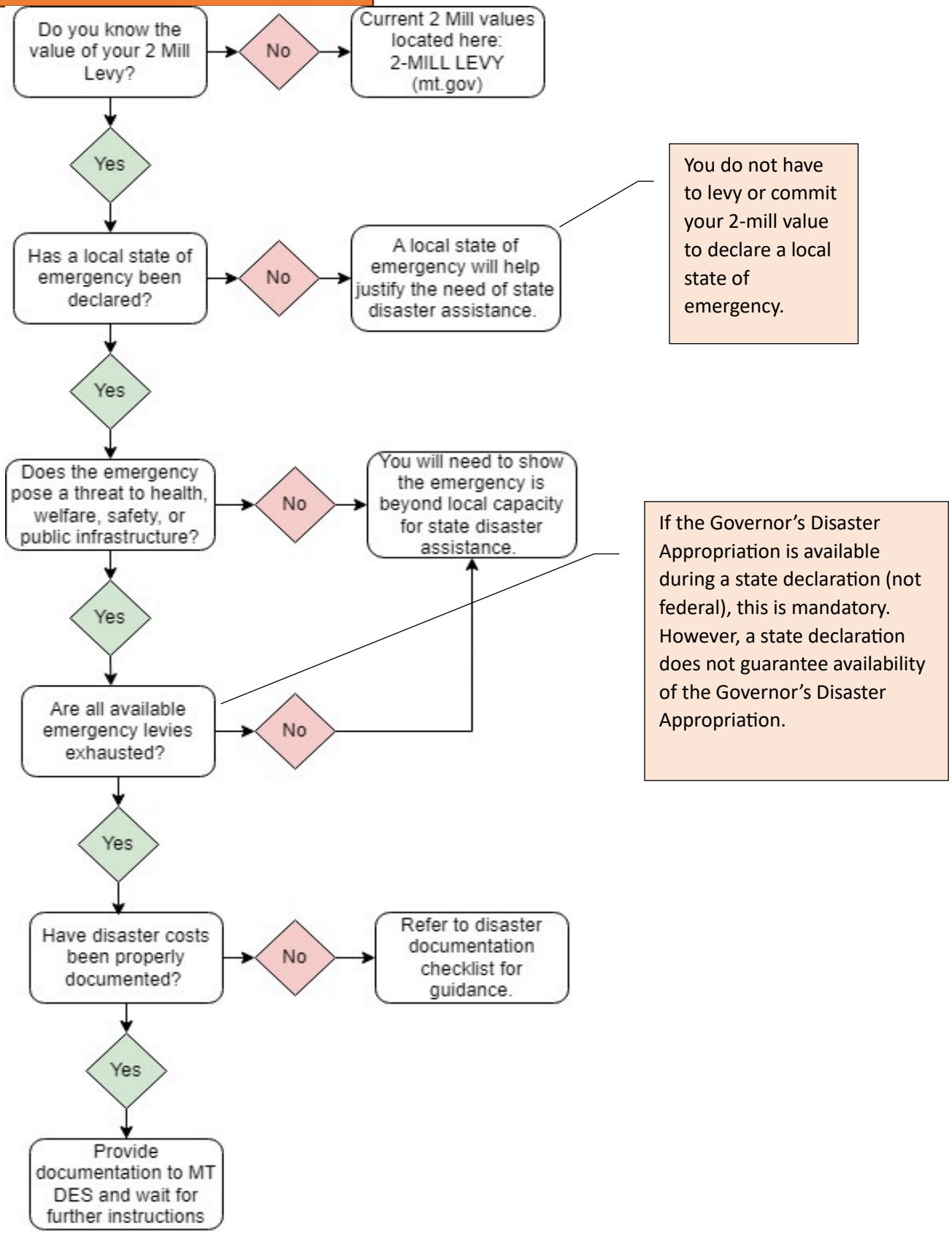
Federally Declared Disasters:

When a disaster receives a federal declaration, different reimbursement rules apply for the Governor's Disaster Appropriation.

- The value of your 2-mill for the fiscal year of the disaster has been met by disaster costs
    - Provide cost documentation showing this was met during the initial disaster emergency response.
      Or
    - Cover the non-federal cost share of all FEMA projects until the 2 mill amount is met. Once met the Governor's Disaster Appropriation will cover the non-federal cost share of all remaining FEMA projects.

Communities must demonstrate local financial capacity has been exceeded during a disaster before the Governor's Disaster Appropriation can cover costs. Exceeding a 2 Mill does not guarantee a state disaster declaration. While MT DES can offer technical assistance, we do not advise on community levies. This decision rests with elected officials and administrators.

Declaration Process Flowchart:



State Declaration Approved

(Without Federal Declaration)

No Supporting information applicable at this time.

Links

Montana Disaster and Emergency Services

- https://des.mt.gov/

Montana Disaster and Emergency Services / Recovery Branch

- https://des.mt.gov/Recovery/Recovery-Program

Helpful Tools

State and FEMA Work and Expense Eligibility Comparison Tool

FEMA Category of Work

Templates and Forms

Damage Inventory Template

- https://des.mt.gov/Recovery/Public-Assistance-Resources/Damage-Inventory-Template.xlsx

Reimbursement Request Template

LOCAL DECLARATION REQUEST TO GOVERNOR

Date:

The Honorable _____

Governor of Montana

State Capitol

Helena, Montana 59620

Dear Governor _____:

Pursuant to our authority as _____of

_____, Montana, we request that an *emergency/disaster* be declared immediately to provide supplemental disaster relief in accordance with the provisions of Title 10, Chapter 3, Section 311, MCA.

1. SITUATION

   A. Date and description of conditions causing emergency/disaster:

      Beginning the evening of May 23, 2011 several rounds of moderate to heavy rainfall occurred across XXX County. Widespread rainfall of 2-4 inches occurred across XXX County.

   B. Description of damages to public sector: (If appropriate.)

      Preliminary damage assessments indicate widespread damage to county roads. An estimated 25 county roads are impassable due to flood damage. Three rural communities are completely isolated at this time and two others are accessible only through long detours.

   C. Description of damages to private sector:

      Farm and ranch damages are extensive, with livestock losses especially heavy. It is estimated that 100 farm or ranch families are isolated because of loss of road access. In addition to damage in the communities of x,xx,xxx,xxx; 125 families were evacuated.

   D. Description of economic impact:

      Immediate economic impact is apparent; a major employer, M&M Manufacturing that employs 250 people at their plant in xx, has ceased operations since supply and delivery problems, as well as employee absenteeism, preclude normal operations. The company anticipates return to full production in 30-40 days.

2. OFFICIAL ACTION

A. A local (*emergency/disaster*) has been declared and the emergency two (2) mill levy authorized by Section 10-3-405, MCA, has been levied. A copy of the signed resolution is attached.

B. Other actions taken.

The local health officer has issued a boil order for all drinking water due to possible contamination. Also, the sheriff's posse was activated, and they assisted in the evacuation of Willis.

3. DAMAGE ESTIMATES

A. Debris Clearance	*$5,000.00*
B. Protective Measures	*$2,500.00*
C. Road Systems	*$62,500.00*
D. Water Control Facilities	*$*
E. Public Buildings and Related Equipment	*$*
F. Public Utilities	*$*
G. Public Facilities Under Construction	*$*
H. Other Damages (Not in above categories	*$*
TOTAL ESTIMATED DAMAGES:	***$70,000.00***

4. LOCAL RESOURCES

Names of Funds Involved:	(*Road Fund*)
Cash balance in Disaster Fund as of June 30, 2____	$*687.00*
Estimated Value of 2 Mill Emergency Levy	$*24,848.00*
ESTIMATED FINANCIAL RESOURCES AVAILABLE:	***$25,535.00***

5. ASSISTANCE REQUIRED

ESTIMATED STATE ASSISTANCE REQUESTED (DAMAGES – RESOURCES):	***$44,465.00***

(Title of Board or Council)

By:

(*Chairman or Mayor*) _____

(*Member*) _____

(*Member*) _____

(SEAL)

ATTEST:_____*(Clerk and Recorder or City Clerk)*

cc: Administrator

Montana Disaster & Emergency Services

1956 Mt. Majo

P.O. Box 4789

Fort Harrison, MT 59636-4789

Instructions: Include this sheet as a cover page for your documentation when requesting reimbursement from MT DES. Use a separate sheet for each project submitted in Grants Portal. We will need the invoice number, company name, and invoice total for each invoice that is being submitted. We will also need proof that your agency has paid that invoice.

If reimbursement documentation involves force account labor (FAL), equipment (FAE), or materials (FAM) note it in the invoice number column. Force Account costs still require proof of payment to be submitted before reimbursement can be performed. In the comments column, please note what the document(s) is named as in Grants Portal. If the document is not in Grants Portal, please attach the document(s) to the email containing your reimbursement request.

Please send reimbursement request to **desrecovery@mt.gov**

Applicant Name: _____
Disaster number: _____
Project Number _____

Invoice Number	Company Name	Total Invoice Cost	Comments

Reimbursement Request Total: 0

I certify that all invoices claimed is directly related to the Public Assistance grant program and is in accordance with local/tribal, state, and federal guidelines and are allowable under the current years grant. For audit purposes supporting documentation needs to be provided for the project reimbursement being requested. Ex: copies of the invoices and proof of payment.

Date: _____ **Applicant Signature:** _____

State Declaration to Federal (FEMA) Declaration Application

State DES will determine whether the individual jurisdiction has incurred enough damage on their own or with all the other affected jurisdictions combined.

State DES will then determine if the disaster exceeds the state's financial capacity to assist.

- For the State DES to make the determination mentioned above, you must complete and submit the appropriate documentation to desrecovery@mt.gov

  (Information collected from section B)

- *Damage Report Forms* need to be completed for each affected site



- Complete all *Damage Report Forms* and submit to desrecovery@mt.gov



(Information collected from section B)

- Damage estimates utilizing FEMA's Damage Inventory excel sheet and transfer totals to State Disaster Request Form. These will include both Protective Measures, Debris Clearance if applicable (See Guidance/Supporting Information – See State/FEMA expenses eligibility comparison form, Categories of Eligible Work
- Work with your finance department to obtain values for applicable funding resources, including cash balance of any Disaster Fund); emergency repair funds available for use and 2 mill levy estimated value (if applicable)
- Determine Net Assistance Required (Damage Estimates – Local Financial Resources = Assistance Needed)
- Submit signed State Disaster Request Form, Damage Inventory Template with corresponding values & copy of jurisdiction's Emergency Declaration & 2 Mill Levy Resolutions (if applicable) to MT DES State Emergency Coordination Center secc@mt.gov

- *2 Mill Levy Resolution* (if applicable)

- You will need the date & description of conditions causing emergency/disaster; description of damages to public sector; description of damages to private sector; description of economic impact

Other documentation that will be asked for.

- Pre- disaster photos
- Maintenance Records
- Procurement Policy
- Insurance Policies
- Contracts – must show proof Procurement Policy was followed

Permits

Be aware of all permits that may be required such as

- FWP 124,
- DEQ 318,
- USACE nationwide permit for floods

For Individual Assistance

Each applicant must present the documentation listed below

- Government issued ID,
- Proof of residency,
- Insurance information,
- Proof of ownership or Occupancy,
- Financial documentation,
- and Damage documentation.

Joint Preliminary Damage Assessment

A Joint Preliminary Damage Assessment will occur.

Federal declarations can take time.

While you wait, prepare for an exploratory call as well as a recovery scoping meeting. Assistance may be provided by contacting MTDES Recovery Section.

- A FEMA Exploratory Call is an initial phone discussion between a Public Assistance grant applicant and a FEMA Program Delivery Manager (PDMG) to discuss disaster damage and the grant process. The call, which should happen within seven days of the applicant being assigned a PDMG, introduces the PDMG, explains the program, identifies disaster damages, discusses necessary documentation like insurance and procurement policies, and sets up the next step, the Recovery Scoping Meeting

- A FEMA recovery scoping call, or Recovery Scoping Meeting (RSM), is the first in-depth meeting between an applicant and FEMA to discuss disaster damages and start the Public Assistance (PA) grant application process. The call allows applicants to identify, report, and detail their damages to FEMA, who will also evaluate potential eligibility issues and other considerations.

The State will require further documentation than FEMA when Applicant is looking to get reimbursed after projects have been approved and obligated, such as proof of payment which consists of a cancelled check or bank statements.

Costs

When a disaster receives a federal declaration, different reimbursement rules apply for the Governor's Disaster Appropriation verses Federal funding. Communities must demonstrate local financial capacity has been exceeded during a disaster before the Governor's Disaster Appropriation can cover costs. Levying your 2 Mill is optional in this situation.
The value of your 2 mill levy for the fiscal year of the disaster has been met by the disaster costs

- Provide cost documentation showing this was met during the initial disaster emergency response.

  Or

- Cover the non-federal cost share of all FEMA projects until the 2-mill amount is met.

Initial Damage Assessment Guidelines

Use the *Disaster Damage Report Form* during the initial disaster response at each affected site. This process is known as the Initial Damage Assessment (IDA) and is critical for determining whether local resources are sufficient to manage the disaster.

Timeline & Requirements

This is why you were asked to complete assessments as soon as possible from start of the disaster.

- This allows the State enough time to review the damages and submit a request to FEMA.

If damages exceed the State's financial capacity, FEMA will conduct Joint Preliminary Damage Assessments (PDAs) alongside Local and State officials.

Once PDAs are complete, the State will submit a disaster declaration application.

Deadline

All steps—from initial assessment to application submission—must be completed **within 30 days** of the disaster event.

Supporting Information

Levying Emergency Tax -- Disposition of Surplus

10-3-405. Levying emergency tax -- disposition of surplus. (1) The governing body of the city or town or the governing body of the county, or both, shall estimate expenditures and levy an emergency millage to cover the expenditures. The millage levied by the governing body of the city or town shall not exceed 2 mills on the municipality's taxable valuation. The millage levied by the governing body of the county shall not exceed 2 mills on the taxable valuation of the county outside the municipalities.

(2) No expenditure of revenue received from the millage shall be made without approval of the appropriate levying body.

(3) An additional levy or levies may be made by the appropriate levying body, providing that the sum of the levies for emergencies as set forth in this section shall not exceed 2 mills in any one year.

(4) All levies under this section may be passed only by a unanimous vote of the appropriate body.

(5) Funds levied for an emergency and remaining when no further expenditures are necessary shall remain in a separate emergency fund and shall be used only for expenditures arising from future emergencies.

Maximum Expenditure By Governor -- Appropriation

10-3-312. (Temporary) Maximum expenditure by governor -- appropriation. (1) Whenever a disaster or an emergency, including an energy emergency as defined in 90-4-302 or an invasive species emergency declared under 80-7-1013, is declared by the governor, or a member of the army national guard or air national guard is entitled to benefits under 10-1-506, there is statutorily appropriated to the office of the governor, as provided in 17-7-502, and, subject to subsection (2), the governor is authorized to expend from the general fund an amount not to exceed $20 million in any biennium, minus any amount appropriated pursuant to 10-3-310 in the same biennium. The statutory appropriation in this subsection may be used by any state agency designated by the governor.

(2) In the event of the recovery of money expended under this section, the spending authority must be reinstated to a level reflecting the recovery.

(3) If a disaster is declared by the president of the United States, there is statutorily appropriated to the office of the governor, as provided in 17-7-502, and the governor is authorized to expend from the general fund an amount not to exceed $500,000 during the biennium to meet the state's share of the individuals and households grant programs as provided in 42 U.S.C. 5174. The statutory appropriation in this subsection may be used by any state agency designated by the governor.

(4) At the end of each biennium, an amount equal to the unexpended and unencumbered balance of the $20 million statutory appropriation in subsection (1), minus any amount appropriated pursuant to 10-3-310 in the same biennium, must be transferred by the state treasurer from the state general fund to the fire suppression account provided for in 76-13-150. (Terminates June 30, 2025--sec. 24, Ch. 722, L. 2023.)

10-3-312. (Effective July 1, 2025) Maximum expenditure by governor -- appropriation. (1) Whenever a disaster or an emergency, including an energy emergency as defined in 90-4-302 or an invasive species emergency declared under 80-7-1013, is declared by the governor, or a member of the army national guard or air national guard is entitled to benefits under 10-1-506, there is statutorily appropriated to the office of the governor, as provided in 17-7-502, and, subject to subsection (2), the governor is authorized to expend from the general fund an amount not to exceed $16 million in any biennium, minus any amount appropriated pursuant to 10-3-310 in the same biennium. The statutory appropriation in this subsection may be used by any state agency designated by the governor.

(2) In the event of the recovery of money expended under this section, the spending authority must be reinstated to a level reflecting the recovery.

(3) If a disaster is declared by the president of the United States, there is statutorily appropriated to the office of the governor, as provided in 17-7-502, and the governor is authorized to expend from the general fund an amount not to exceed $500,000 during the biennium to meet the state's share of the individuals and households grant programs as provided in 42 U.S.C. 5174. The statutory appropriation in this subsection may be used by any state agency designated by the governor.

(4) At the end of each biennium, an amount equal to the unexpended and unencumbered balance of the $16 million statutory appropriation in subsection (1), minus any amount appropriated pursuant to 10-3-310 in the same biennium, must be transferred by the state treasurer from the state general fund to the fire suppression account provided for in 76-13-150.

Links

Montana Disaster and Emergency Services

- https://des.mt.gov/

Montana Disaster and Emergency Services / Recovery Branch

- https://des.mt.gov/Recovery/Recovery-Program

Helpful Tools

State and FEMA Work and Expense Eligibility Comparison Tool

FEMA Category of Work

Templates and Forms

Damage Inventory Template

- https://des.mt.gov/Recovery/Public-Assistance-Resources/Damage-Inventory-Template.xlsx

DISASTER DAMAGE REPORT

Preliminary Disaster Damage Reporting Form

This form is intended to capture preliminary information about damage sustained during a disaster. Please complete the form to the best of your abilities and submit completed Preliminary Damage Reporting form and all available photos of listed damages to desrecovery@mt.gov

Point of Contact:

Name: _____ Title: _____

Phone: _____ Email: _____

Organization: _____ Department: _____

Basic Information:

Damaged Location Name: _____

Street Address and/or GPS Coordinates of damage: _____
GPS coordinates preferred

Type of Property:

Building ☐ Utilities ☐ Roads ☐ Bridge ☐

Other: _____

Property Insured: Yes ☐ No ☐

Policy Number: _____

Damage Details:

Cause of Damages: (*Check all that apply*)

Flooding ☐ Wind Damage ☐ Structural Damage ☐ Utility Disruption (*power/water*) ☐

Other: _____

Damage cost estimate: _____

Brief Description of Damage/s and how cost was estimated: (Please describe in a few sentences)

DISASTER DAMAGE REPORT

Safety Concerns:

Immediate safety concerns? Yes ☐ No ☐

If yes, please describe hazard(s):

Additional Information:

Are temporary repairs required: Yes ☐ No ☐

If yes, please describe repairs required:

Photos:

Are photos available of damages: Yes ☐ No ☐

Please send all available photos along with this form to desrecovery@mt.org

Attestation:

I certify that the information contained in this report is accurate and true to the best of my knowledge in order to submit post disaster damages to the Montana Disaster and Emergency Services Recovery team.

