

Jackson Town Council Regular Meeting

August 15, 2022

6:00 PM

Town Council Chambers

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS. **PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

I. ZOOM LINK FOR PUBLIC PARTICIPATION

To join, click the link or copy to your browser: <https://us02web.zoom.us/j/85189065173?pwd=YVpOTHVkdWQ3M0xjVStWWDN2T1IEUT09>

If the link does not work, join at zoom.com with Webinar ID **851 8906 5173** Password: **83001**

or join by phone **+1 669 900 9128** with Webinar ID **851 8906 5173** and Password: **83001**

II. OPENING

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Announcements/Proclamations
 - 1. Introduce new employees Pavel Vasin, Transit Supervisor, and Phylliss Johnson, Full-Time Transit Operator

III. PUBLIC COMMENT

This section is reserved for comments from the public on items that are not otherwise included in this agenda. Public comment is limited to 3 minutes. As a general practice, the Council does not discuss, debate, or take action on issues raised or comments made under public comment. Council may refer items to staff for follow-up. If you would like to communicate with the Council during the meeting, please address them during open public comment, when public comment is called for on a specific item or send an email to Council@jacksonwy.gov.

IV. CONSENT CALENDAR

All matters listed in this section are considered to be of routine nature by the governing body and will be enacted in one motion, unless it is removed from the consent calendar and considered separately by Council. Public comment may be given on any item.

- A. Meeting Minutes
 - 1. August 1, 2022 Meeting Minutes
- B. Disbursements
- C. July Municipal Court Report
- D. P22-183 JH Ski and Snowboard Club Registration Temporary Sign (Paul Anthony)
- E. Bus Storage Facility in Etna, Wyoming (Bruce Abel)
- F. Special Restriction for Workforce Rental Housing at 367 S. Willow Street (Kristi Malone)
- G. Town/County Emergency Operations Plan (Rich Ochs)
- H. Thaw Well #4 Contract Approval (Johnny Ziem)
- I. Jackson Street Apartments Special Restrictions

V. PUBLIC HEARINGS, DISCUSSION AND/OR POSSIBLE ACTION ITEMS

Please note that at any point during the meeting, the Mayor and Council may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

A. Planning

1. P21-149 Westview Townhome Subdivision (Tyler Valentine) - *This item will be continued to September 19, 2022.*
2. P22-134 Conditional Use Permit for Fairgrounds Community Center (Tyler Valentine)
3. Wildlife Feeding and Trash (Tyler Sinclair)

VI. ORDINANCES

- A. Ordinance N: 460 E. Broadway Zoning Amendment (third reading, to be designated 1320)

VII. MATTERS FROM MAYOR AND COUNCIL

- A. Board and Commission Reports
- B. Travel Authorization for Mayor to Attend NLC Meeting
- C. Travel Authorization for Vice Mayor to Attend Corporations Committee Meeting

VIII. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

IX. ADJOURN

Please note that at any point during the meeting, the Mayor and Council may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

AUGUST 1, 2022

JACKSON, WYOMING

The Jackson Town Council met in regular session in the Town Hall Council Chambers located at 150 East Pearl in Jackson, at 6:00 P.M. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present:

TOWN COUNCIL: Mayor Hailey Morton Levinson, Arne Jorgensen, Jim Rooks, and Jonathan Schechter. Jessica Sell Chambers was absent.

STAFF: Larry Pardee, Roxanne Robinson, Lea Colasuonno, Tyler Sinclair, Paul Anthony, Tyler Valentine, Carl Pelletier, Johnny Ziem, Susan Scarlata, Russ Ruschill, Kelly Thompson, Lynsey Lenamond, and Riley Taylor.

Mayor Morton Levinson recited the Pledge of Allegiance and introduced new employees Jason Pitts, Samantha Pitts, and Ford Conger.

Public Comment. Blair Maus and Rebecca Bextel made public comment.

Consent Calendar. A motion was made by Jonathan Schechter and seconded by Arne Jorgensen to approve the consent calendar including items A-F as presented with the following motions.

- A. **Meeting Minutes.** To approve the meeting minutes as presented for the July 18, 2022 Workshop and Regular Town Council Meeting.
- B. **Disbursements.** To approve the disbursements as presented. 120WATER \$14,080.00; ACE EQUIPMENT & SUPPLY \$4,919.09; ACE HARDWARE \$656.26; ALLEGIANCE BENEFIT PLAN MANAGE, INC. \$20,394.32; AMAZON -\$1,117.25; AT&T \$1,362.44; BRIGGS, ERIC L \$1,205.00; BRIGHTLY \$6,802.00; BUCHKI STRUCTURAL ENGINEERING LLC \$2,990.00; CARPETS PLUS COLORTILE \$7,200.00; CARQUEST AUTO PARTS INC. \$787.37; CENTURYLINK \$2,119.05; CERTIFIED LABORATORIES \$1,602.00; COBAN TECHNOLOGIES, INC \$23,170.00; CONRAD & BISCHOFF INC. \$41,036.95; CONVERGEONE, INC \$92,795.25; CORE & MAIN LP \$31,058.00; CUMMINS ROCKY MOUNTAIN LLC \$1,440.00; DELCON INC \$258.75; DELL \$34,464.10; DICK ANDERSON CONSTRUCTION \$34,504.00; DISCOUNT CELL, INC. \$1,357.80; DIVISION OF CHILD SUPPORT ENFORCEMENT \$1,018.46; DLT SOLUTIONS, INC. \$7,964.72; E.R. OFFICE EXPRESS \$113.93; ENERGY LABORATORIES INC. \$1,739.00; ENTERSECT \$1,000.00; EVANS CONSTRUCTION INC \$9,961.44; FINLEY, MILES \$500.00; FIRE SERVICES OF IDAHO \$125.00; FLEETPRIDE \$6,198.57; GE SOFTWARE \$80.00; GILLIG LLC \$5,308.28; GWALTNEY, WOODROW \$155.00; HACH CHEMICAL CO. \$40.87; HD FOWLER COMPANY \$157.20; HIGH COUNTRY LINEN \$139.51; HORSLEY, TODD \$1,734.36; IDAHO FALLS PETERBILT \$657.82; INTERSTATE BATTERY \$991.60; JACKSON CURBSIDE INC. \$1,405.00; JACKSON HOLE NEWS & GUIDE \$2,612.26; JACKSON LUMBER INC \$343.80; JACKSON PAINT AND GLASS, INC. \$1,717.94; JH20 WATER CONDITIONING & FILTRATION \$69.00; KILMER'S BG DISTRIBUTING \$1,884.00; LOCAL GOV'T LIABILITY POOL \$1,000.00; LONG BUILDING TECHNOLOGIES INC. \$313.88; METROQUIP INC \$1,469.58; MSC INDUSTRIAL SUPPLY CO \$722.17; NAPA AUTO PARTS INC. \$786.32; NELSON ENGINEERING \$2,720.00; PEAK WATER SERVICES, LLC \$16,570.87; PREMIER TRUCK- SALT LAKE CITY \$621.85; PREMIER VEHICLE INSTALLATION, INC \$5,452.35; PROTERRA \$6,997.38; QA BALANCE SERVICES INC. \$220.00; RAFTELIS \$1,425.00; RELENTLESS LLC - DESERT SNOW \$649.00; RON'S TOWING \$600.00; RT1 INC \$17.02; SAFELITE FULFILLMENT INC \$525.24; SILVERSTAR \$3,565.91; SNAKE RIVER ROASTING \$54.45; SPRING CREEK ANIMAL HOSPITAL \$1,954.21; TETON COUNTY PUBLIC WORKS \$22,945.74; TETON MOTORS INC \$493.66; TETON RENTAL CENTER \$28.00; THE AFTERMARKET PARTS COMPANY, LLC \$1,960.72; THE LODGE @ JACKSON HOLE \$366.00; TIMBERLINE CONCRETE \$448.50; TMSC LLC \$172.50; UPPER CASE PRINTING INK \$171.18; VALLEY OFFICE SYSTEMS \$549.17; VERIZON WIRELESS \$6,416.23; VISA \$28,109.89; WAMCO LAB, INC. \$180.00; WATKINS, MARK \$76.05; WESTERN STATE \$728.42; WESTWOOD CURTIS \$216,346.68; WY CHILD SUPPORT ENFORCEMENT \$293.52; WYDOT \$10.00; WYOMING DEPARTMENT OF ENVIRONMENTAL QUAL \$1,039.09; WYOMING DEPARTMENT OF HEALTH \$240.00; WYOMING GARAGE DOOR, LLC \$7,752.30; WYOMING LAW ENFORCEMENT ACADEMY \$62.00; Y2 CONSULTANTS, LLC \$1,686.25
- C. **P22-151 Rally for Clean Water Temporary Sign.** To approve temporary banner application (P22-151) for Rally for Clean Water, including the three conditions of approval recommended by the Planning Director in the staff report dated August 1, 2022.
- D. **P22-153 Crossroads Temporary Sign.** To approve temporary banner application (P22-153) for Crossroads, including the three conditions of approval recommended by the Planning Director in the staff report dated August 1, 2022.

- E. **P22-157 Art Fair Jackson Hole Temporary Sign.** To approve temporary banner application (P22-157) for Art Fair Jackson Hole – August, including the three conditions of approval recommended by the Planning Director in the staff report dated August 1, 2022.
- F. **P22-170 PCJH Rummage Sale Temporary Sign.** To approve temporary banner application (P22-170) for PCJH Annual Rummage Sale, including the three conditions of approval recommended by the Planning Director in the staff report dated August 1, 2022.
- G. **Special Event: Torah Parade.** To approve the application from Chabad Lubavitch of Wyoming to host the Torah Processional on Thursday, August 4, 2022, subject to the conditions and restrictions listed in the staff report.
- H. **P22-125 175 E Broadway Shoring Easement.** To approve the Encroachment Agreement between the Town of Jackson and the Jackson Hole Historical Society and Museum to allow the soil nails of a temporary shoring wall to encroach into the Town’s public right-of-way for E Broadway Ave., subject to the recommended conditions listed therein, and upon approval by the Town Engineer and Town Attorney authorize the Mayor to execute all necessary contract Agreements.
- I. **Special Restriction at 850 W Snow King Avenue.** To approve the Amendment and Restatement Special Restrictions for Affordable Ownership Housing Located at 850 W. Snow King Avenue Jackson, Wyoming as presented by staff.
- J. **Professional Consulting Services – McLaurin.** To authorize the Mayor to execute a Professional Consulting Services Agreement with Bob McLaurin as presented.
- K. **Grant Applications: Water and Wastewater Capital Projects.** To direct staff to complete and submit the ARPA grant applications for the recommended projects, and authorize the Mayor to sign the associated Resolution, Certification, and any other documents required for the applications.

There was no public comment. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent and the motion carried unanimously.

BUILD Grant Subrecipient Agreement. Larry Pardee made staff comment. Council held discussion with staff. Anna Olson made public comment. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to approve the BUILD transportation grant subrecipient agreement between the Town of Jackson and Teton County, Wyoming as presented. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent and the motion carried unanimously.

Council recessed at 6:40pm and reconvened at 6:47pm.

A motion was made by Jonathan Schechter and seconded by Arne Jorgensen to direct staff to:

- 1) Work with all project partners to develop a detailed project scope of work reflecting the intent of the BUILD Grant application while minimizing project costs and avoiding material changes to the project; and
- 2) Update Town Council on any significant cost or scope changes in a timely manner.

The vote showed all in favor with Jessica Sell Chambers absent and the motion carried unanimously.

Core Services Vehicle Maintenance Facility GMP Contract. Johnny Ziem and Kelly Thompson made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to 1) Approve the Core Services Vehicle Maintenance Facility Contract with Dick Anderson Construction in the amount of \$29,962,000 and authorize the Mayor to execute all necessary contract agreements; 2) Approve the overall project budget for the Core Services Vehicle Maintenance Facility in the amount of \$32,406,630, including additional appropriations as indicated in this staff report, with a shift of \$700,000 from employee housing to sewer and water utility loans. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent and the motion carried unanimously.

P22-066 Request for a Subdivision Plat at 445 E. Kelly Avenue. Tyler Valentine made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to continue item P22-066 to the regularly scheduled Town Council meeting on September 6, 2022. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried unanimously.

Resolutions. Riley Taylor made staff comment. Council held discussion with staff. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to approve Resolution 22-17, a Resolution accepting and approving the FAA Grant Agreement to Rehabilitate Taxiway A and Construct Deicing Pad Access Taxiway (Phase I – Design) at the Jackson Hole Airport, thereby approving the accepting FAA Grant No. 3-56-0014-071-2022. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent and the motion carried unanimously.

RESOLUTION 22-17

A RESOLUTION PROVIDING APPROVAL FOR A GRANT FOR
REHABILITATE TAXIWAY A and CONSTRUCT DEICING PAD ACCESS TAXIWAY
(PHASE 1- DESIGN)
AIP GRANT NO. 3-56-0014-071-2022

WHEREAS, the Jackson Hole Airport Board (the “Board”) was organized as an airport board on January 17, 1968 pursuant to Wyoming Statute §10-5-202; is deemed a joint power board pursuant to Wyoming Statute §16-1-105; and is the owner and operator of a public use airport known as the Jackson Hole Airport (“Airport”); and

WHEREAS, as such the Board is authorized to receive grants from the Federal Aviation Administration (“FAA”) for planning and/or improvements to the Airport; and

WHEREAS, the Board has received a grant offer from FAA to “Rehabilitate Taxiway A and Construct Deicing Pad Access Taxiway (Phase I - Design)” at the Airport in the maximum amount of \$839,052, and the Board desires to accept such grant; and

WHEREAS, the FAA requires a resolution of approval from the Town of Jackson, as co-sponsor, in order for the Airport to receive such a grant.

NOW, THEREFORE, be it resolved by the Town Council of the Town of Jackson, Wyoming that it hereby provides approval for the Board to accept FAA AIP Grant Number 3-56-0014-071-2022 in the maximum amount of \$839,052 for the purpose of “Rehabilitate Taxiway A and Construct Deicing Pad Access Taxiway (Phase I),” as more fully described in the Project Application.

This Resolution shall become effective upon adoption.

PASSED, APPROVED, AND ADOPTED this 1st day of August 2022

Ordinances. A motion was made by Jonathan Schechter and seconded by Arne Jorgensen to read the ordinances in short title. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent and the motion carried unanimously.

Ordinance N: An Ordinance Amending the Official Zoning District Map to Change the Zoning Designation of 460 East Broadway Avenue

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1074 (PART), 1077, 1078, 1082, 1088, 1099, 1117, 1120, 1131, 1133, 1135, 1156, 1168, 1178, 1184, 1197, 1207, 1239, 1240, 1241, 1244, AND 1251; SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND AMENDING THE TOWN OF JACKSON OFFICIAL ZONING DISTRICT MAP TO CHANGE THE CURRENT ZONING DESIGNATION OF 1.67 ACRES OF LAND

ADDRESSED AS 460 EAST BROADWAY AVENUE AND CURRENTLY ZONED NEIGHBORHOOD MEDIUM DENSITY-2 TO PUBLIC/SEMI-PUBLIC (P22-053); AND ESTABLISHING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED THAT:

There was no public comment. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to approve Ordinance N on second reading. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent and the motion carried unanimously.

Matters from Mayor and Council.

PC/BOA Reappointments. Mayor Morton Levinson spoke in favor of reappointing current board members. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to consent to the reappoint of Anne Schuler and Abigail Petri to the Planning Commission/Board of Adjustment for three-year terms, expiring July 31, 2025. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent and the motion carried unanimously.

Mayor Morton Levinson appointed Anne Schuler and Abigail Petri to the Planning Commission/Board of Adjustment for three-year terms, expiring July 31, 2025.

BOE Reappointments. Mayor Morton Levinson spoke in favor of reappointing current board members. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to consent to the reappointment of Kasey Mateosky, Katie Wilson, and Tyson Slater to the Board of Examiners for two-year terms, all of which shall expire July 30, 2024. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent and the motion carried unanimously.

Mayor Morton Levinson appointed Kasey Mateosky, Katie Wilson, and Tyson Slater to the Board of Examiners for two-year terms, all of which shall expire July 30, 2024.

Town Manager's Report. Larry Pardee made staff comment. Council held discussion with staff. The report contained an update on an additional cost of living increase for staff and the summer part-time assistance program. A motion was made by Jonathan Schechter and seconded by Arne Jorgensen to approve the Town Manager's report. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent and the motion carried unanimously.

Recess to Executive Session. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to recess to executive session to consider matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party in accordance with Wyoming Statute 16-4-405(a)(iii). Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers and the motion carried unanimously.

A motion was Arne Jorgensen and seconded by Jonathan Schechter made by to direct the Town Attorney to engage in settlement negotiations with the representatives of Nicholas Rians. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried unanimously.

Adjourn. A motion was made by Joonathan Schechter and seconded by Arne Jorgensen to adjourn the meeting. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried unanimously. The meeting adjourned at 8:06 p.m. Minutes: rt

TOWN OF JACKSON

ATTEST:

Hailey Morton Levinson, Mayor

Riley Taylor, Town Clerk

Publish JH News & Guide: August 10, 2022

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
328	842-NCBERS GROUP WYOMIN	842082022	PAYROLL DEDUCTIONS	07/05/2022	96.00	96.00	08/08/2022
Total 328:					96.00	96.00	
51	ACE HARDWARE	785659	QUICK LINK CHAIN	06/10/2022	10.98	.00	
51	ACE HARDWARE	787625	TOASTER 2 SLICE XWIDE SLT	06/24/2022	59.98	.00	
51	ACE HARDWARE	787626	RETURN: TOAST 2 SLICE WIDE	06/24/2022	59.98-	.00	
51	ACE HARDWARE	789944	8X3/4 TRUSS LATH SD SCREW	07/12/2022	9.29	.00	
51	ACE HARDWARE	789993	BARREL BOLT HD 6" AN	07/12/2022	11.99	.00	
51	ACE HARDWARE	790072	BATTERY ALKLINE 9V DURA	07/13/2022	9.99	.00	
51	ACE HARDWARE	790164	RETURN: BARREL BOLT HD 6"	07/13/2022	11.99-	.00	
51	ACE HARDWARE	790166	INSECT KILLR INDOOR 1GAL	07/13/2022	11.99	.00	
51	ACE HARDWARE	790197	STIHL FILE, BATTERY PACK	07/14/2022	165.98	.00	
51	ACE HARDWARE	790297	KEY STEM 4WAY, ELBOW 90 3/4	07/14/2022	16.78	.00	
51	ACE HARDWARE	790345	RSTP SPRY ACE	07/15/2022	7.49	.00	
51	ACE HARDWARE	790720	COMPRESSION CAP 1/2" LF, NI	07/18/2022	8.48	.00	
51	ACE HARDWARE	790730	BAT PRY 12-1/2" WONDER	07/18/2022	11.99	.00	
51	ACE HARDWARE	790870	ROLLR COVER SUPRM, ALEX F	07/19/2022	42.40	.00	
51	ACE HARDWARE	790909	NAIL 4D COMN BRT 1#	07/19/2022	6.99	.00	
51	ACE HARDWARE	791172	NAIL 4D COMN BRT 1#	07/21/2022	6.99	.00	
51	ACE HARDWARE	791198	PUSH BROOM POLY HD 36"	07/21/2022	89.98	.00	
51	ACE HARDWARE	791418	DUSPTAN LOBBY PRO 12-1/2, B	07/22/2022	42.98	.00	
51	ACE HARDWARE	791556	CLEANR GLAS19OZ SPRAYWAY	07/24/2022	13.47	.00	
51	ACE HARDWARE	791891	SAW HACK ECONOMY 10" ACE	07/26/2022	12.99	.00	
51	ACE HARDWARE	791913	SAW HOLE 1-1/4" W/ARB ACE	07/26/2022	14.99	.00	
51	ACE HARDWARE	791972	WASH WINDSHILED GAL ACE, P	07/27/2022	374.79	.00	
51	ACE HARDWARE	792092	RETURN: SAW HOLE 1-1/4" W/A	07/28/2022	14.99-	.00	
51	ACE HARDWARE	792096	HOLE SAW 1" W/ARBOR ACE, 1/	07/28/2022	8.29	.00	
51	ACE HARDWARE	792106	3/8-16 WELL NUT, 5/16-18 WELL	07/28/2022	8.68	.00	
51	ACE HARDWARE	792181	CIRC SWBLD 6	07/28/2022	14.99	.00	
51	ACE HARDWARE	792335	NAIL 4D COMN BRT 1#	07/29/2022	6.99	.00	
51	ACE HARDWARE	792607	HX BOLT USS	08/01/2022	.27	.00	
51	ACE HARDWARE	792758	STEP STOOL	08/02/2022	39.99	.00	
51	ACE HARDWARE	792812	BULB FL UBND T12	08/03/2022	89.95	.00	
51	ACE HARDWARE	792816	NAOL 4D COMN BRT, CAULK DF	08/03/2022	33.96	.00	
51	ACE HARDWARE	793076	RETURN: CAULK DFLEX230, NA	08/04/2022	24.97-	.00	
51	ACE HARDWARE	793081	LUBRICANT SYNTHETIC, BUL	08/04/2022	68.96	.00	
Total 51:					1,090.67	.00	
21	ADVANCED INDUSTRIAL SUPPL	5248287	VEST TRAFFIC KISHIGO	07/07/2022	43.11	.00	
21	ADVANCED INDUSTRIAL SUPPL	5248997	VEST TRAFFIC KISHIGO	07/19/2022	50.95	.00	
21	ADVANCED INDUSTRIAL SUPPL	5248998	VEST TRAFFIC KISHIGO	07/19/2022	35.43	.00	
Total 21:					129.49	.00	
4730	ADVANCED PUMP & EQUIPMEN	INVAPE12544	2-WIRE SEAL PRIOBE- GRP 50'	07/20/2022	344.50	.00	
Total 4730:					344.50	.00	
2269	AFLAC	285880	ACCOUNT #y9599	07/25/2022	2,534.68	2,534.68	08/05/2022

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 2269:					2,534.68	2,534.68	
6686	Allegiance Benefit Plan Manage, I	07252022	claims 07.25.22	07/25/2022	52,433.70	52,433.70	07/28/2022
6686	Allegiance Benefit Plan Manage, I	080122	August premium	08/01/2022	59,609.94	59,609.94	08/01/2022
6686	Allegiance Benefit Plan Manage, I	080422	claims 08.01.22	08/04/2022	30,719.18	30,719.18	08/05/2022
Total 6686:					142,762.82	142,762.82	
3213	ALTA PLANNING & DESIGN	22-047-5	SCOTT AND GILL INTERSECTIO	08/09/2022	4,448.00	.00	
Total 3213:					4,448.00	.00	
5726	AMAZON	1D6L-Y7TM-9P	USB C CAR CHARGERS	11/17/2021	322.30	.00	
5726	AMAZON	1P1V-LV9K-D6	USB-C CABLE	11/04/2021	147.76	.00	
5726	AMAZON	1XCM-NRH6-9	CALIBRITE COLOR	11/05/2021	314.00	.00	
5726	AMAZON	1Y91-RLRJ-LY	GLYPHOSATE 4+ HERBICIDE, V	07/14/2022	252.89	.00	
Total 5726:					1,036.95	.00	
18	AMERICAN PLANNING ASSOCI	335368-2273	APA MEMBERSHIP-OBINGER	07/06/2022	129.00	.00	
Total 18:					129.00	.00	
4078	AQUASHIELD, INC	00297-M4	PROJ: 297- 4" PERLITE REPLAC	08/09/2022	1,280.00	.00	
4078	AQUASHIELD, INC	00328A-M1	PROJ: 00328a- 4" PERLITE REP	08/09/2022	12,960.00	.00	
Total 4078:					14,240.00	.00	
3487	ARCHITECTURAL BUILDING SU	71355944	ALUM DOOR EXIT REPAIR KIT	07/12/2022	205.97	.00	
Total 3487:					205.97	.00	
7027	ARISTORENAS, MARIA	072822	EQUITY TASK FORCE JULY	07/28/2022	450.00	.00	
Total 7027:					450.00	.00	
7028	BADILLO, MARCELA	072822	EQUITY TASK FORCE JULY	07/28/2022	450.00	.00	
Total 7028:					450.00	.00	
7033	BERGMAN, PIERRE	072822	EQUITY TASK FORCE JULY	07/28/2022	450.00	.00	
Total 7033:					450.00	.00	
6583	BESTDRIVE IDAHO FALLS	29002980	12R22.5 ST909 28/32	04/11/2022	3,000.00	.00	
6583	BESTDRIVE IDAHO FALLS	29003302	275/70R22.5 HYBRID HD3, 12R2	07/27/2022	4,263.96	.00	
Total 6583:					7,263.96	.00	
4774	BIG R RANCH & HOME	1565209	HARDWARE	06/21/2022	16.55	.00	
4774	BIG R RANCH & HOME	1566597	HARDWARE	06/28/2022	4.00	.00	
4774	BIG R RANCH & HOME	1566748	CINCH PANTS	06/28/2022	49.99	.00	
4774	BIG R RANCH & HOME	1567878	WYOMING STATE FLAG 3X5	07/05/2022	79.98	.00	
Total 4774:					150.52	.00	
3500	BISON LUMBER	207-786950	10X4 BRONZE STAR DRIVE SC	07/21/2022	167.74	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3500	BISON LUMBER	2207-787473	15X4" CONSTRUCTION LAG SC	07/27/2022	110.75	.00	
	Total 3500:				278.49	.00	
4485	BLISS CARGO	15471	SHIPPING	07/10/2022	39.09	.00	
	Total 4485:				39.09	.00	
1560	BLUE SPRUCE CLEANERS,INC	080122	DRY CLEANING PD	08/01/2022	198.37	.00	
	Total 1560:				198.37	.00	
6727	BRIGGS, ERIC L	15729	AMERICAN EAGLE	07/07/2022	299.95	.00	
	Total 6727:				299.95	.00	
7077	BURKHOLDER, SHAWN	080922	130 E KELLY RENT	08/09/2022	2,864.52	.00	
7077	BURKHOLDER, SHAWN	080922	130 E KELLY DEPOSIT	08/09/2022	3,700.00	.00	
	Total 7077:				6,564.52	.00	
7074	CANO, JUAN	080822	BAIL BOND REFUND	08/08/2022	240.00	240.00	08/08/2022
	Total 7074:				240.00	240.00	
5	CARQUEST AUTO PARTS INC.	6090-574735	SEVER GEAR 75W-140	06/28/2022	53.42	.00	
5	CARQUEST AUTO PARTS INC.	6090-577965	RELAY	07/22/2022	17.95	.00	
	Total 5:				71.37	.00	
102	CASELLE INC.	118703	CONTRACT SUPPORT	08/01/2022	1,867.00	.00	
	Total 102:				1,867.00	.00	
10	CASH	080322	petty cash	08/03/2022	32.95	32.95	08/03/2022
10	CASH	080322	petty cash	08/03/2022	94.80	94.80	08/03/2022
10	CASH	080322	petty cash	08/03/2022	51.00	51.00	08/03/2022
	Total 10:				178.75	178.75	
69	COMMUNITY ENTRY SERVICES	071322	1ST QUARTER PAYMENT	07/13/2022	32,500.00	.00	
	Total 69:				32,500.00	.00	
4887	CONTROL SYSTEM TECHNOLO	10510	PO: SPRING GULCH LIFT STATI	07/12/2022	967.50	.00	
	Total 4887:				967.50	.00	
7030	DAY, JEAN	072822	EQUITY TASK FORCE JULY	07/28/2022	450.00	.00	
	Total 7030:				450.00	.00	
148	DELL	10603162164	Monitors. Budgeted.	07/28/2022	9,125.74	.00	
148	DELL	10604215576	VLA ACROBAT	08/02/2022	13,814.30	.00	
	Total 148:				22,940.04	.00	
2175	DIVISION OF VICTIM SERVICES	080222	Crime Victim SurchAGE	08/02/2022	350.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 2175:					350.00	.00	
2934	DLT SOLUTIONS, INC.	SI573115	IMAGINIT SUPPORT	07/27/2022	375.00	.00	
Total 2934:					375.00	.00	
2798	DPC INDUSTRIES, INC.	727000072-22	chlorine	07/07/2022	3,442.78	.00	
Total 2798:					3,442.78	.00	
3408	E.R. OFFICE EXPRESS	19473	PAPER	05/05/2022	116.80	.00	
3408	E.R. OFFICE EXPRESS	19520	Office Supplies	05/16/2022	146.52	.00	
3408	E.R. OFFICE EXPRESS	19544	PACKING TAPE	05/19/2022	25.21	.00	
Total 3408:					288.53	.00	
6092	ENERGY 1	476486	INFLUENT, EFFLUENT	06/02/2022	169.00	.00	
Total 6092:					169.00	.00	
1134	ENERGY LABORATORIES INC.	490033	IOC AND VOC	07/28/2022	1,242.00	.00	
1134	ENERGY LABORATORIES INC.	490034	INFLUENT, EFFLUENT	07/28/2022	169.00	.00	
Total 1134:					1,411.00	.00	
6552	ETNA TRADE PARK LLC	080822	SEPTEMBER RENT	08/08/2022	3,230.00	.00	
Total 6552:					3,230.00	.00	
4294	FIRE SERVICES OF IDAHO	12471521	ANNUAL ALARM	07/15/2022	360.00	.00	
4294	FIRE SERVICES OF IDAHO	12471523	ANNUAL ALARM	07/15/2022	360.00	.00	
4294	FIRE SERVICES OF IDAHO	12471524	ANNUAL ALARM	07/15/2022	360.00	.00	
4294	FIRE SERVICES OF IDAHO	12471525	ANNUAL ALARM	07/15/2022	360.00	.00	
4294	FIRE SERVICES OF IDAHO	12471526	ANNUAL ALARM	07/15/2022	360.00	.00	
4294	FIRE SERVICES OF IDAHO	12471527	TOWN HALL: ANNUAL ALARM M	07/15/2022	360.00	.00	
Total 4294:					2,160.00	.00	
2549	FIRST TRANSIT	11819265	CONTRACT SERVICES	07/27/2022	5,434.36	.00	
2549	FIRST TRANSIT	11819265	CONTRACT SERVICES	07/27/2022	9,653.42	.00	
Total 2549:					15,087.78	.00	
668	FREEDOM MAILING SERVICE I	43441	UTILITY BILLING	08/03/2022	995.87	.00	
668	FREEDOM MAILING SERVICE I	43441	UTILITY BILLING	08/03/2022	893.56	.00	
Total 668:					1,889.43	.00	
7034	FRITTS, JASON	072822	EQUITY TASK FORCE JULY	07/28/2022	450.00	.00	
Total 7034:					450.00	.00	
6126	GARMIN USA	DL24465854	SERVICES	07/27/2022	65.95	.00	
Total 6126:					65.95	.00	
6957	GERTA LLC	080822	SEPTEMBER RENT	08/08/2022	2,400.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6957:					2,400.00	.00	
4988	HD FOWLER COMPANY	I6156795	MISC PARTS	07/19/2022	4,805.06	.00	
Total 4988:					4,805.06	.00	
7031	HERNANDEZ, BRANDON	072822	EQUITY TASK FORCE JULY	07/28/2022	450.00	.00	
Total 7031:					450.00	.00	
96	HIGH COUNTRY LINEN	0323662	UNIFORMS: WATER	06/30/2022	17.21	.00	
96	HIGH COUNTRY LINEN	0323662	UNIFORMS: STREET	06/30/2022	23.26	.00	
96	HIGH COUNTRY LINEN	0323662	UNIFORMS: ADMIN	06/30/2022	5.56	.00	
96	HIGH COUNTRY LINEN	0323662	BUILDING MAINT: SHOP SUPPLI	06/30/2022	6.85	.00	
96	HIGH COUNTRY LINEN	0323662	UNIFORMS: FACILITY	06/30/2022	6.65	.00	
96	HIGH COUNTRY LINEN	0323662	UNIFORMS: SEWER	06/30/2022	13.30	.00	
96	HIGH COUNTRY LINEN	0323662	UNIFORMS: FLEET	06/30/2022	32.63	.00	
96	HIGH COUNTRY LINEN	0323662	BUILDING MAINT: PW- MATS,TO	06/30/2022	145.82	.00	
96	HIGH COUNTRY LINEN	0323662	UNIFORMS: WWTP	06/30/2022	17.20	.00	
96	HIGH COUNTRY LINEN	0323662	UNIFORMS: ADMIN	06/30/2022	4.42	.00	
96	HIGH COUNTRY LINEN	0325016	MATS	07/07/2022	12.46	.00	
96	HIGH COUNTRY LINEN	0325016	MATS	07/07/2022	17.20	.00	
96	HIGH COUNTRY LINEN	0325016	MATS	07/07/2022	6.85	.00	
96	HIGH COUNTRY LINEN	0325016	MATS	07/07/2022	6.65	.00	
96	HIGH COUNTRY LINEN	0325016	MATS	07/07/2022	32.63	.00	
96	HIGH COUNTRY LINEN	0325016	MATS	07/07/2022	4.42	.00	
96	HIGH COUNTRY LINEN	0325016	MATS	07/07/2022	17.21	.00	
96	HIGH COUNTRY LINEN	0325016	MATS	07/07/2022	23.26	.00	
96	HIGH COUNTRY LINEN	0325016	MATS	07/07/2022	5.56	.00	
96	HIGH COUNTRY LINEN	0325016	MATS	07/07/2022	13.30	.00	
96	HIGH COUNTRY LINEN	0326178	BUILDING MAINT: WWTP- BAGS	07/13/2022	76.64	.00	
96	HIGH COUNTRY LINEN	0326832	MATS	07/15/2022	297.89	.00	
96	HIGH COUNTRY LINEN	0327588	MATS @ SHELTER	07/20/2022	81.85	.00	
96	HIGH COUNTRY LINEN	0327679	MATS @ START	07/20/2022	250.53	.00	
96	HIGH COUNTRY LINEN	0328494	MATS	07/25/2022	16.05	.00	
96	HIGH COUNTRY LINEN	0328496	MATS	07/25/2022	52.87	.00	
96	HIGH COUNTRY LINEN	S0318507	SIERRA, URINAL BLACK, SOAP, P	06/02/2022	498.08	.00	
96	HIGH COUNTRY LINEN	S0319322	BUILDING MAINT: SCOT MF TO	06/07/2022	97.86	.00	
96	HIGH COUNTRY LINEN	S0320062	BUILDING MAINT: SI-FERRIAN-	06/10/2022	277.28	.00	
96	HIGH COUNTRY LINEN	S0323384	BUILDING MAINT: SI-FERRIAN-	06/28/2022	61.10	.00	
96	HIGH COUNTRY LINEN	S0323395	BUILDING MAINT: SI-FERRIAN-	06/28/2022	412.38	.00	
96	HIGH COUNTRY LINEN	S0324682	HYKI RAPID	07/05/2022	11.55	.00	
96	HIGH COUNTRY LINEN	S0324682	HYKI RAPID	07/05/2022	.40-	.00	
96	HIGH COUNTRY LINEN	S0326384	MOP, TOWELS, GLASS CLEANER	07/14/2022	600.00	.00	
Total 96:					3,146.12	.00	
6455	HIRST APPLGATE, LLP	210325	3CREEK	08/04/2022	194.00	.00	
Total 6455:					194.00	.00	
6041	HOLE FOOD RESCUE	072622	1st QUARTER PAYMENT	07/26/2022	5,000.00	.00	
Total 6041:					5,000.00	.00	
6747	HR 28 LLC	080922	445 VINE SECUIY DEPOSIT	08/09/2022	5,800.00	.00	
6747	HR 28 LLC	080922	445 VINE MASTER LEASE	08/09/2022	2,900.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6747:					8,700.00	.00	
36	IDAHO STATE TAX COMMISSIO	08052022	JULY WITHHOLDINGS	08/05/2022	4,559.00	4,559.00	08/05/2022
Total 36:					4,559.00	4,559.00	
7075	INTERMOUNTAIN WORKMED	3335959-SL	PRE EMPLOYMENT DRUG TES	06/10/2022	15.00	.00	
Total 7075:					15.00	.00	
618	IPRO TECH, LLC	INV35891	Annual ZyLAB maintenance	05/10/2022	5,946.93	.00	
Total 618:					5,946.93	.00	
6954	IVY OUTDOOR SERVICES LLC	00000007	TRASH REMOVAL 2 START	07/01/2022	1,755.00	.00	
Total 6954:					1,755.00	.00	
6477	Jackson Hole Childrens Museum	052522	4TH QUARTER	05/25/2022	3,920.00	.00	
Total 6477:					3,920.00	.00	
858	JACKSON HOLE COMMUNITY H	080222	1ST QUARTER PAYMENT	08/02/2022	12,500.00	.00	
Total 858:					12,500.00	.00	
6474	JACKSON HOLE LAW, PC	1638	LEGAL SERVICES JULY	07/31/2022	3,006.00	.00	
Total 6474:					3,006.00	.00	
131	JACKSON HOLE NEWS & GUID	334479	AD#400899	12/29/2021	953.33	.00	
131	JACKSON HOLE NEWS & GUID	334480	AD#400901	12/29/2021	68.40	.00	
131	JACKSON HOLE NEWS & GUID	334482	AD#400902	12/29/2021	68.40	.00	
131	JACKSON HOLE NEWS & GUID	341826	AD#407565	07/13/2022	36.00	.00	
131	JACKSON HOLE NEWS & GUID	342054	AD#407842	07/20/2022	36.00	.00	
131	JACKSON HOLE NEWS & GUID	342055	AD#407841	07/20/2022	40.50	.00	
131	JACKSON HOLE NEWS & GUID	342129	AD#408040	07/27/2022	481.50	.00	
131	JACKSON HOLE NEWS & GUID	342130	D#407843	07/27/2022	90.00	.00	
131	JACKSON HOLE NEWS & GUID	342131	AD#408041	07/27/2022	81.00	.00	
131	JACKSON HOLE NEWS & GUID	342132	AD#407966	07/27/2022	451.60	.00	
131	JACKSON HOLE NEWS & GUID	342238	AD#408072	07/27/2022	410.40	.00	
131	JACKSON HOLE NEWS & GUID	342357	AD#407967	07/31/2022	559.44	.00	
131	JACKSON HOLE NEWS & GUID	342733	AD#408485	08/03/2022	410.40	.00	
131	JACKSON HOLE NEWS & GUID	342734	AD#408486	08/03/2022	410.40	.00	
Total 131:					4,097.37	.00	
5084	JACKSON HOLE SECURITY, LL	11656	JUNE SERVICES	05/01/2022	1,000.00	.00	
5084	JACKSON HOLE SECURITY, LL	11688	JULY 2022 ALARM RESPONSE-	06/01/2022	1,000.00	.00	
5084	JACKSON HOLE SECURITY, LL	11713	alarm response	07/01/2022	1,000.00	.00	
Total 5084:					3,000.00	.00	
114	JACKSON LUMBER INC	0000788965-0	SEELCT STRUCTURAL	07/13/2022	16.05	.00	
114	JACKSON LUMBER INC	0000789798-0	BLUE MASKING TAPE	07/15/2022	5.77	.00	
114	JACKSON LUMBER INC	0000790367-0	RED CEDAR	07/18/2022	1,506.34	.00	
114	JACKSON LUMBER INC	0000790888-0	TORX BOX	07/19/2022	298.97	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
114	JACKSON LUMBER INC	0000791238-0	HENRY CARPET AND SHEET VI	07/19/2022	19.86	.00	
114	JACKSON LUMBER INC	0000791431-0	FIISH NAILS	07/20/2022	1.58	.00	
114	JACKSON LUMBER INC	0000793719-0	LAG SCREWS	07/27/2022	54.39	.00	
114	JACKSON LUMBER INC	0000794308-0	BLANK COVER	07/28/2022	2.18	.00	
114	JACKSON LUMBER INC	0000794403-0	SELECT STRUCTURAL	07/29/2022	2,173.14	.00	
Total 114:					4,078.28	.00	
7080	KLUS, TOMA	072022	CDL REIMBURSE	07/20/2022	45.00	.00	
7080	KLUS, TOMA	072022	DOT PHYSICAL REIMBURSE	07/20/2022	155.00	.00	
Total 7080:					200.00	.00	
7029	KRUEGER, ERICA JADE	072822	EQUITY TASK FORCE JULY	07/28/2022	450.00	.00	
Total 7029:					450.00	.00	
6926	LEGACY PHILANTHROPY WOR	TOJ2022-4	CONSULT SURVEY	07/01/2022	500.00	.00	
Total 6926:					500.00	.00	
5691	LEPCO	49119	CAR WASH CHARGES	08/03/2022	17.53	.00	
Total 5691:					17.53	.00	
156	LOWER VALLEY ENERGY INC	92050-002 07-	3150 S ADAMS CANYON DR, JA	07/29/2022	212.13	.00	
156	LOWER VALLEY ENERGY INC	92050-003 07-	SPRUCE DR PUMP HOUSE, JA	07/29/2022	409.22	.00	
156	LOWER VALLEY ENERGY INC	92050-008 07-	CEMETERY, JACKSON, WY 20	07/29/2022	28.72	.00	
156	LOWER VALLEY ENERGY INC	92050-010 07-	ELY SPRINGS RD WELL 6,7,8, J	07/29/2022	5,304.06	.00	
156	LOWER VALLEY ENERGY INC	92050-014 07-	135 E BROADWAY AVE HEAT TA	07/29/2022	17.92	.00	
156	LOWER VALLEY ENERGY INC	92050-017 07-	WASTE WATER TRTMT INTERM	07/29/2022	16.00	.00	
156	LOWER VALLEY ENERGY INC	92050-019 07-	RANGEVIEW DR LIFT PUMP CO	07/29/2022	58.90	.00	
156	LOWER VALLEY ENERGY INC	92050-021 07-	150 E PEARL AVE, JACKSON, W	07/29/2022	1,007.28	.00	
156	LOWER VALLEY ENERGY INC	92050-024 07-	1605 BERGER LN SEWER LIFT	07/29/2022	18.83	.00	
156	LOWER VALLEY ENERGY INC	92050-025 07-	450 W SNOW KING AVE NEW S	07/29/2022	499.89	.00	
156	LOWER VALLEY ENERGY INC	92050-026 07-	450 W SNOW KING AVE SHOP, J	07/29/2022	111.90	.00	
156	LOWER VALLEY ENERGY INC	92050-044 07-	SNOW KING ESTATES BOOSTE	07/29/2022	459.80	.00	
156	LOWER VALLEY ENERGY INC	92050-047 07-	WASTE WATER TRTMT UV BLD	07/29/2022	16.00	.00	
156	LOWER VALLEY ENERGY INC	92050-049 07-	WASTE WATER TRTMT PTB 545	07/29/2022	11,343.52	.00	
156	LOWER VALLEY ENERGY INC	92050-050 07-	2 MG TANK, JACKSON, WY 200	07/29/2022	17.72	.00	
156	LOWER VALLEY ENERGY INC	92050-051 07-	WELL #5 KARNs MEADOW DR,	07/29/2022	3,415.37	.00	
156	LOWER VALLEY ENERGY INC	92050-052 07-	675 E BROADWAY AVE WELL #1	07/29/2022	3,724.04	.00	
156	LOWER VALLEY ENERGY INC	92050-053 07-	WELLS #2 & #3, JACKSON, WY	07/29/2022	2,171.10	.00	
156	LOWER VALLEY ENERGY INC	92050-054 07-	CITY WELL ELK REF 1, JACKSO	07/29/2022	6.34	.00	
156	LOWER VALLEY ENERGY INC	92050-055 07-	CITY WELL ELK REF 2, JACKSO	07/29/2022	6.34	.00	
156	LOWER VALLEY ENERGY INC	92050-056 07-	CITY WELL ELK REF 3, JACKSO	07/29/2022	7.81	.00	
156	LOWER VALLEY ENERGY INC	92050-059 07-	440 W SNOW KING AVE POLICE	07/29/2022	6.34	.00	
156	LOWER VALLEY ENERGY INC	92050-060 07-	400 W SNOW KING AVE S GAR,	07/29/2022	47.21	.00	
156	LOWER VALLEY ENERGY INC	92050-061 07-	400 W SNOW KING AVE PUBLIC	07/29/2022	149.35	.00	
156	LOWER VALLEY ENERGY INC	92050-074 07-	CRABTREE LN THAW WELL #2,	07/29/2022	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-078 07-	145 W HANSEN AVE FRONT, JA	07/29/2022	71.57	.00	
156	LOWER VALLEY ENERGY INC	92050-079 07-	145 W HANSEN AVE BACK, JAC	07/29/2022	76.84	.00	
156	LOWER VALLEY ENERGY INC	92050-082 07-	400 W SNOW KING AVE E STOR	07/29/2022	36.99	.00	
156	LOWER VALLEY ENERGY INC	92050-090 07-	955 MAPLE WAY, JACKSON, WY	07/29/2022	53.41	.00	
156	LOWER VALLEY ENERGY INC	92050-092 07-	3150 S ADAMS CANYON DR ANI	07/29/2022	39.32	.00	
156	LOWER VALLEY ENERGY INC	92050-102 07-	145 W HANSEN AVE FRONT, JA	07/29/2022	22.39	.00	
156	LOWER VALLEY ENERGY INC	92050-105-382	MULTIPLE STREET LIGHTS	07/29/2022	2,784.38	.00	
156	LOWER VALLEY ENERGY INC	92050-106 07-	940 SIMON LN, JACKSON, WY	07/29/2022	53.17	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-114 07-2	210 N CACHE ST HOME RANCH	07/29/2022	440.25	.00	
156	LOWER VALLEY ENERGY INC	92050-126 07-	SPRING WATER LN LIFT STATIO	07/29/2022	32.68	.00	
156	LOWER VALLEY ENERGY INC	92050-127 07-	3337 S CODY CREEK DR LIFT S	07/29/2022	271.55	.00	
156	LOWER VALLEY ENERGY INC	92050-131 07-	195 E DELONEY AVE RESTROO	07/29/2022	111.90	.00	
156	LOWER VALLEY ENERGY INC	92050-132 07-	160 S MILLWARD ST PARKING	07/29/2022	916.14	.00	
156	LOWER VALLEY ENERGY INC	92050-134 07-	160 S MILLWARD ST PARKING	07/29/2022	6.34	.00	
156	LOWER VALLEY ENERGY INC	92050-334 07-	JOSEPHINE LOOP LOT 15 LIFT	07/29/2022	82.16	.00	
156	LOWER VALLEY ENERGY INC	92050-341 07-	210 N CACHE ST HOME RANCH	07/29/2022	45.75	.00	
156	LOWER VALLEY ENERGY INC	92050-345 07-	930 SIMON LN, JACKSON, WY	07/29/2022	42.76	.00	
156	LOWER VALLEY ENERGY INC	92050-356 07-	55 KARNs MEADOW DR START	07/29/2022	169.78	.00	
156	LOWER VALLEY ENERGY INC	92050-357 07-	55 KARNs MEADOW DR START	07/29/2022	4,592.47	.00	
156	LOWER VALLEY ENERGY INC	92050-359 07-	MILLER PARK PARKING LOT CH	07/29/2022	103.63	.00	
156	LOWER VALLEY ENERGY INC	92050-361 07-	625 W BROADWAY AVE NEW P	07/29/2022	21.41	.00	
156	LOWER VALLEY ENERGY INC	92050-363 07-	455 VINE ST UTIL, JACKSON, W	07/29/2022	43.51	.00	
156	LOWER VALLEY ENERGY INC	92050-364 07-	65 VIRGINIAN LN #5, JACKSON,	07/29/2022	35.44	.00	
156	LOWER VALLEY ENERGY INC	92050-365 07-	65 VIRGINIAN LN #7, JACKSON,	07/29/2022	51.43	.00	
156	LOWER VALLEY ENERGY INC	92050-367 07-	455 VINE ST APT #3, JACKSON,	07/29/2022	39.85	.00	
156	LOWER VALLEY ENERGY INC	92050-368 07-	455 VINE ST APT #4, JACKSON,	07/29/2022	50.31	.00	
156	LOWER VALLEY ENERGY INC	92050-370 07-	2022 WILDFLOWER CT, JACKS	07/29/2022	12.18	.00	
156	LOWER VALLEY ENERGY INC	92050-371 07-	2022 WILDFLOWER CT, JACKS	07/29/2022	41.03	.00	
156	LOWER VALLEY ENERGY INC	92050-374 07-	455 VINE ST APT #1, JACKSON,	07/29/2022	38.42	.00	
156	LOWER VALLEY ENERGY INC	92050-375 07-	155 E PEARL AVE, JACKSON, W	07/29/2022	23.81	.00	
156	LOWER VALLEY ENERGY INC	92050-376 07-	149 E PEARL AVE, JACKSON, W	07/29/2022	55.02	.00	
156	LOWER VALLEY ENERGY INC	92050-378 07-	145 E PEARL AVE #A EAST, JAC	07/29/2022	26.45	.00	
156	LOWER VALLEY ENERGY INC	92050-381 07-	915 SIMON LN, JACKSON, WY	07/29/2022	88.36	.00	
156	LOWER VALLEY ENERGY INC	92050-383 07-	SNOW KING DR WATER TANK C	07/29/2022	17.60	.00	
156	LOWER VALLEY ENERGY INC	92050-385 07-	85 N SPRING GULCH RD SPRIN	07/29/2022	260.40	.00	
156	LOWER VALLEY ENERGY INC	92050-388 07-	121 SHERWOOD CT BLDG 2 BU	07/29/2022	25.34	.00	
156	LOWER VALLEY ENERGY INC	92050-389 07-	1640 MARTIN LN LIFT STATION,	07/29/2022	20.96	.00	
156	LOWER VALLEY ENERGY INC	92050-390 07-	400 W SNOW KING AVE HOUSI	07/29/2022	155.19	.00	
156	LOWER VALLEY ENERGY INC	92050-391 07-	400 W SNOW KING AVE PARK M	07/29/2022	50.12	.00	
156	LOWER VALLEY ENERGY INC	92050-392 07-	400 W SNOW KING AVE ADMIN,	07/29/2022	269.61	.00	
156	LOWER VALLEY ENERGY INC	92050-393 07-	400 W SNOW KING AVE EMPLO	07/29/2022	279.95	.00	
156	LOWER VALLEY ENERGY INC	92050-395 07-	145 E PEARL AVE #C LOFT, JAC	07/29/2022	34.60	.00	
156	LOWER VALLEY ENERGY INC	92050-396 07-	145 E PEARL AVE HSE/CMN, JA	07/29/2022	86.24	.00	
156	LOWER VALLEY ENERGY INC	92050-397 07-	145 E PEARL AVE #B WEST, JA	07/29/2022	49.72	.00	
156	LOWER VALLEY ENERGY INC	92050-398 07-	155 E PEARL AVE, JACKSON, W	07/29/2022	20.70	.00	
156	LOWER VALLEY ENERGY INC	92050-399 07-	155 E PEARL AVE, JACKSON, W	07/29/2022	18.84	.00	
156	LOWER VALLEY ENERGY INC	92050-401 07-	455 VINE ST APT #2, JACKSON,	07/29/2022	50.08	.00	
Total 156:					40,892.08	.00	
4612	MASON, TOM	080122	CDL PHYSICAL REIMBURSE	08/01/2022	155.00	.00	
Total 4612:					155.00	.00	
6770	MOBILITY FOREFRONT LLC	MFFINV0127	MONTHLY RENT	08/01/2022	35,000.00	.00	
Total 6770:					35,000.00	.00	
257	NAPA AUTO PARTS INC.	080706	BIT KIT	07/22/2022	33.09	.00	
257	NAPA AUTO PARTS INC.	080760	RELAY	07/22/2022	16.64	.00	
257	NAPA AUTO PARTS INC.	081206	ATP FILTER, MULTI VEHIVLE AT	07/25/2022	117.92	.00	
257	NAPA AUTO PARTS INC.	081718	NAPA OIL FILTER	07/27/2022	53.28	.00	
257	NAPA AUTO PARTS INC.	081936	MULTI VEHICLE ATF, KOOLER K	07/27/2022	115.86	.00	
257	NAPA AUTO PARTS INC.	082108	OIL FILTER, NAPA GOLD AIR FIL	07/28/2022	43.36	.00	
257	NAPA AUTO PARTS INC.	082301	SOCKET	07/29/2022	16.72	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 257:					396.87	.00	
187	NELSON ENGINEERING	58961	SCOTT LANE/MAPLE PATHWAY	06/09/2022	3,032.50	.00	
187	NELSON ENGINEERING	59051	SCOTT LANE/MAPLE PATHWAY	07/27/2022	3,892.50	.00	
187	NELSON ENGINEERING	59052	SCOTT LANE/MAPLE PATHWAY	07/27/2022	975.00	.00	
187	NELSON ENGINEERING	59221	19-330-003 WELL EXPLORATIO	07/29/2022	2,710.40	.00	
Total 187:					10,610.40	.00	
6213	New West Building Company Inc.	080322	release bond B21-0825	08/03/2022	2,000.00	2,000.00	08/03/2022
6213	New West Building Company Inc.	080322	Release Bond B21-0877	08/03/2022	6,000.00	6,000.00	08/03/2022
6213	New West Building Company Inc.	080322	Partial Release Bond B21-0878	08/03/2022	4,000.00	4,000.00	08/03/2022
6213	New West Building Company Inc.	080822	RELEASE BOND b22-0453 650 g	08/08/2022	8,000.00	8,000.00	08/08/2022
Total 6213:					20,000.00	20,000.00	
7035	NOLAD, STACY	072822	EQUITY TASK FORCE JULY	07/28/2022	450.00	.00	
Total 7035:					450.00	.00	
6607	OPS STRATEGIES, LLC	22022	22-02 TOWN LODGING STUDY	07/25/2022	5,468.75	.00	
6607	OPS STRATEGIES, LLC	22022	TOWN LODGING STUDY	07/25/2022	5,993.75	.00	
Total 6607:					11,462.50	.00	
3222	OTIS ELEVATOR COMPANY	100400864179	ANNUAL CONTRACT	07/18/2022	5,316.22	.00	
Total 3222:					5,316.22	.00	
5707	PERFORM PRINTING INC	P 1309	BUSINESS CARDS	08/03/2022	1,969.40	.00	
Total 5707:					1,969.40	.00	
7052	PITTS, JASON	080222	MOVING EXPENSES	08/02/2022	904.64	.00	
Total 7052:					904.64	.00	
262	PRAZMA PAINT & AUTO BODY	20390	21 CHEV COLORADO	07/25/2022	2,734.33	.00	
Total 262:					2,734.33	.00	
5672	RINK-TEC INTERNATIONAL, INC	4809	MAINTENANCE AND LABOR	07/21/2022	6,388.39	.00	
5672	RINK-TEC INTERNATIONAL, INC	4981	2022 MAINTENANCE- JULY 1, 20	06/30/2022	14,517.95	.00	
Total 5672:					20,906.34	.00	
7079	ROBINSON, HUA	072722	TRANSLATION SERVICES	07/27/2022	170.00	.00	
Total 7079:					170.00	.00	
6982	RODAC, LLC	4894-02	PROJ: JACKOSN PW BILLING #	11/25/2021	17,645.40	.00	
6982	RODAC, LLC	4894-03	PROGRESS BILLING #3	12/25/2021	6,662.10	.00	
Total 6982:					24,307.50	.00	
5280	ROUTEMATCH SOFTWARE, INC	7381	YEARLY SUPPORT	05/02/2022	6,000.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5280:					6,000.00	.00	
5812	RUI INC. DBA VILLAGE GARDN	1324327	MOWING	07/31/2022	175.20	.00	
5812	RUI INC. DBA VILLAGE GARDN	1324331	MOWING	07/31/2022	310.25	.00	
5812	RUI INC. DBA VILLAGE GARDN	1324353	MOWING	07/31/2022	146.00	.00	
Total 5812:					631.45	.00	
7032	SANCHEZ-MACHUCA, ROSA	072822	EQUITY TASK FORCE JULY	07/28/2022	450.00	.00	
Total 7032:					450.00	.00	
6972	SMITH, SHANE	072822	WELDING SERVICES	07/28/2022	1,673.00	.00	
Total 6972:					1,673.00	.00	
4699	SNAKE RIVER ROASTING	78911	COFFEE	07/12/2022	108.90	.00	
4699	SNAKE RIVER ROASTING	79220	COFFEE	07/26/2022	217.80	.00	
Total 4699:					326.70	.00	
7050	SOSA'S JANITORIAL SERVICE	072822	TOWN HALL CLEANING	07/28/2022	6,240.00	.00	
Total 7050:					6,240.00	.00	
1505	SPRING CREEK ANIMAL HOSPI	625028421	ANIMAL CARE	07/26/2022	42.76	.00	
1505	SPRING CREEK ANIMAL HOSPI	625028788	ANIMAL CARE	08/02/2022	188.35	.00	
Total 1505:					231.11	.00	
6838	SPSC POA - South Park Services	080122	WATER AND LOT FEE	08/01/2022	301.38	.00	
Total 6838:					301.38	.00	
6871	STANDARD INSURANCE COMP	031822	MARCH PREMIUM	03/18/2022	5,733.67	5,733.67	08/04/2022
6871	STANDARD INSURANCE COMP	041822	APRIL PREMIUM	04/18/2022	4,873.54	4,873.54	08/04/2022
6871	STANDARD INSURANCE COMP	051822	MAY PREMIUM	05/18/2022	4,837.75	4,837.75	08/04/2022
6871	STANDARD INSURANCE COMP	051822	MAY PREMIUM VOLUNTARY	05/18/2022	774.35	774.35	08/04/2022
Total 6871:					16,219.31	16,219.31	
1054	SUNRISE ENVIRONMENTAL	131229	WIPEOFF	06/23/2022	244.83	.00	
Total 1054:					244.83	.00	
7076	SUSTAINABLE STRATEGIES DC	3079	CONSULT SERVICES	07/26/2022	10,270.24	.00	
Total 7076:					10,270.24	.00	
1443	TETON COUNTY CLERK	080822FE	AUGUST 2022	08/08/2022	113,078.50	.00	
1443	TETON COUNTY CLERK	080822H	AUGUST 2022 HOUSING	08/08/2022	32,102.25	.00	
1443	TETON COUNTY CLERK	080822PR	AUGUST 2022	08/08/2022	119,601.58	.00	
Total 1443:					264,782.33	.00	
581	TETON COUNTY INTEGRATED	080822	1ST QUARTER BAG FEE	08/08/2022	24,727.92	.00	
581	TETON COUNTY INTEGRATED	7430	CARDBOARD	07/01/2022	327.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 581:					25,054.92	.00	
2327	TETON COUNTY SHERIFF-DISP	080522	APRIL - JUNE 2022 BILLING	08/05/2022	17,287.83	.00	
Total 2327:					17,287.83	.00	
55	TETON COUNTY SHERIFF'S-JAI	624	JULY INMATES	08/03/2022	1,656.00	.00	
Total 55:					1,656.00	.00	
996	TETON COUNTY SPECIAL FIRE	080322F	JULY 2022	08/03/2022	15,413.39	.00	
Total 996:					15,413.39	.00	
1614	TETON COUNTY-FUND 10	080322	JULY 2022 EMERGENCY MANA	08/03/2022	11,135.43	.00	
1614	TETON COUNTY-FUND 10	080322P	JULY PATHWAYS	08/03/2022	8,308.11	.00	
1614	TETON COUNTY-FUND 10	080522D	JULY 2022 DISPATCH	08/05/2022	46,340.80	.00	
1614	TETON COUNTY-FUND 10	080522HF	JULY 2022 PLANNING	08/05/2022	12,306.20	.00	
Total 1614:					78,090.54	.00	
166	TETON COUNTY-FUND 19	80522C	JULY 2022	08/05/2022	207.00	.00	
Total 166:					207.00	.00	
268	TETON MOTORS INC	5102827	GASKET, NUT, FRT	07/06/2022	21.53	.00	
268	TETON MOTORS INC	5102936	GASKET, FRT	07/13/2022	46.40	.00	
268	TETON MOTORS INC	5103098	SEAL, GASKET	07/25/2022	5,306.57	.00	
268	TETON MOTORS INC	5103104	CONNECTOR KIT	07/26/2022	73.60	.00	
268	TETON MOTORS INC	5103143	EXTENSION	07/28/2022	566.04	.00	
Total 268:					6,014.14	.00	
270	TETON RENTAL CENTER	113696	AIR FILTER PRE FOAM, 360 FU	07/20/2022	11.00	.00	
270	TETON RENTAL CENTER	113949	TRIMMER HEAD	07/25/2022	60.00	.00	
Total 270:					71.00	.00	
3162	TETON TRASH REMOVAL, INC.	22 AUG 1188	TRASH 145 west hansen 2a	08/01/2022	49.00	.00	
Total 3162:					49.00	.00	
6941	THE CONNOR E FIELD TRUST	080822	SEPTEMBER LEASE	08/08/2022	2,575.00	.00	
Total 6941:					2,575.00	.00	
6810	THE TIRE RACK, INC.	HN59690	265/70R17- DISCO	07/26/2022	1,544.56	.00	
Total 6810:					1,544.56	.00	
3955	THOMSON WEST	846758015	LIBRARY PLAN CHANGES	08/01/2022	455.91	.00	
3955	THOMSON WEST	846758015	LIBRARY PLAN CHANGES	08/01/2022	455.91	.00	
Total 3955:					911.82	.00	
5038	TREFONAS LAW, P.C.	080822	LEGAL SERVICES	08/08/2022	1,114.11	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5038:					1,114.11	.00	
6962	TRIHYDRO CORPORATION	0179100	2021 WWTP TECH REVIEW	07/25/2022	12,115.00	.00	
Total 6962:					12,115.00	.00	
7078	WALTERS, LAURENE	080122	CEMETARY DEED	08/01/2022	397.00	.00	
Total 7078:					397.00	.00	
1640	WESTERN STATE	IN002076095	ONA C25 N6	07/12/2022	730.52	.00	
1640	WESTERN STATE	IN002076105	ONA	07/12/2022	290.72	.00	
1640	WESTERN STATE	IN002076107	ONA	07/12/2022	291.72	.00	
1640	WESTERN STATE	IN002076110	ONA	07/12/2022	291.72	.00	
1640	WESTERN STATE	IN002076112	ONA DSFAE	07/12/2022	730.52	.00	
1640	WESTERN STATE	IN002077301	ONA	07/13/2022	728.42	.00	
1640	WESTERN STATE	IN002077330	ONA RANGEVIEW	07/13/2022	728.42	.00	
1640	WESTERN STATE	IN002077336	ONA DSGAB	07/13/2022	728.42	.00	
1640	WESTERN STATE	IN002077398	ONA 3 CREEK	07/13/2022	728.42	.00	
1640	WESTERN STATE	IN002092682	SERVICE CALL ELK REFUGE 32	07/27/2022	730.52	.00	
1640	WESTERN STATE	IN002099304	ONA TOWN HALL BUILDING	08/02/2022	727.72	.00	
1640	WESTERN STATE	IN002099395	SERVICE CALL KARNS WELL #5	08/02/2022	730.22	.00	
1640	WESTERN STATE	IN002099409	ONA PUBLIC WORKS	08/02/2022	733.72	.00	
Total 1640:					8,171.06	.00	
472	WHITE GLOVE CLEANING, INC.	1023B	MOVE OUT CLEAN @ SNOW KI	06/30/2022	74.25	.00	
472	WHITE GLOVE CLEANING, INC.	8205	JANITORIAL SERVICES CLEANI	06/30/2022	350.00	.00	
472	WHITE GLOVE CLEANING, INC.	8206	JANITORIAL SERVICES CLEANI	06/30/2022	1,380.33	.00	
472	WHITE GLOVE CLEANING, INC.	8207	JANITORIAL SERVICES CLEANI	06/30/2022	204.00	.00	
472	WHITE GLOVE CLEANING, INC.	8209	JANITORIAL SERVICES CLEANI	06/30/2022	100.00	.00	
472	WHITE GLOVE CLEANING, INC.	8249	JANITORIAL SUPPLIES @ DELO	06/30/2022	553.00	.00	
472	WHITE GLOVE CLEANING, INC.	824B	JANITORIAL SUPPLIES @ PARK	06/30/2022	127.50	.00	
472	WHITE GLOVE CLEANING, INC.	8250	JANITORIAL SUPPLIES @ MILL	06/30/2022	127.50	.00	
472	WHITE GLOVE CLEANING, INC.	8251	JANITORIAL SUPPLIES @ HOM	06/30/2022	685.00	.00	
472	WHITE GLOVE CLEANING, INC.	8281	CLEANING SNOW KING	07/31/2022	350.00	.00	
472	WHITE GLOVE CLEANING, INC.	8282	CLEANING PUBLIC WORKS	07/31/2022	1,380.33	.00	
472	WHITE GLOVE CLEANING, INC.	8283	CLEANING PARKING GARAGE	07/31/2022	204.00	.00	
472	WHITE GLOVE CLEANING, INC.	8285	CLEANING BUNK HOUSE	07/31/2022	100.00	.00	
472	WHITE GLOVE CLEANING, INC.	8302	FOAM SOAP AND LINER	07/31/2022	212.25	.00	
472	WHITE GLOVE CLEANING, INC.	8303	SOAP AND LINERS	07/31/2022	822.00	.00	
472	WHITE GLOVE CLEANING, INC.	8304	FOAM SOAP	07/31/2022	1,202.75	.00	
472	WHITE GLOVE CLEANING, INC.	8305	TP SOAP AND LINERS	07/31/2022	433.25	.00	
472	WHITE GLOVE CLEANING, INC.	8306	PEAKSERVE TOWEL CASE	07/31/2022	149.00	.00	
Total 472:					8,455.16	.00	
4012	WILSON HARDWARE	163832	CHINGLE ASPHALT	07/27/2022	53.69	.00	
Total 4012:					53.69	.00	
6117	WILSON, JOHN	080822	SEPTEMBER RENT	08/08/2022	2,200.00	.00	
Total 6117:					2,200.00	.00	
6704	WOOD ENVIRONMENT & INFRA	S44144845	STORMWATER MGMT PHASE 2	07/27/2022	9,698.40	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6704:					9,698.40	.00	
4139	WY WORKERS' SAFETY & COM	08052022	AUGUST PREMIUM	08/05/2022	17,377.31	17,377.31	08/05/2022
Total 4139:					17,377.31	17,377.31	
7071	WYOMING DEPARTMENT OF E	071922	PERMIT FOR THAW WELLS RE	06/30/2022	1,000.00	.00	
Total 7071:					1,000.00	.00	
5788	WYOMING GARAGE DOOR, LLC	2519	DOOR 5	07/29/2022	8,835.20	.00	
5788	WYOMING GARAGE DOOR, LLC	2524	REPAIR BROKEN OPENER RAIL	08/02/2022	125.00	.00	
Total 5788:					8,960.20	.00	
406	WYOMING LAW ENFORCEMEN	080222	OFFICER EDUCATION TRAININ	08/02/2022	240.00	.00	
Total 406:					240.00	.00	
329	WYOMING RETIREMENT SYST	227435	JULY CONTRIBUTIONS	08/05/2022	36,152.33	36,152.33	08/05/2022
329	WYOMING RETIREMENT SYST	227436	JULY CONTRIBUTIONS	08/05/2022	35,231.20	35,231.20	08/05/2022
329	WYOMING RETIREMENT SYST	227437	JULY CONTRIBUTIONS	08/05/2022	67,792.66	67,792.66	08/05/2022
Total 329:					139,176.19	139,176.19	
1764	WYOMING.COM INC	2093656	DOMAIN HOSTING	08/05/2022	15.00	.00	
Total 1764:					15.00	.00	
Grand Totals:					1,180,531.35	343,144.06	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

**TOWN OF JACKSON
MUNICIPAL COURT
MONTHLY REPORT FOR THE MONTH OF JULY, 2022**

During the month of July, the Court received \$36,427 in fines, costs, and fees and bonds.

693 new cases were docketed: 513 parking citations, 180 summons

53 cases were dismissed: 35 parking violations

The abbreviations used below are: BF= Bond Forfeiture (includes \$10.00 court cost and fees), GP=Guilty Plea and Fine, NC= No Contest, G=Found Guilty at Trial, NG=Found Not Guilty at Trial, R=Restitution, CS=Community Service, DP=Deferred Prosecution, D=Dismissed, D-TS= Dismissed with Traffic School, DA=Deferred Adjudication

CLOSED CASES (Summons only)

<u>CITATION</u>	<u>OFFENSE</u>	<u>DISPOSITION</u>	<u>\$</u>
186003747AC	Following too Close	BF	90
186003908AC	Limitations on Backing	BF	100
186003839AC	MPH over limit Bond 61/30	BF	347
186003938AC	Limitations on Backing	BF	50
186003943AC	Signals by hand or arm & signal lamps	BF	90
186003431AC	MPH over limit Bond 45/30	BF	195
186003962AC	MPH over limit Bond 30/25	BF	65
186003198AC	Yield to Pedestrian Bicycle on Sidewalk	BF	90
186003799AC	MPH over limit Bond 43/25	BF	216
186003742AC	Unsafe Turning movement	BF	90
186003937AC	Stop Sign Violation	BF	150
186003881AC	Failure to Obey Traffic Control Device	BF	140
186003884AC	MPH over limit Bond 45/30	BF	195
186004010AC	MPH over limit Bond 48/30	BF	216
186004011AC	Careless Driving	BF	240
186004002AC	Limitations on Backing	BF	90
186003952AC	Expired temporary permit/improper registration	BF	150
186003849AC	Failure to Obey Traffic Control Device	BF	140
186003834AC	Stop Sign Violation	BF	140
186002710AC	Failure to Maintain Lane	BF	90
186003199AC	Expired temporary permit/improper registration	BF	140
186004067AC	Signals by hand or arm & signal lamps	BF	90
186002666AC	Failure to stop at a red light	BF	140
186003673AC	Public intoxication	BF	135
186003963AC	MPH over limit Bond 35/30	BF	65
186003867AC	Stop Sign Violation	BF	140
186003675AC	Following too Close	BF	90
186003785AC	Use of cell phone while driving prohibited	BF	75
186003191AC	Public intoxication	BF	135
186003783AC	Use of cell phone while driving prohibited	BF	85
186003835AC	MPH over limit Bond 46/30	BF	202
186004013AC	Failure to Obey Traffic Control Device	BF	140
186003903AC	MPH over limit Bond 31/20	BF	167
186003800AC	Expired temporary permit/improper registration	BF	140
186002705AC	Failure to yield ROW approaching intersections	BF	100
186003708AC	Improper Display of Tabs registration	BF	45
186003635AC	Stop Sign Violation	BF	150
186003635AC	Stop Sign Violation	BF	150
186003949AC	Operating Under Suspended or revoked license	BF	440

186003948AC	MPH over limit Bond 27/15	BF	174
186003840AC	Public intoxication	BF	135
186003156AC	Failure to file accident report with police	BF	250
98788N	No display of current registration	BF	150
98075N	Public Urination	BF	120
186003748AC	Following too Close	BF	90
186003837AC	MPH over limit Bond 40/25	BF	195
186004001AC	Expired temporary permit/improper registration	BF	70
186003699AC	Following too Close	BF	90
186003848AC	Public intoxication	BF	135
186003866AC	MPH over limit Bond 40/30	BF	140
186003865AC	Required position & method of turning at intersections	BF	90
186003882AC	Failure to obey no passing zone; double yellow	BF	140
186003901AC	Use of cell phone while driving prohibited	BF	75
186003225AC	MPH over limit Bond 44/30	BF	188
186004045AC	Following too Close	BF	90
186003874AC	Public intoxication	BF	135
186004109AC	Use of cell phone while driving prohibited	BF	75
186003238AC	Failure to Maintain Lane	BF	90
186003850AC	MPH over limit Bond 47/30	BF	209
186003886AC	Failure to Obey Traffic Control Device	BF	140
186004059AC	Valid license plate/temp permit required	BF	140
186003546AC	MPH over limit Bond 40/30	BF	150
186003851AC	Use of cell phone while driving prohibited	BF	75
186003573AC	Stop Sign Violation	BF	140
186003711AC	Use of cell phone while driving prohibited	BF	75
186003272AC	Following too Close	BF	90
186004047AC	Failure to yield ROW approaching intersections	BF	90
98953N	Public intoxication	BF	50
186003690AC	Failure to Obey Traffic Control Device	BF	140
186003868AC	Duty upon colliding with unattended vehicle or property	BF	250
186003859AC	Limitations on Backing	BF	90
186003197AC	Expired temporary permit/improper registration	BF	140
186003833AC	Urinating in Public	BF	120
186003858AC	MPH over limit Bond 35/25	BF	140
00999M	MPH over limit Bond 56/30	BF	302
186003820AC	Use of cell phone while driving prohibited	BF	100
186003685AC	MPH over limit Bond 50/30	BF	230
186003893AC	Camping/Car Camping on Public Property	BF	750
186003916AC	MPH over limit Bond 31/20	BF	167
186004118AC	Expired temporary permit/improper registration	BF	150
186003824AC	Public intoxication	BF	50
186003038AC	Use of cell phone while driving prohibited	BF	75
186004111AC	Camping/Car Camping on Public Property	BF	350
186005519AA	Failure to maintain liability coverage	BF	560
186002460AC	Failure to maintain liability coverage	BF	285
186003838AC	MPH over limit Bond 40/30	BF	140
186003896AC	MPH over limit Bond 47/30	BF	209
186003875AC	Stop Sign Violation	BF	140
186003745AC	Public intoxication	BF	135
186003682AC	Right of way to a bicycle on left or right turn	BF	90

186003108AC	Limitations on Backing	BF	90
186003743AC	Improper Use of Child Restraint	BF	65
186004000AC	Speed too fast for conditions	BF	90
186003746AC	Public Urination	BF	120
186002846AC	Urinating in Public	BF	120
186004004AC	Failure to yield ROW approaching intersections	BF	90
186003192AC	Interference w/PD: Resisting officer	D- Per Town's Motion	0
186003236AC	Careless Driving	D- Per Town's Motion	0
06857M	Consume & possess open container alcohol by oper of vehicle	D- Per Town's Motion	0
01791M	Camping/Car Camping on Public Property	D- Per Town's Motion	0
186003852AC	Stop Sign Violation	D- Per Town's Motion	0
186003629AC	Dog bite causing wound	D- Per Town's Motion	0
00998M	Failure to display valid license plate, tabs, permits	D- Per Town's Motion	0
186003853AC	Marijuana: use and/or possession	D- Per Town's Motion	0
186003217AC	Affray	D- Per Town's Motion	0
186003804AC	Stop Sign Violation	D- TS	0
186003723AC	MPH over limit Bond 41/25	D- TS	0
186003880AC	Failure to Obey Traffic Control Device	D- TS	0
186003842AC	Failure to stop at a red light	D- TS	0
186003964AC	Stop Sign Violation	D- TS	0
186003825AC	Stop Sign Violation	D- TS	0
186004014AC	Compulsory Auto Insurance	D- Valid information provided	0
186002708AC	Compulsory Auto Insurance	D- Valid information provided	0
00982M	Driving/Control of vehicle while intox	DA- In accordance with WS 7-13-301	760

STAFF REPORT



Meeting Date:	August 15, 2022	Meeting Title:	Council Regular Meeting
Submitting Department:	Planning Department	Presenter:	Paul Anthony
Agenda Item:	P22-183 TEMPORARY SIGN PERMIT JH Ski and Snowboard Club Registration	Public Comment:	Yes

Purpose & Policy Considerations.

To approve or deny temporary signs not requiring a special event or exposition license under the Town's sign standards.

Requested Action.

JH Ski and Snowboard Club has requested to display three (3) temporary banners under Section 5.6.1.C.4.c of the LDRs to advertise their 2022-2023 programming (see attached for design details).

- 105 Buffalo Way, Albertson's during:
 - August 21 – August 27, 2022

Section 5.6.1.C.4.c of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

Recommendations.

The Planning Director recommends approval based on finding that the request is consistent with the LDRs subject to the following conditions:

1. The use of site shall be granted by the property owner.
2. The signs shall not be located on the sidewalks or in the public right of way.
3. The signs are approved for the following location:
 - 105 Buffalo Way, Albertson's during:
 - August 21 – August 27, 2022

Background.

NA

Analysis.

NA

Alternatives (Optional).

NA

Fiscal Impact.

