



Public Safety Committee Meeting
July 28, 2026 4:30 PM
115 2nd Street SE |Sidney, MT 59270

Committee meetings are held in a hybrid format, allowing both in-person and Zoom participation. Councilmembers will attend in person unless remote attendance is necessary. Consistent with the Montana Constitution's Right of Participation and Right to Know, the City is committed to open and accessible meetings. Public participation via Zoom or phone is available using the information below:

Zoom Link:

<https://us06web.zoom.us/j/7130805898?pwd=tJpmtgBdGbsjBXS0EAU50ANb4u7h3l.1&omn=83587078233>

Call: 1-346-248-7799 **Meeting ID:** 713 080 5898 **Passcode:** 4332809

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Committee Members Present:

City Officials/ Staff Present:

4. Correction or Approval of Minutes

a. June 23rd, 2026 Meeting Minutes

5. Public Comment/ Visitors

Your opportunity for the public to address the Council on items not included on the agenda, no action will be taken during this time.

6. Monthly Reports

a. June 2026 Police Department Report

b. June 2026 Fire Run Report

c. July 2026 Compliance Report

7. New Business

- a. Draft Emergency Operations Plan

8. Unfinished Business

- a. Solicitors License Code Update
- b. Alcohol in Public Places Rewrite

9. Comments and Questions from the Committee

10. Adjournment

Meeting Guidelines

- We ask that all participants be respectful and courteous.
- Please direct comments to the Council as a whole.
- When speaking, please state your name for the record.
- Be mindful of others by keeping comments concise and avoiding repetition.
- The presiding officer may guide speaking time to help the meeting run smoothly.
- Disruptive behavior may result in removal from the meeting.



Montana's Sunrise City

115 2nd Street S.E., Sidney, Montana - 406-433-2809

Public Safety Committee Meeting 6/23/26

June 23, 2026 4:30 PM

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Zoom Link: (Need to edit every meeting)

Call: 1-346-248-7799

Meeting ID: 713 080 5898

Passcode: 4332809

1. Call to Order

The Public Safety Committee Meeting was called to order at 4:30pm.

2. Pledge of Allegiance

The Pledge of Allegiance was stated by all present.

3. Roll Call

Committee Members Present:

City Officials/ Staff Present:

Committee Members Present: Kauffman, Rasmussen, Creek, Buxbaum

City Officials/ Staff Present: Mayor Norby, Interim CAO Chamberlin, Interim Clerk/Treasurer Lange, FM/BI Rasmussen, Chief Kraft

4. Correction or Approval of Minutes

a. May 26th, 2026 Meeting Minutes

Correction to May 26th Meeting Minutes: remove Creek as a voting member of the committee.

Motion was made to approve the May Public Safety Committee Meeting Minutes with corrections.

Motion made by Rasmussen, Seconded by Kauffman.

Voting Yea: Kauffman, Buxbaum, Rasmussen

5. Public Comment/ Visitors

Your opportunity for the public to address the Committee on items not included on the agenda, no action will be taken during this time.

None.

6. Monthly Reports

a. May-June Compliance Officer Report

Interim CAO Chamberlin presented the Compliance Officer Report. She noted the report covered activity from May through June in order to capture the full period of nuisance mowing enforcement activity. During that period, 123 properties received notices and 97 properties were brought into compliance. She further reported that the Nuisance Committee continues to work through several active nuisance properties. No additional questions were raised regarding the report.

b. May 2026 Police Department Report

Police Chief Kraft presented the May 2026 Police Department Report and offered to answer questions from the Committee. No questions were raised.

c. May 2026 Fire Run Report

Fire Marshal Rasmussen presented the May 2026 Fire Run Report. No additional discussion occurred.

7. New Business

a. FY 2026-2027 Proposed Budget Expenditures

Interim CAO Chamberlin reviewed the proposed FY 2026-2027 Public Safety budget and explained the City's budget review process. She noted that the Public Safety Committee reviews Police Department, Fire Department, and related public safety budgets before forwarding recommendations to the Budget and Finance Committee.

For the Police Department budget, Interim CAO Chamberlin explained payroll expenditures show a significant decrease due to the anticipated loss of the Drug Task Force Officer position for the upcoming fiscal year. She noted the City hopes to regain the grant-funded position in a future fiscal year. Communications expenditures were increased to better reflect the City's share of dispatch costs based on recent expenditures. Capital purchases remain consistent with prior approvals, including the replacement patrol vehicle and continued implementation of Axon body cameras and tasers.

Additional discussion occurred regarding capital planning. Interim CAO Chamberlin explained the budget includes approximately \$65,000 in capital outlay expenditures from General Fund cash reserves to assist the Police Department with equipment planning and replacement schedules. She noted the General Fund is expected to utilize cash reserves for several capital needs and that the City anticipates ending the year with a lower cash balance as a result.

The Committee also reviewed the Compliance Officer budget, including a proposed \$61,000 capital expenditure for replacement of the Police Department impound lot fence. Chief Kraft

explained the current fence is in poor condition, portions have been cut open, and evidence of unauthorized access to impounded vehicles has been discovered. The proposed replacement fence would improve security and protect City property.

Discussion then turned to the Fire Protection budget. Interim CAO Chamberlin explained the proposed budget includes a new \$15,000 allocation for fire department supplies. Historically, the City has provided support through insurance, equipment, and administrative services, but had not maintained a dedicated budget line for fire department supply needs. Fire Marshal Rasmussen explained the funding would be used for equipment subject to replacement schedules, including helmets, lights, and other firefighting gear that must be maintained and replaced on a regular basis.

Committee members discussed Capital Improvement Plan funding levels and whether minimum funding requirements established through City policy were being maintained. Interim CAO Chamberlin confirmed all CIP accounts currently meet required minimum funding levels with the exception of Parks, where significant planned expenditures have temporarily reduced balances.

Additional discussion occurred regarding General Fund cash balances, property tax revenues, and shifting mill levy allocations between various City funds. Interim CAO Chamberlin explained changes in liability insurance, retirement contributions, health insurance costs, and other dedicated mill levy expenditures can affect the amount ultimately allocated to the General Fund.

Motion was made to recommend approval of the proposed FY 2026-2027 Public Safety budget expenditures to the Budget and Finance Committee.

Motion made by Rasmussen, Seconded by Kauffman.
Voting Yea: Kauffman, Buxbaum, Rasmussen

b. Review/Update City Code 5-6-3: Solicitor's License Fee's

Police Chief Kraft presented proposed revisions to the City's solicitor license fee structure. He explained the current fee schedule no longer reflects the actual cost incurred by the City to conduct required criminal background checks. The Montana Department of Justice currently charges approximately \$20 per criminal history search, while the City's ordinance establishes outdated fees that may not fully recover costs.

Chief Kraft also recommended eliminating the reduced background check fee currently provided to Richland County residents and replacing it with a flat fee of \$25 per name listed on an application. He explained the current distinction between local and non-local applicants may fail to identify criminal history originating outside Richland County.

Committee discussion focused on how the proposed fee structure would impact businesses, nonprofit organizations, fireworks stands, and other temporary vendors. Questions were raised regarding background check requirements for nonprofit organizations, community events, and recurring vendors. Members also discussed potential liability concerns related to denying permits based on criminal history and whether additional clarification should be added to the ordinance regarding exemptions.

Interim CAO Chamberlin noted that several provisions of the ordinance may need additional review and clarification, particularly regarding exemptions and whether background checks should continue to apply to exempt organizations. Committee members agreed additional work was needed before making a recommendation.

Motion was made to table the proposed solicitor license fee revisions for further review.

Motion made by Rasmussen, Seconded by Kauffman.

Voting Yea: Kauffman, Buxbaum, Rasmussen

c. Review/Update City Code 6-10-4: Alcohol Permits in Park

Police Chief Kraft and Interim CAO Chamberlin discussed provisions within City Code relating to permits for gatherings involving alcohol consumption in City parks and public areas. CAO Chamberlin noted the ordinance is outdated, cumbersome, and does not accurately reflect the City's current administrative process. Questions were raised regarding the use of the term "beer" rather than "alcohol," permit approval procedures, deposits, and restrictions on glass containers.

Committee members discussed the need to modernize the ordinance and better align the code with current practices. Interim CAO Chamberlin agreed to review how other communities administer similar permits and bring revised recommendations back to the Committee.

Motion was made to table the discussion of the Permit for Gathering ordinance pending additional review and recommendations.

Motion made by Kauffman, Seconded by Rasmussen.

Voting Yea: Kauffman, Buxbaum, Rasmussen

8. Unfinished Business

Alderwoman Rasmussen raised concerns regarding recent pedestrian accidents occurring near the intersection of South Central Avenue and Gem City Street. Discussion centered on multiple incidents involving children and concerns about visibility, pedestrian crossings, and driver awareness.

Committee members discussed possible improvements including additional signage, pedestrian warning devices, and coordination with the Montana Department of Transportation due to the location's proximity to a state highway. Interim CAO Chamberlin suggested meeting with MDT representatives to discuss potential options and determine what improvements may be feasible.

Committee members emphasized that community concerns regarding the intersection continue to grow and agreed the matter warrants further discussion with MDT and the Public Safety Committee.

9. Comments and Questions from the Committee

Chief Kraft provided an update regarding recent Police Department operations. He reported annual employee evaluations had been completed and focused heavily on individual goal setting,

leadership development, and training objectives. The department currently remains one officer short of full staffing and continues recruiting efforts. Chief Kraft reported recent testing efforts produced limited applicants but expressed optimism regarding upcoming interviews.

Chief Kraft also discussed upcoming training opportunities, including First Amendment Auditor training for both law enforcement personnel and local government officials. He noted additional officer wellness and resiliency training had recently been provided by former Sidney Police Officer Franklin Swain. He further summarized topics discussed at the Montana Association of Chiefs of Police Conference, including recruitment and retention challenges, wage competition among agencies, the use of artificial intelligence in policing, and emerging concerns involving electric bicycles and their regulation.

Chief Kraft reported the department recently opened applications for a Patrol Sergeant position and anticipates filling the vacancy during July. He explained the addition of a first-line supervisor will provide valuable support for officers and improve departmental operations. Chief Kraft also discussed challenges officers face while carrying out their duties, including allegations raised during criminal proceedings that can place significant personal and professional stress on law enforcement officers. He emphasized the importance of supporting officer wellness, retention, and recruitment while recognizing the difficult circumstances officers sometimes encounter in the course of their work.

Fire Marshal Rasmussen thanked the Police Department for its continued support of EMS and Fire Department operations. He noted officers routinely assist EMS crews with difficult calls, patient lifts, and emergency response situations throughout the community.

Additional discussion occurred regarding a recent residential structure fire. Committee members noted that several City employees, including the Solid Waste Superintendent, Chief Kraft, a Police Captain, and Fire Marshal Rasmussen, arrived quickly and assisted occupants during the emergency. Staff indicated recognition efforts for those involved were being considered.

10. Adjournment

at 5:41pm.

Meeting Guidelines

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**Sidney Police Department
Month End Report
Month Ending: June 2026**

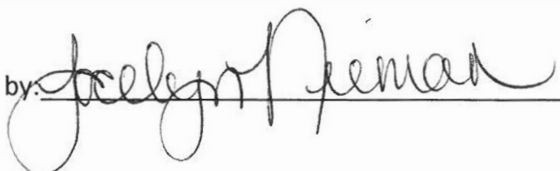
Arrested Persons	Number Of Arrested Persons
Adult Arrestee	22
Juvenile Arrestee	0
Total Arrested Persons	22

Total Offenses Charged	Felony	Misdemeanor	Other	Total
Adult	9	42	1	52
Juvenile	0	0	0	0
Total	9	42	1	52

Case Information	Felony	Misdemeanor	Other	Total
Offenses Reported	9	94	4	107
Offenses Cleared	8	92	3	103
Offenses Pending	1	2	1	4
% of Cases Cleared	89%	97.8%	75%	96.2%

Traffic Information	Total
Traffic/Criminal Citations	97
Written Warnings	136
Parking Citations	0
Accidents Investigated	18
DUI's	10

Miscellaneous Information	Total
Courtesy Vehicle Unlocks	21
Animals Impounded	5
Court Hours	0
Overtime Hours	@
Calls for Service	405

Reported by: 

June 2026 SVFD Run Report

2026-072	#1	Accident Assist	6/2/2026	Medical	City	1	hrs
2026-073	#2	Accident Assist	6/6/2026	Medical	City	1	hrs
2026-074	#3	Gas Leak	6/8/2026	Fire	City	1	hrs
2026-075	#4	vehicle fire	6/12/2026	Fire	County	1	hrs
2026-076	#5	Trailer house fire	6/17/2026	Fire	City	3	hrs
2026-077	#6	Fence Fire	6/18/2026	Fire	City	1	hrs
2026-078	#7	Fire Alarm	6/21/2026	Fire	City	1	hrs
2026-079	#8	Accident Assist	6/24/2026	Medical	County	3	hrs
2026-080	#9	Report of Smoke	6/28/2026	fire	City	1	hrs

Compliance Officer Report

Properties	Noticed	Abated	Outstanding
Mowing (9-5-1 and 9-5-2) (April 30-November 30)	6/19/2026-7-23-2026 (104)	96	8-Nicole still to mow

Other - As of 7/23/26 Nicole mowed 32 properties

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2 properties have called and paid the mowing fees

Vehicles	Noticed	Abated	Outstanding
Trailers (10-2-15)	6	5	1

On Street Excess 5 days	1	1	0
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Semi's (10-2-18)	1	1	0
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Other			0
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			1
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Nuisance Properties # of Properties

On Nuisance Committee Agenda (Extension - Brent Coon was to contact City Hall by 10am on 7/24/26)	4
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Approval to be noticed by Nuisance Committee for Abatement

Dispatched for Abatement	3
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totals

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EMERGENCY OPERATIONS PLAN

Adopted 2026 • Prepared under Montana Code Annotated Title 10, Chapter 3

A companion plan to the Richland County, Montana Emergency Operations Plan

115 2nd Street S.E., Sidney, Montana 59270 | 406-433-2809

The City of Sidney is an equal opportunity employer and provider.

FRONT MATTER

Promulgation Document

The preservation of life, property, and the environment is an inherent responsibility of local, state, and federal government. The City of Sidney, Montana, has prepared this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the public in time of emergency.

This Plan, prepared pursuant to Montana Code Annotated § 10-3-401, establishes the framework under which the City of Sidney will identify, prepare for, mitigate against, respond to, and recover from the effects of emergencies and disasters. This Plan is consistent with, and designed to operate as a companion to, the Richland County, Montana Emergency Operations Plan, reflecting the interlocal relationship between the City of Sidney and Richland County for coordinated emergency management.

This Plan supersedes any and all previous editions of the City of Sidney Emergency Operations Plan. All holders of this Plan are responsible for its maintenance and safekeeping, and for recommending changes as they are identified.

By signing below, the undersigned adopt this Plan and direct its implementation:

Mayor, City of Sidney

Date: _____

Chief Administrative Officer

Date: _____

City Council President

Date: _____

Director of Public Works, City of Sidney

Date: _____

Chief of Police, Sidney Police Department

Date: _____

City Clerk / Treasurer (Attest)

Date: _____

FRONT MATTER

Record of Changes

This Plan will be reviewed and updated periodically consistent with the Plan Development and Maintenance section of the Basic Plan. Each change should be recorded below, noting the change number, date, section(s) affected, a summary of the change, and the name of the person entering the change.

Change #	Date	Section(s) Affected	Summary of Change	Entered By

FRONT MATTER

Record of Distribution

Copies of this Plan (electronic and/or hard copy) are distributed to the following City officials, departments, and cooperating agencies. Holders of this Plan are responsible for providing recommended changes to the City Emergency Management Coordinator and for destroying superseded copies.