Signature: Date: _____

Federal (FEMA) Declaration Application

While the disaster declaration application is under review, which can take several months—local governments may begin repair work, but must strictly follow all applicable Federal laws and regulations.

Be sure that the work completed falls under “Emergency Protective Measures” only. This ensures eligibility for potential reimbursement and avoids legal or financial complications.

Example; You may stabilize a bridge or a road but may not want to do permanent work as you may have to rip out later.

Federal Laws to Follow During Repairs

All work performed must comply with:

- Environmental and Historic Preservation (EHP) laws

  Includes protecting natural habitats, endangered species, and historic structures.

- Permitting requirements

  Ensure all necessary local, state, and federal permits are obtained before starting work.

- Procurement regulations

  Follow fair and competitive bidding processes, maintain documentation, and avoid conflicts of interest.



What Happens If the Federal Declaration Is Denied?

If FEMA denies the disaster declaration, the State may still provide financial assistance—but only after the local 2 mill levy threshold has been met.

This underscores the importance of adhering to all laws and regulations during the repair process, regardless of federal approval status as the State will require the same laws to be followed.

- Ensure *Damage inventory template* is completed

Mitigation Measures: Proceed with Caution

If your community plans to implement mitigation measures (e.g., floodproofing, structural upgrades), it may be wise to wait until the Federal Declaration is approved. (Mitigation is discussed in section C2 of this guide)

- Mitigation projects often require additional review and approval to qualify for federal funding.
- Premature action could result in ineligibility for reimbursement or noncompliance penalties.
- You will need the date & description of conditions causing emergency/disaster; description of damages to public sector; description of damages to private sector; description of economic impact
- Complete damage estimates utilizing FEMA's Damage Inventory excel sheet

Federal (FEMA) Declaration Application to FEMA Approval

Federal Thresholds

FEMA has a threshold of damage that a City, County, and State must reach before FEMA will attempt to receive a federal declaration. This threshold rises each year based on population and cost adjustment. For the federal fiscal year of 2025, the City and County's threshold is $4.72 per capita. A States threshold is $1.89 per capita. For example, Montana's Threshold for the federal fiscal year of 2025 is $2,049,185.25. Both the County and State thresholds must be met in order for the State to ask for a federal declaration.

Federal Payments

To receive payment for federal projects, the correct documentation must be submitted for the work that was done. This is a reimbursement program so work must be done and invoices and receipts turned in for the State to pay out. The amount of documentation that is needed will change with each project. FEMA has a small and large project threshold. A large project for fiscal year 2025 is over $1,062,900. Anything under this threshold is a small project. A small project will only need summaries of Force account labor such as the total amount of hours worked and total cost in an excel sheet (Including fringe benefits). They will also need invoices and receipts for anything purchased or contract work. For a large project, FEMA will need proof of payment such as bank statements, cancelled checks, and paystubs to show that the invoices, receipts, and hours claimed have been paid out. Large projects cannot have summaries. Full names, hours, and hourly pay must be given such as timesheets. When all documentation is turned in, the State will have previously sent out a reimbursement request form for the applicant to fill out and turn into MT DES.

Federal Mitigation

Federal declarations open the possibility of mitigation for anything that was damaged. With the Public Assistance Program, FEMA has after the fact disaster mitigation funds. This will be introduced by the Program Delivery Manager. If an applicant believes that mitigation is a possibility, reach out to MT DES before doing any work is done and for clarifying questions.

Environmental Historic Preservation Requirements

For both federal and state declared disasters, all federal EHP guidelines must be followed. This includes getting any permit that may be required. If no permit is needed, get a letter of No Permit Required from the permitting agency. Gravel pits must have both a DEQ permit as well as a State Historic Preservation certificate. Starting work prior to getting a permit can make the project ineligible for reimbursement. The State of Montana has a Joint Permit Application that can be sent to all the following permitting agency's that may need to be involved including U.S. Army Corp of Engineers, Montana FWP, Montana DEQ, Montana DNRC, as well as the Local Floodplain Administrator. Endangered species are present in Montana and some projects can be affected by being in an area close to the habitat such as a Bald Eagle. For a Federal Declaration, FEMA will consult the U.S. Fish and Wildlife services to make sure the proposed work area does not have endangered species. After the fact, or after work has started, consultations will not be given and funding will be ineligible if there are restrictions. For a State Declaration, MT DES will consult with the correct agencies on endangered species. If unsure about environmental laws, contact Montana Disaster and Emergency Services.

Emergency Work

Emergency Work refers to immediate measures that are eligible for Federal Disaster Assistance funding. These actions eliminate or lessen immediate threats to life, public health, or safety and/or significant additional damage to improved public or private property, using cost-effective methods. Categories of these actions are Debris Removal and Emergency Protective Measures. Examples of Emergency Protective Measures might include bringing in additional dispatchers to assist during an incident; using resources and personnel to set up a shelter location; temporarily patching damaged roadway to allow for safe transit. The keyword is temporary – all work must be completed within 6 months and no work can be considered Permanent regarding the restoration of a facility to pre-disaster conditions. An applicant must be a state, territory, tribe, local government, or certain type of private nonprofit organization, which may include cooperatives such as a Rural Electric Coop (REC).

Permanent Work

Permanent Work refers the restoration of Roads/Bridges; Water Control Facilities; Buildings/Equipment; Utilities; Parks, Recreational and Other Facilities. Work completed in these categories is generally limited to restoring the size, capacity, and function of a facility as it existed before the disaster, unless upgrades are required by eligible codes or standards. If repairs are not feasible, the funding may also serve to replace it depending on cost. The standard Permanent Work deadline is 18 months to full completion of a project.
An applicant must be a state, territory, tribe, local government, or certain type of private nonprofit organization, which may include cooperatives such as a Rural Electric Coop (REC).

Supporting Information

No Supporting information applicable at this time.

Links

Montana Disaster and Emergency Services

- https://des.mt.gov/

Montana Disaster and Emergency Services / Recovery Branch

- https://des.mt.gov/Recovery/Recovery-Program

Helpful Tools

State and FEMA Work and Expense Eligibility Comparison Tool

FEMA Category of Work

Templates and Forms

Damage Inventory Template

- https://des.mt.gov/Recovery/Public-Assistance-Resources/Damage-Inventory-Template.xlsx

FEMA approval to FEMA Payment

- ☐ Attend the MT DES Applicant briefing
- ☐ Mitigation efforts are introduced at this time. See *406 Mitigation Program* in Section D of this guide
- ☐ Participate in the Exploratory call
- ☐ Attend the Recovery Scoping Meeting

(FEMA and MT DES will schedule these)



- *Completed Damage Inventory Template* and any other documentation needed for reimbursement



- ☐ Be prepared to keep an open schedule for additional meetings
- ☐ Inform your assigned PDMG of dates that you are unavailable (FEMA and State will work around your schedule but remember the clock is still running)

Payments

No payment information is applicable at this time.

Supporting Information

No Supporting information applicable at this time.

Links

Montana Disaster and Emergency Services

- https://des.mt.gov/

Montana Disaster and Emergency Services / Recovery Branch

- https://des.mt.gov/Recovery/Recovery-Program

Helpful Tools

State and FEMA Work and Expense Eligibility Comparison Tool

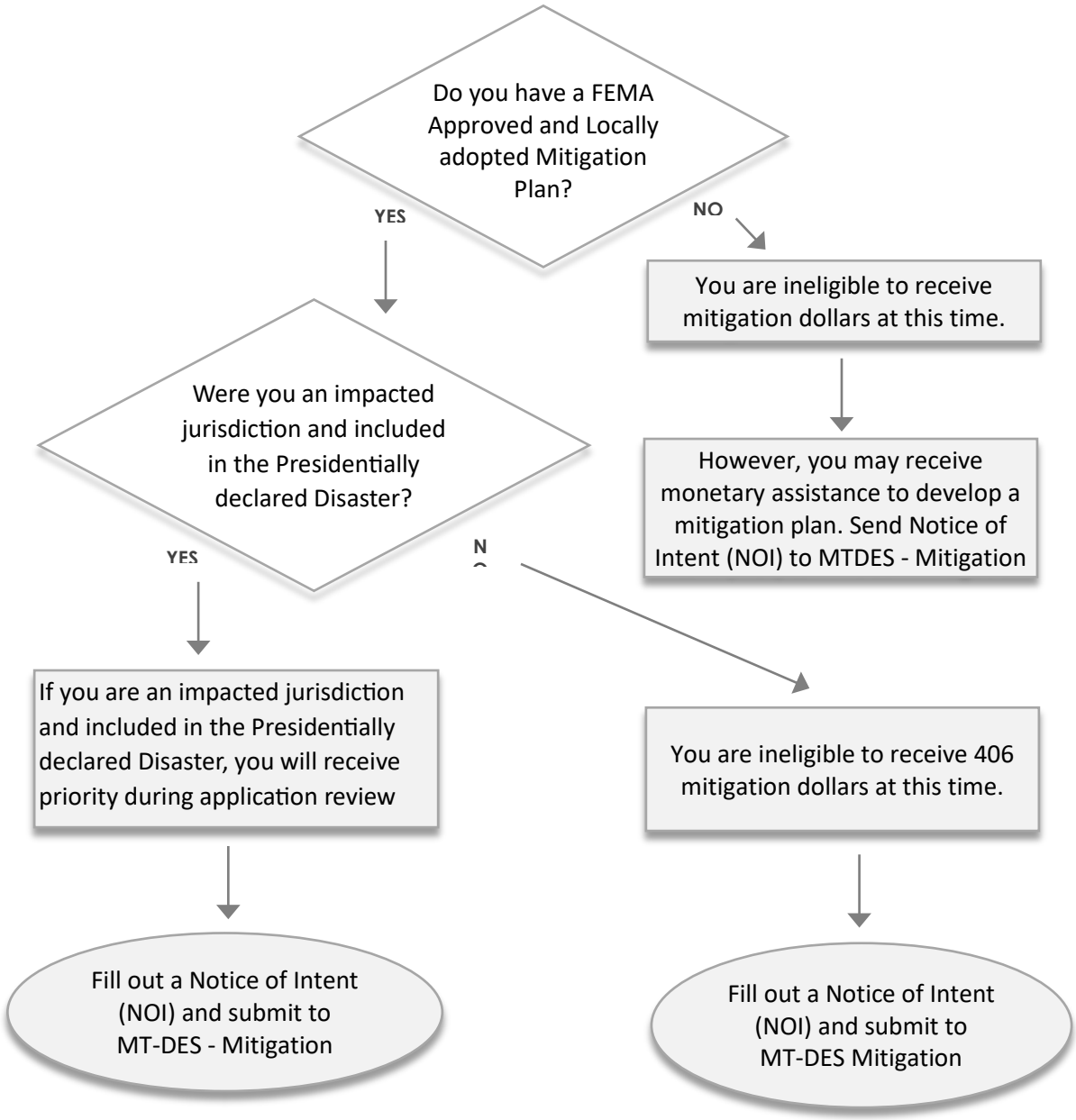
FEMA Category of Work

Templates and Forms

Damage Inventory Template

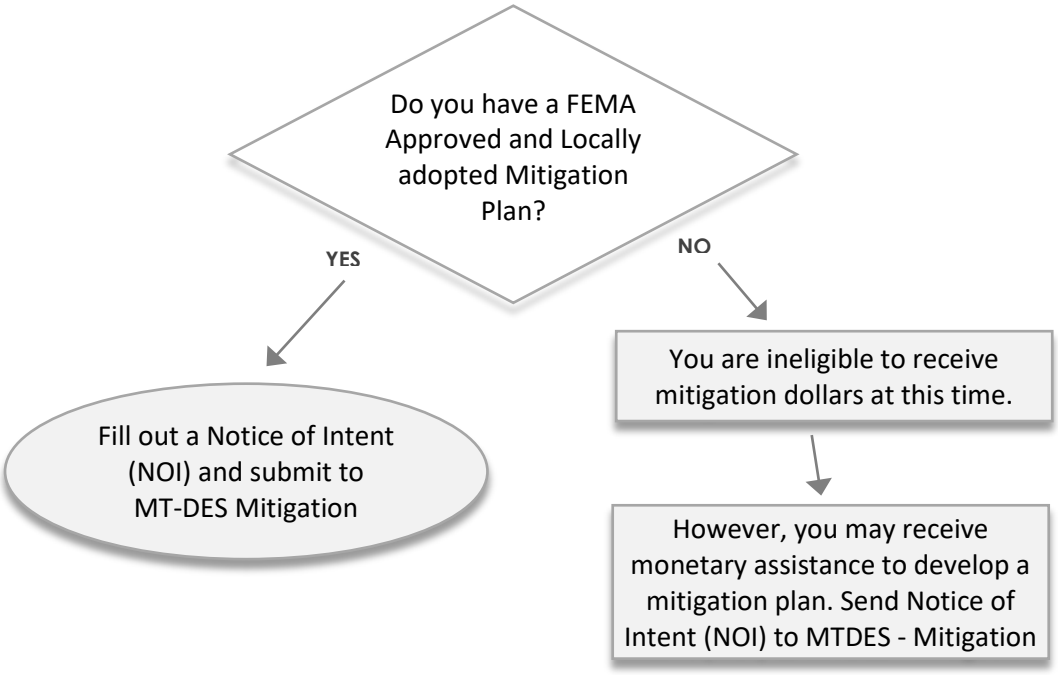
- https://des.mt.gov/Recovery/Public-Assistance-Resources/Damage-Inventory-Template.xlsx

Disaster Mitigation



NOTE: If you would like to be included in your *Regional Mitigation Plan* contact MTDES Mitigation

Non-Disaster Mitigation



NOTE: If you would like to be included in your *Regional Mitigation Plan* contact MTDES Mitigation

FEMA's Hazard Mitigation Assistance (HMA) programs:
See "Guidance Section D"

- ☐ 406 Mitigation Program
- ☐ Hazard Mitigation Grant Program (HMGP)
- ☐ Hazard Mitigation Grant Program- Post Fire (HGMP-PF)
- ☐ Building Resilient Infrastructure in Communities (BRIC) Program
- ☐ FEMA's Flood Mitigation Assistance (FMA) program
- ☐ National Earthquake Reduction Program (NEHRP)
- ☐ High Hazard Potential Dam (HHPD) Grant Program

Hazard Mitigation Assistance

FEMA's Hazard Mitigation Assistance (HMA) programs are designed to help communities reduce long-term risk to people and property from natural hazards. These programs fund mitigation projects that strengthen resilience before disaster strikes and support safer rebuilding afterward.

For local emergency managers, HMA represents a critical opportunity to secure funding for projects that reduce vulnerability—whether through infrastructure improvements, property acquisition, flood mitigation, wildfire risk reduction, or other hazard-specific strategies. The suite of HMA programs includes the Hazard Mitigation Grant (HMGP) and Hazard Mitigation Grant Post Fire (HMGP-PF), Flood Mitigation Assistance (FMA), and Building Resilient Infrastructure and Communities (BRIC), each with distinct eligibility and funding structures. These programs collectively support communities in addressing both disaster and non-disaster risks. Effective engagement with HMA can help local jurisdictions build long-term resilience and reduce future recovery costs—an investment shown to save society an estimated six dollars for every dollar spent

406 Mitigation Program

FEMA's Section 406 Mitigation Program is a key component of the Public Assistance (PA) program, designed to help communities rebuild stronger and more resilient after a federally declared disaster. Unlike emergency response funding, which focuses on immediate needs, 406 mitigation specifically targets long-term risk reduction. The goal is straightforward: when something is rebuilt, it should be rebuilt in a way that reduces the likelihood of future damage. What makes 406 mitigation unique is its tight connection to the actual disaster-related damage. Mitigation measures must be directly related to the damaged element and must be cost-effective, technically feasible, and environmentally compliant. For example, if a flood damages a public building's electrical system, elevating that system above future flood levels may qualify. If a culvert fails during a storm, upsizing it to handle larger flows could be an eligible mitigation action. This "build back better" approach helps communities avoid repeated losses and reduces long-term federal recovery costs.

Another defining feature of the 406 program is its integration into the PA project formulation process. Mitigation is evaluated and approved at the same time as the repair work, which streamlines funding and ensures that improvements are incorporated during reconstruction rather than added later. This differs from FEMA's Section 404 Hazard Mitigation Grant Program (HMGP), which funds stand-alone mitigation projects and is not tied to specific damaged facilities. Because 406 mitigation is embedded in the repair process, it often moves faster and is more targeted.

In practice, 406 mitigation supports a wide range of improvements: strengthening building components, improving drainage systems, stabilizing slopes, hardening utilities, and enhancing protective features like flood barriers or wind-resistant roofing. These measures not only reduce future disaster impacts but also help communities modernize aging infrastructure. As climate-driven hazards intensify, the 406 program has become an increasingly important tool for resilience, enabling communities to recover in a way that anticipates future risks rather than simply restoring the status quo. Due to 406 Mitigation occurring during the FEMA Public Assistance Process, you will work with the assigned recovery team and an MTDES mitigation coordinator to identify what projects would be good opportunities to utilize this program. Having a reference list of ideas ahead of time based on project category (ie Roads, Utilities, etc) will be helpful when applicants are asked during the Recovery cycle if they would like to pursue these funds due to jurisdiction staff often being overwhelmed, tired or perhaps very new to these ideas and a detailed plan feels daunting. FEMA's Public Assistance Program and Policy Guide (PAPPG) Appendix J provides a list of pre-approved measures.

Hazard Mitigation Grant Program

The Hazard Mitigation Grant Program (HMGP) is FEMA's primary post-disaster funding source for long-term risk reduction. Unlike response or recovery programs, HMGP focuses on prevention by strengthening infrastructure, reducing exposure, and breaking the cycle of repeated damage. Funding is requested at the time the State submits a Presidential Major Disaster Declaration request, and if awarded, the amount that each state receives is tied to the disaster's total cost, creating a limited but significant application window.
becomes available only after a Presidential Major Disaster Declaration, and the amount each state receives is tied to the disaster's total cost, creating a limited but significant application window.

For local Emergency Managers, HMGP is often the best opportunity to pursue mitigation projects such as property buyouts, structural retrofits, drainage improvements, wildfire mitigation, and utility hardening. Projects must clearly reduce future risk, and construction projects must pass FEMA's benefit-cost analysis (BCA). HMGP is administered by states or tribal governments. Local jurisdictions submit applications to the state, which prioritizes and forwards them to FEMA. Strong coordination with the State Mitigation Team is essential, as they set timelines, provide guidance, and help ensure eligibility before FEMA review.