None

Staff Impact.

Preparation of this report took approximately 2 hours of staff time to process.

Attachments or Links.

Applicant Submittal

Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*

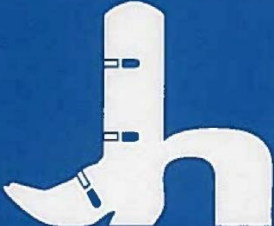
I move to **approve** temporary banner application (P22-183) for JH Ski and Snowboard Club, including the three conditions of approval recommended by the Planning Director in this staff report dated August 15, 2022.

All banners are vinyl material

Registration banner: 8' x 10' Royal Blue Banner with White Lettering

Ski Ball banner: 8' x 10' Royal Blue Banner with White Lettering

Ski Swap banner: 4' x 8' Royal Blue Banner with White Lettering



**JACKSON HOLE
SKI & SNOWBOARD CLUB**

Registration Now Open

Alpine, Nordic, Freeski
& Snowboard teams ages 6 & up

jhskiclub.org * 307.733.6433

Building Champions
in Winter Sports & in Life

Jackson Hole Ski & Snowboard Club's

BLACK TIE, BLUE JEANS

**SKI
BALL**

OCTOBER 1ST

Tickets now on sale

jhskiclub.org * 307.733.6433 

Jackson Hole Ski & Snowboard Club's

SKI SWAP

OCTOBER 22ND

jhskiclub.org * 307.733.6433 



TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department

150 East Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

**First, go to www.townofjackson.com/245/Temporary-Sign-Permit
for process and other necessary information.**

EVENT NAME:

Event Name: Ski Club Registration Physical Address of Event: 100 E Snow King Ave
Description of Event: Opening of registration for 2022-2023 JHSC programming
Grand Opening ☐ Yes ☐ No ☒

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: PO Box 461 Jackson Phone: 307-733-6433
E-mail: lwasson@jhskiclub.org ZIP: 83001
Non-Profit: ☒ For Profit: ☐

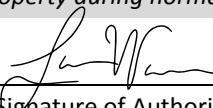
TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Albertsons</u>	Business/Description: _____
Physical Address: <u>105 Buffalo Way Jackson WY 8</u>	Physical Address: _____
Dates of Display: <u>8/21 - 8/27 2022</u>	Dates of Display: _____
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☐ No ☐
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	Consent from Owner Obtained? Yes ☐ No ☐

SUBMITTAL REQUIREMENTS. Have you attached the following? Please answer accordingly.

Yes ☒ No ☐ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
Yes ☒ No ☐ Installation specifications, and any structural details or specifications required for freestanding signs.

Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of the Town of Jackson to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.


Signature of Authorized Event Applicant
Luna Wasson
Applicant Name Printed

07/18/2022
Date
Fundraising/Communications
Title



TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department

150 East Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.townofjackson.com
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Non-Profit: ☒ For Profit: ☐

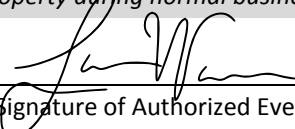
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Dates of Display: <u>8/21 - 8/27 2022</u>	Dates of Display: _____
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☐ No ☐
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
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Luna Wasson
Applicant Name Printed

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TEMPORARY SIGN PERMIT APPLICATION

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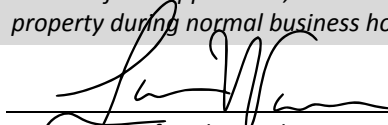
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Physical Address: <u>105 Buffalo Way Jackson WY 83001</u>	Physical Address: _____
Dates of Display: <u>8/21 - 8/27 2022</u>	Dates of Display: _____
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☐ No ☐
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	Consent from Owner Obtained? Yes ☐ No ☐

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Signature of Authorized Event Applicant
Luna Wasson

Applicant Name Printed

07/18/2022

Date
Fundraising/Communications

Title

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Alpine, Nordic, Freeski
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OCTOBER 22ND

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BLACK TIE, BLUE JEANS

SKI BALL

OCTOBER 1ST

Tickets On Sale Now

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Jackson Hole Ski & Snowboard Club's

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SKI BALL

OCTOBER 1ST

Tickets now on sale

jhskiclub.org * 307.733.6433

Banner 8
4' x 8'

Banner 8
4' x 8'

Banner 9
10' x 8'

All banners are vinyl material

STAFF REPORT



Meeting Date:	August 15, 2022	Meeting Title:	Regular – Consent
Submitting Department:	START	Presenter:	Bruce Abel, Transit Director
Agenda Item:	Lease: Bus Storage Facility in Etna, Wyoming	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Council to review and consider an amendment to the Town's current agreement with Etna Trade Park, LLC for storage of START buses in Lincoln County.

Requested Action.

Staff request Council review and consider approving the draft contract amendment attached hereto (First Amendment).

Recommendations.

Staff recommends approving the First Amendment as presented in the attachment to this staff report.

Background.

In 2019 the Town and Etna Trade Park, LLC agreed to a contract allowing for the storage of a START bus at 123 Sherwood Court at a monthly rate of \$3,230.00. The agreement expires in October, 2022 and the parties desire to extend the term and alter some terms.

Analysis.

The changes to the contract embodied in the First Amendment are:

1. Term. The term will begin November 1, 2022 and be for five years.
2. Rate. The monthly rent will be \$4,062.00 for the first two years (until November 1, 2024) of the five-year lease extension. The last three years will include a rent increase equal to CPI (keyed to the U.S. Bureau of Labor Statistics calculator for Denver-Aurora-Lakewood).

All other terms will remain the same.

Possible Alternatives.

Council may elect:

1. To direct staff to negotiate different terms/conditions for the First Amendment;
2. Not to enter the First Amendment (thus not extend the lease term), letting it expire in October 2022;
3. Direct staff to research alternative bus storage locations in/around Etna, Wyoming;
4. Any combination of the above.

Comprehensive Plan & Priority Alignment.

This item aligns with the Comprehensive Plan Policy 8.1.a – the delivery of quality levels of service to the community.

Fiscal Impact.

The fiscal impact of this item is \$48,750 per year for the first two years (until November 1, 2024) and then includes an inflation adjustment to that number that is tied to the CPI (and not determinable with exactitude at this time). Notably, the cost of this bus storage is currently \$38,760 per year, thus execution of the First Amendment will increase the annual cost of bus storage by \$10,010 per year until November 1, 2024 (and by an inflation adjustment thereafter until November 1, 2027).

Staff Impact.

The staff impact of this item was felt in the Legal Department, which drafted the attached document, and in the START Department, whose director discussed the terms/conditions with the landlord (and communicated them to the Legal Department and Administration).

Attachments or Links.

- First Amendment to the Commercial Rental Agreement.

Suggested Motion.

I move to approve the First Amendment to the Commercial Rental Agreement as presented in this staff report and authorize the mayor to execute the necessary document(s), subject to final, minor changes by staff.

FIRST AMENDMENT TO THE COMMERCIAL RENTAL AGREEMENT FOR WYOMING

This First Amendment to the Commercial Rental Agreement for Wyoming (hereinafter the "**First Amendment**") is made and entered into to be effective on November 1, 2022, by and between **Etna Trade Park, LLC**, P.O. Box 5311, Etna, Wyoming 83118, (hereinafter "**Landlord**") and the Town of Jackson, a municipal corporation of the State of Wyoming, P.O. Box 1687, Jackson, Wyoming, (hereinafter "**Tenant**"). Landlord and Tenant are each a "**Party**" to this First Amendment and are collectively the "**Parties**".

WHEREAS, Landlord manages certain real property situated at 123 Sherwood Court, Etna, Wyoming 83118 (hereinafter referred to as the "**Premises**");

WHEREAS, the Parties entered into the Commercial Rental Agreement for Wyoming (hereinafter "**Agreement**") for Tenant to lease the Premises with term beginning on October 28, 2019 and effective until October 31, 2022;

WHEREAS, the Parties have agreed to amend the Agreement pursuant to the terms and conditions of this First Amendment.

NOW, THEREFORE, for and in consideration of the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Paragraph 1, TERM, is hereby replaced in whole with the following:

TERM. Landlord hereby leases to Tenant the above-described Premises for a term of five (5) years beginning on November 1, 2022, and continuing until October 31, 2027, unless otherwise terminated in accordance with the terms set forth in the Agreement.

2. Paragraph 2, RENT, is hereby replaced in whole with the following:

RENT. Tenant agrees to pay Landlord monthly rent in the amount of Four Thousand and Sixty-Two dollars (\$4,062.00), for the first two (2) years of the lease term. For the remaining three (3) years of the lease term, the rent amount shall increase each year pursuant to the Consumer Price Index (CPI) as calculated for the Denver-Aurora-Lakewood, Colorado zone by the U.S. Bureau of Labor Statistics. Rent is due on or before the FIRST day of each month. All rental payments will be made as set forth below on or before the due date and without notice, demand, setoff, or abatement. Please be advised that any payments lost in the mail or otherwise late by no fault of Landlord will be treated as if unpaid until received. Landlord will receive any payments due as follows: via Automated Clearinghouse Transfer ("ACH")

3. All other terms and conditions of the Commercial Rental Agreement for Wyoming for Tenant, effective October 28, 2019, which are not in conflict with the terms and conditions of this First Amendment, shall remain in full force and effect.

Each Party acknowledges that it has read and understood all the terms of this First Amendment and hereby agrees to be bound thereby, including any attached schedules, exhibits, or addendums. The Parties further acknowledge that they were under no duress in signing this First Amendment and had full opportunity to negotiate the terms contained herein and to consult independent counsel.

LANDLORD: ETNA TRADE PARK, LLC

BY: Gary Edington, Managing Member

Date: _____

TENANT: TOWN OF JACKSON

BY: Hailey Morton Levinson, Mayor

Date: _____

ATTEST: Riley Taylor, Town Clerk

Date: _____

STAFF REPORT



Meeting Date:	August 15, 2022	Meeting Title:	Regular Town Council
Submitting Department:	Joint Affordable Housing	Presenter:	Kristi Malone
Agenda Item:	Consideration of Special Restriction for Workforce Rental Housing at 367 S Willow St	Public Comment:	Yes

Purpose & Policy Considerations.

The Town Council ("Council") will consider a Workforce Rental Special Restriction ("Special Restriction") at 367 S Willow Street. This deed restriction satisfies the housing requirement for on-site use of the Workforce Housing Floor Area Bonus tool (LDR Sec. 7.8.4).

Requested Action.

Approval of the Special Restriction and authorization of Mayor Morton-Levinson to sign the Special Restriction.

Recommendations.

Staff recommends approval of the Special Restriction. It is the standard Workforce Rental template.

Background.

Recent redevelopment of this site used the Workforce Housing Floor Area Bonus tool applicable to the NM-2 zone to produce additional floor area beyond the base zone allowance in exchange for Workforce Restriction of a portion of the bonus floor area. This restriction satisfies the condition of approval for the Building Permit (B20-0476) at this site, which was issued by the Planning & Building Department on February 8, 2021 and is nearing issuance of Certificate of Occupancy: "Prior to certificate of occupancy the workforce restriction shall be recorded with the County Clerk."

According to Planning Division review of the Building Permit, a total of 1,234 sf of bonus floor area was achieved through use of this development tool with 999 sf dedicated to a 2-bedroom Workforce dwelling unit and 235 sf added to an unrestricted dwelling unit. The resulting development is a three-story structure consisting of a garage/storage on the first floor, one Workforce unit on the second floor and one unrestricted unit on the third floor.

Analysis.

Use of the Workforce Housing Floor Area Bonus applies to physical development of additional floor area and results in the production of required affordable workforce housing on the project site, which is the preferred method per the Town of Jackson Land Development Regulations for meeting the standards of Division 6.3 Affordable Workforce Housing. Recordation of an approved standardized deed restriction ensures that the unit functions as workforce housing in perpetuity under compliance authority of the Housing Department.

Comprehensive Plan & Priority Alignment.

This item is in alignment with Section 5 of the Comprehensive Plan by providing workforce housing (Principle 5.1), strategically locating a variety of housing types (Principle 5.2), reducing the shortage of housing affordable to the workforce (Principle 5.3), and using a balanced set of tools to meet our housing goal (Principle 5.4)

Fiscal Impact.

N/A

Staff Impact.

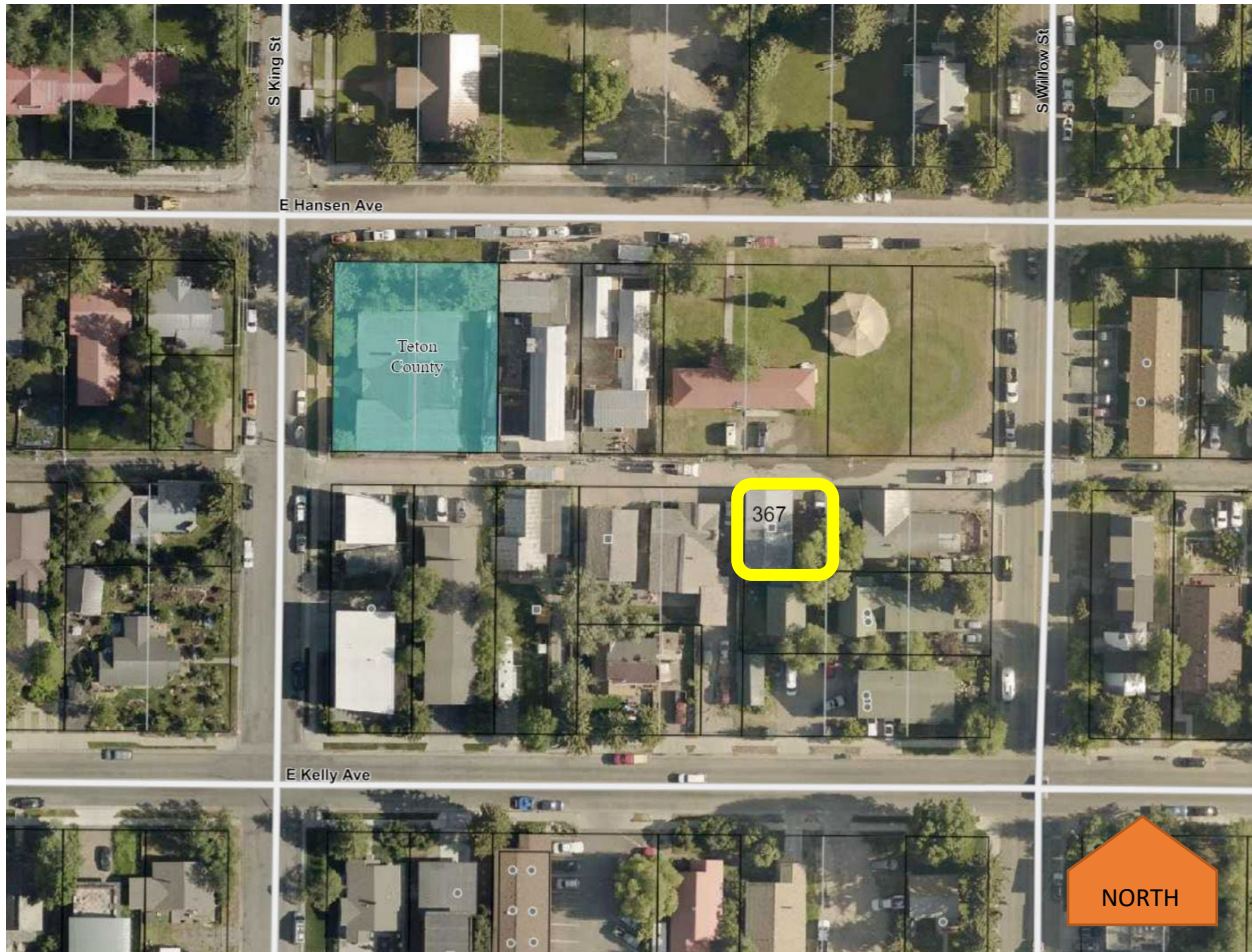
Housing Staff spent approximately 4 hours on this item.

Attachments or Links.

Special Restriction for Workforce Rental Housing Located at 367 S Willow Street

Suggested Motion. I move to approve the Special Restriction for Workforce Rental Housing located at 367 S Willow Street as presented in the attachment to this staff report.

SITE MAP



**Special Restrictions
for Workforce Rental Housing
Located at 367 S Willow Street, Town of Jackson, Wyoming**

These Special Restrictions for Workforce Rental Housing, ("Special Restrictions"), are made this _____ day of _____, 20____ (the "Effective Date"), by the undersigned Owner ("Owner") and the Town of Jackson, Wyoming.

RECITALS:

WHEREAS, Owner holds fee ownership interest in that certain real property, located in the Town of Jackson, Wyoming, and more specifically described as follows:

The North one-third (1/3) of Lots 6, 7 and 8 of Block 2 of George W. Kelly Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on October 24, 1924 as Plat No. 112.

PIDN: 22-41-16-34-2-24-001 ("Land")

WHEREAS, as a condition of its approval for Building Permit #B20-0476 ("Approval"), Owner was required to provide and restrict as follows:

Owner developed property addressed as 367 S Willow Street, Jackson, Wyoming 83001 for a two-unit residential building. This development used the Workforce Housing Floor Area Bonus (Town of Jackson Land Development Regulations Sec. 7.8.4) to gain an additional Floor Area allowance of 1,234 sf above base zone allowance. This Floor Area Bonus generated the obligation to provide Workforce Rental Housing in accordance with Approval. Owner is restricting:

- *Second Floor Unit, with two bedrooms with Workforce occupancy.*

(hereinafter each is a "Residential Unit").

WHEREAS, the Jackson Town Council and Teton County Board of County Commissioners resolved to form the Jackson/Teton County Housing Authority, a duly constituted housing authority pursuant to W.S. §15-10-116, as amended, and its successors or assigns, known as the Jackson/Teton County Housing Authority ("JTCHA");

WHEREAS, the Jackson Town Council and Teton County Board of County Commissioners further resolved to create the Jackson/Teton County Affordable Housing Department ("Housing Department") who are employees of Teton County and agents acting on behalf of the JTCHA, empowered to enforce this Special Restriction;

WHEREAS, in furtherance of the goals, objectives, requirements and conditions of the Approval, and consistent with the Town of Jackson's goal of providing decent, safe and sanitary housing to qualified employees working in Teton County, Wyoming, that is affordable, Owner agrees to restrict the use and

occupancy of the Residential Unit to a “Qualified Household,” which meets employment, income and asset rental qualifications as set forth herein and as further defined in the Jackson/Teton County Housing Department Rules and Regulations;

WHEREAS, Owner desires to adopt these Special Restrictions and declare that the Residential Unit and Land shall be held, sold, and conveyed in perpetuity subject to these Special Restrictions, which Special Restrictions shall be in addition to all other covenants, conditions or restrictions of record affecting the Residential Unit and Land, and shall be enforceable by Housing Department and the Town of Jackson, Wyoming.

RESTRICTIONS:

NOW THEREFORE, in satisfaction of the conditions in the Approval, and in consideration of such Approval and further consideration of the foregoing Recitals, which are by this reference incorporated herein, Owner hereby declares, covenants and agrees for itself and each and every person acquiring ownership of the Residential Unit or Land shall be owned, used, occupied, developed, transferred and conveyed subject to the following Special Restrictions in perpetuity.

SECTION 1. JACKSON/TETON COUNTY HOUSING DEPARTMENT RULES AND REGULATIONS.

References made herein to the “Rules and Regulations” are references to the written policies, procedures and guidelines of the Housing Department, as the same may be amended, modified, or updated from time to time and which policies, procedures, and guidelines are on file with the Housing Department or otherwise with the Town of Jackson, Wyoming, or if there are no such written policies, procedures or guidelines (or a written policy, procedure or guideline with respect to a specific matter) then the reference shall be to the current applied policy or policies of the Housing Department or its successor. Procedural and administrative matters not otherwise addressed in these Special Restrictions shall be as set forth in the Rules and Regulations.

SECTION 2. RESTRICTIONS ON OCCUPATION AND USE OF RESIDENTIAL UNIT. In addition to any restrictions included in the current Housing Rules and Regulations, occupancy and use of the Residential Unit shall be restricted as follows:

A. Qualified Household. The rental, use and occupancy of the Residential Units shall be limited to natural persons who meet the definition of a Qualified Household for Workforce Housing, as set forth below (“Qualified Household”).

1. Employment Requirement. At least one (1) member of the Qualified Household must maintain an average of thirty (30) hours per week employment on an annual basis, or a minimum of one thousand five hundred and sixty hours (1,560) per year, for a local business.

A.) A local business means (1) a business physically located within Teton County, Wyoming, holding a business license with the Town of Jackson, Wyoming or one that can provide other verification of business status physically located in Teton County, Wyoming, and (2) the business serves clients or customers who are physically located in Teton County, Wyoming, and (3) the employees/owners must work in Teton County, Wyoming to perform their job.

Or

B.) A business physically located in Teton County Wyoming who employs two or more Qualified Employees, which qualified employees must work in Teton County Wyoming to perform their job.

2. Income Requirement. The entire Qualified Household must earn at least seventy-five percent (75%) of the Household's income from a local business, as defined above.
3. No Teton County Residential Real Estate. No member of the Qualified Household may own or have any interest (whether individually, in trust, or through an entity including without limitation a partnership, limited partnership, limited liability company, corporation, association, or the like) in whole or in part in any other residential real estate within one hundred and fifty (150) miles of Teton County, Wyoming at any time during occupancy of the Residential Unit.
4. Initial Determination by the Owner. Owner shall require each prospective renter of a Residential Unit to provide information sufficient to show eligibility as a Qualified Household under the Workforce Housing Program pursuant to the requirements of this restriction and the Housing Rules and Regulations. The determination shall be based upon written applications, representations, information and verifications, including *at a minimum*, a W-2 for each adult renter or other IRS filing showing source of earnings, a signed and sworn statement regarding ownership of other real estate and a list of current employer(s), hours worked as well as contact information for each employer(s) and other such information reasonably requested by the Housing Department to verify and substantiate as a Qualified Household.
5. Continuing Obligation to Remain a Qualified Household. The occupants of the Residential Unit shall satisfy the definition of a Qualified Household at all times during the occupancy of the Residential Unit.
6. Occupancy. Each Residential Unit shall be occupied as the Qualified Household's sole and exclusive primary residence, and each tenant of a Residential Unit shall physically reside therein on a fulltime basis, at least eighty percent (80%) of the term of the lease. Except for permitted guests, no persons other than the members of the Qualified Household may occupy the Residential Unit.
7. Reporting Requirement – Housing Department Determination. Owner shall, by January 31 of each year, provide to the Housing Department a summary of the eligibility verification information contained above for each occupant of a Residential Unit as set forth on the Housing Department Template that will be provided to Owner. Upon written request by the Housing Department for supporting documentation, Owner shall provide the same within fifteen (15) business days of receipt of such written request. Additionally, Owner shall, by January 31 of each year, provide the Housing Department with its most current lease form for Residential Units. Each Residential Unit Lease must state, and it is a material consideration of this restriction, that the Housing Department has the ultimate and final authority to determine eligibility of households renting Residential Units. If the Housing Department, upon review of supporting documentation determines that an occupant of a Residential Unit does not qualify as a Qualified Household, the Housing Department shall have the authority to require the Owner to terminate the lease between Owner and the occupant of a Residential Unit pursuant to Sections 4 & 5 below.

- B. No Legal Action. No Owner of the Residential Unit, prospective purchaser of the Residential Unit, Tenant, renter or occupant, or other party shall have the right to sue or bring other legal process against the Town of Jackson, Wyoming or the Housing Department, or any person affiliated with the Town of Jackson, Wyoming or the Housing Department arising out of these Special Restrictions, and neither shall the Town of Jackson, Wyoming or the Housing Department have any liability to any person aggrieved by the decision of the Town of Jackson, Wyoming or the Housing Department regarding qualification of a Qualified Household or any other matter relating to these Special Restrictions.
- C. Household Composition. Only members of the Qualified Household may occupy a Residential Unit, except that Owner may restrict who may reside in a Residential Unit, provided that such owner-restriction does not violate Federal or state fair housing laws. Notwithstanding the foregoing, occupancy of the Residential Unit shall be in compliance with any and all building codes (or other relevant law, code, statute, ordinance or the like) regarding maximum occupancy standards or limitations.
- D. Written Lease Requirement. Occupancy of the Residential Unit shall be pursuant to a written lease, the form of which may be approved by Housing Department as it may require. Owner of the Residential Unit shall obtain written verification of income, asset ownership, and employment in Teton County, Wyoming for each Qualified Household proposing to rent the Residential Unit prior to such Household's occupancy, and upon each extension or renewal of any lease therefore.
- E. Rental Term. The Residential Unit shall be offered for rent in periods of not less than six (6) months.
- F. Rental Rate: Owner shall set the rent. There is no cap on rent or rent appreciation.
- G. Rental Unit: Except as provided herein, the Residential Unit shall remain a rental unit for Qualified Households.
- H. Guests. No persons other than those comprising the Qualified Household shall be permitted to occupy the Residential Unit for periods in excess of ten percent (10%) of the Rental Term in cumulative days per calendar year
- I. Vacancies. The Residential Unit may be vacant intermittently between tenancies to allow for proper advertisement and verification for Qualified Households and reasonable maintenance. However, a Residential Unit shall not be vacant for a period greater than sixty (60) days, unless authorized by the Housing Department. If any Residential Unit remains vacant for more than sixty (60) days without approval, the Housing Department has the right, but not the obligation, to identify a Qualified Household to rent the Residential Unit.
- J. Business Activity. No business activities shall occur in a Residential Unit, other than a home occupation use that is allowed by applicable zoning and properly permitted.
- K. Compliance with Laws, Declaration. The Residential Unit shall be occupied in full compliance with these Special Restrictions and the Rules and Regulations, along with all laws, statutes, codes, rules, or regulations, covenants, conditions and restrictions, and all supplements and amendments thereto, and any other rules and regulations of any applicable homeowner's

association, as the same may be adopted from time to time.

- L. Insurance. Owner shall keep the Residential Unit continuously insured against physical loss for the full replacement value of the Residential Unit.
- M. Maintenance. Owner shall be responsible for the cost and expense to keep and maintain the interior of the Residential Unit and all other aspects of the Residential Unit not otherwise maintained by a homeowner's association in a safe, decent and sanitary condition. In the event Owner fails to maintain the Residential Unit in a safe, decent and sanitary condition and such condition continues for fourteen (14) days after notice from the Housing Department, the Housing Department shall have the right but not the obligation to enter the Residential Unit and repair such condition and Owner shall reimburse Housing Department for such reasonable repair costs. Payment to Housing Department from Owner shall be due upon receipt of invoice.
- N. Periodic Reporting, Inspection. In order to confirm compliance with these Special Restrictions, each owner shall comply, and cause its tenants to comply, with any reporting or inspection requirements as set forth herein and as may be required by the Housing Department from time to time. Upon reasonable notice to owner, the Housing Department shall have the right to inspect the Residential Unit from time to time to determine compliance with these Special Restrictions and to review the written records required to be maintained by Owner. Owner shall maintain such records for a period of not less than two (2) years.
- O. Preference. Owner may give first-priority to rent the Residential Unit to Qualified Households of which a member of the Household is an employee of Owner. In the event there are no persons directly employed by Owner to whom Owner desires to rent the Residential Unit, then Owner may rent to any Qualified Household.

SECTION 3. SALE OF THE RESIDENTIAL UNIT. The Residential Unit may be bought and sold as Owner may determine except that all reporting and record-keeping required herein shall be continuous and any new owner shall obtain the required records from the prior owner. Any such conveyance of a Residential Unit shall be subject to these Special Restrictions. Within ten (10) days prior to the closing of the sale or other transfer of the, Owner shall notify the Housing Department of the pending sale or transfer and, prior to closing, provide the Housing Department with contact information (including without limitation, mailing address, phone number and email) for the new owner.

SECTION 4. DEFAULT. Subject to the notice and cure provisions, if any, of the Housing Department Rules and Regulations each of the following shall be considered a default ("Default"):

- A. A violation of any term of these Special Restrictions, the Rules and Regulations, the Declaration, or any laws affecting a Residential Unit.
- B. A violation of any term of these Special Restrictions or any laws affecting the Residential Unit.
- C. Vacancy of a Residential Unit for more than sixty (60) days continuously.
- D. Fraud or misrepresentation by Owner and/or occupant in the provision of an application, reporting requirement, inspection requirement or any other informational requirement to the Housing Department.

- E. If the Residential Unit is taken by execution or by other process of law, or if Owner is judicially insolvent according to law, or if any assignment is made of the property of Owner for the benefit of creditors, or if a receiver, trustee or other similar officer is appointed to take charge of any substantial part of the Residential Unit, Residential Unit or Owner's property by a court of competent jurisdiction.

In the event the Housing Department believes there to be a Default, the Housing Manager, or a Designee of the Housing Department, shall send written notice to Owner of such violation, the required action to cure and the timing for such cure. If Owner disputes the Housing Department's decision, Owner shall proceed in accordance with the Rules and Regulations.

SECTION 5. DEFAULT REMEDIES. Subject to the notice and cure provisions, if any, of the Housing Department Rules and Regulations in addition to any other remedies the Housing Department may have at law or equity, in the event of a Default, after notice and opportunity to cure as set forth in the preceding section, the Housing Department's remedies shall include, without limitation, as an exercise of its regulatory authority, the following:

- A. Specific Performance. The Housing Department shall have the right of specific performance of these Special Restrictions and the Rules and Regulations, and the right to obtain from any court of competent jurisdiction a temporary restraining order, preliminary injunction and permanent injunction to obtain such performance.
- B. Equitable Relief. In addition to subsection A, any equitable relief provided for herein may be sought singly or in combination with such other remedies as the Housing Department may be entitled to, either pursuant to these Special Restrictions or any other action authorized under the laws of the State of Wyoming.
- C. Enforcement. The Housing Department may, for purposes of enforcing these Special Restrictions or the Rules and Regulations, seek enforcement through the Town or County Land Development Regulations, including but not limited to Division 8.9 Enforcement.

SECTION 6. TERMINATION, AMENDMENT AND CORRECTION OF SPECIAL RESTRICTIONS.

- A. Termination. These Special Restrictions may be terminated after a determination by the Town of Jackson, Wyoming that these Special Restrictions are no longer consistent with the Town of Jackson, Wyoming goals for affordable housing.
- B. Amendment. These Special Restrictions may be amended by a signed, written amendment executed by the Parties hereto and recorded in the Teton County Clerk's Office against the title to the land, in whole or in part, with the written consent of Owner of the Residential Unit and the Town of Jackson, Wyoming.
- C. Correction. The Housing Department may unilaterally correct these Special Restrictions to address scrivener's errors, erroneous legal descriptions or typographical errors.

SECTION 7. SPECIAL RESTRICTIONS AS COVENANT. These Special Restrictions shall constitute covenants running with the Residential Units, as a burden thereon, and shall be binding on all parties having any right, title, or interest in the Residential Units, or any part thereof, their heirs, devisees, successors and assigns, and shall inure to the benefit of and shall be enforceable by the Housing Department and the Town of Jackson, Wyoming. Where these Special Restrictions are silent, the Housing Rules and Regulations govern. These Special Restrictions shall be prior and superior to any mortgage or lien interest encumbering the Land and/or Residential Unit.

SECTION 8. NOTICES. All notices required to be served upon the parties to this Special Restriction shall be transmitted by one of the following methods: hand delivery; prepaid overnight courier; or by postage paid certified mail, return receipt requested, at the address set forth below for said party; or at such other address as one party notifies the other in writing pursuant to this paragraph. Notice shall be effective when hand delivered, one (1) day after being deposited with an overnight courier or five (5) business days after being placed in the mail. Either party may change its address and/or owner and/or other contact information in the manner provided for giving notice.

To Housing Department

Jackson/Teton County Affordable Housing Department
P.O. Box 714
Jackson, WY 83001

With a Copy to:

Town of Jackson
P.O. Box 1687
Jackson, WY 83001

To Owner

INSIEME LLC
PO Box 9794
Jackson, WY 83002

SECTION 9. ATTORNEY'S FEES. In the event any party shall be required to retain counsel and file suit for the purpose of enforcing the terms and conditions of these Special Restrictions, the prevailing party shall be entitled to recover, in addition to any other relief recovered, a reasonable sum as determined by the court for attorney's fees and costs of litigation.

SECTION 10. CHOICE OF LAW, FORUM. These Special Restrictions and each and every related document, are to be governed by and construed in accordance with the laws of the State of Wyoming. The parties agree that the appropriate court in Teton County, Wyoming and/or the Ninth Judicial District for the State of Wyoming shall have sole and exclusive jurisdiction over any dispute, claim, or controversy which may arise involving these Special Restrictions or its subject matter. Owner by accepting a deed for the Land hereby submits to the personal jurisdiction of any such court in any action or proceeding arising out of or relating to this Special Restrictions.

SECTION 11. SEVERABILITY. Each provision of these Special Restrictions and any other related document shall be interpreted in such a manner as to be valid under applicable law; but, if any provision, or any portion thereof, of any of the foregoing shall be invalid or prohibited under said applicable law, such provision shall be deemed modified to the extent necessary and possible to render it valid and

enforceable, or if such modification is not possible, such provision shall be ineffective to the extent of such invalidity or prohibition without invalidating the remaining provision(s) of such document.

SECTION 12. SECTION HEADINGS. Paragraph or section headings within these Special Restrictions are inserted solely for convenience or reference, and are not intended to, and shall not govern, limit or aid in the construction of any terms or provisions contained herein.

SECTION 13. WAIVER. No claim of waiver, consent or acquiescence with respect to any provision of these Special Restrictions shall be valid against any party hereto except on the basis of a written instrument executed by the parties to these Special Restrictions. However, the party for whose benefit a condition is inserted herein shall have the unilateral right to waive such condition.

SECTION 14. INDEMNIFICATION. Owner shall indemnify, defend, and hold, the Housing Department and the Town of Jackson, and its directors, officers, agents and employees harmless against any and all loss, liability, claim, or cost (including reasonable attorneys' fees and expenses) for damage or injury to persons or property from any cause whatsoever on or about the Residential Unit, or for an owner's breach of any provision of these Special Restrictions. Owner waives any and all such claims against the Housing Department and the Town of Jackson.

SECTION 15. SUCCESSORS AND ASSIGNS. These Special Restrictions shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors, heirs, devisees, administrators and assigns.

SECTION 16. GOVERNMENTAL IMMUNITY. Neither insert the Town of Jackson or Teton County, JTCHA, nor the Housing Department waive governmental immunity by executing these Special Restrictions and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. Ann. § 1-39-104(a) and any other applicable law.

IN WITNESS WHEREOF, the undersigned have executed this instrument as of the Effective Date.

OWNER:
INSIEME LLC

Commented [KMM1]: Insert Name of Signer and Title

STATE OF WYOMING)
) ss
COUNTY OF TETON)

On this _____ day of _____, 20____, before me, the undersigned Notary Public, personally appeared _____ for INSIEME LLC, a Wyoming limited liability company, and known to me, or proven by satisfactory evidence, to be the _____ of the company that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of the company, by authority of Statute, its articles of organization or its operating agreement, for the uses and purposes therein mentioned, and on oath stated that such person is authorized to execute said instrument on behalf of the limited liability company.

[SEAL]

Notary Public

TOWN OF JACKSON:

Hailey Morton Levinson, Mayor

ATTEST:

Riley Taylor, Town Clerk

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____, 20__, the foregoing instrument was acknowledged before me by Hailey Morton Levinson as Mayor of the Town of Jackson, Wyoming.

Witness my hand and official seal.

(Seal)

Notary Public
My commission expires:

JACKSON/TETON COUNTY AFFORDABLE HOUSING DEPARTMENT:

Stacy Stoker, Housing Manager

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____, 20__, the foregoing instrument was acknowledged before me by Stacy Stoker, as Housing Manager of the Jackson/Teton County Affordable Housing Department.

Witness my hand and official seal.

(Seal)

Notary Public
My commission expires:

Special Restrictions

10 of 10

Rental Workforce Housing

12 7 2020

STAFF REPORT



Meeting Date:	August 15, 2022	Meeting Title:	Town Council Regular Meeting
Submitting Department:	Emergency Management	Presenter:	Rich Ochs, Coordinator
Agenda Item:	Emergency Operations Plan Adoption	Public Comment:	Yes

Purpose & Policy Considerations.

For Town Council to consider approval and adoption of the 2022 Teton County/Town of Jackson Emergency Operations Plan (EOP).

Requested Action.

To have the Town approve and adopt the 2022 EOP.

Recommendations.

Approve and adopt the 2022 EOP.

Background.

Wyoming Statute § 19-13-108 requires each political subdivision of the State to cause to be prepared a local homeland security plan. The plan must address urgent survival needs, ongoing resource management needs, and restoration of the economy. Teton County and the Town of Jackson participate in joint planning for these issues through four main plans that address each stage of the emergency management cycle in order to meet this statutory requirement as shown in this diagram.



The Teton County/Town of Jackson EOP, last written in 2010 and last ratified in 2015, is the plan our community uses to coordinate our response to disasters. In January of 2022, Teton County retained the services of Integrated Solutions Consulting (ISC) to overhaul and update the Teton County/Town of Jackson EOP. This modern EOP follows FEMA's latest guidance from their Comprehensive Preparedness Guide 101, version 3.0. This planning process has involved dozens of local, state, federal, private, non-profit, and house of worship organizations across our community. Their input was gathered through interviews, surveys, meetings, and a tabletop exercise.

Town of Jackson Attorney Lea Colasuonno has reviewed the document, and her recommended changes have been incorporated into the EOP.

Analysis.

If this plan is not adopted, the Town will fail to meet W.S. § 19-13-108 and potentially be found liable and/or negligent in the event of a major catastrophe.

Possible Alternatives.

W.S. § 19-13-108 requires the Town of Jackson to have a local homeland security plan. The Town could choose to develop their own EOP to meet this statutory requirement.

Comprehensive Plan & Priority Alignment.

The EOP aligns with Chapter 8 of the Jackson/Teton County Comprehensive Plan, "Quality Community Service Provision". The EOP assigns responsibilities to Town, County and community partners on how we will provide emergency services to the community in times of crisis.

Fiscal Impact.

None. Contractor fees and Emergency Management staff time for this project was funded through the Teton County budget.

Staff Impact.

Emergency Management staff have been working with consultants, town departments, county departments, and community organizations for the past 7 months to develop this plan. Following adoption of the EOP, TCEM will engage in regular meetings with plan stakeholders, develop trainings, and write additional guidelines and plans to supplement the new EOP. Town staff will be expected to continue to participate in EOP planning, training, and exercises moving forward.

The Town Attorney spent, approximately, 3 hours reviewing the document and meeting with Rich Ochs.

Attachments or Links.

2022 EOP
Letter of Adoption

Suggested Motion.

I move to approve and adopt the 2022 Teton County/Town of Jackson Emergency Operations Plan authorize the mayor to execute the Letter of Adoption for said Plan.



II. APPROVAL AND IMPLEMENTATION

The TC-EOP establishes an all-hazards approach to enhance Teton County and the Town of Jackson's ability to manage emergencies and disasters. Its purpose is to save lives, establish leadership to stabilize and incident and reduce future impacts, protect property and the environment, and restore any disruptions across the community. The organizations identified in the TC-EOP will coordinate efforts to provide the resources required to meet the urgent needs arising from a natural, technological, or human-caused incident.

The TC-EOP was developed through collaborative efforts of the TCEM, Town and County departments and divisions, and other Whole Community partners, including nonprofits, business organizations, and the public. Plan development also included Integrated Solutions Consulting and followed the review of local emergency management best practices, including the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG 101) Version 3. The TC-EOP is organized in accordance with CPG 101 and, as such, is designed to achieve the desired effects outlined in that document.

This version dated **August 5, 2022**, supersedes any and all previous editions. The TC-EOP is applicable to all local departments and agencies that may be asked to support or conduct emergency response operations within Teton County, excluding Yellowstone National Park which functions under exclusive jurisdiction (*W.S. 36-10-106*).

Approval and Adoption

Natalia Macker, Chairwoman
Teton County Board of County Commissioners

Date

Attest By:

Date

Hailey Morton Levinson, Mayor
Jackson Town Council

Date

Attest By:

Date



Teton County
Town of Jackson
Wyoming

Emergency Operations Plan

2022

Teton County
Emergency Management
August 5, 2022



Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

I. PROMULGATION

The Teton County/Town of Jackson Emergency Operations Plan (TC-EOP) is a policy-level framework outlining a collaborative approach to emergency response activities within Teton County. The TC-EOP serves as the homeland security plan for Teton County and the Town of Jackson as required in Wyoming State Statute (*W.S. 19-13-108*).

The TC-EOP is considered part of Teton County's and the Town of Jackson's emergency plan canon by Teton County Emergency Management (TCEM), and as such, all Teton County and Town of Jackson departments, divisions, and boards are expected to review, exercise, and follow this plan during incident response.

This plan is dated **August 5, 2022**.



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Approval and Adoption

Natalia Macker, Chairwoman
Teton County Board of County Commissioners

Date

Attest By:

Date

Hailey Morton Levinson, Mayor
Jackson Town Council

Date

Attest By:

Date



III. RECORD OF CHANGES

[illegible]



IV. PLAN DIRECTION AND ORGANIZATION

The TC-EOP is modeled after the National Response Framework (NRF) and consists of a base plan, appendices, and three types of annexes: Emergency Support Function (ESF), Support, and Incident. To facilitate efficient navigation, the TC-EOP includes hyperlinks between sections when referenced. The plan is best read using a PDF viewer.

Base Plan

The Base Plan describes the structure and processes comprising a countywide approach to incident management. It also integrates the efforts and resources of local, private sector, and nongovernmental organizations. The Base Plan includes the following sections:

- [Introduction](#): plan purpose and scope, relevant authorities, situation overview, hazard vulnerability assessment, and planning assumptions.
- [Concept of Operations](#): key concepts and organizing principles, guidance for emergency and disaster declarations, and Teton County Emergency Operations Center (TC-EOC) organization.
- [Organization and Assignment of Responsibilities](#): actions across the emergency management cycle, roles and responsibilities of all partner agencies, and the role of mutual aid agreements. This section includes a quick summary of all ESFs and their Primary and Supporting Agencies.
- [Direction, Control, and Coordination](#): structures to ensure coordinated decision-making, mechanisms for control within departments/agencies, and coordination with state and federal partners.
- [Information Collection, Analysis, and Dissemination](#): structures for information sharing across key stakeholders.
- [Communications](#): interoperable, integrated, and redundant systems for incident communications, including monitoring and notification.
- [Administration, Finance, and Logistics](#): systems and policies to ensure proper documentation that facilitate reimbursement and assistance.
- [Plan Management and Maintenance](#): procedures to develop, update, maintain, exercise, and train on the TC-EOP.

[Appendices](#) provide other relevant, more detailed supporting information, including terms, definitions, acronyms, authorities, and a summary two surveys distributed community members and Whole Community partners as a part of this plan update.

[Support Annexes](#)

The Support Annexes provide guidance for the functional processes and administrative requirements necessary to ensure efficient and effective implementation of TC-EOP incident management objectives. The Support Annexes include:

- [Financial Management Support Annex](#) ensures the proper documentation, tracking, and reporting of all emergency or disaster-related expenditures for Teton County and the



Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

Town of Jackson to support effective cost recovery and good stewardship of public funds.

- [Protective Actions Support Annex](#) describes the process for issuing clear protective actions, including evacuation, to ensure the efficient and coordinated protection of residents and visitors in the event of an emergency/disaster.

Emergency Support Function (ESF) Annexes

The ESF Annexes detail the missions, policies, structures, and responsibilities of local agencies for coordinating resource and programmatic support during large-scale incidents.

ESF Annex List	
ESF Number	ESF Name
ESF #01	Transportation
ESF #02	Communications
ESF #03	Public Works
ESF #04	Firefighting
ESF #05	Information and Planning
ESF #06	Mass Care Services
ESF #07	Resource Support
ESF #08	Public Health and Medical Services
ESF #09	Search and Rescue
ESF #10	Hazardous Materials
ESF #11	Agriculture, Natural, and Cultural Resources
ESF #12	Energy
ESF #13	Public Safety and Security
ESF #14	Private Sector Support
ESF #15	External Affairs

Incident Annexes

The Incident Annexes address contingency or hazard situations requiring specialized application of the TC-EOP. The inclusion of specific incident annexes reflects the impacts, frequency, or special circumstances around certain incidents. The omission of any incidents does not imply they are not important or have been overlooked in developing the TC-EOP, and these annexes are not intended to serve as a thorough hazard and vulnerability assessment.

The Incident Annexes describe the policies, responsibilities, and coordination processes that govern the interaction of coordinating agencies engaged in incident management and support operations. These annexes are typically augmented by a variety of supporting plans and operational guidance. The Incident Annexes include:

- [Cyber Incident Annex](#) provides a framework for digital security and data recovery to respond to threats that jeopardize the confidentiality and availability of computer



Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

infrastructures, and communications or information systems for Teton County and Town of Jackson agencies and essential services.

- [Earthquake Incident Annex](#) enables a coordinated, multiagency response to an earthquake incident.
- [Flood Incident Annex](#) enables a coordinated, multiagency response to a flood incident.
- [Hazardous Materials Incident Annex](#) describes roles, responsibilities, and coordinating mechanisms for managing a hazardous materials (HazMat) incident that has exceeded local capabilities.
- [Mass Casualty Incident Annex](#) describes roles, responsibilities, and coordinating mechanisms for responding to a Mass Casualty Incident involving five or more casualties and impacting Teton County residents and/or visitors.
- [Terrorism - Law Enforcement and Investigation Annex](#) facilitates effective law enforcement and investigation in response to any threats or acts of terrorism.
- [Wildfire Incident Annex](#) enables a coordinated, multiagency response to a wildland fire incident that has exceeded local firefighting capabilities.
- [Winter Storm Incident Annex](#) enables a coordinated, multiagency response to a winter storm incident.



Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

V. PLAN DISTRIBUTION LIST

The TC-EOP will be distributed electronically to primary participating Town and County agencies, state and federal government agencies, and community-based and private sector organizations. ESF Primary Agencies will distribute the plan to their ESF Supporting Agencies. The TC-EOP will also be publicly available on the [TCEM website](#). Hard copies of the plan will be maintained at the TC-EOP.

The record of distribution for the 2022 TC-EOP is provided below.

2022 TC-EOP Plan Distribution List		
Agency/Department	Contact Name	Contact Title
American Red Cross	Stephanie Munoz	Disaster Program Manager WY
Bridger-Teton National Forest	Todd Stiles	Jackson District Ranger
Bridger-Teton National Forest	Jason Wilmot	Blackrock District Ranger
Community Foundation of Jackson Hole	Will Schwartz	Chief Operating Officer
Energy Conservation Works Jackson Hole	Phil Cameron	Executive Director
Fremont County Emergency Management	Vonda Huish	Coordinator
Grand Teton National Park	Erika Jostad	Chief Ranger
Jackson Hole Airport	Alton George	Operations Manager
Jackson Hole Chamber of Commerce	Rick Howe	Vice-President
Jackson Hole Fire/EMS	Brady Hansen	Chief
Jackson Police Department	Michelle Weber	Chief
Lincoln County Emergency Management	Jay Hokanson	Coordinator
National Elk Refuge	Frank Durbian	Project Leader
One22 Resource Center	Carey Stanley	Program Director
Park County Emergency Management	Jeff Martin	Coordinator
PAWS of Jackson Hole	Jess Farr	Program Director
St. John's Health	Sean Ryan	Emergency Manager
Sublette County Emergency Management	Jim Mitchell	Coordinator
Team Rubicon	Melinda Lee	Metro Administrator, Jackson-Riverton
Teton Conservation District	Carlin Gerard	Executive Director
Teton County Administration	Alyssa Watkins	County Commissioners' Administrator
Teton County Administration	Charlotte Frei	Regional Transportation Planning Administrator
Teton County Board of County Commissioners	Natalia Macker	Chairwoman
Teton County Clerk's Office	Maureen Murphy	County Clerk



**Teton County and Town of Jackson, Wyoming
2022 Emergency Operations Plan (TC-EOP)**

2022 TC-EOP Plan Distribution List		
Agency/Department	Contact Name	Contact Title
Teton County Coroner's Office	Brent Blue	Coroner
Teton County Emergency Management	Rich Ochs	Coordinator
Teton County General Services	Sarah Mann	Director
Teton County General Services	Kristen Waters	Public Information Specialist
Teton County Health Department	Rachael Wheeler	Public Health Response Coordinator
Teton County Idaho Emergency Management	Greg Adams	Coordinator
Teton County Information Technology	<i>Vacant</i>	Manager
Teton County Public Works	Heather Overholser	Director
Teton County School District #1	Charlotte Reynolds	Executive Director of Communications and District Services
Teton County Sheriff's Office	Matt Carr	Sheriff
Teton County Sheriff's Office Dispatch	Riclyn Betsinger	Communications Manager
Teton County Sheriff's Office Search & Rescue	Mike Estes	Coordinator
Teton County Voluntary Organizations Active in Disasters (VOAD)	Rev. David Bott	Chairman
Teton Interagency Dispatch Center	Heather McDonald	Center Manager
Teton Village Association	Melissa Turley	Executive Director
Teton Village Fire Department	Jon Bishop	Chief
Town of Jackson Administration	Tyler Sinclair	Interim Town Manager
Town of Jackson Clerk's Office	Riley Taylor	Town Clerk
Town of Jackson Community Development	Hanna Sjoberg	Public Information Officer
Town of Jackson Finance	Kelly Thompson	Finance Director
Town of Jackson Public Works	Floren Poliseo	Director
Town of Jackson Town Council	Hailey Morton Levinson	Mayor
Wyoming Department of Transportation	Troy Jerup	Maintenance Foreman, Jackson
Wyoming Highway Patrol	Matt Brackin	Lieutenant, Division K
Wyoming Office of Homeland Security	Chris Wolf	Senior Planner
Wyoming State Forestry Division	Barry Tye	District #4 Forester
Yellowstone National Park	Chris Flesch	Chief Ranger



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SECTION 1. INTRODUCTION

Teton County and the Town of Jackson take a proactive role in preventing, protecting against, mitigating, responding to, and recovering from potential natural hazards, technological hazards, and human-caused threats. The jurisdictions intend to act quickly to prevent emergencies as much as possible, and to facilitate an orderly, efficient response and recovery to all disasters.

The TC-EOP serves as the homeland security plan for Teton County and the Town of Jackson as required in Wyoming State Statute (*W.S. 19-13-108*).

1.1. Purpose

The TC-EOP is a policy-level framework outlining a collaborative approach to emergency response activities within Teton County. This collaborative approach, known as the Whole Community, brings together all levels of government, volunteer and community-based organizations, nongovernmental organizations (NGO), the private sector, and the public. Early involvement by the Whole Community in the response to an emergency or disaster event will assure more efficient and effective coordination of local resources and assistance to impacted communities.

The organizations identified in the TC-EOP will coordinate efforts to provide the resources required to meet the urgent needs arising from a natural, technological, or human-caused incident.

These organizations will work to coordinate lifesaving and property-saving actions essential to emergency response for Teton County and the Town of Jackson. The TC-EOP is a response plan that complements other planning efforts within the emergency management cycle, as illustrated in **Figure 1.1**.

- **Mitigate: Wyoming Region 8 Hazard Mitigation Plan (HMP)** outlines strategies for reducing the impacts of hazards.
- **Prepare: Teton County/Town of Jackson Integrated Preparedness Plan (IPP)** outlines multi-year preparedness priorities and steps to achieve them.
- **Recover: Teton County/Town of Jackson All-Hazards Recovery Plan (AHRP)** outlines strategies for long-term community recovery.

The TC-EOP follows the principles of the National Incident Management System (NIMS) Third Edition 2017 and leverages guidance established within the National



Figure 1.1 – Emergency Management Cycle and Planning



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Response Framework (NRF) Fourth Edition 2019, and the Comprehensive Preparedness Guide (CPG) 101, Version 3.0 2021.

Additionally, the TC-EOP incorporates the three goals from the Federal Emergency Management Agency (FEMA) 2022-2026 Strategic Plan:

- **Goal 1 – Instill Equity as a Foundation of Emergency Management:** Teton County and the Town of Jackson recognize that vulnerable populations are less likely to be self-sufficient during a disaster. Teton County and the Town of Jackson will prioritize services for those without the resources to meet their own immediate needs. Community-based organizations serving vulnerable populations, as identified in [Section 2.1.6](#), were involved in plan development through a targeted survey. Through collaboration with these service providers, the TC-EOP recognizes the need to continually develop strategies necessary to support traditionally underserved communities.
- **Goal 2 – Lead Whole of Community in Climate Resilience:** While the TC-EOP does not directly address preventing or mitigating climate change impacts, the Hazard Vulnerability Assessment in [Section 1.4.1](#) recognizes the increased frequency, duration, and intensity of some hazards due to changing climate. The TC-EOP supports more resilient, flexible, and adaptable response to emergencies and disasters influenced by climate change. Teton County and the Town of Jackson recognize that climate change will place increasing demands on emergency management and government services.
- **Goal 3 – Promote and Sustain a Ready FEMA and Prepared Nation:** The TC-EOP prioritizes integration and coordination across the Whole Community to better adapt to emerging threats and leverage available resources. This includes the coordinating structures identified throughout the TC-EOP. Additionally, the TC-EOP encourages prepared businesses, individuals, families, and organizations to improve our readiness and ensure a disaster-resilient Teton County.

1.2. Scope

The TC-EOP covers the full range of resource, coordination, and support needs in anticipation of or in response to threats, major disasters, and other emergencies. The TC-EOP is structured to be used for any type of event impacting Teton County and the Town of Jackson, including locally declared emergencies or disasters, a State Declared Disaster, or a Federal Declared Disaster. The TC-EOP establishes interagency and multijurisdictional mechanisms for local government involvement in, and coordination of, incident management operations. This includes coordinating structures and processes for incidents requiring:

- State support to local (County and Town) governments
- Local-to-local support
- The exercise of direct local authorities and responsibilities, as appropriate under the law
- Public and private sector incident management integration

In addition, the TC-EOP:

- Recognizes and incorporates the various jurisdictional and functional authorities of local government, NGOs, and private sector organizations involved in incident management.



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- Details the specific incident management roles and responsibilities of the Teton County Board of County Commissioners (BCC), Jackson Town Council (JTC), Teton County Emergency Management (TCEM), Teton County Sheriff's Office (TCSO), Jackson Hole Fire/EMS, Jackson Police Department, Teton County Public Health, and other departments and agencies involved in incident management as defined in Homeland Security Presidential Declaration (HSPD) 5, the Wyoming Homeland Security Act, and other relevant statutes and directives.
- Establishes the multiagency organizational structures and processes required to implement the authorities, roles, and responsibilities for incident management.

The TC-EOP is applicable to all local departments and agencies that may be asked to support or conduct emergency response operations within Teton County, excluding Yellowstone National Park which functions under exclusive jurisdiction (*W.S. 36-10-106*).

1.3. Authorities

Various federal, state, and local statutory authorities and policies provide the basis for local emergency response operations. Nothing in the TC-EOP alters the existing authorities of individual departments and agencies, nor does the TC-EOP convey new authorities upon any local official.

Rather, this plan establishes the coordinating structures, processes, and protocols required to integrate the specific statutory and policy authorities of various departments and agencies in a collective framework for action. [Appendix C](#) provides a summary of relevant statutes, Executive orders, and Presidential directives that provide additional authority and policy direction.

The TC-EOP may be used in conjunction with other emergency operations plans developed under these and other authorities as well as memorandums of understanding (MOUs) among various agencies.

1.4. Situation Overview

Teton County encompasses approximately 4,008 square miles of northwestern Wyoming. Approximately 97% of the county is publicly owned.¹ The county shares its western border with Idaho, which creates an important relationship between Wyoming and Idaho. For example, while traveling to Alta, a community in unincorporated Teton County, one must first travel through Idaho if coming from Wyoming. Within the County boundaries lie the Town of Jackson (the county's only incorporated municipality), Grand Teton National Park, Bridger-Teton National Forest, Caribou-Targhee National Forest, the National Elk Refuge, and roughly the southern half of Yellowstone National Park.

Emergencies or disasters in any community can result in suffering, injuries, fatalities, property damage, impacts to natural and cultural resources, loss of essential community services, disruptions to the local and regional economy, and disruption to critical infrastructure and government operations. In Teton County, with a year-round population of 23,331,² emergencies

¹ Wyoming Region 8 Multi Hazard Mitigation Plan. (2020). Teton County Emergency Management. <https://www.tetoncountywy.gov/DocumentCenter/View/14355/Wyoming-Region-8-Hazard-Mitigation-Plan>

² Total Population. (2020). U.S. Census Bureau.



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or disasters can cause significant disruption, both due to isolated nature of the county and the addition of more than 1.5 million overnight visitors with many more passing through each year.³

TCEM is a division of Jackson Hole Fire/EMS, which is a department within Teton County government. Its mission is to empower the Whole Community, including the county's visitors, to become more disaster-resilient through the coordination of disaster prevention, protection, response, recovery, and mitigation between a multitude of partners, both public and private.

In 2015, both Teton County and the Town of Jackson adopted resolutions (*TC #2015-039 and ToJ #15-24*) to designate TCEM as the local homeland security program for both the County and the Town to meet Wyoming Statute (*W.S. 19-13-108*), with the appointed Teton County Emergency Management Coordinator serving as the lead for emergency management coordination efforts in both jurisdictions.

1.4.1. Hazard Vulnerability Assessment

Teton County encompasses the entirety of Wyoming Region 8, which updated its HMP in 2020. The HMP identifies 11 natural hazards that pose a significant and potentially life-threatening risk to community members. **Table 1.1** illustrates the risk scores for the natural hazards included in the HMP based on probability, expected impact, spatial extent, warning time, and duration. Earthquakes and wildland fires pose the greatest risk to Teton County, noted in red in **Table 1.1**, while six hazards are considered medium risk, and three hazards are considered lower risk incidents. In a 2022 survey of residents conducted as a part of the TC-EOP update, participants overwhelmingly indicated that wildfires, earthquakes, and infrastructure failure broadly were the top hazards of concern. Survey results are detailed in [Appendix D](#).

The HMP integrates climate change considerations within future hazard risks and conditions, in alignment with FEMA Strategic Plan Goal 2 – Climate Resilience.⁴ Teton County anticipates more frequent, more intense, and longer duration hazard events, requiring investments in mitigation for our most vulnerable community members. More detail on the hazard identification and risk assessment process and results is available in the 2020 HMP, which is updated every five years and approved by FEMA.

Table 1.1 – Hazard Identification and Risk Assessment (2020 HMP)

Natural Hazards	Probability	Impact	Spatial Extent	Warning Time	Duration	Overall Risk Score
Avalanche	4	2	1	4	1	2.4
Dam Failure	1	3.5	3	4	2.5	2.8
Drought	2	1.5	4	1	4	2.5
Earthquake/Liquefaction	1.5	3	3	4	4	3.1
Flood/Flash Flood	2	2.5	2.5	2.5	2.5	2.4
Hail	3.5	2	1	2	1	1.9
Landslide	3	2	1	3	2.5	2.3

³ Jackson Hole Travel and Tourism Board Annual Report – Fiscal Year 2021 <http://visit-jackson-hole.s3.amazonaws.com/assets/pdfs/JHTTB-2021-Annual-Report.pdf>

⁴ 2022-2026 FEMA Strategic Plan. (FEMA). <https://www.fema.gov/about/strategic-plan>



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Table 1.1 – Hazard Identification and Risk Assessment (2020 HMP)

Natural Hazards	Probability	Impact	Spatial Extent	Warning Time	Duration	Overall Risk Score
Lightning	4	1	1.5	2.5	1	2
Tornado	1	1.5	1	4	1	1.7
Wildland Fire	3.5	3	3	1.5	4	3
Winter Storms	4	1	4	1	2.5	2.5

1.5. Planning Assumptions

Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level. While resources may eventually become available through mutual aid and from the State of Wyoming and Federal government, Teton County and the Town of Jackson will first be responsible for managing emergency operations using local resources. The TC-EOP uses the combined expertise and capabilities of government at all levels, the private sector, and NGOs, which will be required to prevent, protect against, mitigate, respond to, and recover from emergencies and disasters.

The TC-EOP is based on the following planning assumptions and considerations:

- Disasters or emergencies may occur at any time, some with little or no warning, while others will have enough warning that some notifications and alerts can be issued.
- Members of the public, as well as local government, community-based organizations, and businesses should plan to be self-sufficient for at least two weeks after a catastrophic emergency or disaster.
- In a 2022 survey of Teton County residents, 39% of respondents indicated disaster preparedness is mostly a responsibility of individuals, while 33% believed it was mostly a responsibility of government. Community members with more resources (financial, family support, etc.) are more able to be self-sufficient than others. Those with fewer resources will require more support from local government during emergencies and disasters.
- A significant emergency or disaster will likely result in numerous fatalities, displaced people, property loss, disruption of normal life support systems, essential public services, and basic infrastructure, and significant damage to the environment, natural, and cultural resources.
- Incident response will require significant information-sharing across multiple agencies and jurisdictions, and between the public and private sectors.
- An incident may involve single or multiple geographic areas.
- An incident may involve multiple, highly varied hazards or threats.
- An incident may overwhelm the capabilities of local and private-sector infrastructure owners and operators, leading to disruption of essential services.
- An incident may attract a sizeable influx of independent, spontaneous volunteers and donations.
- Incident response may require extremely short-notice asset coordination and response timelines; as well as prolonged, sustained incident management operations and support activities.



SECTION 2. CONCEPT OF OPERATIONS

The Concept of Operations (CONOPS) section describes the concepts, policies, and structures that will organize Teton County and Town of Jackson incident response. Incident management activities align with NIMS.

Plan Activation

TCEM will activate and use the TC-EOP as an operational and policy guide outside of “blue sky” steady-state operations. This includes enhanced monitoring activities by TCEM. The TC-EOP is “de-activated” when the jurisdiction returns to steady-state operations.

2.1. General Concepts

Teton County and the Town of Jackson identified the following priorities for incident response:

- **Life Safety:** Ensure the safety and security of community members, first responders, and support personnel.
- **Incident Stabilization:** Establish leadership to stabilize Community Lifelines and reduce future impacts.
- **Protect Property and Environment:** Protect infrastructure assets, systems, and networks, whether physical or virtual, and preserve environmental resources.
- **Societal Restoration:** Reestablish disrupted Community Lifelines.

2.1.1. Unity of Effort

Teton County, the Town of Jackson, and all relevant agencies and departments will coordinate incident operations to achieve common objectives, build consensus, and participate in transparent and inclusive planning efforts. Unity of Effort enables Teton County, the Town of Jackson, and other independent organizations to support each other while maintaining their own jurisdictional authorities. Unity of Effort is reflected in the TC-EOP coordinating structures.

2.1.2. Emergency Support Functions (ESF)

Emergency Support Functions (ESF) are the way we organize across community agencies and organizations - **the means** - to enhance coordination and integration. Inter-agency coordination enables Teton County and the Town of Jackson to better adapt to emerging threats and serve individuals and communities, in alignment with FEMA Strategic Plan Goal #3 – Readiness.⁵ The TC-EOP uses the ESF concept to organize incident operations, in alignment with the State of Wyoming and the Federal government. ESFs provide the structure to coordinate appropriate agencies within the Town and County, as well as NGOs, the private sector, and some state and federal agencies. Fifteen (15) ESFs are responsible for various resources and capabilities, as described in the [ESF Annexes](#). The ESF structure, in alignment with the Modular Organization concept within NIMS, allows for flexible and adaptable response by activating the functions that are most relevant for the incident.

⁵ 2022-2026 FEMA Strategic Plan. FEMA. <https://www.fema.gov/about/strategic-plan>

2.1.3. Core Capabilities

The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken - **the ways** - to stabilize and re-establish Community Lifelines. Each ESF is associated with various capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery.

2.1.4. Community Lifelines

FEMA developed the Community Lifelines concept to create a common framework to prioritize and ensure the delivery of critical services within a community that must be stabilized or re-established - **the ends** - to alleviate threats to life and property. The seven (7) Community Lifelines are illustrated in **Figure 2.1** below.

Figure 2.1 – FEMA Community Lifelines



2.1.5. Whole Community

The TC-EOP uses a Whole Community approach, ensuring that all levels of government, residents, NGOs, and the private sector are partners in emergency operations. The degree of involvement by various organizations and community groups will depend on authority, jurisdiction, and other factors including:

- The need to protect the public health or welfare, with special consideration of vulnerable populations within the community
- The need to protect property and critical infrastructure
- The need to protect, preserve, and restore natural and cultural resources
- Type or location of the incident
- Severity and magnitude of the incident
- Requests for external support, or local ability to manage the incident
- Economic ability of the affected entity to recover from the incident

TCEM engaged Whole Community partners, including ESF agencies, community organizations serving our most vulnerable populations, and the public, in the development of the TC-EOP.

2.1.6. Vulnerable Populations

Teton County and the Town of Jackson are committed to serving our communities' most vulnerable populations before, during, and after an emergency or disaster. In alignment with FEMA Strategic Plan Goal #1 – Equity, ⁶ TCEM recognizes that vulnerable populations are less

⁶ 2022-2026 FEMA Strategic Plan. FEMA. <https://www.fema.gov/about/strategic-plan>



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likely to be self-sufficient during a disaster and Teton County and Town of Jackson will prioritize services for those without the resources to meet their own immediate needs.

FEMA defines vulnerable populations as the following:⁷

- Caregivers
- Children in special education
- Children, infants, and unaccompanied minors
- Diverse racial and ethnic populations
- Elderly persons
- Families using supported decision-making or guardianship
- Homeless individuals
- Immigrants
- Incarcerated individuals, people in jails or prison and people on parole
- Individuals with
 - Mental health needs
 - Limited cultural and English proficiency
 - Household pets
 - Emotional support or therapy animals
 - Limited or no transportation resources or who need public transportation to access essential services, commodities, and resources
 - Little or no trust in government
 - Special dietary concerns (e.g., life-threatening food allergies, fed by tube)
- Individuals requiring:
 - Durable medical and backup power suppliers
 - Power for ventilators or other life-sustaining/assistive technology

In addition to this comprehensive definition, the TC-EOP also includes tourists, visitors, and other temporary residents as vulnerable populations.

2.1.7. Multiagency Coordination Systems (MACS)

The TC-EOP recognizes several systems that provide multiagency coordination before emergencies even occur. These Multiagency Coordination Systems (MACS) provide coordination for routine activities and during emergencies may expand their capabilities to provide a higher level of coordination between response agencies. These MACS include:

- **Teton County Sheriff's Office Dispatch (TCSO Dispatch):** 9-1-1 Public Safety Answering Point for Teton County (exclusive of Yellowstone National Park) and 24/7/365 dispatch and warning point for the Town of Jackson and Teton County (exclusive of Yellowstone National Park, Grand Teton National Park, and Bridger-Teton National Forest).

⁷ Comprehensive Preparedness Guide (CPG) 101, Version 3. (September 2021). FEMA.
https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf



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- **Teton Interagency Dispatch Center (TIDC):** Dispatch center for Bridger-Teton National Forest and Grand Teton National Park and primary wildfire dispatch center for Teton County (exclusive of Yellowstone National Park).
- **Teton County Public Information Officers Group (TC PIO Group):** Informal group of governmental, NGO, and private sector public information professionals that meet periodically to coordinate public information activities and build a stronger Joint Information System (JIS).⁸

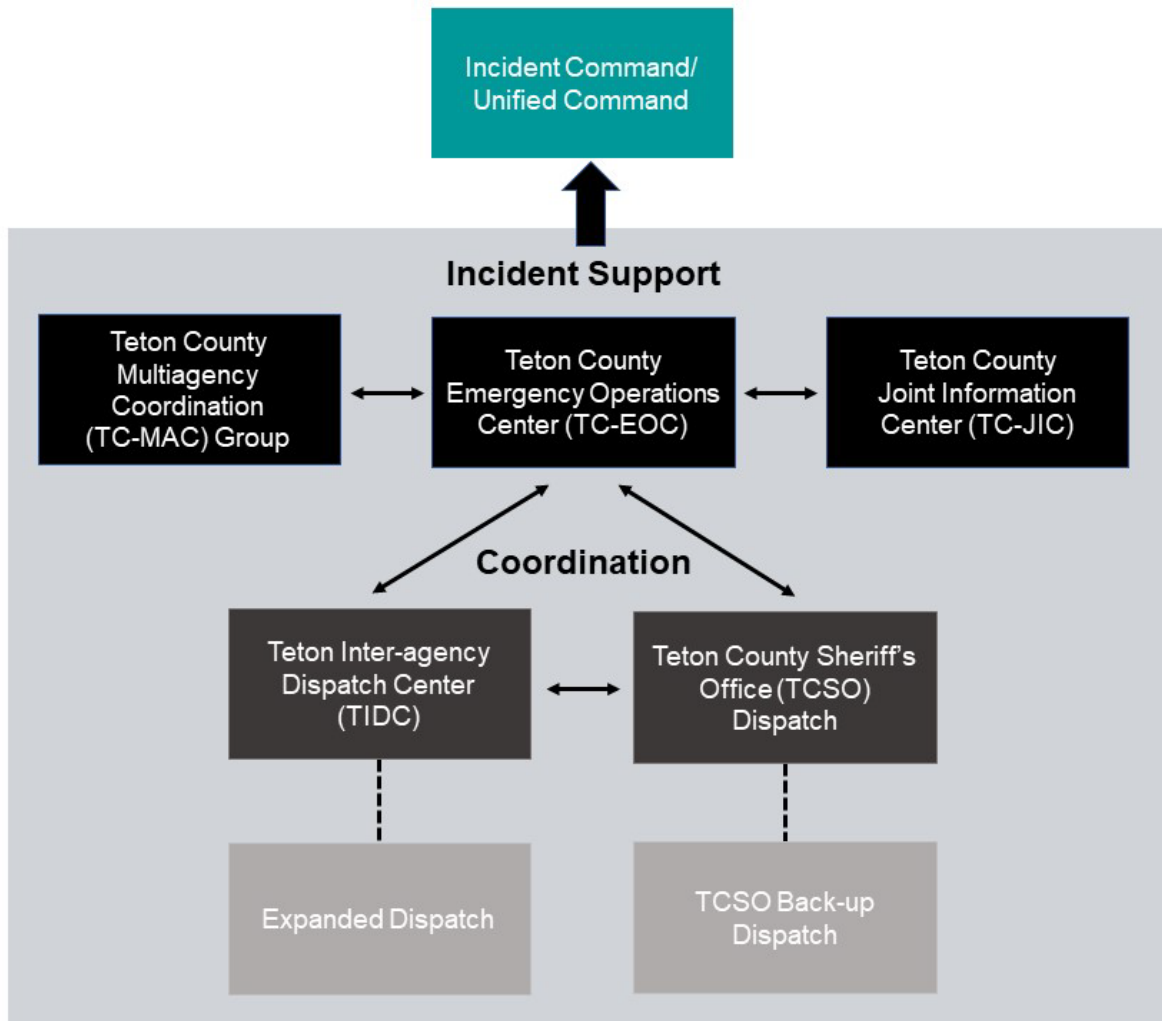
During a crisis, these MACS may expand, and new elements may be introduced to scale with the size of the incident requiring coordination:

- **Teton County Emergency Operations Center (TC-EOC):** The physical or virtual location from where Teton County and the Town of Jackson coordinate information and resources to support incident management (on-scene operations) activities. Activated by TCEM to enhance coordination for significant incidents. Described further in [Section 2.3](#).
- **Teton County Multiagency Coordination (TC-MAC) Group:** Group of agency administrators and executives that enables decision-making among elected and appointed officials and senior executives in other organizations, as well as those directly responsible for incident management. Activated by TCEM to enhance coordination for significant incidents, and administrative support provided by TC-EOC. Described further in [Section 4.1](#).
- **TCSO Backup Dispatch:** Additional or redundant dispatch capacity at the TC-EOC activated by TCSO Dispatch as needed
- **Expanded Dispatch:** Additional dispatch capacity focused on wildfire incidents at TIDC. Activated by TIDC as needed.
- **Teton County Joint Information Center (TC-JIC):** Central location where personnel coordinate incident-related public information activities. Activated by ESF #15 (External Affairs) and supported by the TC-EOC.

Figure 2.2 illustrates the MACS and the coordination between the different systems that provide incident support, including those that are always activated (TIDC and TCSO Dispatch) and those that are activated as needed based on the incident requirements (TC-EOC, TC-MAC Group, and TC-JIC).

⁸ National Incident Management System, Third Addition. (October 2017). FEMA.
https://www.fema.gov/sites/default/files/2020-07/fema_nims_doctrine-2017.pdf

Figure 2.2. Multiagency Coordination Systems (MACS)





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2.2. Emergency and Disaster Declarations

This section describes the process, templates, and individuals involved in issuing a declaration of emergency or disaster for all-hazards incidents, including potential coordination with the state and federal governments. A formal declaration of emergency or disaster may expedite access to necessary resources and assistance from neighboring communities, key stakeholders, and when appropriate the state or federal government.

2.2.1. Local Emergencies or Disasters

If an incident should exceed the capabilities of regular operations, the elected governing bodies, Teton County BCC and/or JTC, may declare an **emergency** or a **disaster** to secure additional assistance through established emergency management protocols and mutual aid agreements, including the Wyoming State Response Coordination Center (SRCC).

These terms are often used interchangeably. For Teton County and the Town of Jackson, the terms shall be defined as follows:

Emergency Declaration

- Activates the TC-EOP pursuant to Teton County/Town of Jackson Emergency Management Resolution (TOJ #15-24; TC #2015-039).
- Anticipates that the situation can be resolved with Town/County resources and limited mutual aid.
- Informs the public that it may not be “business as usual” in the jurisdiction until the emergency is resolved. This could apply to curfews, rationing, availability of government services, traffic routing, etc.
- Wyoming State Statute (W.S.19-13-111) and the Town/County Emergency Management Resolution (TOJ #15-24; TC #2015-039) give TCEM the authorization to employ all available resources and personnel of the Town/County.
- Informs local government employees that elected officials may need to temporarily suspend Town/County personnel policies regarding temporary hires, remote work, adjusting standard hours of operation, changing duty stations, and more for some or all employees in response to the emergency.

Disaster Declaration

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



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Local Declaration Considerations

- An Emergency Declaration does not need to be made as a pre-requisite to creating a Disaster Declaration.
- The Emergency or Disaster Declaration may extend to all or any geographic area within Town or County jurisdiction.
- All Emergency/Disaster Declarations should be made in writing.
- A joint Town/County Declaration formalized by resolution is preferred.
- It is preferred that the Town first makes a Disaster Declaration to the County. This process will improve the likelihood of receiving state assistance. However, nothing prevents the Town from making a Disaster Declaration directly to the State.
- Once the Local Disaster Declaration is forwarded to Wyoming Office of Homeland Security (WOHS), a State of Emergency can then be declared by the Governor of Wyoming using an executive order or proclamation.

TCEM shall maintain supporting documentation for the Disaster Declaration through damage assessment and ESF information. In many cases, implementation of the Wyoming State Response Coordination Plan (SRCP) and access to state and federal programs or funding are contingent on correctly following the declaration process in a timely manner.

2.2.2. State Declared Disasters

If the Governor determines the disaster is beyond the ability of local government to effectively respond, a State of Emergency can be declared through an executive order or proclamation.

- TCEM will provide documentation in support of a Declaration request, in accordance with Wyoming State Statute and WOHS policy.
- The action of the Governor will be in support of the local jurisdiction's expressed needs.

The Declaration of a State of Disaster or State of Emergency by the Governor serves to:

- Activate the emergency response, recovery, and mitigation phases of the state and local emergency management plans, including the SRCP.
- Provide authority for the mobilization and deployment of all resources to which the plans refer, or any other provision of law relating to emergencies.
- In alignment with the SRCP, allow various state agencies authority and responsibility for emergency functions.