- Mayor, City of Sidney
- Chief Administrative Officer
- City Council (Aldermen/Councilmen)
- City Clerk / Treasurer
- City Attorney
- Sidney Police Department
- Sidney Fire Department
- Sidney Fire Marshal / Building Inspector
- City of Sidney Public Works Department
- City of Sidney Parks Department
- Richland County Office of Emergency Management
- Richland County 9-1-1 Dispatch Center
- Richland County Sheriff's Office
- Richland County Board of County Commissioners
- Sidney Health Center
- Emergency Medical Services
- Sidney Public Schools
- Sidney–Richland Municipal Airport
- American Red Cross — Sidney Chapter
- Montana Disaster and Emergency Services Division

FRONT MATTER

List of Acronyms

AAR	After-Action Report
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
BOCC	Board of County Commissioners (Richland County)
CAO	Chief Administrative Officer (City of Sidney)
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CFR	Code of Federal Regulations
CJIN	Criminal Justice Information Network
COG	Continuity of Government
COOP	Continuity of Operations
CPG	Comprehensive Preparedness Guide
DES	Disaster and Emergency Services
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	Incident Action Plan
IC	Incident Commander

ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Committee
MAA	Mutual Aid Agreement
MCA	Montana Code Annotated
MERF	Montana Emergency Response Framework
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MT DES	Montana Disaster and Emergency Services
NAWAS	National Warning System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
NWS	National Weather Service
OEM	Office of Emergency Management (Richland County)
PDM	Pre-Disaster Mitigation
PIO	Public Information Officer
PPD-8	Presidential Policy Directive 8
RCEOP	Richland County Emergency Operations Plan
SAR	Search and Rescue
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
THIRA	Threat and Hazard Identification and Risk Assessment

SPR	Stakeholder Preparedness Review
VOAD	Voluntary Organizations Active in Disaster
WEA	Wireless Emergency Alert

FRONT MATTER

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BASIC PLAN

Basic Plan

1. Introduction

1.1 Purpose

The purpose of this City of Sidney Emergency Operations Plan (EOP) is to establish the policies, procedures, and organizational structure the City of Sidney will use to prepare for, prevent, protect against, respond to, recover from, and mitigate the effects of emergencies and disasters affecting the City. This Plan assigns disaster responsibilities to City departments, elected officials, and cooperating agencies, and describes how the City coordinates its response with Richland County, the State of Montana, and federal partners.

This Plan defines disaster-specific guidance and describes the array of City response, recovery, and mitigation resources available to save lives, limit human suffering, and protect public health, safety, and property — including natural resources, the environment, and the local economy — from the damaging effects of natural, technological, and human-caused hazards.

Consistent with the methodology of the Federal Emergency Management Agency's Comprehensive Preparedness Guide (CPG) 101, this Plan uses the National Incident Management System (NIMS) to establish a framework for a comprehensive, risk-informed, whole-community approach to emergency management, and defines the responsibilities of elected officials and key City personnel during an emergency or disaster.

1.2 Scope

This Plan covers the full range of complex and evolving requirements the City of Sidney may face in anticipation of, or in response to, threats or acts of terrorism, natural disasters, technological incidents, and other emergencies. The Plan also provides the basis to initiate long-term community recovery and mitigation activities. This Plan:

- Establishes fundamental guidelines, program strategies, and planning assumptions for a City-wide comprehensive emergency management program;
- Establishes a method of operations spanning direction and control of an emergency from initial monitoring through post-disaster response, recovery, and mitigation;
- Defines mechanisms to facilitate delivery of immediate assistance, including coordination with Richland County, the State of Montana, and federal response and recovery resources;
- Assigns functions to appropriate City departments and cooperating agencies and outlines methods of coordination with the private sector and voluntary and nonprofit organizations;
- Addresses the various types of emergencies likely to occur, from routine local emergencies to minor, major, or catastrophic disasters; and
- Identifies actions the City should initiate, in coordination with Richland County, tribal, state, and federal counterparts as appropriate, regardless of the magnitude of the disaster.

This Plan is intended to function as a City-specific companion to, and to be fully consistent and interoperable with, the Richland County Emergency Operations Plan, given the interlocal relationship

between the City of Sidney and Richland County for coordinated emergency management, dispatch, and Emergency Operations Center (EOC) support.

1.3 Authorities

This Plan is developed and maintained pursuant to the following local, state, and federal authorities:

Local Authorities

- City of Sidney Interlocal Agreement / Mutual Aid Agreement with Richland County, Montana.
- Richland County, Montana Emergency Operations Plan (2018, as amended) and Addendum S (April 14, 2025).
- Richland County Pre-Disaster Mitigation Plan (adopted May 19, 2014, as updated).
- Mutual Aid Agreement among counties in Disaster and Emergency Services Division District IV (December 4, 1980), MCA Title 10, Chapter 3, Part 3-202.
- City of Sidney municipal ordinances and resolutions governing emergency management and the offices of the Mayor, City Council, and Chief Administrative Officer.

State Authorities

- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services (2025), including:
 - — Part 1, General Provisions and Administration (§§ 10-3-101 through 10-3-119 MCA), including § 10-3-103 MCA (definitions of disaster, emergency, incident, and political subdivision) and § 10-3-105 MCA (duties of the Division of Disaster and Emergency Services);
 - — Part 2, Intergovernmental Cooperation (§§ 10-3-201 through 10-3-206 MCA);
 - — Part 3, State Planning and Execution (§§ 10-3-301 through 10-3-312 MCA), governing the Governor's authority to declare and terminate a state of emergency or disaster;
 - — Part 4, Local and Interjurisdictional Planning and Execution (§§ 10-3-401 through 10-3-405 MCA), which requires each eligible political subdivision to prepare a local or interjurisdictional disaster and emergency plan consistent with the state plan (§ 10-3-401 MCA), and which establishes the authority of the principal executive officer of a political subdivision to declare and terminate a local emergency (§ 10-3-402 MCA) or local disaster (§ 10-3-403 MCA), the required contents and effect of such a declaration (§ 10-3-404 MCA), and the authority to levy an emergency tax (§ 10-3-405 MCA);
 - — Part 9, the Statewide Mutual Aid System Act (§§ 10-3-901 et seq. MCA), which allows any political subdivision in Montana to request or provide mutual aid resources to any other political subdivision;
 - — Part 10, the Emergency Management Assistance Compact (§§ 10-3-1001 et seq. MCA), providing for mutual assistance among party states during a declared emergency or disaster; and
 - — Part 12, Hazardous Materials / Local Emergency Planning (§§ 10-3-1201 et seq. MCA), including § 10-3-1209 MCA, which requires local emergency response authorities to respond to hazardous materials incidents in accordance with the local emergency operations plan.
- Montana Emergency Response Framework (MERF), the State's coordinating policy document for disaster response, authorized under MCA Title 10, Chapter 3, Part 3.

Federal Authorities and Guidance

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121–5207, as amended.
- Homeland Security Act of 2002, 6 U.S.C. § 101, et seq., as amended.

-
- Homeland Security Presidential Directive 5 (HSPD-5), Management of Domestic Incidents.
 - Presidential Policy Directive 8 (PPD-8), National Preparedness.
 - National Response Framework (NRF), Federal Emergency Management Agency.
 - National Incident Management System (NIMS), Federal Emergency Management Agency.
 - Comprehensive Preparedness Guide (CPG) 101, Version 3.1, Developing and Maintaining Emergency Operations Plans (FEMA, May 2025), and prior Version 2.0 (FEMA, November 2010), which together provide the fundamental planning methodology, base plan structure, and content guidance used to develop this Plan.
 - Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), 42 U.S.C. §§ 11001–11050.
 - Americans with Disabilities Act of 1990, as amended.

1.4 Plan Organization

This Plan consists of four principal components, consistent with the structure recommended by FEMA's Comprehensive Preparedness Guide (CPG) 101 and mirrored from the Richland County Emergency Operations Plan for consistency across the jurisdiction:

- Basic Plan — provides the framework for the City's overall approach to emergency management, establishes the structure reflected in the Emergency Support Function (ESF) annexes and Support and Incident annexes, and defines the City's situation, planning assumptions, concept of operations, and roles and responsibilities.
- Emergency Support Function (ESF) Annexes — to facilitate effective operations, this Plan adopts a functional approach that groups the types of assistance to be provided into fifteen (15) Emergency Support Functions, mirroring the National Response Framework and the Richland County Emergency Operations Plan. Each ESF annex details the organization, roles, and responsibilities of City departments and cooperating agencies for coordinating a specific category of emergency response and recovery activity. Each ESF is headed by a coordinating or primary agency selected based on its authorities, resources, and capabilities in that functional area.
- Support Annexes — develop specific information and direction concerning a particular emergency management function or cross-cutting capability that is not hazard-specific.
- Incident Annexes — describe emergency response strategies for hazards identified in the City's and County's hazard analysis and risk assessment.

Each agency or department with a role in this Plan is encouraged to develop supporting Standard Operating Procedures (SOPs) or Standard Operating Guidelines (SOGs) that provide step-by-step instructions for accomplishing assigned functions. This Plan is a living document; regular training, exercising, and review will establish the groundwork for efficient and expeditious delivery of assistance in times of emergency or disaster. Deviation from the content of this Plan may occur due to the unique nature of emergencies; such deviation, using sound judgment, is both authorized and encouraged to adapt to the specific emergency and to promote public safety.

2. Situation and Planning Assumptions

2.1 Geographic Overview

The City of Sidney is located in Richland County in northeastern Montana, along the Yellowstone River near its confluence with the Missouri River just west of the North Dakota border. Sidney is the county

seat of Richland County and serves as the principal population, commercial, medical, and governmental center of the MonDak region. The City is known locally as “Montana’s Sunrise City.”

Elevations in the surrounding area range from approximately 1,909 to 2,372 feet above sea level. The Yellowstone River and Lone Tree Creek both influence the City’s flood hazard exposure; Lone Tree Creek travels through the southwest portion of Sidney and both the City and the neighboring Town of Fairview are located near the Yellowstone River. The surrounding area is predominantly agricultural (crop and livestock), with the most fertile land lying along the western banks of the Yellowstone River within the Lower Yellowstone Project.

The City of Sidney lies within Richland County and is served by the Richland County Office of Emergency Management (OEM) / Disaster and Emergency Services (DES) Coordinator under an interlocal agreement, and by the Richland County-based Emergency Operations Center (EOC) and 9-1-1 dispatch center for coordinated multi-jurisdictional response.

2.2 Population and Demographics

Richland County, Montana, is among the more populous rural counties in eastern Montana; approximately half of the county’s population resides within incorporated cities and towns, with the City of Sidney serving as the largest of these. Based on the most recent U.S. Census Bureau estimates, the City of Sidney has a population of approximately 6,000 residents, with additional seasonal and daytime population associated with regional agriculture, energy development (the Bakken oil formation), Sidney Health Center (the regional hospital), Sidney Public Schools, and regional retail and commercial activity that draws visitors and workers from a wide surrounding area.

As with Richland County as a whole, the City’s population includes a significant share of persons with access and functional needs, older adults, children, and households without reliable personal transportation. Planners should reference the demographic data maintained by Richland County (drawing on the U.S. Census Bureau’s American Community Survey) when estimating the number of persons who may require additional assistance with communication, transportation, medical needs, or evacuation and sheltering support during an emergency, and should coordinate with Richland County Public Health and the Richland County Office of Emergency Management to keep such data current.

2.3 Critical Facilities and Infrastructure

Critical facilities within the City of Sidney include, but are not limited to: City Hall and the Sidney Police Department (which is located within the Richland County Law & Justice Center); the Sidney Fire Department and Fire Marshal / Building Inspector offices; Sidney Public Works facilities, including water treatment, wastewater treatment, and lift station infrastructure; Sidney Health Center and associated medical/ambulance facilities; Sidney Public Schools; the Sidney–Richland Municipal Airport; electric, natural gas, and telecommunications infrastructure serving the City; and major transportation routes, including U.S. Highway 16 and U.S. Highway 200, which cross the City and serve as principal evacuation and mutual aid routes.

Facilities containing a concentration of vulnerable populations — schools, day cares, assisted living and long-term care facilities, and Sidney Health Center — warrant particular attention in evacuation and sheltering planning under this Plan and its Access and Functional Needs Support Annex. Populations who may be more vulnerable during a disaster include older adults, individuals with disabilities and

other access and functional needs, children, and households without personal transportation or financial resources for self-evacuation.

2.4 Hazard Analysis

The primary goal of emergency management in the City of Sidney is to prepare for, respond to, and recover from the consequences that can be generated by a hazard or threat affecting the City. This Plan adopts, and does not duplicate, the detailed hazard analysis contained in the Richland County Pre-Disaster Mitigation Plan and the Richland County Emergency Operations Plan, both of which cover the City of Sidney as part of Richland County. The hazards of greatest relevance to the City of Sidney include:

- Flooding — riverine flooding along the Yellowstone River and Lone Tree Creek, and localized flash flooding and shallow flooding from heavy rain, snowmelt, and ice jams;
- Severe Weather — winter storms and blizzards, extreme cold, high winds, severe thunderstorms, hail, and tornadoes;
- Drought — with secondary effects on wildfire risk and municipal/agricultural water supply;
- Hazardous Materials Incidents — given the City's location along rail lines, pipelines, and highway corridors used to transport industrial and agricultural chemicals and petroleum products associated with regional energy development;
- Earthquake — low probability, but included consistent with Richland County's all-hazards approach;
- Dam and Levee Failure — including potential inundation associated with upstream dams identified in the Richland County Pre-Disaster Mitigation Plan;
- Biological Incidents / Public Health Emergencies — including infectious disease outbreaks and pandemics affecting the City's population and regional healthcare system; and
- Human-Caused Incidents — including civil unrest, cyber incidents, and terrorism.

The City participates in the Richland County Local Emergency Planning Committee (LEPC) and coordinates hazard identification and risk assessment activities, including participation in Threat and Hazard Identification and Risk Assessment (THIRA) processes, with Richland County and the Montana Disaster and Emergency Services Division.

2.5 Capability Assessment

The City of Sidney's capability to respond to emergency situations and implement mitigation projects includes City personnel (elected officials, the Chief Administrative Officer, City Clerk/Treasurer, Police Department, Fire Department, Public Works, Parks Department), regulatory authority (municipal ordinances, building and zoning codes), and equipment and facility resources maintained by City departments.

The City coordinates closely with the Richland County Office of Emergency Management, which plans, organizes, and manages the county-wide emergency preparedness program under interlocal agreement, and which provides the primary Emergency Operations Center (EOC), 9-1-1 dispatch, and Disaster and Emergency Services (DES) Coordinator function serving the City of Sidney, the Town of Fairview, and unincorporated Richland County. The City determines its capabilities and limitations to prepare for and respond to disasters through participation in the Richland County LEPC, joint training and exercises, and this EOP update process.

2.6 Planning Assumptions

- The City of Sidney will continue to experience natural, technological, or human-caused incidents, emergencies, or disasters requiring City government response.
- The City's response during incidents, emergencies, or disasters is based on the availability of City resources; if response requirements exceed City capabilities, assistance will be requested from Richland County, and if necessary, the State of Montana.
- The City's resources may be requested to assist Richland County, the Town of Fairview, or other local governments.
- Local resources — public, volunteer, and commercial — will be utilized first. Mutual aid, State, and federal support will augment ongoing City disaster operations as needed.
- The City will continue to work with Richland County and neighboring jurisdictions to maintain mutual aid agreements to most effectively use resources in response to emergencies and disasters.
- Incidents, emergencies, or disasters will require varying levels of response; the City will use the Incident Command System (ICS) to effectively and efficiently manage the situation regardless of scale.
- At times, elected officials and department directors may not be available to perform their duties; lines of succession for elected officials follow guidelines in the Montana Code Annotated, and City department heads will identify lines of succession for key positions within their departments.
- When this Plan is activated, all or portions of the Plan may be implemented, and the Richland County EOC will be partially or fully activated to support field operations, consistent with the interlocal agreement between the City and County.
- The City may need to operate without outside assistance for extended periods, depending on the nature and scope of the incident.