The program typically requires a 75% federal and 25% non-federal cost share. Local governments can use cash, in-kind contributions, or certain other federal funds if allowed. HMGP also funds planning activities, including updates to local hazard mitigation plans. Since a current FEMA-approved plan is required for project eligibility, using HMGP for planning helps jurisdictions remain compliant and competitive for future funding.

Hazard Mitigation Grant Program – Post Fire

The Hazard Mitigation Grant Program – Post Fire (HMGP-PF) is a FEMA funding stream designed to help communities reduce long-term risk after a wildfire disaster.
HMGP-PF funding is requested alongside a Fire Management Assistance Grant. If the HMGP-PF is awarded, the amount available is a fixed dollar value based on a calculation in which FEMA aggregates the total FMAG funding from each of the past ten years and then determines a national average. That national average becomes the HMGP-PF funding amount for that fiscal year.

If funding is approved, your community can access mitigation dollars even when wildfire does not rise to the level of a major disaster declaration. It fills a critical gap by recognizing that post-fire conditions—like burn scars, hydrophobic soils, and destabilized slopes—create serious secondary hazards such as flooding, debris flows, and landslides

Building Resilient Infrastructure in Communities

FEMA's Building Resilient Infrastructure and Communities (BRIC) program is a competitive, nationwide grant initiative designed to help states, tribes, territories, and local governments invest in proactive hazard mitigation. Unlike post-disaster funding, BRIC focuses on reducing long-term risk before disaster strikes. The program prioritizes projects that strengthen community resilience—things like hardening critical infrastructure, improving building codes, and implementing nature-based solutions that reduce the impacts of hazards such as floods, wildfires, and extreme heat. BRIC also emphasizes innovation, cost-effectiveness, and projects that deliver communitywide benefits.

For local emergency managers, BRIC is both an opportunity and a strategic tool. The program can fund project scoping, capability and capacity building, and large-scale mitigation projects that might otherwise be financially out of reach. Successful applications typically require strong partnerships—public works, planning, utilities, and elected officials—as well as clear alignment with local mitigation priorities and FEMA's technical criteria. Because BRIC is competitive, early project scoping, benefit-cost analysis preparation, and community engagement are essential. When used effectively, BRIC can help local jurisdictions break the cycle of disaster damage and recovery by investing in long-term resilience that protects lives, property, and local economies.

Flood Mitigation Assistance

FEMA's Flood Mitigation Assistance (FMA) program is a competitive, annual grant program designed to reduce or eliminate the long-term risk of flood damage to structures insured under the National Flood Insurance Program (NFIP). The program provides funding to states, local governments, tribes, and territories for projects that lessen future NFIP claims—such as property acquisitions, structure elevations, floodproofing, and localized flood-risk reduction projects. FMA is one of FEMA's primary tools for helping communities break the cycle of repetitive flood loss, with a strong emphasis on cost-effective, technically feasible, and environmentally sound mitigation solutions.

For local emergency managers, FMA represents a strategic opportunity to address chronic flood hazards while strengthening community resilience. Local jurisdictions play a central role in identifying eligible properties, developing project applications, coordinating with state hazard mitigation officers, and ensuring projects align with local hazard mitigation plans. Ultimately, FMA helps communities reduce disaster impacts, lower insurance costs, and support long-term risk reduction, making it a key program for any locality facing persistent flood threats.

National Earthquake Reduction Program

FEMA's National Earthquake Hazards Reduction Program (NEHRP) provides funding to help states—and by extension, local jurisdictions—strengthen their resilience to earthquakes. The program supports activities such as hazard assessments, public education, planning, and the development of strategies that reduce risks to people and property. NEHRP is a multi-agency effort involving FEMA, the National Institute of Standards and Technology, the National Science Foundation, and the U.S. Geological Survey, all working together to advance earthquake science and promote practical mitigation measures.

For local emergency managers, NEHRP funding typically flows through state emergency management agencies via the Individual State Earthquake Assistance or Multi-State/National Earthquake Assistance grants. These grants can support local initiatives such as updating earthquake response plans, conducting community outreach, improving building-code adoption efforts, and integrating seismic considerations into broader hazard mitigation strategies.

High Hazard Potential Dam Grant

The FEMA High Hazard Potential Dam (HHPD) Grant Program is a federal funding stream designed to help states, territories, and local communities reduce the risks posed by non-federally owned dams classified as high hazard potential. The program focuses on two major goals: improving dam safety and strengthening community resilience. Funding can support a range of activities, including engineering studies, design work, emergency action plan (EAP) development or updates, risk assessments, and rehabilitation projects that address structural deficiencies. While the grants are awarded to states, local governments often play a central role in identifying priority dams, coordinating with owners, and supporting project implementation.

For local emergency managers, the HHPD program is especially relevant because it directly supports preparedness and risk-reduction efforts tied to dam incidents—events that can escalate quickly and have severe downstream impacts. The grant encourages stronger collaboration between dam owners, state dam safety offices, and local emergency management agencies. This includes improving EAPs, enhancing inundation mapping, and integrating dam-related hazards into local emergency operations plans. By engaging early in the grant process, emergency managers can help ensure that funded projects align with community needs, improve warning and evacuation capabilities, and ultimately reduce the consequences of a potential dam failure.

Supporting Information

No Supporting information applicable at this time.

Links

MT DES Notice of Intent –
https://des.mt.gov/Grant-Programs/HMGP

Mitigation Action Portfolio –
https://des.mt.gov/Mitigation/Mitigation-Documents/FEMA-Mitigation-Action-Portfolio.pdf

Best Practices Document-
https://des.mt.gov/Mitigation/Mitigation-Program#accordion1-pane2

State Mitigation Plan –
https://des.mt.gov/Mitigation/FINAL_2023_MT_MHMP_20231003.pdf

Regional Mitigation Plans & Local Annexes -
Eastern – Plan & Appendices: https://des.mt.gov/Mitigation/Mitigation-Planning#accordion1-pane2
Direct Link to Plan: https://des.mt.gov/Mitigation/MT-Eastern-Region_Revised_HMP_02.03.25.pdf
Direct Link to Appendices: https://des.mt.gov/Mitigation/Eastern-Montana-Regional-HMP-Appendices-02-03-2025-FINAL.pdf

Central – Plan & Appendices: https://des.mt.gov/Mitigation/Mitigation-Planning#accordion1-pane3
Direct Link to Plan: https://des.mt.gov/Mitigation/MT-Central-Region-HMP-01-23-25.pdf
Direct Link to Appendices: https://des.mt.gov/Mitigation/Central-Montana-Regional-HMP-Appendices-01-23-2025-FINAL.pdf

West – Plan & Appendices: https://des.mt.gov/Mitigation/Mitigation-Planning#accordion1-pane4
Direct Link to Plan: https://des.mt.gov/Mitigation/Montana-Western-Region-Hazard-Mitigation-Plan-10.29.24-FINAL.pdf
Direct Link to Appendices: https://des.mt.gov/Mitigation/Western-Montana-Regional-HMP-Appendices-01-24-2025-FINAL.pdf

Public Assistance Program and Policy Guide (PAPPG):

https://des.mt.gov/PAPPGv5.0_January06_2025_signed.pdf

Hazard Mitigation Assistance Guide:

https://des.mt.gov/Mitigation/2025-HMA-Guide.pdf

Templates and Forms

Notice of Intent

DEPARTMENT OF MILITARY AFFAIRS
DISASTER AND EMERGENCY SERVICES DIVISION
P.O. BOX 4789
FORT HARRISON, MONTANA 59636-4789

NOTICE OF INTENT
Hazard Mitigation Assistance Grants

GRANT OPPORTUNITY APPLYING FOR

- (BRIC) Building Resilient Infrastructure in Communities Grant: _____
- (FMA) Flood Mitigation Assistance Grant: _____
- (HMGP) Hazard Mitigation Grant Program: _____
- (HMGP-PF) Hazard Mitigation Grant Program / Post Fire: _____

DATE: _____

NAME/ADDRESS OF APPLICANT/SUBAPPLICANT: _____

UNIQUE ENTITY IDENTIFIER (UEI): _____

TYPE OF APPLICANT/SUBAPPLICANT: (*Government, Private Non-profit, Indian Tribe):* _____

PROJECT POINT OF CONTACT: (*Include address & phone numbers):* _____

BRIEF DESCRIPTION OF PROPOSED PROJECT:

_____
_____
_____
_____
_____
_____
_____

BRIEF DESCRIPTION OF NATURAL HAZARD TO BE MITIGATED:

_____
_____
_____

LOCATION OF PROJECT:

_____
_____
_____

TOTAL ESTIMATED COST: $_____

DOES YOUR LOCAL JURISDICTION HAVE AN APPROVED MITIGATION PLAN?

- YES _____ Date of FEMA approval: _____
- NO _____

DEPARTMENT OF MILITARY AFFAIRS
DISASTER AND EMERGENCY SERVICES DIVISION
P.O. BOX 4789
FORT HARRISON, MONTANA 59636-4789

HAS A FEDERAL DISASTER "DAMAGE SURVEY REPORT" (DSR) OR PROJECT WORKSHEET (PW) BEEN WRITTEN FOR ANY PORTION OF THIS PROJECT?

- YES _____ DSR# _____
- NO _____

LIST EXPECTED SOURCES OF LOCAL MATCHING FUNDS OR "IN-KIND" SERVICES AND/OR MATERIALS (*Normally 25%)*: (**List* Non-federal sources *-- grants, taxes, bonds, existing budgets, volunteer and in-kind labor, cash, donations, etc.)*

_____
_____
_____
_____
_____

ISSUES TO CONSIDER WHILE CHOOSING YOUR PROJECT:

1. List alternatives considered to this project and ramifications (Alternative #1 – explain what will happen if we take no action. Alternative #2 – a project you have considered and would do if time and money were available, usually the money is the biggest discriminator)

   a. Alternative #1:

_____
_____
_____
_____
_____

b. Alternative #2:

_____
_____
_____
_____

2. Project Minimum Qualifications

   a. Project must provide beneficial impact upon the disaster area.
   b. Project must conform with environmental regulations.
   c. Project must solve a repetitive **natural hazard** problem.
   d. Project must demonstrate cost-effectiveness (the value of benefits must exceed the cost: benefit cost ratio must be 1.0 or greater. To determine this, a benefit cost analysis (BCA) must be conducted using the FEMA BCA module).

3. Sub-Recipient Management Costs
   a) Sub-recipients are eligible for management costs up to 5% of the total project cost. Please indicate if you would like to request management costs.
      - YES _____ NO _____

DEPARTMENT OF MILITARY AFFAIRS
DISASTER AND EMERGENCY SERVICES DIVISION
P.O. BOX 4789
FORT HARRISON, MONTANA 59636-4789

_____ _____

Signature and Title of Preparer Date

Post Incident / Preparedness

- ☐ Conduct a Hot Wash
  The primary topics of discussion during the Hotwash include:
  - What was intended to occur?
  - What transpired?
  - What actions were executed effectively?
  - What areas could be improved?
- ☐ Schedule an After-Action Review (AAR)

↓

Use the MT DES *AAR/IP Real World Form* to capture notes from the Hot wash

↓

- ☐ Conduct the After-Action Review (AAR)

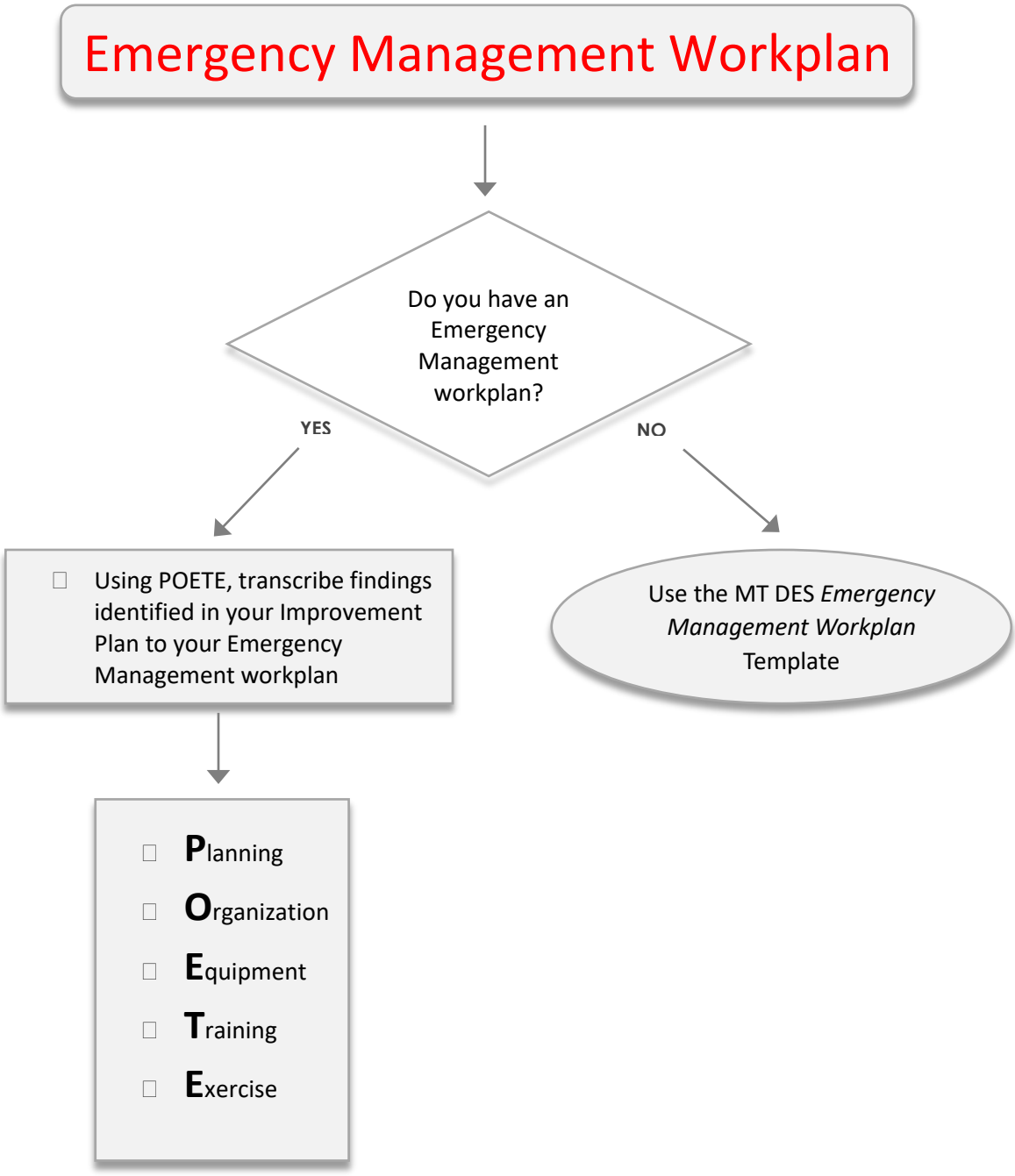
↓

Edit the MT DES *AAR/IP Real World Form* from the Hot wash to capture items discussed at the AAR/IP meeting

↓

- ☐ Develop the Improvement Plan (IP)
- ☐ Send completed AAR/IP to your District Field Officer
- ☐ Copy IP items to your Emergency Management Workplan

↓


Emergency Management Workplan
Do you have an Emergency Management workplan?
YES
NO
Using POETE, transcribe findings identified in your Improvement Plan to your Emergency Management workplan
Use the MT DES *Emergency Management Workplan* Template
Planning
Organization
Equipment
Training
Exercise

Post Incident / Preparedness

After Action Review / Improvement Plan

No AAR/IP information provided at this time.

Emergency Management Workplan

Emergency management workplans outline gaps identified in processes, plans, procedures or equipment that if eliminated would improve the outcome of future disasters. It is essentially a living *to do* list where you add shortfalls within your emergency management program such as AAR/IP findings. Those items identified should then be prioritized.
NOTE: If grant funded, those top 3-5 priorities could be used to show progression in the quarterly status reports.

Post Incident / Preparedness

No Supporting information provided at this time.

Links

AAR/IP Real World Form
https://des.mt.gov/Preparedness/Real-World-AAR-Template.docx

Templates and Forms

AAR/IP Real World Form

MTDES Workplan (EXAMPLE)

Jurisdiction

After-Action Report

Incident Name –

[Date] – DRAFT/FINAL

Points of Contact:
For questions regarding this report:

Insert Name

Organization

Phone Number

Email:

For jurisdictions utilizing EMPG funds, refer to the most current EMPG Program Guide for criteria needed in order to use real world event AAR/IP in lieu of an exercise.

EXECUTIVE SUMMARY

This After-Action Report (AAR) provides a summary of findings gathered from Your Organization staff following the Event. This report is an effort to document strengths, observations, areas for improvement and potential courses of action.

Event Summary and Context Tell the Story Below

[Highlight Key events, dates, times, critical actions taken, hotwash notes in chronological order]

[List supporting agencies, how many operational periods, external resources required, attach IAP as Appendix]

Data Collection

This AAR pulls out information collected from discussions with staff and stakeholders. The information is gathered from notes documenting response/recovery efforts, and hotwashes conducted. It is not all-inclusive and focuses on actions within the control of Your Organization. Other agencies and jurisdictions may conduct separate AARs and Improvement Plans.

Example: 5 field site visits from 3 inspectors were conducted between 03/01/2025 – 03/7/25 to Central City Park, noting the minimal damage from collapsed trees started with $5,000 and ending in $22,000 in damage during the time-period on structures and equipment.

Interview Participants	Hot Washes	Field Site Visits	Survey Responses	Focus Groups	Feedback Forms
[Number of participants]	[Number of hot washes]	[Number of field site visits]	[Number of survey responses]	[Number of focus groups]	[Number of feedback form responses]

Additional input for this report came from the numerous meetings, workshops, seminars and dialogue that has occurred between Your Organization and key stakeholders.

KEY FINDINGS

While this report compiles data and summaries from several sources, it is not all-inclusive. It highlights key findings that are most feasible and critical to correct. This report also focuses on areas of improvement for Your Organization and its working relationships with key partners.

Table 1: Summary of Key Findings

Key Findings
1.
2.
3.

Key Finding 1:

Summary & Observations

[Briefly describe what the situation was and how did it enhance/hinder the objectives]

STRENGTHS:

1.
2.
3.

AREAS FOR IMPROVEMENT: (clearly state what the problem was or the gap):

A.
B.
C.

POTENTIAL CORRECTIVE ACTION:

1.A.1.

1.B.1.

1.C.1.

Key Finding 2:

Summary & Observations

[Briefly describe what the situation was and how did it enhance/hinder the objectives]

Strengths:

1.
2.
3.