WOHS will present the Governor with the following information:

- Nature and amount of state and local resources that have been or will be committed
- An estimate of the amount and severity of damage and impacts
- An estimate of the type and amount of state assistance needed



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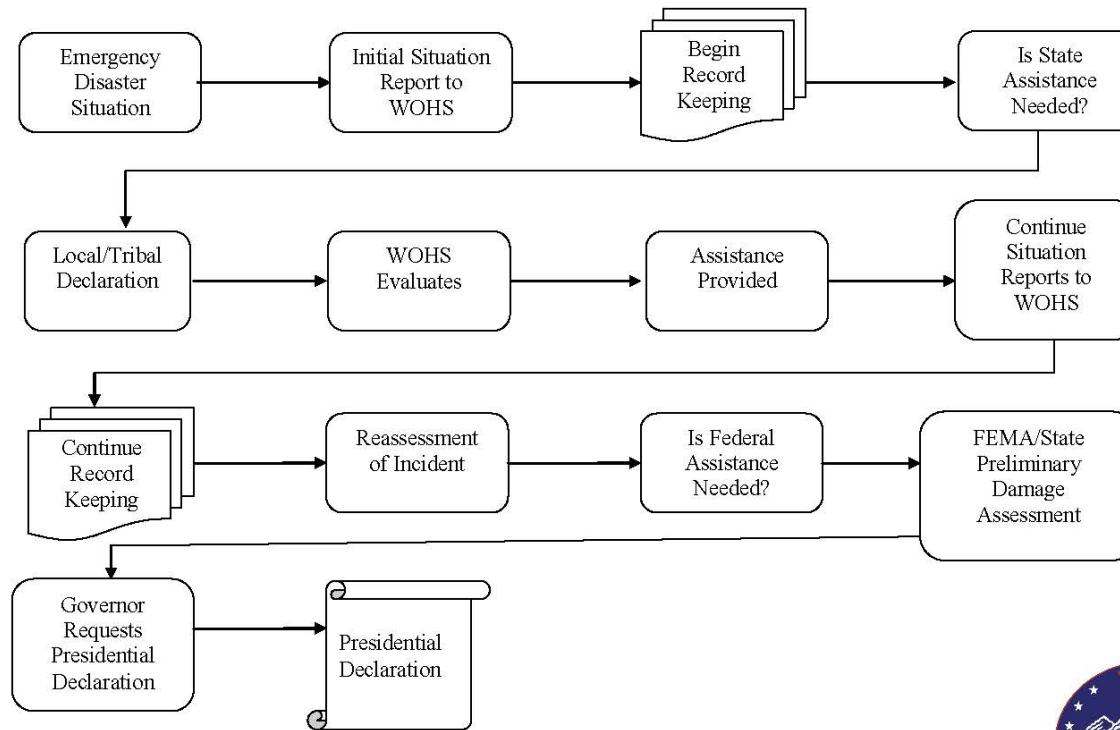
The State of Disaster or Emergency shall continue until the Governor finds that the threat of danger has passed or that the disaster has been dealt with to the extent that emergency conditions no longer exist, and the Governor terminates the State of Disaster or Emergency by executive order or proclamation. The executive order shall indicate:

1. The nature of the disaster
2. The area threatened
3. The conditions which have brought it about, or which make possible termination of the State of Disaster or Emergency

An executive order or proclamation shall be disseminated promptly by means calculated to bring its contents to the attention of the public and, unless the circumstances attendant upon the disaster prevents or impede, shall be promptly filed with WOHS, the Secretary of State, and the local jurisdiction in the area to which it applies.

Documentation of the complete State of Wyoming process for disaster assistance is described in **Figure 2.3**.

Figure 2.3. Disaster Assistance Process Flow Chart⁹



⁹ Disaster Assistance Process Flow Chart. Wyoming Office of Homeland Security (WOHS). <https://hls.wyo.gov/plans-and-documents>



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2.2.3. Presidential Disaster Declarations

As established in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), all requests for a Declaration by the President that a major disaster exists shall be made by the Governor. The Stafford Act includes two types of disaster declarations:

- **Emergency Declarations:** The President can declare an emergency for any occasion or instance when the President determines federal assistance is needed. Emergency declarations supplement state and local efforts in providing emergency services.
- **Major Disaster Declarations:** The President can declare a major disaster for any natural event that the President determines has caused damage of such severity that it is beyond the combined capabilities of state and local governments to respond. A major disaster declaration provides a wide range of federal assistance programs for individuals and public infrastructure, including funds for both emergency and permanent work.

Federal assistance through a Presidential Disaster Declaration is requested by the Governor if the situation meets the criteria for a declaration. The Governor submits a written request to the president through FEMA Region VIII in Denver, CO. FEMA gathers information to supplement the Governor's request, and this is sent to the President who determines the final disposition. The disposition of the request is transmitted through FEMA Region VIII back to the Governor. FEMA, part of the Emergency Preparedness and Response Directorate of the Department of Homeland Security, is tasked with coordinating the response of federal agencies with state and local governments.

Based on the Governor's request, the President may declare that a Major Disaster or Emergency exists, thus activating an array of federal programs to assist in the response and recovery effort. Not all programs, however, are activated for every disaster. The determination of which programs are activated is based on the needs found during the damage assessment and any subsequent information that may be discovered.



2.3. Teton County Emergency Operations Center (TC-EOC)

The TC-EOC serves as the focal point for emergency management and coordination with and between governmental departments, ESF Agencies, and incident response personnel.

The TC-EOC is the physical or virtual location from where Teton County and the Town of Jackson will coordinate information and resources to support incident management activities. The TC-EOC houses the staff, equipment, and communications technology that local leadership needs during emergency response.

The primary TC-EOC is located at 3240 S Adams Canyon Drive, Jackson, WY 83001.

The main functions of the TC-EOC include:

- Collecting, analyzing, and sharing information related to the incident
- Maintaining and reporting on situational status regarding the incident, including but not limited to, threats, impacts, trends, and response activities.
- Supporting requests, allocating, and tracking resources needed for response.
- Developing plans, projecting current and future needs, and assuring successful demobilization of TC-EOC operations.
- Determining policy direction through decision-making, direction, and coordination.

2.3.1. EOC Activation

There are three functional levels of EOC activation, outside of “steady-state” operations, based on the individual situation and need for coordinated response. Steady-state operations include regular, day-to-day public safety, emergency management operations, and monitoring activities. The TC-EOC is a “warm” EOC, meaning that it is not staffed 24/7 for monitoring activities. TCSO Dispatch and TIDC provide day-to-day monitoring, alert, and notification functions.

TC-EOC activation levels include:

- **Level 3 – Monitoring/Enhanced Activation:** Certain incidents that have the potential to rise to the level of an emergency or disaster. This activation is primarily supported by TCEM staff. This activation level may include one or more subject matter experts depending on the nature of the incident (e.g., hazardous materials spill) and may be activated virtually. The situation may require additional staff or equipment and supplies from another department or jurisdiction to deal with the incident.
- **Level 2 – Partial Activation:** Emergencies or non-catastrophic disasters which have special characteristics requiring response by multiple municipal or county departments and partner agencies. This activation level requires the acquisition and/or use of special resources and will require support from selected departments.
- **Level 1 – Full Activation:** Extraordinary disasters which require the coordinated response of Teton County and the Town of Jackson, neighboring jurisdictions, and the greater community to save lives and preserve and protect property. This level of activation will require 24-hour response coordination and utilization of staff from other county and municipal departments and agencies, state agencies, and federal partners.



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The Emergency Management Coordinator, or their representative, will determine if and to what level the TC-EOP should be activated. TC-EOP activation may be initiated in advance and when practicable, such as a predicted windstorm, or in the immediate aftermath of an unexpected disaster, such as an earthquake.

TC-EOP activation is primarily triggered based on the capacity of dispatch centers, including situations when:

- TCSO Dispatch and/or TIDC are overwhelmed with requests for resources and assistance to the extent they cannot maintain primary 9-1-1 Public Safety Answering Point (PSAP) responsibilities.
- TCSO Dispatch and/or TIDC cannot obtain incident response resources as requested by an Incident Commander (IC).

Table 2.1 includes additional TC-EOP trigger events.

Table 2.1 – TC-EOP Trigger Events	
Trigger Event	Minimum TC-EOP Activation Level
Upon request by Incident Commander	Level 3
Upon request by Governor (WOHS Director)	Level 3
Upon request from TCSO Dispatch	Level 3
Upon request from the TC-MAC Group	Level 3
Upon request by Teton County BCC or JTC (through Administrator and/or Managers)	Level 3
Teton County BCC and/or JTC issue a Local Emergency or Local Disaster Declaration	Level 2
Congregate Shelter(s) are Activated	Level 2
Protective Action Orders are Issued (Neighborhood or greater)	Level 2
Catastrophic Incident as determined by TCEM	Level 1

TC-EOP activation is also based on incident complexity. As established in the NIMS Incident Complexity Guide (June 2021), incident complexity is determined by the IC based on:

- Geographic area involved
- Level of threat to life and property
- Political sensitivity
- Organizational complexity
- Jurisdictional boundaries
- Values at risk
- Weather
- Strategy and tactics
- Agency policy
- How routine or unusual the incident is



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A summary of the five (5) incident complexity levels, as well as incident effect and incident management indicators, is included in **Table 2.2** below. As indicated in the table, EOC activation is unnecessary for a Type 5 incident, may be necessary for a Type 4 or Type 3 incident, is likely necessary for a Type 2 incident, and is necessary for a Type 1 incident.

The NIMS Incident Complexity Levels will be used by ICs within Teton County unless there is a complexity analysis that is more appropriate for the incident (such as wildland fire, structure fires, search, and rescue, etc.)

Table 2.2 – NIMS Incident Complexity Levels ¹⁰		
Type	Incident Effect Indicators	Incident Management Indicators
5	- Incident shows no resistance to stabilization or mitigation - Resources typically meet incident objectives within one or two hours of arriving on scene - Minimal effects to population immediately surrounding the incident - Few or no evacuations necessary during mitigation - No adverse impact on critical infrastructure - Elected officials and stakeholders require minimal or no coordination, and may not need notification	- IC position is filled, but Command and General Staff positions are unnecessary EOC activation is unnecessary - One or more resources are necessary and receive direct supervision from the IC - Resources may remain on scene for several hours, up to 24, but require little or no logistical support - Formal incident planning process is not necessary
4	- Incident shows low resistance to stabilization or mitigation - Resources typically meet incident objectives within several hours of arriving on scene - Incident may extend from several hours to 24 hours - Limited effects to population surrounding incident - Few or no evacuations necessary during mitigation - Incident threatens, damages, or destroys a minimal number of properties - Elected officials and stakeholders require minimal or no coordination, but they may need to be notified	- IC/Unified Command (UC) role is filled, but Command and General Staff positions are typically not necessary EOC activation may be necessary - Multiple kinds and types of resources may be necessary - Resources may remain on scene for 24 hours or longer and may require limited logistical support
3	Incident shows moderate resistance to stabilization or mitigation	- IC/UC role is filled EOC activation may be necessary - Command Staff positions are filled

¹⁰ National Incident Management System (NIMS) Incident Complexity Guide. (June 2021). FEMA.
<https://www.fema.gov/sites/default/files/documents/nims-incident-complexity-guide.pdf>

Table 2.2 – NIMS Incident Complexity Levels¹⁰

Type	Incident Effect Indicators	Incident Management Indicators
	- Resources typically do not meet incident objectives within the first 24 hours of resources arriving on scene - Incident may extend from several days to over one week - Population within and immediately surrounding incident area may require evacuation or shelter during mitigation - Incident threatens, damages, or destroys properties - Critical infrastructure may suffer adverse impacts - Elected officials and stakeholders require some level of coordination	- Incident typically extends into multiple operational periods - Resources may need to remain on scene for over a week and will require logistical support - Incident may require an incident base to support resources - Numerous kinds and types of resources may be required - Number of responders depends on the kind of incident but could add up to several hundred personnel - Leaders initiate and follow formal incident planning process
2	- Incident shows high resistance to stabilization or mitigation - Resources typically do not meet incident objectives within the first several days - Incident may extend from several days to two weeks - Population within and surrounding the general incident area is affected - Affected population may require evacuation, shelter, or housing during mitigation for several days to months - Incident threatens damages, or destroys properties - Critical infrastructure may suffer adverse impacts, including destruction - Elected officials and stakeholders require a moderate level of coordination - Incident has resulted in external influences, has widespread impact, and involves political/media sensitivities	- IC/UC role is filled EOC activation is likely necessary - Incident extends into numerous operational periods - Resources may need to remain on scene for several weeks and will require complete logistical support, as well as possible personnel replacement - Numerous kinds and types of resources may be required - Size and scope of resource mobilization necessitates a formal demobilization process - Length of resource commitment may necessitate a transfer of command from one Incident Management Team (IMT) to a subsequent IMT - Number of responders depends on the kind of incident but could add up to over 1,000 personnel - Leaders initiate and follow formal incident planning process
1	- Incident shows high resistance to stabilization or mitigation - Incident objectives cannot be met within numerous operational periods - Incident extends from two weeks to over a month	- IC/UC role is filled EOC activation is necessary - UC is complex due to the number of jurisdictions involved - Resources will likely need to remain on scene for several weeks and will require complete logistical support,

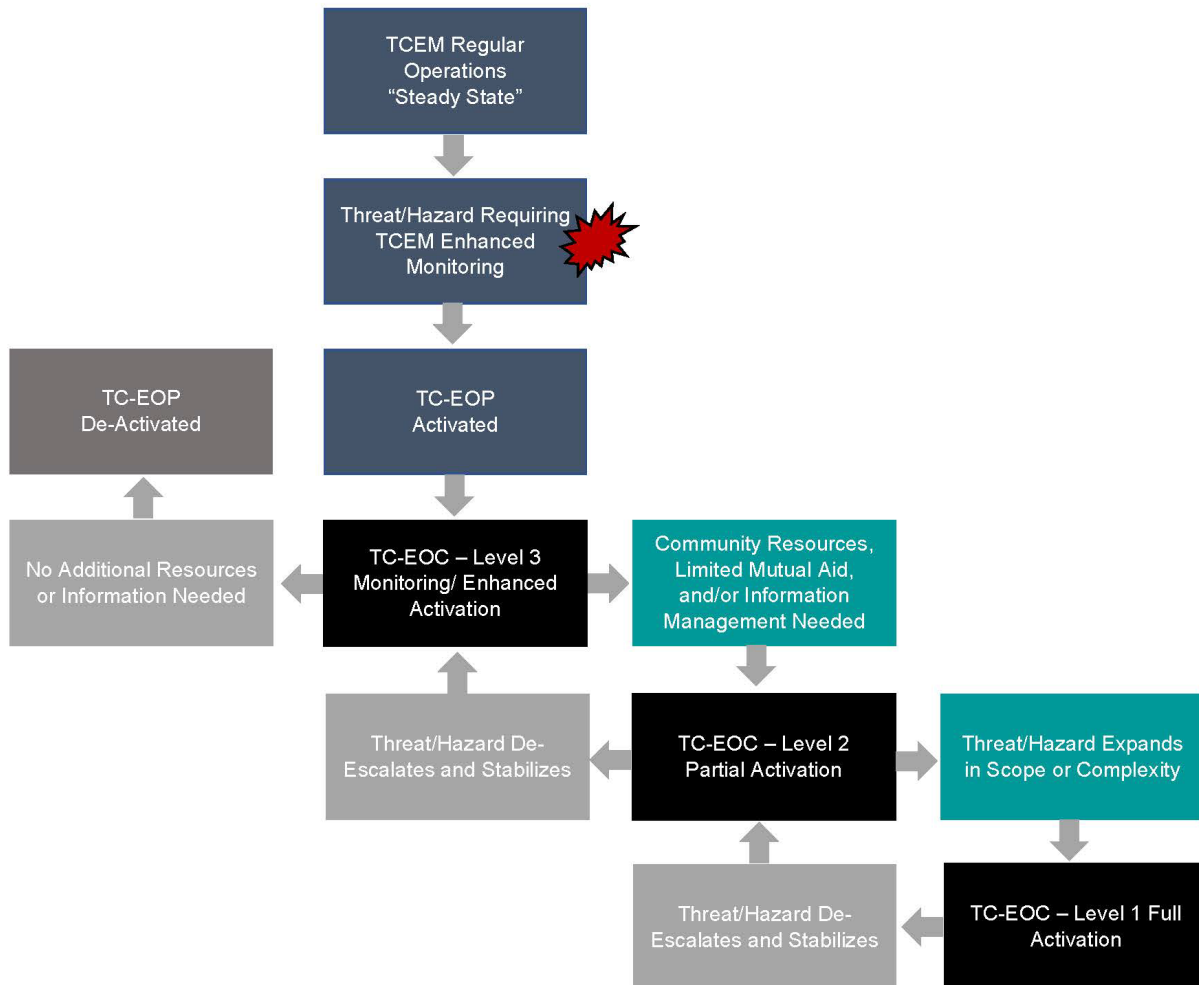


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Table 2.2 – NIMS Incident Complexity Levels ¹⁰		
Type	Incident Effect Indicators	Incident Management Indicators
	• Population within and surrounding the region or state where the incident occurred is significantly affected • Incident threatens, damages, or destroys significant numbers of properties • Incident damages or destroys numerous critical infrastructure • Evacuated or relocated populations may require shelter or housing for several days to months • Elected officials, political organizations and stakeholders require a high level of coordination • Incident has resulted in external influences, has widespread impact and • involves political/media sensitivities	as well as possible personnel replacement • Numerous kinds and types of resources may be required, including many that trigger a formal demobilization process • Federal assets and other nontraditional organizations – such as VOAD and NGOs – may be involved in the response, requiring close coordination and support • Size and scope of resource mobilization necessitates a formal demobilization process • Number of responders depends on the kind of incident but could add up to over 1,000 personnel • Leaders initiate and follow formal incident planning process • Leaders may order and deploy out of state resources, such as through EMAC

Figure 2.4 outlines how the activation of the TC-EOP aligns with the TC-EOC Activation Levels.

Figure 2.4 – TC-EOP and TC-EOC Activation Process





Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

2.3.2. EOC De-activation

As the situation stabilizes and the need for coordination and support decreases, the TC-EOC will stand down to the next appropriate activation level and begin the process of transitioning to the recovery phase. In a complex recovery effort, the TC-EOC may activate the AHRP. After de-activating the TC-EOC and activating the AHRP, long-term recovery program management and monitoring transitions to the Local Disaster Recover Manager (LDRM) and the Recovery Coordination Group (RCG) that they oversee.

2.3.3. Alternate EOC

St. John's Health and Teton County Public Health both serve as alternate TC-EOC facilities. The location of each facility is detailed in **Table 2.3** below.

Table 2.3 – Alternate EOC Facilities	
Facility Name	Address
Teton County Public Health	460 E. Pearl Avenue, Jackson, WY 83001
St. John's Health	625 E. Broadway, Jackson, WY 83001

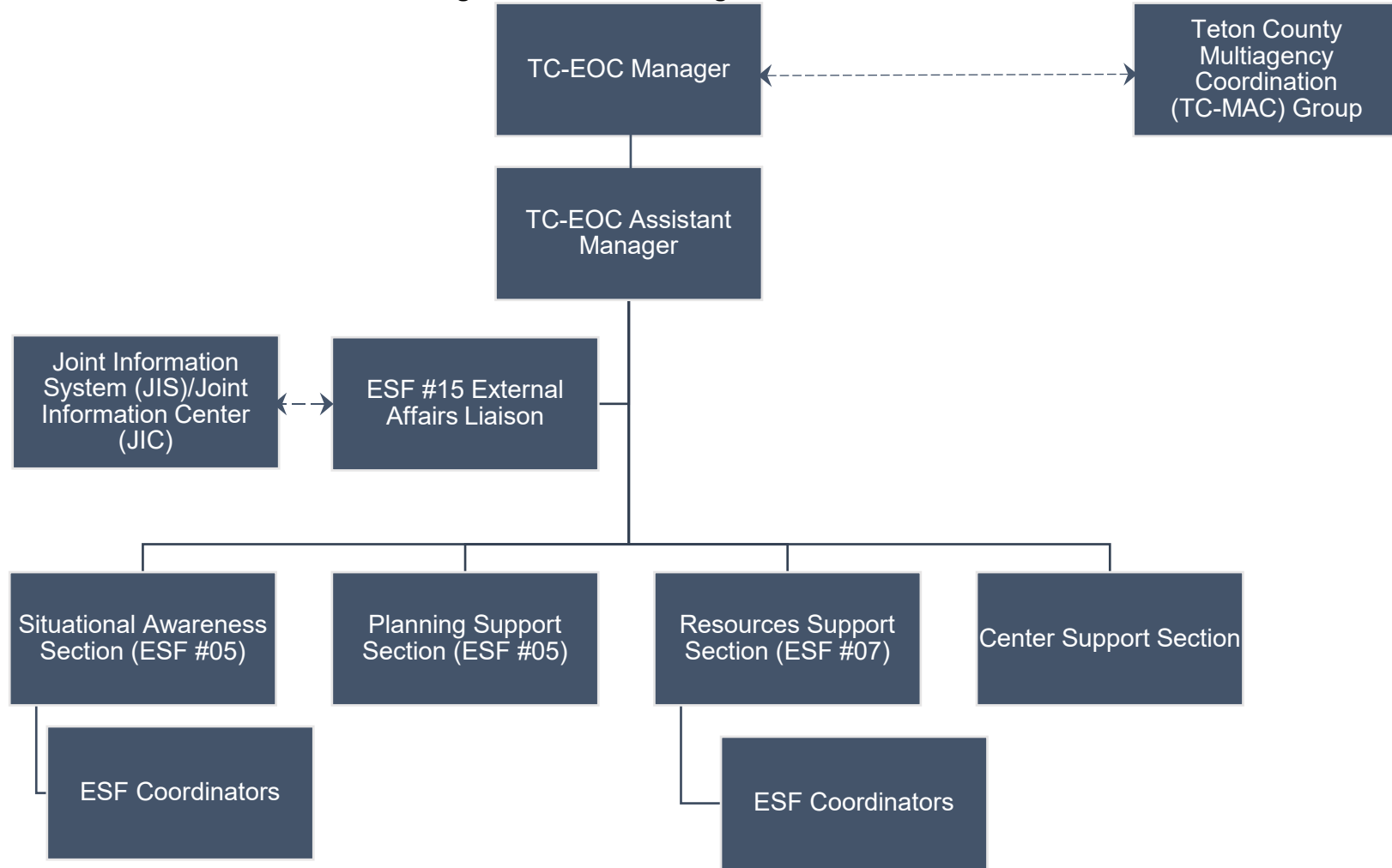
Additionally, incident support operations may continue using a virtual EOC option, facilitated by Microsoft Teams, WebEOC, and other virtual platforms as needed.

WebEOC is a cloud-based incident management solution used by TCEM to ensure situational awareness and track activities more effectively during an incident. This software includes tools for activity logging, standardized checklists, damage assessments, commodity distribution sites, critical facility status, file sharing, Incident Action Plan (IAP) development, resource/task request processing, battle rhythm, shelter status, road status, Situation Report (SITREP) development, chat, Integrated Public Alert and Warning System (IPAWS), and more. For many small-to-moderate scale events, WebEOC may serve as the primary center of operations for communication and coordination. TCEM encourages daily use of WebEOC for division staff, but also for agencies that may use the system during a crisis such as TCSO Dispatch and TIDC, the primary MACS.

2.3.4. Organizational Structure and Staffing

The TC-EOP will be organized using the Incident Support Model (ISM) structure, illustrated in **Figure 2.5** below.

Figure 2.5 – TC-EOP Organizational Structure





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The TC-EOC Manager is supported by an Assistant Manager, four sections, and the ESF Coordinators. The TC-EOC Manager position will be filled by the Emergency Management Coordinator or their qualified designee. All other positions are filled as needed based on the incident scope, complexity, and duration.

The TC-EOC is first staffed by members of various County and Town departments and TC-EOC Support Staff. **All Town and County departments are directed by JTC and Teton County BCC (through their approval of this plan and under W.S. 19-13-111) to provide at least one staff member serve as a TC-EOC Support Staff member.** These pre-identified TC-EOC staff members are subject to training expectations as detailed in the Teton County/Town of Jackson NIMS Training Plan and are deployed as requested by TCEM. During an EOC activation, departments will ensure TC-EOC Support Staff are excused from their primary duties and their schedules adjusted appropriately.

The **TC-EOC Manager** is responsible for:

- Setting TC-EOC objectives
- Facilitating the development of policy direction and resource prioritization by elected officials and administrative leadership through the TC-MAC Group (described in [Section 4.1](#))
- Activating all relevant ESFs
- Determining the need for additional command-level staff, including an Assistant Manager, Legal Advisor, Safety Officer, or other technical specialists
- Assuming all tasks, roles, and responsibilities of non-activated/unfilled EOC positions

The **TC-EOC Assistant Manager** is responsible for:

- Overseeing TC-EOC operations and ensuring that objectives are carried out
- Managing coordination and communication with all activated EOC Sections and ESF Coordinators
- Supporting the TC-EOC Manager as needed

The TC-EOC Manager will activate ESF #15 (External Affairs) for all Level 2 (Partial) or Level 1 (Full) activations. The ESF #15 Coordinator will either serve as the **ESF #15 (External Affairs) Liaison** or support the TC-EOC Manager in determining an appropriate Liaison based on the incident. The ESF #15 Liaison is responsible for ensuring the dissemination of timely, accurate, and accessible information to the public. The responsibilities of the ESF #15 Liaison are further detailed in the [ESF #15 \(External Affairs\) Annex](#).

The **Situational Awareness Section** is responsible for:

- Collecting, analyzing, and disseminating incident information through assessment of Community Lifelines (described in [Section 5](#))
- Receiving Essential Elements of Information (EEl)s from ESF Coordinators
- Developing a SITREP for each operational period
- Creating and providing a variety of products for the TC-MAC Group, public affairs, and other internal and external stakeholders



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- Monitoring weather and geologic forecasts and providing updates to the TC-EOC, IC, and TC-MAC Group, as appropriate
- Processing requests for information
- Developing reports, briefings, and presentation products
- Developing material to support public messaging
- Integrating Geographic Information Systems (GIS) and other technical information
- Maintaining updated displays in the TC-EOC, on WebEOC, in GIS, and other methods as appropriate

The **Planning Support Section** is responsible for:

- Providing a range of current and future planning services including development of an TC-EOC plan for support of the incident
- Developing an EOC Support Plan (ESP) and other incident reports as needed
- Developing contingency, deactivation, and recovery plans
- Assisting in developing and executing the shared goals of multiple jurisdictions and organizations involved in managing the incident
- Coordinating a standard planning process to achieve the objectives of the TC-EOC leadership and foster unity of effort among all organizations represented
- Coordinating closely with the Incident Command Planning Section (if established) to ensure that both on-scene and TC-EOC personnel have appropriate contingency plans
- Information and planning responsibilities are further detailed in the [ESF #05 \(Information and Planning\) Annex](#).

The **Resource Support Section** is responsible for:

- Enhancing, but not replacing, pre-existing resource management structures such as dispatch centers, expanded dispatch, or agency-specific mutual aid agreements
- Processing resource and task requests from on-scene ICs and/or their designated Logistics Section Chiefs
- Sourcing, requesting/ordering, and tracking to their assigned incident all resources, including supplies, equipment, and personnel, acquired from:
 - ESFs represented in the TC-EOC
 - Other community organizations
 - Mutual aid agreements
 - Nongovernmental partners
 - Purchased or leased items
- The responsibilities of the Resource Support Section are further detailed in the [ESF #07 \(Resource Support\) Annex](#).

The **Center Support Section** is responsible for:

- Coordinating TC-EOC facility and staff support needs including:
 - Communications
 - Information technology
 - Administrative processes
 - General services such as supplies, equipment, facility security, and maintenance



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- Staff support, such as food
 - Staff scheduling
- Supporting the needs of other facilities associated with the TC-EOC such as a JIC, when needed
- Financial tracking for the TC-EOC
- Filing and archiving TC-EOC documentation

2.3.5. EOC Functions and Skillsets

Table 2.4 below describes each TC-EOC section or position in the context of the 20 EOC Skillsets.

Table 2.4 – EOC Functions and Skillsets		
EOC Position	EOC Skillsets	Description
All Positions	Coordination and Individual Contribution	Common tasks related to individual accountability and coordination that apply to all EOC positions
MAC Group	Policy and Direction	Tasks suitable for MAC Group/Policy Group roles, to support coordinated incident management among all parties
EOC Manager	Leadership	Generic leadership tasks that apply to anyone in an EOC leadership position
	Policy and Direction	Tasks suitable for MAC Group/Policy Group roles, to support coordinated incident management among all parties
	Center Management	Tasks related to overseeing all center activities
EOC Assistant Manager	Leadership	Generic leadership tasks that apply to anyone in an EOC leadership position
	Action Tracking	Tasks for communicating and tracking action items through resolution
	Center Management	Tasks related to overseeing all center activities
ESF #15 Liaison	Public Affairs Coordination	Tasks for working with the media and disseminating information to the public
Situational Awareness	Situational Awareness	Tasks for gathering and analyzing an incident's situational information to inform EOC actions and decision-making
Planning Support	Performance Improvement	Tasks for collecting and analyzing information about EOC operations to support process and performance improvements during and after an incident
	Planning	Tasks focused on developing incident specific plans
	Recovery Coordination	Tasks focused on understanding the incident's impact on the community and preparing for long-term recovery
Resources Support	Resource Ordering and Acquiring	Tasks for understanding how to order and acquire resources
	Resource Sourcing	Tasks for understanding resource options in order to acquire resources to support incident operations
	Resource Tracking	Tasks for tracking acquired resources from mobilization through demobilization
	Understanding the Resource Requirement	Tasks for gathering and understanding resource needs in order to communicate resource specifications
Center Support	EOC Facility Management	Tasks associated with the operational and logistical management of the EOC facility



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Table 2.4 – EOC Functions and Skillsets

EOC Position	EOC Skillsets	Description
	Finance	Tasks related to EOC procurement policies and fiscal management activities
	Safety Advising	Tasks focused on communication and fostering safety within the EOC
	Documents and Records Management	Tasks for gathering, handling, sharing, and archiving incident documentation
Legal Advisor	Legal Counseling	Tasks for advising EOC personnel on relevant laws and regulations
ESF Coordinators	Organizational Representation	Tasks associated with representing your organization in the EOC to support incident operations



SECTION 3. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Teton County and the Town of Jackson will use ESFs to organize incident response and assure vertical and horizontal integration of all activities before, during, and after an emergency. Following a Whole Community approach, all levels of government, the private sector, NGOs, community-based organizations, and community members will have a role in incident response. The ESFs provide the structure for coordinating interagency support for large-scale incidents, including declared disasters under the Stafford Act and for non-Stafford Act emergencies.

For each ESF, there is a designated ESF Coordinator, and their agency/organization serves as the ESF Primary Agency. In some cases, multiple Primary Agencies are identified to recognize distinct jurisdictional authorities between Teton County and the Town of Jackson. Additionally, each ESF includes multiple Supporting Agencies that may be responsible for specific functional components or have jurisdiction/authority in a certain geographic area or incident type. ESF Coordinators notify and activate Supporting Agencies as required for the incident. TCEM will assist ESF Coordinators with developing standard operating guidelines (SOGs), notification protocols, and maintaining current rosters and contact information.

The roles and responsibilities of Primary and Supporting Agencies, as well as within each ESF, are detailed further in the [ESF Annexes](#).

Table 3.1 below includes the Primary and Supporting Agencies for each of the 15 ESFs.

Table 3.1 – Emergency Support Function (ESF) Assignment of Responsibilities			
Community Lifeline(s)	ESF # - Name	Primary Agency(ies)	Supporting Agencies
	#01 – Transportation	Teton County Administration	Bridger-Teton National Forest Civil Air Patrol Grand Teton National Park Jackson Hole Airport Jackson Hole Fire & EMS Jackson Police Department Pathways START Bus Teton County/Jackson Parks and Recreation Teton County Public Works Teton County Road & Levee Teton County School District #1 – Transportation Services Teton County Sheriff's Office TCSO Search and Rescue Town of Jackson Public Works Wyoming Department of Transportation Wyoming Highway Patrol
	#02 – Communications	Teton County Information & Technology	FirstNet Authority Jackson Hole Public Safety Radio Committee Jackson Police Department IT Teton County Amateur Radio Relay League Teton County Sheriff's Office – Dispatch, IT Teton County Library IT Teton Interagency Dispatch Center Town of Jackson IT Wyoming Department of Transportation – WyoLink

Table 3.1 – Emergency Support Function (ESF) Assignment of Responsibilities

Community Lifeline(s)	ESF # - Name	Primary Agency(ies)	Supporting Agencies
 	#03 – Public Works	Teton County Public Works Town of Jackson Public Works	Flat Creek Watershed Improvement District Integrated Solid Waste and Recycling Special Improvement Districts Teton County Engineer Teton County Parks & Recreation Teton County Planning & Building Department Teton County Road & Levee Teton Village Association Town of Jackson Engineer Town of Jackson Planning & Building Department U.S. Army Corps of Engineers U.S. Bureau of Reclamation Wyoming Department of Transportation
	#04 – Firefighting	Jackson Hole Fire/EMS	Bridger-Teton National Forest Grand Teton National Park Teton Interagency Dispatch Center Jackson Hole Airport Fire Department Teton County, ID Fire & Rescue Teton Village Fire Department Wyoming State Forestry Division
 	#05 – Information and Planning	Teton County Emergency Management	Emergency Alert System Participating Broadcasters Jackson Hole Fire/EMS Jackson Police Department National Weather Service – Riverton Teton County, ID – Emergency Management Teton County Sheriff's Office Officers & Dispatch Teton Interagency Dispatch Center Wyoming Highway Patrol Dispatch Wyoming Department of Transportation Wyoming Office of Homeland Security Yellowstone National Park Dispatch

Table 3.1 – Emergency Support Function (ESF) Assignment of Responsibilities

Community Lifeline(s)	ESF # - Name	Primary Agency(ies)	Supporting Agencies
	#06 – Mass Care Services	One22 Resource Center	American Red Cross Community Foundation of Jackson Hole Hole Food Rescue Jackson/Teton County Affordable Housing Jackson Hole Chamber of Commerce PAWS of Jackson Hole Senior Center of Jackson Hole Team Rubicon Teton County/Jackson Animal Shelter Teton County/Jackson Parks and Recreation Teton County CERT Teton County Fair & Fairgrounds Teton County Health Department Teton County Library Teton County School District #1 Teton County University of Wyoming Cooperative Extension Service Teton County Victim Services Teton County Voluntary Organizations Active in Disasters
	#07 – Resource Support	Teton County Emergency Management	Teton County Sheriff's Office Dispatch Teton County Voluntary Organizations Active in Disasters Teton Interagency Dispatch Center Wyoming Office of Homeland Security Wyoming State Response Coordination Center
	#08 – Public Health and Medical Services	Teton County Health Department	American Red Cross Grand Teton National Park Jackson Hole Community Counseling Center Jackson Hole Fire/EMS Jackson Police Department Senior Center of Jackson Hole



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Table 3.1 – Emergency Support Function (ESF) Assignment of Responsibilities

Community Lifeline(s)	ESF # - Name	Primary Agency(ies)	Supporting Agencies
			St. John's Health Teton County Coroner's Office Teton County Search and Rescue Teton County Sheriff's Office Teton County Victim Services Teton District Health Officer Teton Outpatient Services
	#09 – Search and Rescue	TCSO - Search and Rescue	Bridger-Teton National Forest Caribou-Targhee National Forest Civil Air Patrol Grand Teton National Park Jackson Hole Fire/EMS Mountain Resort Ski Patrols (Snow King, Grand Targhee, Jackson Hole Mountain Resort) Regional Emergency Response Team 8 Regional Search & Rescue Teams Rotor Wing Air Ambulance Services Wyoming Department of Transportation
	#10 – Hazardous Materials Response	Jackson Hole Fire/EMS	Grand Teton National Park Hazardous Materials Shipping Companies Jackson Hole Airport Fire Department Regional Emergency Response Team 8 Teton Village Fire Department Teton County Local Emergency Planning Committee Tier II Facilities Wyoming State Emergency Response Commission



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Table 3.1 – Emergency Support Function (ESF) Assignment of Responsibilities

Community Lifeline(s)	ESF # - Name	Primary Agency(ies)	Supporting Agencies
 Food, Water, Shelter	#11 – Agriculture, Natural, and Cultural Resources	Teton Conservation District	Bridger-Teton National Forest Caribou-Targhee National Forest Flat Creek Watershed Improvement District Grand Teton National Park Jackson Hole Historical Society and Museum National Elk Refuge Teton County Fair & Fairgrounds Teton County Historic Preservation Board Teton County Weed and Pest Teton County University of Wyoming Cooperative Extension Service Wyoming Game & Fish
 Energy (Power & Fuel)	#12 – Energy	Energy Conservation Works Jackson Hole	Bonneville Power Administration Fall River Rural Electric Cooperative Jackson Hole Airport Lower Valley Energy Private Fuel Supply Companies (AmeriGas, Conrad & Bischoff, Suburban Propane, and Valley Wide Cooperative Propane) Teton County Facilities Town of Jackson Public Works
 Safety and Security	#13 – Public Safety and Security	Teton County Sheriff's Office Jackson Police Department	Bridger-Teton National Forest Federal Bureau of Investigations Grand Teton National Park National Elk Refuge Wyoming Division of Criminal Investigations Wyoming Game & Fish Wyoming Highway Patrol



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Table 3.1 – Emergency Support Function (ESF) Assignment of Responsibilities

Community Lifeline(s)	ESF # - Name	Primary Agency(ies)	Supporting Agencies
 	#14 – Private Sector Support	Jackson Hole Chamber of Commerce	Commercial Stores/Distribution Centers Critical Infrastructure Providers Jackson Hole Travel & Tourism Board Mountain Ski Resorts (Grand Targhee Resort, Jackson Hole Mountain Resort, and Snow King Mountain)
	#15 – External Affairs	Teton County Public Information Specialist Town of Jackson Public Information Officer	Bridger-Teton National Forest Caribou-Targhee National Forest Grand Teton National Park Jackson Hole Airport Jackson Hole Chamber of Commerce Jackson Hole Travel & Tourism Board Lower Valley Energy Mountain Ski Resorts National Elk Refuge St. Johns Health Teton Conservation District Teton County/Jackson Parks and Recreation Teton County Health Department Teton County Library Teton County Public Information Officers (PIO) Group Teton County School District #1 Wyoming Game & Fish

3.1. Emergency Management Actions

The National Preparedness Goal is to achieve “a secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.” Incident operations include actions within each of the five mission areas described in the goal – Prevention, Protection, Mitigation, Response, and Recovery.

Preparedness encourages a state of readiness for local government. In addition to those actions described below, preparedness includes:



- Develop operational capabilities and plans to facilitate an effective response
- Conduct planning studies of potential hazards and disasters
- Review capabilities and upgrade procedures to accommodate changing technology
- Encourage and maintain interagency cooperation and coordination
- Maintain vehicles, equipment, and facilities
- Conduct public information, education, and awareness programs on disaster preparedness and personal survival
- Review and improve response capabilities through trainings and exercises

Preparedness priorities are further detailed in the Teton County/Town of Jackson IPP.

3.1.1. Prevention Actions

Prevention involves actions necessary to avoid, prevent, or stop a threatened or actual act of terrorism. These actions include:

- Provide timely, accurate, and appropriate information relating to known or anticipated terror incidents
- Integrate security design elements in the construction/renovation of facilities
- Implement security procedures to identify or locate threats through surveillance/search
- Preserve and protect physical and digital evidence

3.1.2. Protection Actions

Protection involves capabilities necessary to secure the community against acts of terrorism, human-caused, or natural disasters. These actions include:

- Develop protocols to verify and control access to sensitive locations and information
- Implement procedures to safeguard information systems and information
- Encourage procedures to detect, respond to, and report malicious cyber activities
- Construct physical security procedures to protect critical infrastructure, materials, systems, and personnel



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- Identify risks and implement risk reduction strategies
- Increase the security of and resiliency of the supply chain

3.1.3. Mitigation Actions

Hazard mitigation involves reducing or eliminating long-term risk to people and property from hazards and their impacts. The TC-EOC is the central coordination point for beginning the process that leads to the delivery of mitigation assistance programs. TCEM coordinates the delivery of mitigation programs within the affected area, including:

- Assist with grant programs for loss reduction measures
- Deliver loss reduction expertise
- Promote of National Flood Insurance Program (NFIP) initiatives
- Coordinate damage assessment data collection and analysis to assist with effective implementation of mitigation programs
- Obtain modeling to protect critical assets
- Document losses avoided due to previous hazard mitigation measures
- Facilitate community education and outreach necessary to foster loss reduction

Hazard mitigation priorities and actions are further detailed in the Wyoming Region 8 HMP.

3.1.4. Response Actions

Once an incident occurs, the priorities shift from preparedness and mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community. Depending upon the scope and magnitude of the incident, the TC-EOC activates the appropriate ESFs to mobilize assets and request additional resources (including state and federal) to support the incident. Response actions by ESF are detailed in the [ESF Annexes](#).

In the context of a single incident, once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations and hazard mitigation.

3.1.5. Recovery Actions

Recovery involves actions needed to help individuals and communities return to a “new normal”. The TC-EOC is the central coordination point among local and voluntary organizations for the initiation of delivering short-term recovery assistance programs. Long-term recovery actions may include:

- Cleanup and restoration of public facilities, businesses, and residences
- Re-establishment of habitats and prevention of subsequent damage to natural resources
- Protection of cultural sites
- Protection of natural, cultural, and historical resources from intentional damage during other recovery operations
- Societal restoration

Long-term recovery priorities and actions are further detailed in the Teton County/Town of Jackson AHRP.



3.2. Federal Government

FEMA is responsible for the coordination of federal response operations in accordance with the NRF. FEMA provides resources in support of state and local government capabilities and coordinates the delivery of federal disaster relief assistance programs.

Other federal agencies with specific roles as an ESF Supporting Agency in the TC-EOP include:

- Bridger-Teton National Forest – Blackrock and Jackson Ranger Districts
- Caribou-Targhee National Forest – Teton Basin Ranger District
- Federal Bureau of Investigations (FBI) – Rock Springs Satellite Office
- Grand Teton National Park
- National Elk Refuge
- U.S. Army Corps of Engineers – Walla Walla District
- U.S. Bureau of Reclamation – Upper Snake Field Office
- Yellowstone National Park

In many instances, the federal agencies above, through various agreements and protocols, act as neighboring jurisdictions to Teton County throughout this plan.

3.3. State Government

As a State's Chief Executive, the Governor of Wyoming is responsible for the public safety and welfare of the people of Wyoming. The Governor is responsible for:

- Coordinating state resources to address the full spectrum of emergency management actions across all hazards that may pose a threat to Wyoming communities
- Making, amending, and rescinding orders and regulations under a Governor's emergency declaration
- Providing leadership in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency
- Encouraging participation in mutual aid and implementing authorities for the State to enter into mutual aid agreements with other states to facilitate resource sharing
- Serving as the Commander-in-Chief of state military forces (National Guard when in State Active Duty or Title 32 Status and the authorized state militias)
- Requesting federal assistance when it becomes clear that state capabilities will be insufficient or have been exceeded or exhausted

State agencies with specific roles as an ESF Supporting Agency in the TC-EOP include:

- Wyoming Department of Environmental Quality
- Wyoming Department of Transportation
- Wyoming Division of Criminal Investigations
- Wyoming Game and Fish
- Wyoming Highway Patrol
- Wyoming Office of Homeland Security
- Wyoming State Emergency Response Commission
- Wyoming State Forestry Division



3.4. Wyoming Office of Homeland Security (WOHS)

WOHS is responsible for:

- Implementing all policy decisions related to emergency management
- Coordinating with local emergency management coordinators
- Coordinating state emergency operations and resources in support of local government capabilities
- Directing and coordinating the delivery of state disaster relief assistance programs
- Maintaining the Wyoming SRCP which outlines policies and procedures to organize and implement state assistance

3.5. Teton County Board of County Commissioners (BCC)

Teton County is responsible under all applicable laws, executive orders, resolutions, proclamations, rules, and regulations for incident management within unincorporated areas of Teton County (exclusive of Yellowstone National Park). Teton County BCC is responsible for:

- The BCC shall recommend a local homeland security coordinator (referred to as the emergency management coordinator) to the Governor for appointment (*W.S. 19-13-108*)
- Authorizing, staffing, and funding an emergency management program (TCEM) to coordinate with all government, private, and community-based organizations which have responsibilities in a comprehensive emergency management program
- Providing policy and direction of the overall emergency incident, as described in [Section 4.1](#), and for the organization of personnel, resources, and facilities for emergency operations in unincorporated Teton County
- Coordinating with JTC to provide direction and control for emergencies/disasters impacting both the Town and County
- Following the disaster assistance process as outlined in [Section 2.2](#). With the assistance of TCEM and the Teton County Attorney, declaring a Local Emergency or Local Disaster, requesting the Governor declare a State of Emergency or Disaster, or, if necessary, invoking the emergency powers of government.
- Drafting a Delegation of Authority and assigning an IC or UC to manage the declared emergency or disaster if the delegation is not already implied through current duties
- Approving Mutual Aid Agreements and MOUs
- Monitoring emergency response during disaster situations and providing policy direction where appropriate
- Keeping the public informed through the JIS
- Ensuring the continuity of Teton County governance functions through implementation of a Continuity of Government (COG) plan



3.6. Jackson Town Council (JTC)

The Town of Jackson is responsible under all applicable laws, executive orders, proclamations, rules, regulations, and ordinances for incident management within the Town's jurisdiction. The JTC is responsible for:

- Recommending a homeland security coordinator (referred to as an emergency management coordinator) to the Governor for appointment or passing through resolution and forwarding to the Governor acceptance of Teton County's emergency management coordinator for the Town of Jackson (*W.S. 19-13-108*)
- Providing support for an emergency management program (TCEM) to coordinate with all government, private, and community-based organizations which have responsibilities in a comprehensive emergency management program
- Providing policy and direction of the overall emergency incident, as described in [Section 4.1](#), and for the organization of personnel, resources, and facilities for emergency operations within Town of Jackson
- Coordinating with Teton County elected officials to provide direction and control for emergencies/disasters impacting both the Town and County
- Determining when an incident exceeds the capacity of Town departments and either informal assistance from TCEM or formal assistance from Teton County is needed
- Following the disaster assistance process as outlined in [Section 2.2](#).
- With the assistance of TCEM and the Town of Jackson Attorney, declare a Local Emergency or Local Disaster, request the Teton County BCC declare a State of Emergency, or, if necessary, invoke the emergency powers of government
- Drafting a Delegation of Authority and assigning an IC or UC to manage the declared emergency or disaster if the delegation is not already implied through current duties
- Requesting assistance from Teton County when needed
- Approving mutual aid agreements and MOUs
- Monitoring the emergency response during disaster situations and providing policy direction where appropriate
- Keeping the public informed through the JIS
- Ensuring the continuity of Town of Jackson governance functions through implementation of a COG plan

3.7. Teton County Emergency Management (TCEM)

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

- Serving as the local homeland security program for Teton County and the Town of Jackson, pursuant to Wyoming Statute (*WS 19-13-108*)
- Developing, maintaining, and implementing the TC-EOP (referred to as "homeland security plan" in W.S. 19-13-108)



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- Issuing emergency alert, warning, and notifications in coordination with the TCSO Dispatch, TIDC, and local IC/UC
- Activating the TC-EOC, when required
- Managing the TC-EOC, including the development of TC-EOC SOGs and facilitating training and exercises for TC-EOC Support Staff and ESF Agencies
- Facilitating the TC-MAC Group, which will develop and implement policy direction and prioritize resources for emergency operations, as described in [Section 4.1](#)
- Serving as the staff advisor to local elected officials on emergency management matters.
- Keeping elected officials apprised of Teton County and Town of Jackson preparedness status and emergency management needs
- Coordinating local preparedness activities, including planning, training, and exercises, as outlined in the Teton County/Town of Jackson IPP
- Serving as the liaison to all Whole Community partners with a role in emergency operations, as identified in the TC-EOP
- Requesting assistance from other local governments through Mutual Aid Agreements and MOUs, or from the State of Wyoming when necessary
- Developing and maintaining the Wyoming Region 8 HMP, Teton County/Town of Jackson AHRP, and Teton County/Town of Jackson IPP

3.8. Teton County Commissioners' Administrator

The Teton County Commissioners' Administrator is responsible for:

- Participating in the TC-MAC Group to develop and implement policy direction and allocate resources for emergency operations on behalf of the BCC, as described in [Section 4.1](#)
- Serving as the primary contact point and liaison for the BCC with TCEM
- Relaying notifications and appropriate information from TCEM to the BCC in a timely manner
- In coordination with the Teton County Attorney, assisting the BCC with drafting emergency declarations, disaster declarations, and delegations of authority as needed

3.9. Town of Jackson Town Manager

The Town of Jackson Town Manager is responsible for:

- Participating in the TC-MAC Group to develop and implement policy direction and allocate resources for emergency operations on behalf of the JTC, as described in [Section 4.1](#)
- Serving as the primary contact point and liaison for the JTC with TCEM
- Relaying notifications and appropriate information from TCEM to the JTC in a timely manner
- In coordination with the Town Attorney, assisting the JTC with drafting emergency declarations, disaster declarations, and delegations of authority as needed



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3.10. Legal Affairs

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

3.11. Town/County Departments, Divisions, and Agencies

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

- Assigning at least one (1) staff member to work in the TC-EOC as Support Staff when requested by TCEM to provide coordination and support during emergency operations
- Providing the name and contact information for the assigned staff member serving as a TC-EOC Support Staff who will then participate in training, exercises, and activations
- Serving as an ESF Primary or Supporting Agency and reporting to the TC-EOC, as requested, when the ESF is activated, either virtually or in-person
- Excusing assigned TC-EOC Support Staff and ESF Coordinators from regular duties and/or adjusting their schedules to accommodate emergency support operations work
- Mobilizing departmental equipment, supplies, and other resources to support emergency operations as requested by the TC-EOC
- Developing and maintaining SOGs to effectively carry out their respective ESFs
- Participating in initial and/or ongoing response under their own authorities and funding
- Making personnel, resources, and facilities available for essential emergency use upon request from TCEM
- Developing and maintaining a Continuity of Operations Plan (COOP) to ensure that critical functions and services are maintained during an emergency
- Developing Mutual Aid Agreements and MOUs for activities during emergencies

3.12. Community-based and Private Sector Organizations

Community-based and private sector organizations designated as an ESF Primary Agency or Supporting Agency should integrate their planning efforts with the development, maintenance, implementation, and testing of the TC-EOP and supporting procedures. These organizations may be asked to respond on short notice to provide timely and effective aid and/or assistance.

Additionally, community-based and private sector organizations are responsible for:

- Coordinating with government agencies to ensure broad and comprehensive coverage of assistance during emergencies
- Providing and coordinating supplementary services not provided by government



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- Developing and maintaining capabilities to respond to and manage a complete spectrum of incidents and emergencies
- Developing Mutual Aid Agreements and MOUs for activities during emergencies
- Providing TCEM with insight to underserved populations, unmet needs, and special considerations for vulnerable community members

Community-based organizations that would like to assist in times of crisis are highly encouraged by TCEM to become members of Teton County Voluntary Organizations Active in Disaster (VOAD).¹¹

3.13. Community Members

Community preparedness is the bedrock of Teton County's disaster resilience. Community members are responsible for personal, family, and business preparedness. TCEM encourages all community members to "Be Two Weeks Ready" in recognition that individuals and families should plan to meet their own needs for at least two weeks during a catastrophic emergency due to Teton County's distance from major metropolitan areas, limited transportation routes, and harsh climate.

Strong partnerships with community groups provide support for prevention, protection, response, recovery, and mitigation activities. In Teton County, key community preparedness programs including the Community Emergency Response Team (CERT), are responsible for:

- Providing opportunities for community members' special skills and interests
- Developing targeted outreach for vulnerable groups
- Organizing special projects and community events
- Expanding the resources and materials available to the local community through partnerships with programs and organizations that offer resources for public education, outreach, and training
- Representing volunteers interested in helping to make their communities safer
- Offering volunteer service opportunities to support first responders, disaster relief activities, and community safety efforts

¹¹ For more information on Teton County VOAD, please visit www.tetoncountywy.gov/voad



3.14. Mutual Aid

When an emergency requires additional assistance and resources that exceed Teton County and the Town of Jackson's capabilities, certain agreements are set in place for the delivery of such emergency services. Each [ESF Annex](#) includes the relevant Mutual Aid Agreements and MOUs that help to augment local capacity for specific skills, resources, or personnel. Outside of these functionally specific agreements, Teton County and the Town of Jackson have access to several mutual aid systems, which may be activated by TCEM, including:

3.14.1. *Emergency Management Assistance Compact (EMAC)¹²*

EMAC is an all-hazards, national system of mutual aid that has been ratified by the U.S. Congress and is law in all 50 states and territories. Through EMAC, Wyoming can access resources from all disciplines, protect personnel who deploy to an emergency or disaster, and be reimbursed for mission-related costs. To receive resources, the Governor must have declared an emergency or disaster which authorizes funds to be expended for response and recovery and activating EMAC. Administration of EMAC is handled by WOHS, and EMAC cannot be accessed directly by town or county governments.

EMAC requests from other states may come to Wyoming, and WOHS may put EMAC resource requests out to counties for fulfillment. Teton County and the Town of Jackson may provide resources for EMAC requests from WOHS if staffing and other circumstances allow for the release of those resources.

3.14.2. *Wyoming Inter-County Mutual Aid Agreement (WICMAA)*

The Wyoming Inter-County Mutual Aid Agreement (WICMAA) establishes the terms and conditions by which signatory Wyoming counties, including Teton County, and/or tribes may request aid and assistance from any other signatory counties and/or tribes in responding to an emergency, disaster, or overtaking planned event that exceeds the resources available to a requesting jurisdiction.

3.14.3. *Providing Mutual Aid Assistance*

Teton County and the Town of Jackson recognize the importance of assisting other communities across the state and nation in times of crisis, as they themselves have received the same assistance from communities across the United States during their own emergencies. Teton County and the Town of Jackson believe the experience gained by personnel sent to other communities to assist during emergencies greatly enhances our community's resilience.

Requests for mutual aid to Teton County and the Town of Jackson may be received by TCSO Dispatch or TCEM directly. TCEM may activate the TC-EOP to help process and coordinate these requests. Unless otherwise stated in a Mutual Aid Agreement or MOU, TCEM is designated as Teton County and the Town of Jackson's agent for mutual aid requests.

¹² More information on the Emergency Management Assistance Compact is available at <https://www.emacweb.org/>

SECTION 4. DIRECTION, CONTROL, AND COORDINATION

This section outlines the relevant structures and authorities to:

- 1) **Direct** resources for incident response
- 2) **Control** assets and personnel to maintain critical operations
- 3) **Coordinate** within the local government structures and with state and federal partners for emergency response

4.1. Direction

When the TC-EOC is activated, it is essential to establish a division of responsibilities between Incident Command, TC-EOC, and local leadership and policymakers. **Figure 4.1** illustrates the distinct roles of these coordination structures within incident management, as well as the JIS which organizes information sharing and communication.

Figure 4.1 – Multiagency Coordination System



4.1.1. Elected Officials

Teton County BCC and JTC are responsible for the safety and security of community members within their jurisdictions. As established in Wyoming Homeland Security Act (*W.S. 19-13-108*), the BCC will identify an Emergency Management Coordinator to establish the homeland security program. The Emergency Management Coordinator also serves as the TC-EOC Manager and coordinates incident support operations when the TC-EOC is activated.

Local elected officials are responsible for setting policy and approving resource allocations. These policy-level decisions are administered and implemented by the TC-MAC Group.



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4.1.2. Teton County Multiagency Coordination (TC-MAC) Group

The TC-MAC Group is facilitated by the TC-EOC Manager to support policy guidance and resource allocation when the TC-EOC is activated. Other entities such as the National Wildfire Coordination Group (NWCG), the State of Wyoming, or other response organizations may have their own MAC groups. The TC-MAC Group is made up of the following individuals or their qualified, designated alternatives:

- Commissioners' Administrator, Teton County
- Town Manager, Town of Jackson
- Fire Chief, Jackson Hole Fire/EMS
- Police Chief, Jackson Police Department
- Sheriff, Teton County Sheriff's Office
- Other local leadership as needed, including legal counsel and others as identified by TCEM and appropriate for the incident

4.1.3. Teton County Emergency Operations Center (TC-EOC)

The TC-EOC is generally responsible for:

- Providing off-site resource support for Incident Command
- Facilitating and providing administrative support to the TC-MAC Group
- Issuing community-wide alert and warning
- Relaying protective action instructions from IC/UC to the public
- Gathering and disseminating information in support of response operations
- Developing incident reports, including SITREPs and others as needed
- Organizing and implementing large-scale evacuations
- Requesting assistance from the State and other external sources
- Activating relevant ESFs to organize and implement key operations (e.g., shelter and mass care assistance for survivors, coordinating traffic control for large-scale evacuations, conducting damage assessments)

The responsibilities of the TC-EOC are further detailed in [Section 2.3](#).

4.1.4. Incident Command

Response during otherwise routine incidents is managed by the IC and follows the Incident Command System (ICS).

- The first local emergency responder to arrive at the scene of an incident will implement the ICS and serve as the IC until relieved by a more senior or more qualified individual. In some instances where the scene is not well defined (such as a bomb threat, a missing person, or widespread flooding), Incident Command may be filled by someone not "on-scene" since there is not a defined scene. In either case, this person will advise TCSO Dispatch or TIDC over the radio the name of the incident (usually named after a nearby geographic feature), clearly identify themselves as IC, identify a command radio channel, identify the location of their Incident Command Post (ICP), and identify a staging area for arriving resources. The IC will then provide an assessment of the



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situation to the appropriate dispatch center, request necessary resources from dispatch, and begin to direct the on-scene response from the ICP.

- The IC is responsible for carrying out the command function of ICS. Other ICS functions include operations, planning, logistics, finance/administration, and intelligence/investigations. For small-scale incidents, the IC and their available staff resources may perform all these functions. For larger incidents, several individuals from different departments or agencies may be assigned to separate staff sections charged with those functions. These assignments are made by the IC and coordinated through TCSO Dispatch or TIDC as needed.
- In emergency situations where other jurisdictions or the State or Federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal IC structure to a UC structure. This arrangement helps to ensure all participating agencies are involved in developing objectives and strategies to deal with the emergency yet retain their agency's authorities.

It is important to note that the role of the on-scene IC is distinct from the TC-EOC Manager. The TC-EOC *supports* incident operations by securing resources, documenting activities and situational updates, and other key activities as described in [Section 2.3](#). The IC is responsible for on-the-ground, response operations at the site of an emergency or incident. Most incidents will not require TC-EOC support and are handled with available agency resources.

Incident Command is generally responsible for field operations, including:

- Defining and isolating the scene
- Directing and controlling the on-scene response to the incident and managing the emergency resources committed there
- Warning the population in the immediate area of the incident and providing them protective action instructions
- Implementing traffic control in and around the incident scene
- Conducting public information activities relating to the incident
- Requesting community level public alert and warning through TCEM by providing the area requiring alert, the alert message, protective action instructions, and what emergency responders are doing to remedy the situation
- Requesting activation of the TC-EOC if incident support is needed such as additional resources beyond what dispatch can provide, information management, or policy direction

This is not an exhaustive list of responsibilities but clarifies the distinct roles of on-scene IC and off-site support operations coordinated at the TC-EOC.

4.1.5. Joint Information System (JIS)

The JIS is a system that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during incident operations. In Teton County, the JIS is a function of ESF #15 (External Affairs). The JIS in Teton County is embodied by the Teton County PIO Group, which meets periodically throughout the year to build public information coordination capabilities, share agency information, and prepare



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for incident responses. This group is comprised of governmental, NGO, and private sector public information professionals in Teton County.

4.2. Control

As routine incidents evolve into emergencies, there may be a need to activate the TC-EOC as described in [Section 2.3](#). As an incident develops, each jurisdiction (Teton County, Town of Jackson, State of Wyoming, and federal partners) retain control over their personnel, assets, and response resources. Within each jurisdiction, administrative and departmental leadership retain policy control over their employees and equipment. However, these departments will carry out mission assignments as directed by the TC-EOC Manager during activation.

4.2.1. Continuity of Operations

In addition to support of the TC-EOC and incident operations, each department head is responsible for continuing operations within their respective departments. Departments and divisions shall develop, exercise, and maintain a COOP which describes lines of authority, direction, and control, as well as considerations to ensure continuity of essential functions. During an emergency, it may be appropriate for some departments to operate from an alternate site or virtually. Each departmental COOP operates separately from the TC-EOP but supports the overall continuity of local government and ensures the availability of resources to respond to an emergency or disaster while maintaining essential functions.

4.2.2. Plan Integration

The TC-EOP integrates concepts and procedures outlined in federal and state guidance to ensure consistent incident response operations and effective interagency coordination. In turn, local government departments will integrate key TC-EOP concepts and procedures when developing or updating incident management and emergency response plans. Incident management and emergency response plans must include:

- Principles and terminology of the NIMS
- Linkages to key TC-EOP organizational elements (such as the TC-EOC)
- Procedures for transitioning from localized incidents to large-scale incidents



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Integrated documents include strategic, operational, tactical, and incident specific or hazard-specific contingency plans and procedures. **Table 4.1** summarizes the various levels of plans and the opportunities for vertical integration.

Table 4.1 – Vertical Plan Integration	
Document Name	Description
Federal	
National Incident Management System (NIMS)	The NIMS provides a core set of doctrine, concepts, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all levels.
National Response Framework (NRF)	The NRF provides foundational emergency management doctrine for how the Nation responds to all types of incidents
State	
Wyoming State Response Coordination Plan (SRCP)	The SRCP guides how the State conducts all-hazards incident management. It defines the responsibilities of local, state, and federal governments.
Local/Organizational	
Emergency Response Plan	Emergency response plans manage single hazards or contingencies under the purview of a single responsible department or agency or a small group of agencies that coordinate their response.
Continuity of Operations Plan (COOP)	COOPs describe the lines of authority, direction, and control and considerations to ensure continuity of essential functions of each Town and County department. Non-governmental organizations and businesses may also choose to develop COOPs, especially those involved in incident operations.
Standard Operating Guidelines (SOG) and/or Procedures (SOP)	SOG/SOP provide operational guidance for use by ESF Agencies and other personnel involved in incident management. Agencies may also develop job aids, such as checklists or other tools, to support effective job performance or job training.

Additionally, TCEM develops and maintains related plans that organize other phases of emergency management. Horizontal integration between these plans ensures that Teton County and Town of Jackson employ consistent coordinating structures to achieve common priorities throughout the complete life cycle of an incident, emergency, or disaster. **Table 4.2** describes existing plans and opportunities for horizontal integration. Priorities for future plan development are not included.

Table 4.2 – Horizontal Plan Integration	
Plan Name	Description
All-Hazards Recovery Plan (AHRP)	The AHRP describes the structures to organize and guide the disaster recovery process.
Elected Officials Guide to Emergency Operations	This Guide provides streamlined guidance and considerations for local elected officials based on the TC-EOP and other policy-level documents.



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Table 4.2 – Horizontal Plan Integration

Plan Name	Description
Integrated Preparedness Plan (IPP)	The IPP combines efforts across the preparedness cycle to ensure Teton County and Town of Jackson have the capabilities to handle relevant threats and hazards.
Multi-Hazard Mitigation Plan (HMP)	The HMP describes the vulnerability of Teton County to various threats and hazards, as well as assessing risk and identifying strategies to reduce risk.
NIMS Training Plan	This document outlines the NIMS training requirements for all Teton County and Town of Jackson employees involved in incident operations.

4.3. Coordination

Coordination between the Town and County, local government departments and agencies, ESF agencies, and partners identified in mutual aid or other agreements, will serve as the primary basis for incident operations.

4.3.1. State Assistance

If local resources are inadequate to deal with an emergency, additional assistance will be requested from the State. State assistance is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. It is strongly recommended that the Town of Jackson request assistance from Teton County before requesting state assistance. While nothing prevents the Town of Jackson from submitting a request directly to the State, the chances of assistance are much higher after exhausting all other options, including the County.

Requests for state assistance should be made to WOHS or through a Disaster Declaration, as described in [Section 2.2](#). State emergency assistance begins with WOHS to validate, obtain, and provide that state assistance. The WOHS Director has the authority to utilize all state resources to respond to a request for assistance, apart from the National Guard, which requires approval of the Governor.

4.3.2. Federal Assistance

If resources required to control an emergency are not available within the State, the Governor may request assistance from other states pursuant to several interstate compacts or from the federal government through FEMA. The process to request federal assistance through a Disaster Declaration is described in [Section 2.2](#).

SECTION 5. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

The priorities for information collection, analysis, and dissemination will mirror those of incident operations, including:

- **Life Safety:** Ensure the safety and security of community members, first responders, and support personnel.
- **Incident Stabilization:** Establish leadership to stabilize the Community Lifelines and reduce future impacts.
- **Protect Property and Environment:** Protect infrastructure assets, systems, and networks, whether physical or virtual, and preserve environmental resources.
- **Societal Restoration:** Reestablish the Community Lifelines.

5.1. Community Lifelines Status

The Community Lifelines concept will help to frame, organize, and report incident information throughout response efforts. Assessment and reporting of the status of Community Lifelines will provide the foundation for information collection and dissemination, allowing Teton County and the Town of Jackson to distinguish the highest priorities for incident operations, stabilization, and ultimately societal restoration from other incident information.

Each of the Community Lifelines, illustrated in **Figure 5.1** below, are composed of multiple components and subcomponents to define key services.

Figure 5.1 – FEMA Community Lifelines



The TC-EOP Situational Awareness Section, as directed by the TC-EOP Manager, is responsible for assessing lifeline conditions throughout response operations. The Situational Awareness Section will coordinate with the relevant ESF Coordinators assigned to each Community Lifeline, as defined in [Section 3, Table 3.1](#).



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Assessment of each Community Lifeline component includes five elements, detailed in **Table 5.1**. The results of this assessment are incorporated within the SITREP for each operational period and shared with IC and the TC-MAC Group to inform policy direction and resource allocation.

Table 5.1 – Community Lifeline Component Assessment	
Assessment Category	Description
Component Status	What? – Summarize the root cause(s) of disruption to lifeline services.
Impacts	So What? - Explain the disaster impacts to specific communities, disaster survivors, and response operations. Detail how the survivor experience or response operation will improve if this component is stabilized. Specify the impacted areas and population totals.
Actions	Now What? - Describe the actions that are being taken to stabilize and re-establish the disrupted services. Summarize the most critical actions being taken across the Whole Community.
Limiting Factors	What's the Gap? - Express issues that are preventing services from being stabilized or re-established. Such issues can stem from another lifeline/component, resource shortfall, management, policy, etc.
Estimated Time to Status Change and Re-Establishment Requirements	When? - Provide current component condition or an estimated timeframe for when a change in condition is expected.

5.2. Essential Elements of Information (EEI)

Another key source of information is the Essential Elements of Information (EEI). The EEI is a list of questions, categorized by Community Lifeline, that will need to be answered by the ESF agencies during activation. Each of the [ESF Annexes](#) includes the relevant EEI and describes potential sources.



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Table 5.2 below summarizes all the ESF EEIs, organized by Community Lifeline and Component. ESFs are the way we organize across community agencies - **the means** - to enhance coordination and integration to deliver the Core Capabilities. Core Capabilities describe the actions that can be taken - **the ways** - to stabilize and re-establish the Community Lifelines. Lifelines describe the critical services within a community that must be stabilized or re-established - **the ends** - to alleviate threats to life and property. The Core Capabilities are summarized in [Section 2.1.3](#) and the Community Lifelines are summarized in [Section 2.1.4](#).