3. Concept of Operations

3.1 Plan Activation

This Plan is in effect when:

- An incident, emergency, or disaster occurs or is imminent within the City of Sidney;
- A local emergency or local disaster is declared by the City's principal executive officer (the Mayor), consistent with §§ 10-3-402 and 10-3-403 MCA;
- A local emergency or disaster is declared by the Richland County Board of County Commissioners affecting the City;
- A state of emergency or disaster is declared by the Governor of Montana; or
- A Presidential or federal agency declaration or designation is issued affecting the City.

The City of Sidney EOP is normally activated in response to emergency or disaster events affecting the City. Emergency operations should always be initiated at the lowest level able to respond effectively. The City will use all available local and regional resources, including pre-established mutual aid agreements with Richland County and neighboring jurisdictions, to protect against and respond to an emergency. When City and County resources are not adequate, additional resources may be requested through the State of Montana and, ultimately, the federal government.

3.2 Incident Command System / NIMS

The Incident Command System (ICS) and National Incident Management System (NIMS) are used by the City of Sidney to coordinate emergency response and recovery operations. ICS/NIMS provides a framework designed to standardize incident management for all types of hazards and across all levels of government, and is a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure to aid in the management of resources during incidents.

For incidents occurring within the City of Sidney, the first-arriving City department (typically Sidney Police or Sidney Fire) establishes initial incident command. Command may transition to a more senior or more appropriately qualified official, or to Unified Command, as the incident evolves or as additional agencies (Richland County, State, or federal) become involved. If the incident exceeds the capabilities of City resources or requires multi-agency coordination, the Richland County Emergency Operations Center (EOC) is activated in accordance with the EOC Activation Support Annex to this Plan and the Richland County Emergency Operations Plan.

3.3 Phases of Emergency Management

Preparedness, response, recovery, and mitigation are shared responsibilities of the City of Sidney, working together with Richland County and the State of Montana. The following outlines the City's general responsibilities in each phase:

Preparedness — Which includes hazard identification specific to City facilities and infrastructure; developing and maintaining this EOP and department SOGs; continuity of government planning; testing and maintaining City emergency equipment; participating in Richland County EOC readiness and staffing; participating in training, drills, and exercises; and coordinating with Richland County on siren and Emergency Alert System (EAS) utilization.

Response — This includes direction and control of City resources; warning of City residents; evacuation support within City limits; and other operations necessary to protect life, property, and the environment within the City.

Recovery — This includes damage assessment of City facilities and infrastructure; debris clearance from City streets and rights-of-way; support for decontamination; counseling resources for City employees and residents; and coordination of disaster assistance programs for City residents and businesses.

Mitigation — This includes activities designed to prevent the occurrence of an emergency or minimize its potentially adverse effects on the City, coordinated with the Richland County Pre-Disaster Mitigation Plan.

4. Roles and Responsibilities — Direction and Control

Ultimate responsibility for emergency management within the City of Sidney rests with the Mayor, the City's elected chief executive and principal executive officer for purposes of §§ 10-3-402 and 10-3-403 MCA. The Mayor has the authority to declare and terminate a local emergency or local disaster affecting the City and to invoke the emergency powers and authorities provided under Montana law and City ordinance, subject to ratification by the City Council as described in the Continuity of Government section of this Plan.

The Chief Administrative Officer (CAO) serves directly under the Mayor and directs the day-to-day emergency management activities of City departments. With the exception of the Mayor and City Council, all City department heads report through the Chief Administrative Officer during both routine and emergency operations. The City Emergency Management Coordinator, designated by the Mayor, is responsible for coordinating the City's emergency management program, advising the Mayor and Chief Administrative Officer on emergency management matters, and serving as the City's primary liaison to the Richland County Office of Emergency Management and the Richland County EOC.

During emergency operations, department heads retain control of their personnel and equipment and are responsible for fulfilling the roles and responsibilities assigned in this Plan and its annexes, coordinating through the Chief Administrative Officer and reporting to, or coordinating through, the Richland County EOC as required.

5. Continuity of Government

Continuity of Government (COG) is an essential function of emergency management and is vital during an emergency or disaster situation. All levels of government — federal, state, and local — share a constitutional and statutory responsibility to preserve the life and property of their citizens and to maintain the continued lawful operation of government.

Succession of Authority — In the event the Mayor is unavailable to perform the duties identified in this Plan, succession follows the order established by City ordinance and the Montana Code Annotated, typically to the City Council President, followed by the order of seniority of the remaining Aldermen/Councilmen. The Chief Administrative Officer maintains continuity of day-to-day City operations and direction of department heads regardless of which official is exercising the Mayor's emergency authority. Line of succession for each City department head is according to department rules and standard operating procedures established by each department.

Seat of Government — The seat of government for the City of Sidney is Sidney City Hall, 115 2nd Street S.E., Sidney, Montana 59270. The Mayor, in consultation with the Chief Administrative Officer, may designate an alternate or temporary seat of government if necessary; this may be the Richland County EOC or its alternate location during an extreme emergency.

Emergency Powers and Authority — Should a situation warrant the use of emergency powers, the Mayor may declare a local emergency or local disaster consistent with §§ 10-3-402 through 10-3-405 MCA. Declarations and executive actions invoking emergency powers should be documented, filed, and ratified by the City Council as soon as practical.

Preservation of Vital Records — Each City department is encouraged to inventory and prioritize vital records in its custody (deeds, ordinances and resolutions, financial records, personnel records, operational plans, and similar essential records) and to arrange for appropriate backup, off-site storage, or digital redundancy to protect against loss.

6. Continuity of Operations

Continuity of Operations (COOP) planning identifies the individual activities of each City department that are key to ensuring essential City functions continue to be performed during and after an incident that disrupts normal operations. Each City department is encouraged to:

- Identify and prioritize its essential functions;
- Identify personnel and/or teams needed to perform essential functions, including at least two lines of succession;
- Identify alternate operating facilities and continuity communications methods;
- Identify and protect vital records and systems necessary to perform essential functions; and
- Validate COOP capability through training and exercises.

The primary alternate facility for City operations, and the location from which City representatives coordinate with multi-jurisdictional response, is the Richland County Emergency Operations Center. All City departments should prepare for the possibility of unannounced relocation of essential functions to alternate facilities capable of supporting operations in a threat-free environment.

7. Information Collection, Analysis, and Dissemination

The City Emergency Management Coordinator, in coordination with the Richland County Office of Emergency Management, is responsible for developing facts and assumptions that allow for the effective collection of disaster intelligence to support City response and recovery operations. Information collected should address: the type and severity of the disaster; possible effects on City residents (informing medical and sheltering requirements); critical infrastructure damage; and resources available for response at all levels of government.

As disaster information is obtained by City departments, it should be reported to the Richland County EOC as soon as possible when the EOC is activated. When the EOC is not activated, the City Emergency Management Coordinator should notify City departments, Richland County OEM, and volunteer groups as required.

Public Information Dissemination — Providing timely emergency information to City residents and visitors is essential to avoid or minimize loss of life and property. The City coordinates public warning with Richland County's warning communication capabilities, which include the Criminal Justice Information Network (CJIN), the National Warning System (NAWAS) as backup, the Emergency Alert System (EAS), amateur radio operators, the Richland County and City of Sidney websites and social media, and, where available, mass notification and Integrated Public Alert and Warning System (IPAWS) tools. Specific public information procedures are outlined in ESF-15, Public Information.

8. Administration, Finance, and Logistics

A large-scale emergency or disaster will place significant demands on City of Sidney resources. Coordination between the City and Richland County, and among mutual aid partners, is essential for an effective response. Administrative procedures should be conducted in accordance with existing City policies, financial rules, and Montana law.

Logistics — The City maintains mutual aid relationships through Richland County and the Statewide Mutual Aid System Act (§§ 10-3-901 et seq. MCA). Agreements for the purchase, lease, or use of equipment and services should be in accordance with Montana law and City procurement procedures. A declaration of local emergency by the Mayor may suspend selected rules and regulations that impede emergency response resource deployment, consistent with § 10-3-404 MCA.

Funding and Accounting — City departments should maintain records of all disaster-related expenditures to provide clear and reasonable justification for reimbursement, separate disaster-related work from routine daily work, and submit required reports to Richland County and the State in accordance with instructions in the annexes to this Plan.

Liability of Public Employees and Officials — The Montana Tort Claims Act (Title 2, Chapter 9, MCA) provides that public officers and employees are generally not personally liable for negligent torts committed in the course of their employment.

Nondiscrimination — Discrimination against persons on the basis of age, color, economic status, national origin, race, religion, sex, or disability in the administration of emergency services or disaster relief is prohibited. This policy applies to the City of Sidney, its departments, contractors, and cooperating organizations. The City of Sidney is an equal opportunity employer and provider.

After-Action Review / Improvement Plan — An After-Action Review and Improvement Plan should be completed following significant incidents and exercises to record what occurred, provide feedback on the achievement of capability outcomes, define corrective actions, and establish consensus on next steps and lessons learned.

9. Plan Development and Maintenance

This Plan is the principal source of documentation concerning the City of Sidney's emergency management activities. The City Emergency Management Coordinator, in coordination with the Richland County Office of Emergency Management, is responsible for the overall coordination and timely update and revision of this Plan.

The contents of this Plan must be known and understood by those responsible for its implementation. The City Emergency Management Coordinator is responsible for briefing City staff and officials concerning their roles in emergency management and the contents of this Plan. City department directors are responsible for the development and maintenance of their respective annexes and supporting SOGs.

As a minimum, this Plan should be reviewed and updated annually, and following any of the following events: a major incident; a change in operational resources (policy, personnel, organizational structure, facilities, equipment); a formal update of state or federal planning guidance or standards; a change in elected officials; each time the Plan is activated; major exercises; changes in the City's demographics or hazard/threat profile; or the enactment of new or amended laws or ordinances. Reviews should be coordinated with Richland County to maintain consistency between this Plan and the Richland County Emergency Operations Plan.

Training and Exercise — The City's training program should ensure the operational readiness of City personnel and support participation in the Richland County LEPC and joint training and exercise activities, including courses recommended in FEMA's CPG 101, such as IS-100, IS-200, IS-700, IS-800, and IS-235 (Emergency Planning). Training and exercises should be planned and evaluated on a multi-year basis consistent with the Homeland Security Exercise and Evaluation Program (HSEEP).

9.1 Identified Planning Gaps and Recommendations

Consistent with FEMA's direction that planning is an iterative process, this Plan was benchmarked against FEMA's CPG 101 (Version 3.1) planning checklists and current federal grant guidance to identify

areas for future development. The following gaps and recommendations were identified and should be prioritized in future plan revisions:

- **Distribution Management Plan** — Emergency Management Performance Grant (EMPG) recipients have been required since 2019 to maintain a Distribution Management Plan annex addressing the receipt, staging, and distribution of critical resources (e.g., water, food, medical supplies) to the public. This Plan does not yet include a dedicated annex; the City should coordinate with Richland County to develop one, potentially as a joint annex.
- **Community Lifelines Alignment** — FEMA's post-2019 response doctrine organizes incident priorities around seven Community Lifelines (Safety and Security; Food, Water, and Shelter; Health and Medical; Energy; Communications; Transportation; Hazardous Material). This Plan is organized by Emergency Support Function, consistent with the Richland County EOP; a future revision should include a crosswalk showing how the ESF structure supports each Community Lifeline to align with current FEMA and Montana DES reporting expectations.
- **Access and Functional Needs (AFN) Terminology and Training** — Consistent with current FEMA usage, the Special Needs Support Annex has been retitled to reference Access and Functional Needs; the City should further identify AFN points of contact and pursue FEMA independent study training on including people with disabilities and others with access and functional needs in disaster operations.
- **Public Alert and Warning Detail** — CPG 101 identifies Public Alert and Warning as a distinct planning topic; this Plan addresses alerting within ESF-2 and Information Collection and Dissemination, but would benefit from a stand-alone appendix with pre-scripted alert messages and defined IPAWS/Wireless Emergency Alert activation procedures and authorities.
- **Debris and Distribution Management Detail** — ESF-3 addresses debris clearance at a policy level; a detailed City Debris Management Plan (temporary debris staging sites, monitoring, and contractor pre-qualification) is recommended as a future supporting document.
- **Climate and Long-Term Resilience** — Future revisions should consider incorporating updated climate-informed hazard trends (e.g., drought frequency, extreme heat) as they are addressed in the next update of the Richland County Pre-Disaster Mitigation Plan.

These items do not diminish the completeness of the current Plan for adoption; they are offered as a prioritized roadmap for continuous improvement consistent with CPG 101's emphasis on planning as an ongoing cycle rather than a single finished product.

10. References

- Comprehensive Preparedness Guide (CPG) 101, Version 3.1, Developing and Maintaining Emergency Operations Plans, Federal Emergency Management Agency, May 2025.
- Comprehensive Preparedness Guide (CPG) 101, Version 2.0, Developing and Maintaining Emergency Operations Plans, Federal Emergency Management Agency, November 2010.
- Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide, Comprehensive Preparedness Guide (CPG) 201, Federal Emergency Management Agency.
- Considerations for Fusion Center and Emergency Operations Center Coordination, U.S. Department of Homeland Security.
- Community Water System Emergency Response Plan Template and Instructions, U.S. Environmental Protection Agency.

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- Richland County, Montana Emergency Operations Plan, 2018 (as amended), Richland County Office of Emergency Management.
 - Addendum S to the Richland County, Montana Emergency Operations Plan, April 14, 2025.
 - Montana Emergency Response Framework (MERF), Montana Disaster and Emergency Services, Montana Department of Military Affairs.
 - Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services, 2025.
 - National Response Framework, Federal Emergency Management Agency.
 - National Incident Management System, Federal Emergency Management Agency.
 - Richland County Pre-Disaster Mitigation Plan, adopted May 19, 2014, as updated.
 - Interlocal Agreement / Mutual Aid Agreement between Richland County and the City of Sidney.

ANNEXES

Emergency Support Function (ESF) Annexes

The following fifteen Emergency Support Function (ESF) annexes describe the organization, roles, and responsibilities of City of Sidney departments and cooperating agencies for coordinating specific categories of emergency response and recovery activity, mirroring the structure of the National Response Framework and the Richland County Emergency Operations Plan.

EMERGENCY SUPPORT FUNCTION 1

ESF-1: Transportation

Coordinating Agency	Sidney Public Works Department
Primary Agencies	Sidney Public Works Department, Richland County Road Department (mutual aid)
Support Agencies	Sidney Police Department, Richland County Office of Emergency Management, Montana Department of Transportation, Montana Highway Patrol, Sidney Public Schools (bus transportation)

Purpose

ESF-1 coordinates the assessment and restoration of transportation infrastructure within the City of Sidney and coordinates transportation resources to meet public needs and support the transportation needs of other ESFs during response and recovery, including assessing damage to, and restoring and maintaining, City streets, bridges, and rights-of-way.

Scope

This ESF addresses movement of people and resources within the City; repair and restoration of City transportation infrastructure; supporting emergency operations by identifying routes and controlling traffic; transporting people, with additional consideration for medical patients and vulnerable populations; and transporting material such as equipment and supplies. Additional guidance on debris clearance is in ESF-3, and evacuation route guidance is in the Evacuation Support Annex.

Situation

Damage to City transportation infrastructure is likely in a significant disaster. The type and degree of damage determines the effectiveness of response and recovery. Hazards that could disrupt the ability to use City streets include severe winter weather, flooding, hazardous materials incidents, and earthquake.

Planning Assumptions

- City transportation capabilities are largely limited to road-based ground transportation systems.
- Most residents will use private transportation to evacuate or relocate.
- Increased traffic associated with an evacuation will strain the City's street network.
- The City will coordinate with Richland County Road Department, the Town of Fairview, and Montana Department of Transportation regarding mutual aid, priorities for restoration of critical routes, and public information on road closures and detours.