Areas for Improvement: (clearly state what the problem was or the gap):

A.
B.
C.

Potential Corrective Action:

2.A.1.

2.B.1.

2.C.1.

Key Finding 3: Damage Assessments and Site Inspections

Summary & Observations

[Briefly describe what the situation was and how did it enhance/hinder the objectives]

STRENGTHS:

1.
2.
3.

AREAS FOR IMPROVEMENT: (clearly state what the problem was or the gap):

A.
B.
C.

POTENTIAL CORRECTIVE ACTION:

3.A.1.

3.B.1.

3.C.1.

APPENDIX A: IMPROVEMENT PLAN

Table 2: Areas for Improvement and Courses of Action

Key Findings	Issue/Area for Improvement	Potential Corrective Action	Responsible Org/POC	Start Date	Completion Date
1.	A. [Issue/Area for Improvement]	1.A.1. [Corrective Action]			
	B. [Issue/Area for Improvement]	1.B.1.[Corrective Action]			
	C. [Issue/Area for Improvement]	1.C.1. [Corrective Action]			

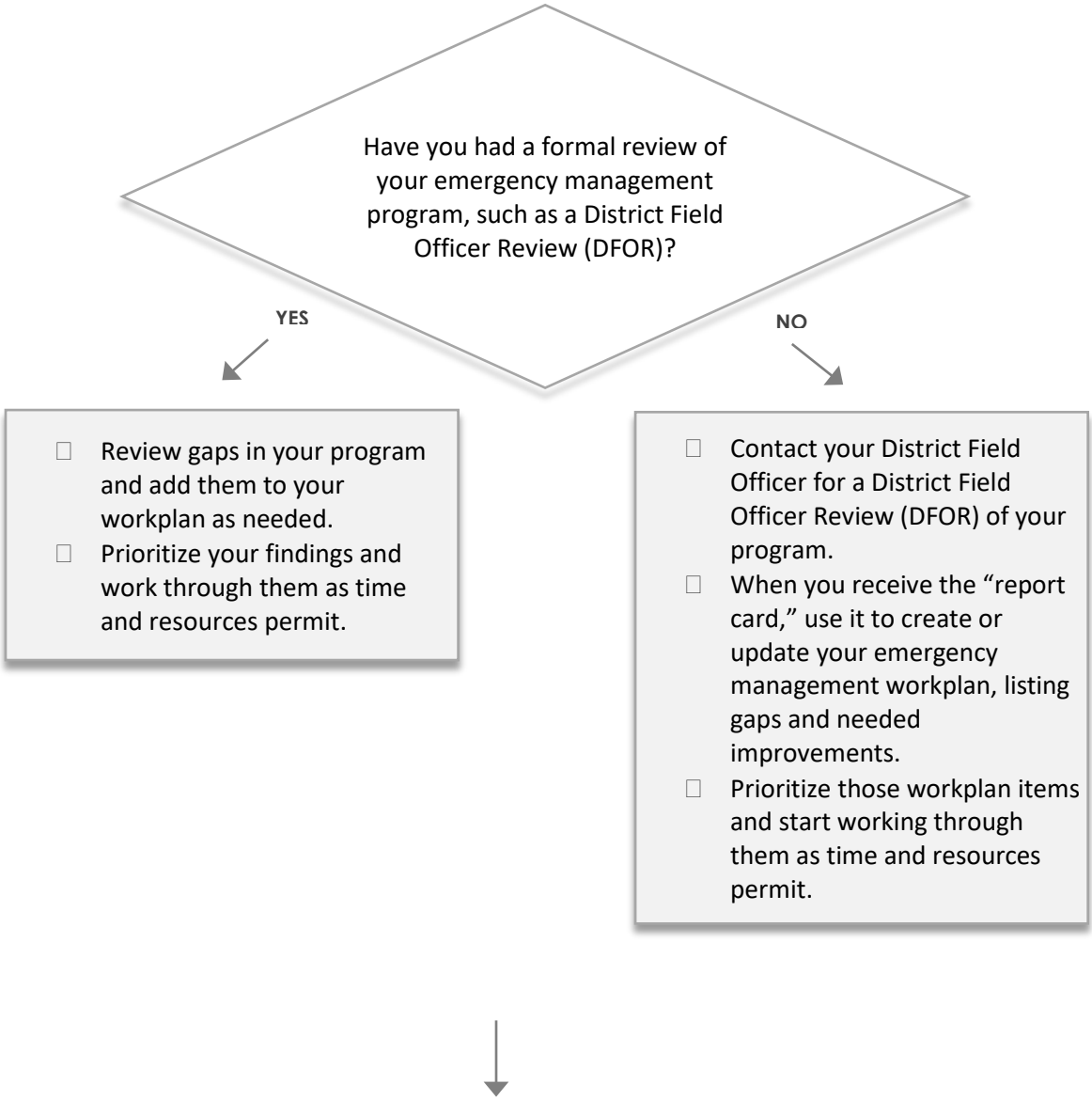
Key Findings	Issue/Area for Improvement	Potential Corrective Action	Responsible Org/POC	Start Date	Completion Date
2.	A. [Issue/Area for Improvement]	2.A.1. [Corrective Action]			
	B. [Issue/Area for Improvement]	2.B.1. [Corrective Action]			

Key Findings	Issue/Area for Improvement	Potential Corrective Action	Responsible Org/POC	Start Date	Completion Date
3.	A. [Issue/Area for Improvement]	3.A.1. [Corrective Action]			
	B. [Issue/Area for Improvement]	3.B.1 [Corrective Action]			

WORKPLAN							
P O E T E **P**lanning **O**rganization **E**quipment **T**raining **E**xercise	As a result of:	What needs improvement	Corrective action needed	Responsible organization	Point of Contact	Start Date	Completion Date

Preparedness / Planning

Emergency Management can be overwhelming. A tool commonly used to organize a wide variety of subjects is called *POETE*. Planning, Organization, Equipment, Training and Exercise (POETE). The rest of this chapter is separated into those sections to be used as place holders for the variety of subjects associated with the preparedness components of Emergency Management.

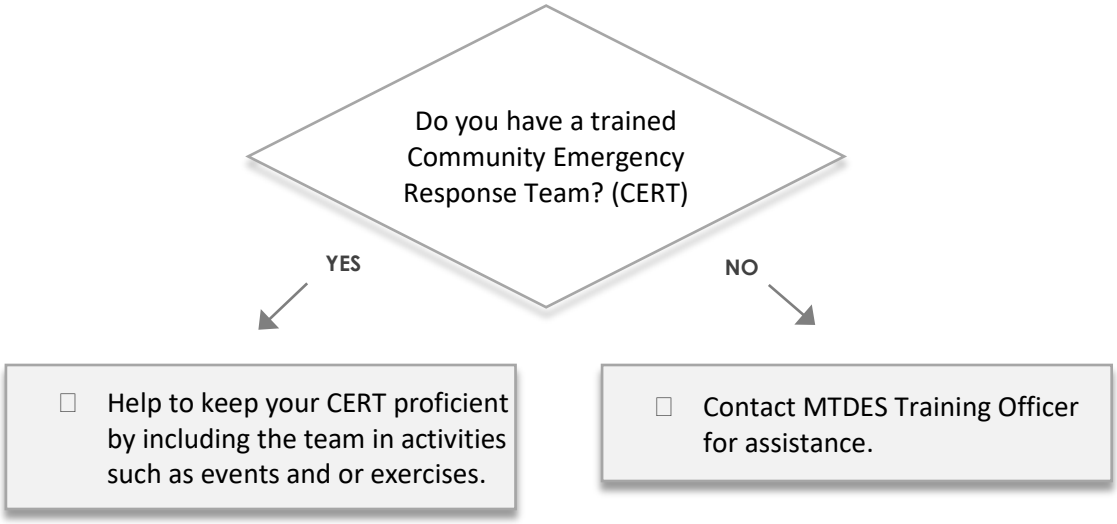


Preparedness / Planning

- Be familiar with the MTDES Duty Officer program
- Have a Personal Plan
- Have an emergency management program workplan
- Have a copy of this Local Disaster Guide (LDG).
- Must have the ability to track Force account Labor, Equipment, and Materials records

- Ensure the following plans are current;
  - Civil Unrest Plan
  - Communications Plan
  - Continuity of Government Plan
  - Continuity of Operations Plan
  - Debris Management Plan
  - Distribution Management Plan
  - Donation Management Plan
  - Emergency Operations Plan
  - Evacuation Plan
  - HAZMAT response plan
  - Housing Plan
  - Large Animal Sheltering Plan
  - Local Dam Emergency Action Plans
  - Mitigation Plan
  - Non-Congregate Sheltering Plan
  - Sheltering Plan
  - Small Animal Sheltering Plan
  - Volunteer Management Plan

Preparedness / Planning



District Field Officer Review (DFOR)

A District Field Officer Review consists of over two hundred items that have been identified as suggestions for a good emergency management program. These items have been selected either by a legal obligation or as a best practice for the state of Montana based on previous experiences in state or across the Nation.
These reviews help State level DES to identify district-wide/state-wide gaps in emergency management that may require additional resources.
Locally, they serve as a checklist for emergency managers to assist with developing workplans and to be better prepared for a monitoring visit or audit.

MTDES Duty Officer Program

The Montana Disaster and Emergency Services (MTDES) Duty Officer acts under the direct authority of the Division Administrator. The Duty Officer is the Division's 24-hour point of contact for reporting emergencies, disaster-related events and requesting assistance. The Duty Officer relays incident information to the appropriate local/state/federal agency representatives. Upon request, the Duty Officer facilitates obtaining information for the requesting agency representative. The Duty Officer coordinates resources for limited state response to an incident.

Workplans

Emergency management workplans outline gaps identified in processes, plans, procedures or equipment that if eliminated would improve the outcome of future disasters. It is essentially a living *to do* list where you add shortfalls within your emergency management program such as AAR/IP findings. Those items identified should then be prioritized.
NOTE: If grant funded, those top 3-5 priorities could be used to show progression in the quarterly status reports.

Cost Tracking Abilities

At the onset of a disaster, local Finance/Admin must have the ability to track all costs using the Force Account Labor and Force Account Equipment spreadsheet or the Recovery workbook currently in development. A best practice is to develop preset cost and timesheet codes to be utilized in times of emergency.
To receive reimbursement to help recover from an incident, a Finance Section Chief (FSC) must be identified to establish a robust and dedicated financial tracking capability to ensure compliance with state and federal reimbursement requirements. This position must have the ability to use State and FEMA cost tracking tools. A dedicated Cost-Tracking Staff (Cost Unit) within the Finance Section must be established in the event the FSC is overwhelmed. These people must be separated from their routine duties and dedicated to assist with incident cost documentation.

Your Personal Plan

A written personal emergency plan outlines:

- How you will respond to work.
- How you will protect and communicate with your own household (so you can focus on your duties).
- And identify any special considerations (medical, transportation, dependents) that may affect your availability to accomplish your duties.

Frequency of Plans

HAZMAT Response Plan: EPCRA requires an annual review.

Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP) and, Continuity of Government Plan (COG): are base plans that require an annual review, and reauthorized (signed) at least every 5 years. Usually following local election cycle.

Plan Annexes require an annual review plus updates after incidents/exercises.

CPG - 101

FEMA and MT DES recommend CPG 101 as a standard way to build and maintain Emergency Operations Plans EOPs. It is merely a “best practice” tool that helps standardize any plan so that others who come to assist may navigate through the information easier.

Emergency Management Plans

Civil Unrest Plan

A Civil Unrest Plan helps us manage large, tense events in a way that protects people and property, keeps essential services going, and respects lawful acts.
FEMA defines civil disturbance/civil unrest as activities such as demonstrations, riots, or strikes that disrupt a community and require intervention for public safety; federal guidance encourages jurisdictions and organizations to prepare in advance with checklists and Incident Action Plans.

Communications Plan

Communication Plan identifies how you will communicate both internally (among responders and agencies) and externally (with the public, media, partners) before, during, and after emergencies.

Continuity of Government Plan

Outlines how local government leadership and core governing functions keep working during and after a crisis. This plan covers succession, delegation of authority, alternate facilities, interoperable communications, and access to records, so that county governing bodies can still function under emergency conditions.

Continuity of Operations Plan

The Continuity Of Operations Plan is what lets you continue to operate when certain components are disrupted, thus strengthening Montana’s resilience. This plan explains how you will keep making decisions, authorize spending, and exercising your legal powers if your courthouse is closed, your IT is down, or your leaders are displaced.
Private entities are owners and operators of critical infrastructure (power, telecom, banking, transportation, healthcare, etc.) are key resources and expected under federal continuity and homeland security policy to have COOP/BCP plans as well.

Debris Management Plan

A Debris Management Plan is how counties (and key private-sector partners) will handle the huge amounts of waste and debris after disasters—trees, building wreckage, mud, household hazardous waste, vehicles, etc.—in a way that is safe, legal, and eligible for FEMA reimbursement. Owners/operators of facilities (landfills, transfer stations, debris processing sites, waste haulers, construction/demolition firms) must comply with all applicable waste, environmental, and worker-safety laws, and their own debris plans help them support county operations while staying compliant.

Distribution Management Plan

Counties are expected to plan how to receive, stage, and deliver resources in a coordinated way. The Distribution Management Plan describes how we turn incoming resources into actual help on the ground.

Donation Management Plan

A Donation Management Plan describes how to organize, accept, sort, store, and distribute donated goods, services, and money during and after emergencies.
In disasters, communities often send more donations than anyone can handle (wrong items, wrong timing, no storage), which can clog roads, overwhelm warehouses, and pull staff away from lifesaving work.
A plan will explain how to direct donations toward real needs (often through NGOs and food banks), manage unsolicited goods, and avoid creating "a second disaster" of unmanaged items.

Emergency Operations Plan

Montana DES Preparedness and MERF – state framework and guidance for local emergency planning. Under 10-3-401, MCA, counties are required to have a disaster and emergency plan that supports the state plan. Your Emergency Operations Plan is the way you meet that legal requirement and show how you'll organize, respond, and coordinate when an incident exceeds normal operations. For private organizations, especially those providing critical services, emergency operations plans are driven by federal and industry regulations and good practice. Even when MCA doesn't name them directly, having an emergency operations and continuity plan is expected in many sectors and is essential for keeping services running when the community and counties need you most.

Evacuation Plan

Evacuations are time-critical, high-stress operations; having a plan reduces confusion, bottlenecks, and conflicting instructions and can literally save lives.
A plan ensures there are designated routes, assembly points, transportation options, and special-needs procedures (elderly, disabled, institutionalized), instead of trying to figure that out in the moment.

HAZMAT response plan

Counties and facilities that handle hazardous materials are required to have HAZMAT response plans and to review and update them at least annually through their LEPC and local emergency planning process. That's how we protect responders, the public, and the environment when something goes wrong.

Housing Plan

Disasters can displace households from their homes. A Housing Plan shows where and how people will live if their homes are damaged or destroyed, or if they must be relocated for safety.

A Housing Plan helps coordinate local government, state agencies, housing authorities, nonprofits, and private developers/landlords, so survivors aren't held in shelters longer than necessary.

Counties are expected to plan ahead for how they'll provide safe, fair, and stable housing options for displaced residents.

Large Animal Sheltering Plan

a In many Montana communities, livestock and working animals are central to livelihoods and local economies; if animals are left behind or poorly managed, owners may refuse to evacuate, putting both people and animals at risk. A Large Animal Sheltering Plan helps to keep livestock and other big animals safe during disasters and makes it more likely that people will evacuate when they need to if they know there's plan for their animals too.

Local Dam Emergency Action Plans

A Local Dam Emergency Action Plan (EAP) makes sure dam owners and county responders have a clear, agreed-upon playbook for warnings, evacuations, and response if a dam is threatened or fails, instead of trying to figure it out when water is already moving.

There should be an EAP available for each dam that affects your jurisdiction.

Mitigation Plan

See Section D in this Guide

Non-Congregate Sheltering Plan

A Non-Congregate Sheltering Plan lets us safely shelter people in hotels, apartments, or other private spaces when group shelters are not safe or appropriate, especially for public health events or vulnerable populations.

Certain hazards (pandemics, highly contagious diseases, some chemical exposures) and populations (medically fragile, survivors of abuse, people with disabilities) cannot safely or appropriately be housed in group shelters.

FEMA has recognized non-congregate sheltering as a necessary emergency protective measure and can reimburse eligible costs when pre-approved plans and tracking systems are in place.

Sheltering Plan

Disasters can displace large numbers of people before housing solutions are ready; shelters are often the first step, and must meet minimum safety, sanitation, privacy, and accessibility standards.

A plan ensures there are identified facilities, staffing, supplies, intake and registration procedures, and special-needs accommodations.

Small Animal Sheltering Plan

Many people will not evacuate or go to shelters if they cannot bring their pets, which puts both humans and animals at greater risk; planning for small animal sheltering increases compliance with evacuation orders and improves overall safety.

Disasters can overwhelm normal animal shelter capacity; a plan ensures there are identified locations, equipment (crates, food, PPE), intake procedures, and veterinary support to manage the surge of animals humanely and safely.

Small animal sheltering must be coordinated with human shelters (co-located or nearby), law enforcement, public health, and animal services, so animals do not become a secondary disaster or public health issue.

Volunteer Management Plan

A Volunteer Management Plan describes how to organize, recruit, train, support, and safely use volunteers before, during, and after emergencies. Volunteers can be formal (MRC, CERT, Red Cross) or spontaneous community members who show up to help A Volunteer Management Plan helps us turn community willingness to help into safe, organized support rather than unmanaged risk or confusion.

Incident Preparedness

Jurisdictions can be better prepared for a disaster declaration by following these practices during "*Blue sky days"* (an industry-wide-term often used to describe days when you are NOT responding to or recovering from a disaster)*:*

- ☐ Gather images of roads, culverts, infrastructure facilities
- ☐ If possible, include all photo metadata (location, date) or utilize apps that will include data on image (an example is Survey Cam)
- ☐ Seek photos of facilities prior to damage occurring – these may have been taken by jurisdiction departments or members of the community or in news archives.
- ☐ Hold these items until a State POC is named for receiving them
- ☐ Gather cost documentation tied to costs of event
- ☐ This may include timesheets of personnel; materials & supplies; equipment (owned, rental, in-kind) and contracted services. Keep in mind not all of these items may be eligible, however providing additional details will help determine that eligibility much faster.
- ☐ Gather maintenance records of affected facilities (including roads)
- ☐ Gather inspection records for facilities such as bridges, water control facilities

Preparedness / Planning

- Montana Code Annotated Title 10, Chapter 3, Part 4
- Emergency Planning and Community Right to Know Act (EPCRA)
- Emergency Management Accreditation Program – Emergency Management Standards
- Federal Emergency Management Agency (FEMA) Planning Guides
- FEMA Continuity Guidance Circular

Emergency Management Plans

Currency

EOP, COOP, COG: annual review, reauthorization at least every 5 years.
HAZMAT: annual review (EPCRA requirement).
Other functional annexes (evacuation, sheltering, debris, communications, etc.): annual review plus updates after incidents/exercises, aligned with EOP currency.