Table 5.2 – ESF Essential Elements of Information					
Community Lifeline	ESF #	Component	EEl #	Essential Elements of Information (EEI)	Potential Sources
Communications	ESF #02	Infrastructure	C-1	What is the communications infrastructure status?	Cell providers, landline providers, cable broadband providers
Communications	ESF #02	Infrastructure	C-2	Are networks, wireless and wirelines all affected? Which?	Cell providers, landline providers, cable broadband providers
Communications	ESF #02	Infrastructure	C-3	How many people are without cellphone/mobile communications service?	Cell providers
Communications	ESF #02	Infrastructure	C-4	How many people are without internet?	Internet service providers
Communications	ESF #02	Infrastructure	C-5	How many critical facilities are without communications capabilities?	Town/County IT departments
Communications	ESF #02	Infrastructure	C-6	Are there alternate systems available for critical facilities?	Agency COOP plans
Communications	ESF #02	Infrastructure	C-7	How long will the impacts to the cellphone network last?	Cell providers
Communications	ESF #02	Infrastructure	C-8	How long will the impacts to the internet last?	Internet service providers
Communications	ESF #02	Infrastructure	C-9	Is there critical communications infrastructure damage?	Cell providers, landline providers, cable broadband providers



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEI #	Essential Elements of Information (EEI)	Potential Sources
Communications	ESF #02	Infrastructure	C-10	What is the extent of damage (operational, damaged, destroyed, unknown)?	Cell providers, landline providers, cable broadband providers
Communications	ESF #02	Infrastructure	C-11	What is the timeline for restoration to critical communications infrastructure?	Cell providers, landline providers, cable broadband providers
Communications	ESF #02	Responder Communications	C-12	What first responder communications systems are affected?	JH Public Safety Radio Group, TIDC
Communications	ESF #02	Responder Communications	C-13	Is the amateur radio community active and what are their task(s)?	ARES Emergency Coordinator, RACES Coordinator
Communications	ESF #02	Responder Communications	C-14	Are communications systems stable at the EOC?	TCEM
Communications	ESF #02	Responder Communications	C-15	Is the current intergovernmental radio system adequate?	JH Public Safety Radio Group, TIDC
Communications	ESF #05	Alerts, Warnings, and Messages	C-16	Are alerts & warnings required and/or up to date?	IC
Communications	ESF #05	Alerts, Warnings, and Messages	C-17	What alerting methods should be used?	TCEM
Communications	ESF #15	Public Affairs	C-18	Should the JIC be activated? In-person or virtually?	IC, Incident PIO
Communications	ESF #15	Public Affairs	C-19	What media outlets are distributing information to the public?	Incident PIO, local media sources
Communications	ESF #15	Public Affairs	C-20	Is all information disseminated accurate? Is any information misleading or contain rumors?	TC PIO Group
Communications	ESF #15	Public Affairs	C-21	Are press conferences or press operations needed?	Incident PIO



**Teton County and Town of Jackson, Wyoming
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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEl #	Essential Elements of Information (EEI)	Potential Sources
Communications	ESF #15	Public Affairs	C-22	Does the news media need additional assistance or supplies to disseminate information in a timely manner?	Local media sources
Communications	ESF #15	Public Affairs	C-23	What information needs to be translated?	ESF #15
Communications	ESF #15	Public Affairs	C-24	Are Spanish translators available?	TC Library, TCSD #1, TC Parks & Recreation
Communications	ESF #15	Public Affairs	C-25	Are Mandarin translators available to support visiting populations?	
Communications	ESF #15	Public Affairs	C-26	What are the special considerations for disability, access, and functional needs groups?	ESF #08
Communications	ESF #15	Public Affairs	C-27	What are the special considerations for tourist and visitors?	JH Chamber of Commerce
Communications	ESF #15	Community Relations	C-28	Have local leaders been identified to assist in the dissemination of information to the community?	ESF #15
Communications	ESF #15	Community Relations	C-29	Is having a multi-jurisdictional or multi-agency external affairs function needed?	ESF #15
Communications	ESF #15	Multi-Level Coordination	C-30	Are local interactions with state and federal governments needed?	TC-EOC
Communications	ESF #15	Multi-Level Coordination	C-31	Has a system for multi-sector information sharing been implemented?	TC PIO Group



**Teton County and Town of Jackson, Wyoming
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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEL #	Essential Elements of Information (EEI)	Potential Sources
Communications	ESF #15	Multi-Level Coordination	C-32	Have local elected officials been informed about response and recovery efforts?	Town Manager, County Commissioners' Administrator
Communications	ESF #15	Multi-Level Coordination	C-33	Is the use of private agencies needed to disseminate information to the public?	Incident PIO
Communications	ESF #15	Multi-Level Coordination	C-34	What messaging trends (common questions, concerns, rumors, etc.) are being reported to the Jackson Hole Chamber of Commerce?	JH Chamber of Commerce
Communications	ESF #15	Multi-Level Coordination	C-35	Is the Jackson Hole Chamber of Commerce's visitor information phone line fully staffed? Are additional staff resources needed?	JH Chamber of Commerce
Energy	ESF #12	Power Grid	E-1	What is the current energy impact?	LVE, FRREC, Fuel Suppliers
Energy	ESF #12	Power Grid	E-2	What is the anticipated impact?	LVE, FRREC, Fuel Suppliers
Energy	ESF #12	Power Grid	E-3	How many homes are without power?	LVE, FRREC
Energy	ESF #12	Power Grid	E-4	How many businesses are without power?	LVE, FRREC
Energy	ESF #12	Power Grid	E-5	Are there any critical facilities without power?	TC Facilities, ToJ Public Works, St. Johns Health
Energy	ESF #12	Power Grid	E-6	What is the anticipated return to service?	LVE, FRREC
Energy	ESF #12	Power Grid	E-7	Are there any utility/energy facilities incapacitated?	All ESF Agencies
Energy	ESF #12	Power Grid	E-8	What is the transmission, distribution, and service status?	LVE, FRREC
Energy	ESF #12	Power Grid	E-9	How many crews are operational?	LVE, FRREC



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EI #	Essential Elements of Information (EEI)	Potential Sources
Energy	ESF #12	Fuel	E-10	What are the fuel needs for first responder transportation?	IC, JHFEMS, JPD, TCSO
Energy	ESF #12	Fuel	E-11	What are the fuel needs for response facilities/operations?	TC Facilities, ToJ Public Works
Energy	ESF #12	Fuel	E-12	What are the fuel needs for essential services providers?	TC Facilities, ToJ Public Works
Energy	ESF #12	Fuel	E-13	What are the available local fuel sources?	Private Fuel Providers
Energy	ESF #12	Fuel	E-14	What is the local fuel capacity?	Private Fuel Providers
Energy	ESF #12	Fuel	E-15	What is the duration of the fuel supply to support critical infrastructure and essential services?	Private Fuel Providers, TC Facilities, ToJ Public Works
Food, Water, Shelter	ESF #03	Water	FWS-1	Is there a major water shortage anticipated?	Public Works agencies
Food, Water, Shelter	ESF #03	Water	FWS-2	What is the current water/wastewater resource status?	Public Works agencies
Food, Water, Shelter	ESF #03	Water	FWS-3	Are waterway flow control systems affected?	USACE, USBR, TCRL, FCWID
Food, Water, Shelter	ESF #03	Water	FWS-4	What is the capacity to move, flow, or restrict water?	USACE, USBR, TCRL, FCWID
Food, Water, Shelter	ESF #03	Water	FWS-5	Have water resources been contacted?	
Food, Water, Shelter	ESF #03	Water	FWS-6	How many households do not have access to drinking water?	Public Works agencies
Food, Water, Shelter	ESF #03	Water	FWS-7	How many households do not have wastewater treatment collection services?	Public Works agencies



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2022 Emergency Operations Plan (TC-EOP)**

Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEI #	Essential Elements of Information (EEI)	Potential Sources
Food, Water, Shelter	ESF #03	Water	FWS-8	What water conveyance systems are impacted?	Public Works agencies
Food, Water, Shelter	ESF #03	Water	FWS-9	How many buildings/facilities/systems require inspection?	Building Officials
Food, Water, Shelter	ESF #03	Water	FWS-10	Have damage assessments been activated for water resource infrastructures?	Public Works agencies
Food, Water, Shelter	ESF #03	Water	FWS-11	What is the status of critical facilities/systems (operational, damage, destroyed, unknown)?	Building Officials, Public Works agencies
Food, Water, Shelter	ESF #06	Food	FWS-12	What is the current and anticipated demand for food and water?	Shelter managers, case managers
Food, Water, Shelter	ESF #06	Food	FWS-13	What is the anticipated food capacity requirements?	Jackson Cupboard, Hole Food Rescue
Food, Water, Shelter	ESF #06	Food	FWS-14	How many meals per day are required?	Shelter managers, case managers
Food, Water, Shelter	ESF #06	Food	FWS-15	Is food production adequate?	Jackson Cupboard, Hole Food Rescue
Food, Water, Shelter	ESF #06	Food	FWS-16	How many responder meals are required for each operational period?	Incident Commanders, Logistics Section Chiefs
Food, Water, Shelter	ESF #06	Food	FWS-17	Are there field kitchens operational?	Teton County VOAD
Food, Water, Shelter	ESF #06	Food	FWS-18	How many and what are the location(s) of the field kitchens?	Teton County VOAD



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEl #	Essential Elements of Information (EEI)	Potential Sources
Food, Water, Shelter	ESF #06	Food	FWS-19	Are there operating Commodity Points of Distribution (C-PODs) for food, water, and other mass care assistance/supplies?	American Red Cross, Hole Food Rescue, ESF #07
Food, Water, Shelter	ESF #06	Food	FWS-20	How many PODs are operating and what type and location?	American Red Cross, Hole Food Rescue, ESF #07
Food, Water, Shelter	ESF #06	Shelter	FWS-21	Are the shelters operational?	American Red Cross
Food, Water, Shelter	ESF #06	Shelter	FWS-22	What are the shelter locations?	American Red Cross
Food, Water, Shelter	ESF #06	Shelter	FWS-23	What is the current shelter capacity?	American Red Cross
Food, Water, Shelter	ESF #06	Shelter	FWS-24	What is the anticipated shelter capacity?	American Red Cross
Food, Water, Shelter	ESF #06	Shelter	FWS-25	Are there unmet DAFN needs for shelters?	American Red Cross
Food, Water, Shelter	ESF #06	Shelter	FWS-26	Are additional shelters required?	American Red Cross
Food, Water, Shelter	ESF #06	Shelter	FWS-27	Is there a need for an employee shelter?	Commissioners' Administrator/ Town Manager
Food, Water, Shelter	ESF #06	Shelter	FWS-28	Is there a day care facility for emergency workers families?	Commissioners' Administrator/ Town Manager
Food, Water, Shelter	ESF #06	Shelter	FWS-29	Is responder support housing available?	Jackson/Teton County Affordable Housing
Food, Water, Shelter	ESF #06	Shelter	FWS-30	Where is support housing located?	Jackson/Teton County Affordable Housing
Food, Water, Shelter	ESF #06	Shelter	FWS-31	Is transportation to housing and shelters available?	ESF #01



**Teton County and Town of Jackson, Wyoming
2022 Emergency Operations Plan (TC-EOP)**

Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEL #	Essential Elements of Information (EEI)	Potential Sources
Food, Water, Shelter	ESF #06	Shelter	FWS-32	How many residential structures are damaged, what is the extent of their damage, and where are they located?	Team Rubicon, American Red Cross, Teton County CERT
Food, Water, Shelter	ESF #11	Water	FWS-33	What is the hazard impact area?	IC
Food, Water, Shelter	ESF #11	Water	FWS-34	Is mapping of the hazard impact area available?	IC
Food, Water, Shelter	ESF #11	Water	FWS-35	Are drinking water resources compromised?	IC, ESF #08, TCD
Food, Water, Shelter	ESF #11	Water	FWS-36	Are natural water systems (non-drinking water sources) compromised?	TCD, GTNP, BTNF, NER
Food, Water, Shelter	ESF #11	Water	FWS-37	Is there a procedure in place to decontaminate water if it becomes contaminated?	ESF #08
Food, Water, Shelter	ESF #11	Water	FWS-38	Who is responsible for notifying residential and commercial users?	ESF #08
Food, Water, Shelter	ESF #11	Water	FWS-39	How many residential and commercial users are expected to be impacted?	ESF #08, ESF #03
Food, Water, Shelter	ESF #11	Water	FWS-40	Have residential and commercial users been notified?	ESF #08
Food, Water, Shelter	ESF #11	Agriculture	FWS-41	What is the hazard impact area?	TCD, UW Extension
Food, Water, Shelter	ESF #11	Agriculture	FWS-42	Is mapping of the hazard impact area available?	TCD



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEl #	Essential Elements of Information (EEI)	Potential Sources
Food, Water, Shelter	ESF #11	Agriculture	FWS-43	What sensitive resources are within or near the hazard impact area?	TCD, TCHPB
Food, Water, Shelter	ESF #11	Agriculture	FWS-44	What technical specialists are needed to identify and mitigate impacts to sensitive resources?	TCD, TCHPB
Food, Water, Shelter	ESF #11	Agriculture	FWS-45	Are animal food sources at risk?	TCD, UW Extension
Food, Water, Shelter	ESF #11	Agriculture	FWS-46	Are human food sources at risk?	UW Extension
Food, Water, Shelter	ESF #11	Agriculture	FWS-47	Are there personnel trained to handle a disease outbreak in animals?	WGF, TC Fair
Food, Water, Shelter	ESF #11	Agriculture	FWS-48	What is the expected impact to the animal community?	WGF, TC Fair
Food, Water, Shelter	ESF #11	Agriculture	FWS-49	Are there provisions for dead animal storage?	ISWR
Food, Water, Shelter	ESF #11	Agriculture	FWS-50	Is there a need for animal technical specialists?	IC
Food, Water, Shelter	ESF #14	Shelter	FWS-51	What is the status of commercial/private sector shelter facilities in the area?	Hotels/Motels/Resorts, Email Listserve
Food, Water, Shelter	ESF #14	Shelter	FWS-52	How many commercial rooms/beds are available for emergency sheltering?	Hotels/Motels/Resorts, Email Listserve
Food, Water, Shelter	ESF #14	Shelter	FWS-53	What are the short-term supply needs for commercial shelter facilities?	Hotels/Motels/Resorts, Email Listserve



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EI #	Essential Elements of Information (EI)	Potential Sources
Food, Water, Shelter	ESF #14	Shelter	FWS-54	What are the long-term supply needs for commercial shelter facilities?	Hotels/Motels/Resorts, Email Listserve
Food, Water, Shelter	ESF #14	Food and Water	FWS-55	How many food service establishments are functional?	Food Service Businesses, Resorts
Food, Water, Shelter	ESF #14	Food and Water	FWS-56	Which food services establishments can support emergency food and water provision?	Food Service Businesses, Resorts
Food, Water, Shelter	ESF #14	Food and Water	FWS-57	What is the anticipated supply of food and water for emergency provision?	Food Service Businesses, Resorts
Food, Water, Shelter	ESF #14	Food and Water	FWS-58	What resources are needed to start food production and commercial establishments?	Food Service Businesses, Resorts
Food, Water, Shelter	ESF #14	Food and Water	FWS-59	What are the short-term supply needs for commercial establishments?	Food Service Businesses, Resorts
Food, Water, Shelter	ESF #14	Food and Water	FWS-60	What are the long-term supply needs for commercial establishments?	Food Service Businesses, Resorts
Hazardous Materials	ESF #10	N/A	HAZ-1	What is the facility's formal plan to reduce the impacts from a release?	LEPC, Tier II Facility
Hazardous Materials	ESF #10	N/A	HAZ-2	What is the chemical or hazardous substance?	LEPC, Tier II Facility, RERT 8
Hazardous Materials	ESF #10	N/A	HAZ-3	How much of the chemical or hazardous substance is exposed?	Tier II Facility, RERT 8



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEI #	Essential Elements of Information (EEI)	Potential Sources
Hazardous Materials	ESF #10	HazMat, Pollutants, Contaminants	HAZ-4	How many sites report active HazMat?	LEPC
Hazardous Materials	ESF #10	HazMat, Pollutants, Contaminants	HAZ-5	Is there leakage?	IC, Tier II Facility
Hazardous Materials	ESF #10	HazMat, Pollutants, Contaminants	HAZ-6	Where is the HazMat leak?	IC, Tier II Facility
Hazardous Materials	ESF #10	HazMat, Pollutants, Contaminants	HAZ-7	Is there a breach in containment?	IC, Tier II Facility
Hazardous Materials	ESF #10	HazMat, Pollutants, Contaminants	HAZ-8	Is the HazMat substance leaking into water?	IC, Tier II Facility
Hazardous Materials	ESF #10	HazMat, Pollutants, Contaminants	HAZ-9	Are people exposed to the HazMat substance?	IC, Tier II Facility
Hazardous Materials	ESF #10	HazMat, Pollutants, Contaminants	HAZ-10	Do the current resources available meet the methods for stabilization?	IC
Hazardous Materials	ESF #10	HazMat, Pollutants, Contaminants	HAZ-11	What are the methods to detect and assess the extent of contamination?	RERT 8
Hazardous Materials	ESF #10	HazMat, Pollutants, Contaminants	HAZ-12	What are the methods to stabilize a release and prevent the spread of contamination?	RERT 8
Hazardous Materials	ESF #10	HazMat, Pollutants, Contaminants	HAZ-13	What are the needs for decontamination and levels required?	RERT 8, ESF #08



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEI #	Essential Elements of Information (EEI)	Potential Sources
Hazardous Materials	ESF #10	HazMat, Pollutants, Contaminants	HAZ-14	What are the opportunities for environmental cleanup, waste disposition, and remediation?	RERT 8, ESF #11
Hazardous Materials	ESF #10	HazMat, Pollutants, Contaminants	HAZ-15	Is this a Tier II facility or not?	LEPC
Hazardous Materials	ESF #10	HazMat, Pollutants, Contaminants	HAZ-16	Is the Tier II facility reporting up to date?	LEPC
Hazardous Materials	ESF #10	HazMat, Pollutants, Contaminants	HAZ-17	If not a Tier II facility, what HazMat is stored on- site?	IC, Facility
Hazardous Materials	ESF #10	HazMat, Pollutants, Contaminants	HAZ-18	Is the facility point of contact up to date?	LEPC
Hazardous Materials	ESF #10	HazMat, Pollutants, Contaminants	HAZ-19	Are there public protective actions in place?	IC
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-20	How many resources (law enforcement, fire/EMS, and RERT) are assigned?	IC, TCSO Dispatch, TIDC
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-21	Is Wyoming Department of Environmental Quality (DEQ) needed? If so, are they leading notifications?	IC, LEPC
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-22	Have state assets (WY Homeland Security Duty Officer) been contacted or notified?	TCEM
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-23	Has the federal agencies been notified/on scene?	IC, LEPC, WY DEQ



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEI #	Essential Elements of Information (EEI)	Potential Sources
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-24	Is an evacuation required or ongoing?	IC
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-25	How long is the evacuation order in place for?	IC
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-26	Are there public protective actions in place? For how long?	IC
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-27	Are there shelter-in-place orders?	IC
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-28	How long will shelter-in-place orders be needed?	IC
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-29	Are there any isolation orders?	IC
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-30	How long will isolation orders be needed?	IC
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-31	Is Incident Command established?	TCSO Dispatch, TIDC
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-32	Are there safe responder protocols or mandatory safety elements in place?	IC, Safety Officer, RERT 8
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-33	Is there an Incident Action Plan in place?	IC
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-34	What are the mechanisms or processes to identify children and families that need additional assistance, as well as individuals with access and functional needs?	ESF #08, ESF #06



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEL #	Essential Elements of Information (EEI)	Potential Sources
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-35	Are additional resources needed to provide additional assistance to individuals with access and functional needs?	ESF #08, ESF #06
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-36	Is additional help needed with evacuating or decontaminating individuals with access and functional needs?	ESF #08
Hazardous Materials	ESF #10	HazMat Personnel	HAZ-37	Will individuals with access and functional needs be at risk during response or recovery?	ESF #08
Health and Medical	ESF #08	Medical Care	HM-1	What medical care is required in shelters?	American Red Cross
Health and Medical	ESF #08	Medical Care	HM-2	What actions that will be taken to assess and provide mental health services for the public?	JH Community Counseling Center
Health and Medical	ESF #08	Public Health	HM-3	What is the nature of the threat?	Teton County Health Department
Health and Medical	ESF #08	Public Health	HM-4	Is the region/state affected?	Wyoming Department of Health
Health and Medical	ESF #08	Public Health	HM-5	Is Unified Command established?	TCSO Dispatch, TIDC
Health and Medical	ESF #08	Public Health	HM-6	Is a public health emergency in place?	Teton District Health Officer
Health and Medical	ESF #08	Public Health	HM-7	Are public health alerts active?	Teton County Health Department
Health and Medical	ESF #08	Public Health	HM-8	Are vector controls in place?	Teton County Health Department



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEl #	Essential Elements of Information (EEI)	Potential Sources
Health and Medical	ESF #08	Public Health	HM-9	Is epidemiology required?	Teton County Health Department
Health and Medical	ESF #08	Public Health	HM-10	What are the agencies and alternate methods used to provide potable water, bulk water, and temporary water distribution?	ESF #06, ESF #07
Health and Medical	ESF #08	Public Health	HM-11	Is a hospital/public health PIO needed at the incident site?	ESF #15, IC, St. John's Health
Health and Medical	ESF #08	Public Health	HM-12	Should information on personal protective measures be shared through the JIS?	IC, Teton County Health Department
Health and Medical	ESF #08	Fatality Management	HM-13	Is there an active mass fatality plan?	Teton County Coroner's Office
Health and Medical	ESF #08	Fatality Management	HM-14	What level mass fatality/casualty should be declared?	Teton County Coroner's Office, JH Fire/EMS, St. John's Health
Health and Medical	ESF #08	Fatality Management	HM-15	Are there incident related fatalities?	Teton County Coroner's Office, St. John's Health
Health and Medical	ESF #08	Fatality Management	HM-16	What is the morgue status/capacity?	Teton County Coroner's Office
Health and Medical	ESF #08	Fatality Management	HM-17	Who is releasing incident fatality numbers through the JIS?	ESF#15, Teton County Coroner's Office
Health and Medical	ESF #08	Patient Movement (EMS)	HM-18	What is the current EMS status?	JH Fire/EMS
Health and Medical	ESF #08	Patient Movement (EMS)	HM-19	Is there an evacuation order in place?	IC, TC-EOC
Health and Medical	ESF #08	Patient Movement (EMS)	HM-20	Is reunification required?	IC, St. John's Health



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEl #	Essential Elements of Information (EEI)	Potential Sources
Health and Medical	ESF #08	Patient Movement (EMS)	HM-21	Are there safe responder protocols?	Safety Officer
Health and Medical	ESF #08	Patient Movement (EMS)	HM-22	What are the mechanisms or processes to identify children and families that need additional assistance, as well as individuals with disabilities?	Teton County Health Department
Health and Medical	ESF #08	Medical Supply Chain	HM-23	What are the actions that will be taken to initiate, maintain, and demobilize medical surge capacity?	St. John's Health, Teton Outpatient Services
Health and Medical	ESF #14	Medical Supply Chain	HM-24	What are the short-term medical supply needs?	ESF #08 Coordinator
Health and Medical	ESF #14	Medical Supply Chain	HM-25	What are the long-term medical supply needs?	ESF #08 Coordinator
Health and Medical	ESF #14	Medical Supply Chain	HM-26	What non-emergency medical facilities are operating?	ESF #08 Coordinator
Health and Medical	ESF #14	Medical Supply Chain	HM-27	What supplies and resources are available at non-emergency facilities for re-distribution?	ESF #08 Coordinator
Safety and Security	ESF #04	Fire Service	SS-1	How many personnel are on duty?	Duty Officers, Computer Automated Dispatch (CAD) systems
Safety and Security	ESF #04	Fire Service	SS-2	What is the current resource and staffing capability in the County?	Duty Officers
Safety and Security	ESF #04	Fire Service	SS-3	What arriving mutual aid resources are anticipated?	IC



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEL #	Essential Elements of Information (EEI)	Potential Sources
Safety and Security	ESF #04	Fire Service	SS-4	Have staging areas been established for arriving mutual aid resources? Where? How many?	IC
Safety and Security	ESF #04	Fire Service	SS-5	What is the status of incoming/expected mutual aid resources?	IC
Safety and Security	ESF #04	Fire Service	SS-6	How many operational commands are in service?	Dispatch Centers
Safety and Security	ESF #04	Fire Service	SS-7	Are there outstanding resource orders?	Dispatch Centers
Safety and Security	ESF #04	Fire Service	SS-8	Are Incident Management Teams required?	IC
Safety and Security	ESF #04	Fire Service	SS-9	Is there any hazardous material nearby that could potentially combust?	Local Emergency Planning Committee (LEPC) Tier II Reports
Safety and Security	ESF #04	Fire Service	SS-10	Is there any unintentional property damage caused by operations?	IC
Safety and Security	ESF #04	Fire Service	SS-11	Are there off-load delays and where?	IC
Safety and Security	ESF #04	Fire Service	SS-12	Are firefighting systems diminished due to water system damage?	ESF#03 Public Works
Safety and Security	ESF #04	Community Safety	SS-13	Are there any community injuries?	ESF#08 Public Health and Medical Services, St. John's Health
Safety and Security	ESF #04	Community Safety	SS-14	Are there any firefighter injuries?	Safety Officer
Safety and Security	ESF #04	Community Safety	SS-15	Are there any community fatalities?	Teton County Coroner



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEL #	Essential Elements of Information (EEI)	Potential Sources
Safety and Security	ESF #04	Community Safety	SS-16	Are there any firefighter fatalities?	Safety Officer
Safety and Security	ESF #04	Community Safety	SS-17	Are available units conducting neighborhood safety surveys?	IC
Safety and Security	ESF #04	Community Safety	SS-18	What protective actions need to be communicated to residents?	IC
Safety and Security	ESF #04	Community Safety	SS-19	What protective actions need to be communicated to tourists/visitors?	IC
Safety and Security	ESF #05	Government Service	SS-20	Is the TC-EOC operational?	TCEM
Safety and Security	ESF #05	Government Service	SS-21	What level of EOC activation is needed?	TCEM
Safety and Security	ESF #05	Government Service	SS-22	What ESFs should be activated?	TCEM
Safety and Security	ESF #05	Government Service	SS-23	What is the status of Community Lifelines?	ESF Coordinators
Safety and Security	ESF #05	Government Service	SS-24	Is the threat/hazard ongoing?	TIDC, TCSO Dispatch, IC
Safety and Security	ESF #05	Government Service	SS-25	What population is affected? How are they affected? How long will they be affected?	IC
Safety and Security	ESF #05	Government Service	SS-26	How many are dead?	IC, Teton County Coroner
Safety and Security	ESF #05	Government Service	SS-27	How many are injured?	IC, ESF#08 Public Health and Medical Services, St. John's Health



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEl #	Essential Elements of Information (EEI)	Potential Sources
Safety and Security	ESF #05	Government Service	SS-28	How many are missing?	IC, ESF#09 Search and Rescue
Safety and Security	ESF #05	Government Service	SS-29	Is mutual aid active and/or available?	TIDC, TCSO Dispatch, TCEM
Safety and Security	ESF #05	Government Service	SS-30	What executive actions or decisions are required?	TCEM, TC-MAC
Safety and Security	ESF #05	Government Service	SS-31	Are executive orders needed?	TCEM, TC-MAC
Safety and Security	ESF #05	Government Service	SS-32	Are protective actions needed for the public?	IC
Safety and Security	ESF #05	Government Service	SS-33	Are any protective action orders in place?	IC
Safety and Security	ESF #05	Government Service	SS-34	How many people are covered by active protective action orders?	IC, TCEM
Safety and Security	ESF #05	Government Service	SS-35	Is a local emergency or disaster declaration needed?	TCEM, TC-MAC
Safety and Security	ESF #05	Government Service	SS-36	What is the expected impact to properties and/or initial extent of damage?	IC
Safety and Security	ESF #05	Government Service	SS-37	What is the current impact on government?	IC
Safety and Security	ESF #05	Government Service	SS-38	What agencies are on-scene? In command?	TIDC, TCSO Dispatch
Safety and Security	ESF #05	Government Service	SS-39	Is an IAP needed?	IC
Safety and Security	ESF #05	Government Service	SS-40	Has the IAP been documented and archived?	IC



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEL #	Essential Elements of Information (EEI)	Potential Sources
Safety and Security	ESF #05	Government Service	SS-41	Is a SITREP needed?	TCEM
Safety and Security	ESF #05	Government Service	SS-42	Has the SITREP been documented and archived?	TCEM
Safety and Security	ESF #05	Government Service	SS-43	What is the operational period?	IC
Safety and Security	ESF #07	Government Service	SS-44	What is the current status of response resources?	IC, TCSO Dispatch, TIDC
Safety and Security	ESF #07	Government Service	SS-45	What is the projected response resource status?	IC, TCSO Dispatch, TIDC
Safety and Security	ESF #07	Government Service	SS-46	What are the resource shortfalls/needs?	IC, TCSO Dispatch, TIDC
Safety and Security	ESF #07	Government Service	SS-47	How many resource requests are pending?	IC, TCSO Dispatch, TIDC
Safety and Security	ESF #07	Government Service	SS-48	How many resource requests are at the State level?	TC-EOC, SRCC
Safety and Security	ESF #07	Government Service	SS-49	What resources are in staging?	IC
Safety and Security	ESF #07	Government Service	SS-50	What is the vendor status?	Vendors
Safety and Security	ESF #07	Government Service	SS-51	How many personnel are staffing Staging Area(s)?	IC
Safety and Security	ESF #07	Government Service	SS-52	Is the facility adequate?	IC
Safety and Security	ESF #07	Government Service	SS-53	Is the facility threatened?	IC
Safety and Security	ESF #07	Government Service	SS-54	Is personnel check-in established?	IC



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEl #	Essential Elements of Information (EEI)	Potential Sources
Safety and Security	ESF #07	Government Service	SS-55	Are we using paper or electronic check-in?	IC
Safety and Security	ESF #07	Government Service	SS-56	Have we accounted for and reported an accurate roster?	IC
Safety and Security	ESF #07	Government Service	SS-57	How many personnel are on scene or operating externally?	IC
Safety and Security	ESF #07	Government Service	SS-58	How many other resources and types are committed?	TCSO Dispatch, TIDC
Safety and Security	ESF #07	Government Service	SS-59	Is the Demob plan started, in-progress or active?	IC
Safety and Security	ESF #09	Search and Rescue	SS-60	Are Search and Rescue (SAR) operations ongoing?	TCSO SAR, TCSO Dispatch, TIDC
Safety and Security	ESF #09	Search and Rescue	SS-61	Is TCSO SAR leading operations or are they a resource?	TCSO SAR
Safety and Security	ESF #09	Search and Rescue	SS-62	What efforts are ongoing?	TCSO SAR, TCSO Dispatch, TIDC
Safety and Security	ESF #09	Search and Rescue	SS-63	What specific resources are needed? (i.e., personnel, equipment, functions)	IC
Safety and Security	ESF #09	Search and Rescue	SS-64	Who is the Incident Commander? Has it been assigned to an agency?	TCSO Dispatch, TIDC
Safety and Security	ESF #09	Search and Rescue	SS-65	What teams are activated?	TCSO SAR, TCSO Dispatch, TIDC
Safety and Security	ESF #09	Search and Rescue	SS-66	What is the communications mode?	IC



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEL #	Essential Elements of Information (EEI)	Potential Sources
Safety and Security	ESF #09	Search and Rescue	SS-67	What additional outside resources are needed (regional, state, federal)?	IC
Safety and Security	ESF #09	Search and Rescue	SS-68	What geographic areas are included in the search?	IC
Safety and Security	ESF #09	Search and Rescue	SS-69	Is a grid system in place? What are the coordinates?	IC
Safety and Security	ESF #09	Search and Rescue	SS-70	Is Geographic Information System (GIS) mapping needed?	IC
Safety and Security	ESF #09	Search and Rescue	SS-71	Is a GIS Tech Spec assigned for assistance?	IC
Safety and Security	ESF #09	Search and Rescue	SS-72	Are local incident triage sites established? Locations?	JHFEMS, GTNP EMS
Safety and Security	ESF #09	Search and Rescue	SS-73	Are there onsite medical operations?	JHFEMS, GTNP EMS
Safety and Security	ESF #09	Search and Rescue	SS-74	Are there casualty collection points?	JHFEMS, GTNP EMS
Safety and Security	ESF #13	Law Enforcement	SS-75	What types of law enforcement resources are needed to respond?	IC
Safety and Security	ESF #13	Law Enforcement	SS-76	How many units are needed for traffic operations?	IC, ESF #01
Safety and Security	ESF #13	Law Enforcement	SS-77	How many units are needed in shelters?	ESF #06
Safety and Security	ESF #13	Law Enforcement	SS-78	How many law enforcement resources are available/present in the county?	TCSO Dispatch, TIDC, WHP Dispatch
Safety and Security	ESF #13	Law Enforcement	SS-79	How many law enforcement resources are operational?	TCSO, JPD, GTNP, BTNF, NER, WGF, WHP



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2022 Emergency Operations Plan (TC-EOP)**

Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEI #	Essential Elements of Information (EEI)	Potential Sources
Safety and Security	ESF #13	Law Enforcement	SS-80	How many back-up law enforcement resources are available?	TCSO, JPD, GTNP, BTNF, NER, WGF, WHP
Safety and Security	ESF #13	Law Enforcement	SS-81	Do officers have lodging available?	IC, LSC
Safety and Security	ESF #13	Law Enforcement	SS-82	Are there any additional resources needed for a long-duration event?	IC, OSC
Safety and Security	ESF #13	Law Enforcement	SS-83	How many units are needed to operate access control points for evacuations?	IC
Safety and Security	ESF #13	Law Enforcement	SS-84	What are the areas under evacuation order?	IC, TC-EOC
Safety and Security	ESF #13	Law Enforcement	SS-85	Is there a curfew in place for the community?	IC, TC-MAC, TC-EOC
Safety and Security	ESF #13	Law Enforcement	SS-86	Are coordinated security efforts needed at designated facilities?	IC
Transportation	ESF #01	Highway/Roadway/Motor Vehicle	T-1	What is the status of the roadway system? How can we mitigate the impact?	
Transportation	ESF #01	Highway/Roadway/Motor Vehicle	T-2	What is the extent of damage to the roadway system?	Engineers and roadway maintainers: WYDOT, Town, County
Transportation	ESF #01	Highway/Roadway/Motor Vehicle	T-3	How long will the roadway system be affected?	Engineers and roadway maintainers: WYDOT, Town, County
Transportation	ESF #01	Highway/Roadway/Motor Vehicle	T-4	What are the alternate routes?	TCEM, WYDOT, Town, County, Jackson Hole Fire/EMS, Jackson Police, TCSO



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEL #	Essential Elements of Information (EEI)	Potential Sources
Transportation	ESF #01	Highway/Roadway/ Motor Vehicle	T-5	Is there enough roadway capacity to evacuate at least 65% of the community?	TCEM, WYDOT, Town, County
Transportation	ESF #01	Highway/Roadway/ Motor Vehicle	T-6	In a state of emergency, is there a plan for traffic control?	
Transportation	ESF #01	Highway/Roadway/ Motor Vehicle	T-7	Are there transportation plans for mass movement?	
Transportation	ESF #01	Highway/Roadway/ Motor Vehicle	T-8	Are there specific traffic management plans?	
Transportation	ESF #01	Highway/Roadway/ Motor Vehicle	T-9	What locations require alternate traffic plans?	
Transportation	ESF #01	Highway/Roadway/ Motor Vehicle	T-10	What is the status of traffic signaling devices?	WYDOT
Transportation	ESF #01	Highway/Roadway/ Motor Vehicle	T-11	Which traffic signaling devices are inoperable?	WYDOT
Transportation	ESF #01	Highway/Roadway/ Motor Vehicle	T-12	How many 4-way stops are in place?	Town, County
Transportation	ESF #01	Highway/Roadway/ Motor Vehicle	T-13	Are there any active one-way or contra-traffic plans?	
Transportation	ESF #01	Highway/Roadway/ Motor Vehicle	T-14	Can any access roads be opened?	
Transportation	ESF #01	Highway/Roadway/ Motor Vehicle	T-15	What access roads can be opened in the National Park and/or National Forest?	Grand Teton National Park, Bridger-Teton National Forest
Transportation	ESF #01	Highway/Roadway/ Motor Vehicle	T-16	What mapping can be updated to show the roadway system status?	
Transportation	ESF #01	Mass Transit	T-17	What is the status of the START bus system?	START Bus



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEI #	Essential Elements of Information (EEI)	Potential Sources
Transportation	ESF #01	Mass Transit	T-18	Are private shuttle buses operating?	Jackson Hole Chamber of Commerce, mountain resorts, hotels
Transportation	ESF #01	Mass Transit	T-19	What is the capacity of the private shuttle buses?	Jackson Hole Chamber of Commerce, mountain resorts, hotels
Transportation	ESF #01	Mass Transit	T-20	Are the School District buses operational?	School District
Transportation	ESF #01	Mass Transit	T-21	What is the capacity of the School District buses?	School District
Transportation	ESF #01	Mass Transit	T-22	What are alternative transit routes?	TCEM, WYDOT, Town, County, START Bus, Jackson Hole Fire/EMS, Jackson Police, TCSO
Transportation	ESF #01	Aviation	T-23	What is the extent of damage to the airport?	Jackson Hole Airport
Transportation	ESF #01	Aviation	T-24	How long will the airport be affected?	Jackson Hole Airport
Transportation	ESF #01	Aviation	T-25	Are alternate options available for nearby air transport?	Jackson Hole Airport
Transportation	ESF #01	N/A	T-26	What is the status of the Pathways routes?	Pathways
Transportation	ESF #01	N/A	T-27	How long will the Pathways routes be affected?	Pathways
Transportation	ESF #01	N/A	T-28	Can Pathways routes be opened to alternative traffic? What types of vehicles?	Pathways
Transportation	ESF #03	Debris Removal	T-29	What is the debris management status?	ISWR, Public Works agencies



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Table 5.2 – ESF Essential Elements of Information

Community Lifeline	ESF #	Component	EEl #	Essential Elements of Information (EEI)	Potential Sources
Transportation	ESF #03	Debris Removal	T-30	How many collection/reduction sites are active?	ISWR
Transportation	ESF #03	Debris Removal	T-31	Are reduction systems operational?	ISWR
Transportation	ESF #03	Debris Removal	T-32	Is permitting required?	Planning and Building Departments, ISWR



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5.2.1. EEI Collection

Each ESF Coordinator is responsible for collecting relevant information, as outlined in the EEI, when activated by the TC-EOC. Not all EEI may be relevant for every activation, but the tool provides a starting point for the collection and analysis of key incident information. The ESF Coordinator may delegate information collection to another Supporting Agency or to TC-EOC Support Staff, as relevant.

5.2.2. EEI Dissemination and Display Methods

The TC-EOC Situational Awareness Section is responsible for collecting, organizing, and disseminating incident information collected through EEIs. The Section will develop a strategy for dissemination in coordination with the TC-EOC Manager and Assistant Manager. Methods for dissemination may include:

- SITREPs for each operational period
- Verbal and written updates to the MAC Group
- Display on screens and boards within the TC-EOC
- Posting within Teton County's WebEOC system
- Public distribution as coordinated by the ESF #15 Liaison through the JIS
- Email distribution to Whole Community partners



SECTION 6. COMMUNICATIONS

Integrated communications inform effective incident management as well as TC-EOC support operations. Integrated communications establish and maintain contact between incident resources, enable connectivity, achieve situational awareness, and facilitate information sharing.

6.1. Monitoring and Notification

TCSO Dispatch, TIDC, and TCEM are responsible for monitoring and notification functions. Notification of incident stakeholders and local leadership is distinct from public alert and warning. Additional procedures for public alert and warning are described in the [ESF #05 \(Information and Planning\) Annex](#).

6.1.1. TCSO Dispatch and TIDC

- TCSO Dispatch serves as the 24/7 Warning Point for Teton County. As the Warning Point, TCSO Dispatch provides continuous monitoring and maintains communications systems to gather and relay information to ICs and local leadership.
- TCSO Dispatch is the National Warning System (NAWAS) warning point for Teton County. NAWAS is a 24-hour continuous private line telephone system used to convey warnings to federal, state, and local governments and is maintained by FEMA. TCSO Dispatch will relay any received NAWAS warnings to TCEM. If TCEM cannot be reached, TCSO Dispatch will activate the Teton County Warning & Disaster Fanout.
- TCSO Dispatch and TIDC maintain and regularly test their back-up, dedicated voice and data systems. These systems are linked to other monitoring and alert organizations, including the National Weather Service (NWS), Wyoming Highway Patrol Dispatch, WOHS, and the Emergency Alert System (EAS).
- TCSO Dispatch and/or TIDC will notify TCEM when their coordination resources have been overwhelmed, triggering the activation of the TC-EOC (as described in [Section 2.3](#)).

6.1.2. Teton County Emergency Management (TCEM)

- Upon receiving notification or alert of an event from TCSO Dispatch or TIDC, the Emergency Management Coordinator will begin documentation, typically through WebEOC. Based on the severity of the event, the Emergency Management Coordinator will determine if elected officials and WOHS should be notified and if a SITREP should be issued.
- If the received alert is a NAWAS warning, TCEM will utilize the Teton County Warning & Disaster Fanout to notify appropriate agencies.
- Upon any activation of the TC-EOC, the Emergency Management Coordinator will notify their direct supervisor, the Town Administrator, and the County Commissioners' Administrator.
- Upon partial (Level 2) or full activation (Level 1) of the TC-EOC, the Emergency Management Coordinator will notify all appropriate county, local, and state agencies.



6.1.3. ESF Coordinators

- Upon notification by TCEM, ESF Coordinators are responsible for notifying other relevant ESF Agencies. Agencies may be asked to place appropriate personnel on standby, log on to WebEOC, log on to Microsoft Teams, or to have personnel report to the TC-EOC.
- County, local, and state personnel assigned to the TC-EOC should be individuals who are delegated full authority to make decisions on all matters effecting their agency's/department's participation in the event.

6.2. Communications Organization

To achieve interoperability, Teton County and Town of Jackson will prioritize communications integration with state and federal disaster communications networks.

6.2.1. Local

ESF #2 (Communications) provides information and guidance concerning communications systems and redundancies. Communications systems are further described and assessed in the Teton County Tactical Interoperable Communications Plan (TIC-P).

6.2.2. State

Wyoming Highway Patrol (WHP) Dispatch serves as Wyoming's 24/7 NAWAS warning point. For NAWAS warnings, WHP Dispatch fans out the warning to downstream NAWAS warning points and the WOHS Duty Officer. For non-NAWAS warnings, the WOHS Duty Officer will notify the appropriate county Emergency Management Coordinators. Wyoming emergency communications are organized using the following plans:

- **Wyoming Communications Field Operations Guide (WY-CFOG):** Describes regional, state, and federal interoperable and mutual aid systems and assets to increase efficiency, create consistent knowledge of interoperable systems, and support pre-incident planning efforts.
- **Wyoming Communications Interoperability Plan (SCIP):** A statewide strategic plan to enhance interoperable and emergency communications.
- **Wyoming Public Safety Communication Interoperability Guide:** Provides guidelines to initiate and sustain communication interoperability during an incident.

6.2.3. Federal

The National Emergency Communications Plan (NECP) is the Nation's strategic plan for emergency communications that promotes communication and sharing of information across all levels of government for all threats and hazards, as needed and when authorized. At the federal level, FEMA is the agency responsible for maintaining the NAWAS system, and they distribute warnings to state warning points for significant incidents.



SECTION 7. ADMINISTRATION, FINANCE, AND LOGISTICS

This section describes the general administrative, financial, and resource support policies and procedures to manage incident operations.

7.1. Administration

This section describes administrative protocols used during an emergency operation.

7.1.1. Documentation

Documentation is key during incident response and recovery to create a historical record, recover costs, address insurance needs, identify areas of improvement for future incidents, and develop mitigation strategies. Documentation also provides a legal account of the actions that took place before, during, and after an emergency event.

TCEM uses WebEOC for documentation of emergency response actions and incident communication. Additionally, the TC-EOC Planning Section is responsible for developing key incident reports documenting incident scope, resource needs and requests, decision-making, and assistance from mutual aid, state, or federal partners.

Key incident reports include, but are not limited to:

- Incident Action Plans
- Situation Reports
- Formal Status Reports
- Requests for Assistance/Resource Requests
- Documentation of Assistance Offered or Given
- Damage Assessment Reports
- Cost Accounting Reports

7.1.2. After-Action Report

Following an incident that requires the activation of the TC-EOC, TCEM will develop an After-Action Report (AAR) and Improvement Plan (IP) in coordination with all activated ESF Coordinators, relevant Supporting Agencies, and federal, state, and private sector partners as relevant. Each County/Town department and ESF Coordinator involved in incident response is responsible for documenting its activities to support the preparation of the AAR. Teton County WebEOC can be used to further document observations for incidents. The AAR will detail operational successes, problems, and key issues affecting emergency response operations. The AAR captures planning needs, staffing requirements, process refinement, equipment shortages, and training needs. The IP will identify specific actions to improve future emergency operations, TC-EOC and ESF activation, or the overall TC-EOP. TC-EOP maintenance and ongoing evaluation is further detailed in [Section 8](#).



7.2. Finance

Teton County is responsible for procuring necessary supplies and equipment for County agencies/departments during a disaster event.

Town of Jackson is responsible for procuring necessary supplies and equipment for its municipal agencies/departments during a disaster event.

For an incident for which a Local Disaster Declaration (described in [Section 2.2](#)) is made:

- a. Proper documentation will be needed to justify local expenditures for which reimbursement from FEMA will be requested.
- b. Work may be completed for disaster recovery through two methods:
 - i. **Contracting** with private businesses to do the work (Contract Work), ensuring that contractors have not been "debarred".
 - ii. **Force Account**, which is using government personnel, equipment and supplies including extra hires (personnel hired to perform recovery work).

The policies and procedures outlined in this section, as well as the [Financial Management Support Annex](#), do not take precedence over other, more specific agreements, including the Wildland Fire Management Annual Operating Plan and Wyoming Wildland Fire Resource Mobilization Guide.

7.2.1. Roles and Responsibilities

The Teton County Clerk, Town of Jackson Finance Director, and County/Town departments involved in incident response all play key roles in maintaining financial records and ensuring documentation for cost recovery. Roles and responsibilities are further described in the [Financial Management Support Annex](#).

7.2.2. Insurance and Cost Recovery

While federal assistance may become available after a disaster, it will not cover the complete cost of losses. Teton County and the Town of Jackson encourage all community members to protect their assets through insurance policies as the primary option for cost recovery of losses due to a disaster. This includes encouraging homeowners and renters' insurance. Teton County and the Town of Jackson participate in the National Flood Insurance Program (NFIP), which ensures homeowners and business owners are eligible for flood insurance. Local outreach and education programs emphasize personal preparedness for disasters, including sharing resources such as FEMA's Emergency Financial First Aid Kit to increase financial preparedness. More strategies to encourage property protection, insurance participation, and disaster education and outreach are included in the Wyoming Region 8 HMP.

Disaster Recovery Centers and Family Assistance Centers

For Presidentially Declared Disasters where FEMA has opened Individual Assistance or Small Business Administration assistance (detailed below), FEMA will establish a Disaster Recovery Center (DRC) in the community. The TC-EOP will assist in identifying and securing a location, typically a neutral and accessible public facility (e.g., Teton County Library locations, Teton



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County School District #1 locations). The TC-EOP will also support distribution of public information regarding the DRC and available services through ESF #15 (External Affairs).

For emergencies or disasters that do not qualify for a FEMA DRC but require survivor assistance, the TC-EOP will establish a Family Assistance Center (FAC) which provides services and information supporting recovery at a single location. An FAC requires engagement from ESF #15 (External Affairs) to distribution public information, ESF #6 (Mass Care Services) to organize participating service providers, and ESF #7 to identify and secure a public facility.

7.2.3. Disaster Assistance Programs

If an incident is declared a State Disaster by the Wyoming Governor's Office, funding may be available through the Governor's Office's Emergency Disaster Fund, managed through WOHS. Additionally, state resources and funding are made available for wildland firefighting efforts through the Emergency Fire Suppression Account (EFSA) (*WS 36-1-401*) for participating counties, including Teton County.

The federal government has the authority to approve reimbursement of accepted costs for restoration efforts of certain public facilities and infrastructure after a Presidential Disaster Declaration or under the statutory authority of certain federal agencies. The most common disaster assistance programs are described below.

Public Assistance (PA) Program

The mission of FEMA's Public Assistance (PA) Program is to provide assistance so that communities can quickly respond to and recover from major disasters or emergencies declared by the President. Through the PA Program, FEMA provides supplemental Federal grant assistance for debris removal, emergency protective measures, and the restoration of disaster-damaged, publicly owned facilities and specific facilities of certain nonprofit organizations. The PA Program also encourages protection of these damaged facilities from future incidents by providing assistance for hazard mitigation measures. FEMA provides this assistance based on authority in statutes, executive orders, regulations, and policies.

Individual Assistance (IA) Program

FEMA helps individuals and households through the Individual Assistance (IA) Program, which include the following:

- **Mass Care and Emergency Assistance (MC/EA):** MC/EA services include sheltering; feeding; distribution of emergency supplies; support for individuals with disabilities and others with access and functional needs; reunification services for adults and children; support for household pets, service animals, and assistance animals; and mass evacuee support.
- **Individuals and Households Program:** Provides financial and direct services to uninsured or under-insured individuals/households affected by a disaster. However, this assistance is not a substitute for insurance.
- **Disaster Case Management:** Provides for a case manager and a disaster survivor to develop and carry out a Disaster Recovery Plan to facilitate access to a broad range of resources.



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- **Crisis Counseling Assistance and Training Program:** A supplemental assistance program to provide community-based outreach, counseling, and other mental health services to survivors and training activities in presidentially declared major disaster areas.
- **Disaster Legal Services:** Provides free legal help to low-income disaster survivors. Such assistance to low-income survivors includes insurance claims, legal documentation, home repair contractors and contracts, proof of ownership, and FEMA appeals.
- **Disaster Unemployment Assistance:** After a Presidentially Declared Disaster, DUA is available for workers and self-employed people who do not qualify for regular unemployment insurance benefits.
- **Voluntary Agency Coordination:** FEMA's Voluntary Agency Liaisons (VALs) establish and maintain relationships among federal and local governments, as well as voluntary, faith-based and community organizations active in preparedness, response, and recovery; coordinate with Voluntary Organizations Active in Disaster (VOAD); assist with translating and navigating federal programs for their stakeholders; provide technical guidance and support with donations, unaffiliated and spontaneous volunteer management; and collaborate with and support NGOs that deliver an array of disaster relief services to affected jurisdictions.

Small Business Administration (SBA)

The Small Business Administration (SBA) provides disaster loans to businesses of all sizes located in declared disaster areas, as well as private nonprofit organizations, homeowners, and renters affected by those disasters. Losses that are not covered by insurance or FEMA funding can be covered, as well as business operating expenses that could have been met had the disaster not occurred. SBA disaster loan programs include the following:

- **Physical Damage Loans:** Loans to cover repairs and replacement of physical assets damaged in a declared disaster.
- **Mitigation Assistance:** Funding to cover small business operating expenses after a declared disaster.
- **Economic Injury Disaster Loans:** Loans provide economic relief to small businesses and nonprofit organizations that have suffered damage to their home or personal property.
- **Military Reservist Loans:** Loans to help eligible small businesses with operating expenses to make up for employees on active-duty leave.

Fire Management Assistance Grants (FMAG)

Fire Management Assistance is available to states, local and tribal governments, for the mitigation, management, and control of fires on publicly or privately owned forests or grasslands, which threaten such destruction as would constitute a major disaster. The Fire Management Assistance declaration process is initiated when a state submits a request for assistance to the FEMA Regional Director at the time a "threat of major disaster" exists. The entire process is accomplished on an expedited basis and a FEMA decision is rendered in a matter of hours. Eligible firefighting costs may include expenses for field camps; equipment use,



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repair and replacement; tools, materials, and supplies; and mobilization and demobilization. The primary administrator in Teton County for FMAG requests to the State of Wyoming is the County Fire Warden.

7.2.4. Procurement

All procedures for emergency and disaster-related procurement will follow established procurement procedures for Teton County and the Town of Jackson, in alignment with all local, state, and federal laws. The Town of Jackson will adhere to established Town Finance Procurement Procedures.

Teton County will adhere to procurement procedures as detailed in the 2018 Procurement Manual. According to *Section 2-2-4 Emergency Purchases*, in the event of an unanticipated emergency circumstance, where repairs must be made immediately, and the expense exceeds \$5,000, such purchase or contracts may be made based on availability of a responsible provider. Verbal approval must be received from Department Director or Elected Official prior to purchase or contract approval. The Emergency Purchase Notification Form shall be completed within 5 business days and retained in the contract file. According to *Section 2-2-5 Sole Source Procurement*, any purchase above \$5,000 without competition must have the Sole Source Justification form completed and submitted to the BCC with a staff report for final approval.

7.2.4. Tracking and Documenting Disaster-Related Costs

Each County or Town department involved in incident response is responsible for incurring, tracking, and recording their own disaster-related costs. Incident-specific costs may include contract work, labor hours, vehicles, equipment, and materials. Capturing complete and accurate records of costs is necessary to document requests for reimbursement assistance applications, and for potential future audit reports. If an incident develops into a major disaster declaration (as described in [Section 2.2](#)), proper documentation will be needed to justify local expenditures for which reimbursement will be requested.

Specific procedures for contract work, forced account payroll, equipment, and supplies are documented in the [Financial Management Support Annex](#).

Upon declaration of a Local Emergency and/or Local Disaster, the TC-MAC Group will determine whether a budget line item will be created for the incident. If an incident-specific line item is determined necessary, the Town Finance Department and County Clerk's Office will create the line item and ensure all submitted vouchers are included, following normal payment and processing procedures. Journal entries will be made by Town Finance and/or County Clerk's Office for any expenditures already made for an incident to the newly created incident-specific line item. The TC-EOP is responsible for notifying all responding agencies how to track, record, and process expenses using the assigned incident line item.

Finances shall be tracked, but not paid for, by the TC-EOP using this incident-specific line item for Town and County departments assisting with incident response that are not directly under an Incident Command structure with an established Finance Section. All **completed and signed** vouchers that are submitted for the incident line item are submitted through the TC-EOP Center Support Section, which will then affirm the expense is appropriate and forward to the



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Town/County for final payment. The TC-EOC Center Support Section will keep daily records of “burn rate” based on receipt of vouchers. Incidents with established Finance Sections that the TC-EOC is supporting and that Town and/or County government are financially responsible for will provide the TC-EOC Center Support Section a daily burn rate of their incident’s expenses.

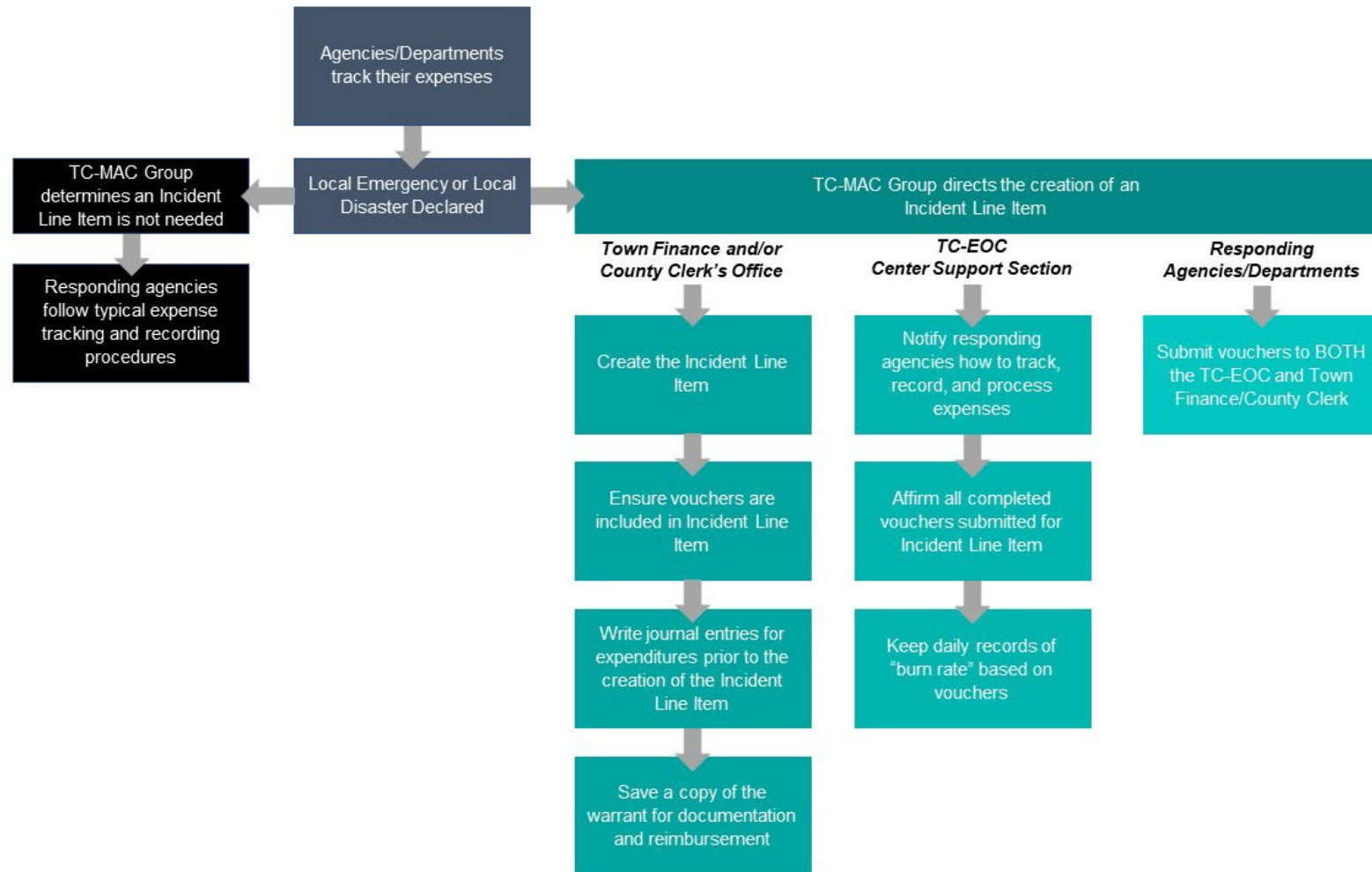
When a voucher is paid, the Town Finance Department and County Clerk’s Office **must save a copy of the warrant (proof of payment)**, to be documented for reimbursement requests and incident reports. Town Finance Department and County Clerk’s Office **shall not combine costs** for any declared emergencies or disasters with non-disaster related costs on a single warrant, even for the same vendor.

This process also includes resources requested through WebEOC. The TC-EOC does not pay for the resources that it orders and must make that clear when the resource is requested, as described in the [ESF #07 \(Resource Support\) Annex](#).

The TC-EOC has the final responsibility to document all disaster-related costs in coordination with the Town Finance Department and County Clerk’s Office.

Figure 7.1 below illustrates the financial tracking procedures described in this section based on whether the TC-MAC Group determines an Incident Line Item is necessary. This process is relevant for all responding agencies that are not working under an IC with an established Finance Section.

Figure 7.1 – Financial Tracking Procedures Flow Chart



7.3. Logistics

This section describes the logistics and resource management mechanisms to identify and acquire resources in advance of and during emergency operations. ESF #07 (Resource Support) is responsible for facilitating logistical and resource support through coordinating the acquisition of resources. Resource coordination and request procedures are further detailed in [ESF #07 \(Resources Support\) Annex](#).

7.3.1. Resource Management

Led by ESF #07 (Resource Support), the Resource Support Section of the TC-EOC will organize and implement resource management strategies. As described in NIMS, Teton County and the Town of Jackson will establish procedures aligned with the Resource Management Cycle (**Figure 7.1**). Resources may include personnel, equipment, teams, supplies, and facilities.

Resource management during an incident includes:

Identify Requirements

The EOC Resource Support Section will identify resource requirements for an incident and will first attempt to fill the need from existing resources, mutual aid, or existing MOUs/MOAs. Resource identification should involve:

- Type and quantity of resources needed
- Location where the resources should be sent
- Determine who will receive and use the resources

Order and Acquire

The TC-EOC accepts resource orders from supported ICs or occasionally from other essential service providers. To place an order, the IC or Logistics Section will:

- Establish their team as an Authorized Requestor with TC-EOC using the TC-EOC Requestor Authorization form (new form required for each new incident).
- Using credentials provided by TC-EOC, the IC or their Logistics Section may place an order through the WebEOC "Request/Task" board or by submitting an ICS-213RR (Resource Request message form) to the TC-EOC Resources Support Section.

To process the resource/logistics requirements, the TC-EOC Resource Support Section will:

- Determine the eligibility of the request based on prioritizations and policies provided by the TC-MAC.

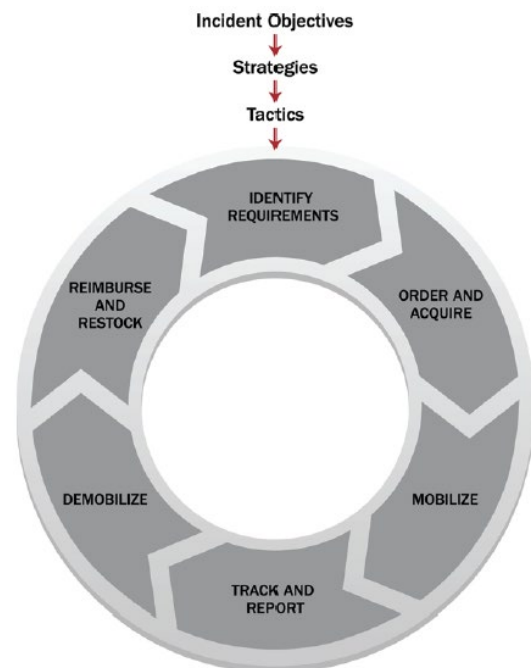


Figure 7.2 – Resource Management Cycle



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- Source the resource first from local government sources, then from mutual aid partners, then from the State of Wyoming.
- Advise the requestor of the anticipated cost to be invoiced to them and gain approval to order.

Mobilize

TC-EOC Resource Support Section will provide an ordered resource with a resource order to confirm they are authorized to mobilize. Resources must check-in upon arrival at the incident, and check-in is the responsibility of the incident.

Track and Report

Once resources have arrived at the incident requesting the resource, tracking is the responsibility of the incident. The requesting incident must inform the TC-EOC Resource Support Section that the resource has arrived and that they are now responsible for the resource. The TC-EOC Resource Support Section may also track supplies not directly assigned to an incident, such as at points of distribution established by the TC-EOC. This will be done through the "Distribution Sites" board in WebEOC or through spreadsheets as a backup.

Demobilize

Once response has been completed, all resources will be transitioned back into normal, day-to-day operations. This process will occur in stages and resources will be returned to normal function once their responsibilities and/or tasks are completed or transferred to other personnel groups. Incidents that received resources ordered by the TC-EOC are responsible for their demobilization. TC-EOC Resource Support Section can assist incidents in determining demobilization requirements from home agencies that provided resources.

Reimburse and Restock

County/Town departments and private sector entities are also responsible for maintaining accountability of their property throughout incident operations. In the event of a disaster declaration, property used for incident management operations which is lost, damaged, stolen, or consumed may be cost reimbursable. Local agencies must be able to provide the proper documentation to recover for loss. This includes condition of resources before and after mobilization, and proof of stockpile size of supplies before and after mobilization.



SECTION 8. PLAN MANAGEMENT AND MAINTENANCE

This section describes the overall approach to emergency operations planning and the assignment of plan development and maintenance responsibilities.

8.1. Plan Development and Coordination

TCEM is responsible for the development, coordination, and maintenance of the TC-EOP. TCEM collaborated with ESF Coordinators to complete initial plan development. The process included review of FEMA guidance, such as the Comprehensive Preparedness Guide 101 (Version 3), and existing County, Town, and organizational plans, policies, and procedures.

ESF Coordinators participated in one-on-one interviews to discuss the scope, roles and responsibilities, and supporting resources for each ESF. TCEM provided multiple ESF agencies applicable plan sections for review and conducted informal interviews to gather feedback on TC-EOP development.

To gather whole-community input, TCEM distributed a public survey to gauge the level of preparedness and items of concern from the public, with over 430 participants. These responses helped to steer the areas of focus for the TC-EOP. TCEM also solicited feedback through a survey of community-based organizations that work with vulnerable populations to broaden the perspective of the TC-EOP. Additionally, ESF Coordinators, ESF Supporting Agencies, Town and County leadership, and state and federal agencies participated in a tabletop exercise to validate the 2022 TC-EOP Update.

8.2. Plan Review and Maintenance

The Emergency Management Coordinator will conduct an annual review of the TC-EOP and provide an electronic version to each ESF Primary and Supporting Agency and all other Town and County departments, private sector or community-based organizations, and state and federal agencies referenced in the plan for review and comment.

Comments can be submitted at any time to TCEM and will inform the annual review. The annual review process will consider plan adequacy, feasibility, and acceptability, as well as incorporating comments from users and considering any recent TC-EOP activations.

8.3. Training & Exercises

TCEM will ensure the TC-EOP is exercised on an annual basis, either through a discussion-based tabletop exercise, a real-time functional exercise, or a real-world incident requiring TC-EOP activation. Through each exercise, TCEM will convene the organizations and agencies named in the TC-EOP to identify critical issues, lessons learned, and best practices for incident response planning. After each exercise, TCEM will develop an AAR/IP to document, validate, and assign action items and relevant plan updates. TCEM will also incorporate TC-EOP training and exercise into the Teton County IPP.

TCEM will host annual refresher trainings concurrently with annual plan revision for all ESF Coordinators, Primary Agencies, and ESF Supporting Agency staff. Refresher trainings provide opportunities for staff to learn any changes to the EOP and clarify expectations of their duties.



APPENDICES

The following appendices are included to support the EOP Base Plan.

- Appendix A. Glossary
- Appendix B. Acronyms
- Appendix C. Applicable Laws, Regulations, and Statutes
- Appendix D. Whole Community Surveys



Appendix A. Glossary

After-Action Report/Improvement Plan (AAR/IP): The main product of the Evaluation and Improvement Planning process. The After-Action Report/Improvement Plan (AAR/IP) has two components: an After-Action Report (AAR), which captures observations of an exercise and makes recommendations for post-exercise improvements; and an Improvement Plan (IP), which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion.

All-Hazards: Natural, technological, or human-caused incidents that warrant action to protect life, property, environment, and public health or safety, and to minimize disruptions of critical services and daily activities.

Appendix: Supporting documents such as a list of acronyms, copies of statutes, and maps that provide additional guidance and references for planning.

Authorities and References: A component of the base plan that provides the legal basis for emergency operations and activities. When the TC-EOP is approved, the procedures and policies within the document become legally binding.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Community Emergency Response Team (CERT): A community-level program administered by the Federal Emergency Management Agency that trains residents to understand their responsibility in preparing for disaster. The program increases its members' ability to safely help themselves, their family, and their neighbors. Trained CERT volunteers provide immediate assistance to victims in their area, organize spontaneous volunteers who have not had the training, and collect disaster intelligence that will assist professional responders with prioritization and allocation of resources following a disaster.

Comprehensive Preparedness Guide (CPG) 101: A guide designed to assist jurisdictions with developing emergency operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

Continuity of Operations (COOP): A functional annex providing procedures to follow in the wake of an incident where the normal operations are severely disrupted.

Coordinate: To advance an analysis and exchange of information systematically among principals who have or may have a need-to-know certain information to carry out specific incident management responsibilities.



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Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Emergency Management/Response Personnel: Includes federal, state, territorial, tribal, substate regional, and local governments, nongovernmental organizations, private sector organizations; critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. Also known as emergency or first responder.

Emergency Operations Center (EOC): The physical or virtual location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place.

Emergency Operations Plan (EOP): An ongoing plan for responding to a wide variety of potential hazards. An EOP describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated.

Emergency Support Functions (ESFs): ESFs provide the structure for coordinating interagency support for response to an incident. They are mechanisms for grouping functions most frequently used to provide support for both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

Evacuation: The organized, phased, and supervised withdrawal, dispersal, or removal of students, personnel, and visitors from dangerous or potentially dangerous areas.

Exercise: An instrument to train for, assess, practice, and improve performance in prevention, protection, response, and recovery capabilities in a risk-free environment. Exercises can be used for: testing and validating policies, plans, procedures, training, equipment, and inter-agency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement.

Functional Annexes: Individual chapters in the EOP that focus on procedures for a specific Emergency Support Function (ESF) or group of functions. These annexes address all-hazard critical operational functions and describe the actions, roles, and responsibilities of participating organizations.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation: Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster or incident.

Hazard-Specific Annexes: Individual chapters in an EOP that describe strategies for managing missions for a specific hazard. They explain the procedures that are unique to that annex for a



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hazard type and may be short or long depending on the details needed to explain the actions, roles, and responsibilities. The information in these annexes is not repeated elsewhere in the plan.

Hazardous Material (HAZMAT): Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

Human-Caused Hazards: Hazards that rise from deliberate, intentional human actions to threaten or harm the well-being of others. Examples include school violence, terrorist acts, or sabotage.

Incident: An occurrence, natural or human-caused, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The Incident Command Post may be co-located with the Incident Base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.



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Integrated Communications: Communications facilitated through the development and use of a common communications plan.

Joint Information Center (JIC): A facility established to coordinate critical emergency information, crisis communications, and public affairs functions. The JIC is the central point of contact for all news media. The Public Information Officer may activate the JIC to better manage external communication.

Joint Information System (JIS): A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Memorandum of Understanding (MOU): An agreement to be used by federal, tribal, state, and local agencies to assist and define the relationship between and among agencies.

Multiagency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as policy groups, multiagency committees, emergency management committees, or as otherwise defined by the Multiagency Coordination System.

Multiagency Coordination System (MACS): A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and MAC Groups.

Mutual Aid Agreements: Agreements between agencies, organizations, and jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services.

National Incident Management System (NIMS): A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF): A guide establishing a comprehensive, national, all-hazards approach to domestic incident response. It intends to capture specific authorities and



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best practices for managing incidents ranging from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

Natural Hazard: Hazard related to weather patterns and/or physical characteristics of an area. Often natural hazards occur repeatedly in the same geographical locations.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of nongovernmental organizations include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System (NIMS), preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer (PIO): A member of the Command Staff who serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.

Recovery: Encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities. Examples: Short-term recovery focuses on crisis counseling and restoration of lifelines such as water and electric supply, and critical facilities. Long-term recovery includes more permanent rebuilding.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of the EOP and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

Technological Hazard: These hazards originate from technological or industrial accidents, infrastructure failures, or certain human activities. These hazards cause the loss of life or injury, property damage, social and economic disruption, or environmental degradation, and often come with little to no warning.



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Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: Natural, technological, or human-caused occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Unified Command (UC): In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, unified command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

Warning: The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the National Weather Service (e.g., severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area.

Watch: Indication by the National Weather Service that in a defined area, conditions are favorable for the specified type of severe weather such as flash floods, severe thunderstorms, tornadoes, and tropical storms.



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Appendix B. Acronyms

Table 9.1 - TC-EOP Acronyms Guide	
Acronym	Terminology
AAR	After-Action Report
AHRP	All-Hazards Recovery Plan
BCC	Board of County Commissioners
CERT	Community Emergency Response Team
COG	Continuity of Government
CONOPS	Concept of Operations
COOP	Continuity of Operations Plan
CPG	Comprehensive Preparedness Guide
EAS	Emergency Alert System
EEI	Essential Elements of Information
EFSA	Emergency Fire Suppression Account
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
ESP	EOC Support Plan
FAC	Family Assistance Center
FBI	Federal Bureau of Investigations
FEMA	Federal Emergency Management Agency
FMAG	Fire Management Assistance Grants
GIS	Geographic Information Systems
HMP	Hazard Mitigation Plan
HSPD	Homeland Security Presidential Directive
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
IPAWS	Integrated Public Alert and Warning System
IPP	Integrated Preparedness Plan
ISM	Incident Support Model
JIC	Joint Information Center
JIS	Joint Information System
JTC	Jackson Town Council
LDRM	Local Disaster Recovery Manager



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Table 9.1 - TC-EOP Acronyms Guide

Acronym	Terminology
MAC	Multiagency Coordination
MACS	Multiagency Coordination Systems
MOU	Memorandum of Understanding
NAWAS	National Alert and Warning System
NECP	National Emergency Communications Plan
NFIP	National Flood Insurance Program
NGO	Non-governmental organizations
NIMS	National Incident Management System
NRF	National Response Framework
NWCG	National Wildfire Coordination Group
NWS	National Weather Service
PA	Public Assistance
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RCG	Recovery Coordination Group
SBA	Small Business Association
SCIP	Wyoming Communications Interoperability Plan
SITREP	Situation Report
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
SRCC	State Response Coordination Center
SRCP	State Response Coordination Plan
TC	Teton County
TCEM	Teton County Emergency Management
TCSO	Teton County Sheriff's Office
TIC-P	Teton County Interoperable Communications Plan
TIDC	Teton Interagency Dispatch Center
TOJ	Town of Jackson
UC	Unified Command
VOAD	Volunteer Organizations Active in Disasters
WHP	Wyoming Highway Patrol
WICMAA	Wyoming Inter-County Mutual Aid Agreement
WOHS	Wyoming Office of Homeland Security
WS	Wyoming Statute
WY	Wyoming



Appendix C. Applicable Laws, Regulations, and Statutes

The following federal laws, executive orders, and presidential directives are applicable:

- The **Homeland Security Act of 2002**, Pub. Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. §§ 101-557 and in other scattered sections of the U.S.C.), established the Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- The **Robert T. Stafford Disaster Relief and Emergency Assistance Act**, 93 Pub. L. No. 288, 88 Stat. 143 (1974) (codified as amended at 42 U.S.C. §§ 5121- 5206, and scattered sections of 12 U.S.C., 16 U.S.C., 20 U.S.C., 26 U.S.C., 38 U.S.C. (2002)), establishes the programs and processes for the Federal Government to provide disaster and emergency assistance to states, local governments, tribal nations, individuals, and qualified private nonprofit organizations.
- The **Public Health Security and Bioterrorism Preparedness and Response Act of 2002**, Pub. L. No. 107-188, 116 Stat. 294 (2002) (codified in scattered sections of 7 U.S.C., 18 U.S.C., 21 U.S.C., 29 U.S.C., 38 U.S.C., 42 U.S.C., and 47 U.S.C. (2002)), is designed to improve the ability of the United States to prevent, prepare for, and respond to bioterrorism and other public health emergencies.
- The **Defense Production Act** of 1950, 64 Stat. 798 (1950) (codified as amended by the Defense Production Act Reauthorization of 2003, Pub. L. 108-195, 117 Stat. 2892 (2003) at 50 U.S.C. app. §§ 2061-2170 (2002)), is the primary authority to ensure the timely availability of resources for national defense and civil emergency preparedness and response.
- The **Posse Comitatus Act**, 18 U.S.C. § 1385 (2002), prohibits the use of the Army or the Air Force for law enforcement purposes, except as otherwise authorized by the Constitution or statute.
- The **National Emergencies Act**, 50 U.S.C. §§ 1601- 1651 (2003), establishes procedures for Presidential declaration and termination of national emergencies.
- The **Comprehensive Environmental Response, Compensation, and Liability Act**, 42 U.S.C. §§ 9601-9675 (2002), and the Federal Water Pollution Control Act (Clean Water Act), 33 U.S.C. 80 | National Response Framework December 2004 §§ 1251-1387 (2002), established broad federal authority to respond to releases or threats of releases of hazardous substances and pollutants or contaminants that may present an imminent and substantial danger to public health or welfare and to discharges of oil.
- The **Cooperative Forestry Assistance Act** of 1978, 16 U.S.C. §§ 2101-2114 (2002), authorizes the Secretary of Agriculture to assist in the prevention and control of rural fires, and to provide prompt assistance whenever a rural fire emergency overwhelms, or threatens to overwhelm, the firefighting capabilities of the affected state or rural area.
- The **Communications Act** of 1934, 47 U.S.C. §§ 151-615b (2002), provides the authority to grant special temporary authority on an expedited basis to operate radio frequency devices.
- The **Insurrection Act**, 10 U.S.C. §§ 331-335 (2002). Recognizing that the primary responsibility for protecting life and property and maintaining law and order in the civilian community is vested in state and local governments, the Insurrection Statutes authorize



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the President to direct the armed forces to enforce the law to suppress insurrections and domestic violence. Military forces may be used to restore order, prevent looting, and engage in other law enforcement activities.

- The **Defense Against Weapons of Mass Destruction Act**, 50 U.S.C. §§ 2301-2368 (2003), is intended to enhance the capability of the Federal Government to prevent and respond to terrorist incidents involving WMD
- **Emergencies Involving Chemical or Biological Weapons**. Pursuant to 10 U.S.C. § 382 (2002), in response to an emergency involving biological or chemical WMD that is beyond the capabilities of civilian authorities to handle, the Attorney General may request DOD assistance directly. Assistance that may be provided includes identifying, monitoring, containing, disabling, and disposing of the weapon.
- **Volunteer Services**. There are statutory exceptions to the general statutory prohibition against accepting voluntary services under 31 U.S.C. § 1342 (2002) December 2004 National Response Framework | 81 that can be used to accept the assistance of volunteer workers. Such services may be accepted in “emergencies involving the safety of human life or the protection of property.” Additionally, provisions of the Stafford Act, 42 U.S.C. §§ 5152(a), 5170a(2) (2002), authorize the President to, with their consent, use the personnel of private disaster relief organizations and to coordinate their activities.
- The **Public Health Service Act**, 42 U.S.C. §§ 201 et seq. Among other things, this act provides that the Secretary of HHS may declare a public health emergency under certain circumstances (see 42 U.S.C. § 247d), and that the Secretary is authorized to develop and take such action as may be necessary to implement a plan under which the personnel, equipment, medical supplies, and other resources of the Department may be effectively used to control epidemics of any disease or condition and to meet other health emergencies and problems.
- The **Veterans Affairs Emergency Preparedness Act** of 2002, Pub. L. No. 107-287, 116 Stat. 2024 (2002) (amending and codifying various sections of 38 U.S.C.). 38 U.S.C. § 1785 (2003), if funded, directs the VA and DOD to develop training programs for current health-care personnel and those emergency/medical personnel in training in the containment of nuclear, biological, and chemical attacks and treatment of casualties.
- The **Resource Conservation and Recovery Act** of 1976, 42 U.S.C. §§ 6901-6986 (2002), which was passed as an amendment of the Solid Waste Disposal Act of 1965, Pub. L. 89-272, 79 Stat. 997 (1965), gave the EPA the authority to control hazardous waste from “cradle to grave.”
- The **Occupational Safety and Health Act**, 29 U.S.C. §§ 651-678 (2002), among other things, assures safe and healthful working conditions for working men and women by authorizing enforcement of the standards developed under the act; by assisting and encouraging the states in their efforts to assure safe and healthful working conditions; and by providing for research, information, education, and training in the field of occupational safety and health.
- **Flood Control and Coastal Emergencies**, 33 U.S.C. § 701n (2002) (commonly referred to as Public Law 84-99), authorizes the USACE an emergency fund for preparation for emergency response to natural disasters, flood fighting and rescue operations, rehabilitation of flood control and hurricane protection structures, temporary



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restoration of essential public facilities and services, advance protective measures, and provision of emergency supplies of water. The USACE receives funding for such activities under this authority from the Energy and Water Development Appropriation.

- The **Oil Pollution Act** of 1990, Pub. L. No. 101-380, 104 Stat. 484 (1990) (codified as amended at 33 U.S.C. §§ 1203, 1223, 1321, 2701-2761 and various other sections of the U.S.C. (2002)), improves the Nation's ability to prevent and respond to oil spills by establishing provisions that expand the Federal Government's ability and provides the money and personnel necessary to respond to oil spills. The act also created the national Oil Spill Liability Trust Fund.
- The **Clean Air Act**, 42 U.S.C. §§ 7401-7671q (2002) and 40 CFR § 80.73 (2003). The EPA may temporarily permit a refiner, importer, or blender to distribute nonconforming gasoline in appropriate extreme or unusual circumstances (e.g., an Act of God) that could not have been avoided. EPA may seek DOE's advice on fuel supply situations when deciding whether to grant a request to distribute nonconforming gasoline.
- The **Public Utilities Regulatory Policies Act** of 1978, Pub. L. No. 95-617, 92 Stat. 3117 (1978) (codified at scattered sections of 15 U.S.C., 16 U.S.C., 30 U.S.C., 42 U.S.C., 43 U.S.C. (2002)), and the Power plant and Industrial Fuel Use Act of 1978, Pub. L. No. 95-620, 92 Stat. 3289 (1978) (codified as amended at 42 U.S.C. §§ 8301-8484 (2002)). The President has authority to prohibit any power plant or major fuel burning installation from using natural gas or petroleum as a primary fuel during an emergency.
- The **Federal Power Act**, 16 U.S.C. §§ 791a-828c, 824a(c) (2002), 10 CFR § 205.370 (2003). The Secretary of Energy has authority in an emergency to order temporary interconnections of facilities and/or the generation and delivery of electric power.
- The **Department of Energy Organization Act**, Pub. L. No. 95-91, 91 Stat. 567 (1977) (codified predominantly at 42 U.S.C. §§ 7101-7385o (2002)), and the Federal Power Act, 16 U.S.C. §§ 791a-828c (2002), 10 CFR §§ 205.350, 205.353 (2003). DOE has authority to obtain current information regarding emergency situations on the electric supply systems in the United States.
- The **Department of Energy Organization Act**, Pub. L. No. 95-91, 91 Stat. 567 (1977) (codified predominantly at 42 U.S.C. §§ 7101-7385o (2002)), 10 CFR §§ 205.350, 205.353 (2003), and the Federal Energy Administration Act of 1974, 15 U.S.C. §§ 761-790h (2002). DOE and the National Association of State Energy Officials (NASEO) have agreed that DOE will develop, maintain, and distribute a contact list of state and federal individuals responsible for energy market assessment and energy emergency responses, and that the states will participate in the effort by providing timely assessments of energy markets to DOE and other states in the event of an energy supply disruption.
- The **Energy Policy and Conservation Act**, 42 U.S.C. §§ 6201-6422 (2002), as amended by the Energy Policy Act of 1992, Pub. L. No. 102-486, 106 Stat. 2776 (1992) (as amended and codified in scattered sections of the U.S.C.). The President may, in emergency, order federal buildings to close and/or conserve energy.
- **Transportation of Hazardous Material**, 49 U.S.C. §§ 5101-5127 (2002). Improves the regulatory and enforcement authority of the Secretary of Transportation to provide



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adequate protection against the risks to life and property inherent in the transportation of hazardous material in commerce.

- The **Low-Income Home Energy Assistance Act** of 1981, 42 U.S.C. §§ 8621-8629 (2002). HHS has discretionary funds available for distribution under the Low-Income Home Energy Assistance Program (LIHEAP), according to the criteria that relate to the type of emergency that precipitates their need. DOE may advise HHS on the fuel supply situation for such emergency funding.
- The **Small Business Act**, 15 U.S.C. §§ 631-651e (2002). The mission of the Small Business Administration is to maintain and strengthen the Nation's economy by aiding, counseling, assisting, and protecting the interests of small businesses and by helping families and businesses recover from incidents such as major disasters, emergencies, and catastrophes.
- The **Immigration Emergency Fund** (IEF) was created by section 404(b)(1) of the Immigration and Nationality Act. The IEF can be drawn upon to increase INS's enforcement activities, and to reimburse states and localities in providing assistance as requested by the Secretary of the DHS in meeting an immigration emergency declared by the President.
- The **Animal Health Protection Act** of 2002, 7 U.S.C. 8310, consolidates all of the animal quarantine and related laws and replaces them with one flexible statutory framework. This act allows APHIS Veterinary Services to act swiftly and decisively to protect U.S. animal health from a foreign pest or disease.
- **28 CFR § 0.85** designates the FBI as the agency with primary responsibility for investigating all crimes for which it has primary or concurrent jurisdiction and which involve terrorist activities or acts in preparation of terrorist activities within the statutory jurisdiction of the United States. This would include the collection, coordination, analysis, management, and dissemination of intelligence and criminal information as appropriate.
- **Executive Order 12148**, 44 Fed. Reg. 43239 (1979), as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003), designates DHS as the primary agency for coordination of federal disaster relief, emergency assistance, and emergency preparedness. The order also delegates the President's relief and assistance functions under the Stafford Act to the Secretary of Homeland Security, with the exception of the declaration of a major disaster or emergency.
- **Executive Order 12656**, 53 Fed. Reg. 47491 (1988), Assignment of Emergency Preparedness Responsibilities, as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003), assigns lead and support responsibilities to each of the federal agencies for national security emergency preparedness. The amendment designates DHS as the principal agency for coordinating programs and plans among all federal departments and agencies.
- **Executive Order 13354**, 69 Fed. Reg. 53589 (2004), National Counterterrorism Center, establishes policy to enhance the interchange of terrorism information among agencies and creates the National Counterterrorism Center to serve as the primary federal organization in the U.S. Government for analyzing and integrating all intelligence information posed by the United States pertaining to terrorism and counterterrorism.