Concept of Operations — Roles and Responsibilities

Sidney Public Works Department (Coordinating Agency):

- Maintain a resource list of available City transportation resources, including locations of potential fueling points.
- Support Richland County EOC operations and coordinate ESF-1 activities for the City.

-
- Work with Richland County and Montana DOT to designate transportation bases, staging areas, and refueling and repair facilities.

Primary and Support Agencies:

- Undertake an immediate survey of City streets following a severe disaster and report estimates of traffic capability and route closures to the Richland County EOC and the City Emergency Management Coordinator for public information purposes.
- Prioritize the repair and restoration of transportation infrastructure so essential services receive first priority.
- Maintain records of expenditures and document resources utilized during response and recovery.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 2

ESF-2: Communications

Coordinating Agency	Richland County 9-1-1 Dispatch – Richland County Sheriff’s Office (serving the City of Sidney)
Primary Agencies	Richland County 9-1-1 Dispatch – Richland County Sheriff’s Office, Sidney Police Department, Sidney Fire Department
Support Agencies	City of Sidney Administration, National Weather Service, Montana Disaster and Emergency Services, Amateur Radio Emergency Services (ARES), Local radio and broadcast media

Purpose

ESF-2 organizes, develops, and maintains adequate communications capability to support City emergency operations, and to provide or supplement alerting and warning to key City officials and the public of an impending or occurring emergency or disaster.

Scope

This ESF applies to the communications and warning assets serving the City of Sidney, including radio, Richland County 9-1-1 dispatch, voice and data links, telephone and cellular systems, the National Warning System, the Emergency Alert System, and amateur radio.

Situation

The City of Sidney is served by the Richland County 9-1-1 dispatch center, a division of the Richland County Sheriff’s Office, acts as the central receiving point for warning information for the City. The Montana Criminal Justice Information Network (CJIN) is the primary means of receiving and disseminating warnings to City and County officials; the National Warning System (NAWAS) serves as backup.

Planning Assumptions

- City departments have their own communications equipment and rely on interoperable radio frequencies coordinated through Richland County.
- Normal telephone, cellular, and internet communications may be disrupted during a significant emergency, requiring reliance on radio and amateur radio resources.
- Tests of local warning systems will be conducted periodically with Richland County to familiarize City government and the public with their use.

Concept of Operations — Roles and Responsibilities

Richland County 9-1-1 Dispatch (serving the City of Sidney) (Coordinating Agency):

- Coordinate the Richland County 9-1-1 dispatch center's communications support for City incidents.
- Coordinate with local amateur radio operators to establish a secondary communications network supporting City shelters and operations.

-
- Coordinate access to and activation of the Integrated Public Alert and Warning System (IPAWS) and Wireless Emergency Alerts for City-specific protective action messages, in accordance with Richland County procedures.
 - Periodically test communications systems serving the City through joint exercises with Richland County.

Primary and Support Agencies:

- Maintain an inventory of City radio frequencies and communications resources.
- Encourage that all City personnel with emergency responsibilities are trained in radio operation and procedures.
- Assure that City staff are trained in Emergency Alert System (EAS) procedures.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 3

ESF-3: Public Works and Engineering

Coordinating Agency	Sidney Public Works Department
Primary Agencies	Sidney Public Works Department, Sidney Fire Marshal / Building Inspector
Support Agencies	Richland County Road Department, Richland County Office of Emergency Management, Montana Department of Transportation, Montana Disaster and Emergency Services

Purpose

ESF-3 provides guidance for the emergency coordination of public works and engineering services within the City, including debris removal, collection, and disposal, and the restoration of water, wastewater, and other essential City infrastructure after a disaster or incident.

Scope

This ESF's scope is to remove debris from City streets, manage storm damage, provide rapid restoration of City water and sewer services, repair essential City infrastructure, provide damage assessment information, and cooperate with other emergency agencies, including technical evaluations, emergency repair of water and wastewater facilities, debris clearance, and emergency power.

Situation

An emergency or disaster may cause serious life-safety issues or property damage to City infrastructure. Damage to City roads, bridges, water/wastewater treatment facilities, and other facilities may require reinforcement, temporary repair, or demolition for safety.

Planning Assumptions

- A major emergency or disaster may cause extensive damage to City property and infrastructure; debris may make City streets impassable.
- City water and wastewater utilities may be damaged or partially or fully inoperable.
- Assistance from Richland County, the State, and the federal government may be needed to clear debris, perform damage assessments, make emergency repairs to essential public facilities, and provide emergency water for human health needs and firefighting.

Concept of Operations — Roles and Responsibilities

Sidney Public Works Department (Coordinating Agency):

- Coordinate all responding public and private public works and engineering resources within the City.
- Assess the need for outside public works and engineering resources to support City emergency operations.
- Work with those responsible for damage assessment to deploy appropriately trained personnel to assess damage to City roads, bridges, buildings, and infrastructure.

Primary and Support Agencies:

- Provide personnel for internal and external preliminary damage assessment teams.
- Coordinate with support agencies to supply services and resources through the Richland County EOC and provide initial damage assessment on City public facilities.
- Maintain records of expenditures and document resources utilized during response and recovery.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 4

ESF-4: Firefighting

Coordinating Agency	Sidney Fire Department
Primary Agencies	Sidney Fire Department, Sidney Fire Marshal / Building Inspector
Support Agencies	Richland County Rural Fire Districts (mutual aid), Montana Department of Natural Resources and Conservation, Sidney Police Department, Sidney Public Works Department, Montana Disaster and Emergency Services

Purpose

ESF-4 describes how the City of Sidney will detect and suppress structural, wildland, and vehicle fires, and provides an organized capability for effective fire management that utilizes all available firefighting resources within the City and through mutual aid.

Scope

This ESF addresses all firefighting activities within City limits, including the detection and suppression of structural, wildland-urban interface, and vehicle fires occurring separately or coincidentally with a significant natural or technological disaster, and mutual aid coordination with Richland County rural fire districts and neighboring municipal fire departments.

Situation

The City of Sidney faces hazards that may require firefighting support, including structure fires, wildland-urban interface fire risk in and around the City, and hazardous materials fires associated with rail, pipeline, and highway transport corridors.

Planning Assumptions

- During a disaster, some City firefighting resources may become scarce or damaged; mutual aid from Richland County rural fire districts and the State will be requested as needed.
- The Sidney Fire Department will ensure fire protection to the City prior to committing resources to mutual aid.
- Fire personnel are trained in ICS/NIMS, providing a strong level of command structure understanding during an incident.

Concept of Operations — Roles and Responsibilities

Sidney Fire Department (Coordinating Agency):

- Work within the guidelines of established fire mutual aid agreements and operating plans.
- Coordinate activation of the Richland County EOC in support of significant fire operations.

Primary and Support Agencies:

- Assume command of structural fire incidents within City limits until relieved or until Unified Command is established.

-
- Provide support functions, resources, or emergency personnel as agreed upon in mutual aid agreements.
 - Maintain updated resource inventories of supplies, equipment, and personnel resources.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 5

ESF-5: Emergency Management

Coordinating Agency	City of Sidney Emergency Management Coordinator, in coordination with the Richland County Office of Emergency Management
Primary Agencies	Mayor, Chief Administrative Officer, City of Sidney Administration, Sidney Police Department
Support Agencies	Richland County Office of Emergency Management, Richland County 9-1-1 Dispatch, American Red Cross, Montana Disaster and Emergency Services

Purpose

ESF-5 describes how the City of Sidney will support incident information and planning needs to develop and maintain a common operating picture, and collects, analyzes, and shares information about a potential or actual emergency or disaster to enhance the response and recovery activities of the City and Richland County.

Scope

ESF-5 serves as the hub for receipt and dissemination of incident information affecting the City; coordinates with on-scene Incident Commanders, City departments, and Richland County to facilitate the flow of situational information; supports collection and aggregation of City damage assessment data; and supports incident action planning coordinated through the Richland County EOC.

Situation

Emergencies or disasters may occur within the City at any time, causing significant human suffering, injury and death, public and private property damage, economic hardship, and disruption of City government.

Planning Assumptions

- There will be an immediate and continuing need to collect, process, and disseminate situational information from the City to identify urgent response requirements.
- During the early stages of an event, information available to the City may be vague or incomplete; verification will improve as the event matures.
- The City will keep the Richland County EOC current on all pertinent activities occurring within City limits.

Concept of Operations — Roles and Responsibilities

City of Sidney Emergency Management Coordinator, in coordination with the Richland County Office of Emergency Management (Coordinating Agency):

- Prepare, in concert with the Mayor and Chief Administrative Officer, a Declaration of Local Emergency or Disaster and any amendments, consistent with §§ 10-3-402 through 10-3-404 MCA.

-
- Coordinate emergency management mutual aid with Richland County, the Town of Fairview, and relief organizations such as the American Red Cross.
 - Coordinate and conduct a post-disaster situation analysis (After-Action Report) to identify lessons learned and revise plans as needed.

Primary and Support Agencies:

- Provide ongoing status reports to the Richland County EOC as requested.
- Assess City-specific information and make recommendations on actions to be taken.
- Procure available documentation of the event for archiving.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 6

ESF-6: Mass Care

Coordinating Agency	American Red Cross, in coordination with the City of Sidney
Primary Agencies	American Red Cross, Sidney Public Schools (shelter facilities)
Support Agencies	City of Sidney Administration, Voluntary Organizations Active in Disaster (VOAD) partners, The Salvation Army, Local churches, Richland County Public Health Department

Purpose

ESF-6 describes how the City of Sidney will support the efforts of the American Red Cross and nongovernmental organizations to address the mass care, emergency assistance, temporary housing, and human services needs of City residents and visitors impacted by disaster.

Scope

This ESF addresses temporary short-term sheltering needs within or near the City during a major emergency or disaster, coordination of opening shelters through the Richland County EOC and the American Red Cross, mass feeding operations, and reunification services.

Situation

The City of Sidney can provide emergency short-term protection to meet the needs of residents by maximizing use of Sidney Public Schools, churches, and community facilities as temporary housing, feeding, or medical facilities. The American Red Cross — Sidney Chapter is the primary organization responsible for mass care and shelter operations serving the City.

Planning Assumptions

- The City may need to activate one or more shelters located within City limits for a limited number of residents and visitors.
- Some residents will go to shelters; others will find shelter with friends and relatives.
- Household pets and service animals require coordinated sheltering consistent with ESF-11 and applicable federal and State requirements.

Concept of Operations — Roles and Responsibilities

American Red Cross, in coordination with the City of Sidney (Coordinating Agency):

- Coordinate with the American Red Cross and Richland County on inventories of available public shelter facilities within the City.
- Coordinate the implementation of the overall shelter program serving City residents as needed.
- Establish communications between City shelters and the Richland County EOC.

Primary and Support Agencies:

-
- Identify suitable City and community facilities and develop emergency SOPs and MOUs for their use as shelters.
 - Maintain a list of shelters, capabilities, and resources available within the City.
 - Track displaced City residents and support family reunification.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 7

ESF-7: Resource Support

Coordinating Agency	City of Sidney Administration, in coordination with the Richland County Office of Emergency Management
Primary Agencies	City of Sidney Administration, Richland County Office of Emergency Management
Support Agencies	City Finance/Clerk Department, American Red Cross, Montana Disaster and Emergency Services

Purpose

ESF-7 coordinates resource support to the City of Sidney consisting of emergency relief supplies, facility space, office equipment and supplies, contracting services, transportation services (in coordination with ESF-1), security services, and personnel required to support immediate City response activities.

Scope

ESF-7 provides a flexible organizational structure for coordinating the procurement and provision of City and private-sector resources during a disaster; receiving and coordinating response to resource requests from City departments; monitoring and tracking available and committed resources; and documenting the financial costs of providing resources.

Situation

Resource support could be affected by several disaster scenarios, including severe winter weather, flooding, or wildfire, which could isolate the City and prevent timely arrival of outside resource support. The City must be able to coordinate local resources for a period of time prior to the arrival of additional assistance.

Planning Assumptions

- Requests for and utilization of outside resources will often become necessary in a larger-scale emergency or disaster affecting the City.
- Resource requirements beyond the capacity of City departments will be coordinated through the Richland County EOC.
- Local (City, County, and mutual aid) resources must be exhausted before State or federal assistance becomes available through a Governor's or Presidential declaration.

Concept of Operations — Roles and Responsibilities

City of Sidney Administration, in coordination with the Richland County Office of Emergency Management (Coordinating Agency):

- Maintain the City's role within the Richland County EOC with appropriate equipment, consumables, resource lists, and staff availability.

-
- Maintain liaison with support agencies, the local business community, and volunteer organizations serving the City.
 - Classify and inventory City resources using NIMS resource typing definitions where applicable, to speed mutual aid requests and tracking.
 - Develop procedures for field personnel to register emergency workers at a City disaster site.

Primary and Support Agencies:

- Coordinate City resources through use of the Richland County EOC or other coordination point during an emergency or disaster.
- Locate, procure, and issue resources to City departments for use in emergency operations.
- Maintain records of expenditures and document resources utilized during recovery.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 8

ESF-8: Public Health and Medical Services

Coordinating Agency	Richland County Public Health Department, in coordination with Sidney Health Center
Primary Agencies	Richland County Public Health Department, Sidney Health Center, Richland County Emergency Medical Services / Ambulance Service
Support Agencies	City of Sidney Administration, Area pharmacies, American Red Cross, Eastern Montana Community Mental Health Center, Montana Department of Public Health and Human Services

Purpose

ESF-8 coordinates plans, procedures, and resources to support health and medical care within the City of Sidney during a time of emergency or a developing potential health and medical situation, complementing rather than replacing the existing emergency plans and procedures of Sidney Health Center and area medical providers.

Scope

ESF-8 is designed to provide a flexible organizational structure capable of meeting the requirements of many emergency scenarios with the potential to require activation of the Richland County EOC and implementation of this Plan, including surge support for Sidney Health Center, coordination of mental and behavioral health services, and coordination with the Richland County Coroner for mass fatality management.

Situation

Sidney Health Center serves as the regional hospital for the City of Sidney and much of Richland County. A significant natural disaster or technological event could overwhelm the City's and region's medical system, necessitating both State and federal public health and medical care assistance.

Planning Assumptions

- Emergency medical and public health services will be an extension of normal duties for area providers during most incidents.
- City and County resources are capable of meeting most emergencies; large-scale disasters may require State and federal assistance and, in catastrophic situations, relocation of medical facilities.
- Disaster victims and emergency services personnel who report to established shelters may require triage and treatment of minor injuries.

Concept of Operations — Roles and Responsibilities

Richland County Public Health Department, in coordination with Sidney Health Center (Coordinating Agency):

- Provide leadership in directing, coordinating, and integrating overall public health and medical assistance to areas of the City affected by an incident.

-
- Coordinate the activation and deployment of health and medical services personnel, supplies, and equipment supporting the City.
 - Notify Montana DES of significant public health emergencies affecting the City.

Primary and Support Agencies:

- Coordinate services, equipment, and personnel to meet the health and medical needs of City disaster victims.
- Coordinate with the Richland County Coroner for mass fatality management, consistent with the Mass Fatality and Mass Casualty Support Annex.
- Maintain records of expenditures and document resources utilized during recovery.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 9

ESF-9: Search and Rescue

Coordinating Agency	Sidney Police Department
Primary Agencies	Sidney Police Department, Sidney Fire Department
Support Agencies	Richland County Sheriff's Office, City of Sidney Administration, Montana Highway Patrol, Montana National Guard, Amateur Radio Operators

Purpose

ESF-9 describes how the City of Sidney will coordinate deployment of resources for both urban and non-urban search and rescue within City limits during a major disaster or incident.

Scope

This ESF addresses urban and structural collapse search and rescue, and, in coordination with Richland County, wilderness, water, and aeronautical search and rescue operations affecting the City. This ESF also addresses use of search and rescue resources in support of emergency management response and recovery activities.