Personal Plan

Federal OSHA and Montana's Safety Culture Act require employers to maintain emergency action/safety plans and train employees in emergency and reporting procedures.

Civil Unrest Plan

NIMS/ICS and federal guidance for civil unrest response recommend unified command between law enforcement, fire/EMS, and emergency management, with clear Incident Action Plans and communications protocols.

Continuity of Government Plan

Under national continuity policy and related guidance, local governments are expected to have COOP/COG plans that cover succession, delegation of authority, alternate facilities, interoperable communications, and access to records, so that county governing bodies can still function under emergency conditions.

Continuity of Operations Plan

MCA Title 10, Ch. 3, plus FEMA Circular 1

Debris Management Plan

FEMA debris management guides and job aids are considered best practices and outline the documentation needed for reimbursement.

Distribution Management Plan

While there isn't a single statute that says 'you must have a Distribution Management Plan,' FEMA's EOP guidance, Montana's MERF, and the MT DES Distribution Management Plan Guide all expect counties to plan how counties l receive, stage, and deliver resources in a coordinated way.

Donation Management Plan

FEMA encourages jurisdictions to plan for managing donated goods and services as part of their logistics and distribution strategies.

Charity and fundraising laws – donations of money and goods are subject to charitable solicitation and nonprofit governance rules; county-affiliated or partner nonprofits must follow laws on fundraising, accounting, and donor intent.

Liability and food-donation laws – for donated food, federal law such as the Bill Emerson Good Samaritan Food Donation Act provides liability protection to good-faith donors, which counties and partners should understand when encouraging food donations. Tax and financial regulations – donated funds and goods may involve tax deductibility, valuation, and reporting requirements, especially for businesses and nonprofits; a plan helps ensure compliance with those rules.

Charity and fundraising laws – donations of money and goods are subject to charitable solicitation and nonprofit governance rules; county-affiliated or partner nonprofits must follow laws on fundraising, accounting, and donor intent.

Public trust and ethics policies – government entities must handle donations transparently and avoid conflicts of interest, favoritism, or misuse; donation policies and plans codify those expectations.

Emergency Operations Plan

CPG 101 - Our Emergency Operations Plans (EOPs) aren't legally required to copy CPG 101, but FEMA and MT DES treat CPG 101 as the standard way to build and maintain EOPs.

Under 10-3-401, MCA, counties are required to have a disaster and emergency plan that supports the state plan. Your Emergency Operations Plan is the way you meet that legal requirement and show how you plan to organize, respond, and coordinate when an incident exceeds normal operations.

Evacuation Plan
Federal emergency planning guidance and workplace safety rules expect us to plan evacuations ahead of time, not improvise them.

HAZMAT Response Plan
Montana LEPC handbook and DEQ guidance for HAZMAT plan content counties -Under MCA Title 10, Chapter 3, Part 12, and the State Hazardous Materials Plan, counties and their designated local emergency response authorities are responsible for having hazardous materials response procedures in place and coordinating with LEPCs and state HAZMAT teams.

Housing Plan
Between Montana's fair housing and landlord-tenant laws, state housing programs, and federal fair housing and disaster housing guidance, counties are expected to plan ahead for how they'll provide safe, fair, and stable housing options for displaced residents.

Large Animal Sheltering Plan
Pets Evacuation and Transportation Standards (PETS) Act of 2006 – amended the Stafford Act to require that state and local emergency plans address the needs of individuals with household pets and service animals during major disasters; while focused on pets and service animals, it catalyzed broader planning for animals in emergencies, including livestock.
Animal welfare and cruelty laws – state laws prohibiting cruelty and neglect apply during disasters, too; failure to provide food, water, shelter, and veterinary care to evacuated animals can expose owners or custodians to liability, so counties and partners must plan for humane care.

Local Dam Emergency Action Plans
Federal dam safety guidelines and many state laws now treat Emergency Action Plans as standard practice for any dam that could harm people or property downstream. Using FEMA's EAP guidance and state templates, dam owners and counties can build Local Dam Emergency Plans that include inundation maps, notification lists, warning procedures, and evacuation routes—so if a dam is threatened, we can act quickly and consistently to protect lives and communities.

Hazard Mitigation Plan
A current Hazard Mitigation plan allows for additional reimbursement costs following a federal disaster declaration. It is a prerequisite for most federally funded grants.

Non-Congregate Sheltering Plan
Emergency shelter definitions for homeless individuals (20 CFR 416.201/416.201 etc.) – federal social security regulations define "public emergency shelter for the homeless" and set criteria for emergency shelter status (temporary place to sleep, food, some services).

Sheltering Plan

State public health and emergency directives – shelter-in-place and emergency shelter directives (for example, pandemic directives) show that the state can require protective sheltering measures, which local sheltering plans must be able to support.
Emergency shelter component standards (24 CFR 576.102 and 576.403) – HUD's Emergency Solutions Grants program specifies minimum standards for emergency shelters receiving federal assistance, covering safety, sanitation, privacy, and habitability.
Emergency food and shelter program guidelines (42 U.S.C. 11346) – guidelines for local emergency food and shelter programs, including responsibilities and involvement of homeless individuals in program operations and policymaking.
Emergency food and shelter program guidelines (42 U.S.C. 11346) – for communities receiving EFSP funds, these guidelines frame coordination among nonprofits and local government in providing shelter and food.

Small Animal Sheltering Plan

PETS Act (Pet Evacuation and Transportation Standards Act of 2006) – amended the Stafford Act to require that state and local emergency plans account for the needs of individuals with household pets and service animals before, during, and after major disasters in order to receive certain FEMA funding.

Links

Continuity Plans & Resources

FEMA Continuity Guidance Circular:
https://www.fema.gov/emergency-managers/national-preparedness/continuity/circular
MT DES Continuity Planning:
https://des.mt.gov/Preparedness/#accordion1-pane4

Distribution Management Plans & Resources

FEMA Fact Sheet Distribution Management Plans:
https://www.fema.gov/sites/default/files/documents/fema_fact-sheet-distribution-management-plans.pdf
MT DES Distribution Management:
https://des.mt.gov/Preparedness/#accordion1-pane2

EMAP

https://emap.org/emergency-management-standard/

FEMA Planning Guides & Resources

Federal Emergency Management Agency (FEMA) Planning Guides Page:
https://www.fema.gov/emergency-managers/national-preparedness/plan
Pre-Disaster Recovery Planning Guide for Local Governments:
https://www.fema.gov/sites/default/files/documents/fema_pre-disaster-recovery-planning-guide-local-governments_092025.pdf
CPG 101: Developing and Maintaining Emergency Operations Plans:
https://www.fema.gov/sites/default/files/documents/fema_npd_developing-and-maintaining emergency_052125.pdf

Hazardous Materials Plans & Resources

Hazardous Materials Incidents -Guidance for State, Local, Tribal, Territorial, and Private Sector Partners
https://www.fema.gov/sites/default/files/2020-07/hazardous-materials-incidents.pdf
MT DES Hazardous Material Planning:
https://des.mt.gov/Preparedness/#accordion1-pane3

Links (continued)

Housing & Sheltering

Planning Considerations: Disaster Housing Guidance for State, Local, Tribal and Territorial Partners:
https://www.fema.gov/sites/default/files/documents/fema_npd_planning-considerations-disaster-housing_042025.pdf
Current Best Practices in Animal Emergency Management Planning and Resource Management:
https://www.thenasaaep.com/_files/ugd/8b3e05_fbf7438585b64da4a1e4df9706d33e00.pdf

Personal Preparedness

Make A Plan:
https://www.ready.gov/plan
Prepare Your Pets for Disasters:
https://www.ready.gov/pets

THIRA SPR Plans & Resources

CPG 201: Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide:
https://www.fema.gov/sites/default/files/2020-07/threat-hazard-identification-risk-assessment-stakeholder-preparedness-review-guide.pdf
MT DES THIRA SPR:
https://des.mt.gov/Preparedness/#accordion1-pane5

Training

FEMA IS 235 Emergency Planning Course:
https://training.fema.gov/programs/independent-study/courseoverview.aspx?code=IS-235.c&lang=en
FEMA IS 236 Introduction to Deliberate Planning Course:
https://training.fema.gov/programs/independent-study/courseoverview.aspx?code=IS-236&lang=en

Online Tools

Resilience Analysis and Planning Tool (RAPT): https://www.fema.gov/emergency-managers/practitioners/resilience-analysis-and-planning-tool

Templates and Forms

No templates or forms are provided at this time.

Preparedness / Organization

- Ensure the following information is available;
  - Office Name
  - Title
  - Work Phone / Cell Phone / Private
  - Incident management system used (WEBEOC/SAM/VEOC/CORE)
  - LEPC/TERC meetings frequency



- Ensure the following information is available if used;
  - Emergency Support Functions (ESFs)
  - Community Lifelines

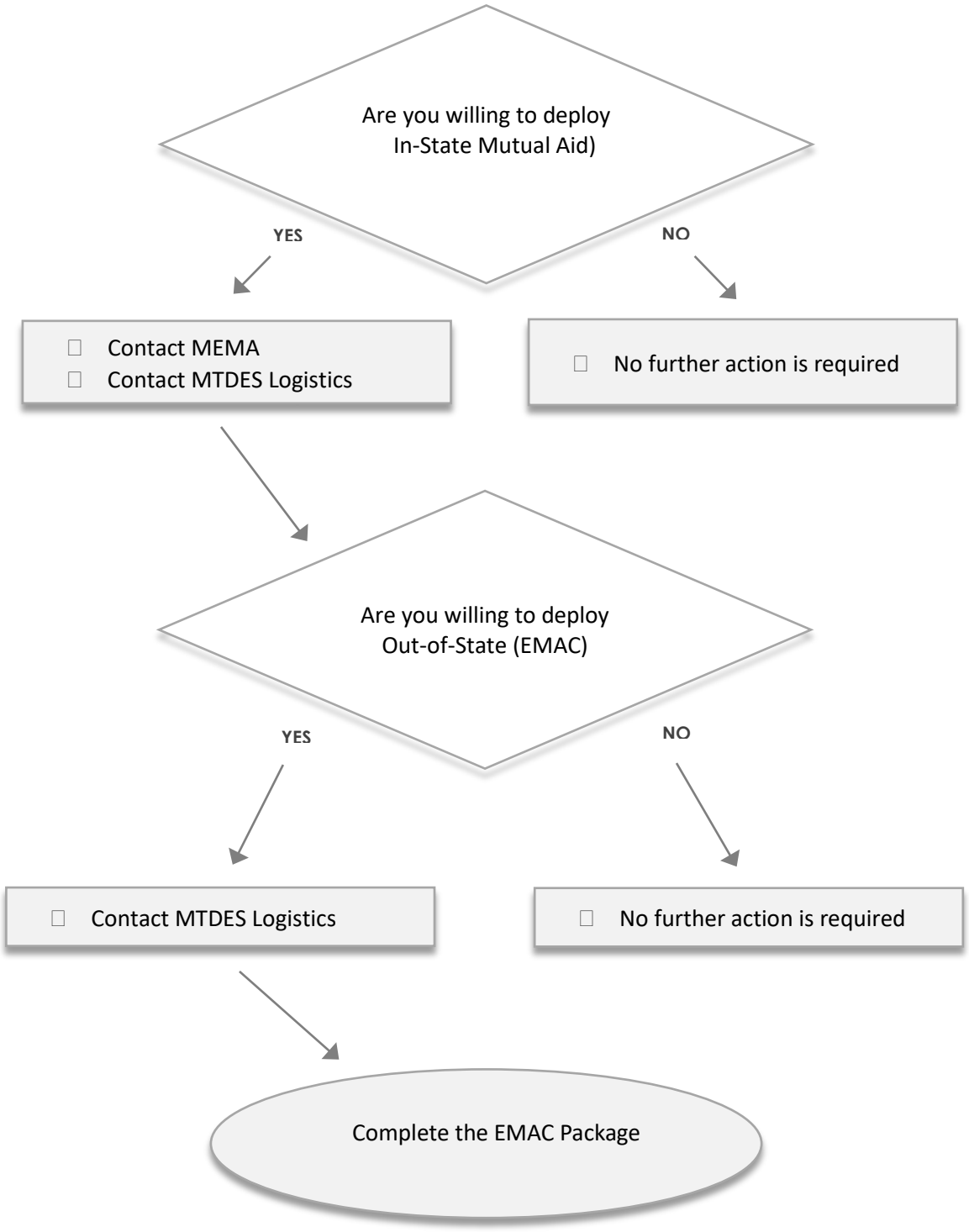


- Emergency Operation Center (EOC)
  - Primary Location (Address)
  - Alternate Location (Address)
  -
- Identify Qualified ICS Positions available for EOC operations
  - PIO
  - Safety
  - Planning Section
  - Operations
  - Logistics
  - Finance/Admin

Contact MTDES Training Officer for credentialing information



Preparedness / Organization



Preparedness / Organization

No guidance provided at this time.

Local Emergency Planning Committee (LEPC)

Frequency. The frequency of the meetings depends upon the local jurisdiction. As a minimum, twice per year is suggested.

LEPC meetings were originally designed for Hazardous Material Response Planning. Since most Haz Mat response personnel are in attendance, LEPCs have morphed into more of an all–hazard emergency management meeting. With this being said, ensure your agenda has a placeholder for Hazardous Materials information. Use the MTDES LEPC Handbook to assist you with LEPCs.

The Emergency Manager should facilitate the LEPC meetings but should not be the LEPC Chairperson if possible. Fire should be in attendance as they are typically the Haz Mat first responders, however they do not have to be the chairperson. The chair is typically elected by the committee.

See the ***Supporting Information*** section of this chapter.

Emergency Support Functions ESFs

Emergency Support Functions (ESFs) provide the structure for coordinating Federal interagency support for a federal response to an incident. They are a way to group functions that provide federal support to states and federal-to-federal support, both for Stafford Act declared disasters and emergencies and for non-Stafford Act incidents.

ESF #1: Transportation

ESF #2: Communications

ESF #3: Public Works and Engineering

ESF #4: Firefighting

ESF #5: Information and Planning

ESF #6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services

ESF #7: Logistics

ESF #8: Public Health and Medical Services

ESF #9: Search and Rescue

ESF #10: Oil and Hazardous Materials Response

ESF #11: Agriculture and Natural Resources Annex

ESF #12: Energy

ESF #13: Public Safety and Security

ESF #14: Cross-Sector Business and Infrastructure

ESF #15: External Affairs

Community Lifelines

A "lifeline" enables the continuous operation of critical government and business functions and is essential to human health and safety or economic security.



Emergency Operation Center

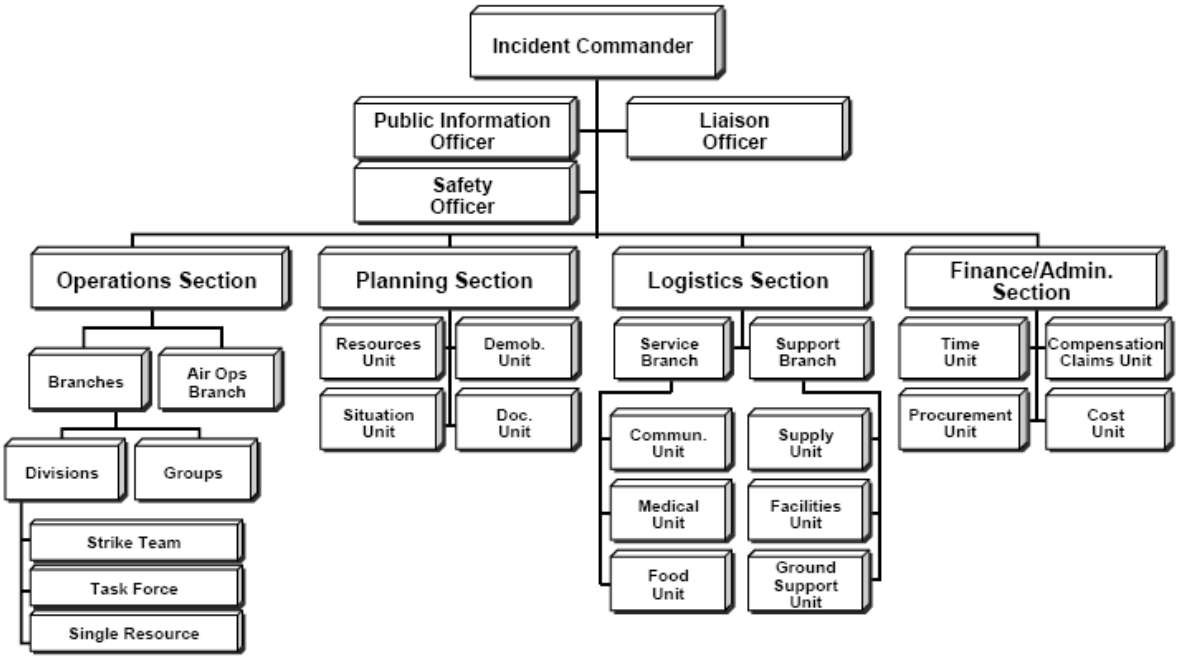
An EOC is a physical or virtual location from which leaders of a jurisdiction or organization coordinate information and resources to support incident management activities (on-scene operations).

There should be a Primary Location (Address) and an alternate location (address) identified prior to a disaster.

When possible, an EOC should be staffed with Qualified personnel in the ICS Command and General staff positions however this is often not feasible. Utilize mutual aid partners and State DES to assist.

Qualified ICS Positions

ICS EXAMPLE:



EOC Manager
Liaison
PIO
Safety
Planning
Operations
Logistics
Finance/Admin

The basic process to get credentialed is to get a position specific task book and the associated class being sure to complete any pre-requisites.

Task book tasks may be observed on incidents, scheduled events or full-scale exercises. The Final Evaluator signature MUST be a qualified individual in that position or higher.

Credentialing

Applications for RPL (Recognition of Prior) learning, state instructors, PTB (Position Task Book) activation, or reciprocity. We can answer all questions concerning credentialing. We have in-house all the applications referenced above and all PTB's templates also.

If you need the State credentialing program, RPL, guidebooks, or how to become a state instructor guidebook we have those also. Please contact the MT DES State Training Officer.

Deployment

Local Mutual Aid

This process consists of informing your affected mutual aid partners of your availability. Typically, your local mutual aid partners are within your district, or you share a border.