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- **Executive Order 13356**, 69 Fed. Reg. 53599 (2004), Strengthening the Sharing of Terrorism Information to Protect Americans, requires the Director of Central Intelligence, in consultation with the Attorney General and the other intelligence agency heads, to develop common standards for the sharing of terrorism information by agencies within the Intelligence Community with 1) other agencies within the Intelligence Community, 2) other agencies having counterterrorism functions, and 3) through or in coordination with the Department of Homeland Security, appropriate authorities of state and local governments.
- **Executive Order 12580**, 52 Fed. Reg. 2923 (1987), Superfund Implementation, as amended by numerous Executive orders, delegates to a number of federal departments and agencies the authority and responsibility to implement certain provisions of CERCLA. The policy and procedures for implementing these provisions are spelled out in the NCP and are overseen by the NRT.
- **Executive Order 12382**, 47 Fed. Reg. 40531 (1982), as amended by numerous Executive orders, President's National Security Telecommunications Advisory Committee (NSTAC). This order provides the President with technical information and advice on national security telecommunications policy. Up to 30 members from the telecommunications and information technology industries may hold seats on the NSTAC.
- **Executive Order 12472**, 49 Fed. Reg. 13471 (1984), Assignment of National Security and Emergency Preparedness Telecommunications Functions, as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003). This order consolidated several directives covering NSEP telecommunications into a comprehensive document explaining the assignment of responsibilities to federal agencies for coordinating the planning and provision of NSEP telecommunications. The fundamental NSEP objective is to ensure that the Federal Government has telecommunications services that will function under all conditions, including emergency situations.
- **Executive Order 12742**, 56 Fed. Reg. 1079 (1991), National Security Industrial Responsiveness, as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003). This order states that the United States must have the capability to rapidly mobilize its resources in the interest of national security. Therefore, to achieve prompt delivery of articles, products, and materials to meet national security requirements, the Government may place orders and require priority performance of these orders.
- **Executive Order 13284**, 68 Fed. Reg. 4075 (2003), Amendment of Executive Orders, and Other Actions, in Connection With the Establishment of the Department of Homeland Security. This order amended previous Executive orders in order to make provisions for the establishment of DHS.
- **Executive Order 13286**, 68 Fed. Reg. 10619 (2003), Amendment of Executive Orders, and Other Actions, in Connection With the Transfer of Certain Functions to the Secretary of Homeland Security. This order reflects the transfer of certain functions to, and other responsibilities vested in, the Secretary of Homeland Security, as well as the transfer of certain agencies and agency components to DHS, and the delegation of appropriate responsibilities to the Secretary of Homeland Security.
- **Executive Order 12333**, 46 Fed. Reg. 59941 (1981), United States Intelligence Activities, designates DOE as part of the Intelligence Community. It further defines



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counterintelligence as information gathered and activities conducted to protect against espionage, sabotage, or assassinations conducted for or on behalf of foreign powers, organizations or persons, or international terrorist activities. This order specifically excludes personnel, physical, document, or communications security programs from the definition of counterintelligence.

- **Executive Order 12919**, 59 Fed. Reg. 29625 (1994), National Defense Industrial Resources Preparedness, as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003). This order delegates authorities and addresses national defense industrial resource policies and programs under the Defense Production Act of 1950, as amended, except for the amendments to Title III of the act in the Energy Security Act of 1980 and telecommunication authorities under Exec. Order 12472, 49 Fed. Reg. 13471 (1984).
- **Executive Order 12777**, 56 Fed. Reg. 54757 (1991), Implementation of Section 311 of the Federal Water Pollution Control Act of October 18, 1972, as amended, and the Oil Pollution Act of 1990, as amended by Exec. Order 13286, 68 Fed. Reg. 10619 (2003). Implemented section 311 of the FWPCA as amended by OPA 90.
- **Executive Order 13295**, 68 Fed. Reg. 17255 (2003), Revised List of Quarantinable Communicable Diseases. Specifies certain communicable diseases for regulations providing for the apprehension, detention, or conditional release of individuals to prevent the introduction, transmission, or spread of suspected communicable diseases.
- **Executive Order 12196**, 45 Fed. Reg. 12769 (1980), Occupational Safety and Health Programs for Federal Employees. This order sets the OSHA program guidelines for all agencies in the Executive Branch except military personnel and uniquely military equipment, systems, and operations.
- **Presidential Decision Directive 39**: U.S. Policy on Counterterrorism, June 21, 1995, establishes policy to reduce the Nation's vulnerability to terrorism, deter and respond to terrorism, and strengthen capabilities to detect, prevent, defeat, and manage the consequences of terrorist use of WMD; and assigns agency responsibilities.
- **Presidential Decision Directive 62**: Combating Terrorism, May 22, 1998, reinforces the missions of federal departments and agencies charged with roles in defeating terrorism.
- **Homeland Security Presidential Directive-1**: Organization and Operation of the Homeland Security Council, Oct. 29, 2001. This directive establishes policies for the creation of the HSC, which shall ensure the coordination of all homeland security-related activities among executive departments and agencies and promote the effective development and implementation of all homeland security policies.
- **Homeland Security Presidential Directive-2**: Combating Terrorism Through Immigration Policies, Oct. 29, 2001. This directive mandates that, by November 1, 2001, the Attorney General shall create the Foreign Terrorist Tracking Task Force, with assistance from the Secretary of State, the Director of Central Intelligence, and other officers of the Government, as appropriate. The Task Force shall ensure that, to the maximum extent permitted by law, federal agencies coordinate programs to accomplish the following: 1) deny entry into the United States of aliens associated with, suspected of being engaged in, or supporting terrorist activity; and 2) locate, detain, prosecute, or deport any such aliens already present in the United States.



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- **Homeland Security Presidential Directive-3:** Homeland Security Advisory System, Mar. 11, 2002. This directive establishes policy for the creation of a Homeland Security Advisory System, which shall provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to federal, state, and local authorities and to the American people. Such a system would provide warnings in the form of a set of graduated "Threat Conditions" that would increase as the risk of the threat increases. At each Threat Condition, federal departments and agencies would implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert.
- **Homeland Security Presidential Directive-4:** National Strategy to Combat Weapons of Mass Destruction, Dec. 2002. Sets forth the National Strategy to Combat Weapons of Mass Destruction based on three principal pillars: (1) Counterproliferation to Combat WMD Use, (2) Strengthened Nonproliferation to Combat WMD Proliferation, and (3) Consequence Management to Respond to WMD Use. The three pillars of the U.S. national strategy to combat WMD are seamless elements of a comprehensive approach. Serving to integrate the pillars are four cross-cutting enabling functions that need to be pursued on a priority basis: intelligence collection and analysis on WMD, delivery systems, and related technologies; research and development to improve our ability to address evolving threats; bilateral and multilateral cooperation; and targeted strategies against hostile states and terrorists.
- **Homeland Security Presidential Directive-5:** Management of Domestic Incidents, February 28, 2003, is intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system. In HSPD-5 the President designates the Secretary of Homeland Security as the PFO for domestic incident management and empowers the Secretary to coordinate federal resources used in response to or recovery from terrorist attacks, major disasters, or other emergencies in specific cases. The directive assigns specific responsibilities to the Attorney General, Secretary of Defense, Secretary of State, and the Assistants to the President for Homeland Security and National Security Affairs, and directs the heads of all federal departments and agencies to provide their "full and prompt cooperation, resources, and support," as appropriate and consistent with their own responsibilities for protecting national security, to the Secretary of Homeland Security, Attorney General, Secretary of Defense, and Secretary of State in the exercise of leadership responsibilities and missions assigned in HSPD-5. The directive also notes that it does not alter, or impede the ability to carry out, the authorities of federal departments and agencies to perform their responsibilities under law.
- **Homeland Security Presidential Directive-6:** Integration and Use of Screening Information, Sept. 16, 2003. In order to protect against terrorism, this directive establishes the national policy to: (1) develop, integrate, and maintain thorough, accurate, and current information about individuals known or appropriately suspected to be or have been engaged in conduct constituting, in preparation for, in aid of, or related to terrorism (Terrorist Information); and (2) use that information as appropriate and to the full extent permitted by law to support (a) federal, state, local, territorial, tribal, foreign-government, and private-sector screening processes, and (b) diplomatic, military, intelligence, law enforcement, immigration, visa, and protective processes.



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- **Homeland Security Presidential Directive-7:** Critical Infrastructure Identification, Prioritization, and Protection, Dec. 17, 2003. This directive establishes a national policy for federal departments and agencies to identify and prioritize U.S. critical infrastructure and key resources and to protect them from terrorist attacks.
- **Homeland Security Presidential Directive-8:** National Preparedness, Dec. 17, 2003. This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of federal preparedness assistance to state and local governments, and outlining actions to strengthen preparedness capabilities of federal, state, and local entities.
- **Homeland Security Presidential Directive-9:** Defense of United States Agriculture and Food, Jan. 30, 2004. This directive establishes a national policy to defend the agriculture and food system against terrorist attacks, major disasters, and other emergencies.
- **Homeland Security Presidential Directive-10:** Biodefense for the 21st Century, April 28, 2004. This directive provides a comprehensive framework for the Nation's biodefense and, among other things, delineates the roles and responsibilities of federal agencies and departments in continuing their important work in this area.
- **National Security Directive 42:** National Policy for the Security of National Security Telecommunications and Information Systems, July 5, 1990. This directive establishes initial objectives of policies, and an organizational structure to guide the conduct of activities to secure national security systems from exploitation; establishes a mechanism for policy development and dissemination; and assigns responsibilities for implementation.

The following Wyoming State Statutes are applicable:

- The Wyoming Homeland Security Act, Wyo.Stat. § 19-13-101 et seq.
- Vacancy in Office of Governor, Wyo. Stat. § 9-1-211
- Health Regulations Generally, Wyo.Stat. § 35-4-101 et seq.
- Wyoming Emergency Response Act, Wyo.Stat. § 35-9-151 et seq.
- Assignment of Disaster/Emergency Mitigation, Preparedness, Response and Recovery Functions to State Agencies, Executive Order 1988-7.
- Assignment of Emergency Response, Preparedness, and Recovery Functions for Radiological Materials Transportation Accidents, Executive Order 1990-4.
- Other Acts, Executive Orders, Proclamations, Compacts, Agreements and Plans pertaining to events, emergencies, and disasters including:
 - The Wyoming Public Assistance Administrative Plan (current version)
 - The Wyoming Individual and Family Grant Administrative Plan (current version)
 - The Wyoming Hazard Mitigation Grant Administrative Plan (current version)
 - The Wyoming Multi-Hazard Mitigation Plan (current version)
 - State Operations & Coordination Center Standard Operating Procedures
 - Emergency Highway Traffic Regulation Plan
 - Radiological Materials Transportation Accident Emergency Response Plan.
 - The Emergency Management Basic Administrative Handbook.



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- The Wyoming Energy Emergency Contingency Plan
- The Wyoming Department of Health All Hazards Plan (current version)
- The Animal Emergency Management & Operations Plan (current version)
- Other Acts pertaining to volunteers' exposure to liability:
 - General Provisions as to Civil Actions, Wyoming Statute 1-1-125 (Immunity for Volunteers).

The following local government resolutions are applicable:

- Teton County/Town of Jackson Emergency Management Resolution (*TOJ #15-24; TC #2015-039*)



Appendix D. Whole Community Surveys

As a part of the 2022 TC-EOP update, TCEM distributed two surveys to solicit Whole Community involvement, including:

- **Targeted Survey** distributed to nonprofits and community groups serving Teton County's most vulnerable populations, as defined in [Section 2.1.6](#).
- **Public Survey** using the Engage Teton County web platform, available for all members of the public for approximately one month during plan development.

This appendix includes the distribution and response list and survey questions for the targeted partner survey, as well as the public survey questions.

Targeted Survey

TCEM created a list of more than 50 agencies in Teton County and the Town of Jackson serving vulnerable community members and received 13 complete survey responses. TCEM reviewed the complete survey responses to inform the TC-EOP update, as well as ongoing partnerships with these agencies. A complete list of survey questions is included below.

1. **Who does your organization serve? Select all that apply.**
 - a. Children
 - b. Older adults
 - c. People with disabilities or significant medical needs
 - d. People with limited English proficiency
 - e. Tourists, visitors, or temporary residents
 - f. People without reliable transportation
 - g. Low-income communities
 - h. Unhoused people or those without stable housing
 - i. Other groups with access and functional needs that might be vulnerable in a disaster (please describe): _____
2. **How does your organization support local emergencies or disasters? Select all that apply.**
 - a. We coordinate with local nonprofits or community groups
 - b. We provide and/or coordinate volunteers
 - c. We help people navigate emergency assistance programs
 - d. We provide direct emergency assistance (food, water, medicine, supplies, clothes, etc.)
 - e. We provide direct emergency financial assistance
 - f. We work with Teton County Emergency Management to support emergency operations
 - g. We work with another Town or County agency to support emergency operations
 - h. I'm not sure
 - i. Other (please describe): _____
3. **What resources could your organization provide for future emergencies (given additional coordination and/or support)?**
4. **Has your organization ever been involved with an emergency management planning process?**



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- a. Hazard Mitigation Plan
 - b. All-Hazards Recovery Plan
 - c. Other (please specify): _____
 - d. No, we haven't
- 5. How would you like to be involved with emergency management in the future?**
- a. We would like to support future planning efforts (i.e., shelter planning, evacuation planning)
 - b. We would like to support future emergency response operations (i.e., organizing volunteers or resources during an emergency, conducting outreach to vulnerable community members)
 - c. We would like to support projects that mitigate the impacts of potential disasters (i.e., reducing flood risk, reducing wildfire risk to homes)
 - d. We would like to support programs that help families prepare for a disaster (i.e., preparedness workshops, writing family emergency plans)
 - e. We would like to support people recovering from an emergency or disaster (i.e., navigating public assistance, finding permanent housing, economic recovery)
- 6. How would you like to be notified and kept informed of on-going emergency operations (during an on-going emergency/disaster)?**
- a. Regular phone calls with other service providers
 - b. Email updates from Teton County Emergency Management
 - c. Send a liaison to the Emergency Operations Center to provide expertise during incident response
 - d. Other (please describe): _____
 - e. I am already informed enough
- 7. Is your organization willing to review the draft Emergency Operations Plan to help incorporate considerations for the people you serve?**
- a. Yes
 - b. No
 - c. Maybe, need more information
- 8. Would you like to participate in future trainings and exercises related to emergency preparedness, response, and recovery?**
- a. Yes
 - b. No
 - c. Maybe, need more information
- 9. Is your organization interested in participating in the [Community Emergency Response Team \(CERT\) program](#)?**
- a. Yes
 - b. No
 - c. Maybe, need more information
 - d. We already participate
- 10. Is your organization interested in participating in the [Voluntary Organizations Active in Disaster \(VOAD\) program](#)?**
- a. Yes
 - b. No
 - c. Maybe, need more information



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- d. We already participate
- 11. Please include contact information for follow-up:**
 - a. Name
 - b. Title
 - c. Organization
 - d. Email
 - e. Phone



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Public Survey

The public input survey was available for approximately one month between April and May of 2022. The survey was a part of a public information and engagement platform created by Teton County to encourage more public involvement in planning efforts. The Engage Teton County webpage include general information on the plan update, a project timeline, and a summary of key partners and roles. There were 433 participants in the quick survey, with a total of 5,936 responses.

- 1. When you think of potential disasters in Teton County, what one word comes to mind?**
- 2. How prepared do you feel if a disaster such as an earthquake or wildfire were to strike right now?**
- 3. I believe disaster preparedness is mostly a responsibility of:**
 - a. Individuals
 - b. Families
 - c. Neighborhoods
 - d. Government
 - e. Other: _____
- 4. What activities have you done to prepare for an emergency or disaster? Select all that apply. I have...**
 - a. signed up for emergency alerts
 - b. a family emergency preparedness plan
 - c. a family emergency communications plan
 - d. an evacuation plan
 - e. flood Insurance
 - f. a 72-hour kit / disaster supply kit
 - g. a weather radio
 - h. visited a government website(s) for emergency preparedness information
 - i. emergency training like CPR, First Aid, or Community Emergency Response Team (CERT)
 - j. done drills with my family (such as home escape)
 - k. Other: _____
- 5. In an emergency or disaster, how would you expect to receive warnings or alerts?**
 - a. Nixle text message
 - b. Nixle email message
 - c. Wireless Emergency Alerts (WEA)
 - d. Mobile app (ex. Weather Channel, Weather Bug, AccuWeather)
 - e. Outdoor warning sirens
 - f. TCincident.org
 - g. NOAA weather radio
 - h. Local radio stations
 - i. Local television/cable
 - j. Social media
 - k. Word of mouth
 - l. I don't know



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- 6. Let's say a disaster strikes and you and your family are isolated at home. How many days' worth of supplies do you think you have on hand?**
 - a. Less than one day
 - b. 1 day to 3 days
 - c. 3 days to 7 days
 - d. 1 week to 2 weeks
 - e. More than 2 weeks
- 7. Ready, Set, GO! is a method used in public alerts in Teton County to communicate evacuation status. Have you heard of Ready, Set, GO! before?**
 - Yes, and I know what it means
 - Yes, but I don't really understand the meaning
 - Never heard of it
- 8. If you made the decision to evacuate based on a public alert, how quickly could you, your family, and your pets evacuate your home?**
 - a. Less than 15 minutes - We have a plan, a go kit, and have practiced it
 - b. 15 minutes to an hour - We'd need to get some things together and prepare our home, but I think we could leave in under an hour
 - c. One to two hours - I'm not ready to evacuate and would need some time to get ready
 - d. Over two hours – I would wait to see how bad the situation really is, or would need some assistance to evacuate
 - e. I would never evacuate, no matter what an alert tells me
- 9. What might prevent you from leaving if there was an evacuation order? Select all that apply.**
 - a. Pets
 - b. No place to go
 - c. Money
 - d. Transportation
 - e. Disability/health issues
 - f. Need to protect property
 - g. Other: _____
- 10. If you were to evacuate, where would you most likely stay?**
 - a. Shelter/evacuation center
 - b. Church
 - c. Work
 - d. Home of a friend or relative
 - e. Hotel/motel
 - f. My recreational vehicle (camper, R/V, truck, van, etc.)
 - g. I'm not sure
- 11. What organization would you go to for support or resources if you and your family needed help during a disaster/emergency?**



Support Annexes

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A. SUPPORT ANNEXES

The Support Annexes provide guidance for the functional processes and administrative requirements necessary to ensure efficient and effective implementation of TC-EOP incident management objectives. The following support annexes are included in the TC-EOP:

- Financial Management Support Annex
- Protective Actions Support Annex



Annex A1. Financial Management

This annex ensures the proper documentation, tracking, and reporting of all emergency or disaster-related expenditures for Teton County and the Town of Jackson to support effective cost recovery and good stewardship of public funds.

Table A1.1 – Financial Management Support Annex At-a-Glance

Primary Agencies	Teton County Clerk's Office Town of Jackson Finance Department
Supporting Agencies	Teton County Human Resources Town of Jackson Human Resources Teton County and Town of Jackson Departments/Agencies
Relevant Emergency Support Functions (ESF) <i>ESFs are the way we organize across community agencies to enhance coordination and integration to deliver the Core Capabilities and stabilize Community Lifelines.</i>	The Financial Management Support Annex should be used as guidance any time the TC-EOC is activated at any level. The Annex outlines the procedures and responsibilities for any ESF or agency providing resources to support incident response.

Scope

Financial Management includes the following primary functions:

- **Cost Tracking and Reporting** ensures timely and accurate reporting of disaster-related spending and “burn rate” to inform policy guidance and decision-making by the Teton County Multiagency Coordination (TC-MAC) Group, the Teton County Board of County Commissioners (BCC), and the Jackson Town Council (JTC).
- **Cost Recovery** involves the proper documentation of all disaster-related expenditures to ensure reimbursement when eligible.
- **Policies and Procedures** includes developing, maintaining, and exercising financial management standard operating procedures and supporting tools or job aids to support each jurisdiction and municipal department involved in incident response.

Concept of Operations

The Wyoming Homeland Security Act (*WS 19-13-111*) allows Teton County and the Town of Jackson to use services, equipment, supplies, and facilities of existing departments, offices, and agencies within their jurisdiction, as well as the personnel of those departments and agencies, to support the emergency management program. Teton County BCC and JTC will authorize the use of personnel and facilities as requested by the TC-EOC upon declaration of a Local Emergency or Local Disaster, as well as any subsequent declarations at the state or federal levels.



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The Wyoming Good Samaritan Law (*WS 1-1-120*) ensures that any individual providing emergency assistance in a voluntary capacity is exempt from civil liability. This law protects spontaneous volunteers involved in emergency response operations. Teton County also secures workers compensation for emergency management agency workers, including its Community Emergency Response Team (CERT) volunteers and EOC Support Staff volunteers (*WS 27-14-108*).

Teton County is responsible for procuring necessary supplies and equipment for County agencies/departments during a disaster event.

Town of Jackson is responsible for procuring necessary supplies and equipment for its municipal agencies/departments during a disaster event.

For an incident where a Local Disaster Declaration (described in [TC-EOP Section 2.2](#)) is made:

- c. Proper documentation will be needed to justify local expenditures for which reimbursement from FEMA will be requested.
- d. Work may be completed for disaster recovery through two methods:
 - iii. **Contracting** with private businesses to do the work (Contract Work), ensuring that contractors have not been "debarred"
 - iv. **Force Account**, which is using government personnel, equipment and supplies including extra hires (personnel hired to perform recovery work)

A Local Emergency or Disaster Declaration provide certain benefits for financial management during an incident, including:

- Activating the Teton County/Jackson Emergency Management Resolution (*TC 2015-039, ToJ 15-24*), which includes:
 - Use of the emergency fund budget line item with the Town and County budgets, at the Emergency Management Coordinator's discretion, of up to \$5,000 per incident per jurisdiction before seeking approval from the BCC and/or JTC.
 - Authorizing the Emergency Management Coordinator to use County and/or Town resources (personnel, equipment, and facilities) for incident support operations. The Town Administrator and County Commissioner's Administrator will notify all department heads and senior staff that they should do everything in their power to respond to requests from the TC-EOC and the Emergency Management Coordinator.
 - Authorizing the Emergency Management Coordinator to utilize volunteers for preparedness, response, and recovery to be classified as Emergency Management Agency Personnel volunteers, qualifying under Wyoming Workers Compensation, and to classify them as Homeland Security workers for liability coverage.
 - Authorizing the Emergency Management Coordinator to employ mutual aid agreements with other jurisdictions.
- Provide the BCC and JTC the opportunity to temporarily suspend staffing or other policies that may help make life safety, property preservation, or environmental conservation emergency actions more efficient.



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- Temporarily modify certain staffing policies, including the potential conversion of salaried staff to hourly to appropriately capture overtime expenses.

Contract Work

If work is completed on a lump sum contract, an invoice and copy of the contract is needed. If a cost-type contract is used, the contractor must furnish, in addition to an invoice and copy of contract, a detailed breakdown of all costs, including equipment used, dates used, location of work, hourly rates and hours used. The requirement to provide this detailed breakdown should be included in the contract. For either type of work, each invoice must show the date, amount paid, and a receipt of payment.

Evidence of the contract advertisement, bidders, and selection of the low-bid contractor should be retained. Cost-plus-percentage of cost contracts are not reimbursable by FEMA.

Force Account Payroll

FEMA may reimburse force account labor based on actual hourly rates plus the cost of the employee's actual fringe benefits, calculated based on a percentage of the hourly rate. If no agreement provides an hourly rate, for all-hazards incidents Teton County and the Town of Jackson will use the Wyoming Wildland Fire Resource Mobilization Guide (MiniMob) to establish reimbursement rates. For volunteer hours, Teton County and the Town of Jackson will use the Independent Sector's¹³ Value of Volunteer Time, which is updated on an annual basis.

To track incident-related hours for employees, Teton County and Town of Jackson Human Resources departments will create a pay code in the payroll system for an incident, upon declaration of a Local Emergency and/or Local Disaster. All exempt employees who are primarily assigned to the emergency/disaster are converted to hourly personnel using a Payroll Change Form. These employees must track their hours during an emergency/disaster declaration to record their overtime hours for possible reimbursement. Force account payroll for existing, converted employees will be equivalent to the hourly rate of their salaried position.

The TC-EOC Center Support Section will collect and track employee and volunteer hours supporting the TC-EOC. Personnel supporting Incident Command/Unified Command or an Incident Management Team are tracked by the Incident Commander (IC) and then submitted to the TC-EOC.

The TC-EOC will provide a sign-in/sign-out sheet for all employees and volunteers working on-site at the TC-EOC. For virtual TC-EOC support, each individual will maintain their own timesheets to submit to the TC-EOC Center Support Section on a weekly basis.

Any reimbursement claims to support force account labor costs must include:

- Summary of actual costs for completed work
- For each individual:
 - Name
 - Job title and function

¹³ Independent Sector "Value of Volunteer Time" <https://independentsector.org/resource/value-of-volunteer-time/>



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- Type of employee (i.e., full-time exempt, full-time non-exempt, part-time, temporary, etc.)
- Days and hours worked
- Pay rates and fringe benefit rate
- Description of work performed (required) with representative sample of daily logs/activity reports, if available
- Timesheets
- Fringe benefit calculations
- Pay policy

Only overtime pay of budgeted employees are eligible for reimbursement. All wages and payroll for extra hires (additional personnel hired to perform emergency work) are eligible for reimbursement. **Table A2.2** below shows Emergency Work Labor Eligibility, as described in the FEMA Public Assistance Program and Policy Guide (Version 4, Effective June 1, 2020).

Table A2.2 – Emergency Work Labor Eligibility¹⁴		
Budgeted Employee Hours	Overtime	Straight-Time
Permanent employee	X	
Part-time or seasonal employee working during normal hours or season of employment	X	
Unbudgeted Employee Hours	Overtime	Straight-Time
Reassigned employee funded from external source	X	X
Essential employee called back from furlough	X	X
Temporary employee hired to perform eligible work	X	X
Part-time or seasonal employee working outside normal hours or season of employment	X	X

Force Account Equipment and Supplies

To qualify for FEMA reimbursement, equipment owned or rented by Teton County and/or the Town of Jackson must be fully documented. Documentation must include the following:

- Type of equipment and attachments used, including year, make, and model
- Size/capacity (e.g., horsepower, wattage)
- Locations and days and hours used
- Operator name
- Schedule of rates, including rate components (required if not using FEMA rates)

If no agreement provides an hourly rate for equipment, for all-hazards incidents Teton County and the Town of Jackson will use the MiniMob for establishing reimbursement rates. If the equipment is not included in the MiniMob, Teton County and the Town of Jackson will use FEMA's rate sheet. By adopting the Annual Operating Plan each year, the Teton County BCC subsequently adopts the MiniMob.

¹⁴ Public Assistance Program and Policy Guide, Version 4. (June 1, 2020). Federal Emergency Management Agency. https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf



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For purchased equipment, the following documentation is required:

- Invoices or receipts
- Locations, days, and hours used

For leased equipment, the following documentation is required:

- Invoices or receipts showing the date, amount paid, and evidence of payment
- Locations, days, and hours used
- Amount of fuel used (if not included in rental cost)
- Lease agreements

FEMA may also request an analysis of the cost of leasing versus purchasing equipment and assurance that total leasing costs do not exceed the cost of purchasing and maintaining equipment during the life of the eligible project.

Teton County Road and Levee maintains an Equipment Prices List, developed through an annual solicitation of local contract and materials rates. Teton County uses this process to establish the most appropriate and cost-effective equipment for various jobs. As this list is solicited annually and prior to a disaster, it can provide base rates for various local heavy equipment contractors. This resource can provide a reference and a list of eligible contractors for emergency equipment and material expenditures.

Materials and supplies, both purchased and from stock, must be fully documented.

Documentation must include:

- Supplies from Stock:
 - Cost documentation such as original invoices or other historical cost records
 - Inventory records
 - Type of supplies and quantities used (should include support documentation such as daily logs)
 - Location used
- Purchased Supplies
 - Receipts or invoices
 - Quantities used
 - Justification (required if supplies were not used)

Equipment is tracked using an emergency equipment shift ticket and submitted and approved through the IC and/or ICS Finance Section. The IC is responsible for providing all final documentation of force account equipment and supplies to the TC-EOP Resource Support Section who will accept the expenses on behalf of the Town/County. Emergency Equipment Shift Ticket books may be obtained from the TC-EOP or found online on the National Wildfire Coordinating Group (NWCG) website as form OF-297.

Partner Organization Disaster Response Expenses

Teton County and the Town of Jackson maintain Memoranda of Understanding (MOUs) with PAWS of Jackson Hole and Teton County Voluntary Organizations Active in Disaster (VOAD) to assist with the sheltering of pets as per the PETS Act (U.S.C.A 5196a-d, 2006) and to assist



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with unmet needs of people, respectively. According to each of those MOUs, Teton County and the Town of Jackson shall incorporate allowable expenses incurred by Teton County VOAD and PAWS of Jackson Hole while fulfilling their responsibilities under said MOUs for the purposes of claiming against any disaster reimbursement program that the Town or County may be eligible for. If reimbursements are made available to the Town or County due to expenses submitted on behalf of Teton County VOAD and/or PAWS of Jackson Hole, the Town and/or County will reimburse those organizations accordingly from those disaster relief funds.



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Roles and Responsibilities

This section provides a checklist of initial responsibilities for each agency involved in disaster-related financial management. Tasks are organized by emergency management phase.

A1.3 – Financial Management Roles and Responsibilities	
Teton County Clerk (Primary)	The following activities and tasks have been identified for the Teton County Clerk: Preparedness ✓ Maintain standard operating procedures for financial management, procurement, and cost tracking during and after an emergency or disaster. ✓ Organize and participate in relevant planning, training, and exercises to ensure departments have adequate processes and procedures in place. Response ✓ Ensure necessary record keeping for Teton County during a disaster situation. ✓ Provide advice on financial policy issues relative to the incident and use of funds. ✓ Upon declaration of a Local Emergency and/or Local Disaster and subsequent determination by the Teton County Multi-Agency Coordination (TC-MAC) Group, provide an incident-specific budget line item to the TC-EOC. ✓ Process all documented and approved vouchers, ensuring they are assigned to the incident-specific line item, as needed. ✓ Ensure a copy of each warrant is saved for reimbursement. ✓ Review vouchers and invoices prior to processing payments to ensure that proper documentation supports the expenditures claimed. ✓ Perform reviews of open obligations to ensure accuracy and timeliness and providing financial management reports. ✓ Serve as a member of the TC-EOC Center Support Section, leading financial management and procurement activities. ✓ Oversee contracting and acquisitions operations, including credit card purchases and grants management responsibilities. ✓ Coordinate acquisition management with the TC-EOC Resource Support Section. ✓ Provide policy guidance and necessary expertise and authority essential for effective fiscal management of expenditures to the Teton County Board of County Commissioners (BCC). ✓ Monitor expenditures, including: ○ Tracking of funds ○ Tracking and reporting commitments, obligations, and disbursements ○ Reviewing commitments to ensure proper expenditure of funds

A1.3 – Financial Management Roles and Responsibilities	
	○ Reporting funding activity to the Teton County BCC on a regular basis ○ Ensuring adequate funding levels are maintained to meet anticipated obligations and expenditures Recovery ✓ Provide reports summarizing county expenses for incident response activities. ✓ Support cost recovery activities through state and federal funding streams.
Town of Jackson Finance Director (Primary)	The following activities and tasks have been identified for the Town of Jackson Finance Director: Preparedness ✓ Maintain standard operating procedures for financial management, procurement, and cost tracking during and after an emergency or disaster. ✓ Organize and participate in relevant planning, training, and exercises to ensure departments have adequate processes and procedures in place. Response ✓ Ensure necessary record keeping for Town of Jackson during a disaster situation. ✓ Provide advice on financial policy issues relative to the incident and use of funds. ✓ Upon declaration of a Local Emergency and/or Local Disaster and subsequent determination by the TC-MAC Group, provide an incident-specific budget line item to the TC-EOP. ✓ Process all documented and approved vouchers, ensuring they are assigned to the incident-specific line item, as needed. ✓ Ensure a copy of each warrant is saved for reimbursement. ✓ Review vouchers and invoices prior to processing payments to ensure that proper documentation supports the expenditures claimed. ✓ Perform reviews of open obligations to ensure accuracy and timeliness and providing financial management reports. ✓ Serve as a member of the TC-EOP Center Support Section, leading finance and procurement activities ✓ Oversee contracting and acquisitions operations, including credit card purchases and grants management responsibilities. ✓ Coordinate acquisition management with the TC-EOP Resource Support Section. ✓ Provide policy guidance and necessary expertise and authority essential for effective fiscal management of expenditures to the Jackson Town Council (JTC).

A1.3 – Financial Management Roles and Responsibilities	
	✓ Monitor expenditures, including: ○ Tracking of funds ○ Tracking and reporting commitments, obligations, and disbursements ○ Reviewing commitments to ensure proper expenditure of funds ○ Reporting funding activity to the JTC on a regular basis ○ Ensuring adequate funding levels are maintained to meet anticipated obligations and expenditures Recovery ✓ Provide reports summarizing town expenses for incident response activities. ✓ Support cost recovery activities through state and federal funding streams.
Town and County HR Departments	The following activities and tasks have been identified for Town of Jackson and Teton County HR Departments: Preparedness ✓ Develop and maintain human resources policies that incorporate procedures for emergencies and disasters such as surge staffing, temporary hires, temporary job reassignments, temporary pay rate changes, temporary job description modifications, temporary changes of exempt to non-exempt status. ✓ Participate in relevant planning, training, and exercises to test and improve human resources emergency processes and procedures. Response ✓ Advise the Town Administrator and County Commissioner's Administrator on human resources emergency policies and how activation of them may need to be included in a local Emergency or Disaster Declaration. ✓ Prioritize onboarding of emergency temporary hires. ✓ Process payroll change forms. ✓ Maintain thorough and accurate documentation of personnel actions, including hiring, firing, and disciplinary actions. ✓ Process workers' compensation claims.
Town and County Departments	The following activities and tasks have been identified for Town of Jackson and Teton County departments/agencies: Preparedness ✓ Develop and maintain adequate department cost tracking processes and procedures.



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A1.3 – Financial Management Roles and Responsibilities

- ✓ Participate in relevant planning, training, and exercises to test and improve cost tracking processes and procedures.

Response

- ✓ Document all disaster-related expenditures according to the procedures described in the TC-EOP.
- ✓ Ensure private contractors involved in Contract Work for the department document all disaster-related expenditures.
- ✓ Maintain documentation to support requests for reimbursement.
- ✓ Submit final reimbursement requests within the terms of the mission assignment or reimbursable agreement.
- ✓ Notify requesting agencies when a task is completed and/or when additional time is required to complete work.
- ✓ Apply proper financial principles, policies, regulations, and management controls to ensure full accountability for the expenditure of funds.

Annex A2. Protective Actions

The Protective Actions Support Annex describes the process for issuing clear protective actions, including evacuation, to ensure the efficient and coordinated protection of residents and visitors in the event of an emergency or disaster.

Table A2.1 – Protective Actions Annex At-a-Glance	
Primary Agency	Teton County Emergency Management (TCEM)
Supporting Agencies	Jackson Hole Fire/EMS Jackson Hole PAWS Jackson Police Department Pathways START Bus Teton County Public Health Teton County School District #1 Teton County Sheriff's Office (TCSO)
Relevant Emergency Support Functions (ESF) <i>ESFs are the way we organize across community agencies to enhance coordination and integration to deliver the Core Capabilities and stabilize Community Lifelines.</i>	For a partial activation of the TC-EOC, the following ESFs are expected to be activated to support the Protective Actions function: • ESF #1 (Transportation) • ESF #5 (Information and Planning) • ESF #6 (Mass Care Services) • ESF #8 (Public Health and Medical Services) • ESF #13 (Public Safety and Security) • ESF #15 (External Affairs) A full activation of the TC-EOC would result in the activation of all 15 ESFs by the TC-EOC Manager.

Scope

Protective Actions includes the following primary functions:

- **Protective Action Orders** includes determining the need for a protective action order, the type of order and/or classification, as well as notifying the public through established alert and warning procedures.
- **Public Assistance** involves ensuring protective action orders are documented to support access to insurance reimbursement, public assistance and individual assistance programs, or other grant programs.
- **Evacuation Routes and Methods** includes pre-identifying and communicating primary and alternate evacuation routes and determining actual evacuation routes, as well as methods to evacuate vulnerable populations.
- **Evacuee Resources** involves the coordination of resources for evacuees, including transportation, mass care, and sheltering.



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Activation

Support Annexes are always activated by the TC-EOP. This sub-section includes potential triggers for activating the Support Annex by the TC-EOP, categorized by EOP activation level.

Table A2.2 – Protective Actions Annex Activation Triggers

Level 4: Steady State	Steady State (or regular, day-to-day operations) and Enhanced/Monitoring operations would not require Functional Annex activation.
Level 3: Enhanced/Monitoring	
Level 2: Partial Activation	A partial activation of the TC-EOP and subsequent activation of the Protective Actions Annex may include: • A localized protective action order is issued
Level 1: Full Activation	A full activation of the TC-EOP and subsequent activation of the Protective Actions Annex may include: • A major protective action order is issued

Concept of Operations

Protective actions are actions taken to minimize the potential impacts of an incident and protect the health and safety of the public. Teton County utilizes the “Ready, Set, GO!” methodology for protective action stage communication. “Ready” is primarily a mitigation action, as all members of the community should be “Ready” 24 hours a day, 7 days a week, and 365 days a year. Officials will never put a neighborhood or community into the “Ready” stage because they should already be “Ready”. In a 2022 survey of Teton County residents as a part of the TC-EOP update, nearly 3 of 4 respondents indicated they were familiar with “Ready, Set, GO!” and knew what it meant. About 20% of respondents had never heard of the method.

For all stages, the Incident Commander (IC) is responsible for putting an area into the appropriate stage and notifying people in the immediate area. TCEM is responsible for relaying that message to the public at large via public alert, warning, and notification tools as described in [Appendix 5.1. Public Alert, Warning, and Notification](#). **Table A2.3** describes the standardized protective actions used in Teton County.

Table A2.3 – Standardized Protective Action Stages

Stage Name and Color	Stage Description
Set (Yellow, #FFB000)	The Set stage is used, when possible, to provide advanced notice of further protective actions, such as evacuation, shelter-in-place, or avoidance. Those in an area under the Set stage should consider preparing their family and home for further protective actions. Households with mobility issues, pets, or livestock may consider leaving early in the event of evacuations or stocking up on necessary supplies in the event of shelter-in-place.
GO! (Magenta, #DC267F)	The GO! Stage means to evacuate immediately as instructed by officials.

Table A2.3 – Standardized Protective Action Stages

Stage Name and Color	Stage Description
STAY! (Orange, #FE6100)	The STAY! Stage means to shelter-in-place. This action may be issued because all evacuation routes from a community are compromised, and it is safer to stay put than to travel. This action may also be issued if the environment outside is too dangerous, such as during a hazardous materials spill or tornado. Those under the STAY! Stage should turn off ventilation systems, close windows and doors, move to an interior room, and stay tuned to local Emergency Alert System (EAS) stations, NOAA All-Hazards Weather Radio, or https://tcincident.org for updates on when it is safe to leave.
AVOID! (Purple, #785EF0)	The AVOID! Stage means to stay away from the designated area. This might be due to a dangerous situation such as an active shooter, hazardous materials spill, or a law enforcement investigation. This is typically issued for areas that are not normally occupied by people or that have been completely evacuated by emergency responders, such as a building, backcountry area, parking lot, or road.
Return (Green, #1AFF1A)	The Return stage means that it is safe for residents and/or businesses to return to an area that has previously been in the GO! Or AVOID! Stage. This does not mean the area is open to the public as it may still have some restrictions in place due to hazardous conditions still being present.

These colors were chosen from the IBM Design Library to assist colorblind persons in distinguishing between these protective action stages on maps and other printed or screen materials.

Other protective actions may be issued that do not have a specific impact area or geography, but instead are relevant for the entire community, including protective measures during a public health emergency (e.g., public health orders) or technological threats (e.g., cyber-attacks).

A protective action order, issued by an appropriate authority, must include the following information on a Protective Action Order Form (available as [Appendix A2.1](#)):

- Nature of the order (Evacuate = GO!; Shelter-in-Place = STAY!; Exclusion = AVOID!, or other order with description)
- Exact area within the order
- Date/time on which the order shall become effective
- Authority from which permits for entry may be obtained if needed
- Signature from the IC

Authorities

The authority to issue protective action orders is delegated by the Teton County Board of County Commissioners (BCC) and Jackson Town Council (JTC) to appropriate agencies within the Board's and Council's jurisdiction through the TC-EOP. A protective action order may be



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issued by a local IC or a Unified Command (UC) with authority from one of the agencies listed in **Table A2.4**.

Table A2.4 – Delegated Protective Action Order Authorities for Teton County/Town of Jackson	
Agency	Jurisdiction
Jackson Hole Fire/EMS	Town of Jackson; Unincorporated Teton County
Jackson Police Department	Town of Jackson
Teton County Health Department/ County Health Officer	Town of Jackson; Unincorporated Teton County
Teton County Sheriff's Office	Unincorporated Teton County
Teton County Building Official	Structures in Teton County
Town of Jackson Building Official	Structures in Town of Jackson

Other agencies/persons may be delegated the authority to issue protective action orders through a formal delegation of authority issued and signed by the BCC and/or JTC to that agency/person appointing them as the IC/UC.

The IC/UC issuing the protective action order will complete and sign a Protective Action Order Form. A template is available as [Appendix A2.1](#). For incidents without an IC/UC, a senior official from the authority having jurisdiction will complete and sign the Protective Action Order Form. TCEM will provide the completed and signed form to the BCC and/or JTC, depending on jurisdiction, as soon as practical.

The IC/UC also has the authority to lift the protective action order and does so by completing the section of the Protective Action Order Form that lists the date and time the order is lifted and signing the form. This does not have to be the same IC/UC that issued the order. Additionally, for incidents without an IC/UC, a senior official from the authority having jurisdiction may lift the order by signing the order form.

Other jurisdictions (particularly federal land management agencies) retain their own authorities for issuing protective action orders, including evacuation, within their jurisdictions as listed in **Table A2.5**.

Table A2.5 – Protective Action Order Authorities for Other Jurisdictions	
Agency	Jurisdiction
Bridger-Teton National Forest	Bridger-Teton National Forest
Grand Teton National Park	Grand Teton National Park
National Elk Refuge	National Elk Refuge
Teton Village Fire Department	Teton Village

The following Wyoming State Statutes describe the authority of local governments to issue protective action orders:

- **Removal of Combustible Material; Remedy of Flammable Conditions:** In the event of a hazard of immediate life-threatening severity, the State Fire Marshal, Teton County Fire Warden, or a Fire Chief may order evacuation of a building or area and may

implement emergency measures to protect life and property and to remove the hazard. (WS 35-9-116)

- **Areas of Extreme Fire Danger:** The Teton County BCC can issue a resolution for a fire closure upon recommendation from the fire warden. The resolution cannot keep people from accessing their private property, nor those that have permission/reason to use that private property. (WS 35-9-301 to 304, Article 3)
- **Public Health:** Wyoming State Statute allows for the investigation of diseases, quarantine, regulation of travel, employment of police officers to enforce quarantine, report of county health officer, supplies and expenses, and restricting ingress and egress at a location based on a public health threat. The State Health Officer may direct the County Health Officer to place restrictions on ingress/egress, declare an infected place to be in quarantine, and maintain quarantine measures. (WS 35-4-103)
- **Closing or Restricting Roads:** As a result of conditions on or near a public highway that create a threat to public health or safety, Wyoming Highway Patrol, Jackson Police Department, or Teton County Sheriff's Office may close any highway to traffic to protect the public from danger. The authority with control over that highway must be notified of the closing immediately. (WS 24-1-107)
- **County Adopted Building Codes:** The County has adopted the International Building Code (IBC) and International Residential Code (IRC), as allowed in Wyoming Statute. Chapter 1 of both the IBC and IRC outlines the legal authorities for Building Officials, including "red tagging" buildings to force people to evacuate and not occupy a building. (WS 35-9-121)
- **Homeland Security:** "Homeland Security" includes the coordination of (but not authority for) evacuation of persons from stricken areas. (WS 19-13-102)
- **Weapons of Mass Destruction (WMD) or Hazardous Materials:** The IC of a WMD or hazardous materials incident has the authority to issue an order taking appropriate steps to minimize exposure to identified or suspected contamination. (WS 35-9-156, subsection (d))

Protective Action Order Classifications

A protective action order may affect some, or all, of Teton County's population and transient or visiting populations. There are three classifications:

- **Limited:** An incident requiring protective action orders for a limited geography (such as a neighborhood). IC/UC of the incident has the authority to issue and implement the protective action order, as well as initiate alert and warning.
- **Localized:** An incident or Local Emergency (as defined in [TC-EOP Section 2.2](#)) that requires protective action orders for a larger geographic area (e.g., multiple neighborhoods, large housing development, or isolated community) that requires support from additional agencies to implement and/or the activation of the TC-EOC. The IC/UC of the incident has the authority to issue and implement the protective action order and will request public alert, warning, and notification from TCEM and/or TC-EOC.
- **Major:** A Local Emergency or Local Disaster (as defined in [TC-EOP Section 2.2](#)) that requires protective action orders throughout the entire Town or County, requiring



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additional mutual aid resources and activation of the TC-EOC to implement. This can be initiated by the IC/UC but will need to be ratified by the BCC and/or JTC.

Protective Action Order Considerations

The implementation of protective action orders, especially localized or major orders, require special considerations to achieve compliance and ensure all community members understand and receive appropriate guidance. Key areas of concern for Teton County are vulnerable populations and enforcement.

In a 2022 survey of Teton County residents administered as a part of the TC-EOP update, respondents indicated what reasons might prevent them from evacuating. The top reasons included the need to protect property (36%), pets (30%), and no place to go (24%).

Vulnerable Populations

In some cases, there will be limited time or resources to completely evacuate people with disabilities and other access and functional needs. Evacuating people with disabilities or others who cannot self-evacuate requires additional personnel, vehicles, and other resources. For this reason, Teton County and the Town of Jackson strongly encourage care facilities to develop, test, and exercise plans for evacuation or shelter-in-place. People who live in pre-identified high-risk areas, such as the Wildland-Urban Interface, should create personal evacuation plans in coordination with friends, family, and neighbors. Additionally, Teton County has adopted the “Ready, Set, Go!” methodology for evacuations, which provides additional time and guidance for those who may need to pre-evacuate given mobility limitations.

In a 2022 survey of Teton County residents, less frequent reasons limiting evacuation, but important for local government response, are a lack of financial resources (14%), disability or health issues (10%), and a lack of reliable transportation (7%). During the implementation of protective actions, especially evacuations, responders should consider how to support implementation for those with pets, no place to go, a lack of transportation, or health/medical concerns.

Similarly, tourists and temporary residents to Teton County are likely to speak a language other than English. ESF #15 (External Affairs), through the Joint Information System (JIS), will make every effort to communicate protective action orders in other languages, including Spanish. Additionally, the TC-EOC and ESF #14 (Private Sector Support) will work with hotels, mountain resorts, and other destinations to share protective action orders through all channels that may reach tourists and visitors.

Security and Enforcement

As indicated in the [Authorities section](#) above, Teton County has limited legal authority to enforce protective actions. ESF #13 (Safety and Security) agencies including Teton County Sheriff’s Office and the Jackson Police Department are responsible for enforcing protective action orders as issued by the IC/UC to the extent allowed under Wyoming state statute. ESF #13 is also responsible for security of the area under the protective action orders.

Roles and Responsibilities

This section provides a checklist of initial responsibilities for each agency involved in supporting protective actions. Tasks are organized by emergency management phase.

Table A2.6 – Protective Actions Roles and Responsibilities	
TCEM (Primary)	The following activities and tasks have been identified for TCEM: Preparedness ✓ Coordinate with ESF #06 (Mass Care Services) to identify shelter facilities across Teton County to serve evacuees. ✓ Coordinate with ESF #01 (Transportation) to develop and maintain evacuation route maps that include primary and alternate routes and/or evacuation zones. ✓ Coordinate with ESF #15 (External Affairs) to conduct public information campaigns to educate Teton County residents and visitors about possible protective actions, evacuation routes, and other relevant procedures. Response ✓ Identify an appropriate Protective Action Coordinator to manage implementation of protective actions, including: ○ Ensuring essential supplies and equipment to sustain operations and meet the needs of residents under protective action orders, including evacuees. ○ Identifying current and potential perimeters for protective action orders and evacuation routes. ○ Coordinating with ESF #01 (Transportation) to verify the structural safety of evacuation routes. ○ Collect and disseminate relevant details of evacuation routes, including assembly areas, traffic capacity, designated mass care facilities, access, and movement control. ✓ Recommend appropriate evacuation options to elected officials. ✓ Initiate Alert, Warning, and Notification procedures to distribute protective action notices through all relevant tools, as described in Appendix 5.1 Public Alert, Warning, and Notification. ✓ Organize transportation and shelter for evacuees in coordination with ESF #01 (Transportation) and ESF #06 (Mass Care Services). ✓ Coordinate with ESF #14 (Private Sector Support) to notify tourists, visitors, lodging facilities, resorts, and other private sector agencies of protective action orders. ✓ Maintain complete records of the status of protective action orders and implementation, including protective action notices, number of people under protective action, number of evacuees in mass care centers or shelters, etc. ✓ Maintain ongoing communication with all supporting agencies. ✓ Provide regular, accurate, and relevant public information related protective action orders to the ESF #15 Coordinator (external affairs) for distribution through the Joint Information System (JIS).

Table A2.6 – Protective Actions Roles and Responsibilities

Jackson Hole Fire/EMS (Supporting)	The following activities have been identified for Jackson Hole Fire/EMS: Response ✓ Coordinate with other emergency response agencies having jurisdiction to ensure an Incident Command structure is established with either an IC or UC. ✓ The IC/UC (or other defined incident leadership) issues a protective action order for incidents within jurisdiction. ✓ The IC/UC (or other defined incident leadership) determines when it is safe to end a protective action order. ✓ Initiate Alert, Warning, and Notification procedures to distribute protective action notices through all relevant tools, as described in Appendix 5.1 Public Alert, Warning, and Notification. ✓ Coordinate with TCEM to request transportation and shelter resources for evacuees. ✓ Coordinate the movement control plan with the Protective Action Coordinator.
PAWS of Jackson Hole (Supporting)	The following activities have been identified for Jackson Hole PAWS: Response ✓ Activate the Disaster Assistance Response Team (DART). ✓ Estimate the numbers and types of animals that may need to be evacuated. ✓ Coordinate with the Protective Action Coordinator to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, pet stores, animal shelters, etc. and wildlife (as appropriate). ✓ As appropriate, mobilize transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals. ✓ Load and transport the animals being evacuated.
Jackson Police Department (Supporting)	The following activities have been identified for Jackson Police Department: Response ✓ Coordinate with other emergency response agencies having jurisdiction to ensure an Incident Command structure is established with either an IC or UC. ✓ The IC/UC (or other defined incident leadership) issues a protective action order for incidents within jurisdiction. ✓ The IC/UC (or other defined incident leadership) determines when it is safe to end a protective action order. ✓ Initiate Alert and Warning procedures to distribute protective action notices through all relevant tools, as described in Appendix 5.1 Public Alert, Warning, and Notification.

Table A2.6 – Protective Actions Roles and Responsibilities

	✓ Secure the immediate area surrounding the protective action order, including access control and property protection. ✓ Coordinate with TCEM to request transportation and shelter resources for evacuees. ✓ Provide traffic control during evacuation operations. Operational considerations include: ○ Route assignment departure scheduling ○ Road capacity expansion ○ Entry control for outbound routes ○ Perimeter control on inbound routes ○ Traffic flow, including dealing with breakdowns ○ Establishment of rest areas ✓ Implement protective action orders, including securing, protecting, and evacuating incarcerated individuals. ✓ Coordinate the movement control plan with the Protective Action Coordinator.
START Bus (Supporting)	The following activities have been identified for START Bus: Response ✓ Coordinate, where appropriate, the use of buses/drivers to support the overall evacuation effort.
Pathways (Supporting)	The following activities have been identified for Pathways: Response ✓ Coordinate, where appropriate, the use of Pathways facilities to support the overall evacuation effort.
Teton County Public Health (Supporting)	The following activities have been identified for Teton County Public Health: Response ✓ Coordinate with other emergency response agencies having jurisdiction to ensure an Incident Command structure is established with either an IC or UC. ✓ Issue a protective action order for incidents within jurisdiction (e.g., public health emergencies). ✓ Determine when it is safe to end a protective action order. ✓ Coordinate with healthcare providers and care facilities to ensure patients, nursing home residents, and people in long-term care facilities are reduced as possible, evacuated, and receive ongoing medical care when evacuation is not possible. ✓ Ensure medically vulnerable populations can implement protective actions through coordination with private healthcare facilities and service providers.

Table A2.6 – Protective Actions Roles and Responsibilities

Teton County School District #1 (Supporting)	The following activities have been identified for Teton County School District #1: Response ✓ Evacuate students from school buildings when the situation warrants or when directed to do so by appropriate authority. ✓ Close school facilities and releases students from school when directed to do so by appropriate authority. ✓ Coordinate, where appropriate, the use of school buses/drivers to support the overall evacuation effort.
TCSO Officers & Dispatch (Supporting)	The following activities have been identified for TCSO: Response ✓ Coordinate with other emergency response agencies having jurisdiction to ensure an Incident Command structure is established with either an IC or UC. ✓ The IC/UC (or other defined incident leadership) issues a protective action order for incidents within jurisdiction. ✓ The IC/UC (or other defined incident leadership) determines when it is safe to end a protective action order. ✓ Initiate Alert, Warning, and Notification procedures to distribute protective action notices through all relevant tools, as described in Appendix 5.1 Public Alert, Warning, and Notification. ✓ Secure the immediate area surrounding the protective action order, including access control and property protection. ✓ Coordinate with TCEM to request transportation and shelter resources for evacuees. ✓ Provide traffic control during evacuation operations. Operational considerations include: ○ Route assignment departure scheduling ○ Road capacity expansion ○ Entry control for outbound routes ○ Perimeter control on inbound routes ○ Traffic flow, including dealing with breakdowns ○ Establishment of rest areas ✓ Implement protective action orders, including securing, protecting, and evacuating incarcerated individuals. ✓ Assist with the evacuation of individuals with mobility issues or in areas with significant damage to the transportation network. ✓ Coordinate the movement control plan with the Protective Action Coordinator.



Appendix A2.1. Protective Actions Order Form Template

TETON COUNTY/TOWN OF JACKSON PROTECTIVE ACTION ORDER

Protective Action Order	
Protective Action Order	<i>Note the Protective Action Order using one of the standardized protective action stages: Evacuate (GO!), Shelter-in-Place (STAY!), Restricted Access (AVOID!)</i>
Reason for Order	<i>Note the reason the order is being issued.</i>
Area(s) Covered by Action Order	<i>Describe the area covered by the Protective Action Order (neighborhood, subdivision, town/city, county, etc.)</i>

Authorization to Issue Protective Action Order	
Name	<i>Name of Incident Commander, Unified Command, or other senior official with delegated authority issuing the Protective Action Order</i>
Title	
Agency Having Authority	
Date and Time Effective	
Signature	

Authorization to Lift Protective Action Order	
Name	<i>Name of Incident Commander, Unified Command, or other senior official with delegated authority issuing the Protective Action Order</i>
Title	
Agency Having Authority	
Date and Time Lifted	
Signature	

This form must be signed and submitted to Teton County Emergency Management, who will then forward to the relevant officials (including the Teton County Board of County Commissioners and/or Jackson Town Council) and enact relevant portions of the TC-EOP.



Emergency Support Function (ESF) Annexes

Teton County
Emergency Operations Plan



B. EMERGENCY SUPPORT FUNCTION (ESF) ANNEXES

This section provides an overview of the Emergency Support Function (ESF) structure, common elements of each of the ESFs, and the basic content contained in the ESF Annexes.

Background

ESFs provide the structure for coordinating interagency support for large-scale incidents. The ESF structure includes mechanisms used for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents. The ESF Annexes describe the roles and responsibilities of government departments as well as non-governmental organizations that serve as an ESF Primary Agency or Supporting Agency.

ESF Notification and Activation

The Teton County Emergency Operations Center (TC-EOC) activates individual ESFs based on the scope and magnitude of the threat or incident. Each ESF Coordinator, the assigned staff lead from the ESF Primary Agency, is notified by the TC-EOC. ESF Coordinators then notify relevant Supporting Agencies as required for the threat or incident. Each ESF Coordinator is responsible for developing standard operating procedures (SOPs) and notification protocols and maintaining current rosters with contact information.

Each ESF Annex includes potential activation triggers. This list ensures that ESF Primary and Supporting Agencies understand when their support may be needed. This is not an exhaustive list, and a “trigger” event may not always result in ESF activation but is at the discretion of the TC-EOC Manager. TC-EOC activation is further described in [TC-EOP Section 2.3](#).

ESF Continuity of Operations

Any ESF under this plan may be transferred from one governmental agency to another with the consent of the heads of the departments and with the concurrence of the appropriate governing body – Teton County Board of County Commissioners or Jackson Town Council.

In some cases, an ESF is led by a non-governmental organization. In a situation where the non-governmental organization is no longer able or willing to lead the ESF, Teton County Emergency Management (TC-EM) will provide continuity until another appropriate entity is identified.

If a part of this plan, including assigned responsibilities and tasks, is found to be invalid for any reason, all valid parts that are severable from the invalid part remain in effect.



ESF Roles and Responsibilities

Each ESF Annex identifies an ESF Coordinator and their organization as the ESF Primary Agency. Relevant ESF Supporting Agencies are also listed.

Most ESFs incorporate multiple components or functions, with Supporting Agencies designated for each component to ensure seamless integration of and transition between preparedness, prevention, response, recovery, and mitigation activities.

Following is a discussion of the roles and responsibilities of the ESF Coordinator and the Supporting Agencies.

ESF Coordinator

The ESF Coordinator has ongoing responsibilities throughout the phases of incident management. Responsibilities of the ESF Coordinator include:

- Pre-incident planning and coordination
- Maintaining ongoing contact with ESF Supporting Agencies
- Conducting periodic ESF meetings and conference calls
- Coordinating efforts with corresponding private-sector organizations
- Notifying and requesting assistance from Supporting Agencies
- Providing staff from their agency for incident operations as needed
- Managing mission assignments and coordinating with support agencies, as well as appropriate state agencies
- Supporting and keeping other ESFs and the TC-EOC informed of ESF operational priorities and activities
- Ensuring financial and property accountability for ESF activities
- Planning for short-term and long-term incident management and recovery operations
- Identifying trained personnel to support interagency emergency response

Supporting Agencies

When an ESF is activated, Supporting Agencies are responsible for:

- Providing at least two (2) contacts (name, role, and contact information) for emergency response activities to the ESF Coordinator. Maintaining annual updates.
- Conducting operations, when requested by TCEM or the designated ESF Coordinator, using their own authorities, subject-matter experts, capabilities, or resources
- Participating in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards
- Assisting with situational assessments, including the collection of Essential Elements of Information (EIs) detailed in each ESF Annex
- Furnishing available personnel, equipment, or other resource support as requested by the ESF Coordinator or TCEM
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities



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- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats
- Presenting new technologies to TCEM for review and evaluation that have the potential to improve performance within or across functional areas
- Providing information or intelligence regarding their agency's area of expertise
- Participating in Hazard Mitigation Plan updates to identify potential opportunities for mitigating the impacts of future incidents.
- Participating in an After-Action Review in coordination with TCEM after any activation.
- Implementing assigned activities/improvements identified in the After-Action Report and Improvement Plan.

Annex B1. ESF #01 – Transportation

ESF #01 encompasses the repair and restoration of critical transportation routes during and after an emergency, as well as providing transportation support for agencies requiring access to impacted areas.

Table B1.1 – ESF #01 At-a-Glance		
ESF Coordinator	Teton County Regional Transportation Planning Administrator	
ESF Primary Agency	Teton County Administration	
ESF Supporting Agencies <i>ESFs are the way we organize across community agencies - the means - to enhance coordination and integration to deliver the Core Capabilities.</i>	Bridger-Teton National Forest Civil Air Patrol Grand Teton National Park Jackson Hole Airport Jackson Hole Fire & EMS Jackson Police Department Pathways START Bus Teton County/Jackson Parks and Recreation Teton County Public Works	Teton County Road & Levee Teton County School District #1 – Transportation Services Teton County Sheriff's Office (TCSO) TCSO Search and Rescue Town of Jackson Public Works Wyoming Department of Transportation (WYDOT) Wyoming Highway Patrol
Core Capabilities <i>The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken - the ways - to stabilize and re-establish the lifelines.</i>	 Critical Transportation	 Infrastructure Systems
Community Lifelines <i>Lifelines describe the critical services within a community that must be stabilized or re-established - the ends - to alleviate threats to life and property.</i>	 Community Lifeline: Transportation Highway/Roadway/ Motor Vehicle Mass Transit Aviation	

Scope

ESF #01 includes the following primary functions:

- **Damage Assessment** involves assessing and reporting damage to transportation infrastructure (roadways, air, and mass transit) resulting from an emergency or disaster.
- **Evacuation Planning** includes assessment and analysis of evacuation routes during a disaster.
- **Resource Distribution** includes coordinating alternate transportation services for responders and transporting materials and supplies necessary for response to and recovery from the emergency.
- **Transportation Infrastructure** includes coordinating the restoration and recovery of transportation infrastructure.
- **Monitoring** involves tracking the condition of all transportation corridors (roadways, air, and mass transit) in and around the affected area, and restricting access as necessary.
- **Maintenance and Repair** of critical transportation and other emergency response equipment.

ESF Activation

ESFs are always activated by the TC-EOC. This sub-section includes potential triggers for activating the ESF by the TC-EOC, categorized by EOC activation level.

Table B1.2 – ESF #01 Activation Triggers	
Level 4: Steady State	Steady State (or regular, day-to-day operations) and Enhanced/Monitoring operations would not require ESF activation.
Level 3: Enhanced/Monitoring	
Level 2: Partial Activation	A partial activation of the TC-EOC and subsequent activation of ESF #01 may include: • An incident that compromises three of the six major transportation corridors within and leading in/out of Teton County (e.g., wildfire, flooding, landslides, winter storms) • An incident causing enough damage to transportation infrastructure that emergency response is compromised • A planned event that introduces enough traffic congestion that emergency response is compromised
Level 1: Full Activation	A full activation of the TC-EOC and subsequent activation of ESF #01 may include: • An incident that compromises four or more of the six major transportation corridors within and leading in/out of Teton County. • A catastrophic incident that compromises transportation infrastructure for a long enough duration (longer than 72 hours) that the transportation of essential services and supplies is compromised (e.g., earthquake)



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Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the [TC-EOP Section 2](#).

Major Transportation Corridors

For the purposes of this plan, Teton County has the following **major transportation corridors** that form limited routes either within or into/out of Teton County. Additionally, many of these major transportation corridors combine several highways to form multi-numbered highways making identification difficult for visitors as well as residents. These will be the corridor references that will be used throughout the TC-EOP,

- **Wyoming Highway 22 or WYO 22 (Teton Pass):** Connecting Wilson, WY to Alta, WY and Teton County, ID and points west including Idaho Falls, ID and Salt Lake City, UT. Corridor is subject to closures due to rockslides, avalanches, winter weather, and mitigation work. Route administered by WYDOT.
- **U.S. Highway 89, South or S. Highway 89 (Snake River Canyon):** U.S. Highway 89 south of the junction with WYO 22 is called S. Highway 89. Connecting Teton County, WY to Lincoln County, WY and points south, west, and east including Cheyenne, WY, Idaho Falls, ID and Salt Lake City, UT. Corridor is subject to closures due to rockslides, avalanches, winter weather, and mitigation work. Route administered by WYDOT.
- **U.S. Highway 89, North or N. Highway 89 (Gros Ventre Junction to Airport Junction and Moose Junction to Moran Junction):** U.S. Highway 89 north of the Town of Jackson boundary to Yellowstone National Park is called N. Highway 89. This corridor connects Jackson, WY to Jackson Hole Airport and Moran, WY and points north and east. In the winter, this is the only north-south route between Gros Ventre Junction and Moran Junction. Corridor is subject to closures due to winter weather. Moose to Moran closes more often than Gros Ventre Junction to Airport Junction, however the latter tends to be more impactful since it hinders access between the airport and Jackson. Route administered by GTNP.
- **U.S. Highway 26 (Togwotee Pass):** Connecting Moran to Fremont County, WY and points east including Casper, WY and Cheyenne, WY. Corridor is subject to closures due to rockslides, landslides, and winter weather. Route administered by WYDOT.
- **U.S. Highway 191, South or S. Highway 191 (Hoback Canyon):** U.S. Highway 191 from Hoback Junction to the Sublette County line is called S. Highway 191. This corridor connects Teton County, WY to Sublette County, WY and points south and east including Cheyenne, WY and Salt Lake City, UT. Route administered by WYDOT.
- **Jackson Hole Airport (JAC):** Teton County's only public airport with both commercial and general aviation services. It is by far the busiest airport in Wyoming with 381,539 enplanements in 2019 (compared to second busiest Casper-Natrona County International Airport with 86,905 enplanements). Jackson Hole Airport has a single 6,300' x 155' asphalt runway, aviation fuel farm, airport terminal with ground transportation, and its own airport fire department. The airport itself rarely "closes" due to adverse conditions, but airlines will occasionally meet company thresholds for stopping service due to poor visibility, winds, or other environmental factors. The more frequent cause of service interruptions for Jackson Hole Airport are closures of N. Highway 89



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between Jackson and the Airport or between the Airport and Moran. Airport administered by the Jackson Hole Airport Board.

This list is not meant to be exhaustive nor list every important corridor in Teton County. Several other highways, including Grand Teton National Park's Inner Park Road and Moose-Wilson Road, plus all roadways in Yellowstone National Park, are important summer transportation corridors and economic drivers. However, due to their seasonal closures, they are not considered when planning for worst-case transportation isolation of Teton County, which most often occurs in the winter. If these or other routes are open, they will be considered by the ESF #01 Coordinator for evacuation route planning, delivering commodities to the community, or other emergency transportation missions.

Public Alert, Warning, and Notification Responsibilities

Transportation networks are often the most impacted infrastructure. The interconnectivity of these networks, overlapping jurisdictions, and misunderstanding by the public of areas of responsibility make alert, warning, and notification and public information coordination critical. The table below outlines the agencies that have authority and primary responsibility for alert, warning, and notification and follow up public information for the listed transportation networks.

Table B1.3 – Alert, Warning, and Notification Responsibilities	
Network	Responsible Agency and Information System
State Highways	Wyoming Department of Transportation's (WYDOT) 511 Notify system
Federal Highways outside of Grand Teton and Yellowstone National Parks	WYDOT's 511 Notify system
Federal Highways in Grand Teton National Park	Grand Teton National Park's "Park Roads" web page (also relays through WYDOT's 511 Notify system)
Non-Federal Roads in Grand Teton National Park	Grand Teton National Park's "Park Roads" web page
Federal Highways and Roads in Yellowstone National Park	Yellowstone National Park's "Park Roads" web page and Yellowstone National Park's public Nixle text/email alerts (text 82190 to 888777 to register; this is a different Nixle service than TCEM's Nixle service)
County Roads	Teton County Road & Levee (relayed through TCEM's Nixle text/email alerts and TCIncident.org as requested)
Town of Jackson Roads	Town of Jackson Public Works (relayed through TCEM's Nixle text/email alerts and TCIncident.org as requested)
Private Roads	Special Districts and owners
Jackson Hole Airport	Jackson Hole Airport's website and Notices to Airmen (NOTAMs)



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Roles and Responsibilities

This sub-section provides a checklist of initial responsibilities for each ESF Agency. Tasks are organized by emergency management phases. Additional responsibilities for all ESF Primary and Supporting Agencies are included in the [ESF Annexes Introduction](#).

Table B1.4 – ESF #01 Agency Roles and Responsibilities	
Teton County Administration (Primary)	The following activities and tasks have been identified for Teton County Administration: Preparedness ✓ Maintain a notification list for all ESF #01 Supporting Agencies. ✓ Develop and maintain supporting plans and procedures for ESF #1 in coordination with Supporting Agencies, including community-based evacuation planning and resilience planning to introduce adapted response and recovery strategies. ✓ Maintain a list of ESF #01 assets and resources that can be deployed during activation. ✓ Maintain a map of roads/facilities by jurisdictional authority for reference during ESF #1 activation. ✓ Maintain list of private shuttle and bus capacity. Update annually. ✓ Ensure County roads are maintained. Response ✓ Notify relevant ESF #01 Supporting Agencies upon activation by the TC-EOC. ✓ Carefully manage and task the transportation support requests for threatened and/or impacted areas. ✓ In partnership with owning agencies, assess the damage to transportation infrastructure and the impact of the incident on transportation operations. ✓ Monitor restoration under the jurisdiction of other agencies. ✓ Facilitate transportation support for first responders and families. ✓ Coordinate the mobilization of personnel and equipment in response to damage of the local transportation system. ✓ Provide regular, accurate, and relevant public information related to road closures and transportation operations to the ESF #15 Coordinator (External Affairs) for distribution through the Joint Information System (JIS).
Bridger-Teton National Forest (Supporting)	The following activities and tasks have been identified for Bridger-Teton National Forest: Preparedness ✓ Identify and maintain priority evacuation routes for people traveling within and through the National Forest. ✓ Provide a map of roads indicating jurisdiction and appropriate contacts, to the ESF #01 Coordinator.

Table B1.4 – ESF #01 Agency Roles and Responsibilities

	Response ✓ Allow motorized access to restricted access roads for emergency services vehicles or to support evacuation. ✓ Assess the damage to transportation infrastructure and the impact of the incident on transportation operations within and adjacent to the National Forest. ✓ Restore essential transportation infrastructure within and adjacent to the National Forest. ✓ Provide regular, accurate, and relevant public information related to road closures and transportation operations with the National Forest to the ESF #15 Coordinator (External Affairs) for distribution through the JIS.
Civil Air Patrol (Supporting)	The following activities and tasks have been identified for Civil Air Patrol: Preparedness ✓ Contribute to evacuation planning efforts for the region. Response ✓ Transport relief supplies necessary for incident response and recovery operations. ✓ Provide transportation support for first responders.
Grand Teton National Park (Supporting)	The following activities and tasks have been identified for Grand Teton National Park: Preparedness ✓ Identify and maintain priority evacuation routes within National Park boundaries. ✓ Provide a map of roads, indicating jurisdiction and appropriate contacts, to the ESF #01 Coordinator. Response ✓ Allow motorized access to restricted access roads for emergency services vehicles or to support evacuation. ✓ Assess the damage to transportation infrastructure and the impact of the incident on transportation operations within and adjacent to the National Park. ✓ Restore essential transportation infrastructure within and adjacent to the National Park, in coordination with WYDOT and other jurisdictions as relevant. ✓ Provide regular, accurate, and relevant public information related to road closures and transportation operations with the National Park to the ESF #15 Coordinator (External Affairs) for distribution through the JIS.

Table B1.4 – ESF #01 Agency Roles and Responsibilities

	✓ Provide maintenance and repair support for critical transportation equipment.
Jackson Hole Airport (Supporting)	The following activities and tasks have been identified for Jackson Hole Airport: Mitigation ✓ Complete transportation infrastructure projects that reduce the impact of future hazards. Preparedness ✓ Research and plan transportation infrastructure improvement projects. Response ✓ Conduct damage assessments for impacted critical transportation infrastructure. ✓ Work with the ESF #01 Coordinator to identify alternative travel operations at the airport when regular operations are disrupted. ✓ Provide regular, accurate, and relevant public information related to airport closures and transportation operations to the ESF #15 Coordinator (External Affairs) for distribution through the JIS.
Jackson Hole Fire & EMS (Supporting)	The following activities and tasks have been identified for Jackson Hole Fire & EMS: Response ✓ Provide maintenance and repair support for critical transportation equipment.
Jackson Police Department (Supporting)	The following activities and tasks have been identified for Jackson Police Department: Preparedness ✓ Contribute to evacuation planning efforts for the region. Response ✓ Perform traffic control and maintain flow on essential routes. ✓ Monitor the condition of all roadways and transportation corridors in and around the affected area and restrict access as necessary.
Pathways (Supporting)	The following activities and tasks have been identified for Pathways: Preparedness ✓ Identify on-road and off-road transportation facilities that can serve as alternative transportation corridors during an emergency. ✓ Contribute to evacuation planning efforts for the region.

Table B1.4 – ESF #01 Agency Roles and Responsibilities	
	✓ Provide a map of facilities, indicating jurisdiction and appropriate contacts, to the ESF #01 Coordinator. Response ✓ Facilitate the use of alternative transportation corridors for emergency response and evacuation operations. ✓ Assess the damage to the Pathways transportation infrastructure and the impact of the incident on transportation operations.
START Bus (Supporting)	The following activities and tasks have been identified for START Bus: Preparedness ✓ Provide at least two (2) <i>full-time (non-seasonal)</i> contacts (name, role, and contact information) for emergency response activities to the ESF #01 Coordinator. Maintain semi-annual updates. ✓ Contribute to evacuation planning efforts for the region. Response ✓ Redirect buses and identify priority routes to support incident operations, including access to the impacted areas, evacuation efforts, or first responder transportation. ✓ Transport relief supplies necessary for incident response and recovery operations. ✓ Provide transportation support for first responders and families.
Teton County/Jackson Parks and Recreation (Supporting)	The following activities and tasks have been identified for Teton County/Jackson Parks and Recreation: Preparedness ✓ Provide at least two (2) <i>full-time (non-seasonal)</i> contacts (name, role, and contact information) for emergency response activities to the ESF #01 Coordinator. Maintain semi-annual updates. Response ✓ Provide vehicles and drivers to assist with transporting and delivering supplies necessary for incident response and recovery operations.
Teton County Road & Levee (Supporting)	The following activities and tasks have been identified for Teton County Road & Levee: Preparedness ✓ Maintain a list of ESF #01 assets and resources that can be deployed during activation. ✓ Ensure County roads are maintained.

Table B1.4 – ESF #01 Agency Roles and Responsibilities

	✓ Provide a map of roadways, indicating jurisdiction and appropriate contacts, to the ESF #01 Coordinator. Response ✓ Carefully manage and task the transportation support requests for threatened and/or impacted areas. ✓ Assess the damage to transportation infrastructure and the impact of the incident on transportation operations. ✓ Restore essential transportation infrastructure. ✓ Provide transportation support for first responders and families. ✓ Coordinate the mobilization of personnel and equipment in response to damage on the local transportation system. ✓ Conduct temporary traffic control and determine where and how to re-route people. ✓ Coordinate with ESF #03 (Public Works) to provide appropriate engineering and contracting/procurement personnel and equipment to assist in emergency removal of debris, demolition, repair of roads and bridges, and temporary repair of essential public facilities. ✓ Provide regular, accurate, and relevant public information related to road closures and transportation operations to the ESF #15 Coordinator (External Affairs) for distribution through the JIS.
Teton County Public Works (Supporting)	The following activities and tasks have been identified for Teton County Public Works: Preparedness ✓ Maintain a list of ESF #01 assets and resources that can be deployed during activation. Response ✓ Carefully manage and task the transportation support requests for threatened and/or impacted areas. ✓ Assess the damage to transportation infrastructure and the impact of the incident on transportation operations. ✓ Restore essential transportation infrastructure. ✓ Provide transportation support for first responders and families. ✓ Coordinate the mobilization of personnel and equipment in response to damage on the local transportation system. ✓ Conduct temporary traffic control and determine where and how to re-route people. ✓ Coordinate with ESF #03 (Public Works) to provide appropriate engineering and contracting/procurement personnel and equipment to assist in emergency removal of debris, demolition, repair of roads and bridges, and temporary repair of essential public facilities.