Situation

A major disaster or emergency situation affecting the City may result in displaced, stranded, lost, or trapped individuals needing prompt rescue and medical attention. Local resources are capable of handling day-to-day activities; the Sidney Police Department is the lead City agency for search and rescue activities within City limits.

Planning Assumptions

- Heavy rescue operations, or water rescue due to flooding, will be a team effort of City police, fire, Richland County Sheriff's Office, and other agencies as appropriate under NIMS.
- An emergency or disaster can cause buildings to collapse or leave people stranded due to rising water, threatening lives and requiring prompt search, rescue, or medical care.
- Whenever local resources are exhausted, unavailable, or unqualified for a particular search and rescue mission, assistance may be requested through Richland County, the State, and federal search and rescue resources.

Concept of Operations — Roles and Responsibilities

Sidney Police Department (Coordinating Agency):

- Provide leadership in directing, coordinating, and integrating overall City search and rescue efforts.
- Coordinate and direct the activation and deployment of City personnel, supplies, and equipment.
- Provide a point of contact for the public to report possible search and rescue needs within the City.

Primary and Support Agencies:

- Respond as required on a priority basis and coordinate activities with responding agencies.

-
- Coordinate with search and rescue elements responding from outside the City.
 - Conduct other specific response actions as dictated by the situation.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 10

ESF-10: Oil and Hazardous Materials Response

Coordinating Agency	Sidney Fire Department
Primary Agencies	Sidney Fire Department, Sidney Police Department
Support Agencies	City of Sidney Public Works Department, Montana Department of Environmental Quality, Montana State HAZMAT Incident Response Team (SHMIRT), Montana Disaster and Emergency Services, Richland County LEPC

Purpose

ESF-10 describes how the City of Sidney will respond to an actual or potential discharge or release of hazardous materials resulting from a natural, human-caused, or technological incident within City limits, and coordinates the appropriate response to related environmental protection issues, consistent with § 10-3-1209 MCA.

Scope

ESF-10 provides for a coordinated, effective, and efficient response to discharges and releases of oil, gas, or hazardous materials within the City, including chemical, biological, radiological, nuclear, or explosive (CBRNE) substances, whether accidental or intentional, and establishes lead coordination roles among City departments.

Situation

Hazardous materials are commonly stored, used, and transported through the City of Sidney via roadway, railroad, and pipeline in support of regional agriculture and energy development. A release of hazardous materials from either fixed facilities or transportation incidents poses a possible threat to the City.

Planning Assumptions

- Local response to hazardous materials incidents is limited in scope by financial and training constraints; specialized State teams (SHMIRT, EOD, Civil Support Team) may be requested through Montana DES.
- A natural or technological disaster could result in single or numerous situations in which hazardous materials are released into the environment within the City.

Concept of Operations — Roles and Responsibilities

Sidney Fire Department (Coordinating Agency):

- Provide leadership in directing, coordinating, and integrating overall City efforts to provide hazardous materials response.
- Encourage that all first responders be trained in awareness and operations-level hazardous materials response.

-
- Notify Montana DES of all significant hazardous materials incidents within the City and request assistance when needed.

Primary and Support Agencies:

- Make tactical field decisions consistent with the Sidney Fire Department's hazardous materials Standard Operating Guidelines, including establishing an isolation area, perimeter control, and incident command.
- Coordinate all federal or State hazardous materials resources into the affected area from staging areas.
- Continue to reassess priorities and strategies throughout the emergency.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 11

ESF-11: Agriculture and Natural Resources

Coordinating Agency	Richland County Extension Office, in coordination with the City of Sidney
Primary Agencies	Richland County Extension Office, Richland County Public Health Department
Support Agencies	City of Sidney Public Works Department, Local veterinarians, Humane Society, Montana Department of Livestock, Montana Department of Agriculture

Purpose

ESF-11 identifies the responsibilities of organizations charged with oversight of food and water supplies within the City in the case of a disaster or emergency, and organizes the resources available to address animal care, including household pets and service animals, in the event of a disaster.

Scope

This ESF addresses assessment of food and water needs for areas of the City impacted by disaster; assuring the safety and security of the commercial food supply; coordinating actions to prevent the loss of household pets and service animals; and coordinating with Richland County on livestock and agricultural issues affecting the surrounding area.

Situation

A significant emergency or disaster may diminish food and water stores within the City. Any displacement or evacuation of City residents may place household pets and service animals at risk for food, shelter, and care.

Planning Assumptions

- The need for fresh food and water will likely overwhelm the City's local supply if electricity is not available for three or more days.
- Emergency shelters operated by the American Red Cross generally will not accommodate household pets; the City and County will coordinate identification of pet-friendly sheltering options consistent with the PETS Act.

Concept of Operations — Roles and Responsibilities

Richland County Extension Office, in coordination with the City of Sidney (Coordinating Agency):

- Exercise overall responsibility for the coordination of ESF-11 activities affecting the City.
- Coordinate agriculture and animal care assessments at the disaster site to determine needs and priorities.
- Provide media releases, in accordance with ESF-15, regarding sheltering options for displaced household pets.

Primary and Support Agencies:

-
- Identify sites and facilities within or near the City for boarding and/or quarantining household pets, if possible.
 - Advise the Richland County EOC of food and agricultural health hazards.
 - Document all costs and expenses associated with response and recovery activities.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 12

ESF-12: Energy

Coordinating Agency	City of Sidney Public Works Department, in coordination with area utility providers
Primary Agencies	City of Sidney Public Works Department, Electric utility providers, Natural gas providers
Support Agencies	Richland County Road Department, Sidney Police Department, Montana Disaster and Emergency Services

Purpose

ESF-12 describes how the City of Sidney will coordinate plans, procedures, and resources to support response to and recovery from shortages and disruptions in the supply and delivery of utilities within the City during a major disaster or incident.

Scope

This ESF coordinates with utilities operating within the City to maintain the integrity of supply systems during emergency situations and to ensure damages are repaired and services restored efficiently; monitors and coordinates the availability of electricity, natural gas, and generation fuels; and coordinates with private-sector providers of energy and transportation fuels.

Situation

Emergencies, both natural and human-caused, can significantly affect public and privately owned utilities serving the City. The ability to quickly restore damaged water, power, natural gas, and sewer systems is essential to minimizing a disaster's impact on the safety, health, and economy of the City.

Planning Assumptions

- A major disaster could destroy or damage portions of the City's energy and utility systems.
- Widespread and possibly prolonged electrical power failures could occur in a major disaster.
- City departments, under an emergency declaration, may require authority to access private property to evaluate and shut off utilities that jeopardize public and private property or threaten public health, safety, or the environment.

Concept of Operations — Roles and Responsibilities

City of Sidney Public Works Department, in coordination with area utility providers (Coordinating Agency):

- Maintain liaison with local utilities serving the City, including the ability to contact representatives on a 24-hour basis.
- Seek an emergency declaration and coordinate the regulation of water and utility usage in times of shortages, as appropriate.
- Coordinate public information and instructions with ESF-15.

Primary and Support Agencies:

- Coordinate assistance to support local utility and energy providers, as requested.
- In conjunction with the Richland County EOC, determine priorities among users if adequate utility supply is not available to meet all essential needs.
- Make initial damage assessments and provide information necessary for compiling damage and operational capability reports.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 13

ESF-13: Public Safety and Security

Coordinating Agency	Sidney Police Department
Primary Agencies	Sidney Police Department, City of Sidney Administration
Support Agencies	Richland County Sheriff's Office, Montana Highway Patrol, Montana Disaster and Emergency Services

Purpose

ESF-13 supports the Sidney Police Department in addressing public safety and security capabilities and resources to support the full range of incident management activities associated with emergencies and disasters within the City.

Scope

This ESF provides a mechanism for coordinating and providing adequate support to authorities for law enforcement, public safety, and security capabilities and resources within the City, including normal law enforcement responsibilities such as evacuation and movement of the public away from a hazard area and enforcing limited access to hazardous areas.

Situation

The City of Sidney is vulnerable to the effects of flooding, extreme wind, winter storms, and other hazards identified in the Basic Plan that could cause public and private property loss and damage, death and injury, and prolonged impact.

Planning Assumptions

- General law enforcement problems are compounded by disaster-related community disruption, restriction of movement, and a shortage of law enforcement resources.
- The capabilities of the Sidney Police Department will be quickly exceeded in a significant incident; supplemental assistance will be requested through Richland County and State mutual aid channels.

Concept of Operations — Roles and Responsibilities

Sidney Police Department (Coordinating Agency):

- Notify Richland County 9-1-1 of a major law enforcement emergency within the City.
- Coordinate capabilities, resources, and assets necessary to alleviate disaster impacts on City residents and public entities.
- Provide a representative to the Richland County EOC with the authority to coordinate law enforcement functions for the City.

Primary and Support Agencies:

- Restore and maintain law and order within the City; control traffic during and after emergencies and maintain access and egress routes.

-
- Recommend evacuation of endangered populations within the City and inform the public of evacuation orders.
 - Maintain updated resource inventories of supplies, equipment, and personnel resources.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 14

ESF-14: Long-Term Community Recovery

Coordinating Agency	City of Sidney Administration, in coordination with the Richland County Office of Emergency Management
Primary Agencies	Mayor, Chief Administrative Officer, City of Sidney Administration, City of Sidney Public Works Department
Support Agencies	Richland County Office of Emergency Management, Sidney Chamber of Commerce, Federal Small Business Administration, Federal Emergency Management Agency, Montana Disaster and Emergency Services

Purpose

ESF-14 provides a framework for City of Sidney support to nongovernmental organizations and the private sector to recover from the effects of a major disaster, and enables community recovery from long-term consequences, including assessment of damages, restoration, and reduction of risk from future incidents where possible.

Scope

This ESF applies to City departments following a disaster that affects the long-term recovery of the community. Support and resources vary depending on the extent and type of incident. ESF-14 may be activated for large-scale events requiring City assistance in areas such as housing, business, employment, and infrastructure.

Situation

The City of Sidney is vulnerable to a variety of natural and human-caused disasters that could cause public and private property loss and damage, death and injury, damage to the environment, and prolonged disruption in the community.

Planning Assumptions

- Given the City's limited resources to accomplish recovery operations, Richland County, the State, and federal governments will play a major role in substantially supplementing City efforts.
- Depending on the type and scope of the incident, federal resources and/or funds may be available for public and/or private (individual and business) assistance.

Concept of Operations — Roles and Responsibilities

City of Sidney Administration, in coordination with the Richland County Office of Emergency Management (Coordinating Agency):

- Recruit volunteers with professional skills to assist with City damage assessment efforts.
- Establish points of contact with Richland County and State officials to determine approximate areas affected and extent of damage.

-
- Work to establish a partnership with local business and industry to encourage available programs assisting with economic stabilization and recovery.

Primary and Support Agencies:

- Develop applicable SOPs, guidelines, and/or checklists detailing the accomplishment of assigned functions.
- Provide ongoing status reports as requested by the ESF-14 Coordinator.
- Document all costs and expenses associated with response and recovery activities.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

EMERGENCY SUPPORT FUNCTION 15

ESF-15: Public Information

Coordinating Agency	City of Sidney Public Information Officer, or designee
Primary Agencies	City of Sidney Public Information Officer, Mayor and City Council, City of Sidney Administration
Support Agencies	Richland County 9-1-1, Public and private media (television, radio, newspaper), Amateur Radio Emergency Services, NOAA National Weather Service (EAS), Montana Disaster and Emergency Services

Purpose

ESF-15 disseminates information to the public and other partners during times of emergency affecting the City of Sidney (e.g., evacuation/shelter-in-place orders, water boil notices, and similar public safety information).

Scope

This ESF applies to any event designated by the City Emergency Management Coordinator or elected officials where significant interagency coordination is necessary; it supports City departments and Richland County partners in the timely and accurate dissemination of information to the public, media, and private sector, and supports development of consistent and accurate messaging.

Situation

The ability to disseminate information to the public during a disaster can be hampered by power outages and damage to telecommunications infrastructure. During a City-wide or larger incident, a Joint Information Center (JIC) may be established, coordinated with Richland County, to coordinate the dissemination of information about all City, County, State, and federal disaster response and recovery programs.

Planning Assumptions

- A public education and information program will help save lives and property during emergencies and disasters affecting the City.
- Demands for information from media outside the City will be significantly increased in a disaster.
- In a significant disaster or emergency event, a Joint Information Center (JIC) may be established with Richland County to help facilitate the flow of information between agencies and the general public.

Concept of Operations — Roles and Responsibilities

City of Sidney Public Information Officer, or designee (Coordinating Agency):

- Coordinate City public information activities with Richland County and other participating agencies.
- Obtain approval for release of information from the Incident Commander.
- Disseminate public information to the Mayor, City Council, and the State PIO when approved.

Primary and Support Agencies:

- Provide maps, charts, status reports, photos, schematics, or other displays that clarify the emergency or disaster situation in support of press conferences and briefings.
- Monitor media broadcasts and articles to check for accuracy and coordinate rumor control.
- Provide updates for the City website and social media regarding the scope of the emergency, impact to the City, and protective action guidance.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- National Response Framework, Emergency Support Function annexes (FEMA).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.

ANNEXES

Support Annexes

Support annexes describe City-wide policies, processes, and organizational structures for cross-cutting emergency management functions that are not specific to a single hazard.

SUPPORT ANNEX

Continuity of Operations and Continuity of Government Support Annex

Coordinating Agency	Mayor and City Council
Support Agencies	City of Sidney Administration and all City departments

Continuity of Government (COG) and Continuity of Operations (COOP) are essential functions of emergency management for the City of Sidney, ensuring the preservation, maintenance, or reconstitution of the City government's ability to carry out its constitutional and statutory responsibilities during and after an emergency or disaster.

Purpose

To provide the framework for the continued operation and continuity of City government and its essential functions during and after an emergency or disaster, and to ensure the preservation of public and other records essential to the continued operations of City government.

Scope

This annex applies to the City of Sidney and its departments, addressing succession of officers, seat of government, emergency powers and authority, the Emergency Operations Plan, primary and alternate emergency operations facilities, preservation of vital records, and protection of critical infrastructure.

Situation

Human-caused or natural disasters may threaten the functional capability of City government through potential destruction of, or harm to, government personnel, facilities, critical systems, resources, and vital records. Contingency plans must provide for the continued protection and safety of the population and bring about the prompt and orderly restoration and recovery of public and private property and services.

Planning Assumptions

- Even during disasters and emergencies, City residents expect government to continue to provide its normal services.
- Services that directly affect the preservation of life, property, and the environment will be given the highest priority for receiving resources.
- Each City department will maintain a continuing program to encourage individual employee preparedness.

Concept of Operations

Succession of Officers

The Mayor has ultimate authority for the City of Sidney. In the event the Mayor is unable or unavailable to perform the duties identified under this Plan, the City Council President, followed by the order of seniority of the remaining Aldermen/Councilmen as established by City ordinance, is designated as the successor. The Chief Administrative Officer maintains continuity of day-to-day City operations and

direction of department heads throughout. Line of succession for each City department head is according to department rules and standard operating procedures.

Seat of Government

The seat of government for the City of Sidney is City Hall, 115 2nd Street S.E., Sidney, Montana 59270. The Mayor, in consultation with the Chief Administrative Officer, may designate an alternate or temporary seat of government should that be necessary, which may be the Richland County EOC or its alternate location during an extreme emergency.

Emergency Powers and Authority

Should a situation be serious enough to warrant the use of City emergency powers, the Mayor may declare a local emergency or local disaster consistent with §§ 10-3-402 through 10-3-405 MCA. Declarations and executive orders invoking emergency power should be filed, within 48 hours or as soon as practical, with the City Council for ratification, confirmation, modification, or rejection.

Emergency Operations Plan

The basis for a coordinated, effective response to a disaster is this Emergency Operations Plan. The objectives of the EOP are to foster a City-wide systematic approach to planning; support a capability for prompt, coordinated response to disasters or threats; provide a basis for assured continuity of government; and promote uniformity in principles, policies, and concepts of operations with Richland County.