Intra-State Mutual Aid

Let your District Field Officer (DFO) know of your availability status.
If an event occurs across the State and you are available to assist contact your DFO and/or call the MTDES Duty Officer.
If you wish to stay beyond your initial mutual aid commitment of 72 hours, the IC or EOC manager must submit a resource request through the SECC. You will have to provide information for a Mission Ready Package (MRP) similar to the EMAC application below. (this must be done to expedite any reimbursements)

EMAC

Out-of-State Emergency Management Assistance Compact (EMAC)

You must complete the EMAC application (see Documentation tools this section)
Reach out to your DFO for assistance. They will put you in contact with the SECC A-team.

Community Emergency Response Team

CERT

Community Emergency Response Team—trained local volunteers who help their neighbors and support first responders before, during, and after emergencies. federal policy and best-practice guidance strongly encourage having CERTs as part of local preparedness.

CERT volunteers can expand local capacity: doing damage assessments, staffing shelters, and PODs, assisting with sandbagging, basic first aid, light search and rescue, and supporting EOCs and call centers.

Residents who complete CERT training become better prepared individually and as neighborhoods, which reduces demand on professional responders during the first hours of a disaster.

CERT builds community trust and engagement, giving counties a structured way to involve volunteers under clear policies and supervision, instead of having spontaneous volunteers with no training or direction.

Federal emergency management guidance encourages us to use CERT as part of our whole-community preparedness. By setting up a CERT program with clear policies, training, and activation procedures, counties gain a trained volunteer force that can help with sheltering, damage assessment, PODs, and neighborhood preparedness.

Montana National Guard

The Montana National Guard's primary role is the defense of the Nation. Guardsmen sign on to help their Nation and their local communities when called upon. They are a high value resource that should only be considered as a last resort.

When resource ordering, you cannot simply order the National Guard or go direct to the National Guard. They are very expensive and, in most cases, take up to 72 hours to mobilize.

You should order the resource you need from the State Emergency Coordination Center (SECC) depending on the task you want accomplished. MTDES logistics can usually find a resource to fill your request that is closer and less expensive.

In the event the National Guard is to be deployed by the Governor, they will require detailed information and specific actions to be taken.

In addition to the resources ordered, a JRSOI will be staffed first. Joint Reception, Staging, Onward Movement, and Integration (JRSOI). In the National Guard, it is the vital logistical and administrative process used to receive arriving outside units or personnel, in-process them, equip them, and safely move them forward into an emergency or disaster zone to start their mission.

The Civil Support Team is small but very quick to respond and although they have a lot of capabilities, they are primarily used for chemical, biological, radioactive, and nuclear (CBRN) type response.

EPCRA / LEPC Requirements for Montana

Local Emergency Planning Committees (LEPCs) are the local hub for hazardous materials planning and community right-to-know under the Emergency Planning and Community Right-to-Know Act (EPCRA).
As the Local Emergency Manager, you are usually the day-to-day coordinator who makes sure your LEPC exists, your community has a compliant emergency response plan, required chemical information is received and used, and the public can access that information.

Use this as a **checklist** to hit the main legal requirements under EPCRA and Montana law. Check each box when your jurisdiction is meeting that requirement.

1. Get Your LEPC Legally Set Up and Active

☐ Confirm LEPC exists and is recognized by SERC

- Required by law: LEPC must be designated and roster maintained with SERC/MT DES and updated at least annually. https://des.mt.gov/Response/LEPC-Handbook-Final.508.pdf
- Reference: MT LEPC Handbook – LEPC Duties, Structure, Membership Roster.MT-LEPC-Handbook.pdf

☐ **Ensure required membership and leadership**

- Required by law: LEPC must include representation from required groups (elected officials, law, EM, fire, EMS, health, environment, hospitals, transportation, media, facility owners/operators, etc.) and have an appointed Chair and adopted by-laws.
- References:
  - MT LEPC Handbook – LEPC Structure, Key Positions, By-Laws.MT-LEPC-Handbook.pdf
  - LEPC By-Law Guide (if posted on the SERC page).

☐ **Schedule regular LEPC meetings**

- Strongly expected in Montana: LEPC meets at least quarterly; agendas and minutes are maintained and provided to MT DES as requested.
- Reference: MT LEPC Handbook – Meetings.MT-LEPC-Handbook.pdf

2. Build and Maintain the Required Emergency Response Plan

☐ Have a written hazmat emergency response plan (or annex) that covers the 9 EPCRA elements

- Required by law: LEPC must develop an emergency response plan and include all 9 planning elements (facilities/routes, response procedures, coordinators, notification, detection/impact methods, equipment/facilities, evacuation/shelter, training, and exercise methods/schedule).LEPC-Planning.docx
- References:

- MT LEPC Handbook – Emergency Response Plan Requirements.MT-LEPC-Handbook.pdf
- National LEPC-TEPC Handbook – Planning Elements.des.mt

☐ **Review and update the plan at least annually**

- Required by law: LEPC shall review local emergency plans once a year, or more often as circumstances change.
- Reference: MT LEPC Handbook – Primary LEPC Responsibilities (plan review).MT-LEPC-Handbook.pdf

3. Set Up Facility Reporting and Information Flow

☐ Receive and log all required facility notifications and reports

- Required by law under EPCRA:
  - Section 302 EHS notifications (when facilities exceed TPQs, within 60 days).
  - Sections 311–312 SDS/chemical lists and annual Tier II reports (due March 1).
  - Section 304 immediate release notifications and follow-up written notices.
- References:
  - MT LEPC Handbook – Understanding EPCRA.MT-LEPC-Handbook.pdf
  - EPA – EPCRA Overview.

☐ **Use Tier II / E-Plan information in planning and response**

- Best practice and implied under EPCRA planning: ensure facilities' chemical information is available to responders and reflected in the emergency plan.
- References:
  - MT LEPC Handbook – Reporting Requirements for Facilities with Hazardous Materials.MT-LEPC-Handbook.pdf
  - EPA – EPCRA Sections 311–312 (Tier II).

☐ **Have written procedures for receiving reports and handling public requests**

- Required by law: LEPC must establish procedures for receiving facility reports and for receiving and processing public requests, including responding to Tier II requests within 45 days.
- References:
  - MT LEPC Handbook – Public Inquiries and Awareness.MT-LEPC-Handbook.pdf
  - National LEPC-TEPC Handbook – Public Information.des.mt

4. Public Right-to-Know and Records

☐ Designate an LEPC Information Coordinator

- Required by law: EPCRA requires each LEPC to designate an Information Coordinator to handle information requests.
- Reference: MT LEPC Handbook – Key Positions (Information Coordinator).MT-LEPC-Handbook.pdf

☐ Publish at least one annual public notice

- Required by law: At least annually, publish notice (newspaper or website) that the emergency plan, SDS information, and Tier II reports have been submitted and are available for public review, and state where they can be accessed.

- Reference: MT LEPC Handbook – EPCRA Section 324 (Right-to-Know).MT-LEPC-Handbook.pdf

☐ Maintain core LEPC records

- Required in practice to meet EPCRA and MT guidance: maintain EOP/annexes, SDS or where to obtain them, Tier II reports, initial and follow-up spill reports, LEPC minutes, and current membership list.
- Reference: MT LEPC Handbook – Maintenance of Records.MT-LEPC-Handbook.pdf

5. Local Response Authority, ICS, and Cost Recovery (MCA)

☐ Have a written designation of local emergency response authority and ICS

- Required by Montana law: local governing bodies must designate local emergency response authorities and identify the incident management system and incident commander for hazmat incidents in writing.
- References:
  - MCA 10-3-1208 – Local Emergency Response Authorities.
  - MCA 10-3-1209 – Incident Management System and Incident Commander.

☐ Understand and be ready to use the state cost-recovery process

- Strongly recommended: know how to apply for hazmat cost reimbursement when eligible, and what documentation you must maintain.MT-LEPC-Handbook.pdf
- Reference: MT LEPC Handbook – Reimbursement to Local Governments & Cost Recovery Packet.MT-LEPC-Handbook.pdf

6. Training and Exercises (Minimum Expectations)

☐ Describe hazmat/EPCRA-related training in the plan and track completion

- Required as part of the 9 planning elements: plan must describe a training program and schedules for emergency response personnel.LEPC-Planning.docx+1
- Reference: MT LEPC Handbook – Emergency Response Plan Training and Education.MT-LEPC-Handbook.pdf

☐ Include methods and schedules for exercises using a chemical release scenario

- Required as part of the 9 planning elements: plan must describe exercise methods and schedules (tabletop, functional, or full-scale).
- References:
  - MT LEPC Handbook – Emergency Response Plan Exercise and Evaluation.MT-LEPC-Handbook.pdf
  - National LEPC-TEPC Handbook – Exercising Plans.

Links

LEPC

MT SERC Website

E-Plan

Handbook - https://des.mt.gov/Response/LEPC-Handbook-Final.508.pdf

National LEPC-TEPC Handbook – Exercising Plans

EPCRA Overview (EPA)

Tier II / Sections 311–312 (EPA)

MCA 1208 - 10-3-1208. Local emergency response authorities -- designation, MCA

Incident management system and IC (MCA 10-3-1209) - 10-3-1209. Local emergency response authorities -- powers and duties, MCA

https://www.emacweb.org/index.php/component/sppagebuilder/?view=page&id=71#excel

Lifelines

https://www.fema.gov/emergency-managers/practitioners/lifelines-toolkit

Emergency Operations Centers

https://www.fema.gov/emergency-managers/nims/components

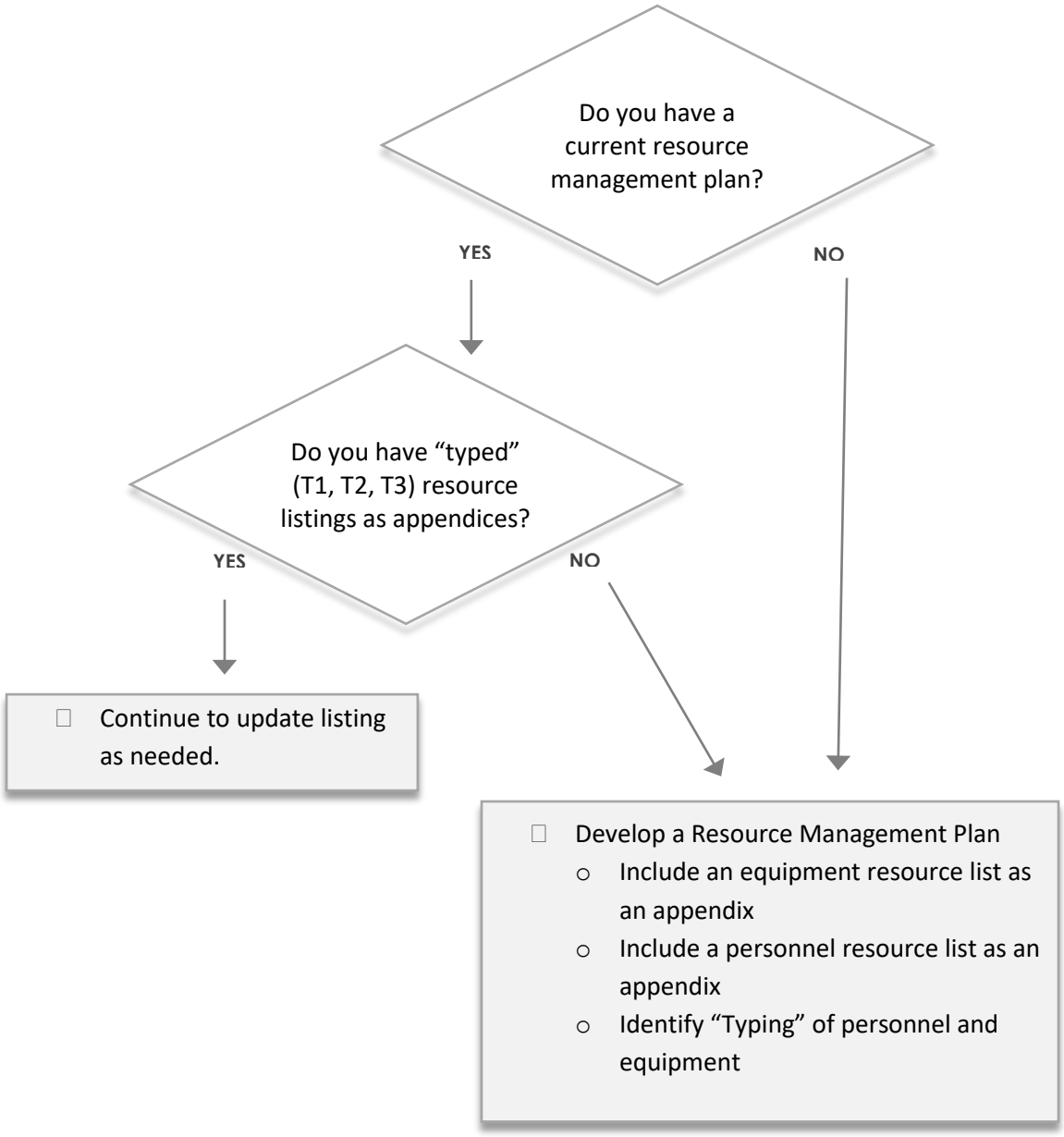
EMAC Application

https://montana.maps.arcgis.com/apps/dashboards/2f5a6c55b910476ba6623a5955e4efb1#

Templates and Forms

please see links as these forms are too large for this guide

Preparedness / Equipment



Preparedness / Equipment

Resource Management Plan

Resource management plans should provide a clear, systematic approach for identifying what resources are needed for the jurisdiction's hazards, assessing gaps, and arranging how those needs will be met through local inventories, mutual aid, contracts, and other agreements, while also describing how resources will be stored, maintained, tested, and managed before, during, and after incidents—including acquisition, mobilization, tracking, donations management, and demobilization, all supported by a defined maintenance process for regular evaluation and revision.

Resource Management Plan appendices should include:

- An equipment resource list
- A personnel resource list

These lists should include Resource "Typing" of personnel and equipment. Typing was developed to help ensure the right resource is contracted for the right job. EXAMPLE: If you need a helicopter to recon an area, you do not want to pay $4,000.00 per hour for a Type 1 aircraft when a type 3 could do the work for $1000.00.

MTDES Warehouse information

The MTDES Disaster Warehouse is Montana's state-managed hub for emergency supplies and equipment, designed to help communities when disasters strike and to strengthen day-to-day readiness across the state. It stores and maintains critical items like generators, flood-fighting materials, shelter support equipment, and protective gear so they can be rapidly deployed to local, tribal, and state partners during emergencies such as severe storms, flooding, power outages, or public health events. By keeping these resources organized, maintained, and ready to move, the warehouse helps ensure lifesaving and life-sustaining tools get to the right place at the right time, supporting a more resilient Montana.

Resource ordering

To request resources or assistance through the State, contact the MTDES Duty Officer at 406-431-0411 or your local DFO. Be prepared to provide them with as much detail as possible, what you need and for how long. The DO/DFO will help coordinate with the SECC to find what you need. You will be asked to follow up your request with a written request, (e.g. 213RR General message form or an MTDES Resource ordering Form) for documentation purposes. You will also be asked to ensure that someone in your jurisdiction with "spending authority" (e.g. Commissioner) approves the order and resulting expenses.

Preparedness /Equipment

NIMS compliant information

NIMS resource typing creates a common language that clearly describes what a resource is (kind) and its minimum capability (type), so requesting and sending agencies share the same expectations about what is being ordered. This standardization speeds up ordering and mobilization, supports mutual aid and EMAC by ensuring minimum capabilities across shared resources, and helps jurisdictions inventory, plan for, and close gaps in their capabilities before incidents occur.

Resource ordering

When ordering resources remember to track the resource through its entirety to include any servicing requirements to bring the resource back to its original status.
People have ordered resources in the past and lost track of their location resulting in having to pay for that item until returned weeks after the event was over.

Links

EMAC

https://montana.maps.arcgis.com/apps/dashboards/2f5a6c55b910476ba6623a5955e4efb1#

Local Resource Inventory Template

https://des.mt.gov/Response/Montana_Local_Resource_Inventory_Template.xlsx

Templates and Forms

213RR General message form

MTDES Resource ordering Form

RESOURCE REQUEST MESSAGE (ISM 213 RR)

1. Incident Name:	2. Date/Time	3. Resource Request Number:

Requestor

4. Order (Use additional forms when requesting different resource sources of supply.)**:**

Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
				Requested	Estimated	

5. Requested Delivery/Reporting Location:

6. Suitable Substitutes and/or Suggested Sources:

7. Requested by Name/Position:	8. Priority: ☐ Urgent ☐ Routine ☐ Low	9. Section Chief Approval:

Resource Support

10. SECC Order Number:	11. Supplier Phone/Fax/Email:
12. Name of Supplier/POC:	
13. Notes:	
14. Approval Signature of Authorized Rep:	15. Date/Time:

16. Order placed by (check box): ☐ SPUL ☐ PROC

Finance

17. Reply/Comments from Finance:	
18. Finance Unit Signature:	19. Date/Time:

DISASTER & EMERGENCY SERVICES
SECC

RESOURCE REQUEST (ISM 213RR-SECC)

GENERAL INSTRUCTIONS

Purpose. The ISM 213-RR is used to request resources, support SECC resource ordering, document sourcing and supplier information, and assist with cost tracking during an incident.
Preparation. The form is initiated by the requestor. The requestor completes Items 1 through 8 and obtains approval in Item 9. Resource Support/Logistics completes Items 10 through 16. Finance completes Items 17 through 19.
Distribution. The completed form should be maintained as part of the incident resource-ordering record and provided to the Documentation Specialist or other incident records custodian.