Table B1.4 – ESF #01 Agency Roles and Responsibilities	
Teton County School District Transportation Services (Supporting)	The following activities and tasks have been identified for Teton County School District #1 – Transportation Services: Preparedness. ✓ Contribute to evacuation planning efforts for the region. Response ✓ Redirect buses and identify priority routes to support incident operations, including access to the impacted areas, evacuation efforts, or first responder transportation. ✓ Transport relief supplies necessary for incident response and recovery operations. ✓ Provide maintenance and repair support for critical transportation equipment.
TCSO (Supporting)	The following activities and tasks have been identified for TCSO: Preparedness ✓ Contribute to evacuation planning efforts for the region. Response ✓ Perform traffic control and maintain flow on essential routes. ✓ Monitor the condition of all roadways and transportation corridors in and around the affected area and restrict access as necessary.
TCSO Search and Rescue (Supporting)	The following activities and tasks have been identified for TCSO Search and Rescue: Preparedness ✓ Contribute to evacuation planning efforts for the region. Response ✓ Transport relief supplies necessary for incident response and recovery operations. ✓ Provide transportation support for first responders.
Town of Jackson Public Works (Supporting)	The following activities and tasks have been identified for Town of Jackson Public Works: Preparedness ✓ Maintain a list of ESF #01 assets and resources that can be deployed during activation. ✓ Ensure Town roads are maintained. ✓ Provide a map of roadways, indicating jurisdiction and appropriate contacts, to the ESF #01 Coordinator. Response

Table B1.4 – ESF #01 Agency Roles and Responsibilities

	✓ Carefully manage and task the transportation support requests for threatened and/or impacted areas. ✓ Assess the damage to transportation infrastructure and the impact of the incident on transportation operations. ✓ Restore essential transportation infrastructure. ✓ Provide transportation support for first responders and families. ✓ Coordinate the mobilization of personnel and equipment in response to damage on the local transportation system. ✓ Conduct temporary traffic control and determine where and how to re-route people. ✓ Provide maintenance and repair support for critical transportation equipment. ✓ Coordinate with ESF #03 (Public Works) to provide appropriate engineering and contracting/procurement personnel and equipment to assist in emergency removal of debris, demolition, repair of roads and bridges, and temporary repair of essential public facilities. ✓ Provide regular, accurate, and relevant public information related to road closures and transportation operations to the ESF #15 Coordinator (External Affairs) for distribution through the JIS.
WYDOT (Supporting)	The following activities and tasks have been identified for WYDOT: Preparedness ✓ Ensure State roads and highways are properly maintained ✓ Provide a map of roadways, indicating jurisdiction and appropriate contacts, to the ESF #01 Coordinator. ✓ Contribute to evacuation planning efforts for the region. Response ✓ Manage alternative transportation services for responders and supporting emergency response by transporting materials and supplies. ✓ Manage the restoration and recovery of State transportation infrastructure. ✓ Transport relief supplies necessary for recovery from the emergency. ✓ Provide maintenance and repair support for critical transportation equipment. ✓ Monitor the condition of all roadways and transportation corridors in and around the affected area and restrict access as necessary. ✓ Conduct damage assessments for critical transportation infrastructure impacted. ✓ Assess the damage to State transportation infrastructure and the impact of the incident on transportation operations. ✓ Restore essential State transportation infrastructure.

Table B1.4 – ESF #01 Agency Roles and Responsibilities

	✓ Coordinate the mobilization of personnel and equipment in response to damage on the local transportation system. ✓ Implement temporary traffic control measures and determine where and how to re-route people. ✓ Coordinate with ESF #03 (Public Works) to provide appropriate engineering and contracting/procurement personnel and equipment to assist in emergency removal of debris, demolition, repair of roads and bridges, and temporary repair of essential public facilities on State roadways. ✓ Provide regular, accurate, and relevant public information related to road closures and transportation operations to the ESF #15 Coordinator (External Affairs) for distribution through the JIS.
Wyoming Highway Patrol (Supporting)	The following activities and tasks have been identified for Wyoming Highway Patrol: Preparedness ✓ Contribute to evacuation planning efforts for the region. Response ✓ Perform traffic control and maintain flow on essential routes. ✓ Monitor the condition of all roadways and transportation corridors in and around the affected area and restrict access as necessary. ✓ Conduct temporary traffic control and determine where and how to re-route people.

Essential Elements of Information (EEl)s

This sub-section includes a list of Essential Elements of Information (EEI) that are relevant to the ESF. EEIs are a list of categorized questions that will need to be answered by ESF Agencies during activation. EEIs are categorized and numbered by FEMA Community Lifeline.

Table B1.5 – ESF Essential Elements of Information – Transportation		
EEl #	EEl	Potential Sources
<i>Highway/Roadway/Motor Vehicle</i>		
T-1	What is the status of the roadway system? How can we mitigate the impact?	
T-2	What is the extent of damage to the roadway system?	Engineers and roadway maintainers: WYDOT, Town, County
T-3	How long will the roadway system be affected?	Engineers and roadway maintainers: WYDOT, Town, County
T-4	What are the alternate routes?	TCEM, WYDOT, Town, County, Jackson Hole Fire/EMS, Jackson Police, TCSO
T-5	Is there enough roadway capacity to evacuate at least 65% of the community?	TCEM, WYDOT, Town, County
T-6	In a state of emergency, is there a plan for traffic control?	
T-7	Are there transportation plans for mass movement?	
T-8	Are there specific traffic management plans?	
T-9	What locations require alternate traffic plans?	
T-10	What is the status of traffic signaling devices?	WYDOT
T-11	Which traffic signaling devices are inoperable?	WYDOT
T-12	How many 4-way stops are in place?	Town, County
T-13	Are there any active one-way or contra-traffic plans?	
T-14	Can any access roads be opened?	
T-15	What access roads can be opened in the National Park and/or National Forest?	Grand Teton National Park, Bridger-Teton National Forest
T-16	What mapping can be updated to show the roadway system status?	
<i>Mass Transit</i>		
T-17	What is the status of the START bus system?	START Bus
T-18	Are private shuttle buses operating?	Jackson Hole Chamber of Commerce, mountain resorts, hotels
T-19	What is the capacity of the private shuttle buses?	Jackson Hole Chamber of Commerce, mountain resorts, hotels
T-20	Are the School District buses operational?	School District
T-21	What is the capacity of the School District buses?	School District



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Table B1.5 – ESF Essential Elements of Information – Transportation		
EEI #	EEI	Potential Sources
T-22	What are alternative transit routes?	TCEM, WYDOT, Town, County, START Bus, Jackson Hole Fire/EMS, Jackson Police, TCSO
<i>Aviation</i>		
T-23	What is the extent of damage to the airport?	Jackson Hole Airport
T-24	How long will the airport be affected?	Jackson Hole Airport
T-25	Are alternate options available for nearby air transport?	Jackson Hole Airport
<i>Pathways (Active Transportation)</i>		
T-26	What is the status of the Pathways routes?	Pathways
T-27	How long will the Pathways routes be affected?	Pathways
T-28	Can Pathways routes be opened to alternative traffic? What types of vehicles?	Pathways



Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

ESF Supporting Resources

This sub-section addresses the additional Planning, Organization, Equipment, Training, and Exercise (POETE) resources that help to maintain and build the capability of each ESF Agency.

Table B1.6 – ESF #01 Supporting Resources	
Planning	The following plans should be referenced and maintained to support ESF #01: • Town of Jackson Public Works Emergency Response Plan
Organization	The following standard operating procedures and MOUs/MOAs should be referenced and maintained to support ESF #01: • Wyoming Inter-County Mutual Aid Agreement (WICMAA) Additional staffing resources that may be required to support ESF #01, as defined by FEMA's Resource Typing database, include: • Evacuation Coordination Team • Aeromedical Transport Manager • Damage Assessment Team • WPS/GETS assignment to staff involved
Equipment	The following specialty equipment may be needed and should be inventoried and maintained to support ESF #01: • Buses • Tractors • Salt / Sand • Generators • Chainsaws • Pick-up Trucks • Dump Trucks • Dozers • Loaders • Sanders • Graders • Lifts • Excavators
Training	ESF #01 agencies should participate in standard FEMA trainings as outlined in the Teton County/Town of Jackson National Incident Management System (NIMS) Training Plan. Additional training courses provided through the National Training and Education Division that are relevant to ESF #01 include: • AWR-213: Critical Infrastructure Security and Resilience Awareness • AWR-345: Unmanned Aircraft Systems • E0202: Debris Management Planning for State, Tribal, Territorial, and Local Officials • E0987: NIMS ICS All-Hazards Introduction to Air Operations • PER330: The Surface Transportation Emergency Preparedness and Security for Mass Transit and Passenger Rail • G0358: Evacuation and Re-Entry Planning Course • MGT-317: Disaster Management for Public Services • MGT-414: Advanced Critical Infrastructure Protection



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Table B1.6 – ESF #01 Supporting Resources

Exercises	The following exercises are regularly conducted to support ESF #01: • Annual TC-EOP Tabletop Exercise • Tri-annual Jackson Hole Airport Full-Scale Exercise • Annual Jackson Hole Airport Tabletop Exercise The following procedures and equipment should be exercised and maintained regularly to support ESF #01: • Radio systems • Equipment mobilization • Phone trees/first contacts • Evacuations • Equipment inventories • Emergency notification system tests
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Annex B2. ESF #02 – Communications

ESF #02 is responsible for ensuring communications infrastructure can support ongoing emergency response efforts and restore it if there are any damages.

Table B2.1 – ESF #02 At-a-Glance	
ESF Coordinator	Teton County Information Technology (IT) Coordinator
ESF Primary Agency	Teton County IT
ESF Supporting Agencies <i>ESFs are the way we organize across community agencies - the means - to enhance coordination and integration to deliver the Core Capabilities.</i>	FirstNet Authority Jackson Hole Public Safety Radio Committee (JHPSRC) Jackson Police Department IT Teton County Amateur Radio Relay League (ARRL) Teton County Sheriff's Office (TCSO) – Dispatch, IT Teton County Library IT Teton Interagency Dispatch Center (TIDC) Town of Jackson IT Wyoming Department of Transportation (WYDOT) – WyoLink
Core Capabilities <i>The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken - the ways - to stabilize and re-establish the lifelines.</i>	 Operational Communications
Community Lifelines <i>Lifelines describe the critical services within a community that must be stabilized or re-established - the ends - to alleviate threats to life and property.</i>	 Community Lifeline: Communications Alerts, Warnings, and Messages 911 & Dispatch Finance Infrastructure Responder Communications



Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

Scope

ESF #02 includes the following primary functions:

- **Incident Management Continuity** involves providing temporary communications to support incident operations, including communications to and from the TC-EOC.
- **Responder Communications** includes ensuring the capacity for incident response personnel to communicate with the affected population and establish interoperable voice and data communications.
- **Communications Infrastructure** includes coordination of damaged communication infrastructure restoration within the affected area as well as any critical information networks.

ESF Activation

ESFs are always activated by the TC-EOC. This sub-section includes potential triggers for activating the ESF by the EOC, categorized by EOC activation level.

Table B2.2 – ESF #02 Activation Triggers	
Level 4: Steady State	Steady State (or regular, day-to-day operations) would not require ESF activation.
Level 3: Enhanced/Monitoring	TCEM and the ESF #02 Coordinator will increase monitoring activities and inter-agency communication in the case of a suspected cyber threat or attack or individual service (software, telecom, or internet) outage.
Level 2: Partial Activation	A partial activation of the EOC and subsequent activation of ESF #02 may include: • Confirmed cyber threat or attack • Widespread internet or radio outage • Multiple service outage (software, telecom, and/or internet)
Level 1: Full Activation	A full activation of the EOC and subsequent activation of ESF #02 may include: • Any power failure significantly compromising community lifelines within the County, including impacts to water, wastewater, or communications infrastructure • Widespread digital communications outage

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the [TC-EOP Section 2](#).

Roles and Responsibilities

This sub-section provides a checklist of initial responsibilities for each ESF Agency. Tasks are organized by emergency management phases. Additional responsibilities for all ESF Primary and Supporting Agencies are included in the [ESF Annex Introduction](#).

Table B2.3 – ESF #02 Agency Roles and Responsibilities	
Teton County IT (Primary)	The following activities and tasks have been identified for Teton County IT: Prevention/Protection ✓ Identify and implement strategies to protect critical communications infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Mitigation ✓ Ensure back-up power/climate control for server rooms. ✓ Conduct cybersecurity training for employees and new hires. ✓ Cross-train agency staff in communications systems and dispatch procedures. Preparedness ✓ Maintain a notification list for all ESF #02 Supporting Agencies. ✓ Develop and maintain supporting plans and procedures for ESF #02 in coordination with Supporting Agencies. ✓ Develop and maintain an inventory of ESF #02 equipment and assets. ✓ Establish protocols for access to the communications infrastructure during response. ✓ Maintain a list of communications infrastructure owners/operators providing services within Teton County. ✓ Maintain communications equipment (both primary and secondary) and coordinate a schedule for regular replacement and upgrades. ✓ Test interoperable communications systems through training, exercise, and evaluation to identify gaps and necessary improvements. ✓ Act as the primary contact for the Wyoming Computer Assistance Response Effort (CARE) Team and forward any cyber information to the ESF #02 support agencies ✓ Establish a Homeland Security Information Network (HSIN) account to allow for the CARE team to communicate securely with ESF #02 and ESF #05 (Information and Planning). ✓ Understand the agency's cyber insurance, if there is a policy in place, and any limitations that exist. Response ✓ Notify relevant ESF #02 Supporting Agencies upon activation by the TC-EOP.

Table B2.3 – ESF #02 Agency Roles and Responsibilities	
	✓ Assign a liaison to serve in the TC-EOC to coordinate requests for additional resources and provide regular updates to EOC staff and leadership. ✓ Establish situational awareness and crisis communications protocols with the TC-EOC. ✓ Report any damages to the local communications infrastructure and necessary resources for restoration through the TC-EOC. ✓ Coordinate ESF #02 assets to establish temporary communications between the TC-EOC, first responders, 911 PSAP, Teton County, Town of Jackson, and other community lifelines. ✓ Receive reports of suspected or actual cyber breaches from ESF#02 support agencies and relay to TC-EOC for reporting to the Wyoming Office of Homeland Security (WOHS). ✓ Engage amateur radio operators for emergency communications, as needed. ✓ Provide regular, accurate, and relevant public information related to communications infrastructure damage and restoration activities to the ESF #15 Coordinator (External Affairs) for distribution through the Joint Information System (JIS).
FirstNet Administration (Supporting)	The following activities and tasks have been identified for FirstNet Administration: Prevention/Protection ✓ Identify and implement strategies to protect critical communications infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Preparedness ✓ Build lists of employees that will be pre-populated in the portal, in coordination with TCEM and the ESF #02 Coordinator. ✓ Organize webinars to demonstrate functionalities of the systems and introduction to updates and new information. Response ✓ Provide high-speed wireless broadband network to public safety officials and first responders. ✓ Provide deployable high-speed wireless broadband solutions such as FirstNet phones, Cell On Wheels (COWs), and Cell On Light Truck (COLT) to areas with damaged infrastructure or outside of normal cellular reception. ✓ Work with the TC-EOC and ESF #02 Coordinator to manage users and uplift their phones.
JHPSRC (Supporting)	The following activities and tasks have been identified for JHPSRC: Prevention/Protection

Table B2.3 – ESF #02 Agency Roles and Responsibilities

	✓ Identify and implement strategies to protect critical communications infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Response ✓ Assess damage to radio infrastructure and report to ESF#02 Coordinator. ✓ Develop and implement recovery strategies to restore any interruptions to public safety communications infrastructure under the purview of the JHPSRC.
Jackson Police Department IT (Supporting)	The following activities and tasks have been identified for Jackson Police Department IT: Prevention/Protection ✓ Identify and implement strategies to protect critical communications infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Preparedness ✓ Identify any potential threats and notify ESF#02 Coordinator. ✓ Oversee updates and maintenance of public safety networks. ✓ Understand the agency's cyber insurance, if there is a policy in place, and any limitations that exist. Response ✓ Report suspected or actual cyber breaches to ESF#02 Coordinator. ✓ Implement or determine recovery strategies to restore any interruptions to communications infrastructure.
Teton County ARRL (Supporting)	The following activities and tasks have been identified for Teton County ARRL: Prevention/Protection ✓ Identify and implement strategies to protect critical communications infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Response ✓ Provide amateur radio services during an incident to supplement other public safety communications. ✓ RACES stations under 47 CFR § 97.407 are the only stations that may transmit on certain frequencies if the President's War Emergency Powers are invoked and will do so when requested by TCEM or ESF#02 Coordinator.

Table B2.3 – ESF #02 Agency Roles and Responsibilities	
TCSO IT (Supporting)	The following activities and tasks have been identified for TCSO -Dispatch, IT: Prevention/Protection ✓ Identify and implement strategies to protect critical communications infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Preparedness ✓ Oversee updates and maintenance of public safety networks. ✓ Understand the agency's cyber insurance, if there is a policy in place, and any limitations that exist. Response ✓ Maintain continuity of dispatch communications between incident responders, TC-EOC, and other stakeholders. ✓ Report suspected or actual cyber breaches to ESF#02 Coordinator. ✓ Implement or determine recovery strategies to restore any interruptions to communications infrastructure.
Teton County Library IT (Supporting)	The following activities and tasks have been identified for Teton County Library IT: Prevention/Protection ✓ Identify and implement strategies to protect critical communications infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Preparedness ✓ Oversee updates and maintenance of the Library's networks. ✓ Understand the agency's cyber insurance, if there is a policy in place, and any limitations that exist. Response ✓ Report suspected or actual cyber breaches to ESF#02 Coordinator. ✓ Implement or determine recovery strategies to restore any interruptions to the infrastructure.
TIDC (Supporting)	The following activities and tasks have been identified for TIDC: Prevention/Protection ✓ Identify and implement strategies to protect critical communications infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Preparedness

Table B2.3 – ESF #02 Agency Roles and Responsibilities	
	✓ Oversee updates and maintenance of Dispatch communications infrastructure and networks. ✓ Understand the agency’s cyber insurance, if there is a policy in place, and any limitations that exist. Response ✓ Maintain continuity of dispatch communications between incident responders, TC-EOC, and other stakeholders. ✓ Implement or determine recovery strategies to restore any interruptions to the infrastructure.
Town of Jackson IT (Supporting)	The following activities and tasks have been identified for Town of Jackson IT: Prevention/Protection ✓ Identify and implement strategies to protect critical communications infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Preparedness ✓ Oversee updates and maintenance of the Town’s networks. ✓ Understand the agency’s cyber insurance, if there is a policy in place, and any limitations that exist. Response ✓ Report suspected or actual cyber breaches to ESF#02 Coordinator. ✓ Implement or determine recovery strategies to restore any interruptions to the infrastructure.
WDOT – WyoLink (Supporting)	The following activities and tasks have been identified for WyoLink: Prevention/Protection ✓ Identify and implement strategies to protect critical communications infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Preparedness ✓ Oversee updates and maintenance of public safety communications network. Response ✓ Maintain continuity of interoperable radio communications system for public safety agencies. ✓ Report suspected or actual cyber breaches. ✓ Implement or determine recovery strategies to restore any interruptions to communications infrastructure.



Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

Essential Elements of Information (EIs)

This sub-section includes a list of Essential Elements of Information (EEI) that are relevant to the ESF. EEIs are a list of categorized questions that will need to be answered by ESF Agencies during activation. EEIs are categorized and numbered by FEMA Community Lifeline.

Table B2.4 – ESF Essential Elements of Information – Communications		
EEI #	EEI	Potential Sources
Infrastructure		
C-1	What is the communications infrastructure status?	Cell providers, landline providers, cable broadband providers
C-2	Are networks, wireless and wirelines all affected? Which?	Cell providers, landline providers, cable broadband providers
C-3	How many people are without cellphone/mobile communications service?	Cell providers
C-4	How many people are without internet?	Internet service providers
C-5	How many critical facilities are without communications capabilities?	Town/County IT departments
C-6	Are there alternate systems available for critical facilities?	Agency COOP plans
C-7	How long will the impacts to the cellphone network last?	Cell providers
C-8	How long will the impacts to the internet last?	Internet service providers
C-9	Is there critical communications infrastructure damage?	Cell providers, landline providers, cable broadband providers
C-10	What is the extent of damage (operational, damaged, destroyed, unknown)?	Cell providers, landline providers, cable broadband providers
C-11	What is the timeline for restoration to critical communications infrastructure?	Cell providers, landline providers, cable broadband providers
Responder Communications		
C-12	What first responder communications systems are affected?	JH Public Safety Radio Group, TIDC
C-13	Is the amateur radio community active and what are their task(s)?	ARES Emergency Coordinator, RACES Coordinator
C-14	Are communications systems stable at the EOC?	TCEM
C-15	Is the current intergovernmental radio system adequate?	JH Public Safety Radio Group, TIDC



Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

ESF Supporting Resources

This sub-section addresses the additional Planning, Organization, Equipment, Training, and Exercise (POETE) resources that help to maintain and build the capability of each ESF Agency.

Table B2.5 – ESF #02 Supporting Resources	
Planning	The following plans should be referenced and maintained to support ESF #02: • Teton County IT Disaster Response and Recovery Plan • Teton County Tactical Interoperable Communications Plan (TIC-P) • Wyoming Communications Field Operations Guide (WY-CFOG)
Organization	The following standard operating procedures and MOUs/MOAs should be referenced and maintained to support ESF #02: • Laramie County, Wyoming DMR Agreement • Wyoming Inter-County Mutual Aid Agreement (WICMAA) Additional staffing resources that may be required to support ESF #02, as defined by FEMA's Resource Typing database, include: • Land Mobile Radio Support Team
Equipment	The following specialty equipment may be needed and should be inventoried and maintained to support ESF #02: • Agency radio caches • Agency computer caches • RERT 8 ACU-1000 Interface • RERT 8 Amateur Radio • FirstNet devices • Internet hot spots • WY Amateur Radio DMR
Training	ESF #02 agencies should participate in standard FEMA trainings as outlined in the Teton County/Town of Jackson National Incident Management System (NIMS) Training Plan. Additional training courses provided through the National Training and Education Division that are relevant to ESF #02 include: • E0105: Public Information and Warning • G0251: WEM Amateur Radio Resources • IS0242.b: Effective Communication • MGT-902: Managing Public Information for All-Hazards Incidents • Teton County Cyber Security Awareness Training Program
Exercises	The following exercises are regularly conducted to support ESF #02: • Annual TC-EOP Tabletop Exercise • The Great Shake Out Earthquake Drills (Amateur Radio element) • Local Cybersecurity Tabletop Exercise • Cyber and Infrastructure Security Agency (CISA) Annual Exercises

Annex B3. ESF #03 – Public Works

ESF #03 ensures that essential public works, engineering, and utility services are repaired and restored following a major emergency or disaster to sustain life saving actions.

Table B3.1 – ESF #03 At-a-Glance		
ESF Coordinators	Director of Public Works (Teton County) Public Works Director (Town of Jackson)	
ESF Primary Agencies	Teton County Public Works Town of Jackson Public Works	
ESF Supporting Agencies <i>ESFs are the way we organize across community agencies - the means - to enhance coordination and integration to deliver the Core Capabilities.</i>	Flat Creek Watershed Improvement District (FCWID) Integrated Solid Waste and Recycling (ISWR) Special Improvement Districts Teton County Engineer Teton County Parks & Recreation Teton County Planning & Building Department Teton County Road & Levee Teton Village Association Town of Jackson Engineer Town of Jackson Planning & Building Department U.S. Army Corps of Engineers (USACE) U.S. Bureau of Reclamation (USBR) Wyoming Department of Transportation (WYDOT)	
Core Capabilities <i>The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken - the ways - to stabilize and re-establish the lifelines.</i>	 Infrastructure Systems	
Community Lifelines <i>Lifelines describe the critical services within a community that must be stabilized or re-established - the ends - to alleviate threats to life and property.</i>	 Food, Water, Shelter Water (Drinking Water Utilities, Wastewater Systems)	 Safety and Security Community Safety (Flood Control)



Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

Scope

ESF #03 includes the following primary functions related to critical public works and engineering services:

- **Safety of Water/Wastewater Treatment Facilities** includes coordinating with critical water and wastewater services providers to assess damage, restore operations, and conduct safety inspections.
- **Safety of Flood Control Infrastructure** includes inspection, maintenance, and emergency response for levees, dams, thaw wells, and other flood control devices.
- **Critical Infrastructure Damage Assessments** includes identifying a management and coordination structure for critical infrastructure damage assessment activities, as well as providing initial reports to the TC-EOC describing damages to response infrastructure and essential services. Damage assessments of residential structures is addressed in [ESF #06 \(Mass Care Services\) Annex](#).
- **Restoration of Essential Services** involves managing operations to repair, restore, or maintain essential services for affected communities. This also includes ensuring situational awareness for the status of critical services infrastructure.
- **Debris Removal** includes providing and coordinating the deployment of all local and contracted private debris removal resources and snow removal services to affected communities.

Additionally, ESF #03 integrates with the other critical infrastructure ESFs (including #01 Transportation, #02 Communications, and #12 Energy) to protect infrastructure and support emergency restoration activities.

ESF Activation

ESFs are always activated by the TC-EOP. This sub-section includes potential triggers for activating the ESF by the TC-EOP, categorized by EOC activation level.

Table B3.2 – ESF #03 Activation Triggers	
Level 4: Steady State	Steady State (or regular, day-to-day operations) and Enhanced/Monitoring operations would not require ESF activation.
Level 3: Enhanced/Monitoring	
Level 2: Partial Activation	A partial activation of the EOC and subsequent activation of ESF #03 may include: • A power failure that impacts a significant area, such as the entire Town of Jackson or at least three neighborhoods/subdivisions, and is expected to last longer than 24 hours • A sewage conveyance or treatment system failure • A water supply treatment or distribution system failure • Release of a hazardous material into a water source • A significant road blockage by debris (including snow) that hinders the ability of emergency services • Significant flooding that circumvents flood control mechanisms or compromises a flood control device such as a levee or dam, as defined in the Flood Incident Annex
Level 1: Full Activation	A full activation of the EOC and subsequent activation of ESF #03 may include: • Any power failure compromising critical lifelines within the County for more than 48 hours, including impacts to water or wastewater infrastructure • Major flood and/or catastrophic failure of a flood control mechanism, as defined in the Flood Incident Annex • Major earthquake with significant infrastructure damage, as defined in the Earthquake Incident Annex

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the [TC-EOP Section 2](#).

The County has adopted the International Building Code (IBC) and International Residential Code (IRC), as allowed in Wyoming Statute. Chapter 1 of both the IBC and IRC outlines the legal authorities for Building Officials, including “red tagging” buildings to force people to evacuate and not occupy a building. (WS 35-9-121)



Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

Roles and Responsibilities

This sub-section provides a checklist of initial responsibilities for each ESF Agency. Tasks are organized by emergency management phase. Additional responsibilities for all ESF Primary and Supporting Agencies are included in the [ESF Annex Introduction](#).

Table B3.3 – ESF #03 Agency Roles and Responsibilities	
Teton County Public Works (Primary)	The following activities and tasks have been identified for Teton County Public Works: Prevention/Protection ✓ Identify and implement strategies to protect critical infrastructure, including cybersecurity and physical protective measures. Mitigation ✓ Develop and maintain a Continuity of Operations Plan (COOP) for all county owned/operated water and wastewater facilities. ✓ Encourage development of COOPs for private operators serving Teton County or connected to the County’s water supply and sewer collection systems. ✓ Join and maintain membership in the Wyoming Water and Wastewater Agency Response Network (WYOWARN) mutual aid compact. Preparedness ✓ Maintain a notification list for all ESF #03 Supporting Agencies. ✓ Develop and maintain supporting plans and procedures for ESF #03 in coordination with Supporting Agencies. ✓ Maintain a list of private critical and essential infrastructure services serving Teton County. ✓ Coordinate evaluation trainings for inspectors and local engineers for rapid evaluations of damaged facilities. ✓ Inventory, maintain, and replace equipment needed for the core functions of ESF #03. ✓ Identify contracting needs with private operators to provide emergency response activities, including debris removal. ✓ Ensure proper flood control mechanisms and maintain levee, dam, and other flood control infrastructure. ✓ Secure county owned and USACE levees to reduce vulnerabilities during a disaster. Response ✓ Notify relevant ESF #03 Supporting Agencies upon activation by the TC-EOC. ✓ Assign a liaison to serve in the TC-EOC to coordinate requests for additional resources and provide regular updates to EOC staff and leadership.

Table B3.3 – ESF #03 Agency Roles and Responsibilities

	✓ Coordinate with the TC-EOC to request state or federal mutual aid resources as needed. ✓ Assess critical lifelines (including water supply, sewer services, and flood control) for any restoration needs, in coordination with the County Engineer. ✓ Identify damage assessment personnel, equipment, and technical expertise in coordination with the Building Official, County Engineer, and IT Division Manager. ✓ Establish priorities to stabilize and repair critical lifelines and find alternative services during repair. ✓ Coordinate debris removal and disposal operations. ✓ Coordinate with ESF #01 (Transportation) to clear debris from any route type to facilitate response and repair or restore transportation infrastructure. ✓ Coordinate with ESF#02 (Communications) to repair and restore critical communications infrastructure. ✓ Coordinate with ESF #12 (Energy) to repair and restore power and energy infrastructure. ✓ Coordinate with ESF #11 (Agriculture and Natural Resources) to identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from damaged infrastructure. ✓ Provide regular, accurate, and relevant public information related to water and wastewater service provision and restoration to the ESF #15 Coordinator (External Affairs) for distribution through the Joint Information System (JIS). Recovery ✓ Continue updating the status of public and private critical systems to the TC-EOC.
Town of Jackson Public Works (Primary)	The following activities and tasks have been identified for Town of Jackson Public Works: Prevention/Protection ✓ Identify and implement strategies to protect critical infrastructure, including cybersecurity and physical protective measures. ✓ Maintain a sand and sandbag stockpile for critical infrastructure protection from flooding using sandbags provided through the Wyoming Office of Homeland Security (WOHS) and USACE. Mitigation ✓ Develop and maintain a COOP for all town owned/operated water and wastewater facilities.

Table B3.3 – ESF #03 Agency Roles and Responsibilities

	✓ Encourage development of COOPs for private operators serving the Town of Jackson or connected to the Town’s water supply and sewer collection systems. ✓ Join and maintain membership in the WYOWARN mutual aid compact. Preparedness ✓ Maintain a notification list for all ESF #03 Supporting Agencies. ✓ Develop and maintain supporting plans and procedures for ESF #03 in coordination with Supporting Agencies. ✓ Maintain a list of private critical and essential infrastructure services serving Town of Jackson. ✓ Coordinate evaluation trainings for inspectors and local engineers for rapid evaluations of damaged facilities in collaboration with ESF Supporting Agencies. ✓ Inventory, maintain, and replace equipment needed for the core functions of ESF #03. ✓ Identify contracting needs with private operators to provide emergency response activities, including debris removal. Response ✓ Notify relevant ESF #03 Supporting Agencies upon activation by the TC-EOC. ✓ Assign a liaison to serve in the TC-EOC to coordinate requests for additional resources and provide regular updates to EOC staff and leadership. ✓ Coordinate with the TC-EOC to request state or federal mutual aid resources as needed. ✓ Assess critical lifelines (water supply and sewer services) for any restoration needs in coordination with the Water Manager, Wastewater Manager, and Town Engineer. ✓ Identify damage assessment personnel, equipment, and technical expertise in coordination with the Building Official, Water Manager, Wastewater Manager, Town Engineer, and IT Department Director. ✓ Establish priorities to stabilize and repair critical lifelines and find alternative services in the meantime. ✓ Coordinate debris removal and disposal operations in coordination with the Street Manager. ✓ Coordinate with ESF #01 (Transportation) to clear debris from any route type to facilitate response and repair or restore transportation infrastructure. ✓ Coordinate with ESF #02 (Communications) to repair and restore critical communications infrastructure. ✓ Coordinate with ESF #12 (Energy) to repair and restore power and energy infrastructure.
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Table B3.3 – ESF #03 Agency Roles and Responsibilities

	✓ Coordinate with ESF #11 (Agriculture and Natural Resources) to identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from damaged infrastructure. ✓ Provide regular, accurate, and relevant public information related to water and wastewater service provision and restoration to the ESF #15 Coordinator (External Affairs) for distribution through the JIS. Recovery ✓ Continue updating the status of public and private critical systems to the EOC.
FCWID (Supporting)	The following activities and tasks have been identified for the FCWID: Mitigation ✓ Continue to pursue frazil (anchor) ice flood mitigation strategies and projects on Flat Creek within the District. Preparedness ✓ Develop and maintain a COOP for all district owned/operated flood control facilities and critical functions. ✓ Maintain and provide training on the Flat Creek Water Improvement District Emergency Wintertime and Spring Runoff Action Plan. Response ✓ Assess critical flood control infrastructure for any damages. ✓ Reduce or prevent rising water levels on the Flat Creek through available mitigation strategies. ✓ Implement flood control response strategies as detailed in existing emergency response plans and the <u>Flood Incident Annex.</u>
ISWR (Supporting)	The following activities and tasks have been identified for ISWR: Prevention/Protection ✓ Provide education of proper disposal of hazardous material to the public. ✓ Provide appointments for residents and businesses to dispose of household hazardous waste. Mitigation

Table B3.3 – ESF #03 Agency Roles and Responsibilities

	✓ Develop and maintain a COOP for Teton County Trash Transfer Station, Recycling Center, and Household Hazardous Waste operations. Preparedness ✓ Develop and maintain a Debris Management Plan. Response ✓ Accept, handle, and process hazardous materials from residents and businesses. ✓ Coordinate routing of debris to appropriate collection points.
Special Improvement Districts¹⁵ (Supporting)	The following activities and tasks have been identified for the Special Improvement Districts: Mitigation ✓ Join and maintain membership in the WYOWARN mutual aid compact. Response ✓ Coordinate damage assessment of wastewater infrastructure.
Teton County Engineer (Supporting)	The following activities and tasks have been identified for the Teton County Engineer: Response ✓ Assess critical lifelines (including water supply, sewer services, and flood control) for any restoration needs, in coordination with Teton County Public Works. ✓ Provide damage assessment personnel, equipment, and technical expertise in coordination with Teton County Public Works, the Building Official, and IT Division Manager.
Teton County Parks & Recreation (Supporting)	The following activities and tasks have been identified for Teton County Parks & Recreation: Preparedness ✓ Maintain flood control mechanisms within County parks, including ditches and irrigation infrastructure. Response ✓ Provide equipment and personnel to support snow removal and debris removal, including for Pathways.

¹⁵ Teton County, Wyoming Special Districts. Greenwood Map.
https://maps.greenwoodmap.com/tetonwy/mapserver/special_districts.php

Table B3.3 – ESF #03 Agency Roles and Responsibilities	
Teton County Planning & Building Department (Supporting)	The following activities and tasks have been identified for the Teton County Planning & Building Department: Preparedness ✓ Develop and maintain critical facility priority list in coordination with TCEM. ✓ Develop and maintain contact list of qualified facility inspection personnel. Response ✓ Coordinate damage assessment of buildings and facilities according to the critical facility priority list. ✓ Provide facility damage assessment results to ESF #03 Coordinator, or in their absence to the TC-EOC.
Teton County Road & Levee (Supporting)	The following activities and tasks have been identified for the Teton County Road & Levee: Preparedness ✓ Manage the Levee Watcher program and ensure regular monitoring of levee and other flood control infrastructure. ✓ Maintain and inspect levees in accordance with USACE procedures. ✓ Notify USACE of any significant levee maintenance and repair issues or needs. ✓ Develop and maintain a COOP for all County owned/operated flood control facilities. ✓ Maintain a sand and sandbag stockpile for critical infrastructure protection from flooding using sandbags provided through WOHS and USACE. Response ✓ Assess critical flood control infrastructure for any damages. ✓ Implement flood control response strategies as detailed in existing emergency response plans and the Flood Incident Annex
Teton Village Association (Supporting)	The following activities and tasks have been identified for the Teton Village Association: Mitigation ✓ Join and maintain membership in the WYOWARN mutual aid compact. Response ✓ Coordinate damage assessment of water, wastewater, and transportation infrastructure.

Table B3.3 – ESF #03 Agency Roles and Responsibilities

Town of Jackson Planning & Building Department (Supporting)	The following activities and tasks have been identified for the Town of Jackson Planning and Building Department: Preparedness ✓ Develop and maintain critical facility priority list in coordination with TCEM. ✓ Develop and maintain contact list of qualified facility inspection personnel. Response ✓ Coordinate damage assessment of buildings and facilities according to the critical facility priority list. ✓ Provide facility damage assessment results to ESF #03 Coordinator, or in their absence to the TC-EOP.
USACE (Supporting)	The following activities and tasks have been identified for USACE: Prevention/Protection ✓ Identify and implement strategies to protect critical infrastructure, including cybersecurity and physical protective measures. Mitigation ✓ Secure levees to reduce vulnerabilities during a disaster through contracts with Teton County Road & Levee. Response ✓ Stabilize any immediate threat to flood control mechanisms through pre-established and ad hoc contracts. ✓ Deploy personnel such as the Planning and Response Team (PRT) and/or the Deployable Tactical Operating System (DTOS) Team.
USBR (Supporting)	The following activities and tasks have been identified for USBR: Prevention/Protection ✓ Identify and implement strategies to protect critical infrastructure services. ✓ Conduct ongoing maintenance and inspection of USBR dams to ensure safe operation. Mitigation ✓ Secure dams and reservoirs to reduce vulnerabilities during a disaster. Preparedness

Table B3.3 – ESF #03 Agency Roles and Responsibilities

	✓ Develop and maintain Emergency Action Plans (EAP) for US Bureau of Reclamation dams and provide plans, training, and exercises to public safety agencies involved in the EAP. Response ✓ Activate EAP for impacted dams and make initial notifications. ✓ Secure water infrastructure that is at risk to an emergency or disaster. ✓ Notify local resources when support is needed to secure infrastructure and protect resources downstream. ✓ Coordinate with the ESF #03 Coordinator, ESF #11 (Agriculture and Natural Resources), and ESF #15 (External Affairs) to communicate any risks to people, property, or natural resources due to a potential failure of water infrastructure.
WYDOT (Supporting)	The following activities and tasks have been identified for WYDOT: Response ✓ Coordinate with ESF #01 (Transportation) to provide appropriate engineering and contracting/procurement personnel and equipment to assist in emergency removal of debris from state roadways. ✓ Provide engineering, geotechnical, and avalanche technical specialists to assist with risk assessment during disasters.



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Essential Elements of Information (EEl)s

This sub-section includes a list of Essential Elements of Information (EEI) that are relevant to the ESF. EEIs are a list of categorized questions that will need to be answered by ESF Agencies during activation. EEIs are categorized and numbered by FEMA Community Lifeline.

Table B3.5 – ESF Essential Elements of Information – Food, Water, Shelter		
EEI #	EEI	Potential Sources
Water		
FWS-1	Is there a major water shortage anticipated?	Public Works agencies
FWS-2	What is the current water/wastewater resource status?	Public Works agencies
FWS-3	Are waterway flow control systems affected?	USACE, USBR, TCRL, FCWID
FWS-4	What is the capacity to move, flow, or restrict water?	USACE, USBR, TCRL, FCWID
FWS-5	Have water resources been contacted?	
FWS-6	How many households do not have access to drinking water?	Public Works agencies
FWS-7	How many households do not have wastewater treatment collection services?	Public Works agencies
FWS-8	What water conveyance systems are impacted?	Public Works agencies
FWS-9	How many buildings/facilities/systems require inspection?	Building Officials
FWS-10	Have damage assessments been activated for water resource infrastructures?	Public Works agencies
FWS-11	What is the status of critical facilities/systems (operational, damage, destroyed, unknown)?	Building Officials, Public Works agencies

Table B3.6 – ESF Essential Elements of Information – Transportation		
EEI #	EEI	Potential Sources
Debris Removal		
T-29	What is the debris management status?	ISWR, Public Works agencies
T-30	How many collection/reduction sites are active?	ISWR
T-31	Are reduction systems operational?	ISWR
T-32	Is permitting required?	Planning and Building Departments, ISWR

ESF Supporting Resources

This sub-section addresses the additional Planning, Organization, Equipment, Training, and Exercise (POETE) resources that help to maintain and build the capability of each ESF Agency.

Table B3.7 – ESF #03 Supporting Resources			
Planning	The following plans should be referenced and maintained to support ESF #03: • Flat Creek Watershed Improvement District Emergency Wintertime and Spring Runoff Action Plan • Teton County/Town of Jackson All-Hazards Recovery Plan • Teton County Public Works COOP • Teton County Public Works Emergency Action Plans • Town of Jackson Public Works COOP • Town of Jackson Public Works Emergency Action Plans		
Organization	The following standard operating procedures and MOUs/MOAs should be referenced and maintained to support ESF #03: • Wyoming Water and Wastewater Agency Response Network (WyoWARN) Mutual Aid Compact • Teton County Public Works Standard Operations Manual • Town of Jackson Public Works Standard Operations Manual • Wyoming Inter-County Mutual Aid Agreement (WICMAA) Additional staffing resources that may be required to support ESF #03, as defined by FEMA's Resource Typing database, include: • Debris Removal Team		
Equipment	The following specialty equipment may be needed and should be inventoried and maintained to support ESF #03: <table border="0"> <tr> <td> • Sewer Camera Van • Sewer Jet Truck • Water Truck including valve, hydrant, and other specialty tools/equipment • Haulers • Dozers </td><td> • Backhoes • Excavators • Snow Blowers • Street Sweepers • Motor Graders and other trucks with plow blades • Wood grinders/chippers • Sand bags </td></tr> </table>	• Sewer Camera Van • Sewer Jet Truck • Water Truck including valve, hydrant, and other specialty tools/equipment • Haulers • Dozers	• Backhoes • Excavators • Snow Blowers • Street Sweepers • Motor Graders and other trucks with plow blades • Wood grinders/chippers • Sand bags
• Sewer Camera Van • Sewer Jet Truck • Water Truck including valve, hydrant, and other specialty tools/equipment • Haulers • Dozers	• Backhoes • Excavators • Snow Blowers • Street Sweepers • Motor Graders and other trucks with plow blades • Wood grinders/chippers • Sand bags		
Training	ESF #03 agencies should participate in standard FEMA trainings as outlined in the Teton County/Town of Jackson National Incident Management System (NIMS) Training Plan. Additional training courses provided through the National Training and Education Division that are relevant to ESF #03 include: • IS0552: The Public Works Role in Emergency Management • IS0554: Emergency Planning for Public Works • IS0556: Damage Assessment for Public Works		



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Table B3.7 – ESF #03 Supporting Resources	
	• IS0558: Public Works and Disaster Recovery • IS0632: Intro to Debris Operations • IS0633: Debris Management Plan Development • MGT-317: Disaster Management for Public Services • MGT-343: Disaster Management for Water and Wastewater Utilities • E0202: Debris Management Planning for State, Tribal, Territorial and Local Officials
Exercises	The following exercises are regularly conducted to support ESF #03: • Annual TC-EOP Tabletop Exercise • USBR Emergency Action Plan Drills and Exercises

Annex B4. ESF #04 – Firefighting

ESF #04 is responsible for coordinating activities to detect and suppress structural and wildland fires, as well as fire incidents with specialized operational needs.

Table B4.1 – ESF #04 At-a-Glance	
ESF Coordinator	Fire Chief
ESF Primary Agency	Jackson Hole Fire/EMS
ESF Supporting Agencies <i>ESFs are the way we organize across community agencies - the means - to enhance coordination and integration to deliver the Core Capabilities.</i>	Bridger-Teton National Forest Grand Teton National Park Teton Interagency Dispatch Center (TIDC) Jackson Hole Airport Fire Department Teton County, ID Fire & Rescue Teton Village Fire Department Wyoming State Forestry Division (WSFD)
Core Capabilities <i>The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken - the ways - to stabilize and re-establish the lifelines.</i>	 Fire Management and Suppression
Community Lifelines <i>Lifelines describe the critical services within a community that must be stabilized or re-established - the ends - to alleviate threats to life and property.</i>	 Safety and Security Fire Service (Fire Stations; Firefighting Resources) Community Safety (Protective Actions)

Scope

ESF #04 includes in the following primary functions:

- **Firefighting Activities** includes the detection and suppression of fires, and provides personnel, equipment, and supplies in support of local entities involved in structural, wildland, and specialized firefighting activities.
- **Mobilizing Firefighting Resources** involves managing relationships with support organizations through the development of processes and procedures and execution of inter-agency mutual aid agreements.

More detail on wildland firefighting operations is addressed in the [Wildfire Incident Annex](#).



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ESF Activation

ESFs are always activated by the TC-EOC. This sub-section includes potential triggers for activating the ESF by the EOC, categorized by EOC activation level.

Table B4.2 – ESF #04 Activation Triggers	
Level 3: Enhanced/Monitoring	Enhanced/monitoring activation of the TC-EOC due to a firefighting incident may include: • A fire incident requiring protective actions, such as evacuation or shelter-in-place • A wildfire incident within 1/2 mile of the Wildland-Urban Interface • A red flag warning for Teton County (exclusive of Yellowstone National Park) • A fully involved single structure fire
Level 2: Partial Activation	A partial activation of the EOC and subsequent activation of ESF #04 may include: • A structural, wildland, or specialized fire incident requiring mutual aid resources from outside Teton County • A fire incident that has involved multiple structures or a multi-family dwelling • A fire incident that requires sheltering operations • A fire incident that compromises community lifelines within the County, including impacts to water, wastewater, or communications infrastructure
Level 1: Full Activation	A full activation of the EOC and subsequent activation of ESF #04 may include: • A fire incident that requires protective actions for multiple subdivisions or neighborhoods, or for at least 100 homes and/or businesses • A fire incident that has involved an entire subdivision or neighborhood • A wildland fire incident complex with multiple significant wildfires burning in Teton County • A FEMA Fire Management Assistance Grant (FMAG) declaration

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the [TC-EOP Section 2](#).

Roles and Responsibilities

This sub-section provides a checklist of initial responsibilities for each ESF Agency. Tasks are organized by emergency management phases. Additional responsibilities for all ESF Primary and Supporting Agencies are included in the [ESF Annex Introduction](#).

Table B4.3 – ESF #04 Agency Roles and Responsibilities	
Jackson Hole Fire/EMS (Primary)	The following activities and tasks have been identified for Jackson Hole Fire/EMS: Mitigation ✓ Through the Wildland Fire Prevention Specialist and Teton Area Wildfire Protection Committee (TAWPC), develop and update a Community Wildfire Protection Plan (CWPP) with specific wildfire mitigation strategies and tactics for Teton County. Preparedness ✓ Maintain a notification list for all ESF #04 Supporting Agencies. ✓ Develop and maintain supporting plans and procedures for ESF #04 in coordination with Supporting Agencies. ✓ Develop and maintain MOUs/MOAs with support fire departments and first responder agencies who can provide mutual aid. ✓ Maintain a list of ESF #04 assets that can be deployed during activation. ✓ Ensure adoption of the Wyoming Fire Management Annual Operating Plan by the Teton County Board of County Commissioners and encourage participation in the Wyoming Emergency Fire Suppression Account (EFSA) program. Response ✓ Notify relevant ESF #04 Supporting Agencies upon activation by the TC-EOC. ✓ Ensure that an Incident Commander (IC) has been identified and the decision documented. Establish an on-scene Incident Command Post (ICP). Transition to Unified Command or Area Command for multi-jurisdictional and/or expanding incidents, as appropriate. ✓ Assign a liaison to serve in the TC-EOC to coordinate requests for additional resources and mutual aid and provide regular updates to EOC staff and leadership. ✓ Coordinate and perform fire prevention, suppression, and investigation services. ✓ Coordinate search and rescue activities with ESF #09 (Search and Rescue). ✓ Coordinate hazardous materials response activities with ESF #10 (Hazardous Materials). ✓ Coordinate the mobilization of personnel and equipment needed for response by activating existing MOUs/MOAs.

Table B4.3 – ESF #04 Agency Roles and Responsibilities

	✓ Coordinate with the TC-EOC to request state or federal mutual aid resources as needed. ✓ Conduct a situation assessment and determine resources needed. ✓ Coordinate with the TC-EOC Resource Support Section to identify mutual aid resource needs, locate staging areas, and determine the duration of resource support. ✓ Provide regular, accurate, and relevant public information related to fire activity, response operations, and evacuation to the ESF #15 Coordinator (External Affairs) for distribution through the Joint Information System (JIS). ✓ Coordinate with ESF #03 (Public Works) on debris removal from affected areas to clear critical roads. ✓ If wildland fire will likely exceed the “floor cost”, begin the Wyoming EFSA request process. ✓ If structures are threatened by a wildland fire, begin the FMAG request process through WSFD.
Bridger-Teton National Forest (Supporting)	The following activities and tasks have been identified for Bridger-Teton National Forest: Mitigation ✓ Manage fire load around Bridger-Teton National Forest to reduce unplanned and uncontrolled fires. ✓ Participate in TAWPC and development of the CWPP. Preparedness ✓ Develop and maintain MOUs/MOAs with Jackson Hole Fire/EMS and other responding agencies in and around Teton County. ✓ Regularly service and maintain equipment. ✓ Ensure agency adoption of the Wyoming Fire Management Annual Operating Plan. Response ✓ Lead fire suppression operations within the National Forest. ✓ Contribute firefighting resources (personnel, equipment, etc.) for incidents near the National Forest or within Teton County when the capacity of Jackson Hole Fire/EMS is overwhelmed.
Grand Teton National Park (Supporting)	The following activities and tasks have been identified for Grand Teton National Park: Mitigation ✓ Manage fire load around Grand Teton National Park to reduce unplanned and uncontrolled fires. ✓ Participate in TAWPC and development of the CWPP. Preparedness

Table B4.3 – ESF #04 Agency Roles and Responsibilities	
	✓ Develop and maintain MOUs/MOAs with Jackson Hole Fire/EMS and other responding agencies in and around Teton County. ✓ Regularly service and maintain equipment. ✓ Ensure agency adoption of the Wyoming Fire Management Annual Operating Plan. Response ✓ Lead fire suppression operations within the National Park. ✓ Contribute firefighting resources (personnel, equipment, etc.) for incidents near the National Park or within Teton County when the capacity of Jackson Hole Fire/EMS is overwhelmed.
Teton Interagency Dispatch Center (TIDC)	The following activities and tasks have been identified for TIDC: Response ✓ Assist Teton County wildland fire response by serving as primary wildland fire dispatch center and resource ordering point for County ICs as requested and as TIDC resources allow.
Jackson Hole Airport Fire Department (Supporting)	The following activities and tasks have been identified for Jackson Hole Airport Fire Department: Preparedness ✓ Regularly service and maintain equipment. ✓ Develop and conduct annual multi-agency exercises focused on airport incidents. Response ✓ Provide specialized expertise, capabilities, and equipment, primarily in airplane crashes, and additional personnel to support response activities.
Teton County, ID Fire & Rescue (Supporting)	The following activities and tasks have been identified for Teton County, ID Fire & Rescue: Preparedness ✓ Develop and maintain MOUs/MOAs with Jackson Hole Fire/EMS and other responding agencies in and around Alta, WY. ✓ Regularly service and maintain equipment. Response ✓ Provide firefighting services for Alta, WY as described in the existing MOU. ✓ Contribute firefighting resources (personnel, equipment, etc.) for incidents within Teton County, WY when the capacity of local fire responders is overwhelmed.

Table B4.3 – ESF #04 Agency Roles and Responsibilities	
	✓ Provide specialized expertise and additional personnel to support response activities.
Teton Village Fire Department (Supporting)	The following activities and tasks have been identified for Teton Village Fire Department: Mitigation ✓ Manage fire load around Teton Village to reduce unplanned and uncontrolled fires. ✓ Participate in TAWPC and development of the CWPP. Preparedness ✓ Develop and maintain MOUs/MOAs with Jackson Hole Fire/EMS and other responding agencies in and around Teton County. ✓ Regularly service and maintain equipment. Response ✓ Lead fire suppression operations within Teton Village. ✓ Contribute firefighting resources (personnel, equipment, etc.) for incidents near Teton Village or within Teton County when the capacity of Jackson Hole Fire/EMS is overwhelmed. ✓ Provide expertise and additional personnel to support response activities.
WSFD (Supporting)	The following activities and tasks have been identified for WSFD: Mitigation ✓ Manage fire load on State Forest lands to reduce unplanned and uncontrolled fires. ✓ Participate in TAWPC and development of the CWPP. Preparedness ✓ Conduct training and exercise activities for WFSD firefighters. Response ✓ Provide state wildland firefighting resources when local capabilities have been exceeded based on existing mutual aid. ✓ Access interstate mutual aid for firefighting resources in coordination with the ESF #04 Coordinator and the TC-EOC. ✓ Provide specialized expertise and additional personnel to support response activities. ✓ Assist Teton County in processing FMAG and EFSA requests.



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Essential Elements of Information (EEl)s

This sub-section includes a list of Essential Elements of Information (EEI) that are relevant to the ESF. EEIs are a list of categorized questions that will need to be answered by ESF Agencies during activation. EEIs are categorized and numbered by FEMA Community Lifeline.

Table B4.4 – ESF Essential Elements of Information – Safety and Security (SS)		
EEl #	EEl	Potential Sources
Fire Service		
SS-1	How many personnel are on duty?	Duty Officers, Computer Automated Dispatch (CAD) systems
SS-2	What is the current resource and staffing capability in the County?	Duty Officers
SS-3	What arriving mutual aid resources are anticipated?	IC
SS-4	Have staging areas been established for arriving mutual aid resources? Where? How many?	IC
SS-5	What is the status of incoming/expected mutual aid resources?	IC
SS-6	How many operational commands are in service?	Dispatch Centers
SS-7	Are there outstanding resource orders?	Dispatch Centers
SS-8	Are Incident Management Teams required?	IC
SS-9	Is there any hazardous material nearby that could potentially combust?	Local Emergency Planning Committee (LEPC) Tier II Reports
SS-10	Is there any unintentional property damage caused by operations?	IC
SS-11	Are there off-load delays and where?	IC
SS-12	Are firefighting systems diminished due to water system damage?	ESF #03 Public Works
Community Safety		
SS-13	Are there any community injuries?	ESF#08 Public Health and Medical Services, St. John's Health
SS-14	Are there any firefighter injuries?	Safety Officer
SS-15	Are there any community fatalities?	Teton County Coroner
SS-16	Are there any firefighter fatalities?	Safety Officer
SS-17	Are available units conducting neighborhood safety surveys?	IC
SS-18	What protective actions need to be communicated to residents?	IC
SS-19	What protective actions need to be communicated to tourists/visitors?	IC

ESF Supporting Resources

This sub-section addresses the additional Planning, Organization, Equipment, Training, and Exercise (POETE) resources that help to maintain and build the capability of each ESF Agency.

Table B4.5 – ESF #04 Supporting Resources	
Planning	The following plans should be referenced and maintained to support ESF #04: • Jackson Hole Fire/EMS Continuity of Operations Plan (COOP) • Teton County Community Wildlife Protection Plan (CWPP) • Wyoming Wildland Fire Management Annual Operating Plan • Wyoming Wildland Fire Resources Mobilization Guide
Organization	The following standard operating procedures and MOUs/MOAs should be referenced and maintained to support ESF #04: • MOU with Teton County, ID for Alta, WY Fire Services • Wyoming Inter-County Mutual Aid Agreement (WICMAA) Additional staffing resources that may be required to support ESF #4, as defined by FEMA's Resource Typing database, include: • Fire Engine Strike Team – Structural • Hand Crew • Incident Management Team – Firefighting • Wildland/Urban Interface Protection Specialist
Equipment	The following specialty equipment may be needed and should be inventoried and maintained to support ESF #04: • JHFEMS Unmanned Aircraft System (UAS) Program • JHFEMS Wildland Fire Medical Unit Trailer • Teton Interagency Incident Support Bus (Rehab Bus)
Training	ESF #04 agencies should participate in standard FEMA trainings as outlined in the Teton County/Town of Jackson National Incident Management System (NIMS) Training Plan. Additional training courses provided through the National Training and Education Division that are relevant to ESF #04 include: • S-130: Firefighter Training • S-190: Introduction to Wildland Fire Behavior
Exercises	The following exercises are regularly conducted to support ESF #04: • Annual TC-EOP Tabletop Exercise • Annual Wildfire Exercise • Jackson Hole Airport Annual Tabletop Exercise • Jackson Hole Airport Tri-Annual Full-Scale Exercise

Annex B5. ESF #05 – Information and Planning

ESF #05 collects, analyzes, processes, and disseminates information about a potential or actual incident, and conducts deliberate and crisis action planning activities to facilitate the overall activities in aiding the whole community, including public alert, warning, and notification.

Table B5.1 – ESF #05 At-a-Glance

ESF Coordinator	Emergency Management Coordinator
ESF Primary Agency	Teton County Emergency Management (TCEM)
ESF Supporting Agencies <i>ESFs are the way we organize across community agencies - the means - to enhance coordination and integration to deliver the Core Capabilities.</i>	Teton County, ID Emergency Management Teton County Sheriff's Office (TCSO) Dispatch Teton Interagency Dispatch Center (TIDC) Wyoming Office of Homeland Security (WOHS) <i>Supporting Agencies for the Public Alert, Warning, and Notification function are listed in Appendix B5.1.</i>
Core Capabilities <i>The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken - the ways - to stabilize and re-establish the lifelines.</i>	 Planning  Situational Awareness  Public Information & Warning  Operational Coordination
Community Lifelines <i>Lifelines describe the critical services within a community that must be stabilized or re-established - the ends - to alleviate threats to life and property.</i>	 Safety and Security Government Service (Emergency Operations Centers, Essential Government Functions)  Communications Alerts, Warnings, and Messages



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Scope

ESF #05 includes the following primary functions:

- **Inter-agency Coordination** involves developing, maintaining, and exercising structures to organize community-wide response, including local government, non-governmental organizations, the private sector, and the public.
- **Situational Awareness** involves information collection, information management, modeling and analysis, and the development and distribution of reports on the status of operations and impacts, including Situation Reports (SITREP) and Incident Action Plans (IAP).
- **Incident Documentation** includes maintaining documentation of disaster response activities and costs to secure post-disaster recovery assistance, as available.
- **Alert and Warning** includes ensuring the timely warning of Teton County residents and visitors of an impending or actual emergency/disaster.

ESF Activation

ESFs are always activated by the TC-EOC. ESF #05 will be activated any time the EOC is activated to Level 1 (Full), Level 2 (Partial), or Level 3 (Enhanced/Monitoring).

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the [TC-EOP Section 2](#).

Roles and Responsibilities

This sub-section provides a checklist of initial responsibilities for each ESF Agency. Tasks are organized by emergency management phases. Additional responsibilities for all ESF Primary and Supporting Agencies are included in the [ESF Annex Introduction](#).

Table B5.2 – ESF #05 Agency Roles and Responsibilities	
TCEM (Primary)	The following activities and tasks have been identified for TCEM: Mitigation ✓ Develop and maintain the Region 8 Hazard Mitigation Plan. ✓ Facilitate Hazard Mitigation Plan updates to identify potential opportunities for mitigating the impacts of future incidents. ✓ Develop and maintain a Continuity of Operations Plans (COOP) for TCEM. ✓ Promote COOP planning for Teton County and Town of Jackson departments, divisions, and agencies. ✓ Develop and maintain the Teton County/Town of Jackson All-Hazards Recovery Plan. Preparedness ✓ Maintain a notification list for all ESF #05 Supporting Agencies. ✓ Develop and maintain supporting plans and procedures for ESF #05 in coordination with Supporting Agencies, including: ○ TC-EOC Standard Operating Guidelines (SOG) ○ SITREP and IAP templates ○ WebEOC policies and user guidance ✓ Maintain the following preparedness plans for Teton County and Town of Jackson: ○ Alert, Warning, and Notification Plan (AWNPP) ○ Integrated Preparedness Plan (IPP) ○ NIMS Training Plan ○ Elected Officials' Guide to Emergency Operations ✓ Coordinate with ESFs to identify and develop necessary incident and support plans, including but not limited to: ○ Debris Management Plan ○ Family Assistance Center Plan ○ Evacuation Plan ○ Joint Information System (JIS) Plan ✓ Develop and conduct relevant training and exercises related to TC-EOC operations and emergency management principles. ✓ Monitor potential threats/hazards and track and incidents. ✓ Ensure ongoing operational coordination with emergency services agencies by acting as part of Teton County's day-to-day Multi-Agency Coordination System made up of TIDC, TCSO Dispatch, and TCEM. Response

Table B5.2 – ESF #05 Agency Roles and Responsibilities

	✓ Notify relevant ESF #05 Supporting Agencies upon activation by the TC-EOC. ✓ Serve as the primary liaison to WOHS, the State Response Coordination Center (SRCC), and FEMA. ✓ Collect information through ESF Essential Elements of Information, analyze that information, and put relevant information into SITREPS and distribute to appropriate personnel and agencies. ✓ Support field incident command planning activities and assist with IAP development if needed. ✓ Support the development of protective action guidelines with field incident commanders. ✓ Provide public alert, warning, and notification on behalf of incident commanders. ✓ Activate the Teton County Multi-Agency Coordination (TC-MAC) Group as appropriate and facilitate meetings. ✓ Provide regular, accurate, and relevant public information related to emergency operations and protective action guidelines to the ESF #15 Coordinator (External Affairs) for distribution through the JIS. Recovery ✓ Facilitate After-Action Review after any activation. ✓ Implement assigned activities/improvements identified in the After-Action Report and Improvement Plan.
Teton County, ID Emergency Management (Supporting)	The following activities and tasks have been identified for Teton County, ID Emergency Management: Preparedness ✓ Work with TCEM to develop and maintain an interstate mutual aid agreement between Teton County, ID and Teton County, WY County Commissioners Response ✓ Coordinate information sharing for the Alta, WY area with TCEM, TCSO, and Jackson Hole Fire & EMS. ✓ Provide regular, accurate, and relevant public information related to emergency operations in the Alta, WY area to the ESF #15 Coordinator (External Affairs) for distribution through the JIS.
TCSO Dispatch (Supporting)	The following activities and tasks have been identified for TCSO Dispatch: Mitigation

Table B5.2 – ESF #05 Agency Roles and Responsibilities

	✓ Develop and maintain a COOP to ensure uninterrupted alert, warning, operational coordination, and resource management functions. Preparedness ✓ Ensure ongoing operational coordination with emergency services agencies. ✓ Carry out the role of Public Safety Answering Point (PSAP) for 9-1-1 calls in Teton County, WY exclusive of Yellowstone National Park and Alta, WY. ✓ Develop and maintain agreements with Teton County, ID PSAP regarding 9-1-1 service to Alta, WY. ✓ Ensure ongoing operational coordination with emergency services agencies by acting as part of Teton County’s day-to-day Multi-Agency Coordination System (MACS). Response ✓ Ensure resource coordination for incident response. ✓ Collect and disseminate incident information to the Incident Commander (IC), TCEM, and TC-EOC when activated. ✓ Act as 24/7 warning point for Teton County via the National Warning System (NAWAS), relay all NAWAS alerts to ESF#05 Coordinator. ✓ Relay requests for public alerts, warnings, and notifications from incident commanders to TCEM. ✓ Issue public alerts, warnings, and notifications at the request of ICs if TCEM is unavailable or incapacitated.
TIDC (Supporting)	The following activities and tasks have been identified for TIDC: Mitigation ✓ Develop and maintain a COOP to ensure uninterrupted alert, warning, operational coordination, and resource management functions. Preparedness ✓ Ensure ongoing operational coordination with emergency services agencies by acting as part of Teton County’s day-to-day MACS. Response ✓ Ensure resource coordination for incident response. ✓ Collect and disseminate incident information to the Incident Commander, TCEM, and TC-EOC when activated. ✓ Relay requests for public alerts, warnings, and notifications from ICs to TCEM.



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Table B5.2 – ESF #05 Agency Roles and Responsibilities

WOHS (Supporting)	The following activities and tasks have been identified for WOHS: Preparedness ✓ Develop and maintain the Wyoming State Response Coordination Plan, SOGs, and accompanying materials. Response ✓ Notify TCEM when a threat or disaster is imminent. ✓ Notify appropriate state and federal agencies, including the State Emergency Response Commission. ✓ Designate a liaison to the TC-EOC as needed. ✓ Lead intelligence planning, collection, and analysis at the State.
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Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

Essential Elements of Information (EEl)s

This sub-section includes a list of Essential Elements of Information (EEI) that are relevant to the ESF. EEIs are a list of categorized questions that will need to be answered by ESF Agencies during activation. EEIs are categorized and numbered by FEMA Community Lifeline.

Table B5.3 – ESF Essential Elements of Information – Safety and Security		
EEI #	EEI	Potential Sources
Government Service		
SS-20	Is the TC-EOC operational?	TCEM
SS-21	What level of EOC activation is needed?	TCEM
SS-22	What ESFs should be activated?	TCEM
SS-23	What is the status of Community Lifelines?	ESF Coordinators
SS-24	Is the threat/hazard ongoing?	TIDC, TCSO Dispatch, IC
SS-25	What population is affected? How are they affected? How long will they be affected?	IC
SS-26	How many are dead?	IC, Teton County Coroner
SS-27	How many are injured?	IC, ESF#08 Public Health and Medical Services, St. John's Health
SS-28	How many are missing?	IC, ESF#09 Search and Rescue
SS-29	Is mutual aid active and/or available?	TIDC, TCSO Dispatch, TCEM
SS-30	What executive actions or decisions are required?	TCEM, TC-MAC
SS-31	Are executive orders needed?	TCEM, TC-MAC
SS-32	Are protective actions needed for the public?	IC
SS-33	Are any protective action orders in place?	IC
SS-34	How many people are covered by active protective action orders?	IC, TCEM
SS-35	Is a local emergency or disaster declaration needed?	TCEM, TC-MAC
SS-36	What is the expected impact to properties and/or initial extent of damage?	IC
SS-37	What is the current impact on government?	IC
SS-38	What agencies are on-scene? In command?	TIDC, TCSO Dispatch
SS-39	Is an IAP needed?	IC
SS-40	Has the IAP been documented and archived?	IC
SS-41	Is a SITREP needed?	TCEM
SS-42	Has the SITREP been documented and archived?	TCEM
SS-43	What is the operational period?	IC



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Table B5.4 – ESF Essential Elements of Information – Communications		
EEl #	EEl	Potential Sources
<i>Alerts, Warnings, and Messages</i>		
C-16	Are alerts & warnings required and/or up to date?	IC
C-17	What alerting methods should be used?	TCEM

ESF Supporting Resources

This sub-section addresses the additional Planning, Organization, Equipment, Training, and Exercise (POETE) resources that help to maintain and build the capability of each ESF Agency.

Table B5.5 – ESF #05 Supporting Resources	
Planning	The following plans should be referenced and maintained to support ESF #05: • TCEM Continuity of Operations Plan • Teton County Outdoor Warning Siren System Plan • Teton County/Town of Jackson Alert, Warning, and Notification Plan • Teton County/Town of Jackson All-Hazards Recovery Plan • Teton County/Town of Jackson Elected Officials Guide to Emergency Operations • Teton County/Town of Jackson Integrated Preparedness Plan • Teton County/Town of Jackson National Incident Management System (NIMS) Training Plan • Wyoming Association of Broadcasters Emergency Alert System Plan • Wyoming Region 8 Hazard Mitigation Plan
Organization	The following standard operating procedures and MOUs/MOAs should be referenced and maintained to support ESF #05: • Teton County Warning and Disaster Fanout List • Nixle Alerting Policy • National Warning System (NAWAS) Info Document • TC-EOC Standard Operating Guidelines • SITREP and IAP templates • WebEOC policies and user guidance • Agreement with National Weather Service for the Installation and Operation of EAS Equipment in the NOAA Weather Radio System and Conditions for Direct Audio Access to Broadcast Non-Weather Emergency Messages • Wyoming Inter-County Mutual Aid Agreement (WICMAA)

Table B5.5 – ESF #05 Supporting Resources

Equipment	The following specialty equipment may be needed and should be inventoried and maintained to support ESF #05: • Teton County Emergency Operations Center (TC-EOC) • TCSO Dispatch Center • TCSO Backup Dispatch Center • Teton Interagency Dispatch Center • TIDC Expanded Dispatch • Teton County’s WebEOC crisis information management system • Nixle public alert and warning software • Digital Alert Systems DASDEC-II Emergency Alert System (EAS) encoder/decoder • CodeRED Integrated Public Alert and Warning System (IPAWS) software • Portable satellite telephone system • AT&T FirstNet / Verizon Frontline cell phone modem broadband data backup system
Training	ESF #05 agencies should participate in standard FEMA trainings as outlined in the Teton County/Town of Jackson National Incident Management System (NIMS) Training Plan. Additional training courses provided through the National Training and Education Division that are relevant to ESF #05 include: • E0103: Planning: Emergency Operations • IS0102.c: Preparing for Federal Disaster Operations: FEMA Response Partners • IS2002: Introduction to FEMA Operational Planning • MGT-314: Enhanced All-Hazards Incident Management/Unified Command • MGT-458: Building Whole Community Engagement through Local Emergency Planning Committees • G0272: Warning Coordination • E0431: Understanding the Emergency Management Assistance Compact • G0191: Emergency Operations Center/Incident Command System Interface • G0400: Advanced Incident Command System for Command and General Staff – Complex Incidents • MGT-360: Incident Command: Capabilities, Planning, and Response Actions for All-Hazards • AWR-160: Standardized Awareness Training • E0143: Advanced Situational Awareness and Common Operating Picture



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Table B5.5 – ESF #05 Supporting Resources	
	• E0948: Situational Awareness and Common Operating Picture • E0964: NIMS ICS All-Hazards Situation Unit Leader Course
Exercises	The following exercises are regularly conducted to support ESF #05: • Annual TC-EOP Tabletop Exercise • Jackson Hole Airport Annual Tabletop Exercise • Jackson Hole Airport Tri-Annual Full-Scale Exercise • Annual Teton County Wildland Fire Exercise • Monthly IPAWS Drills • Bi-annual Outdoor Warning Siren Full Scale Exercise • Jackson Lake Dam Tri-Annual Emergency Action Plan Exercise • Grassy Lake Dam Tri-Annual Emergency Action Plan Exercise



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Annex B5, Appendix 5.1. Public Alert, Warning, and Notification

The Public Alert, Warning, and Notification (AWN) Appendix describes the actions necessary to ensure the timely warning of Teton County residents and visitors of an impending or actual emergency/disaster.

Table B5.1.1 – Public Alert, Warning, and Notification Supporting Agencies	
Function Coordinator	Emergency Management Coordinator
Primary Agency	Teton County Emergency Management (TCEM)
Function Supporting Agencies	Emergency Alert System (EAS) Participating Broadcasters Jackson Hole Fire/EMS Jackson Police Department National Weather Service (NWS) – Riverton Teton County, ID – Emergency Management Teton County Sheriff's Office (TCSO) Officers & Dispatch Teton Interagency Dispatch Center (TIDC) Wyoming Highway Patrol Dispatch Wyoming Department of Transportation (WYDOT) Wyoming Office of Homeland Security (WOHS) Yellowstone National Park Dispatch

Scope

Public AWN includes the following primary functions:

- **Alert, Warning, and Notification Tools** includes securing, maintaining, and deploying various, redundant AWN tools.
- **Policies and Procedures** involves developing instructions, policies, and informational guidance for dispatch organizations, first responders, and senior officials about the various AWN tools and their functionalities.

Concept of Operations

ESF #05 is responsible for generating and disseminating **alerts, warnings, and notifications** of emergency incidents, whereas ESF #15 (External Affairs) deals with generating and disseminating **public information**. Although ESF #15 will assist in amplifying **alerts, warnings, and notifications** of incidents, ESF #15 does not generate those messages. For the purposes of this plan, the definitions of these terms are as follows:

- **Alerts, Warnings, and Notifications:** Emergency messages generated by ESF #05 and are typically disseminated through the systems and tools listed below. These messages include the source of the message, what the emergency is, where it is located, what responders are doing to rectify the issue, and actions the public needs to take. The key distinction is that AWNs include an action the public should take in a



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timely manner. If there is no action for the public to take in a timely manner, the message is considered public information.

- **Public Information:** Contextual information around an incident or emergency. It provides the who, what, where, when, and why for the public and the media. Often, public information will amplify AWNs and provide more background information to help the public better understand the issue. There is typically less of a time constraint on public information compared to alerts, warnings, and notifications.

It is crucial that ESF #15 and ESF #05 work closely together during an emergency, because without **public information**, the **alerts, warnings, and notifications** have no context, and the public may not heed their messages and instructions.

Public AWN Tools

Each Public AWN tool is described in further detail in the Teton County/Town of Jackson Alert, Warning, and Notification Plan. Teton County relies on several redundant systems to notify and warn the public, including:

- **Nixle:** Nixle is an SMS/email notification service managed by TCEM. The primary purpose of Nixle is to alert residents and visitors of public safety issues that are within TCEM's jurisdiction (Teton County exclusive of Yellowstone National Park). Nixle is a subscription-based tool and only notifies people who have pre-registered for alerts. Policies are documented in the Nixle Alerting Policy.
- **Integrated Public Alert and Warning System (IPAWS):** FEMA's national system for local alerting that provides authenticated emergency and life-saving information to the public through mobile phones using Wireless Emergency Alerts, to local broadcast radio and television via the Emergency Alert System, on the National Oceanic and Atmospheric Administration's (NOAA) All-Hazards Weather Radio and over the internet via Common Alerting Protocol. TCEM is the designated Alerting Authority for Town of Jackson and Teton County. Yellowstone National Park is the designated Alerting Authority for areas within Yellowstone National Park.
 - **Wireless Emergency Alerts (WEA):** WEA allows for geographically targeted, text-like messages alerting people with mobile devices of imminent threats. These alerts do not require prior registration. Visitors will receive alerts if they are in the alert area and have not disabled WEA on their phone.
 - **Emergency Alert System (EAS):** EAS allows for public warning through radio and television broadcasters (KHOL 89.1FM, KJAX 93.5FM, KMLT 88.3FM, KMTN 96.9FM, KSGT 1340AM, KZJH 95.3FM), and cable TV (Charter). Satellite radio and television will only broadcast national level EAS messages and not local EAS messages from TCEM. KUWJ 90.3FM will broadcast national and state level EAS messages, but not local EAS messages from TCEM.
 - **NOAA All-Hazards Weather Radio:** A nationwide network of radio stations broadcasting continuous weather information directly from the nearest NWS office in Riverton. Teton County's southern NOAA transmitter is on Snow King Mountain, call sign KWN39 and broadcasts on 162.525MHz (Channel 6). There are two other Teton County NOAA transmitters (Elk Plaza WNG686 and Grant



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Village WNG667) that primarily carry Yellowstone National Park EAS messaging. Alta, WY is primarily covered by KJY57 162.450MHz (Channel 3) on Relay Ridge, ID. This transmitter is managed by Pocatello, ID NWS office, and broadcasts both Pocatello, ID and Riverton, WY NWS alerts and warnings.