Primary and Alternate Emergency Operations Facilities

Primary — City Hall serves as the primary location from which City officials direct and coordinate the City's response, and the Richland County EOC is the facility from which multi-jurisdictional support to on-scene response is coordinated. Alternate — City departments should prepare for the possibility of unannounced relocation of essential functions to alternate facilities capable of supporting operations in a threat-free environment.

Preservation of Vital Records

In order to provide normal government operations following a disaster, vital records — ordinances and resolutions, deeds, financial records, personnel and payroll rosters, succession lists, and operational plans — must be protected by each City department. Department heads are encouraged to inventory and prioritize vital records in their custody and arrange for appropriate backup or off-site storage.

Protection of Essential Functions and Critical Infrastructure

Essential functions are those that enable the City to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the local economic base in emergencies. City departments should take maximum advantage of available communications media, redundant systems, and mutual aid to sustain essential functions.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

SUPPORT ANNEX

Civil Unrest Support Annex

Coordinating Agency	Sidney Police Department
Support Agencies	Sidney Fire Department, Richland County Sheriff's Office, Richland County 9-1-1 Dispatch, City of Sidney Public Works Department, Montana Highway Patrol, Montana National Guard

Civil unrest, like terrorism, is a hazard that, while the frequency of occurrence can seldom be predicted, necessitates considerable planning by the agencies responsible for addressing it within the City of Sidney.

Purpose

To establish the procedures necessary to reduce or minimize the loss of property and threat to persons in areas of civil unrest within the City of Sidney, and to assist in the restoration of order and a return to normal activity after such disturbances.

Scope

Planning for and responding to civil disturbances within the City is primarily the responsibility of the Sidney Police Department and associated resources. Unless other considerations warrant, all other City departments are responsible for maintaining their own operations and services during this type of event. When situations occur that are beyond the capabilities of the City, additional support may be necessary from Richland County and/or the State.

Situation

Civil unrest will be defined to include acts that involve criminal activity by a group comprising a threat to the lives and property of others within the City, whether precipitated by a specific event or resulting from longstanding grievances. These events generally fall under definitions in Montana Code Annotated Title 45, Chapter 8, Part 1.

Planning Assumptions

- Civil disturbances within the City that are addressed under mutual aid agreements providing for limited assistance from Richland County will generally be reported to Montana DES for informational purposes.
- State resources committed to a civil disturbance affecting the City will be coordinated through the Montana DES State Emergency Coordination Center and the Richland County EOC as appropriate.

Concept of Operations

Direction and Control

All operations will be carried out using NIMS/ICS. The Sidney Police Department will assume the Incident Command role. Upon notification to Richland County 9-1-1 dispatch of a potential or actual civil disturbance within the City, communications among all responding agencies will be established to

ensure coordinated response, information sharing, and, at the state level, release of information through the Joint Information Center as detailed in ESF-15.

Authorities and Limitations

The Incident Commander has authority to coordinate the use of resources and personnel at the scene of the emergency. The Mayor has the authority to declare a local emergency within the City, subject to ratification by the City Council, and the responsibility to request a State or federal declaration if appropriate, consistent with §§ 10-3-402 through 10-3-404 MCA. MCA Title 45, Chapter 8, Part 1 addresses conduct disruptive of public order.

Public Information

Once appointed, the Public Information Officer will be responsible for the coordination and dissemination of public information during the emergency and will clear all press releases through the Incident Commander. Instructions to the public may include traffic detours, areas of operation restricted due to actual or anticipated unlawful activity, and curfews imposed as a result of the activity.

Operational Roles and Responsibilities

The Sidney Police Department, in the warning period, should maintain adequate stock of items likely to be in high demand, evaluate equipment needs, update resource lists, and establish inter-agency coordination. During the operations period, the Department should respond to and control the incident consistent with department SOPs, establish Unified Command with other affected jurisdictions as appropriate, and maintain contact with the media through the PIO. During the recovery phase, the Department should release excess personnel and equipment according to a demobilization plan, assist in the compilation of damage assessment, and participate in post-incident analysis.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

SUPPORT ANNEX

EOC Activation Support Annex

Coordinating Agency	City of Sidney Emergency Management Coordinator, in coordination with the Richland County Office of Emergency Management
Support Agencies	Mayor, Chief Administrative Officer, City department heads

The Emergency Operations Center (EOC) serving the City of Sidney is the Richland County EOC, activated and staffed in accordance with the interlocal agreement between the City and County. This annex provides guidance for City participation in the activation and operating procedures for the EOC during an emergency or disaster affecting the City.

Purpose

The purpose of this annex is to provide guidance for City of Sidney representation, coordination, and support during activation of the Richland County Emergency Operations Center. The purpose of the EOC is to support field operations by obtaining and providing resources, maintaining up-to-date information, coordinating activities, providing information to the public, and bringing chief decision-makers together to coordinate the response to a disaster affecting the City.

Scope

It is not intended that the Richland County EOC assume incident command responsibilities for the separate incidents that may occur as the result of a major emergency or disaster within the City, nor does it have authority to do so. The Incident Command System (ICS) is used as the organizational structure to manage the EOC's response activities, enhancing the ability to interface with City departments and field incident command posts.

Situation

In order to provide the most effective response to an emergency affecting the City, efforts should be coordinated through a central office. The Richland County EOC has been designated as the base for county-wide and City-wide emergency management activities. The City of Sidney is responsible for participating in and supporting the maintenance of this EOP and coordinating with the County's emergency operations facility.

Planning Assumptions

- A natural or human-caused disaster or emergency affecting the City may occur at any time, requiring response capabilities beyond what is normally available locally.
- Utilization of this EOP does not require activation of the Richland County EOC; the need for activation will be determined at the time of notification of the event.
- City department heads will send a designated representative to the EOC when requested and will bring personnel, SOPs, and special items such as maps and resource lists needed to operate effectively.

Concept of Operations

Notification

In the event of a natural disaster or other emergency requiring the activation of the EOC, Richland County 9-1-1 will contact the Richland County Emergency Manager, who will coordinate with the City of Sidney Emergency Management Coordinator to determine the level of City participation and representation required.

Levels of Activation

Standby — the lowest level, covering the period before an emergency when there is forewarning of an impending situation. Partial Activation — occurs when the emergency situation reoccurs on a relatively regular basis and requires response by multiple agencies, such as closure of City streets during snowstorms or minor flooding. Full EOC Activation — occurs when the emergency requires the participation of multiple and outside agencies performing the full range of emergency service functions, such as a major flood or earthquake affecting the City.

City Roles and Responsibilities

The City of Sidney Emergency Management Coordinator, in collaboration with the Mayor and Chief Administrative Officer, is responsible for determining and coordinating City representation at the Richland County EOC. City department heads should ensure sufficient staffing is available to represent department interests at the EOC when activated, and to continue delivery of essential City services during the activation.

Administration and Support

All City personnel entering the EOC are required to check in and follow Richland County EOC security procedures. Reports and records, including staffing records, message logs, and situation reports, should be maintained consistent with the Richland County EOC's established forms (e.g., ICS 203, 204, 207, 209, 211, 213, 214).

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

SUPPORT ANNEX

Evacuation Support Annex

Coordinating Agency	Sidney Police Department, in coordination with the Richland County Sheriff's Office
Support Agencies	City of Sidney Public Information Officer, City of Sidney Administration, Sidney Public Schools, American Red Cross, Montana Disaster and Emergency Services

The purpose of this annex is to provide for the orderly and coordinated evacuation of all or any part of the population of the City of Sidney if it is determined that such action is the most effective means available for protecting the population from the effects of any disaster.

Purpose

To provide for the orderly and coordinated evacuation of all or any part of the population of the City of Sidney if it is determined that such action is the most effective means available for protecting the population from the effects of any disaster. The use of in-place sheltering is also considered part of the evacuation process and is addressed in this annex.

Scope

Several emergency situations may require evacuation of all or part of the City. Small-scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, or other incident. Large-scale evacuation may be needed in the event of a City-wide or regional disaster. The basic approach to evacuation is the same regardless of the type of threat.

Situation

There are a wide variety of emergency situations that might require an evacuation of all or part of the City of Sidney. An evacuation may require substantial physical resources for transportation, communication, and traffic control.

Planning Assumptions

- Evacuation of the affected area may be the most effective means of safeguarding lives.
- It is assumed that the public will receive and understand official information related to evacuation, and that most residents will act in their own interest and evacuate dangerous areas when advised to do so by City or County officials.
- Most evacuees will use private transportation; however, transportation may need to be provided for some evacuees, including those with access and functional needs.

Concept of Operations

Authority

The ultimate responsibility for ordering an evacuation within the City rests with City government. The Mayor, and the Incident Commander for the immediate vicinity of an incident site, have the authority to order an evacuation during an emergency. No official has the legal authority to force citizens to

evacuate their homes against their will, unless they are obstructing emergency operations; officials can, however, enforce evacuation of public facilities or places of business.

Evacuation Area Definition and Security

Areas to be evacuated within the City should be determined by the Incident Commander based on the advice of individuals and agencies with the necessary expertise. The Sidney Police Department, through the Incident Commander, establishes an inside and outside security perimeter for the evacuated area, coordinating with the Richland County Sheriff's Office as needed for the outer perimeter.

Shelter-in-Place

This option should always be considered and evaluated in lieu of evacuation. In cases of limited release of hazardous materials of relatively short duration, shelter-in-place is preferable and just as effective a protective measure as evacuation.

Moving Evacuees

The Sidney Police Department, in coordination with the Incident Commander, designates evacuation routes and establishes traffic control points to assist evacuees and maintain continuous flow of traffic toward reception centers and shelters coordinated through ESF-6.

Return of Evacuees

Return of evacuees to their homes or businesses within the City requires the same consideration, coordination, and control as the original evacuation. The following conditions should generally prevail before evacuees are authorized to return: the threat has been resolved; debris has been removed sufficient to permit travel; downed power lines and ruptured utility lines have been repaired or secured; and structures have been inspected and determined safe to reoccupy.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

SUPPORT ANNEX

Mass Fatality and Mass Casualty Support Annex

Coordinating Agency	Sidney Police Department and Richland County Coroner's Office
Support Agencies	Sidney Fire Department, Sidney Health Center, Richland County Health Department, Richland County Coroner's Office, American Red Cross, Montana Disaster and Emergency Services

The purpose of this annex is to provide guidance and a framework for the City of Sidney's response to a casualty-producing event where multiple victims require hospital medical care or mortuary services, and where the number of casualties is likely to exceed local hospital medical surge and/or Richland County Coroner's Office capacity.

Purpose

To provide guidance for the City of Sidney's response to a mass casualty or mass fatality incident, and to provide for a coordinated effort between primary and support agencies responsible for providing mass casualty services and resources during both small-scale emergencies and catastrophic disasters affecting the City.

Scope

A mass casualty incident is generally an event having ten or more casualties all requiring immediate triage and treatment within or affecting the City. This annex addresses direction and control, search and recovery operations, mortuary operations coordinated with the Richland County Coroner, and family assistance.

Situation

A mass casualty incident within the City may result from a transportation accident, structural collapse, severe weather event, hazardous materials release, or other incident. Sidney Health Center serves as the regional hospital; local hospital surge capacity may be exceeded during a major disaster or catastrophic incident.

Planning Assumptions

- There will be little or no warning for a mass casualty incident within the City; such an incident could occur at any time.
- A mass casualty incident may require the use of mutual aid agreements and a declaration of emergency to obtain the support necessary to handle the situation.
- The Richland County Coroner shall be notified in the event of a mass fatality incident within the City to coordinate removal and transfer of human remains.

Concept of Operations

Direction and Control

The first emergency responder on scene should take command of the incident until relieved by an appropriate authority, typically a senior Sidney Fire Department officer during lifesaving operations. The Richland County Coroner may assume command of the incident once all lifesaving activities have been accomplished, survivors removed, and on-site hazards stabilized.

Search and Recovery Operations

Once all lifesaving actions are completed, evidence preservation and collection become paramount. Responders should not move or touch remains without direction or approval by the Coroner. The Richland County Coroner or a designated representative should coordinate the transportation of remains from the incident scene.

Mortuary Operations

During a mass-fatality incident, a centrally located Incident Morgue should be identified and established, in coordination with the Richland County Coroner, as the location where victims are identified, cause of death is determined, and disposition decisions are made. Local funeral homes may provide temporary holding facilities until victims can be transferred to the Incident Morgue.

Family Assistance Center

A designated location for families to gather should be established as a Family Assistance Center in an area away from the scene, coordinated with the American Red Cross and Richland County Public Health Department, including crisis counseling resources for families of victims and for responders.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

SUPPORT ANNEX

Access and Functional Needs Support Annex

Coordinating Agency	City of Sidney Emergency Management Coordinator, in coordination with Richland County
Support Agencies	American Red Cross, Sidney Police Department, Richland County Public Health Department, Sidney Health Center, Montana Volunteer Organizations Active in Disaster (VOAD)

Persons with special physical or mental needs generally manage their lives competently and enjoy a full range of activities commensurate with their limitations. Emergencies, however, can create situations in which such individuals are at greater risk than the general population within the City of Sidney.

Purpose

To provide a framework for supporting City residents and visitors whose members may have additional needs before, during, and after an incident in functional areas including, but not limited to, maintaining independence, communication, transportation, supervision, and medical care.

Scope

This annex is intended to encompass all public and private institutions housing or supervising special needs populations, as well as individuals with special needs living independently within the City of Sidney, including individuals with disabilities, unaccompanied children, older adults, individuals with limited English proficiency, and persons who lack the resources to self-evacuate.

Situation

The City faces special challenges in identifying, locating, and responding to the varied special needs associated with a significant number of City residents and visitors. Statistical estimates following past disasters suggest that approximately 20 percent of a jurisdiction's population may be considered to have access and functional needs.

Planning Assumptions

- The capabilities of public and private agencies to anticipate special needs will be less than perfect; responders must be prepared to act with initiative, creativity, and sensitivity to respond appropriately to those needs.
- There is no dedicated stand-alone Special Needs Shelter facility currently maintained within the City; evacuees with special needs will be managed at existing shelters coordinated under ESF-6, transported to Sidney Health Center or other appropriate facilities, or coordinated with family and caregivers.
- Community resources such as interpreters, health care personnel, and facility managers may make themselves available to provide assistance to City residents with special needs.

Concept of Operations

Identification

There are common challenges in the identification of individuals with disabilities and older adults which emergency managers must appreciate. Many special needs individuals are known to City service providers, Sidney Health Center, area churches, and senior service organizations, which may be of assistance in outreach and identification.

Communication

Traditional means of exchanging information, particularly notification methods, are frequently not accessible to or usable by people with disabilities. A combination of methods — combining visual and audible alerts — is more effective than relying on one method alone, reaching a greater audience than any one method would by itself.

Shelter and Transportation Support

The City coordinates with the American Red Cross and Richland County to identify accessible shelter sites so individuals with mobility limitations are not misdirected unnecessarily, and to identify transportation resources (including accessible vehicles, drivers, and trained attendants) that can provide needed services during an evacuation.

Roles and Responsibilities

The City of Sidney Emergency Management Coordinator maintains a list of special needs providers by name, address, and telephone number that may assist with emergency operations when needed, and works with ESF-6 and ESF-8 representatives to address the needs of City residents who have special needs and may require additional assistance following an emergency or disaster.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

SUPPORT ANNEX

Volunteer and Donations Management Support Annex

Coordinating Agency	City of Sidney Emergency Management Coordinator, in coordination with the American Red Cross
Support Agencies	The Salvation Army, Montana Voluntary Organizations Active in Disaster (VOAD), Area churches, Amateur Radio Emergency Services, Richland County Office of Emergency Management

During emergencies, the unplanned arrival of unsolicited donations and unaffiliated volunteers at a disaster site within the City can jam distribution channels, overwhelm volunteer agencies, and hamper lifesaving operations. Careful planning for donations management should reduce or eliminate these problems.