Item #	Item Title	Description
1.	Incident Name	Enter the name assigned to the incident.
2.	Date/Time	Enter date the resource requested is initiated (MM/DD/YYYY) and time initiated (using 24-hour clock).
3.	Request Order Number	Enter the local resource request number assigned by the requestor, if used. If the request is submitted to the SECC, the SECC will assign the official Resource Order number under Item 10.
4.	Order	The Enter the quantity, kind, type, and detailed item description for each requested resource. Use NIMS kind and type when a typed resource definition exists. Describe the capability needed clearly enough for sourcing, including any required qualifications, specifications, size, delivery requirements, or other mission-essential characteristics. Enter the requested and estimated arrival date/time and estimated cost if known; SECC or Resource Support may update these fields as the order is sourced and confirmed.
5.	Requested Delivery/Reporting Location	Enter the specific location where the resource should report or be delivered, including site name, address, contact name, and any access or reporting instructions if needed.
6.	Suitable Substitutes and/or Suggested Sources	Identify acceptable substitute resources and any known or preferred sources of supply. This helps SECC or Resource Support locate a workable option if the exact requested resource is not available.
7.	Requested by Name/Position	Enter the name and position of the requestor. Include contact information if local procedure requires it.
8.	Priority	Check the priority that best reflects the operational need: **Urgent**, **Routine**, or **Low**. Use Urgent for an immediate need affecting life safety, incident stabilization, or critical operations; Routine for a needed resource that is important but not immediate; and Low for a request that can be filled as available.
9.	Section Chief Approval	Enter the name, position, and signature or approval of the appropriate Section Chief or other authorized supervisor, based on local incident organization and approval procedures.
10.	SECC Order Number	Enter the official Resource Order number assigned by SECC after the request is accepted into the state mobilization process.
11.	Supplier (Name/Phone/Fax/ Email)	Enter the name, phone number, and relevant contact information for the supplier
12.	Name of Supplier/POC	Enter the name of the supplier, agency, vendor, or point of contact providing the resource.
13.	Notes	Enter any additional information needed to support ordering, delivery, check-in, or use of the resource, such as mission details, ordering constraints, safety concerns, travel information, or special handling requirements.
14.	Approval Signature of Authorized Rep	Enter the signature or approval of the authorized Resource Support, Logistics, or other designated ordering representative who approved placement of the order.
15.	Date/Time	Enter the date and time Item 14 was approved.
16.	Order placed by (check box)	Check the box for the position that placed the order. Use **SPUL** for Supply Unit Leader or **PROC** for Procurement. If local procedure uses another ordering function, revise the form accordingly.
17.	Reply/Comments from Finance	Enter any finance, reimbursement, coding, documentation, or purchasing comments related to the request
18.	Finance Unit Signature	Enter the signature or approval of the authorized Finance representative reviewing the request.
19.	Date/Time	Enter the date and time Item 18 was completed.

Resource Requested:

MTDES ID#: _____

Quantity: _____ Units: _____

Date & Time of Request: _____

Requested By:
Jurisdiction: _____
Specify (Department/Role/Etc): _____
First Name: _____
Last Name: _____
Email: _____
Phone: _____

Point of Contact:
First Name: _____
Last Name: _____
Email: _____
Phone: _____
Location: _____

Delivery Location: _____

Date & Time Needed: _____

Expected Duration Needed: _____

Add Additional Information Below:
(May include information such as suitable substitutions; suggested sources; fill or kill status)

Preparedness / Training

- View FEMA's list of free on-line courses that may be available to meet your needs at:
  https://training.fema.gov/emi.aspx
  - Select Course Catalog
  - Check Delivery type - online/distant learning button

- View local in-person and virtual training opportunities at; https://montana.maps.arcgis.com/apps/dashboards/43963808f7bf49e49240f52ecdbeeaa2

Did you find the course you are looking for?

YES

- Register for your FEMA Student Identification account: https://training.fema.gov/programs/emergency-management-professional/basic/
- Take the Independent study course at your leisure.

Or

- Register to attend a course offered at the various Campuses

- Contact MTDES Training and Exercise staff for assistance

NO

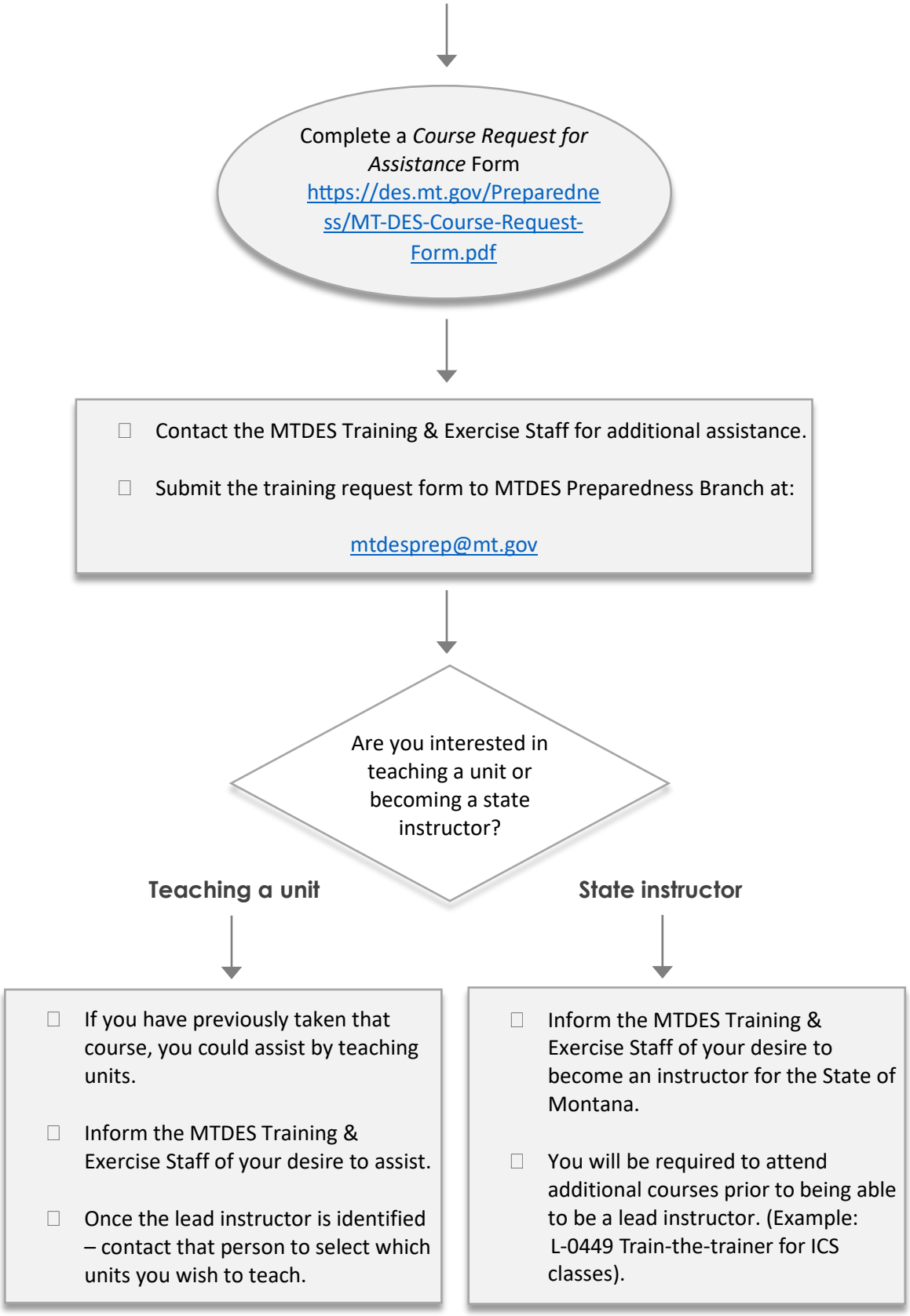
- Reach out to your District Field Officer

Or

- Contact MTDES Training and Exercise staff

Or

- You may choose to **host** a specific course.


Complete a *Course Request for Assistance* Form https://des.mt.gov/Preparedness/MT-DES-Course-Request-Form.pdf
Contact the MTDES Training & Exercise Staff for additional assistance.
Submit the training request form to MTDES Preparedness Branch at:
mtdesprep@mt.gov
Are you interested in teaching a unit or becoming a state instructor?
Teaching a unit
State instructor
If you have previously taken that course, you could assist by teaching units.
Inform the MTDES Training & Exercise Staff of your desire to assist.
Once the lead instructor is identified – contact that person to select which units you wish to teach.
Inform the MTDES Training & Exercise Staff of your desire to become an instructor for the State of Montana.
You will be required to attend additional courses prior to being able to be a lead instructor. (Example: L-0449 Train-the-trainer for ICS classes).

Preparedness / Training

Register for your FEMA SID account:
https://training.fema.gov/programs/emergency-management-professional/basic/

DES Coordinator Required Training – Independent Studies Course – On-line – Free
IS-100c – Intro to the ICS (incident Command System)
FEMA - Emergency Management Institute (EMI) Course | IS-100.C: Introduction to the Incident Command System, ICS 100
IS-200c – Basic ICS for Initial Response
FEMA - Emergency Management Institute (EMI) Course | IS-200.C: Basic Incident Command System for Initial Response, ICS-200
IS-700b – Intro to NIMS (National Incident Management System)
FEMA - Emergency Management Institute (EMI) Course | IS-700.B: An Introduction to the National Incident Management System
IS-800d – Intro to NRF (National Response Framework)
FEMA - Emergency Management Institute (EMI) Course | IS-800.D: National Response Framework, An Introduction

New to Emergency Management

Slide Show:
https://des.mt.gov/Preparedness/New-DES-Training-Day-1-slides.pdf

Highly Recommended Training

FEMA State Sponsored Training: ICS 300, ICS 400
https://des.mt.gov/Preparedness/Training-and-Exercise

Professional Development

FEMA Professional Development Series

IS-120c – Intro to Exercise
FEMA - Emergency Management Institute (EMI) Course | IS-120.C: An Introduction to Exercises
IS-230e – Fundamentals of Emergency Management
FEMA - Emergency Management Institute (EMI) Course | IS-230.E: Fundamentals of Emergency Management
IS-235c – Emergency Planning
FEMA - Emergency Management Institute (EMI) Course | IS-235.C: Emergency Planning
IS-240c – Leadership and Influence
FEMA - Emergency Management Institute (EMI) Course | IS-240.C: Leadership and Influence
IS-241c – Decision Making and Problem Solving
FEMA - Emergency Management Institute (EMI) Course | IS-241.C: Decision Making and Problem Solving
IS-242c – Effective Communication
FEMA - Emergency Management Institute (EMI) Course | IS-242.C: Effective Communication
IS-244b – Developing and Managing Volunteers
FEMA - Emergency Management Institute (EMI) Course | IS-244.B: Developing and Managing Volunteers

Continuing Education

National Emergency Management Basic Academy:

https://training.fema.gov/programs/emergency-management-professional/basic/

Additional Training

Training Strategy and Classes Link:

https://des.mt.gov/Preparedness/Training-and-Exercise

FEMA Training Centers

Contact your MT DES State Training Officer for information on a training center or the process to attend a course.

NDEMU (National Disaster & Emergency Management University) Formerly EMI – (Emergency Management Institute.)
CDP – Center for Domestic Preparedness
LSU – Louisiana State University
NMT – New Mexico Tech
TEEX – Texas Engineering Extension Service
RDPC – Rural Domestic Preparedness Consortium

NOTE: Often these facilities will provide lodging, meals and tuition. They will sometimes reimburse airline tickets as well. By no means is this FREE training. Traveling from Montana to anywhere USA can be time consuming.

Training for Elected Officials

G 0402 NIMS Overview for Senior Officials (Executives, Elected, & Appointed)

The purpose of this course is to familiarize Senior officials with their role in supporting incident management within the National Incident Management System (NIMS).
The course length is 3 ½ hours of instruction.
For delivery to elected officials, best practice is to deliver the course after elections in November but before they take office in January.

Preparedness / Training

No Supporting information provided at this time.

Links

Register for your FEMA SID account:

https://training.fema.gov/programs/emergency-management-professional/basic/

DES Coordinator Required Training

IS-100c – Intro to the ICS (incident Command System)
FEMA - Emergency Management Institute (EMI) Course | IS-100.C: Introduction to the Incident Command System, ICS 100
IS-200c – Basic ICS for Initial Response
FEMA - Emergency Management Institute (EMI) Course | IS-200.C: Basic Incident Command System for Initial Response, ICS-200
IS-700b – Intro to NIMS (National Incident Management System)
FEMA - Emergency Management Institute (EMI) Course | IS-700.B: An Introduction to the National Incident Management System
IS-800d – Intro to NRF (National Response Framework)
FEMA - Emergency Management Institute (EMI) Course | IS-800.D: National Response Framework, An Introduction

FEMA Professional Development Series

IS-120c – Intro to Exercise
FEMA - Emergency Management Institute (EMI) Course | IS-120.C: An Introduction to Exercises
IS-230e – Fundamentals of Emergency Management
FEMA - Emergency Management Institute (EMI) Course | IS-230.E: Fundamentals of Emergency Management
IS-235c – Emergency Planning
FEMA - Emergency Management Institute (EMI) Course | IS-235.C: Emergency Planning
IS-240c – Leadership and Influence
FEMA - Emergency Management Institute (EMI) Course | IS-240.C: Leadership and Influence
IS-241c – Decision Making and Problem Solving
FEMA - Emergency Management Institute (EMI) Course | IS-241.C: Decision Making and Problem Solving
IS-242c – Effective Communication
FEMA - Emergency Management Institute (EMI) Course | IS-242.C: Effective Communication
IS-244b – Developing and Managing Volunteers
FEMA - Emergency Management Institute (EMI) Course | IS-244.B: Developing and Managing Volunteers

Links

Course Requests for Assistance Form
https://des.mt.gov/Preparedness/MT-DES-Course-Request-Form.pdf

Post Training Lead Instructor Survey
https://survey123.arcgis.com/share/76c798e785d84051b99b20fd535eecae

Templates and Forms

Course Requests for Assistance Form

Elected Officials Checklist

Complete one form for each course you are requesting. Requests will be considered based on budgets, instructor availability, and described need.

Montana Disaster & Emergency Services

Today's Date:	Requestor's Name:
Course Name and Number:	
First option for date:	Second option for date:
Third option for date:	

Local Course Manager Point of Contact	Name:
	Associated Organization or Agency:
	Phone number:
	Email:
Instructor Information (leave blank if not identified yet)	Lead Instructor Name:
	Unit Instructor Name:
	SMEs:

Course Format	Virtual ☐	In-person ☐
	Hybrid (any combination of virtual/in-person) ☐	
Location of Training (*skip for virtual training*)	Name of building:	
	Address:	
	City, State, Zip:	

Course Support Requested	Advertise course on MT DES website	☐
	Create course flyer for promotion	☐
	Assistance in identifying instructor	☐
	Course registration link	☐
	Virtual course logistics (zoom link, facilitation, etc.)	☐

	Other (Describe):	☐

Description of need for training (How will the training address jurisdiction gaps? How was need identified- real-world incident, THIRA gap assessment, exercise AAR, etc.)

Additional Comments (optional)

Requestor agreement

- Trainings should have a minimum of 10 students.
- Training requests will be reviewed by MT DES and notifications will be sent regarding the status of the request using the email for the local POC.
- Any potential costs incurred will be coordinated between the local POC, MT DES and instructors before finalizing the training.

Email completed form to mtdesprep@mt.gov.

Local Elected and Appointed Officials Emergency Management Checklist

This checklist was developed to help senior officials prepare for, respond to and recover from disasters and emergencies. The checklist is not necessarily sequential and not every item will apply to every jurisdiction or community. Essentially, this is a list of reminders for questions to ask, immediate steps to take and points to keep in mind when leading the community to prepare for, respond to and recover from a disaster. These items should be reconsidered as needed.

This is an excerpt from FEMA's Local Elected and Appointed Officials Guide: Roles and Resources in Emergency Management, which has additional information on this topic.

Before Disaster

Senior officials are responsible for protecting the lives and property of their community. Executing the following tasks can prepare the local government to respond to and recover from disasters:

- ☐ Make planning for disasters a priority throughout the entire community.
- ☐ Provide resources and necessary authority to support a comprehensive emergency management program.
- ☐ Meet with the emergency management team and policy group, which provides guidance, resource prioritization and other executive functions, to learn about the hazards and unique vulnerabilities that threaten the jurisdiction. Update contact lists annually.
- ☐ Work with emergency managers to learn planning processes, timelines and planning update cycles for emergency operations plans, continuity of operations (COOP) plans and continuity of government (COG) plans; provide any support to help keep plans up to date.
- ☐ Create a strategy to support mitigation, continuity and recovery planning.
- ☐ Coordinate with senior officials and the emergency management agencies in neighboring jurisdictions, to review relevant emergency management plans, hazard mitigation plans or any other planning documents related to preparedness, response, recovery and mitigation in the community.
- ☐ Become familiar with the jurisdiction's Emergency Operations Center (EOC) and 911 center.
- ☐ Review applicable legal authorities and responsibilities relevant to disasters and emergencies.
- ☐ Provide policy direction for prevention, protection, response, recovery and mitigation-related activities based in part on information provided by the emergency management agency.
- ☐ Encourage individuals, families and businesses to develop emergency plans and be able to protect themselves during the first 72 hours after a disaster.

- ☐ Develop a communications strategy, including sign and foreign language interpretation, in coordination with emergency management officials and Public Information Officers (PIOs).
- ☐ Learn about state, tribal, territorial and federal disaster assistance programs.
- ☐ Learn about the damage assessment process and how it impacts obtaining federal assistance.
- ☐ Participate in emergency and disaster drills, training and exercises. Encourage local government agencies and community partners to also participate.
- ☐ Personally develop and maintain an individual/family emergency plan.[1] Senior officials are encouraged to create a more specific "Go-Kit" to address their unique needs when supporting EOCs during responses.

"Go-Kit": What to Bring to Your Disaster Work Location

The following list is intended to help senior officials prepare personal go-kits of essential items to bring to their anticipated work locations for extended disaster operations. It is recommended that they have enough personal items available to be self-sustaining for several days. They should evaluate the contents of their kits based on individual needs.[2]

- Backpack, bag or case (to put all items in);
- Work items: cell phone and charger, laptop, radio and charger, emergency job aids (e.g., checklists, guides, contact information) and identification;
- Clothes and shoes fit for the weather and a change of clothing (e.g., for press conferences);
- Food and snacks based on any special dietary needs (confirm whether the disaster work location has arrangements for providing food and hydration);
- Glasses and an extra pair of prescription glasses;
- Personal medications, supplements and hygiene items (e.g., toothbrush, toothpaste);
- Personal money (e.g., credit cards, cash in small bills);
- Pencil, pen and notebook;
- Contact list of family, friends and professional contacts; and
- Favorite personal and/or comfort items.

[1] For more information, see "Build A Kit" at https://www.ready.gov/kit.

[2] For more information on personal preparedness, see https://www.ready.gov/.

During Disaster

INITIAL ACTIONS

- ☐ Establish contact with the emergency management agency as the situation permits, if this has not already been done:
  - Contact Name and Phone Number(s) _____
  - Contact Email _____
- ☐ Obtain assessment information and priority objectives (evaluate the situation).
- ☐ Determine situation status (obtain from the EOC/emergency manager):
  - What is the nature of the incident—what happened?
  - What hazards are present?
  - What area is impacted? How large an area is affected?
  - Is the situation getting better, stabilizing or getting worse?
  - What are the impacts on individuals, households and families?
  - What is the status of local hospitals? Assisted living facilities and nursing homes?
  - What are the impacts on first responders?
  - What are the impacts on businesses and the supply chain?
  - What are the impacts on people with disabilities, people with access and functional needs and traditionally underserved populations?
  - What is the number of casualties?
  - What are the impacts on critical infrastructure?
  - What is the status of local government agencies?
- ☐ What are the response actions currently?
  - What public protection actions are currently in progress and what actions need to occur?
  - Have the notifications, alerts and warnings been completed? Are additional notifications or warnings needed?
  - What is being done to assist individuals, families and businesses?
  - What is being done to assist people with disabilities, people with access and functional needs and traditionally underserved populations?
  - Are there resource shortfalls or gaps (e.g., personnel, equipment, commodities, services)?