- **Common Alerting Protocol (CAP):** The Common Alerting Protocol (CAP) allows emergency messages to be simultaneously disseminated over a wide variety of existing and emerging public alerting systems. CAP is an international technical data specification developed by the Organization for the Advancement of Structured Information Standards (OASIS). Many web-based services and apps, such as Google Maps, use CAP alerts to display emergency information from Teton County's Nixle Alerts (highest priority level messages) and IPAWS messages.
- **Outdoor Warning Sirens:** The authority to activate Teton County's outdoor warning siren system rests with TCEM, but in TCEM's absence, TCSO Dispatch has the authority to activate. The system can be used when an incident is either imminent or occurring that may cause significant injury, loss of life, or significant loss of property to a large portion of the population, and there is a need to warn people who are outdoors (e.g., dam failure, tornado, hazardous materials, severe storms, or wildfire). Policies for using the outdoor siren system are documented in the Outdoor Warning Siren System Plan.
- **National Warning System (NAWAS):** NAWAS is a FEMA operated, 24-hour continuous private telephone system used for alert of all-hazards events. After receipt of a warning by TCSO Dispatch, TCEM initiates a "fan out" procedure using the Teton County Warning and Disaster Fanout List to senior officials. Policies for using NAWAS are documented in the NAWAS Info document and FEMA's NAWAS Manual. Policies for using the fanout process are detailed in the Teton County Warning and Disaster Fanout List.
- **Mobile Warning Sirens:** Sirens and public address systems on fire apparatus and police cars may be used for small evacuations and neighborhood-based alerts.
- **Dynamic Message Signs:** TCEM may request Wyoming Department of Transportation, TCSO, or the Town of Jackson to use and position dynamic messaging signs along major transportation corridors to notify the traveling public.
- **Social Media:** TCEM and all public safety agencies maintain social media pages to share updates on ongoing or anticipated incidents. Additionally, TCEM has a verified government agency Facebook page and can send Facebook "Local Alerts". These are special Facebook posts that can send prioritized posts to people in the area that may not be subscribers to the page.
- **Teton County Incident Webpage:** This page (TCincident.org), hosted on the Teton County website, includes information about ongoing incidents, including incident area, sheltering, protective actions, etc. This page is managed by TCEM.

In a survey of Teton County residents, administered as a part of the TC-EOP Update, 91% of respondents indicated they have signed up for emergency alerts of some kind, and 83% of respondents indicated they subscribed to Nixle text messages. Nixle serves as the primary tool for public AWN, although use of redundant tools as listed above are essential for emergencies.



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Authorities and Jurisdictions

Several agencies are authorized to issue AWNs within their jurisdictions. Clarification of authorities and jurisdictions crucial in ensuring the public receives accurate, consistent AWNs.

- **State of Wyoming:** WOHS is the Alerting Authority for the State of Wyoming, including all of Teton County. Wyoming Highway Patrol (WHP) is the Alerting Authority for AMBER Alerts for Wyoming. Additionally, the National Weather Service (NWS) is the Alerting Authority for all weather-related emergency messages in Wyoming. WOHS maintains the MOU with FEMA for the IPAWS and is the administrator for any local jurisdiction application for IPAWS MOUs in Wyoming.
- **Teton County:** TCEM is the Alerting Authority and maintains the MOU with FEMA for use of the IPAWS system to alert all of Teton County, including Yellowstone National Park to the Teton County line.
- **Yellowstone National Park:** Yellowstone National Park Dispatch is the Alerting Authority and maintains the MOU with FEMA for use of the IPAWS system to alert Yellowstone National Park, which includes the northern portion of Teton County from the South Gate north to the Teton County line.
- **Grand Teton National Park:** TIDC is the Alerting Authority for Grand Teton National Park but does not have an IPAWS MOU with FEMA. TIDC does have internal AWN systems to alert staff and may request public AWNs from TCEM for messages that meet minimum alerting criteria.
- **Bridger-Teton National Forest:** TIDC is the Alerting Authority for Bridger-Teton National Forest but does not have an IPAWS MOU with FEMA. TIDC does have internal AWN systems to alert staff and may request public AWNs from TCEM for messages that meet minimum alerting criteria.
- **Caribou-Targhee National Forest:** Caribou-Targhee National Forest may request public AWNs from TCEM for messages that meet minimum alerting criteria.
- **National Elk Refuge:** The National Elk Refuge may request public AWNs from TCEM for messages that meet minimum alerting criteria.



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Roles and Responsibilities

This section provides a checklist of initial responsibilities for each agency involved in public alert and warning. Tasks are organized by emergency management phase.

Table B5.1.2 – Public Alert, Warning, and Notification Roles and Responsibilities	
TCEM (Primary)	The following activities and tasks have been identified for TCEM: Preparedness ✓ Act as the Alerting Administrator (AA), as outlined in the Teton County/Town of Jackson AWN Plan ✓ Develop, maintain, train on, and exercise the Teton County/Town of Jackson AWN Plan. ✓ Ensure operational readiness of AWN systems, including appropriate registration and regular testing. ✓ Provide training and conduct exercises on AWN tools for first responders and dispatchers. ✓ Develop resources to support the appropriate use of AWNs by first responders and increase understanding of different tools. ✓ Conduct public information campaigns to educate Teton County residents and visitors about AWNs. ✓ Develop plans with neighboring or overlapping AWN agencies to ensure coordinated public alerting. Response ✓ Coordinate AWN activities and act as the IPAWS Alerting Authority for Teton County, exclusive of Yellowstone National Park. ✓ Act as the primary Alert Originator (AO) for AWN requests from incident commanders. ✓ Gather information for each AWN from the IC and determine eligibility. ✓ Determine appropriate public alert method (e.g., Nixle, sirens, IPAWS), deconflict information, craft message, and issue alert on behalf of requesting agency. ✓ Ensure AWNs are accessible to vulnerable populations (e.g., translation, accessible technology, various alerting methods). ✓ Work with ESF#15 (External Affairs) Coordinator to integrate AWNs (actionable life or property safety information) and public information (contextual information relevant to the ongoing incident). ✓ Maintain ongoing communication with all Supporting Agencies and issue follow-up alerts as needed.
EAS Participating Broadcasters (Supporting)	The following activities and tasks have been identified for EAS Participating Broadcasters: Preparedness

Table B5.1.2 – Public Alert, Warning, and Notification Roles and Responsibilities	
	✓ Set EAS encoder/decoder to monitor the NOAA All-Hazards Weather Radio frequency 162.525MHz. ✓ Set EAS encoder/decoder to monitor IPAWS OPEN server for all alerts for Teton County FIPS code 56039. ✓ Set EAS encoder/decoder to monitor Teton County's Local Primary (LP-1) EAS station, KZJH 95.3FM. ✓ Develop and maintain procedures for discontinuing normal operations to broadcast AWNs. ✓ Ensure EAS equipment is operating properly. ✓ Conduct and record weekly and monthly tests of EAS equipment. Response ✓ Follow the procedures described in the Wyoming Association of Broadcasters Wyoming EAS Plan upon receipt of an authorized request to activate the EAS. ✓ Provide incident updates to the public through live broadcasts.
Jackson Hole Fire/EMS (Supporting)	The following activities and tasks have been identified for Jackson Hole Fire/EMS: Preparedness ✓ Participate in planning, training, and exercises on alert and warning tools. Response ✓ Respond to incident, assess situation, establish Incident Command. ✓ IC requests AWN from TCSO Dispatch via radio, telephone, or Alert/Warning Activation Form. At a minimum, provide incident location, incident summary, what responders are doing to resolve the incident, and what actions the public needs to take. ✓ Issue alerts within Teton County, as relevant, using personnel for door-to-door notifications and/or apparatus sirens and public address systems.
Jackson Police Department (Supporting)	The following activities and tasks have been identified for Jackson Police Department: Preparedness ✓ Participate in planning, training, and exercises on alert and warning tools. Response ✓ Respond to incident, assess situation, establish IC. ✓ IC requests AWN from TCSO Dispatch via radio, telephone, or Alert/Warning Activation Form. At a minimum, provide incident



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Table B5.1.2 – Public Alert, Warning, and Notification Roles and Responsibilities	
	location, incident summary, what responders are doing to resolve the incident, and what actions the public needs to take. ✓ Issue alerts within the Town of Jackson, as relevant, using personnel for door-to-door notifications and/or apparatus sirens and public address systems. ✓ Deploy portable dynamic message signs as requested by TCEM.
NWS – Riverton (Supporting)	The following activities and tasks have been identified for NWS – Riverton: Preparedness ✓ Participate in planning, training, and exercises on alert and warning tools. ✓ Conduct Routine Weekly Tests over NOAA All-Hazards Weather Radio. ✓ Maintain the “Agreement for the installation and operation of emergency alert system equipment in the NOAA weather radio system and conditions for direct audio access to broadcast non-weather emergency messages” MOU with Teton County. ✓ Develop and maintain agreement with NWS Pocatello to broadcast Teton County, WY EAS alerts over Relay Ridge NOAA All-Hazards Weather Radio to reach Alta, WY residents. Response ✓ Issue alerts within Teton County for weather-related watches and warnings, as relevant. ✓ Forward IPAWS-issued alerts from TCEM via NOAA All-Hazards Weather Radio. ✓ Allow TCEM to issue EAS alerts via Snow King NOAA All-Hazards Weather Radio transmitter if communications with transmitter are cut to Riverton.
Teton County, ID – Emergency Management (Supporting)	The following activities and tasks have been identified for Teton County, ID Emergency Management: Preparedness ✓ Participate in planning, training, and exercises on alert and warning tools. ✓ Coordinate with TCEM on AWN policies and procedures for communities along shared county/state line, including Alta, WY. Response ✓ Amplify AWNs for the Alta, WY area using appropriate local public alert and warning tools.



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Table B5.1.2 – Public Alert, Warning, and Notification Roles and Responsibilities	
TCSO Officers & Dispatch (Supporting)	The following activities and tasks have been identified for TCSO Officers & Dispatch: Preparedness ✓ Participate in planning, training, and exercises on AWN tools. ✓ Operate the 24/7 Warning Point for the Town of Jackson and unincorporated Teton County. Response ✓ Respond to incident, assess situation, establish IC. ✓ IC requests AWN from TCSO Dispatch via radio, telephone, or Alert/Warning Activation Form. At a minimum, provide incident location, incident summary, what responders are doing to resolve the incident, and what actions the public needs to take. ✓ TCSO Dispatch receives public alert request from IC. ✓ TCSO Dispatch passes information and requestor contact info to TCEM. ✓ TCSO Patrol will issue alerts within the Teton County, as relevant, utilizing personnel for door-to-door notifications and/or apparatus sirens and public address systems. ✓ TCSO Patrol will deploy portable dynamic message signs as requested by TCEM. ✓ TCSO Dispatch will serve as the primary agency for this Public Alert, Warning, and Notification Appendix if TCEM and alternates are unavailable. TCSO Dispatch has the full authority to issue public alerts and warnings in Teton County in the absence of TCEM, especially if time is of the essence.
TIDC (Supporting)	The following activities and tasks have been identified for TIDC: Preparedness ✓ Participate in planning, training, and exercises on AWN tools. Response ✓ IC for Grand Teton National Park or Bridger-Teton National Forest incident requests AWN from TIDC via radio, telephone, or Alert/Warning Activation Form. At a minimum, provide incident location, incident summary, what responders are doing to resolve the incident, and what actions the public needs to take. ✓ TIDC relays public alert request to TCEM or TCSO Dispatch. ✓ TIDC amplifies public alert within Grand Teton National Park and Bridger-Teton National Forest through use of Everbridge internal notification system and posting of alert information at entrance stations, visitor centers, and trailheads as appropriate. ✓ Deploy portable dynamic message signs if appropriate.

Table B5.1.2 – Public Alert, Warning, and Notification Roles and Responsibilities	
Wyoming Highway Patrol – Dispatch (Supporting)	The following activities and tasks have been identified for Wyoming Highway Patrol Dispatch: Preparedness ✓ Participate in planning, training, and exercises on alert and warning tools. Response ✓ Issue WEAs for AMBER Alerts statewide.
WOHS (Supporting)	The following activities and tasks have been identified for WOHS: Preparedness ✓ Participate in planning, training, and exercises on AWN tools. ✓ Administer the IPAWS MOU renewal process for Wyoming counties. ✓ Coordinate between IPAWS MOU agencies to ensure there are not conflicting AWN jurisdictions in Wyoming. Response ✓ If all AWN alerting originators in Teton County are unavailable or incapacitated, issue authorized AWNs for Teton County through IPAWS.
WYDOT (Supporting)	The following activities and tasks have been identified for WYDOT: Preparedness ✓ Participate in planning, training, and exercises on AWN tools. Response ✓ Within WYDOT policies and procedures, deploy portable dynamic message signs as requested by TCEM. ✓ Within WYDOT policies and procedures, update messaging on fixed dynamic messaging signs as requested by TCEM. ✓ Within WYDOT policies and procedures, amplify public alerts using 511 Notify system as requested by TCEM.
Yellowstone National Park - Dispatch	The following activities and tasks have been identified for Yellowstone National Park: Preparedness ✓ Ensure operational readiness of alert and warning systems, including appropriate registration and regular testing. ✓ Participate in planning, training, and exercises on alert and warning tools. Response



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Table B5.1.2 – Public Alert, Warning, and Notification Roles and Responsibilities

	✓ Gather information for public alerts within Yellowstone National Park and determine eligibility. ✓ Determine appropriate public alert method (e.g., Nixle, IPAWS), deconflict information, craft message, and issue alert within Yellowstone National Park. ✓ Ensure alert and notifications are accessible to vulnerable populations (e.g., translation, accessible technology). ✓ Coordinate with TCEM for alert and notification for events impacting both Yellowstone National Park and Teton County.
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Annex B6. ESF #06 – Mass Care Services

ESF #06 supports the basic and immediate non-medical mass care, temporary housing, and human services needs of the individuals and families impacted by disaster events.

Table B6.1 – ESF #06 At-a-Glance		
ESF Coordinator	Executive Director	
ESF Primary Agency	One22	
ESF Supporting Agencies <i>ESFs are the way we organize across community agencies - the means - to enhance coordination and integration to deliver the Core Capabilities.</i>	American Red Cross Hole Food Rescue Jackson/Teton County Affordable Housing Jackson Hole Chamber of Commerce PAWS of Jackson Hole Senior Center of Jackson Hole Team Rubicon Teton County/Jackson Animal Shelter Teton County/Jackson Parks and Recreation Teton County CERT Teton County Fair & Fairgrounds Teton County Health Department Teton County Library Teton County School District #1 Teton County University of Wyoming (UW) Cooperative Extension Service Teton County Victim Services Teton County VOAD <i>Supporting Agencies for the Volunteers and Donations Management function are listed in Appendix 6.1.</i>	
Core Capabilities <i>The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken - the ways - to stabilize and re-establish the lifelines.</i>	 Mass Care Services	
Community Lifelines <i>Lifelines describe the critical services within a community that must be stabilized or re-established - the ends - to alleviate threats to life and property.</i>	 Food, Water Shelter Food (Food Distribution Programs) Shelter (Housing; Commercial Facilities)	



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Scope

ESF #06 includes the following primary functions:

- **Mass Care** includes the coordination of non-medical mass care services such as sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting, and providing information to impacted individuals and families, and coordinating bulk distribution of emergency relief items.
- **Food Supply** includes determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of the supplies, and authorizing disaster relief.
- **Sheltering** includes coordinating and providing assistance for short-term shelter needs of disaster survivors and their pets.
- **Human Services** includes providing victim-related recovery efforts, which may include establishing a Family Assistance Center (FAC). Note that ESF #08 (Public Health and Medical Services) is responsible for family reunification.
- **Residential Damage Assessments** includes identifying a management and coordination structure for residential damage assessment activities, as well as providing initial reports to the TC-EOC describing extent of damages. Damage assessments of critical infrastructure are included in the [ESF #03 \(Public Works\) Annex](#).

Family Assistance Center (FAC) is a place (either a physical location or virtually) for victims and family members to get information and services after Family Reunification is complete.

Family Reunification Center (pre-FAC) provides a venue for authorities to provide information to victims and facilitate the collection of information that can be used for victim identification.

Additionally, [Appendix 6.1](#) addresses Volunteers and Donations Management functions.



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ESF Activation

ESFs are always activated by the TC-EOC. This sub-section includes potential triggers for activating the ESF by the TC-EOC, categorized by EOC activation level.

Table B6.2 – ESF #06 Activation Triggers	
Level 3: Enhanced/Monitoring	Enhanced/monitoring activation of the TC-EOC for mass care services may include: Any incident involving evacuations
Level 2: Partial Activation	A partial activation of the TC-EOC and subsequent activation of ESF #06 may include: Any incident that requires sheltering operations
Level 1: Full Activation	A full activation of the TC-EOC and subsequent activation of ESF #06 may include: - Any incident significantly compromising community lifelines within the County, including communications, water, wastewater, or power infrastructure - A significant incident that, either due to duration or season, requires sheltering operations for tourists and visitors - Any incident declared as a mass fatality event, including diseases (e.g., pandemic), natural disasters (e.g., earthquake), or human-caused (e.g., active shooter or terrorism)

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the [TC-EOP Section 2](#).

Roles and Responsibilities

This sub-section provides a checklist of initial responsibilities for each ESF Agency. Tasks are organized by emergency management phases. Additional responsibilities for all ESF Primary and Supporting Agencies are included in the [ESF Annex Introduction](#).

Table B6.3 – ESF #06 Agency Roles and Responsibilities	
One22 (Primary)	The following activities and tasks have been identified for One22: Mitigation ✓ Establish and maintain an emergency supply stockpile of food. Preparedness ✓ Maintain a notification list for all ESF #06 Supporting Agencies. ✓ Develop and maintain supporting plans and procedures for ESF #06 in coordination with Supporting Agencies. ✓ Develop and maintain an inventory of mass care and food assistance resources within Teton County. ✓ Monitor the food supply chain for any gaps or areas of vulnerability. ✓ Maintain active participation with Teton County VOAD. Response ✓ Notify relevant ESF #06 Supporting Agencies upon activation by the TC-EOC. ✓ Identify and oversee the support, care, and recovery needs of Teton County's disability, access, and functional needs (DAFN) groups and other vulnerable populations. ✓ Provide regular, accurate, and relevant public information related to mass care services, donated goods and services, and emergency sheltering to the ESF #15 Coordinator (External Affairs) for distribution through the Joint Information System (JIS). ✓ Distribute emergency food and supplies to evacuees, people seeking disaster assistance, and people in shelters. ✓ Advise Jackson Cupboard to anticipate surge in food bank use and donations and to closely coordinate food supply efforts with Hole Food Rescue. ✓ Initiate emergency assistance programs for families and individuals impacted by disasters by leveraging partnerships with other local and statewide agencies. ✓ Coordinate delivery of translation services in FAC, shelters, or other community service centers with ESF #06 Supporting Agencies. ✓ Work with the TC-EOC to determine the best venue to organize and provide family assistance, either virtually or through a FAC. ✓ Coordinate the provision of case management for families and individuals seeking assistance between One22, the American Red Cross, Teton County Victim Services, and other potential disaster case management agencies.

Table B6.3 – ESF #06 Agency Roles and Responsibilities

	Recovery ✓ Provide reliable and regular communication to evacuees using shelters and other emergency housing about the status of the disaster and actions to take upon returning home.
American Red Cross (Supporting)	The following activities and tasks have been identified for American Red Cross: Preparedness ✓ Develop and maintain an inventory of sheltering resources within Teton County. ✓ Develop and maintain a disaster sheltering plan for Teton County. ✓ Support the MOU between the American Red Cross, Teton County, and the Town of Jackson. ✓ Maintain active participation in Teton County VOAD. Response ✓ Upon notice from TC-EOC or the ESF #06 Coordinator of neighborhood or multi-family structure evacuation, establish an Evacuee Reception Center (ERC) to account for those evacuated and determine their immediate needs. ✓ Provide information gathered at the ERC to the ESF #06 Coordinator. ✓ Activate adequate sheltering strategies based on information gathered from the ERC. ✓ Coordinate adequately staffed shelter sites. ✓ Support distribution of emergency relief items. ✓ Provide multi-agency resources and support services through a virtual FAC for impacted individuals and families. ✓ Provide staffing for any physical FAC established by ESF #06 as requested. ✓ Provide residential damage assessment teams as requested by the ESF #06 Coordinator. ✓ Support the provision of case management for families and individuals seeking assistance between One22, the American Red Cross, Teton County Victim Services, and other potential disaster case management agencies.
Hole Food Rescue (Supporting)	The following activities and tasks have been identified for Hole Food Rescue: Response ✓ Provide groceries to disaster survivors, considering their ability or inability to prepare meals.

Table B6.3 – ESF #06 Agency Roles and Responsibilities

	✓ Establish mobile grocery points of distribution for disaster survivors to lessen their burden and increase their access to wholesome and healthy foods. ✓ Assess survivor's nutritional needs and shortfalls, report to ESF #06 Coordinator and seek appropriate donations.
Jackson/Teton County Affordable Housing (Supporting)	The following activities and tasks have been identified for Jackson/Teton County Affordable Housing: Response ✓ Coordinate with emergency shelter providers to identify potential short-term housing resources. ✓ Prepare to transition into role as Recovery Support Function (RSF) #04 Housing Coordinator if it appears that there will be intermediate or long-term housing needs as per the Teton County/Town of Jackson All-Hazards Recovery Plan. Recovery ✓ Transition into RSF #04 Housing Coordinator role upon activation by TCEM. ✓ Begin coordinating intermediate and long-term housing solutions with RSF #04 Supporting Agencies.
Jackson Hole Chamber of Commerce (Supporting)	The following activities and tasks have been identified for Jackson Hole Chamber of Commerce: Response ✓ Gather information from hotels, resorts, and other private lodging providers about the immediate needs for mass care and sheltering services for visitors and tourists. ✓ Coordinate with the private sector and local businesses to secure volunteers, donations, and services for mass care services and emergency sheltering. ✓ Provide regular, accurate, and relevant public information related to needed donations from businesses and the private sector to the ESF #15 Coordinator (External Affairs) for distribution through the JIS.
PAWS of Jackson Hole (Supporting)	The following activities and tasks have been identified for PAWS of Jackson Hole: Preparedness ✓ Support the MOU between PAWS of Jackson Hole, Teton County, and the Town of Jackson. ✓ Maintain active participation in Teton County VOAD. Response

Table B6.3 – ESF #06 Agency Roles and Responsibilities

	✓ Activate the Disaster Animal Response Team (DART) to provide shelter for pets during a disaster. ✓ Activate programs to assist pet owners with unmet pet needs such as veterinary care, food, and supplies. ✓ Coordinate with Teton County/Jackson Animal Shelter and Teton County Fair & Fairgrounds on animal disaster sheltering and reunification efforts. Recovery ✓ In coordination with Teton County/Jackson Animal Shelter, facilitate finding suitable homes for unclaimed pets.
Senior Center of Jackson Hole (Supporting)	The following activities and tasks have been identified for The Senior Center of Jackson Hole: Response ✓ Determine if the Meals on Wheels program has been compromised by disaster and report to the ESF#06 Coordinator if additional food assistance for clients is necessary. ✓ Assess disaster impacts to senior citizen community and their specific needs; relay information to the ESF #06 Coordinator. ✓ Report available sheltering, mass feeding, and/or distribution facility space and capacity to the ESF #06 Coordinator. Provide as requested and as resources allow.
Team Rubicon (Supporting)	The following activities and tasks have been identified for Team Rubicon: Response ✓ Provide volunteers to assist with residential damage assessments as requested by ESF #06 Coordinator. ✓ Provide volunteers to assist the American Red Cross with shelter operations as requested by ESF #06 Coordinator. ✓ Support volunteer and donations management as described in Appendix B6.1. Volunteers and Donations Management.
Teton County/Jackson Animal Shelter (Supporting)	The following activities and tasks have been identified for Teton County/Jackson Animal Shelter: Response ✓ Report available shelter space to ESF #06 Coordinator. ✓ Activate programs to assist pet owners with unmet pet needs such as veterinary care, food, and supplies. ✓ Activate volunteer staff to assist with disaster animal sheltering needs. ✓ Coordinate with PAWS of Jackson Hole on animal disaster sheltering and pet reunification efforts.

Table B6.3 – ESF #06 Agency Roles and Responsibilities

	Recovery ✓ In coordination with PAWS of Jackson Hole, facilitate finding suitable homes for unclaimed pets.
Teton County/Jackson Parks and Recreation (Supporting)	The following activities and tasks have been identified for Teton County/Jackson Parks and Recreation: Response ✓ Report available sheltering, mass feeding, and/or distribution facility space and capacity to the ESF #06 Coordinator. ✓ Provide mass care facility space as requested and as resources allow. ✓ Provide programs and activities for children to give parents time to begin the disaster recovery process.
Teton County CERT (Supporting)	The following activities and tasks have been identified for Teton County CERT: Response ✓ Support distribution of emergency relief items. ✓ Provide volunteer support for the FAC, when established. ✓ Support sheltering operations under the direction of the American Red Cross. ✓ Assist with initial residential damage assessments. ✓ Support volunteer and donations management as described in Appendix B6.1. Volunteers and Donations Management.
Teton County Fair & Fairgrounds (Supporting)	The following activities and tasks have been identified for Teton County Fair & Fairgrounds: Response ✓ Report available sheltering (people and animals), mass feeding, and/or distribution facility space and capacity to the ESF #06 Coordinator. ✓ Provide mass care facility space as requested and as resources allow. ✓ Activate programs to assist large animal owners with unmet needs such as veterinary care, food, and supplies. ✓ Activate volunteer staff to assist with disaster animal sheltering needs. ✓ Coordinate with PAWS of Jackson Hole on large animal disaster sheltering and reunification efforts. Recovery ✓ In coordination with PAWS of Jackson Hole, facilitate finding suitable homes for unclaimed animals.



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Table B6.3 – ESF #06 Agency Roles and Responsibilities	
Teton County Health Department (Supporting)	The following activities and tasks have been identified for Teton County Health Department: Response ✓ Identify, screen, and handle evacuees exposed to the hazards posed by the disaster (e.g., infectious waste, polluted floodwaters, chemical hazards) and the methods to keep shelters free of contamination. ✓ Provide health inspection services for shelters and feeding areas to ensure safety of workers and survivors. ✓ Provide basic public health services in the FAC, shelters, or other community services centers, when established.
Teton County Library (Supporting)	The following activities and tasks have been identified for Teton County Library: Response ✓ Report available space for potential ERC, FAC, or other gathering space to the ESF #06 Coordinator. Provide space as requested and as resources allow. ✓ Receive just-in-time training from ESF #06 Support Agencies on assistance programs and resources for survivors; have staff assist the public seeking help in connecting with those resources. ✓ Provide internet access and support to survivors seeking online disaster assistance and resources. ✓ Assist with translation needs in FAC, shelters, or other community service centers, when established.
Teton County School District #1 (Supporting)	The following activities and tasks have been identified for Teton County School District #1: Response ✓ Report available sheltering, mass feeding, and/or distribution facility space and capacity to the ESF #06 Coordinator. ✓ Support distribution of emergency relief items. ✓ Provide facilities to serve as short-term shelters and as distribution centers for mass care and emergency assistance. ✓ Support the provision of basic public health services in the FAC, shelters, or other community services centers, when established. ✓ Assist with translation needs in FAC, shelters, or other community service centers, when established.
Teton County UW Cooperative Extension Service (Supporting)	The following activities and tasks have been identified for Teton County UW Cooperative Extension Service: Preparedness

Table B6.3 – ESF #06 Agency Roles and Responsibilities

	✓ Maintain list of local food producers, food retailers, their products, and availability in the event of traditional supply chain disruptions. Response ✓ Coordinate with the ESF #06 Coordinator to provide technical assistance as needed around nutrition, food safety, food preparation, and food preservation. ✓ Provide ESF #06 Coordinator with information on local food producers and retailers that can supplement supply chain shortages. ✓ Facilitate information sharing with community-based partners and the State of Wyoming.
Teton County Victim Services (Supporting)	The following activities and tasks have been identified for Teton County Victim Services: Response ✓ Support the provision of case management for families and individuals seeking assistance between One22, the American Red Cross, Teton County Victim Services, and other potential disaster case management agencies. ✓ Participate in the FAC, when established, and lead transition between family reunification and the FAC.
Teton County VOAD (Supporting)	The following activities and tasks have been identified for Teton County VOAD: Preparedness ✓ Maintain Teton County VOAD Handbook and contact list for local voluntary disaster response agencies. ✓ Conduct regular Teton County VOAD meetings to provide networking, coordination, planning, and exercise opportunities for local voluntary disaster response agencies. ✓ Identify local voluntary agencies with disaster response roles and recruit for membership in VOAD. ✓ Continue to support the MOU between Teton County VOAD, Teton County, and the Town of Jackson. Response ✓ Convene emergency VOAD Board and Membership meetings to identify organizations that can help survivors with unmet needs as requested by ESF #06 Coordinator. ✓ Report available sheltering (people and animals), mass feeding, and/or distribution facility space and capacity to the ESF #06 Coordinator.



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Table B6.3 – ESF #06 Agency Roles and Responsibilities

	✓ Provide mass care facility space as requested and as resources allow. ✓ Support volunteer and donations management as described in Appendix B6.1. Volunteers and Donations Management.
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Essential Elements of Information (EIs)

This sub-section includes a list of Essential Elements of Information (EEI) that are relevant to the ESF. EEIs are a list of categorized questions that will need to be answered by ESF Agencies during activation. EEIs are categorized and numbered by FEMA Community Lifeline.

Table B6.4 – ESF Essential Elements of Information – Food, Water, and Shelter		
EEI #	EEI	Potential Sources
<i>Food</i>		
FWS-12	What is the current and anticipated demand for food and water?	Shelter managers, case managers
FWS-13	What is the anticipated food capacity requirements?	Jackson Cupboard, Hole Food Rescue
FWS-14	How many meals per day are required?	Shelter managers, case managers
FWS-15	Is food production adequate?	Jackson Cupboard, Hole Food Rescue
FWS-16	How many responder meals are required for each operational period?	Incident Commanders, Logistics Section Chiefs
FWS-17	Are there field kitchens operational?	Teton County VOAD
FWS-18	How many and what are the location(s) of the field kitchens?	Teton County VOAD
FWS-19	Are there operating Commodity Points of Distribution (C-PODs) for food, water, and other mass care assistance/supplies?	American Red Cross, Hole Food Rescue, ESF #07
FWS-20	How many PODs are operating and what type and location?	American Red Cross, Hole Food Rescue, ESF #07
<i>Shelter</i>		
FWS-21	Are the shelters operational?	American Red Cross
FWS-22	What are the shelter locations?	American Red Cross
FWS-23	What is the current shelter capacity?	American Red Cross
FWS-24	What is the anticipated shelter capacity?	American Red Cross
FWS-25	Are there unmet DAFN needs for shelters?	American Red Cross
FWS-26	Are additional shelters required?	American Red Cross
FWS-27	Is there a need for an employee shelter?	Commissioners' Administrator/ Town Manager
FWS-28	Is there a day care facility for emergency workers families?	Commissioners' Administrator/ Town Manager
FWS-29	Is responder support housing available?	Jackson/Teton County Affordable Housing
FWS-30	Where is support housing located?	Jackson/Teton County Affordable Housing
FWS-31	Is transportation to housing and shelters available?	ESF #01



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Table B6.4 – ESF Essential Elements of Information – Food, Water, and Shelter		
EEI #	EEI	Potential Sources
FWS-32	How many residential structures are damaged, what is the extent of their damage, and where are they located?	Team Rubicon, American Red Cross, Teton County CERT

ESF Supporting Resources

This sub-section addresses the additional Planning, Organization, Equipment, Training, and Exercise (POETE) resources that help to maintain and build the capability of each ESF Agency.

Table B6.5 – ESF #06 Supporting Resources	
Planning	The following plans should be referenced and maintained to support ESF #06: • Jackson Hole Airport Family Assistance Center (FAC) Plan
Organization	The following standard operating procedures and MOUs/MOAs should be referenced and maintained to support ESF #06: • MOU with American Red Cross for emergency sheltering site operations • MOU with Volunteer Organizations Active in Disasters • MOU with PAWS of Jackson Hole for DART Additional staffing resources that may be required to support ESF #06, as defined by FEMA's Resource Typing database, include: • Shelter Manager • Access and Functional Needs Advisor • Individual Assistance Recovery Support Team
Equipment	The following specialty equipment and facilities may be needed and should be inventoried and maintained to support ESF #06: • American Red Cross sheltering supply trailer • Teton County CERT trailer • Teton Interagency Support (Rehab) Bus • Jackson Cupboard food bank • Hole Food Rescue sorting facility • Hole Food Rescue grocery delivery van • The Senior Center (including Meals on Wheels equipment) • Teton County Library (Jackson and Alta branches) • Teton County Fair & Fairgrounds • Teton County School District #1 facilities • Teton County VOAD member facilities
Training	ESF #06 agencies should participate in standard FEMA trainings as outlined in the Teton County/Town of Jackson National Incident Management System (NIMS) Training Plan. Additional training courses provided through the National Training and Education Division that are relevant to ESF #6 include: • AWR232: Mass Fatalities Planning and Response for Rural Communities • G0108: Community Mass Care and Emergency Assistance • E0418: Mass Care/Emergency Assistance Planning and Operations



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Table B6.5 – ESF #06 Supporting Resources

	• IS0405: Mass Care/Emergency Assistance Overview • MGT462: Community Planning for Economic Recovery • MGT464: Addressing Gaps in Housing Disaster Recovery: A Training Program for the Whole Community • PER376W: Preparedness Actions to Promote Resilience and Recovery
Exercises	The following exercises are regularly conducted to support ESF #06: • Annual TC-EOP Tabletop Exercise



Annex B6, Appendix 6.1. Volunteers and Donation Management

The Volunteers and Donations Management Appendix describes the coordination of unaffiliated volunteers and unsolicited cash, goods, and services during a disaster or emergency incident.

Table B6.1.1 – Volunteers and Donations Management Supporting Agencies

Function Coordinator	Metro Administrator – Jackson and Riverton, WY
Primary Agency	Team Rubicon
Supporting Agencies	Community Foundation of Jackson Hole Jackson Hole Chamber of Commerce Teton County CERT Teton County VOAD

Scope

Volunteers and donations management includes the following primary functions:

- **Organization and Procedures** involves developing and implementing a process that ensures Teton County can take advantage of appropriate donated goods and services without compromising incident management activities.
- **Volunteer Management** includes coordinating with organizations with established volunteer management structures to receive and ensure the appropriate engagement of unsolicited and solicited volunteers.
- **Donations Management** includes coordinating with organizations with established donations management structures to receive and ensure the appropriate use of unsolicited donations. This includes directing cash donations to appropriate nonprofit organizations.

This appendix does not address pre-established and vetted volunteer or donations resources that serve a specific function, such as American Red Cross volunteers.



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Roles and Responsibilities

This section provides a checklist of initial responsibilities for each agency involved in volunteers and donations management. Tasks are organized by emergency management phase.

Table B6.1.2 – Volunteers and Donations Management Roles and Responsibilities

Team Rubicon (Primary)	The following activities and tasks have been identified for Team Rubicon: Preparedness ✓ Develop and maintain supporting plans and procedures for volunteer and donations management in coordination with Supporting Agencies, including an operations plan for a Volunteer and Donations Coordination Center (VDCC). ✓ Identify feasible locations for VDCCs within Teton County, in coordination with TCEM. ✓ Maintain a contact list for local, regional, state, and national nonprofits and volunteer organizations that may support volunteer coordination. ✓ Develop a tracking system to organize donated goods and services. Response ✓ Serve as the lead point of contact for the TC-EOC to coordinate spontaneous volunteers and donated goods. ✓ Contact volunteers and donations coordinators from national nonprofits and volunteer organizations. ✓ Establish a VDCC and coordinate with Jackson Hole Chamber of Commerce to establish a volunteer and donations hotline. ✓ Implement a tracking system for donated goods and services to identify priority needs. ✓ Coordinate with Community Foundation of Jackson Hole to publicize volunteer needs through Volunteer JH. ✓ Identify and train volunteer coordinators (from Teton County CERT or other trained volunteer groups) to organize and mobilize spontaneous volunteers. ✓ Initiate intake and administrative procedures to manage spontaneous volunteers, including liability waivers, time tracking, volunteer qualifications, and allowable activities. ✓ Develop a strategy, in coordination with the ESF #06 Coordinator (Mass Care Services), to distribute donations and services to address unmet community needs. ✓ Provide timely public information regarding the need for volunteers and solicited donations, including drop sites and priority needs, to the ESF #15 Coordinator (External Affairs) for distribution through the JIS. ✓ Coordinate with ESF #01 (Transportation) to transport donated good and volunteers to affected areas.
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Table B6.1.2 – Volunteers and Donations Management Roles and Responsibilities	
Community Foundation of Jackson Hole (Supporting)	The following activities and tasks have been identified for Community Foundation of Jackson Hole: Preparedness ✓ Maintain a list serve of active nonprofits who can provide emergency assistance, organize volunteers, and deploy resources. ✓ Maintain infrastructure for the Community Emergency Response Fund, including guidelines and procedures for submission, vetting, review, approval, and disbursement of funds. ✓ Maintain Volunteer JH to provide a digital clearinghouse for volunteer opportunities with nonprofits and volunteer organizations involved in emergency response. Response ✓ Receive emergency cash donations and distribute to nonprofit and volunteer organizations involved in response through the Community Emergency Response Fund. ✓ Coordinate with Team Rubicon to publicize volunteer opportunities at VDCCs or with nonprofits and volunteer organizations involved in emergency response.
Jackson Hole Chamber of Commerce (Supporting)	The following activities and tasks have been identified for Jackson Hole Chamber of Commerce: Response ✓ Distribute information regarding the need for volunteers and donations to businesses. ✓ Coordinate with Team Rubicon to establish a volunteer and donations hotline in support of VDCCs.
Teton County CERT (Supporting)	The following activities and tasks have been identified for Teton County CERT: Preparedness ✓ Maintain a CERT volunteer records and contact information. Response ✓ Provide experienced volunteers to manage and coordinate spontaneous volunteers, in coordination with Team Rubicon. ✓ Activate volunteer networks to support emergency assistance efforts.
Teton County VOAD (Supporting)	The following activities and tasks have been identified for Teton County VOAD: Preparedness



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Table B6.1.2 – Volunteers and Donations Management Roles and Responsibilities

	✓ Maintain a list serve of non-profit organizations interested in disaster volunteer roles. Response ✓ Provide facilities to assist with organizing volunteers and/or donations. ✓ Activate volunteer networks to support emergency assistance efforts.
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Annex B7. ESF #07 – Resource Support

ESF #07 is responsible for facilitating logistical and resource support (outside of financial resources) for local emergency operations, including personnel, equipment, supplies, and similar items not included in other ESFs.

Table B7.1 – ESF #07 At-a-Glance	
ESF Coordinator	Emergency Management Coordinator
ESF Primary Agency	Teton County Emergency Management (TCEM)
ESF Supporting Agencies <i>ESFs are the way we organize across community agencies - the means - to enhance coordination and integration to deliver the Core Capabilities.</i>	Teton County Sheriff's Office (TCSO) Dispatch Teton Interagency Dispatch Center (TIDC) Wyoming State Response Coordination Center (SRCC) <i>Supporting Agencies for the Distribution Management function are listed in Appendix 7.1.</i>
Core Capabilities <i>The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken - the ways - to stabilize and re-establish the lifelines.</i>	 Operational Coordination  Logistics and Supply Chain Management
Community Lifelines <i>Lifelines describe the critical services within a community that must be stabilized or re-established - the ends - to alleviate threats to life and property.</i>	 Safety and Security Government Service

Scope

Resource support provided by ESF #07 may include:

- Facility space
- Office equipment and supplies
- Telecommunications
- Emergency relief supplies
- Personnel
- Transportation services (equipment, personnel, and supplies)
- Contracting services
- Logistical support



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ESF #07 does not stockpile nor pay for supplies; it merely coordinates the acquisition of resources. ESF #07 does not replace purchasing authorities of individual departments/agencies.

ESF Activation

ESFs are always activated by the TC-EOC. ESF #07 will be activated any time the EOC is activated to Level 1 (Full), Level 2 (Partial), or Level 3 (Enhanced/Monitoring).

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the [TC-EOP Section 2](#). The preferred process for ordering resources is detailed below.

For all-hazards (excluding wildland fire), the following process shall be used:

- The Incident Commander (IC) will use resources under their direct control first.
- As needed, the IC or Logistics Section Chief (LSC) will request resources from TCSO Dispatch or TIDC.
- If resources are not available, Dispatch will leverage pre-existing mutual aid agreements.
- If resources are still unavailable, Dispatch may request from the TC-EOC on behalf of the IC or LSC.
- The TC-EOC Resource Support Section will work to secure resources on behalf of the IC. Only TCSO Dispatch, TIDC, IC, or LSC may request resources from the TC-EOC.
- The TC-EOC Resource Support Section will first confirm local availability of the needed resource.
- If not available locally, TC-EOC will use the Wyoming Inter-County Mutual Aid Agreement to request the resource from neighboring counties.
- As a last resort, the TC-EOC will request the resource from the Wyoming SRCC.

For wildland fire incidents, the following process shall be used:

- The IC will use resources under their direct control first.
- As needed, the IC or LSC will request resources from their primary dispatch center (TCSO Dispatch or TIDC).
- The IC then assigns a command channel and establishes TIDC as their primary incident dispatch center.
- TIDC will handle all resource requests for wildland fire incidents.
- If TIDC does not have access to a resource through their standard channels, they can refer the request to the TC-EOC, following the same process listed above.

Roles and Responsibilities

This sub-section provides a checklist of initial responsibilities for each ESF Agency. Tasks are organized by emergency management phases. Additional responsibilities for all ESF Primary and Supporting Agencies are included in the [ESF Annex Introduction](#).

Table B7.2 – ESF #07 Agency Roles and Responsibilities	
TCEM (Primary)	The following activities and tasks have been identified for TCEM: Preparedness ✓ Maintain a notification list for all ESF #07 Supporting Agencies. ✓ Develop and maintain supporting plans and procedures for ESF #07 in coordination with Supporting Agencies. ✓ Facilitate planning, training, and exercise activities. ✓ Maintain a comprehensive essential resources list and potential suppliers for incident operations. ✓ Support ESF Coordinators to identify vendors and establish contingency contracts that support resource management. ✓ Identify specialized equipment, facilities, and personnel necessary to support vulnerable populations. ✓ Understand the legalities governing emergency procurement or acquisition of resources, specifically those involving contracting and financial management, • Response ✓ Notify relevant ESF #07 Supporting Agencies upon activation by the TC-EOP. ✓ Serve as the primary liaison to the Wyoming Office of Homeland Security (WOHS) for requests of State resources. ✓ Manage and track requests for resources submitted through WebEOC. ✓ Locate, procure, and distribute resources to support the incident as requested by TCSO Dispatch, TIDC, the IC, or LSC through the Resource Support Section of the TC-EOP. ✓ Restock commodities and supplies consumed during emergency operations. ✓ Provide assistance on procurement to local government departments and ESF Coordinators. ✓ Coordinate with ESF #01 (Transportation) to secure transportation for shipment of resources, including commodities, supplies, and personnel. ✓ Support distribution management as described in Appendix 7.1. Distribution Management.
TCSO Dispatch (Supporting)	The following activities and tasks have been identified for TCSO Dispatch: Response



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Table B7.2 – ESF #07 Agency Roles and Responsibilities	
	✓ Support ICs to secure resources for incident response. As needed, request resources from the TC-EOC.
TIDC (Supporting)	The following activities and tasks have been identified for TIDC: Response ✓ Support ICs to secure resources for incident response. As needed, request resources from the TC-EOC. ✓ Serve as the primary dispatch center for all wildland fire incidents.
Wyoming SRCC (Supporting)	The following activities and tasks have been identified for Wyoming SRCC: Response ✓ Support requests for resources when local capacity is exceeded.



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Essential Elements of Information (EIs)

This sub-section includes a list of Essential Elements of Information (EEI) that are relevant to the ESF. EEIs are a list of categorized questions that will need to be answered by ESF Agencies during activation. EEIs are categorized and numbered by FEMA Community Lifeline.

Table B7.3 – ESF Essential Elements of Information – Safety and Security		
EEI #	EEI	Potential Sources
Government Service		
SS-44	What is the current status of response resources?	IC, TCSO Dispatch, TIDC
SS-45	What is the projected response resource status?	IC, TCSO Dispatch, TIDC
SS-46	What are the resource shortfalls/needs?	IC, TCSO Dispatch, TIDC
SS-47	How many resource requests are pending?	IC, TCSO Dispatch, TIDC
SS-48	How many resource requests are at the State level?	TC-EOC, SRCC
SS-49	What resources are in staging?	IC
SS-50	What is the vendor status?	Vendors
SS-51	How many personnel are staffing Staging Area(s)?	IC
SS-52	Is the facility adequate?	IC
SS-53	Is the facility threatened?	IC
SS-54	Is personnel check-in established?	IC
SS-55	Are we using paper or electronic check-in?	IC
SS-56	Have we accounted for and reported an accurate roster?	IC
SS-57	How many personnel are on scene or operating externally?	IC
SS-58	How many other resources and types are committed?	TCSO Dispatch, TIDC
SS-59	Is the Demob plan started, in-progress or active?	IC



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ESF Supporting Resources

This sub-section addresses the additional Planning, Organization, Equipment, Training, and Exercise (POETE) resources that help to maintain and build the capability of each ESF Agency.

Table B7.4 – ESF #07 Supporting Resources	
Planning	There are no identified plans to support ESF #07.
Organization	The following standard operating procedures and MOUs/MOAs should be referenced and maintained to support ESF #07: • ESF #07 Resource Support Policy • EOC Resource Request Flowchart • EOC Requestor Authorization Form • WebEOC Board Workflows guidelines • Wyoming Inter-County Mutual Aid Agreement (WICMAA)
Equipment	The following specialty equipment may be needed and should be inventoried and maintained to support ESF #07: • Teton County's WebEOC crisis information management system • ICS-213RR forms
Training	ESF #07 agencies should participate in standard FEMA trainings as outlined in the Teton County/Town of Jackson National Incident Management System (NIMS) Training Plan. Additional training courses provided through the National Training and Education Division that are relevant to ESF #07 include: • IS0026: Guide to Points of Distribution • IS0027: Orientation to FEMA Logistics • MGT-447: Managing Food Emergencies: Strategies for Community Response • L8540: Basic Interagency Logistics Seminar/Logistics Center Tour • E0431: Understand the Emergency Management Assistance Compact • G0191: Emergency Operations Center/Incident Command System Interface • G0400: ICS 400: Advanced Incident Command System for Command and General Staff – Complex Incidents • MGT-360: Incident Command: Capabilities, Planning, and Response Actions for All-Hazards
Exercises	The following exercises are regularly conducted to support ESF #07: • Annual TC-EOP Tabletop Exercise

Annex B7, Appendix 7.1. Distribution Management

The Distribution Management Appendix describes the effective and efficient distribution of critical resources to disaster survivors, including supply chain management.

Table B7.1.1 – Distribution Management Supporting Agencies

Function Coordinator	Emergency Management Coordinator
Primary Agency	Teton County Emergency Management (TCEM)
Function Supporting Agencies	Wyoming Office of Homeland Security (WOHS) Teton County Voluntary Organizations Active in Disasters (VOAD)

Scope

Distribution management includes the following primary functions:

- **Defining Requirements** includes identifying resource needs based on the community's ability to store and distribute resources, potential demand and local supply, and pre-disaster supply chains.
- **Resource Ordering** involves establishing multiple sourcing mechanisms to mitigate threats to supply chains.
- **Distribution Methods** includes building local capacity to distribute resources to survivors using a variety of methods, ranging from direct distribution to commodity points of distribution.
- **Inventory Management** involves managing the acquisition, use, distribution, storage, and disposal of commodities and equipment to improve efficiency and readiness.
- **Transportation** includes identifying transportation routes, nodes, and flows to ensure functionality of the supply chain.
- **Staging** includes establishing staging areas to receive and distribute emergency relief supplies.
- **Demobilization** involves retrieving, rehabilitation, replenishing, disposing of, and retrograding resources at the closing of incident operations.

Roles and Responsibilities

This section provides a checklist of initial responsibilities for each agency involved in distribution management. Tasks are organized by emergency management phase.

Table B7.1.2 – Distribution Management Roles and Responsibilities	
TCEM (Primary)	The following activities and tasks have been identified for TCEM: Preparedness ✓ Develop and maintain procedures for distribution management, including distribution methods, key distribution and storage locations, staffing/volunteer resources, and existing capabilities. ✓ Conduct a gap analysis of key local and regional supply chains and identify potential vulnerabilities. ✓ Identify resource requirements for common incidents in coordination with ESF Coordinators, especially ESF #06 (Mass Care Services). ✓ Maintain an inventory of critical emergency supplies. ✓ Maintain contingency contracts with pre-identified vendors of critical emergency supplies. Response ✓ Establish direct distribution to vulnerable populations in partnership with service providers and community-based organizations. ✓ Establish and operate Commodity Points of Distribution (C-PODs) as per FEMA’s “Distribution Management Plan Guide”. ✓ Ensure proper documentation and tracking of resources within WebEOC. ✓ Provide timely public information regarding C-PODs and other resource locations to the ESF #15 Coordinator (External Affairs) for distribution to the JIS. ✓ Coordinate with ESF #01 (Transportation) to identify ingress/egress routes for emergency relief supplies, equipment, and personnel. ✓ Coordinate with ESF #13 (Public Safety and Security) to ensure protection of relief supplies at C-PODs, warehouses, or in transit. ✓ Coordinate with ESF #14 (Private Sector Support) to partner with businesses in the restoration of traditional supply chains and to establish temporary disaster supply chains.
WOHS (Supporting)	The following activities and tasks have been identified for WOHS: Preparedness ✓ Develop, maintain, and provide training on the State of Wyoming’s Distribution Management Plan. Response ✓ Provide logistical technical specialists to assist with distribution management.



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Table B7.1.2 – Distribution Management Roles and Responsibilities

Teton County VOAD (Supporting)	The following activities and tasks have been identified for Teton County VOAD within each of the emergency management phases: Preparedness ✓ Develop and maintain list of VOAD member organization facilities that could serve as C-PODS, especially considering organizations that may already be serving this function on a routine basis (free community drive-up meals, clothing drives, food bank drive-up distribution, etc.) Response ✓ Provide list of locations that could serve as a C-POD to the Distribution Management Coordinator. ✓ For selected C-POD sites, recruit organization volunteers to assist with commodity distribution. ✓ Inform the Volunteer and Donations Management Coordinator (ESF #06) of volunteer needs for C-POD sites.
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Annex B8. ESF #08 – Public Health and Medical Services

ESF #08 helps to ensure a comprehensive public health and medical response care (including mental health and veterinary services) to disaster victims. ESF #08 also supports disrupted or overburdened local medical personnel and facilities following an emergency.

Table B8.1 – ESF #08 At-a-Glance	
ESF Coordinator	Public Health Response Coordinator
ESF Primary Agency	Teton County Health Department
ESF Supporting Agencies <i>ESFs are the way we organize across community agencies - the means - to enhance coordination and integration to deliver the Core Capabilities.</i>	American Red Cross Grand Teton National Park Jackson Hole Community Counseling Center Jackson Hole Fire/EMS Jackson Police Department Senior Center of Jackson Hole St. John's Health Teton County Coroner's Office Teton County Search and Rescue Teton County Sheriff's Office Teton County Victim Services Teton District Health Officer Teton Outpatient Services
Core Capabilities <i>The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken - the ways - to stabilize and re-establish the lifelines.</i>	 Public Health, Healthcare, and EMS  Environmental Response/ Health & Safety
Community Lifelines <i>Lifelines describe the critical services within a community that must be stabilized or re-established - the ends - to alleviate threats to life and property.</i>	 Health and Medical Fatality Management Services Medical Care Public Health Patient Movement Medical Supply Chain



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Scope

ESF #08 includes the following primary functions:

- **Assessment of Health/Medical Needs** involves local assessment and identification of needs, such as investigating public health threats from disease (including zoonotic, mosquito-borne, or animal-borne diseases transmitting to humans), environmental response, and injury surveillance, and reporting.
- **Coordination of Care** includes the organization of necessary care and protective actions across hospitals, emergency services providers, health/medical personnel, and technical specialists (such as epidemiology or radiological/chemical/biological hazards).
- **Public Health Response** includes facilitating overall public health response activities, including emergency medical services (EMS), triage, treatment, transportation of disaster victims, medical surge response, and assisting with evacuation of patients.
- **Information Release** includes collecting and disseminating accurate and timely public health and medical information to the public.
- **Behavioral Health** involves providing crisis intervention and behavioral health services following a disaster.
- **Emergency Responder Health and Safety** includes identifying and monitoring the safety and health of first responders and healthcare staff during and after a disaster, including critical incident stress debriefing.
- **Commercial Food Safety** involves the inspection and verification of food safety products in distribution and retail sites; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; foodborne disease surveillance; and field investigations of foodborne illness outbreaks.
- **Fatality Management Services** includes victim identification and mortuary services in coordination with the Teton County Coroner's Office.
- **Family Reunification** involves identifying and operating a designated place used to reunify victims and their family members immediately after an incident or for family members of victims who were killed or injured to seek information and services. Note that ESF #06 (Mass Care Services) is responsible for Family Assistance Centers.

Family Reunification Center provides a venue for authorities to provide information to victims and facilitate the collection of information that can be used for victim identification.

Family Assistance Center (FAC) is a place (either a physical location or virtually) for victims and family members to get information and services after Family Reunification is complete.



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ESF Activation

ESFs are always activated by the TC-EOC. This sub-section includes potential triggers for activating the ESF by the EOC, categorized by EOC activation level.

Table B8.2 – ESF #08 Activation Triggers	
Level 4: Steady State	Steady State (or regular, day-to-day operations) and Enhanced/Monitoring operations would not require ESF activation.
Level 3: Enhanced/Monitoring	
Level 2: Partial Activation	A partial activation of the EOC and subsequent activation of ESF #08 may include: • Any hazardous materials release with reported contamination of individuals or requiring further protective actions for the public • Any incident compromising air and water quality • A local or regional outbreak of a zoonotic, animal-borne, or pest-borne disease with the potential to infect humans and requiring protective actions for the public • A local communicable disease outbreak.
Level 1: Full Activation	A full activation of the EOC and subsequent activation of ESF #08 may include: • Any hazardous materials event suspected to be related to a weapon of mass destruction, biological, or radiological weapon • A declaration by the World Health Organization and/or Centers for Disease Control of a pandemic or epidemic impacting Teton County • Any incident declared as a mass fatality event, including biological diseases (i.e., pandemic), natural disasters (i.e., earthquake), or human-caused (i.e., active shooter or terrorism)

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the [TC-EOP Section 2](#).



Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

Roles and Responsibilities

This sub-section provides a checklist of initial responsibilities for each ESF Agency. Tasks are organized by emergency management phase. Additional responsibilities for all ESF Primary and Supporting Agencies are included in the [ESF Annex Introduction](#).

Table B8.3 – ESF #08 Agency Roles and Responsibilities	
Teton County Health Department (Primary)	The following activities and tasks have been identified for Teton County Health Department: Prevention/Protection ✓ Provide surveillance, education, control, and investigation services in coordination with Wyoming Department of Health. Mitigation ✓ Identify public health and medical hazards and protocols, procedures, and policies to prevent or mitigate their impact. Preparedness ✓ Maintain a notification list for all ESF #08 Supporting Agencies. ✓ Develop and maintain a comprehensive local disaster health and medical response program that includes coordination between all Supporting Agencies. ✓ Maintain a list of private health-related agencies providing services within Teton County. ✓ Develop and maintain supporting plans and procedures for ESF #08 in coordination with Supporting Agencies. ✓ Develop and maintain emergency staffing plans. ✓ Establish memorandums of agreement (MOAs) with agencies that distribute/dispense medical countermeasures and maintain inventories of such resources. ✓ Plan and implement preventive health measures to reduce and/or prevent post-incident public health threats. ✓ Participate in the regional Healthcare Coalition group to identify and advance preparedness projects. • Response ✓ Notify all ESF #08 Supporting Agencies upon activation by the TC-EOC based on the functional areas listed below: ○ Public health/medical care responsibilities. ○ Health surveillance ○ Medical care personnel ○ Health/medical equipment and supplies ○ Patient evacuation ○ Patient care ○ Safety and security of medicine and biologicals, including blood and vaccines ○ Food safety and security

Table B8.3 – ESF #08 Agency Roles and Responsibilities

	○ Agriculture safety and security ○ Worker health/safety ○ Behavioral health care ○ Public health and medical information ○ Vector control ○ Victim identification/mortuary services ○ Protection of animal health ✓ Assign a liaison to serve in the TC-EOC to coordinate requests for additional resources and provide regular updates to TC-EOC staff and leadership. ✓ Coordinate with the TC-EOC to request state or federal mutual aid resources as needed. ✓ Provide regular, accurate, and relevant public information related to medical, public health, environmental safety incident response, and personal protective measures to the ESF #15 Coordinator (External Affairs) for distribution through the Joint Information System (JIS). Public information through the JIS will often be in addition to public information distributed directly by the Health Department. ✓ Work closely with ESF #03 (Public Works) to coordinate logistics for public health response and monitoring for public infrastructure, such as water sampling. ✓ Maintain regular situational awareness meetings with St. John's Health, Jackson Hole Fire/ EMS, and the Teton County Coroner's Office. ✓ Provide for disease surveillance and control, along with issuance quarantine orders. ✓ Inspect meat, poultry, and egg products in affected areas and verify they are safe to consume. ✓ Set up a Medical Shelter with Supporting Agencies if needed. Recovery ✓ Support healthcare facility recovery efforts. ✓ Provide disease surveillance, investigation, and control. ✓ Conduct environmental health assessments. ✓ Announce final public health messaging to the public. ✓ Assure that accurate logs are maintained to support ESF #08 After-Action Review (AAR).
American Red Cross (Supporting)	The following activities and tasks have been identified for the American Red Cross: Response ✓ Collect, receive, and report victim status in coordination with hospitals and other care units through a Disaster Welfare Information (DWI) system.

Table B8.3 – ESF #08 Agency Roles and Responsibilities

	✓ Provide medical support, first aid, and health services, if requested. ✓ Provide disaster mental health services as requested. ✓ Modify shelters to accommodate those who have specific medical needs.
Grand Teton National Park (Supporting)	The following activities and tasks have been identified for Grand Teton National Park: Response ✓ Provide initial health and medical services for incidents within the Grand Teton National Park. ✓ Respond to mutual aid requests for incidents within Teton County when local resources are exceeded. ✓ Respond to mutual aid requests for critical incident stress management and family liaison resource support.
Jackson Hole Community Counseling (Supporting)	The following activities and tasks have been identified for Jackson Hole Community Counseling: Response ✓ Provide behavioral health services to those who have experienced or become traumatized by the disaster event, including: ○ Stress debriefing ○ Crisis counseling and disaster coping education ○ Resource referrals ✓ Provide regular, accurate, and relevant public information about the behavioral health impacts from an incident to the ESF #15 Coordinator (External Affairs) for distribution through the JIS. ✓ Identify shelter occupants that need any additional behavioral health services and assistance, in coordination with the American Red Cross.
Jackson Fire/EMS (Supporting)	The following activities and tasks have been identified for Jackson Fire/EMS: Preparedness ✓ Develop and maintain disaster plans and policies for ambulance service and in field medical treatment, care, and transportation. Response ✓ Activate the Regional Emergency Response Team (RERT), as needed, to initiate and support HazMat events, bomb threats, and other events with specialized responses.

Table B8.3 – ESF #08 Agency Roles and Responsibilities

	✓ Coordinate alternative or additional ambulance services, if requested, with the Hospital Administrator. ✓ Coordinate with law enforcement to provide tactical EMS services when needed on scene. ✓ Provide on-scene services with emergency medical personnel and equipment for: ○ Triage ○ Stabilization ○ Treatment ○ Transportation ✓ Prevent contamination of health care providers or facilities. ✓ Ensure casualties are transported to correct facilities and maintain accurate patient records to assist with reunification. ✓ Maintain field communications with other emergency responders.
Jackson Police Department (Supporting)	The following activities and tasks have been identified for Jackson Police Department: Response ✓ Support mortuary services by identifying casualties. Coordinate identification through the Family Reunification Center. ✓ Assist with counseling and casework services for disaster victims with departmental social worker. ✓ Provide officers to secure medical facilities, protect medical and health staff, and provide security for sensitive equipment and supplies in transit (e.g., medical countermeasures).
Senior Center of Jackson Hole (Supporting)	The following activities and tasks have been identified for the Senior Center of Jackson Hole: Response ✓ Assess ability to continue to deliver safe and effective home health care services; advise ESF#08 Coordinator of any shortfalls. ✓ Assess immediate public health and medical needs of the senior citizen community and relay to ESF #08 Coordinator. ✓ Provide technical expertise on senior citizen public health issues.
St. John's Health (Supporting)	The following activities and tasks have been identified for St. John's Health: Preparedness

Table B8.3 – ESF #08 Agency Roles and Responsibilities

	✓ Develop hospital plans and policies regarding emergency medical treatment, care, and the running of emergency medical activities. ✓ Direct facility planning for disaster response team's needs. Response ✓ Execute the hospital disaster plan. ✓ Report hospital status and bed numbers/availability by updating the bed tracking system on EMResource. ✓ Provide medical guidance to EMS, if requested. ✓ Coordinate with all on-scene medical response staff to ensure casualties are appropriately transported. ✓ Set up alternative care sites as needed. ✓ Decontaminate and isolate patients, if needed, with EMS support. ✓ If necessary, coordinate the evacuation of patients from St. John's Health with other hospitals and EMS. ✓ Distribute and deploy medical personnel, supplies, services, and equipment to disaster site areas. ✓ Provide blood-type services, such as blood, blood-substitutes or by-products, and arrangements for blood item replacement. ✓ Operate a support center for disaster victim patients and their families.
Teton County Coroner's Office (Supporting)	The following activities and tasks have been identified for Teton County Coroner's Office: Preparedness ✓ Develop and maintain a Mass Fatalities Incident Response Plan. Response ✓ Establish morgues and alternative storage for decedents. ✓ Oversee the release of decedent remains. ✓ Manage the collections, identification, care, inventorying, and determine the cause of death of human remains. ✓ Manage a comprehensive system of record-keeping of fatalities. ✓ Activate the Victims Identification Plan with St. John's Health. ✓ Collaborate with Jackson Hole Fire/EMS to estimate the extent of casualties. Report all fatalities to ESF#08 Coordinator.
Teton County Search and Rescue (Supporting)	The following activities and tasks have been identified for Teton County Search and Rescue: Response



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Table B8.3 – ESF #08 Agency Roles and Responsibilities	
	✓ Provide immediate health and medical services for victims involved in search and rescue operations, as detailed in ESF #09 (Search and Rescue). ✓ Coordinate with emergency medical services providers to help access victims in need of rescue.
Teton County Sheriff's Office (Supporting)	The following activities and tasks have been identified for Teton County Sheriff's Office: Response ✓ Support mortuary services by identifying casualties. Coordinate identification through the Family Reunification Center. ✓ Provide officers to secure medical facilities, protect medical and health staff, and provide security for sensitive equipment and supplies in transit (e.g., medical countermeasures).
Teton County Victim Services (Supporting)	The following activities and tasks have been identified for Teton County Victim Services: Preparedness ✓ Develop and maintain a Family Reunification Plan. Response ✓ Initiate the Family Reunification Plan, as needed. ✓ Identify a safe location, in coordination with law enforcement, to serve as a Family Reunification Center. ✓ Support injured victims by notifying their status to their next kin and connecting them with their families using the Family Reunification Plan. ✓ Provide support to victims and families through the Family Reunification Center, when established, including interviews, reunification, and accessing information. ✓ Ensure privacy for victims and families based on HIPAA patient rights.
Teton District Health Officer (Supporting)	The following activities and tasks have been identified for the Teton District Health Officer: Response ✓ Serve as the representative of the State Health Officer in Teton County. ✓ Provide technical expertise on public health issues, particularly isolation, quarantine, limiting public gatherings, and other strategies for reducing the spread of communicable disease. ✓ In conjunction with the State Health Officer, issue public health orders to protect the public.



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Table B8.3 – ESF #08 Agency Roles and Responsibilities

	✓ Working with ESF #08 Coordinator, develop messaging for the public around any public health orders or issues. ✓ Working with ESF #08 and ESF #15 Coordinators, deliver understandable information to the public regarding public health incidents.
Teton Outpatient Services (Supporting)	The following activities and tasks have been identified for Teton Outpatient Services: Mitigation ✓ Participate in Hazard Mitigation Plan updates to identify opportunities for lessening the impacts of incidents. Preparedness ✓ Participate in planning, training, and exercise activities. ✓ Provide at least two (2) contacts (name, role, and contact information) for emergency response activities to the ESF #08 Coordinator and maintain annually. Response ✓ Execute the center's disaster plan. ✓ Report status and bed numbers/availability to the ESF #08 Coordinator and serve as an alternative care site. Recovery ✓ Participate in an after-action review in coordination with Teton County Emergency Management following TC-EOP activations. ✓ Implement assigned corrective actions.



**Teton County and Town of Jackson, Wyoming
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Essential Elements of Information (EEl)s

This sub-section includes a list of Essential Elements of Information (EEI) that are relevant to the ESF. EEIs are a list of categorized questions that will need to be answered by ESF Agencies during activation. EEIs are categorized and numbered by FEMA Community Lifeline.

Table B8.4 – ESF Essential Elements of Information – Health and Medical		
EEI #	EEI	Potential Sources
<i>Medical Care</i>		
HM-1	What medical care is required in shelters?	American Red Cross
HM-2	What actions that will be taken to assess and provide mental health services for the public?	JH Community Counseling Center
<i>Public Health</i>		
HM-3	What is the nature of the threat?	Teton County Health Department
HM-4	Is the region/state affected?	Wyoming Department of Health
HM-5	Is Unified Command established?	TCSO Dispatch, TIDC
HM-6	Is a public health emergency in place?	Teton District Health Officer
HM-7	Are public health alerts active?	Teton County Health Department
HM-8	Are vector controls in place?	Teton County Health Department
HM-9	Is epidemiology required?	Teton County Health Department
HM-10	What are the agencies and alternate methods used to provide potable water, bulk water, and temporary water distribution?	ESF #06, ESF #07
HM-11	Is a hospital/public health PIO needed at the incident site?	ESF #15, IC, St. John's Health
HM-12	Should information on personal protective measures be shared through the JIS?	IC, Teton County Health Department
<i>Fatality Management</i>		
HM-13	Is there an active mass fatality plan?	Teton County Coroner's Office
HM-14	What level mass fatality/casualty should be declared?	Teton County Coroner's Office, JH Fire/EMS, St. John's Health
HM-15	Are there incident related fatalities?	Teton County Coroner's Office, St. John's Health
HM-16	What is the morgue status/capacity?	Teton County Coroner's Office
HM-17	Who is releasing incident fatality numbers through the JIS?	ESF#15, Teton County Coroner's Office
<i>Patient Movement (EMS)</i>		



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Table B8.4 – ESF Essential Elements of Information – Health and Medical		
EEI #	EEI	Potential Sources
HM-18	What is the current EMS status?	JH Fire/EMS
HM-19	Is there an evacuation order in place?	IC, TC-EOC
HM-20	Is reunification required?	IC, St. John's Health
HM-21	Are there safe responder protocols?	Safety Officer
HM-22	What are the mechanisms or processes to identify children and families that need additional assistance, as well as individuals with disabilities?	Teton County Health Department
<i>Medical Supply Chain</i>		
HM-23	What are the actions that will be taken to initiate, maintain, and demobilize medical surge capacity?	St. John's Health, Teton Outpatient Services



Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

ESF Supporting Resources

This sub-section addresses the additional Planning, Organization, Equipment, Training, and Exercise (POETE) resources that help to maintain and build the capability of each ESF Agency.

Table B8.5 – ESF #08 Supporting Resources

Planning	The following plans should be referenced and maintained to support ESF #08: • Teton County Health Department Pandemic Flu Response Plan • Teton County Health Department Strategic National Stockpile Plan
Organization	The following standard operating procedures and MOUs/MOAs should be referenced and maintained to support ESF #08: • Wyoming Inter-County Mutual Aid Agreement (WICMAA) • Jackson Hole Fire/EMS Mass Casualty Incident policy Additional staffing resources that may be required to support ESF #08, as defined by FEMA's Resource Typing database, include: • Emergency Care Task Force • Public Health and Medical Systems Assessment Team
Equipment	The following specialty equipment and facilities may be needed and should be inventoried and maintained to support ESF #08: • Jackson Hole Fire/EMS mass casualty supply trailer • Jackson Hole Fire/EMS patient mass casualty supply kits (50 at each fire station) • Teton County CERT trailer • RERT 8 mass decontamination supplies • St. John's Health patient decontamination tent and supplies • Teton County Morgue • (2) Wyoming Office of Homeland Security 50 body refrigerated morgue trailers (typically in Casper and Cheyenne)
Training	ESF #08 agencies should participate in standard FEMA trainings as outlined in the Teton County/Town of Jackson National Incident Management System (NIMS) Training Plan. Additional training courses provided through the National Training and Education Division that are relevant to ESF #08 include: • AWR-111-W: Basic Emergency Medical Services (EMS) Concepts for Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Events • AWR-314-W: Medical Countermeasures Awareness for Public Health Emergencies • AWR-900: Framework for Healthcare Emergency Management • E0-418: Mass Care—Emergency Assistance Planning and Operations • MGT-409: Community Healthcare Planning and Response to Disasters



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Table B8.5 – ESF #08 Supporting Resources

Exercises	The following exercises are regularly conducted to support ESF #08: • Annual TC-EOP Tabletop Exercise • Annual Jackson Hole Airport Tabletop Exercise • Tri-Annual Jackson Hole Airport Full Scale Exercise • Annual Teton County Health Department Pandemic Flu/SNS Exercise
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Annex B9. ESF #09 – Search and Rescue

ESF #09 provides life-saving assistance by locating, accessing, stabilizing, and transporting victims during or after a major incident or disaster. Public and private resources are used for distress monitoring, incident communications, and personnel coordination.

Table B9.1 – ESF #09 At-a-Glance	
ESF Coordinator	SAR Coordinator
ESF Primary Agency	Teton County Sheriff's Office (TCSO) Search & Rescue
ESF Supporting Agencies <i>ESFs are the way we organize across community agencies - the means - to enhance coordination and integration to deliver the Core Capabilities.</i>	Bridger-Teton National Forest Caribou-Targhee National Forest Civil Air Patrol Grand Teton National Park Jackson Hole Fire/EMS Mountain Resort Ski Patrols (Snow King, Grand Targhee, Jackson Hole Mountain Resort) Regional Emergency Response Team (RERT) 8 Regional Search & Rescue Teams Rotor Wing Air Ambulance Services Wyoming Department of Transportation (WYDOT)
Core Capabilities <i>The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken - the ways - to stabilize and re-establish the lifelines.</i>	 Mass Search and Rescue Operations
Community Lifelines <i>Lifelines describe the critical services within a community that must be stabilized or re-established - the ends - to alleviate threats to life and property.</i>	 Safety and Security Search and Rescue



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Scope

ESF #09 includes the following primary functions:

- Urban (structural collapse) or confined space search and rescue
- Waterborne search and rescue
- Land search and rescue

The majority of search and rescue incidents in Teton County that would require ESF #09 activation are land search and rescue incidents in less developed areas of the County.

ESF Activation

ESFs are always activated by the TC-EOC. This sub-section includes potential triggers for activating the ESF by the EOC, categorized by EOC activation level.

Table B9.3 – ESF #09 Activation Triggers	
Level 4: Steady State	Steady State (or regular, day-to-day operations) and Enhanced/Monitoring operations would not require ESF activation.
Level 3: Enhanced/Monitoring	
Level 2: Partial Activation	A partial activation of the TC-EOC and subsequent activation of ESF #09 may include: • A search and rescue incident requiring mutual aid resources from outside Teton County • A search and rescue incident involving a high-profile missing person
Level 1: Full Activation	A full activation of the TC-EOC and subsequent activation of ESF #09 may include: • A catastrophic and/or mass fatality event requiring significant search and rescue resources across multiple incident areas (i.e., earthquake, avalanche in a developed area with known burials)

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the [TC-EOP Section 2](#).

Roles and Responsibilities

This sub-section provides a checklist of initial responsibilities for each ESF Agency. Tasks are organized by emergency management phases. Additional responsibilities for all ESF Primary and Supporting Agencies are included in the [ESF Annex Introduction](#).

Table B9.3 – ESF #09 Agency Roles and Responsibilities	
TCSO Search & Rescue (Primary)	The following activities and tasks have been identified for TCSO Search & Rescue: Mitigation ✓ Support and promote the Backcountry Zero initiative to provide accessible educational materials and opportunities to users to help execute and enjoy safer backcountry adventures, while working to reduce injuries and fatalities in the Tetons. ✓ Support and promote the Be 307 Aware program, which provides a common public UHF channel for SAR coordination Preparedness ✓ Maintain a notification list for all ESF #09 Supporting Agencies. ✓ Maintain standard operating procedures (SOPs) for ESF activities. ✓ Develop, maintain, and implement an ESF #09 SAR Plan to coordinate the use of specialized resources, functions, and capabilities available in coordination with Supporting Agencies. ✓ Annually verify the ESF #09 SAR Plan with the availability of resources to include heavy equipment, search dogs, technology, and shoring materials, to include providers and contact numbers. ✓ Establish pre-incident coordination for requesting FEMA USAR teams through TCEM to the Wyoming Office of Homeland Security (WOHS). ✓ Conduct training for volunteers. ✓ Maintain a list of certified search and rescue personnel and ensure training and certifications are up to date. Response ✓ Notify relevant ESF #09 Supporting Agencies upon activation by the TC-EOC. ✓ Provide personnel, as requested, to the TC-EOC to provide status and information on SAR efforts. If not co-located at the TC-EOC, TCSO SAR will establish a secure video link between their Operations Center and the TC-EOC. ✓ Coordinate with the appropriate regional, state, and/or federal agencies as local resources and/or authorities are exceeded. ✓ Serve as a liaison to FEMA USAR Teams if present. ✓ Determine the scope and resources needed and begin mobilization of necessary resources. ✓ Conduct SAR operations to locate and rescue persons in distress, based on the requirements of local authorities.

Table B9.3 – ESF #09 Agency Roles and Responsibilities

	✓ Initiate community-based SAR support operations across a wide, geographically dispersed area. ✓ Deploy personnel as needed and ensure a check and balance system to carefully account for each person deployed. ✓ Work with ESF #08 (Public Health and Medical Services) and SAR medical providers to address medical concerns during rescue operations. ✓ Coordinate air support and additional specialized resources, including those available through mutual aid, to assist operations. ✓ Provide regular, accurate, and relevant public information related to ongoing search and rescue operations to the ESF #15 Coordinator (External Affairs) for distribution through the Joint Information System (JIS). ✓ Manage spontaneous volunteers for large-scale search operations and keep them informed of the scope of their duties. Recovery ✓ Provide incident reports, assessments, and situation reports for documentation as needed.
Bridger-Teton National Forest (Supporting)	The following activities and tasks have been identified for Bridger-Teton National Forest: Preparedness ✓ Provide safety information for visitors, boaters, climbers, hikers, and other recreationalists. ✓ Spread educational awareness about lifesaving and first aid techniques that could reduce injuries or illnesses while waiting for SAR responders. ✓ Maintain a list of certified search and rescue personnel and ensure training and certifications are up to date. Response ✓ Provide knowledge of the backcountry, additional personnel, equipment, and specialized technology to assist in SAR response operations within Bridger-Teton National Forest. ✓ Coordinate with TCSO Search & Rescue on use of helicopter for SAR operations. ✓ Provide swift water rescue first response in Snake River Canyon, Hoback Canyon, and other areas patrolled by Forest Service River Rangers.
Caribou-Targhee National Forest	The following activities and tasks have been identified for Caribou-Targhee National Forest:

Table B9.3 – ESF #09 Agency Roles and Responsibilities

(Supporting)	Preparedness ✓ Provide safety information for visitors, boaters, climbers, hikers, and other recreationalists. ✓ Spread educational awareness about lifesaving and first aid techniques that could reduce injuries or illnesses while waiting for SAR responders. ✓ Maintain a list of certified search and rescue personnel and ensure training and certifications are up to date. Response ✓ Provide knowledge of the backcountry, additional personnel, equipment, and specialized technology to assist in SAR response operations within Caribou-Targhee National Forest. ✓ Coordinate with TCSO Search & Rescue on use of helicopter for SAR operations.
Civil Air Patrol (Supporting)	The following activities and tasks have been identified for Civil Air Patrol: Preparedness ✓ Maintain a list of certified search and rescue personnel, and pilots and ensure training and certifications are up to date. Response ✓ Provide additional personnel, equipment, and technology to assist in SAR response operations within Teton County when local resources are exceeded.
Grand Teton National Park (Supporting)	The following activities and tasks have been identified for Grand Teton National Park: Preparedness ✓ Provide safety information for visitors, boaters, climbers, hikers, and other recreationalists. ✓ Spread educational awareness about lifesaving and first aid techniques that could reduce injuries or illnesses while waiting for SAR responders. ✓ Maintain a list of certified search and rescue personnel and ensure training and certifications are up to date. Response ✓ Lead SAR operations within Grand Teton National Park. ✓ Provide knowledge of the backcountry, additional personnel, equipment, and specialized technology to assist in SAR response operations within greater Teton County.