Purpose

This annex is designed to direct donated goods and services to designated staging areas away from the disaster site within or serving the City, allowing goods to be sorted, organized, and sent to the disaster site based upon specific criteria and priorities set by on-scene personnel. This annex also outlines the handling of spontaneous volunteers during a disaster affecting the City.

Scope

Volunteer services and donated goods in this annex refer to unsolicited donations and unaffiliated volunteer services offered to support the City of Sidney's response and recovery activities.

Situation

During an emergency situation affecting the City of Sidney, local resources and capabilities may become quickly exhausted. In many situations, volunteers and donated goods and services will become essential to the recovery process; managing established needs and coordinating receipt, sorting, prioritizing, and distribution is best accomplished at the Voluntary Organizations Active in Disaster (VOAD) level, in coordination with the City and Richland County.

Planning Assumptions

- Persons not directly affected by an emergency or disaster are eager to render aid to disaster victims through donations of money, goods, and services.
- Unless pre-planned for, an adequate number of personnel to manage donated goods and services may not be available within the City.
- Timely release of information to the public regarding needs and collection points is essential to the effective management of donated goods and services.

Concept of Operations

Receipt of Donated Goods

Voluntary Organizations Active in Disaster (VOAD) may serve as the lead for the reception and distribution of donated goods supporting the City. The magnitude of the disaster and severity of local need should dictate the amount of space and personnel required for reception and distribution.

Volunteer Coordination

The City of Sidney Emergency Management Coordinator, in coordination with Richland County, will solicit donations to address specific unmet needs, and will coordinate a Volunteer Reception Center for registration of volunteers wishing to donate their services in support of City emergency operations.

Public Information

Any time this annex is activated, in whole or part, close coordination with the City Public Information Officer is essential so donation needs, information on the availability of donated goods, and pertinent information on the donations and volunteer management program is provided to the media for dissemination to the public.

Roles and Responsibilities

The City Emergency Management Coordinator maintains a list of volunteers, by name, address, telephone number, and applicable special capabilities, that may assist with City emergency operations when needed, and coordinates the deployment of volunteers in support of City emergency operations.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan (companion county plan).
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

ANNEXES

Incident Annexes

Incident annexes describe City of Sidney response strategies for specific hazards identified in the Basic Plan's Hazard Analysis and in the Richland County Pre-Disaster Mitigation Plan.

INCIDENT ANNEX

Earthquake Incident Annex

Coordinating Agency	City of Sidney Emergency Management Coordinator
Support Agencies	Sidney Police Department, Sidney Fire Department, City of Sidney Public Works Department, Amateur Radio Emergency Services, American Red Cross, Utilities serving the City, Montana Disaster and Emergency Services

Purpose

To provide instructions and standard processes for warning, response, and recovery from the effects of a damaging earthquake affecting the City of Sidney.

Scope

This annex addresses response to a damage-producing earthquake and the planned recovery actions within the City. There is no history of a major earthquake in Richland County, but the City includes earthquake planning consistent with an all-hazards approach.

Situation

All City facilities, including public schools, Sidney Health Center, and municipal buildings, are subject to damage from even a moderate earthquake. The inability to predict or provide timely warning for earthquakes means that all earthquake planning is reactive or responsive; a large number of City employees may be unable to reach City Hall or the Richland County EOC depending on when the earthquake occurs.

Planning Assumptions

- Field units may need to self-initiate responses and work independently until centralized command, control, and communications can be reestablished.
- An immediate assessment should be made by all City response agencies to determine their ability to respond, availability of responders, and status of stations and equipment.
- The Richland County EOC should be immediately activated to support City response following a significant earthquake.

Concept of Operations

Preparedness Actions

- Continue to maintain and revise applicable response plans pertaining to earthquakes and other seismic activity, including this EOP and supporting City department SOGs.
- Pre-designate evacuation routes and alternate routes for City areas vulnerable to structural collapse.
- Conduct pre-incident planning for sheltering and evacuation related to earthquakes, in coordination with ESF-6 and the Evacuation Support Annex.

Response Actions

- Activate this EOP when earthquake and/or seismic incidents pose threats to the City.
- Coordinate activation of the Richland County EOC and establish Incident Command for City response.
- Conduct preliminary damage assessment of critical City infrastructure (City Hall, Sidney Health Center, roads, bridges, schools, and municipal facilities) to determine structural safety.
- Direct search and rescue and firefighting resources to the most essential facilities within the City, and provide basic mass care (food, water, shelter).

Recovery Actions

- Encourage an orderly demobilization of emergency operations in accordance with current demobilization plans.
- Once the threat to public safety is eliminated, conduct and/or coordinate City cleanup and recovery operations.
- Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of an After-Action Report / Improvement Plan.

Mitigation Actions

- Encourage non-structural mitigation projects at critical City facilities and schools.
- Encourage participation in Earthquake Preparedness Month outreach activities.
- Encourage private utilities serving the City to retrofit their systems for seismic stability.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan and Pre-Disaster Mitigation Plan.
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

INCIDENT ANNEX

Flooding and Dam Failure Incident Annex

Coordinating Agency	City of Sidney Emergency Management Coordinator, in coordination with the Richland County Office of Emergency Management
Support Agencies	City of Sidney Public Works Department, Sidney Fire Department, Sidney Police Department, Richland County Environmental Health Department, Utilities serving the City, U.S. Army Corps of Engineers, Montana Department of Natural Resources and Conservation, National Weather Service

Purpose

To provide a framework of coordination between City departments, Richland County, and other agencies to help ensure the safety of life and property during a flood or dam failure event affecting the City of Sidney, defining roles, responsibilities, and organizational relationships of government and private agencies.

Scope

This annex covers all areas within the City of Sidney. Types of flooding include riverine flooding of the Yellowstone River, flash flooding along Lone Tree Creek and City storm drainage, ice-jam flooding, and dam-failure flooding associated with upstream dams identified in the Richland County Pre-Disaster Mitigation Plan.

Situation

Both the City of Sidney and the Town of Fairview are located near the Yellowstone River, and Lone Tree Creek travels through the southwest portion of the City, creating riverine and flash-flood exposure. Vulnerability to flooding is dependent on local weather conditions, local development patterns, and site-specific floodwater constraints.

Planning Assumptions

- Information pertaining to weather changes that could result in flooding will continue to be available through the National Weather Service and shared with the City through Richland County.
- Local resources may be rendered useless or severely degraded as the result of a flood affecting the City.
- Large numbers of flood evacuees requiring mass care are possible; City infrastructure, including water and wastewater systems, may be compromised as a result of flooding.

Concept of Operations

Preparedness Actions

- Continue to maintain and revise applicable response plans pertaining to flood events affecting the City.

-
- Coordinate City preparedness activities with Richland County, seeking understanding of interactions with participating agencies for flooding scenarios.
 - Encourage City Public Works to keep current physical and personnel resource lists (e.g., heavy equipment, sandbags) and to test and maintain response and communications equipment.

Response Actions

- Activate mutual aid agreements with Richland County as needed.
- Coordinate activation of the Richland County EOC and implement appropriate City staffing.
- Coordinate the evacuation of affected City areas, if necessary, consistent with the Evacuation Support Annex.
- Assist with the coordination of public works-type activities, such as debris removal from storm drains, bridges, main arterial routes, and public rights-of-way within the City.

Recovery Actions

- Monitor secondary hazards associated with floods (e.g., landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities).
- Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans.
- Offer recommendations to City departments for improvements in planning, zoning, and building code ordinances.

Mitigation Actions

- Encourage facilities to keep Emergency Action Plans current and exercise them regularly.
- Encourage City participation in the National Flood Insurance Program (NFIP) and, where feasible, the NFIP Community Rating System (CRS).
- Encourage appropriate entities to consider conservation easements for land within the City's floodplain.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan and Pre-Disaster Mitigation Plan.
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

INCIDENT ANNEX

Severe Weather Incident Annex

Coordinating Agency	City of Sidney Emergency Management Coordinator
Support Agencies	City of Sidney Public Works Department, Sidney Police Department, Richland County Public Health Department, Amateur Radio Emergency Services, American Red Cross, National Weather Service

Purpose

To outline the organization, responsibilities, operational concepts, and procedures specific to City of Sidney response operations for forecasted severe weather emergencies, with special emphasis on the safety of employees, residents, and visitors, and the protection of property.

Scope

This annex addresses pre-storm warning and preparations, response during and immediately after a storm, and general recovery actions within the City. Damage assessment is covered in ESF-14.

Situation

The City of Sidney is subject to periodic severe weather throughout the year, including winter storms and blizzards, extreme cold, high winds, severe thunderstorms, hail, and tornadoes. Damage potential includes flooding and erosion, heavy snow or ice buildup, disruption of public services and communications, and damage to or destruction of public and private property.

Planning Assumptions

- Severe weather situations can occur at any time; equipment and procedures to warn City residents of impending severe weather must be in place and ready to use at any time.
- The National Weather Service will activate the local Emergency Alert System (EAS) to broadcast warnings of imminent or occurring severe weather phenomena, disseminated to the City through Richland County dispatch.
- The most severe consequences result from an extended loss of electrical power, which can immediately and seriously impact City residents, particularly older adults and households with young children.

Concept of Operations

Preparedness Actions

- Monitor weather reports, especially weather advisories, watches, and warnings affecting the City.
- Conduct pre-incident planning for shelter-in-place or evacuation within the City.
- Update emergency contact lists and establish a pre-event duty roster allowing for 24/7 operational support for City coordination with the Richland County EOC.

Response Actions

- Activate this EOP when severe weather threatens the City.
- Coordinate activation and staffing of the Richland County EOC and establish Incident Command for City response.
- Determine the need to conduct sheltering or evacuation activities within the City.
- Coordinate with private-sector utility partners as needed to address power outages and infrastructure damage affecting the City.

Recovery Actions

- Encourage an orderly demobilization of emergency operations in accordance with current demobilization plans.
- Once the threat to public safety is eliminated, conduct City cleanup and recovery operations.
- Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of an After-Action Report / Improvement Plan.

Mitigation Actions

- Encourage utilities serving the City to bury electric lines where feasible to improve reliability.
- Publicize the National Weather Service's Severe Weather Awareness Week and Winter Weather Hazards Awareness Week to help educate the public.
- Encourage utilities to apply for mitigation grants to install airflow spoilers on above-ground utility lines.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan and Pre-Disaster Mitigation Plan.
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

INCIDENT ANNEX

Terrorism Incident Annex

Coordinating Agency	Sidney Police Department
Support Agencies	All City departments and agencies assigned primary or supporting Emergency Support Function responsibilities, Richland County Sheriff's Office, Federal Bureau of Investigation (local field office), Montana Disaster and Emergency Services

Purpose

To describe the policies and procedures with which the City of Sidney will operate in the event of a terrorist incident, intended as a guide for emergency response personnel to safely respond to and protect themselves and City residents from the consequences of terrorist attacks.

Scope

This annex applies to all threats or acts of terrorism within the City of Sidney that require a response from any City agency, building upon the existing concept of operations by addressing unique authorities, responsibilities, assumptions, and situations applied for crisis and consequence management.

Situation

The City of Sidney is vulnerable to acts of terrorism, domestic and/or foreign, that may be directed against the population in general, a specific segment of the population, or a governmental or private organization, potentially involving explosive or incendiary devices, or chemical, biological, or nuclear agents.

Planning Assumptions

- The first response to a terrorism incident within the City is always the responsibility of local emergency response groups — Sidney Police, Sidney Fire, or Sidney Health Center personnel — who will in most cases initially detect and evaluate the potential or actual incident.
- Emergency response groups should be aware of the threat of possible secondary devices in all instances.
- There may be multiple agencies involved in response to a terrorism incident affecting the City, including local, County, State, tribal, and federal resources.

Concept of Operations

Preparedness Actions

- Assess the current capabilities of the City to respond to and recover from a terrorist attack.
- Schedule and participate in training related to terrorism response, developed and carried out in coordination with Richland County, regional, State, and federal agencies.
- Participate in simulations and exercises on a regularly scheduled basis, including tabletop exercises, functional communications and coordination drills, and field exercises.

Response Actions

- Initiate Incident Command and establish scene control within the City.
- Identify the hazard control zone and establish an inner and, as needed, outer incident perimeter.
- Coordinate mutual aid resources through Richland County and, as needed, the FBI and Montana DES.
- Preserve the crime scene while addressing lifesaving priorities, and coordinate the disposition of the deceased with the Richland County Coroner.

Recovery Actions

- Provide assistance to victims or their families who may be eligible for assistance under State or federal victims' assistance laws.
- Provide crisis counseling to injured victims and the families of persons who may have suffered psychological trauma as a result of the attack.
- Coordinate decontamination of affected City buildings or land, and relocation of affected residents or businesses as needed, until repairs are complete.

Mitigation Actions

- Develop protocol for reporting suspicious activity or behavior within the City.
- Coordinate with the Richland County LEPC and regional fusion center resources on threat information sharing, consistent with FEMA/DHS guidance on fusion center and emergency operations center coordination.

References

- City of Sidney Emergency Operations Plan, Basic Plan.
- Richland County, Montana Emergency Operations Plan and Pre-Disaster Mitigation Plan.
- Montana Code Annotated, Title 10, Chapter 3, Disaster and Emergency Services.
- Comprehensive Preparedness Guide (CPG) 101, Federal Emergency Management Agency.

CHAPTER 6 SOLICITORS

SECTION:

5-6-1: Definitions

5-6-2: License Required

5-6-3: Fees

5-6-4: Application

5-6-5: Issuance Of License

5-6-6: Must Carry License

5-6-7: Revocation

5-6-8: Bond

5-6-9: Orders

5-6-10: Hours Of Operation

5-6-11: Exceptions

5-6-12: Fireworks

5-6-1: DEFINITIONS:

A "solicitor" within the meaning of this chapter is defined to be any person who goes from house to house, or place to place, within the corporate limits of the city (or from a stand, wagon, railroad car, motor vehicle or upon any street or upon any public ground or from temporary quarters within the city, whether such license be conducted by personal contact and interview or by use of telephone for such purpose), selling or taking orders for or offering to sell or take orders for goods, wares, merchandise, professional or personal services, or for the making, manufacturing or repairing of any article or thing whatsoever, except those selling to merchants for resale. (Ord. 537, 5-21-2012; amd. Ord. 583, 10-5-2020)

5-6-2: LICENSE REQUIRED:

It shall be unlawful for any person to act as solicitor within the meaning and application of this chapter, unless said person shall have first secured a license therefore in the manner provided by this chapter. Each license shall be issued in the name of the applicant and if the applicant is an individual employing other solicitors, or is a partnership or corporation, the license shall also bear the name of one person soliciting as agent or employee for the applicant; and the license shall not be transferable to any other person or any other agent or employee of the applicant. Individuals employing other solicitors or in a partnership,

corporation or limited liability company shall not need to have more than one license if the sales occur at one set location, as designated on the application. (Ord. 537, 5-21-2012; amd. Ord. 583, 10-5-2020)

5-6-3: FEES:

A. The license fee for solicitors hereunder shall be as follows: the sum of four hundred dollars (\$400.00) per year or one hundred twenty dollars (\$120.00) per month or sixty dollars (\$60.00) per seven (7) days or twenty dollars (\$20.00) per day at the option of the applicant. For each additional license for agents or employees of the applicant, the license fee shall be two hundred dollars (\$200.00) per year, sixty dollars (\$60.00) per month or thirty dollars (\$30.00) per seven (7) days or ten dollars (\$10.00) per day. Yearly licenses shall expire on December 31 of each year, monthly licenses on the last day of the month in which issued and daily licenses as set forth on the license.