- What is being done to bring in outside assistance or offer help to other communities?

☐ Begin and maintain a personal log of all incident actions (e.g., contacts, directives, decisions).

☐ Contact PIO to coordinate strategic public messaging, including American Sign Language, captioning and foreign language interpretation as needed.

EMERGENCY TASKS

During the activation and operational phases of the EOC, senior officials should consider the following tasks and actions and consult with the emergency manager to support as needed.

☐ Maintain situational awareness regarding the disaster by staying informed.

☐ Trust and empower your emergency management officials to make the right decisions.

☐ Address/support response and recovery priorities.

- Collaborate with emergency managers to collectively develop guidance regarding priorities and strategies for dealing with incident response and recovery (e.g., emergency declarations, large-scale evacuations, access to extraordinary emergency funding, waivers of ordinances and regulations, adjudication of scarce resources).
- Initiate requests for extraordinary resources or outside assistance, such as mutual aid, state or federal assistance.
- Provide for the well-being, safety and health of the members of the community and visitors.
- Ensure continuity or rapid resumption of essential local government services.

☐ Review the legal responsibilities and authorities of senior officials.

☐ Confirm implementation of appropriate administrative procedures and financial safeguards.

☐ Issue or arrange for issuance of a local, tribal or territorial disaster declaration if warranted.

- Focus on protecting, saving and sustaining lives; protecting property and the environment; stabilizing the incident and maintaining essential services.
- Consult with emergency management staff regarding strategic courses of action, while leaving tactical decision making to emergency response officials.
- Consult with jurisdictional counsel regarding potential legal issues and courses of action.
- Determine when to issue protective measures (e.g., curfew, shelter-in-place, evacuation, access control, quarantine, isolation, emergency orders) based on information provided by the emergency management agency.
- Share situation information and actions and coordinate with neighboring senior officials, the governor and other key partners.
- Use emergency powers and authorities of government as appropriate.

- Suspend and waive rules, regulations and statutes as needed and allowed.
- Monitor the situation to determine the need to update or modify emergency orders/protective measures.
- Review and determine appropriate emergency response expenditure limits.

☐ The following information, derived at the local level, may help inform the governor or tribal chief executive to request a Stafford Act declaration:[3]

- Description of the situation and conditions.
- Geographic boundaries of the incident.
- Outline of the resources being used.
- Initial damage assessment outlining the physical and financial impacts and losses.
- Details of the emergency powers and authorities enacted (including their effective time periods and copies of the requesting governor's or tribal chief executive's disaster declaration).

☐ Determine the need for and establish new policies to support response and recovery.

- Ensure the EOC has clear policy direction. Issue direction and policy in support of response and recovery actions through the emergency manager.
- Consider use of the EOC policy group (multiagency coordination [MAC] group) for making policy decisions.
- Chair and/or participate in EOC policy/MAC group meetings at the EOC or designated site.

☐ Monitor the progress of emergency/disaster actions from messages, reports and information charts received by and issued from the EOC.

☐ When safe and when it will not interfere with response efforts, visit impacted areas, shelters and other temporary facilities to demonstrate leadership's commitment and to identify issues with service delivery.

☐ Ensure that a continuous stream of timely and accurate information is being provided by the EOC, PIO and the Joint Information Center (JIC).

- Approve emergency public information news releases and other messages as appropriate.
- Serve as a community spokesperson as planned in coordination with emergency managers.

[3] Federally recognized tribal governments are empowered to make declaration requests directly to the President as explained at https://www.fema.gov/about/organization/tribes.

Delivering Effective Messages[4]

- *Lead the interview.* Present the main points; avoid speculative "what-if" questions.
- *Use simple sentences*. During times of high stress, people are more likely to remember short, concise bits of information.
- *Speak naturally*. Avoid using terminology unfamiliar to those working outside of emergency management or government.
- *Be honest and direct*. Exaggerated facts and misleading information can threaten lives in disaster situations.
- *Be genuine, personable and conversational*. Avoid using "no comment" and similar evasive phrases. Credibility is vital to effective disaster communication.

CONTINUITY OF OPERATIONS/CONTINUITY OF GOVERNMENT

☐ Ensure continuity of essential services—which may be provided or supported by private sector organizations—and local government operations.

☐ Support local government departments and personnel in obtaining resources necessary to continue essential services, as needed.

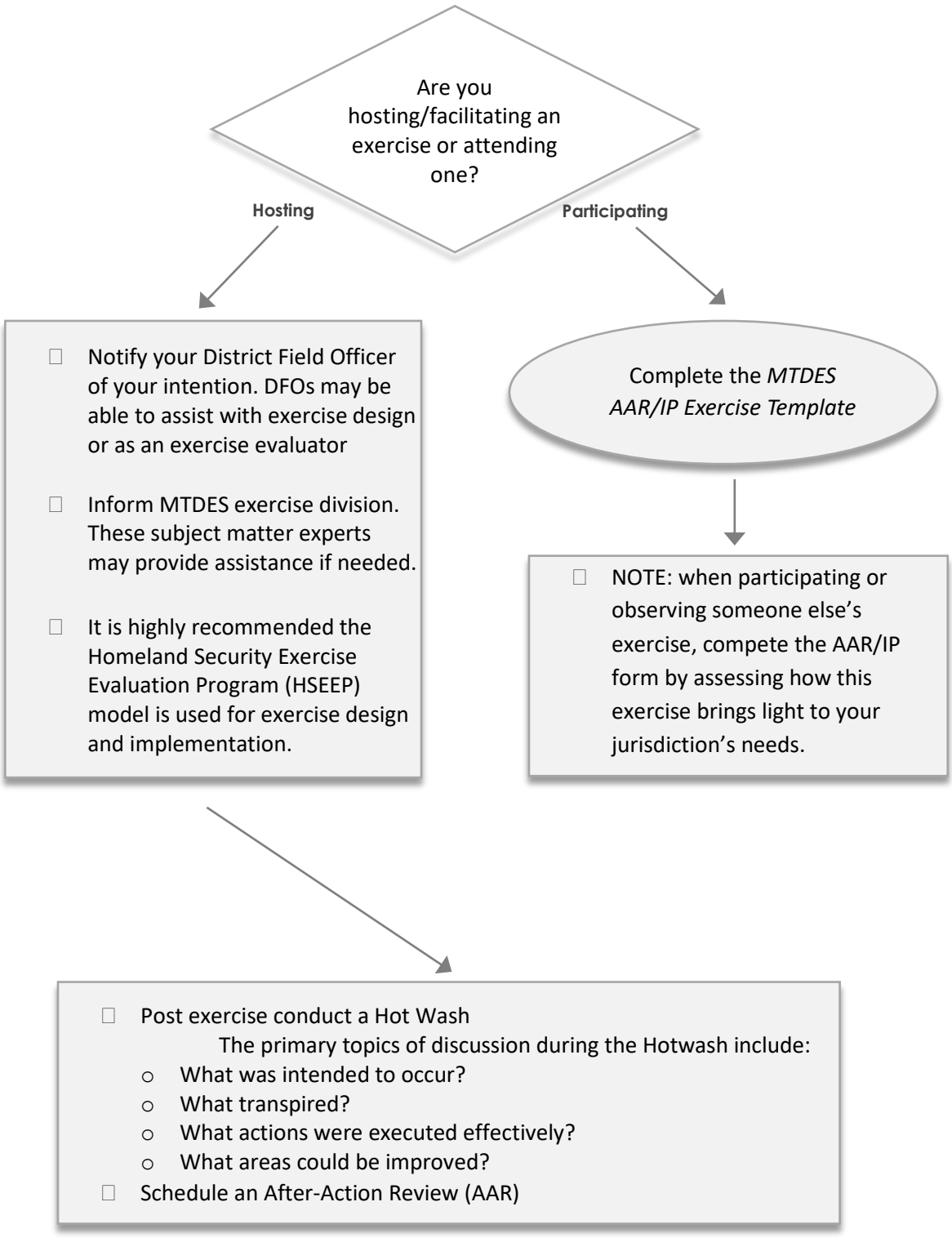
[4] For more information on CDC's Crisis and Emergency Risk Communication program, see https://emergency.cdc.gov/cerc/training/index.asp.

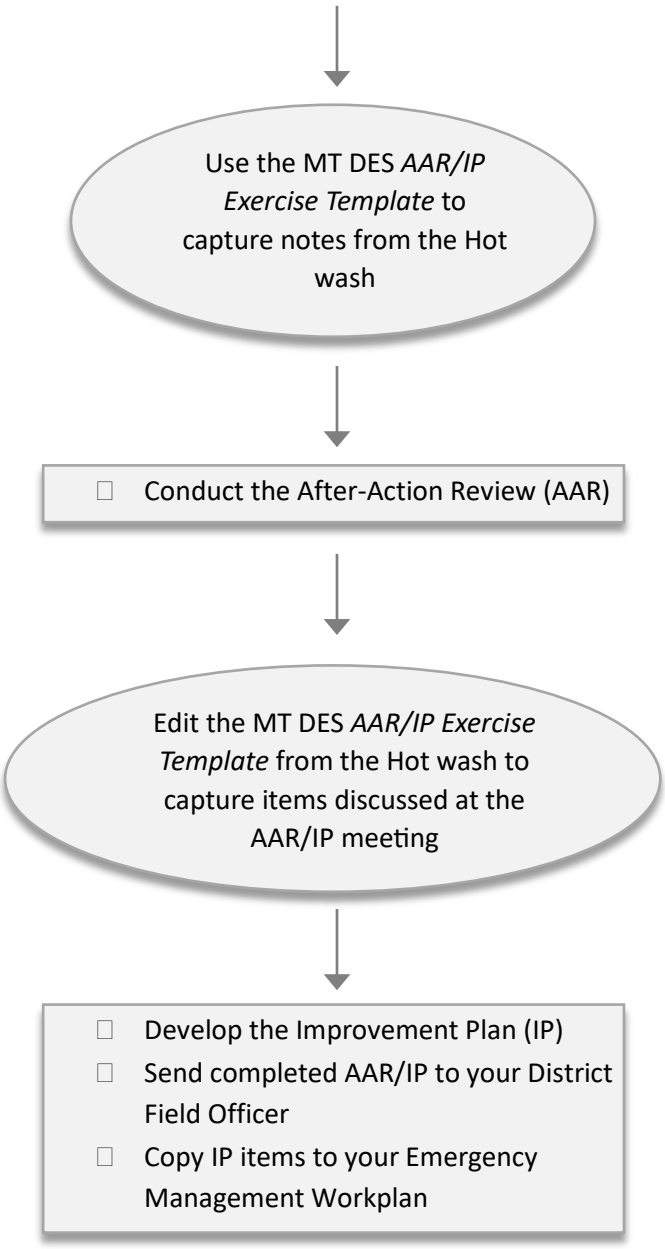
After Disaster

After a disaster, members of the community expect their local government and their senior officials to maintain an active role in the delivery of recovery resources and services, and to provide innovative, efficient and inclusive leadership. Each senior official's recovery tasks should include:

- ☐ Convene key stakeholders to establish a vision, strategy and plan for the recovery process and for the future of the community.
- ☐ Work with the emergency management agency to convene and maintain a recovery task force and a recovery organization structure.
- ☐ Work collaboratively with all groups of people affected by the disaster to promote inclusive and accessible outreach to their communities and address issues relevant to them.
- ☐ Lead the recovery process and appoint a recovery manager if needed.
- ☐ Establish a recovery office to effectively manage long-term regulatory, fiscal, infrastructure, community development and human services recovery functions.
- ☐ Continue to assess unmet needs through close coordination with jurisdictional agencies and non-governmental (NGO) partners with significant long-term recovery support roles.
- ☐ Optimize the benefits of state/federal programs along with private sector and NGO contributions.
- ☐ Understand the federal disaster declaration and assistance processes and what funding may be available to assist during recovery.
- ☐ Identify opportunities to rebuild the community better and mitigate impacts of future incidents.
- ☐ Ensure codes, regulations and finances are properly managed during the recovery process.
- ☐ Communicate coordinated information to the public and media (both traditional and social media) to generate confidence in the process, secure buy-in for recovery priorities and establish accountability. Include American Sign Language, captioning and foreign language interpretation as needed.
- ☐ Work with emergency management, other jurisdictional agencies and NGO partners as appropriate to conduct public meetings to determine unmet needs and identify current or future actions related to the disaster.
- ☐ Ask questions; the recovery process and programs can be complex.
- ☐ Support the community through the recovery. The process may take multiple years.

Preparedness / Exercise




Use the MT DES *AAR/IP Exercise Template* to capture notes from the Hot wash
☐ Conduct the After-Action Review (AAR)
Edit the MT DES *AAR/IP Exercise Template* from the Hot wash to capture items discussed at the AAR/IP meeting
☐ Develop the Improvement Plan (IP)
☐ Send completed AAR/IP to your District Field Officer
☐ Copy IP items to your Emergency Management Workplan

Preparedness / Exercise

Hosting an exercise. Note that your exercise will be either discussion based (seminars, workshops, Tabletops, Games) or Operational based (Drill, Functional, or Full Scale). It is highly recommended that you use the Homeland Security Exercise Evaluation Program (HSEEP) as a guide.

Hints:

- Try to limit objectives to 3 or 4 when possible.
- Test against a plan, process or procedure
- Conduct an After-Action Review and Improvement Plan (AAR/IP) when completed.
- FEMA IS-120 and IS-230 are good online courses to start.
- Reach out to your District Field Officer or MTDES Exercise Coordinator for assistance.

Participating or observing an exercise, it is best practice to write your own After action Review and look for items to enter in *your Improvement Plan*. These should be observations unique to *your experience* relating to *your jurisdiction*. (don't forget to add them to your Emergency Management workplan)

Preparedness / Exercise

Notices Of Funding Opportunities (NOFO)

are the rules required to receive federal grants. The latest FEMA EMPG NOFO no longer requires a subrecipient to attend or conduct any exercises per year. MTDES however, does require one AAR/IP per fiscal year as it is deemed necessary not only for the ones conducting the exercise but brings value to those who attend as well.

An AAR/IP may be written as a result of:

- Hosting an Exercise
- Exercise participation
- Planned events
- Real world incidents that require your Emergency Operations Center to be in operation

Homeland Security Exercise and Evaluation Program (HSEEP)

is not required statutorily. It is highly recommended as it is used Nationwide for exercise conduct. By tying objectives to core capabilities, we have the ability to drill down on areas of improvement at a Statewide and/or National level.

Links

HSEEP Toolkit

https://preptoolkit.fema.gov/web/hseep-resources

AAR/IP Template For Exercise

https://des.mt.gov/Preparedness/Exercise-AAR-Template.docx

Templates and Forms

AAR/IP Template for Exercise

Exercise Name

After-Action Report/Improvement Plan (AAR/IP)
Date
Your organization or Justification

Instructions: Please email this AAR/IP to your DES District Field Officer (DFO). The DFO will review the AAR/IP for content then forward this report to the MT DES Office.

The After-Action Report/Improvement Plan (AAR/IP) aligns exercise objectives with preparedness doctrine and related frameworks and guidance. Exercise information required for preparedness reporting and trend analysis is included; users are encouraged to add additional sections as needed to support their own organizational needs.

Exercise Overview

Exercise Name	[Insert the formal name of exercise]
Exercise Dates	[Indicate the start and end dates of the exercise]
Scope	This exercise is a [exercise type], planned for [exercise duration] at [exercise location]. Exercise play is limited to [exercise parameters].
Core Capabilities	[List of the core capabilities being exercised. Click on Core Capabilities Hyperlink on the left].
Objectives	[List exercise objectives]
Plans Tested	[List primary plans/procedures, written guides, checklists and/or un-written plans
Threat or Hazard	[List the threat or hazard (e.g. natural/hurricane, technological/radiological release)]
Scenario	[Insert a brief overview of the exercise scenario, including scenario impacts (2-3 sentences)]
Sponsor	[Insert the name of the sponsor organization, as well as any grant programs being utilized, if applicable]
Participating Organizations	[Insert a brief summary of the total number of participants and participation level (i.e., Federal, State, local, Tribal, non-governmental organizations (NGOs), and/or international agencies). Consider including the full list of participating agencies in Appendix B. Delete Appendix B if not required.]
Point of Contact	[Insert the name, title, agency, address, phone number, and email address of the primary exercise POC (e.g., exercise director or exercise sponsor)]

Aligning exercise objectives and core capabilities provides a consistent taxonomy for evaluation that transcends individual exercises to support preparedness reporting and trend analysis.

Objective 1:

Core Capability 1:

Strengths Observed:

Strength 1:

Strength 2:

Strength 3:

Areas for Improvement: (clearly state what the problem was or the gap):

The following areas require improvement to achieve the full capability level:

Area for Improvement 1:

Analysis:

Area for Improvement 2:

Analysis:

Area for Improvement 3:

Analysis:

Objective 2:

Core Capability 2:

Strengths Observed:

Strength 1:

Strength 2:

Strength 3:

Areas for Improvement: (clearly state what the problem was or the gap):

The following areas require improvement to achieve the full capability level:

Area for Improvement 1:

Analysis:

Area for Improvement 2:

Analysis:

Area for Improvement 3:

Analysis:

Objective 3:

Core Capability 3:

Strengths Observed:

Strength 1:

Strength 2:

Strength 3:

Areas for Improvement: (clearly state what the problem was or the gap):

The following areas require improvement to achieve the full capability level:

Area for Improvement 1:

Analysis:

Area for Improvement 2:

Analysis:

Area for Improvement 3:

Analysis:

Appendix A: Improvement Plan (IP)

This IP is developed specifically for Central City's Shakeout Exercise conducted on [Date].

Capability	Issue/Area for Improvement	Corrective Action	Primary Responsible Organization	Organization POC	Start Date	Completion Date
Capability 1:	[Issue/Area for Improvement]	[Corrective Action]				
Capability 1:	[Issue/Area for Improvement]	[Corrective Action]				
Capability 1:	[Issue/Area for Improvement]	[Corrective Action]				
Capability 2:	[Issue/Area for Improvement]	[Corrective Action]				
Capability 2:	[Issue/Area for Improvement]	[Corrective Action]				
Capability 2:	[Issue/Area for Improvement]	[Corrective Action]				
Capability 3:	[Issue/Area for Improvement]	[Corrective Action]				
Capability 3:	[Issue/Area for Improvement]	[Corrective Action]				
Capability 3:	[Issue/Area for Improvement]	[Corrective Action]				

Appendix B: Exercise Participants

Participating Organizations

Number of Participants_____