B. In addition to said license fee, any person, firm limited liability company or corporation so engaged in such occupation or business who, at the time of their application, shall not maintain an established place of business within the city shall pay a background check fee of fifty dollars (\$50.00) ~~per person., which shall be used to investigate the ability of the applicant to qualify for a license under this chapter. Residents of Richland County shall pay a background check fee of ten dollars (\$10.00).~~ The sum is payable at the time the application is filed. Where the applicant has been previously granted a license within a period of twelve (12) months prior to the date of application and there are no new employees or agents who were not listed on the previous year's application, the applicant shall not be required to pay the investigation fee. (Ord. 537, 5-21-2012; amd. Ord. 583, 10-5-2020)

5-6-4: APPLICATION:

All persons desiring to obtain a solicitor's license shall apply in writing on forms provided by the City. Such form shall contain but is not limited to the following information and shall be signed by the person making application. Form must be completed truthfully and accurately with all required information, failure to do so may be grounds for denial of the application.

A. Name of person, firm or corporation; along with the current address and all applicable telephone and fax numbers. If licensed in any state or jurisdiction copies of the appropriate licenses must accompany the application unless waived by the City.

B. Nature or character of, goods, wares, merchandise or services to be offered by each solicitor.

C. Name and address of person who will act as the supervising agent for the applicant also the names and addresses of all additional persons who act as solicitors for the applicant.

D. Length of service of each supervising agent or solicitor with the applicant.

E. Place of residence and nature of employment of each supervising agent or solicitor during the last preceding year.

F. A personal description of each solicitor along with such credentials as may be reasonably required for identification.

G. The hours of operation during which goods or services are to be offered.

H. A clear and concise copy of a photo ID for each solicitor must be attached to the application. (Ord. 176, 8-16-1954; amd. Ord. 537, 5-21-2012; Ord. 583, 10-5-2020)

5-6-5: ISSUANCE OF LICENSE:

If the Chief of Police shall determine after investigation that the facts set forth in the application are true, that the solicitor is of good moral character, and that they propose to engage in a lawful and legitimate commercial or professional enterprise, the Chief of Police shall then approve the application and the City Clerk may issue the license applied for. For all distribution of fireworks applications, after the Chief of Police as determined the background check, the application will go to the Fire Marshall or Fire Chief for approval of the application, then the City Clerk may issue the license applied for. Such license shall expire on December 31 of the year in which such license shall have been issued, or as set forth on license. Except as hereinafter provided, no license shall be issued until the conclusion of the investigation. **If you are currently listed as a Sexual or Violent Offender in any state, currently on prole, probation or pre-release from any state or federal penitentiary you will be automatically denied.** (Ord. 537, 5-21-2012; amd. Ord. 583, 10-5-2020)

5-6-6: MUST CARRY LICENSE:

Such license with attached personal description shall be carried at all times by each solicitor for whom issued when soliciting or canvassing in the city and shall be exhibited by such solicitor when requested to do so by any police officer or person solicited. All licenses issued for set locations must be posted in a visible location within that location. (Ord. 537, 5-21-2012; amd. Ord. 583, 10-5-2020)

5-6-7: REVOCATION:

License may be revoked by the **Mayor**, Chief of Police, Chief Administrative Officer or **the City Clerk** for any violations of federal, state, county or city laws or ordinances, if committed by either the solicitor or his employer or whenever such solicitor shall, in the judgment of the council, cease to possess the character and qualification required by this chapter for the issuance of such permit. For all licenses related to the sale or use of fireworks, the Fire Marshal or Fire Chief may also revoke those licenses for violations. (Ord. 537, 5-21-2012; amd. Ord. 583, 10-5-2020)

5-6-8: BOND:

A. Any applicant wishing to apply for a solicitor's license under this act should take all necessary steps to insure that they are in compliance with all state laws regarding registration with the appropriate Montana State agencies. Applicant must produce proof of current bond or liability insurance issued by a company licensed to do business in the State of Montana. Such liability insurance or bond must be in the amount of at least ten (10) times the value of the goods or services to be delivered.

B. In cases of food products either fresh, frozen or prepared which are offered by solicitors going door to door or operating from fixed locations, applicants must have a current and valid license issued by the proper agency of the Montana Department of Public Health and Human Services and possess proof of current liability insurance in the minimum amount of two hundred fifty thousand (\$250,000.00) dollars is required. Such insurance must remain valid and in effect for at least one hundred eighty (180) days from the date of application.

C. If the applicant for a license, including solicitor or his employer, shall be unwilling to receive a license only upon the conclusion of the investigation called for by section 5-6-5 of this chapter, and he desires the issuance of a license by the clerk immediately upon application, he may deposit with the clerk a cash or surety bond in the sum of not less than fifty thousand dollars (\$50,000.00) said surety bond to be executed by a company authorized to write such bonds in the state, which bond shall be in the favor of the city, covering the period for which such license is issued, plus a period of one hundred eighty (180) days thereafter and conditioned that the business will be conducted in a lawful and proper manner and that all goods, wares, merchandise or personal or professional services sold by the solicitor will be delivered in accordance with the terms of the written order, or, failing therein, that the advance payment made by the buyer on such order shall be refunded; thereupon, such license or licenses may immediately issue. Any person aggrieved by the action of such solicitor shall have a right of action on the bond for the recovery of the money or damages or both. Such remaining cash bond will be returned at the termination of the license plus a period of one hundred eighty (180) days without interest. (Ord. 537, 5-21-2012; amd. Ord. 583, 10-5-2020)

5-6-9: ORDERS:

All orders taken by licensed solicitors shall be in writing, in duplicate, stating the name as it appears on the license and address of both the solicitor and his employer, the terms thereof and the amount paid in advance. One copy shall be given the purchaser. (Ord. 537, 5-21-201; amd. Ord. 583, 10-5-2020)

5-6-10: HOURS OF OPERATION:

Door to door sales by solicitors offering goods or services are prohibited after eight o'clock (8:00) P.M. unless prior arrangements have been made with the prospective customer. Sales by solicitors from fixed sites which are conducted after eight o'clock (8:00) P.M. must be located in areas that do not disturb or disrupt the peace and quiet of any residential area. (Ord. 537, 5-21-2012; amd. Ord. 583, 10-5-2020)

5-6-11: EXCEPTIONS:

Provisions of this chapter do not apply to the following individuals or groups;

- A. Any person using a vehicle owned by him whether operated by him or his agent, for the transportation of farm produce raised or produced by him on his own or leased premises, when the entire course of such transportation extends not more than the confines of the territorial limits of the state of Montana;
- B. Any regularly licensed auctioneer in pursuit of his profession;
- C. Any local religious, charitable or social institution when the solicitors so engaged are bona fide residents of the city, employed without compensation or remuneration, to further and advance the aims and purposes of such institutions;
- D. Any regularly established and recognized charitable or welfare institutions or organization of and within the state of Montana and whose benefits are available to any person within the state of Montana;
- E. Any wholesalers calling upon established newspapers or radio stations situated in and publishing in or broadcasting from an established place of business within the state of Montana;
- F. Any salesperson, wholesaler or distributor calling upon any established business located within the city limits.
- G. Any fundraising sponsored by the public and parochial schools of the state of Montana.
- H. Minors wishing to erect stands for the selling of homemade goods, provided said stands are solely operated by minors.
- I. Any organized special event conducted within the city limits with prior approval of the City of Sidney.
- J. Any request made in writing at least two (2) weeks prior to a regular meeting and granted by the Sidney City Council after being deemed to be in the best interest of the community. (Ord. 537, 5-21-2012; amd. Ord. 583, 10-5-2020)

5-6-12: FIREWORKS:

Applicants distributing or selling fireworks within the corporate limits of the city, once city code 5-6-5 has been completed, shall be exempt from city code 5-6-3 if they qualify under city code 5-6-11. (Ord. 583, 10-5-2020)

CHAPTER 10

BEER, LIQUOR CONSUMPTION; PUBLIC PLACES

SECTION:

6-10-1: Definitions

6-10-2: Public Drinking, Display, Exhibition Prohibited

6-10-3: Notice

6-10-4: Permit For Gathering

6-10-1: DEFINITIONS:

The following words and phrases used in this chapter shall be defined as follows:

BEER: Any beverage obtained by alcoholic fermentation of an infusion or decoction of barley, malt, hops or of any similar products in drinkable water containing not more than four percent (4%) of alcohol by weight.

LIQUOR OR LIQUORS: Any alcoholic, spirituous, vinous, fermented, malt or other liquor which contains more than one percent (1%) of alcohol by weight, but which shall not mean or include beer as that term is defined in the Montana beer act.

MOTOR VEHICLE: Every vehicle which is self-propelled by which any person or property is, or may be, transported or drawn upon a public highway.

PUBLIC DISPLAY OR EXHIBITION OF BEER OR LIQUOR: Shall mean and include the carrying and exhibiting of open cans or bottles of beer, or the carrying and exhibiting of glasses or other types of container, either empty or containing beer or liquor, from retail liquor or beer establishments to any "public place" as defined in this section or to, in, on or within any motor vehicles while parked or operated on any "public place" as defined in this section; but does not include carrying or transporting such beer or liquor from retail liquor or beer establishments in sacks, cases, boxes, cartons, or other similar containers with unbroken seals when no display or exhibition is made, nor transporting from private residences.

PUBLIC DRINKING: Means and includes the drinking or consuming of beer or liquor in any "public place" as defined in this section or within or upon any motor vehicle while parked or operated in any "public place" as defined in this section.

PUBLIC PLACES: Means and includes all streets, avenues, alleys, stadiums, athletic fields, public parks, public parking lots and motor vehicles when parked or operated on streets, avenues, alleys, athletic fields, public parks or public parking lots within the city limits of the city of Sidney, Montana. For purposes of this chapter, a public parking lot shall be deemed to be any parking lot, whether owned by the city or by private individuals, to which the general public has access to park and which is designed to accommodate ten

(10) or more vehicles. (Ord. 269, 9-19-1977; amd. Ord. 306, 4-6-1981; Ord. 336, 7-19-1982)

6-10-2: PUBLIC DRINKING, DISPLAY, EXHIBITION PROHIBITED:

"Public drinking" and "public display and exhibition of beer or liquor" as defined in this chapter is hereby prohibited, and it shall be unlawful for any person to engage in "public drinking" as defined in this chapter within the limits of the city of Sidney, Montana; and it shall be unlawful for any person to engage in any public display or exhibition of "beer" or "liquor" as defined in this chapter within the city limits of Sidney, Montana. (Ord. 269, 9-19-1977)

6-10-3: NOTICE:

The owner of every business licensed to sell liquor or beer at retail within the city limits of the city shall obtain from the city clerk of the city, and post in a conspicuous place inside said premises adjacent to each exit a notice reading as follows:

NOTICE

It is a misdemeanor punishable upon conviction by a fine not exceeding three hundred dollars (\$300.00) or by imprisonment not exceeding ninety (90) days or by both such fine and imprisonment to leave any premises licensed to sell beer or liquor at retail with an open container or an empty container of beer or liquor.

Failure to post such notice shall be deemed a misdemeanor and punishable as such. (Ord. 339, 10-18-1982)

6-10-4: PERMIT FOR GATHERING:

A. The city council may grant a permit to a group of citizens or an organization to allow the public consumption of beer in any city parks and/or public parking lots.

B. Before any such permit shall be granted, application shall be made to the chief of police at least two (2) weeks prior to the date of the city council meeting which next precedes the proposed date of the event for which the permit is sought.

C. No permit shall be issued for a group of fewer than ten (10) persons. For groups between ten (10) and twenty (20) persons, a fifty dollar (\$50.00) deposit shall be required. For groups over twenty (20) persons, a one hundred dollar (\$100.00) deposit shall be required.

The deposit shall be held by the city to ensure that the park grounds and/or public parking lots are left free of refuse. The grounds or lots must be cleaned of all litter or refuse from the event by ten o'clock (10:00) A.M. of the day following the event, and after the grounds have been checked by a city police officer and determined to have been properly maintained, the deposit shall be refunded in full. If the grounds or lots have not been properly maintained, the deposit money shall be used to offset the cost of necessary cleanup.

D. In no event shall any **beer** in glass containers be brought into the parks and/or public parking lots, **nor shall any alcoholic beverage other than beer be brought into the parks and/or public parking lots.**

E. Violation of any city ordinances regarding excessive noise, disturbance of the peace or disorderly conduct during the event shall be grounds for the immediate revocation of such permit.

F. Permits shall be valid from ten o'clock (10:00) A.M, until ten o'clock (10:00) P.M. on the day of the event only. (Ord. 335, 7-19-1982; amd. Ord. 353, 9-19-1983)

CHAPTER 10

ALCOHOLIC BEVERAGES IN PUBLIC PLACES

6-10-1: DEFINITIONS

For purposes of this Chapter, the following definitions shall apply:

ALCOHOLIC BEVERAGE: Any beverage intended for human consumption containing alcohol and regulated under the laws of the State of Montana, including but not limited to beer, wine, cider, hard cider, distilled spirits, hard seltzers, malt beverages, ready-to-drink cocktails, canned cocktails, wine coolers, or any similar alcoholic beverage.

COMMERCIAL OR PUBLIC EVENT: Any event conducted for commercial purposes, fundraising, admission fees, ticket sales, advertising to the general public, or otherwise open to members of the public.

OPEN CONTAINER: Any bottle, can, cup, glass, flask, or other container containing an alcoholic beverage that has been opened, has a broken seal, or from which some of the contents have been removed.

PRIVATE GATHERING: A private event not open to the general public, including but not limited to family reunions, weddings, employee appreciation events, graduation parties, company picnics, or similar invitation-only gatherings.

PUBLIC PLACE: Any public street, alley, sidewalk, park, trail, parking lot, public plaza, right-of-way, or other City-owned or City-controlled property generally accessible to the public.

6-10-2: PUBLIC CONSUMPTION PROHIBITED

Except as authorized by this Chapter, no person shall possess an open container of or consume an alcoholic beverage in any public place within the City.

Nothing in this Chapter shall prohibit the lawful transportation of unopened alcoholic beverages in accordance with Montana law.

6-10-3: NOTICE

Any retail establishment licensed to sell alcoholic beverages for off-premises consumption shall post a notice in a conspicuous location near each public exit advising patrons that possession of open alcoholic beverage containers in public places is prohibited except as authorized by City ordinance.

Failure to post such notice shall constitute a violation of this Chapter.

6-10-4: PERMITS FOR ALCOHOL CONSUMPTION ON PUBLIC PROPERTY

A. Private Gatherings

The Chief of Police or the Chief Administrative Officer may approve the consumption of alcoholic beverages on designated public property for a private gathering.

Applications shall be submitted on forms approved by the City.

No application fee shall be required for private gatherings.

B. Commercial or Public Events

Commercial events or events open to the public requesting authorization for alcohol consumption on public property shall be approved by the City Council.

Applications shall be submitted and processed in accordance with the City's Special Event and Street Closure Policy, as amended.

A non-refundable permit fee of One Hundred Dollars (\$100.00) shall accompany each application.

C. Permit Conditions

Unless otherwise approved by the City Council:

1. Alcoholic beverages may be beer, wine, cider, distilled spirits, malt beverages, hard seltzers, ready-to-drink cocktails, or any other alcoholic beverage permitted under Montana law.
2. No alcoholic beverage shall be possessed or served in a glass bottle or glass container.
3. All permit holders shall comply with:
 - all applicable federal law;
 - the laws of the State of Montana;
 - this Code; and
 - all conditions of the approved permit.
4. Approval under this Chapter does not relieve the permit holder of obtaining any licenses or permits required by the State of Montana or any other governmental agency.

5. The permit holder shall be responsible for maintaining the event area in a clean and sanitary condition and for removing all refuse generated by the event immediately following its conclusion.
6. The City may impose additional reasonable conditions necessary to protect public health, safety, and welfare.

D. Revocation

The Chief of Police, Chief Administrative Officer, or City Council may immediately suspend or revoke any permit issued under this Chapter whenever:

1. Permit conditions are violated;
2. State or federal law is violated;
3. Public safety is endangered;
4. Disorderly conduct occurs;
5. The permit was obtained through false or misleading information; or
6. Continued operation of the event presents an unreasonable risk to persons or property.