Table B9.3 – ESF #09 Agency Roles and Responsibilities

Jackson Hole Fire/EMS and RERT 8 (Supporting)	The following activities and tasks have been identified for Jackson Hole Fire/EMS and RERT 8: Preparedness ✓ Maintain a list of certified search and rescue personnel and ensure training and certifications are up to date. Response ✓ Perform lifesaving treatment during ambulance transport. ✓ Coordinate with other Supporting Agencies to respond to medical emergencies related to SAR operations. ✓ Make unmanned aerial system (UAS) pilots and equipment available to SAR operations if requested. ✓ Active RERT 8 to lead SAR operations for confined space rescues when local resources have been exceeded. The RERT 8 will provide specialized rescue capabilities, including confined space rescue and rescue in hazardous materials environments.
Mountain Resort Ski Patrols (Supporting) <i>Snow King, Grand Targhee, Jackson Hole Mountain Resort</i>	The following activities and tasks have been identified for Mountain Resort Ski Patrols: Mitigation ✓ Reduce the potential damage of avalanches by building infrastructure, running avalanche mitigation routes, and deploying explosive hand charges. ✓ Support and promote the Backcountry Zero initiative to provide accessible educational materials and opportunities to users to help execute and enjoy safer backcountry adventures, while working to reduce injuries and fatalities in the Tetons. Preparedness ✓ Maintain a list of certified search and rescue dogs, handlers, and personnel, and ensure training and certifications are up to date. Response ✓ Assist with SAR operations within the bounds of the resort and work with the ESF #09 Coordinator and other responding agencies to provide access outside of the operational boundary. ✓ Deploy trained search and rescue dogs and their handlers to assist in SAR response operations. ✓ Work with the ESF #09 Coordinator to follow up on search and rescue dog leads during SAR operations.
Rotor Wing Air Ambulance	The following activities and tasks have been identified for Rotor Wing Air Ambulance Services:

Table B9.3 – ESF #09 Agency Roles and Responsibilities

Services (Supporting) <i>AIR Idaho, Portneuf Life Flight, Classic Air Medical</i>	Preparedness ✓ Maintain a list of certified search and rescue personnel and ensure training and certifications are up to date. Response ✓ Respond to calls for service from SAR incident commanders and/or their dispatch centers, either rendezvousing with SAR incident personnel who have extricated the patient or flying directly to the patient, depending upon the situation and safety factors. ✓ Coordinate with other air resources on the incident to ensure safety of patient and responders. ✓ Evaluate and provide treatment to patients during transport to the nearest hospital offering the appropriate level of care for the patient.
Regional Search and Rescue Teams (Supporting)	The following activities and tasks have been identified for Regional Search and Rescue Teams: Preparedness ✓ Maintain a list of certified search and rescue personnel and ensure training and certifications are up to date. Response ✓ Provide additional personnel, equipment, and technology to assist in SAR response operations within Teton County when local resources are exceeded.
WYDOT (Supporting)	The following activities and tasks have been identified for WYDOT: Mitigation ✓ Reduce the potential damage of avalanches to WYDOT transportation routes by building infrastructure, running avalanche mitigation routes, and deploying various avalanche control strategies. ✓ Close transportation routes and notify the public of closures when avalanche danger is too high for WYDOT personnel to safely mitigate. Response ✓ Assist SAR operations with technical specialists to help assess risk to the public and responders from avalanche. ✓ Assist SAR operations with avalanche mitigation as requested. ✓ Maintain roadways and clear them of any debris that would restrict access for search and rescue teams.



Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

Essential Elements of Information (EEl)s

This sub-section includes a list of Essential Elements of Information (EEI) that are relevant to the ESF. EEIs are a list of categorized questions that will need to be answered by ESF Agencies during activation. EEIs are categorized and numbered by FEMA Community Lifeline.

Table B9.4 – ESF Essential Elements of Information – Safety and Security (SS)		
EEI #	EEI	Potential Sources
Search and Rescue		
SS-60	Are Search and Rescue (SAR) operations ongoing?	TCSO SAR, TCSO Dispatch, TIDC
SS-61	Is TCSO SAR leading operations or are they a resource?	TCSO SAR
SS-62	What efforts are ongoing?	TCSO SAR, TCSO Dispatch, TIDC
SS-63	What specific resources are needed? (i.e., personnel, equipment, functions)	IC
SS-64	Who is the Incident Commander? Has it been assigned to an agency?	TCSO Dispatch, TIDC
SS-65	What teams are activated?	TCSO SAR, TCSO Dispatch, TIDC
SS-66	What is the communications mode?	IC
SS-67	What additional outside resources are needed (regional, state, federal)?	IC
SS-68	What geographic areas are included in the search?	IC
SS-69	Is a grid system in place? What are the coordinates?	IC
SS-70	Is Geographic Information System (GIS) mapping needed?	IC
SS-71	Is a GIS Tech Spec assigned for assistance?	IC
SS-72	Are local incident triage sites established? Locations?	JHFEMS, GTNP EMS
SS-73	Are there onsite medical operations?	JHFEMS, GTNP EMS
SS-74	Are there casualty collection points?	JHFEMS, GTNP EMS



Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

ESF Supporting Resources

This sub-section will address the additional Planning, Organization, Equipment, Training, and Exercise (POETE) resources that help to maintain and build the capability of each ESF Agency.

Table B9.5 – ESF #09 Supporting Resources	
Planning	The following plans should be referenced and maintained to support ESF #09: • TCSO Search and Rescue Plan
Organization	The following standard operating procedures and MOUs/MOAs should be referenced and maintained to support ESF #09: • TCSO SAR Standard Operating Procedures for avalanche, caving, and swift water rescues • MOU with Teton County, ID Search and Rescue Additional staffing resources that may be required to support ESF #09, as defined by FEMA's Resource Typing database, include: • Medical Team: Doctors, Paramedics, EMTs • Air Search Team • Animal Search and Rescue Team • Land and Search Rescue Team • Fixed Wing Search Team / Disaster Reconnaissance • Structural Collapse Rescue Team • Swiftwater/ Flood Search and Rescue Team • Public Safety Dive Team • Urban Search and Rescue Task Force • US&R Incident Support Team • Waterborne Search and Rescue Team
Equipment	The following specialty equipment may be needed and should be inventoried and maintained to support ESF #09: • Watercrafts • 4WD Vehicles • Snowmobiles • Aircraft • SARtopo • Search and rescue dogs • UAS programs (TCSO and JHFEMS)
Training	ESF #09 agencies should participate in standard FEMA trainings as outlined in the Teton County/Town of Jackson National Incident Management System (NIMS) Training Plan. Additional training courses provided through the National Training and Education Division that are relevant to ESF #09 include: • AWR-232: Mass Fatalities Planning and Response for Rural Communities



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Table B9.5 – ESF #09 Supporting Resources

	• AWR-381-1: Establishing an Information Sharing and Analysis Organization • PER-213: Wide Area Search • Steep and High Angle Rope Rescue • Avalanche Rescue Pro Level 1 • Swiftwater Rescue • Cave Rescue • ICS-100, NIMS-700, ICS-200 • Helicopter Short-Haul Training
Exercises	The following exercises are regularly conducted to support ESF #09: • Annual TC-EOP Tabletop Exercise • Annual training and drills with Grand Teton National Park

Annex B10. ESF #10 – Hazardous Materials Response

ESF #10 provides support and response to the control and containment of an actual or potential discharge and/or uncontrolled release of oil or hazardous materials. Federal resources are requested when local resources are, have been, or are expected to be overwhelmed in responding to the hazardous material incident.

Table B10.1 – ESF #10 At-a-Glance	
ESF Coordinator	Fire Chief
ESF Primary Agency	Jackson Hole Fire/EMS
ESF Supporting Agencies <i>ESFs are the way we organize across community agencies - the means - to enhance coordination and integration to deliver the Core Capabilities.</i>	Grand Teton National Park Hazardous Materials Shipping Companies Jackson Hole Airport Fire Department Regional Emergency Response Team (RERT) 8 Teton Village Fire Department Teton County Local Emergency Planning Committee (LEPC) Tier II Facilities
Core Capabilities <i>The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken - the ways - to stabilize and re-establish the lifelines.</i>	 Environmental Response/Health and Safety  Fire Management and Suppression
Community Lifelines <i>Lifelines describe the critical services within a community that must be stabilized or re-established - the ends - to alleviate threats to life and property.</i>	 Hazardous Materials Oil/HAZMAT Facilities HAZMAT, Pollutants, Contaminants



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Scope

ESF #10 includes the following primary functions:

- **Incident Response and Containment** involves the prevention of, response to, containment of, and monitoring the clean-up of hazardous material releases.
- **Contamination Analysis** involves the detection and assessment the extent of environmental contamination, including monitoring, sampling, and analysis of contaminated areas.

Hazardous Materials are substances or chemicals that pose a health hazard, a physical hazard, or harm to the environment. Hazardous materials are defined and regulated by the U.S. Environmental Protection Agency, U.S. Occupational Safety and Health Administration, U.S. Department of Transportation, and U.S. Nuclear Regulatory Commission.

ESF Activation

ESFs are always activated by the TC-EOC. This sub-section includes potential triggers for activating the ESF by the EOC, categorized by EOC activation level.

Table B10.2 – ESF #10 Activation Triggers	
Level 4: Steady State	Steady State (or regular, day-to-day operations) and Enhanced/Monitoring operations would not require ESF activation.
Level 3: Enhanced/Monitoring	
Level 2: Partial Activation	A partial activation of the EOC and subsequent activation of ESF #10 may include: • Release of a hazardous material of greater than 55 gallons and/or of an extremely hazardous substance as defined in 40 CFR 355. • Release of a hazardous material into a water source • Any release with reported contamination of individuals or requiring further protective actions for the public
Level 1: Full Activation	A full activation of the EOC and subsequent activation of ESF #10 may include: ✓ Any hazardous materials event suspected to be related to a weapon of mass destruction, biological, or radiological weapon

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the [TC-EOP Section 2](#).

Due to mobilization and travel time, early consideration should be given to requesting RERT 8 and/or other State assets. Requests for State assistance should follow the processes outlined in the [TC-EOP Section 4.3](#). Under exigent circumstances, the on-scene Incident Commander may request the RERT directly then as time allows submit a request through TCEM to make a formal request to the Wyoming Office of Homeland Security (WOHS).

Roles and Responsibilities

This sub-section provides a checklist of initial responsibilities for each ESF Agency. Tasks are organized by emergency management phase. Additional responsibilities for all ESF Primary and Supporting Agencies are included in the [ESF Annexes Introduction](#).

Table B10.3 – ESF #10 Agency Roles and Responsibilities

Jackson Hole Fire/EMS and RERT 8 (Primary)	The following activities and tasks have been identified for Jackson Hole Fire/EMS and RERT 8: Preparedness ✓ Maintain a notification list for all ESF #10 Supporting Agencies. ✓ Maintain a list of shipping companies and clean-up agencies providing services within Teton County. ✓ Develop and maintain supporting plans and procedures for ESF #10 in coordination with Supporting Agencies. ✓ Prepare an inventory of existing threats. ✓ Develop procedures for identification, control, and clean-up of HazMat. ✓ Establish memorandums of agreement (MOAs) with agencies and private contractors capable of performing HazMat emergency actions. ✓ Develop a standard Incident Action Plan (IAP) and Safety Plan template for any ESF #10 activations. ✓ Maintain a team of certified HazMat responders and a roster of their individual levels of certification. Response ✓ Notify relevant ESF #10 Supporting Agencies upon activation by the TC-EOC. ✓ Ensure that an Incident Commander (IC) has been identified and the decision documented. Establish an on-scene Incident Command Post (ICP). Transition to Unified Command or Area Command for multi-jurisdictional and/or expanding incidents, as appropriate. ✓ Assign a liaison to serve in the TC-EOC to coordinate requests for additional resources and provide regular updates to EOC staff and leadership. ✓ Coordinate with the TC-EOC to request state or federal mutual aid resources as needed. ✓ Manage the activation of HazMat response teams. ✓ Evaluate and respond to requests including providing available resources, equipment, and personnel for ESF objectives. ✓ Assess the situation status on: ○ Location ○ Exposure pathways and directions ○ Potential impacts to human health, welfare, safety, and the environment ○ Types, availability, and location of response resources
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Table B10.3 – ESF #10 Agency Roles and Responsibilities

	○ Technical support, HazMat, and cleanup services ✓ Provide personal protective equipment. ✓ Establish hot, warm, and cold zones for hazmat operations. ✓ Determine decontamination areas and establish appropriate operations ✓ Coordinate decontamination activities with appropriate local, state, and federal agencies. ✓ Coordinate with the appropriate regional, state, and/or federal (including private sector) agencies to ensure control, environmental monitoring and assessment, clean-up, and disposal of any hazardous waste. ✓ Provide regular, accurate, and relevant public information related to potential impacts and personal protective actions to the ESF #15 Coordinator (External Affairs) for distribution through the Joint Information System (JIS). ✓ Coordinate with ESF #11 (Agricultural, Natural, and Cultural Resources) on potential impacts to natural resources and wildlife. ✓ Coordinate with ESF #08 (Public Health and Medical Services) on potential impacts to human health and safety. Recovery ✓ Handle post-spill recovery actions, including: ○ Soil recovery ○ Material collections and disposal ○ Mitigation cost recovery from responsible parties ✓ Ensure responsible parties secure contracts for clean-up and remediation services. ✓ Provide information and status of HazMat activities to the TC-EOC.
Grand Teton National Park (Supporting)	The following activities and tasks have been identified for Grand Teton National Park: Prevention/Protection ✓ Identify and implement strategies to protect communities from potential threats, including investments in improving methods and procedures for storing, transporting, handling, and processing HazMat. Preparedness ✓ Maintain the HazMat trailer (Station 4) to ensure readiness for mobilization as needed. ✓ Train and certify firefighter staff in HazMat Operations and Hazardous Waste Operations and Emergency Response (HAZWOPER). Response

Table B10.3 – ESF #10 Agency Roles and Responsibilities

	✓ Coordinate response to HazMat incidents that impact Grand Teton National Park and communicate incident information to the ESF #10 Coordinator. ✓ Respond to HazMat incidents within Grand Teton National Park to level of personnel training and equipment; request mutual aid from Jackson Hole Fire/EMS and/or RERT 8 when the incident exceeds level of training and/or equipment. ✓ Provide resources (personnel, equipment, and technical expertise) to support HazMat response to incidents in Teton County that exceed local resources.
Hazardous Materials Shipping Companies (Supporting)	The following activities and tasks have been identified for Hazardous Materials Shipping Companies: Prevention/Protection ✓ Identify and implement strategies to protect communities from potential threats, including investments in improving methods and procedures for storing, transporting, handling, and processing HazMat. Mitigation ✓ Provide information on routine hazardous materials shipping routes to the Teton County LEPC including materials shipped, amounts, schedule, and routes used. Preparedness ✓ Develop, maintain, and exercise emergency response plans related to HazMat incidents. Response ✓ Coordinate with the ESF #10 Coordinator to secure additional resources for response as needed. ✓ Follow established emergency notification and reporting procedures. ✓ Secure contracted services for response, clean-up, and decontamination services.
Jackson Hole Airport Fire Department (Supporting)	The following activities and tasks have been identified for Jackson Hole Airport Fire Department: Prevention/Protection ✓ Identify and implement strategies to protect communities from potential threats, including investments in improving methods and procedures for storing, transporting, handling, and processing HazMat.

Table B10.3 – ESF #10 Agency Roles and Responsibilities

	Preparedness ✓ Train and certify firefighter staff in HazMat Operations and Hazardous Waste Operations and Emergency Response (HAZWOPER). Response ✓ Coordinate response to HazMat incidents that impact Jackson Hole Airport and communicate incident information to the ESF #10 Coordinator. ✓ Respond to HazMat incidents within Jackson Hole Airport to level of personnel training and equipment; request mutual aid from Jackson Hole Fire/EMS and/or RERT 8 when incident exceeds level of training and/or equipment. ✓ Provide resources (personnel, equipment, and technical expertise) to support HazMat response to incidents in Teton County that exceed local resources.
Teton County LEPC (Supporting)	The following activities and tasks have been identified for Teton County LEPC: Prevention/Protection ✓ Identify and implement strategies to protect communities from potential threats, including investments in improving methods and procedures for storing, transporting, handling, and processing hazardous materials. Mitigation ✓ Send annual reminder to facilities in Teton County that store over 10,000 lbs. of hazardous materials (or lower thresholds for Extremely Hazardous Substances) of their requirement to submit a Tier II report by March 1 of each year. These facilities are referred to as “Tier II Facilities”. ✓ Annually review submitted Tier II reports for accuracy, make corrections, and provide data to all fire departments, dispatch centers, and law enforcement agencies in Teton County, WY (inclusive of Yellowstone National Park) ✓ Provide analysis of Tier II reports annually to LEPC. Preparedness ✓ Maintain contact list of LEPC members. ✓ Maintain contact list of Tier II facility responsible parties. ✓ Develop, maintain, and provide training on the Teton County/Town of Jackson Hazardous Materials Response Plan. ✓ Facilitate regular LEPC meetings to improve coordination, networking, awareness, and response capabilities for hazardous materials incidents.

Table B10.3 – ESF #10 Agency Roles and Responsibilities

	✓ Participate in SERC meetings and relay local hazardous materials issues to the commission. Response ✓ Provide technical assistance and expertise related to HazMat incidents as needed. ✓ Document hazardous materials releases above the EPA's List of Lists Extremely Hazardous Substance (EHS) Reportable Quantity (RQ) and forward to SERC and Wyoming Department of Environmental Quality (DEQ).
Teton Village Fire Department (Supporting)	The following activities and tasks have been identified for Teton Village Fire Department: Prevention/Protection ✓ Identify and implement strategies to protect communities from potential threats, including investments in improving methods and procedures for storing, transporting, handling, and processing HazMat. Preparedness ✓ Train and certify firefighter staff in HazMat Operations and Hazardous Waste Operations and Emergency Response (HAZWOPER). Response ✓ Coordinate response to HazMat incidents that impact Teton Village and communicate incident information to the ESF #10 Coordinator. ✓ Respond to HazMat incidents within Teton Village to level of personnel training and equipment; request mutual aid from Jackson Hole Fire/EMS and/or RERT 8 when incident exceeds level of training and/or equipment. ✓ Provide resources (personnel, equipment, and technical expertise) to support HazMat response to incidents in Teton County that exceed local resources.
Tier II Facilities (Supporting)	The following activities and tasks have been identified for Tier II Facilities: Prevention/Protection ✓ Identify and implement strategies to protect communities from potential threats, including investments in improving methods and

Table B10.3 – ESF #10 Agency Roles and Responsibilities

	procedures for storing, transporting, handling, and processing hazardous materials. Mitigation ✓ Submit facility Tier II report annually by March 1 following instructions provided by the Teton County LEPC and Wyoming SERC. ✓ Report any significant changes in hazardous materials storage to Teton County LEPC. Preparedness ✓ Develop, maintain, and exercise emergency response plans related to HazMat incidents. ✓ If facility stores an EPA Extremely Hazardous Substance (EHS) above the Reportable Quantity (RQ), develop and maintain a facility emergency plan and submit with Tier II report annually. Response ✓ Initiate emergency response operations for any HazMat incident within or surrounding the facility to level of training and equipment. ✓ Coordinate with the ESF #10 Coordinator to secure additional resources for response as needed. ✓ Report all hazardous materials releases above the EHS Reportable Quantity to Teton County LEPC. ✓ Follow established emergency notification and reporting procedures.
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Essential Elements of Information (EIs)

This sub-section includes a list of Essential Elements of Information (EEI) that are relevant to the ESF. EEIs are a list of categorized questions that will need to be answered by ESF agencies during activation. EEIs are categorized and numbered by FEMA Community Lifeline.

Table B10.4 – ESF Essential Elements of Information – Hazardous Materials		
EEI #	EEI	Potential Sources
HAZ-1	What is the facility's formal plan to reduce the impacts from a release?	LEPC, Tier II Facility
HAZ-2	What is the chemical or hazardous substance?	LEPC, Tier II Facility, RERT 8
HAZ-3	How much of the chemical or hazardous substance is exposed?	Tier II Facility, RERT 8
HazMat, Pollutants, Contaminants		
HAZ-4	How many sites report active HazMat?	LEPC
HAZ-5	Is there leakage?	IC, Tier II Facility
HAZ-6	Where is the HazMat leak?	IC, Tier II Facility
HAZ-7	Is there a breach in containment?	IC, Tier II Facility
HAZ-8	Is the HazMat substance leaking into water?	IC, Tier II Facility
HAZ-9	Are people exposed to the HazMat substance?	IC, Tier II Facility
HAZ-10	Do the current resources available meet the methods for stabilization?	IC
HAZ-11	What are the methods to detect and assess the extent of contamination?	RERT 8
HAZ-12	What are the methods to stabilize a release and prevent the spread of contamination?	RERT 8
HAZ-13	What are the needs for decontamination and levels required?	RERT 8, ESF #08
HAZ-14	What are the opportunities for environmental cleanup, waste disposition, and remediation?	RERT 8, ESF #11
HAZ-15	Is this a Tier II facility or not?	LEPC
HAZ-16	Is the Tier II facility reporting up to date?	LEPC
HAZ-17	If not a Tier II facility, what HazMat is stored on- site?	IC, Facility
HAZ-18	Is the facility point of contact up to date?	LEPC
HAZ-19	Are there public protective actions in place?	IC
HazMat Personnel		
HAZ-20	How many resources (law enforcement, fire/EMS, and RERT) are assigned?	IC, TCSO Dispatch, TIDC
HAZ-21	Is Wyoming Department of Environmental Quality (DEQ) needed? If so, are they leading notifications?	IC, LEPC
HAZ-22	Have state assets (WY Homeland Security Duty Officer) been contacted or notified?	TCEM
HAZ-23	Has the federal agencies been notified/on scene?	IC, LEPC, WY DEQ
HAZ-24	Is an evacuation required or ongoing?	IC
HAZ-25	How long is the evacuation order in place for?	IC
HAZ-26	Are there public protective actions in place? For how long?	IC
HAZ-27	Are there shelter-in-place orders?	IC



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Table B10.4 – ESF Essential Elements of Information – Hazardous Materials		
EEI #	EEI	Potential Sources
HAZ-28	How long will shelter-in-place orders be needed?	IC
HAZ-29	Are there any isolation orders?	IC
HAZ-30	How long will isolation orders be needed?	IC
HAZ-31	Is Incident Command established?	TCSO Dispatch, TIDC
HAZ-32	Are there safe responder protocols or mandatory safety elements in place?	IC, Safety Officer, RERT 8
HAZ-33	Is there an Incident Action Plan in place?	IC
HAZ-34	What are the mechanisms or processes to identify children and families that need additional assistance, as well as individuals with access and functional needs?	ESF #08, ESF #06
HAZ-35	Are additional resources needed to provide additional assistance to individuals with access and functional needs?	ESF #08, ESF #06
HAZ-36	Is additional help needed with evacuating or decontaminating individuals with access and functional needs?	ESF #08
HAZ-37	Will individuals with access and functional needs be at risk during response or recovery?	ESF #08

ESF Supporting Resources

This sub-section addresses the additional Planning, Organization, Equipment, Training, and Exercise (POETE) resources that help to maintain and build the capability of each ESF Agency.

Table B10.5 – ESF #10 Supporting Resources	
Planning	The following plans should be referenced and maintained to support ESF #10: • Teton County/Town of Jackson Hazardous Materials Emergency Response Plan • Tier II Hazardous Materials facility reports
Organization	The following standard operating procedures and MOUs/MOAs should be referenced and maintained to support ESF #10: • Wyoming Inter-County Mutual Aid Agreement (WICMAA) • Jackson Hole Fire/EMS Hazardous Materials Standard Operating Guide • Regional Emergency Response Team (RERT) – Field Operation Guide Additional staffing resources that may be required to support ESF #10, as defined by FEMA's Resource Typing database, include: • Environmental Health Team • Hazardous Materials Response Team
Equipment	The following specialty equipment may be needed and should be inventoried and maintained to support ESF #10: • RERT 8 State Asset: Rescue 74 • Decontamination Trailer • Park Service HazMat Trailer • Type 1 Fire Engines • EPA's CAMEO/ALOHA/MARPLOT hazardous materials software • AristaTek PEAC-WMD Web web-based software • U.S. Department of Transportation Emergency Response Guidebook (ERG), both physical copies and web/mobile version • U.S. National Library of Medicine Wireless Emergency System for Emergency Responders (WISER) mobile app and web-based software
Training	ESF #10 agencies should participate in standard FEMA trainings as outlined in the Teton County/Town of Jackson National Incident Management System (NIMS) Training Plan. Additional training courses provided through the National Training and Education Division that are relevant to ESF #10 include: • Quarterly RERT trainings • AWR-358: Hazardous Materials Awareness • E0954: NIMS ICS All-Hazards Safety Officer Course



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Table B10.5 – ESF #10 Supporting Resources	
	• IS0005.a: An Introduction to Hazardous Materials • PER-212: Operational Level Response to HazMat/WMD Incidents
Exercises	The following exercises are regularly conducted to support ESF #10: • Annual TC-EOP Tabletop Exercise • LEPC Annual HazMat Exercise • Jackson Hole Airport Annual Tabletop Exercise • Jackson Hole Airport Tri-Annual Full-Scale Exercise

Annex B11. ESF #11 – Agriculture, Natural, and Cultural Resources

ESF #11 mitigates the loss of crops, livestock, and wildlife and protects significant natural and cultural resources and historic properties from natural causes and unplanned occurrences.

Table B11.1 – ESF #11 At-a-Glance

ESF Coordinator	Executive Director	
ESF Primary Agency	Teton Conservation District (TCD)	
ESF Supporting Agencies <i>ESFs are the way we organize across community agencies - the means - to enhance coordination and integration to deliver the Core Capabilities.</i>	Bridger-Teton National Forest Caribou-Targhee National Forest Flat Creek Watershed Improvement District (FCWID) Grand Teton National Park Jackson Hole Historical Society and Museum National Elk Refuge	Teton County Fair & Fairgrounds Teton County Historic Preservation Board (TCHPB) Teton County Weed and Pest Teton County University of Wyoming (UW) Cooperative Extension Service Wyoming Game & Fish
Core Capabilities <i>The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken - the ways - to stabilize and re-establish the lifelines.</i>	 Environmental Response/Health and Safety	
Community Lifelines <i>Lifelines describe the critical services within a community that must be stabilized or re-established - the ends - to alleviate threats to life and property.</i>	 Food, Water, Shelter Agriculture (Animals and Agriculture)	 Safety and Security Community Safety (Flood Control)

Scope

ESF #11 includes the following primary functions:

- **Animal, Plant Disease, and Pest Response** involves implementing an integrated response to an outbreak of a highly contagious or economically devastating zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation. Ensures, in coordination with ESF #08 (Public Health and Medical Services), support for animal and wildlife issues during natural disasters.
- **Natural, Cultural, and Historic (NCH) Resources** involves the appropriate response actions to conserve, rehabilitate, recover, and restore NCH resources.
- **Air and Water Quality** involves monitoring air and water quality levels within a safe range for the community and responding if there is a high level of particulate or pollutants stemming from human-caused or natural sources. Monitoring and testing safe drinking water is the responsibility of ESF #08 (Public Health and Medical Services).

ESF Activation

ESFs are always activated by the TC-EOC. This sub-section includes potential triggers for activating the ESF by the EOC, categorized by EOC activation level.

Table B11.2 – ESF #11 Activation Triggers	
Level 4: Steady State	Steady State (or regular, day-to-day operations) and Enhanced/Monitoring operations would not require ESF activation.
Level 3: Enhanced/Monitoring	
Level 2: Partial Activation	A partial activation of the TC-EOC and subsequent activation of ESF #11 may include: • Heavy rain or snowmelt events, as defined in the Flood Incident Annex • A wildfire event compromising air and water quality • A highly contagious zoonotic disease outbreak • An economically devastating plant pest infestation • Threats or hazards to significant natural, cultural, or historical resources
Level 1: Full Activation	A full activation of the TC-EOC and subsequent activation of ESF #11 may include: • A significant oil/hazardous materials spill that threatens sensitive wildlife, natural areas, or waterways • A major flooding event that compromises the integrity of flood control infrastructure (dams and levees) and threatens structures, as defined in the Flood Incident Annex

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the [TC-EOP Section 2](#).

Roles and Responsibilities

This sub-section provides a checklist of initial responsibilities for each ESF Agency. Tasks are organized by emergency management phase. Additional responsibilities for all ESF Primary and Supporting Agencies are included in the [ESF Annex Introduction](#).

Table B11.3 – ESF #11 Agency Roles and Responsibilities

Teton Conservation District (Primary)	The following activities and tasks have been identified for Teton Conservation District: Mitigation ✓ Identify measures to protect and conserve local natural and agricultural resources. ✓ Manage and promote the Wildfire Risk Reduction Program, which helps landowners reduce the risk of property damage from wildfire and improve safety for residents and firefighters through community outreach and education, grant funding, and on-the-ground actions. ✓ Provide consultation to property owners for water resource issues, including water quality, erosion, and flood mitigation. Preparedness ✓ Maintain a notification list for all ESF #11 Supporting Agencies. ✓ Develop and maintain supporting plans and procedures for ESF #11 in coordination with Supporting Agencies. ✓ Conduct regular air quality assessments and issue notifications to the public on poor air quality days. ✓ Lead public awareness and outreach efforts about the potential impacts to natural resources from human-caused threats and natural disasters. Response ✓ Notify relevant ESF #11 Supporting Agencies upon activation by the TC-EOC. ✓ Assign a liaison to serve in the TC-EOC to coordinate requests for additional resources and provide regular updates to EOC staff and leadership. ✓ Coordinate with state and federal agencies engaged in response to a natural resource, animal, or agricultural emergency. ✓ Provide technical expertise to incident responders and the EOC. ✓ Apprise local elected officials of the incident's economic significance specific to natural or agricultural resources. ✓ Provide regular, accurate, and relevant public information regarding the potential impacts of an incident on natural resources and wildlife, as well as mitigation strategies, as relevant, to the ESF #15 Coordinator (External Affairs) for distribution through the Joint Information System (JIS).
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Table B11.3 – ESF #11 Agency Roles and Responsibilities

	✓ Support local response to vector-borne and zoonotic disease outbreak, led by ESF #08 (Public Health and Medical Services). ✓ Coordinate with water systems managers and watershed improvement districts to monitor, report on, and mitigate water quality concerns. ✓ Provide spatial analysis to inform response efforts to protect sensitive resources at risk to an incident or threat.
Bridger-Teton National Forest (Supporting)	The following activities and tasks have been identified for Bridger-Teton National Forest: Mitigation ✓ Improve and maintain healthy forests and rangelands, clean air and water, and diverse habitats. Response ✓ Provide technical expertise about the natural and cultural resource protection and provide protection assistance. ✓ Lead response efforts for any threat/hazard impacting the Bridger-Teton National Forest in coordination with local resources as needed. Recovery ✓ Rehabilitate and restore any areas of the natural environment that have been damaged.
Caribou-Targhee National Forest (Supporting)	The following activities and tasks have been identified for Caribou-Targhee National Forest: Mitigation ✓ Improve and maintain healthy forests and rangelands, clean air and water, and diverse habitats. Response ✓ Provide technical expertise about the natural and cultural resource protection and provide protection assistance. ✓ Lead response efforts for any threat/hazard impacting the Caribou-Targhee National Forest in coordination with local resources as needed. Recovery ✓ Rehabilitate and restore any areas of the natural environment that have been damaged.

Table B11.3 – ESF #11 Agency Roles and Responsibilities

FCWID (Supporting)	The following activities and tasks have been identified for FCWID: Preparedness ✓ Conduct studies of the Flat Creek Watershed to detect potential threats to water quality and natural resources. Response ✓ Provide technical expertise about the natural and cultural resource protection and provide protection assistance.
Grand Teton National Park (Supporting)	The following activities and tasks have been identified for Grand Teton National Park: Mitigation ✓ Improve and maintain healthy forests and rangelands, clean air and water, and diverse habitats. ✓ Continue to support and promote Wyoming Game and Fish’s Aquatic Invasive Species program, which includes education, outreach, and watercraft inspection stations. Response ✓ Provide technical expertise about natural and cultural resource protection and provide protection assistance. ✓ Lead response efforts for any threat/hazard impacting natural, cultural, or historical resources in Grand Teton National Park in coordination with local resources as needed. Recovery ✓ Rehabilitate and restore any areas of the natural environment that have been damaged.
Jackson Hole Historical Society and Museum (Supporting)	The following activities and tasks have been identified for Jackson Hole Historical Society and Museum: Preparedness ✓ Identify and implement strategies to protect cultural resources from potential threats, including physical protective measures. Response ✓ Identify and coordinate measures to protect and conserve local cultural/historic resources. ✓ Document major events to include in the history of the community. Recovery

Table B11.3 – ESF #11 Agency Roles and Responsibilities

	✓ Restore or coordinate the restoration of historical sites.
National Elk Refuge (Supporting)	The following activities and tasks have been identified for the National Elk Refuge: Mitigation ✓ Monitor wildlife diseases in ungulates, including Chronic Wasting Disease Surveillance. Preparedness ✓ Create programs to educate the public about wildlife conservation. ✓ Improve and maintain healthy forests and rangelands, clean air and water, and diverse habitats. Response ✓ Manage service lands and waters to help ensure the survival of native wildlife species. ✓ Lead response efforts for any threat/hazard impacting the Refuge in coordination with local resources as needed. Recovery ✓ Rehabilitate and restore any areas of the service lands that have been damaged.
Teton County Fair & Fairgrounds (Supporting)	The following activities and tasks have been identified for the Teton County Fair & Fairgrounds: Preparedness ✓ Educate the community and provide outreach around agricultural issues through hosting the annual Teton County Fair. Response ✓ Work with the ESF #11 Coordinator to arrange a staging area for livestock evacuation/sheltering. ✓ Distribute information on hazards, risks, and threats to animals, protective actions, and evacuation options.
Teton County Historic Preservation Board (Supporting)	The following activities and tasks have been identified for Teton County Historic Preservation Board: Preparedness ✓ Identify measures to protect and preserve Teton County's architectural and archaeological heritage.

Table B11.3 – ESF #11 Agency Roles and Responsibilities

	✓ Identify and implement strategies to protect cultural resources from potential threats, including physical protective measures. Response ✓ Provide technical assistance to the ESF #11 Coordinator, incident response, and the TC-EOC on responding to incidents that threaten cultural/historic resources. ✓ Depending upon the size and scope of the incident, prepare for transition to Recovery Support Function (RSF) #06 Natural and Cultural Resources Coordinator position. Recovery ✓ When activated, act as RSF #06 Natural and Cultural Resources Coordinator in the Teton County/Town of Jackson All-Hazards Recovery Plan. ✓ Provide resources for the community to rehabilitate and restore historical sites.
Teton County Weed and Pest (Supporting)	The following activities and tasks have been identified for Teton County Weed and Pest: Preparedness ✓ Monitor the rise in invasive species and mosquitos. ✓ Provide public education and outreach on invasive species. Response ✓ Control the outbreak of invasive species and mosquitos. ✓ Provide technical expertise on preventing the spread of invasive species, particularly when mutual aid resources and equipment are brought into Teton County from outside of the area.
Wyoming Game & Fish (Supporting)	The following activities and tasks have been identified for Wyoming Game & Fish: Mitigation ✓ Monitor zoonotic and non-zoonotic disease in the wildlife populations. ✓ Continue to manage and promote the Aquatic Invasive Species program, which includes education, outreach, and watercraft inspection stations. Response ✓ Provide technical expertise on wildlife issues and impacts during a disaster, including safe disposal of potentially diseased carcasses.



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Essential Elements of Information (EEl)s

This sub-section includes a list of Essential Elements of Information (EEI) that are relevant to the ESF. EEIs are a list of categorized questions that will need to be answered by ESF Agencies during activation. EEIs are categorized and numbered by FEMA Community Lifeline.

Table B11.4 – ESF Essential Elements of Information – Food, Water, and Shelter		
EEl #	EEl	Potential Sources
Water		
FWS-33	What is the hazard impact area?	IC
FWS-34	Is mapping of the hazard impact area available?	IC
FWS-35	Are drinking water resources compromised?	IC, ESF #08, TCD
FWS-36	Are natural water systems (non-drinking water sources) compromised?	TCD, GTNP, BTNF, NER
FWS-37	Is there a procedure in place to decontaminate water if it becomes contaminated?	ESF #08
FWS-38	Who is responsible for notifying residential and commercial users?	ESF #08
FWS-39	How many residential and commercial users are expected to be impacted?	ESF #08, ESF #03
FWS-40	Have residential and commercial users been notified?	ESF #08
Agriculture		
FWS-41	What is the hazard impact area?	TCD, UW Extension
FWS-42	Is mapping of the hazard impact area available?	TCD
FWS-43	What sensitive resources are within or near the hazard impact area?	TCD, TCHPB
FWS-44	What technical specialists are needed to identify and mitigate impacts to sensitive resources?	TCD, TCHPB
FWS-45	Are animal food sources at risk?	TCD, UW Extension
FWS-46	Are human food sources at risk?	UW Extension
FWS-47	Are there personnel trained to handle a disease outbreak in animals?	WGF, TC Fair
FWS-48	What is the expected impact to the animal community?	WGF, TC Fair
FWS-49	Are there provisions for dead animal storage?	ISWR
FWS-50	Is there a need for animal technical specialists?	IC



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ESF Supporting Resources

This sub-section addresses the additional Planning, Organization, Equipment, Training, and Exercise (POETE) resources that help to maintain and build the capability of each ESF Agency.

Table B11.5 – ESF #11 Supporting Resources

Planning	The following plans should be referenced and maintained to support ESF #11: • Flat Creek Watershed Management Plan¹⁶ • Teton County Water Quality Master Plan¹⁷
Organization	The following standard operating produces and MOUs/MOAs should be referenced and maintained to support ESF #11: • Town of Jackson and Flat Creek Water Improvement District MOA • Teton Conservation District and Flat Creek Water Improvement District MOA Additional staffing resources that may be required to support ESF #11, as defined by FEMA's Resource Typing database, include: • Animal and Agriculture Damage Assessment Team • Environmental Health Team • Hazardous Materials Response Team
Equipment	The following specialty equipment may be needed and should be inventoried and maintained to support ESF #11: • Water Quality Kits • Moisture Meters • Airflow Monitors • WDEQ Air Quality Monitoring Devices
Training	ESF #11 agencies should participate in standard FEMA trainings as outlined in the Teton County/Town of Jackson National Incident Management System (NIMS) Training Plan. Additional training courses provided through the National Training and Education Division that are relevant to ESF #11 include: • E0190: ArcGIS for Emergency Managers
Exercises	The following exercises are regularly conducted to support ESF #11: • Annual TC-EOP Tabletop Exercise

¹⁶ Flat Creek Management Plan. (2019). Teton Conversation District.
<https://www.tetonconservation.org/flat-creek-watershed-management-plan>

¹⁷ This plan was under development during the TC-EOP update.

Annex B12. ESF #12 – Energy

ESF #12 ensures the restoration of damaged energy systems and components after a disaster and guides the restoration of energy supply.

Table B12.1 – ESF #12 At-a-Glance		
ESF Coordinator	Executive Director	
ESF Primary Agency	Energy Conservation Works Jackson Hole	
ESF Supporting Agencies <i>ESFs are the way we organize across community agencies - the means - to enhance coordination and integration to deliver the Core Capabilities.</i>	Bonneville Power Administration Fall River Rural Electric Cooperative Jackson Hole Airport Lower Valley Energy	Private Fuel Supply Companies (AmeriGas, Conrad & Bischoff, Suburban Propane, and Valley Wide Cooperative Propane) Teton County Facilities Town of Jackson Public Works
Core Capabilities <i>The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken - the ways - to stabilize and re-establish the lifelines.</i>	 Infrastructure Systems	
Community Lifelines <i>Lifelines describe the critical services within our community that must be stabilized or re-established - the ends - to alleviate threats to life and property.</i>	 Energy Power Grid Fuel	

Scope

ESF #12 includes in the following primary functions:

- **Assessment and Situational Awareness** involves the collection, evaluation, and sharing of information on energy system damage, release of energy generation materials that may cause risks to life safety or damage to the environment, and estimations on the impact of energy system outages within affected areas.
- **Energy Restoration** includes providing information concerning the energy restoration process such as projected schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.
- **Emergency Fuel Sources** involves identifying and distributing emergency fuel sources to prioritized users, including critical infrastructure, vulnerable populations, and other priority sites.

Energy includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components.

ESF Activation

ESFs are always activated by the TC-EOC. This sub-section includes potential triggers for activating the ESF by the EOC, categorized by EOC activation level.

Table B12.2 – ESF #12 Activation Triggers	
Level 4: Steady State	Steady State (or regular, day-to-day operations) and Enhanced/Monitoring operations would not require ESF activation.
Level 3: Enhanced/Monitoring	
Level 2: Partial Activation	A partial activation of the TC-EOC and subsequent activation of ESF #12 may include: • A power failure impacting 1,000 – 2,000 services lasting or expected to last 24 – 72 hours • A regional or national energy crisis or shortage with potential local impacts • Closure of major transportation corridors (see ESF #01 Transportation) that impacts delivery of fuel to Teton County • An event that impacts energy supply chains, potentially leading to local energy shortages • A power failure that, either due to duration or season, requires sheltering operations
Level 1: Full Activation	A full activation of the TC-EOC and subsequent activation of ESF #12 may include: • Closure of major transportation corridors (see ESF #01 Transportation) that prevents all delivery of fuel to Teton County for 72 hours or more. • Any power failure significantly compromising community lifelines within the County, including



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Table B12.2 – ESF #12 Activation Triggers

	impacts to water, wastewater, or communications infrastructure • A power failure impacting over 2,000 services lasting or expected to last over 72 hours • An energy crisis or shortage with actual local impacts, such as inconsistent availability of electricity, gasoline, diesel, aviation fuel, natural gas, or propane that may require rationing or other enhanced conservation measures.
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Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the [TC-EOP Section 2](#).

Roles and Responsibilities

This sub-section provides a checklist of initial responsibilities for each ESF Agency. Tasks are organized by emergency management phase. Additional responsibilities for all ESF Primary and Supporting Agencies are included in the [ESF Annex Introduction](#).

Table B12.3 – ESF #12 Agency Roles and Responsibilities	
Energy Conservation Works (Primary)	The following activities and tasks have been identified for Energy Conservation Works: Prevention/Protection ✓ Encourage energy and fuel providers to protect critical infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Mitigation ✓ Increase community energy resilience by implementing and advocating for energy conservation and emissions reduction in Jackson Hole. ✓ Work with energy providers to promote diversification of energy sources to increase community resilience. Preparedness ✓ Maintain a notification list for all ESF #12 Supporting Agencies. ✓ Maintain a list of private energy infrastructure owners and operators providing services within Teton County. ✓ Develop and maintain supporting plans and procedures for ESF #12 in coordination with Supporting Agencies. Response ✓ Notify relevant ESF #12 Supporting Agencies upon activation by the TC-EOP. ✓ Assign a liaison to serve in the TC-EOP to coordinate requests for additional resources and provide regular updates to EOP staff and leadership. ✓ Coordinate with the TC-EOP to request state or federal mutual aid resources as needed. ✓ Gather and compile information on actual or potential damage to energy supply and distribution systems. ✓ Advise local authorities on priorities for energy restoration, assistance, and supply. ✓ Assist local authorities with requests for emergency response actions to address disruptions in the energy supply. ✓ Provide regular, accurate, and relevant public information related to power outages, major disruptions in energy supplies, recommended actions to conserve fuel and electric power, and efficient use of energy, to the ESF #15 Coordinator (External Affairs) for distribution through the Joint Information System (JIS).

Table B12.3 – ESF #12 Agency Roles and Responsibilities

	✓ Assist local departments and agencies by locating fuel, alternate fuel supplies, and generators for disaster response and continuity of essential services. ✓ Coordinate with ESF #03 (Public Works) to support damage assessments by private operators. ✓ Upon notification of major power outages, coordinate with the TC-EOC, ESF #06 (Mass Care Services), and ESF #08 (Public Health and Medical Services) to identify and address sheltering needs.
Bonneville Power Administration (Supporting)	The following activities and tasks have been identified for Lower Valley Energy: Prevention/Protection ✓ Identify and implement strategies to protect critical energy infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Mitigation ✓ Increase community energy resilience by implementing and advocating for energy conservation and emissions reduction in Jackson Hole. ✓ Work with energy providers to promote diversification of energy sources to increase community resilience. Preparedness ✓ Provide GIS data of electrical infrastructure to TCEM annually. ✓ Maintain an Emergency Response Plan and SOPs as directed by local, state, and federal regulations. Response ✓ Conduct damage assessments to energy infrastructure and provide regular updates to the ESF #12 Coordinator. ✓ Report information on actual or potential damage to energy distribution systems including area impacted, number of service connections impacted, and expected duration. ✓ Advise the ESF #12 Coordinator of projected timelines for energy restoration and any needed assistance or supplies. ✓ Provide notification of planned disruptions to the ESF #12 Coordinator. ✓ Public Information Officer (PIO) to provide regular, accurate, and relevant public information related to power outages, major disruptions, recommended actions to conserve power, and efficient use of energy in collaboration with the ESF #12 Coordinator and ESF #15 (External Affairs).
Fall River Rural Electric	The following activities and tasks have been identified for Fall River Rural Electric Cooperative:

Table B12.3 – ESF #12 Agency Roles and Responsibilities

Cooperative (Supporting)	Prevention/Protection ✓ Identify and implement strategies to protect critical energy infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Mitigation ✓ Increase community energy resilience by implementing and advocating for energy conservation and emissions reduction in Alta, WY. ✓ Work with energy providers to promote diversification of energy sources to increase community resilience. ✓ Provide both residential and commercial energy conservation programs and incentives. ✓ Manage and promote Fall River Helping Hands, which allows customers to donate to an assistance fund for those having hardships paying their utility bills. ✓ Support and promote energy assistance programs including Wyoming Low Income Energy Assistance and Energy Share of Wyoming. Preparedness ✓ Provide GIS data of propane and electrical infrastructure to TCEM annually. ✓ Maintain an Emergency Response Plan and SOPs as directed by local, state, and federal regulations. Response ✓ Conduct damage assessments to energy infrastructure and provide regular updates to the ESF #12 Coordinator. ✓ Report information on actual or potential damage to energy distribution systems including area impacted, number of service connections impacted, and expected duration. ✓ Advise the ESF #12 Coordinator of projected timelines for energy restoration and any needed assistance or supplies. ✓ Provide notification of planned disruptions to the ESF #12 Coordinator. ✓ PIO to provide regular, accurate, and relevant public information related to power outages, major disruptions, recommended actions to conserve power, and efficient use of energy in collaboration with the ESF #12 Coordinator and ESF #15 (External Affairs).
Jackson Hole Airport (Supporting)	The following activities and tasks have been identified for Jackson Hole Airport: Prevention/Protection

Table B12.3 – ESF #12 Agency Roles and Responsibilities

	✓ Identify and implement strategies to protect critical energy infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Response ✓ Conduct damage assessments to energy infrastructure, including the Jackson Hole Airport Fuel Farm, and provide regular updates to the ESF #12 Coordinator. ✓ Report information on actual or potential damage to fuel supply and distribution systems. ✓ Advise the ESF #12 Coordinator of projected timelines for energy restoration and any needed assistance or supplies. ✓ Provide regular, accurate, and relevant public information related to related to major disruptions in energy supplies and critical services to the ESF #15 Coordinator (External Affairs) for distribution through the JIS.
Lower Valley Energy (Supporting)	The following activities and tasks have been identified for Lower Valley Energy: Prevention/Protection ✓ Identify and implement strategies to protect critical energy infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Mitigation ✓ Increase community energy resilience by implementing and advocating for energy conservation and emissions reduction in Jackson Hole. ✓ Work with energy providers to promote diversification of energy sources to increase community resilience. ✓ Provide both residential and commercial energy conservation programs and incentives. ✓ Manage and promote Operation Roundup, which allows customers to round up their electric bill to the nearest dollar each month into an assistance fund for those having hardships paying their utility bills. ✓ Support and promote energy assistance programs including Wyoming Low Income Energy Assistance and Energy Share of Wyoming. Preparedness ✓ Provide GIS data of natural gas and electrical infrastructure to TCEM annually. ✓ Maintain an Emergency Response Plan and SOPs as directed by local, state, and federal regulations.

Table B12.3 – ESF #12 Agency Roles and Responsibilities

	Response ✓ Conduct damage assessments to energy infrastructure and provide regular updates to the ESF #12 Coordinator. ✓ Report information on actual or potential damage to energy distribution systems including area impacted, number of service connections impacted, and expected duration. ✓ Advise the ESF #12 Coordinator of projected timelines for energy restoration and any needed assistance or supplies. ✓ Provide notification of planned disruptions to the ESF #12 Coordinator. ✓ PIO to provide regular, accurate, and relevant public information related to power outages, major disruptions, recommended actions to conserve power, and efficient use of energy in collaboration with the ESF #12 Coordinator and ESF #15 (External Affairs).
Private Fuel Supply Companies (Supporting) <i>AmeriGas, Conrad & Bischoff, Suburban Propane, Valley Wide Propane</i>	The following activities and tasks have been identified for Private Fuel Supply Companies: Prevention/Protection ✓ Identify and implement strategies to protect critical energy infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Mitigation ✓ Ensure company-owned equipment, storage tanks, and facilities are maintained through safety inspections and other maintenance protocols. ✓ Ensure timely and accurate reporting for the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) for qualifying facilities. Preparedness ✓ Participate in Teton County Local Emergency Planning Committee (LEPC) meetings. Response ✓ Conduct damage assessments to energy infrastructure and provide regular updates to the ESF #12 Coordinator. ✓ Report information on actual or potential damage to fuel supply and distribution systems. ✓ Coordinate with ESF #12 agencies to identify and prioritize fuel supplies for critical infrastructure and essential services. ✓ Contribute to public information related to major disruptions in energy supplies, recommended actions to conserve fuel, and efficient use of energy, led by the ESF #12 Coordinator and ESF #15 (External Affairs).

Table B12.3 – ESF #12 Agency Roles and Responsibilities

Teton County Facilities (Supporting)	The following activities and tasks have been identified for Teton County Facilities: Prevention/Protection ✓ Identify and implement strategies to protect critical county infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Mitigation ✓ Increase community energy resilience by implementing and advocating for energy conservation projects and strategies in county government facilities. ✓ Enhance county continuity of government capabilities with backup power at critical facilities. ✓ Conduct ongoing maintenance of county government facilities and energy infrastructure to ensure it is operational during an emergency. Preparedness ✓ Test backup power equipment on a routine basis. Response ✓ Conduct damage assessments to county facilities related to energy sources and provide regular updates to the ESF #12 Coordinator. Overall damage assessment is a function of ESF #03 (Public Works). ✓ Report information on actual or potential damage to back-up power systems and fuel supplies for county facilities. ✓ Advise the ESF #12 Coordinator of projected timelines for restoration and/or duration of back-up power supplies for critical county facilities and any needed assistance or supplies.
Town of Jackson Public Works (Supporting)	The following activities and tasks have been identified for Town of Jackson Public Works: Prevention/Protection ✓ Identify and implement strategies to protect critical county infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Mitigation ✓ Increase community energy resilience by implementing and advocating for energy conservation projects and strategies in town government facilities. ✓ Enhance town continuity of government capabilities with backup power at critical facilities.



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Table B12.3 – ESF #12 Agency Roles and Responsibilities

	✓ Conduct ongoing maintenance of town government facilities and energy infrastructure to ensure it is operational during an emergency. Preparedness ✓ Test backup power equipment on a routine basis. Response ✓ Conduct damage assessments to town facilities related to energy sources and provide regular updates to the ESF #12 Coordinator. Overall damage assessment is a function of ESF #03 (Public Works). ✓ Report information on actual or potential damage to back-up power systems and fuel supplies for town facilities. ✓ Advise the ESF #12 Coordinator of projected timelines for restoration and/or duration of back-up power supplies for critical town facilities and any needed assistance or supplies.
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Essential Elements of Information (EIs)

This sub-section includes a list of Essential Elements of Information (EEI) that are relevant to the ESF. EEIs are a list of categorized questions that will need to be answered by ESF Agencies during activation. EEIs are categorized and numbered by FEMA Community Lifeline.

Table B12.4 – ESF Essential Elements of Information – Energy		
EEI #	EEI	Potential Sources
Power Grid		
E-1	What is the current energy impact?	LVE, FRREC, Fuel Suppliers
E-2	What is the anticipated impact?	LVE, FRREC, Fuel Suppliers
E-3	How many homes are without power?	LVE, FRREC
E-4	How many businesses are without power?	LVE, FRREC
E-5	Are there any critical facilities without power?	TC Facilities, ToJ Public Works, St. Johns Health
E-6	What is the anticipated return to service?	LVE, FRREC
E-7	Are there any utility/energy facilities incapacitated?	All ESF Agencies
E-8	What is the transmission, distribution, and service status?	LVE, FRREC
E-9	How many crews are operational?	LVE, FRREC
Fuel		
E-10	What are the fuel needs for first responder transportation?	IC, JHFEMS, JPD, TCSO
E-11	What are the fuel needs for response facilities/operations?	TC Facilities, ToJ Public Works
E-12	What are the fuel needs for essential services providers?	TC Facilities, ToJ Public Works
E-13	What are the available local fuel sources?	Private Fuel Providers
E-14	What is the local fuel capacity?	Private Fuel Providers
E-15	What is the duration of the fuel supply to support critical infrastructure and essential services?	Private Fuel Providers, TC Facilities, ToJ Public Works



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ESF Supporting Resources

This sub-section addresses the additional Planning, Organization, Equipment, Training, and Exercise (POETE) resources that help to maintain and build the capability of each ESF Agency.

Table B12.5 – ESF #12 Supporting Resources	
Planning	The following plans should be referenced and maintained to support ESF #12: • Emergency Response Plans for Owners/Operators
Organization	Additional staffing resources that may be required to support ESF #12, as defined by FEMA's Resource Typing database, include: • Damage Assessment Team
Equipment	The following specialty equipment may be needed and should be inventoried and maintained to support ESF #12: • TCEM trailer-mounted 40kW generator • Critical facility generators and uninterruptable power supplies
Training	ESF #12 agencies should participate in standard FEMA trainings as outlined in the Teton County/Town of Jackson National Incident Management System (NIMS) Training Plan. Additional training courses provided through the National Training and Education Division that are relevant to ESF #12 include: • AWR-213: Critical Infrastructure Security and Resilience Awareness • MGT-317: Disaster Management for Public Services • MGT-414: Advanced Critical Infrastructure Protection
Exercises	The following exercises are regularly conducted to support ESF #12: • Annual TC-EOP Tabletop Exercise

Annex B13. ESF #13 – Public Safety and Security

ESF #13 incorporates all the resources and capabilities of public safety and security agencies to protect life and property and maintain law and order after or in anticipation of an emergency.

Table B13.1 – ESF #13 At-a-Glance

ESF Coordinator	Jackson Police Chief and Teton County Sheriff
ESF Primary Agency	Jackson Police Department Teton County Sheriff's Office
ESF Supporting Agencies <i>ESFs are the way we organize across community agencies - the means - to enhance coordination and integration to deliver the Core Capabilities.</i>	Bridger-Teton National Forest Federal Bureau of Investigations (FBI) Grand Teton National Park National Elk Refuge Wyoming Division of Criminal Investigations (DCI) Wyoming Game & Fish Wyoming Highway Patrol
Core Capabilities <i>The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken - the ways - to stabilize and re-establish the lifelines.</i>	  Access Control and Identity Verification Interdiction and Disruption   Forensics and Attribution On-Scene Protection, and Law Enforcement
Community Lifelines <i>Lifelines describe the critical services within our community that must be stabilized or re-established - the ends - to alleviate threats to life and property.</i>	 Community Lifeline: Safety and Security Law Enforcement & Security



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Scope

ESF #13 includes the following primary functions:

- **Safety and Security** includes coordinating law enforcement resources during major emergencies or disasters to provide access control and security to impacted areas, as well as manage evacuations and re-entry efforts, and provide security to response and recovery sites of operations.
- **Investigative Services** involves conducting forensic analysis and attributing criminal and terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for a criminal activity, attack, and for the preparation for an attack, in an effort to prevent initial or follow-on acts and/or swiftly develop counter options. Additionally, provide investigative resources to assist ESF #08 (Public Health and Medical Services) and ESF #09 (Search and Rescue) with identification of the deceased and locating missing persons.

ESF Activation

ESFs are always activated by the TC-EOP. This sub-section includes potential triggers for activating the ESF by the EOC, categorized by EOC activation level.

Table B13.2 – ESF #13 Activation Triggers	
Level 3: Enhanced/Monitoring	Steady State (or regular, day-to-day operations) and Enhanced/Monitoring operations would not require ESF activation.
Level 2: Partial Activation	A partial activation of the EOC and subsequent activation of ESF #13 may include: • A planned event that introduces enough people and/or traffic that emergency response is compromised • A significant criminal, terrorist, or missing persons investigation requiring resources from various law enforcement agencies • An incident requiring public safety mutual aid resources from outside Teton County • Intelligence supporting potential threats to the public • Localized civil unrest (demonstrations, protests, etc.) • A confirmed act of terrorism with no casualties.
Level 1: Full Activation	A full activation of the EOC and subsequent activation of ESF #13 may include: • A mass fatality event requiring investigation or with an ongoing threat to the public (i.e., active shooter, explosive devices) • Widespread civil unrest (e.g., riots, demonstrations, protests) • A confirmed act of terrorism with casualties.



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Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the [TC-EOP Section 2](#).

Roles and Responsibilities

This sub-section provides a checklist of initial responsibilities for each ESF Agency. Tasks are organized by emergency management phase. Additional responsibilities for all ESF Primary and Supporting Agencies are included in the [ESF Annex Introduction](#).

Table B13.3 – ESF #13 Agency Roles and Responsibilities	
Jackson Police Department (Primary)	The following activities and tasks have been identified for Jackson Police Department: Prevention/Protection ✓ Identify and secure physical protective measures to use during incident response operations. ✓ Identify and implement strategies to protect critical infrastructure and communities from potential threats. Preparedness ✓ Maintain a notification list for all ESF #13 Supporting Agencies. ✓ Maintain a list of private safety and security agencies providing services within the Town of Jackson. ✓ Develop and maintain supporting plans and procedures for ESF #13 in coordination with Supporting Agencies. ✓ Support staffing and operation of the Region 8 Bomb Team as part of the Regional Emergency Response Team (RERT). Response ✓ Notify relevant ESF #13 Supporting Agencies upon activation by the TC-EOC. ✓ Ensure that an Incident Commander (IC) has been identified and the decision documented. Transition to Unified Command or Area Command for multi-jurisdictional and/or expanding incidents, as appropriate. ✓ Assign a liaison to serve in the TC-EOC to coordinate requests for additional resources and provide regular updates to EOC staff and leadership. ✓ Coordinate with the TC-EOC Resource Support Section to identify mutual aid resource needs, locate staging areas, and determine the duration of resource support. ✓ Provide traffic management and access control, including patrolling evacuated areas. ✓ Coordinate with ESF #05 (Information and Planning), ESF #01 (Transportation), and other ESFs as relevant on evacuation orders and enforcement, including: ○ Establish evacuation grids ○ Coordinate door-to-door evacuation notifications

Table B13.3 – ESF #13 Agency Roles and Responsibilities

	○ Maintain safety and security presence ○ Manage entry way and deny re-entry if necessary ✓ Safeguard critical facilities and control access to any disaster areas flagged as unsafe. ✓ Provide security to response and recovery operations sites. ✓ Lead criminal investigative efforts within the Town of Jackson. ✓ Act as the primary liaison with Wyoming DCI and/or the FBI for any major investigations in the Town of Jackson. ✓ As requested, provide investigative support to ESF #08 (Public Health and Medical Services) for identification of the deceased. ✓ As requested, provide investigative support to ESF #09 (Search and Rescue) for location of missing persons. ✓ Provide regular, accurate, and relevant public information related to related to public safety, security, and protective actions to the ESF #15 Coordinator (External Affairs) for distribution through the Joint Information System (JIS). Recovery ✓ Continue providing updated information and status of law enforcement activities to the EOC. ✓ Provide security for recovery personnel in the field, as needed. ✓ Assist in the reentry of evacuees to previously affected areas.
TCSO (Primary)	The following activities and tasks have been identified for TCSO: Prevention/Protection ✓ Identify and secure physical protective measures to use during incident response operations. ✓ Identify and implement strategies to protect critical infrastructure and communities from potential threats. Preparedness ✓ Maintain a notification list for all ESF #13 Supporting Agencies. ✓ Maintain a list of private safety and security agencies providing services within Teton County. ✓ Develop and maintain supporting plans and procedures for ESF #13 in coordination with Supporting Agencies. ✓ Support staffing and operation of the Region 8 Bomb Team as part of the RERT. Response ✓ Notify relevant ESF #13 Supporting Agencies upon activation by the TC-EOP. ✓ Ensure that an IC has been identified and the decision documented. Establish an on-scene ICP. Transition to Unified Command or Area Command for multi-jurisdictional and/or expanding incidents, as appropriate.

Table B13.3 – ESF #13 Agency Roles and Responsibilities

	✓ Assign a liaison to serve in the TC-EOC to coordinate requests for additional resources and provide regular updates to EOC staff and leadership. ✓ Coordinate with the TC-EOC Resource Support Section to identify mutual aid resource needs, locate staging areas, and determine the duration of resource support. ✓ Provide traffic management and access control, including patrolling evacuated areas. ✓ Coordinate with ESF #05 (Information and Planning), ESF #01 (Transportation), and other ESFs as relevant on evacuation orders and enforcement, including: ○ Establish evacuation grids ○ Coordinate door-to-door evacuation notifications ○ Maintain safety and security presence ○ Manage entry way and deny re-entry if necessary ✓ Safeguard critical facilities and control access to any disaster areas flagged as unsafe. ✓ Provide security to response and recovery operations sites. ✓ Lead criminal investigative efforts in unincorporated areas of Teton County. ✓ Act as the primary liaison with the Wyoming DCI and/or the FBI for any major investigations in the unincorporated areas of Teton County. ✓ As requested, provide investigative support to ESF #08 (Public Health and Medical Services) for identification of the deceased. ✓ As requested, provide investigative support to ESF #09 (Search and Rescue) for location of missing persons. ✓ Provide regular, accurate, and relevant public information related to related to public safety, security, and protective actions to the ESF #15 Coordinator (External Affairs) for distribution through the JIS. ✓ Provide dispatch services for Jackson Police Department, Teton County Sheriff's Office, and National Elk Refuge law enforcement officers. Recovery ✓ Provide updated information and status of law enforcement activities to the TC-EOC. ✓ Provide security for recovery personnel in the field, as needed. ✓ Assist in the reentry of evacuees to previously affected areas.
Bridger-Teton National Forest (Supporting)	The following activities and tasks have been identified for Bridger-Teton National Forest: Prevention/Protection ✓ Identify and implement strategies to protect critical infrastructure and communities from potential threats.

Table B13.3 – ESF #13 Agency Roles and Responsibilities

	Response ✓ Provide public safety and security for incidents within the National Forest. ✓ Through Teton Interagency Dispatch Center (TIDC), provide dispatch services for Forest Service law enforcement officers. ✓ Respond to mutual aid requests for incidents within Teton County when local resources are exceeded.
FBI (Supporting)	The following activities and tasks have been identified for the FBI: Prevention/Protection ✓ Identify and implement strategies to protect critical infrastructure and communities from potential threats. Response ✓ Serves as the lead law enforcement agency for terrorist incidents. ✓ Investigate incidents within federal jurisdiction. ✓ Provide Family Assistance Center (FAC) coordination after a mass casualty incident. ✓ Provide specialized resources and other capabilities following all Federal laws and regulations.
Grand Teton National Park (Supporting)	The following activities and tasks have been identified for Grand Teton National Park: Prevention/Protection ✓ Identify and implement strategies to protect critical infrastructure and communities from potential threats. Response ✓ Provide public safety and security for incidents within Grand Teton National Park. ✓ Through TIDC, provide dispatch services for Grand Teton National Park law enforcement officers. ✓ Respond to mutual aid requests for incidents within Teton County when local resources are exceeded.
National Elk Refuge (Supporting)	The following activities and tasks have been identified for the National Elk Refuge: Prevention/Protection ✓ Identify and implement strategies to protect critical infrastructure and communities from potential threats. Response ✓ Provide public safety and security for incidents within the National Elk Refuge.



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Table B13.3 – ESF #13 Agency Roles and Responsibilities	
	✓ Respond to mutual aid requests for incidents within Teton County when local resources are exceeded.
Wyoming DCI (Supporting)	The following activities and tasks have been identified Wyoming DCI: Response ✓ Investigate incidents within state jurisdiction. ✓ Provide specialized resources and other capabilities following all state laws and regulations.
Wyoming Game & Fish (Supporting)	The following activities and tasks have been identified for Wyoming Game & Fish: Prevention/Protection ✓ Identify and implement strategies to protect critical infrastructure and communities from potential threats. Response ✓ Respond to mutual aid requests for incidents within Teton County when local resources are exceeded. ✓ Provide subject matter expertise, if requested.
Wyoming Highway Patrol (Supporting)	The following activities and tasks have been identified for Wyoming Highway Patrol: Prevention/Protection ✓ Identify and implement strategies to protect critical infrastructure and communities from potential threats. Response ✓ Ensure that an IC has been identified and the decision documented. Establish an on-scene ICP. Transition to Unified Command or Area Command for multi-jurisdictional and/or expanding incidents, as appropriate. ✓ Assist with traffic management and access control, including patrolling evacuated areas. ✓ Provide specialized traffic accident investigative services when requested. ✓ Safeguard critical facilities and control access to any disaster areas flagged as unsafe. ✓ Assist with security to response and recovery operations sites. ✓ Lead criminal investigative efforts on state highways and state jurisdiction. ✓ Maintain communications with the local dispatch system. ✓ Provide dispatch services for Wyoming Highway Patrol, Wyoming Game & Fish, and Wyoming Division of Criminal Investigations law enforcement officers.



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Essential Elements of Information (EIs)

This sub-section includes a list of Essential Elements of Information (EEI) that are relevant to the ESF. EEIs are a list of categorized questions that will need to be answered by ESF Agencies during activation. EEIs are categorized and numbered by FEMA Community Lifeline.

Table B13.4 – ESF Essential Elements of Information – Safety and Security		
EEI #	EEI	Potential Sources
Law Enforcement		
SS-75	What types of law enforcement resources are needed to respond?	IC
SS-76	How many units are needed for traffic operations?	IC, ESF #01
SS-77	How many units are needed in shelters?	ESF #06
SS-78	How many law enforcement resources are available/present in the county?	TCSO Dispatch, TIDC, WHP Dispatch
SS-79	How many law enforcement resources are operational?	TCSO, JPD, GTNP, BTNF, NER, WGF, WHP
SS-80	How many back-up law enforcement resources are available?	TCSO, JPD, GTNP, BTNF, NER, WGF, WHP
SS-81	Do officers have lodging available?	IC, LSC
SS-82	Are there any additional resources needed for a long-duration event?	IC, OSC
SS-83	How many units are needed to operate access control points for evacuations?	IC
SS-84	What are the areas under evacuation order?	IC, TC-EOC
SS-85	Is there a curfew in place for the community?	IC, TC-MAC, TC-EOC
SS-86	Are coordinated security efforts needed at designated facilities?	IC



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ESF Supporting Resources

This sub-section addresses the additional Planning, Organization, Equipment, Training, and Exercise (POETE) resources that help to maintain and build the capability of each ESF Agency.

Table B13.5 – ESF #13 Supporting Resources	
Planning	The following plans should be referenced and maintained to support ESF #13: • Threat and Hazard Identification Risk Assessment (THIRA) • Alert and Warning Notification Plan
Organization	The following standard operating produces and MOUs/MOAs should be referenced and maintained to support ESF #13: • Law Enforcement Mutual Aid Agreement between The United States of America – Department of the Interior National Park Service Grand Teton National Park and John D. Rockefeller, Jr. Memorial Parkway and The Sheriff of Teton County, Wyoming • MOU with Jackson Hole Airport • School Resource Officer Agreement – between Jackson PD and Teton County School District #1 Additional staffing resources that may be required to support ESF #13, as defined by FEMA's Resource Typing database, include: • Patrol Team • Mobile Field Force • Special Weapons and Tactics Team • Bomb Response Team/Technician • Fusion Liaison Officer
Equipment	The following specialty equipment may be needed and should be inventoried and maintained to support ESF #13: • Unmanned Aerial System (UAS) program (TCSO and Jackson Hole Fire/EMS) • Citizens' Mounted Patrol (Jackson Police Department) • Bomb Team, bomb trailer, and robots (RERT 8) • Portable dynamic message signs (TCSO and Jackson Police Department)
Training	ESF #13 agencies should participate in standard FEMA trainings as outlined in the Teton County/Town of Jackson National Incident Management System (NIMS) Training Plan. Additional training courses provided through the National Training and Education Division that are relevant to ESF #13 include: • AWR-235: Initial Law Enforcement Response to Suicide Bombing Attacks, Mobile • AWR-122: Law Enforcement Prevention and Deterrence of Terrorist Acts • AWR-315: Fundamentals of Criminal Intelligence



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Table B13.5 – ESF #13 Supporting Resources

	• AWR-335: Response to Suspicious Behaviors and Items for Bombing Prevention VILT (Office for Bombing Prevention) • AWR-160-W: WMD/Terrorism Awareness for Emergency Responders • PER-200: Field Force Operations • PER-265: Law Enforcement Response Actions for CBRNE Incidents • PER-340-2: Active Threat Integrated Response Course, Indirect • MGT-406: Community Threat Group Identification, Assessment, and Information Reporting for Rural Law Enforcement Officers
Exercises	The following exercises are regularly conducted to support ESF #13: • Annual TC-EOP Tabletop Exercise • Jackson Hole Airport Annual Tabletop Exercise • Jackson Hole Airport Tri-Annual Full-Scale Exercise • Local Emergency Planning Committee Annual HazMat Exercise • Active Shooter Drills and Full-Scale Exercise

Annex B14. ESF #14 – Private Sector Support

ESF #14 supports effective coordination and integration with the private sector, including critical infrastructure, key resources, and other business and industry components. ESF #14 also plays a critical role in stabilization of supply chains and community lifelines.

Table B14.1 – ESF #14 At-a-Glance

ESF Coordinator	Vice President	
ESF Primary Agency	Jackson Hole Chamber of Commerce	
ESF Supporting Agencies <i>ESFs are the way we organize across community agencies - the means - to enhance coordination and integration to deliver the Core Capabilities.</i>	Commercial Stores/Distribution Centers (Target, Walmart, etc.) Critical Infrastructure Providers Jackson Hole Travel & Tourism Board (JHTTB) Mountain Ski Resorts (Grand Targhee Resort, Jackson Hole Mountain Resort, and Snow King Mountain)	
Core Capabilities <i>The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken - the ways - to stabilize and re-establish the lifelines.</i>	 Logistics and Supply Chain Management	 Infrastructure Systems
Community Lifelines <i>Lifelines describe the critical services within our community that must be stabilized or re-established - the ends - to alleviate threats to life and property.</i>	 Food, Water Shelter Commercial Facilities	 Health and Medical Medical Supply Chain

Scope

ESF #14 includes the following primary functions:

- **Critical Infrastructure** involves coordinating cross-sector operations among critical infrastructure owners and operators, businesses, and government partners to stabilize community lifelines.
- **Essential Services** includes ensuring residents have access to essential services through coordination with private sector, infrastructure, and government partners to stabilize supply chains and distribution networks.

ESF Activation

ESFs are always activated by the TC-EOC. This sub-section includes potential triggers for activating the ESF by the EOC, categorized by EOC activation level.

Table B14.2 – ESF #14 Activation Triggers	
Level 3: Enhanced/Monitoring	Steady State (or regular, day-to-day operations) and Enhanced/Monitoring operations would not require ESF activation.
Level 2: Partial Activation	A partial activation of the EOC and subsequent activation of ESF #14 may include: • An incident that significantly impacts the ability of commuters to get to work to provide critical services • An incident that impacts local, regional, or national supply chains
Level 1: Full Activation	A full activation of the EOC and subsequent activation of ESF #14 may include: • Any incident compromising critical infrastructure within the County for longer than 24 hours • A significant incident that, either due to duration, season, or loss of egress corridors, requires sheltering operations for tourists and visitors • A catastrophic event with long-term implications for the local economy, businesses, and tourism (i.e., major earthquake, pandemic)

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the [TC-EOP Section 2](#).

Roles and Responsibilities

This sub-section provides a checklist of initial responsibilities for each ESF Agency. Tasks are organized by emergency management phase. Additional responsibilities for all ESF Primary and Supporting Agencies are included in the [ESF Annex Introduction](#).

Table B14.3 – ESF #14 Agency Roles and Responsibilities	
Jackson Hole Chamber of Commerce (Primary)	The following activities and tasks have been identified for Jackson Hole Chamber of Commerce: Prevention/Protection ✓ Encourage businesses and critical infrastructure owners/operators to implement strategies to protect critical infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Mitigation ✓ Participate in Hazard Mitigation Plan updates to identify vulnerabilities in critical infrastructure, supply chains, and economic drivers in Teton County, as well as recommend mitigation actions. ✓ Provide resources for business continuity planning to local businesses, critical infrastructure owners/operators, and other industry partners. Preparedness ✓ Maintain a notification list for all ESF #14 Supporting Agencies. ✓ Develop and maintain a list of business owners and critical infrastructure/facilities owners and operators in Teton County. ✓ Develop and maintain supporting plans and procedures for ESF #14 in coordination with Supporting Agencies. ✓ Ensure private sector coordination and representation within emergency response planning. ✓ Maintain updated contact lists for volunteer networks. Response ✓ Notify relevant ESF #14 Supporting Agencies upon activation by the TC-EOC. ✓ Assign a liaison to serve in the TC-EOC to coordinate requests for additional resources and provide regular updates to EOC staff and leadership. ✓ Work with regional and state partners to identify supply chain disruptions and strategies to stabilize. ✓ Partner with other ESFs to secure key supplies and identify reliable supply chains, including ESF #06 (Mass Care Services) and ESF #08 (Public Health and Medical Services). ✓ Advocate for and access available state or federal funding to secure necessary equipment and supplies.

Table B14.3 – ESF #14 Agency Roles and Responsibilities

	✓ Mobilize and organize volunteer networks to be deployed as needed in coordination with the TC-EOC and ESF #06 (Mass Care Services). ✓ Partner with other ESFs to coordinate with critical infrastructure owners and operators, including ESF #01 (Transportation), ESF #02 (Communications), ESF #03 (Public Works), and ESF #12 (Energy). ✓ Coordinate with critical infrastructure owners and operators on requests for information, requests for assistance, and resource requirements for stabilization of community lifelines. ✓ Coordinate with businesses on humanitarian response activities and/or philanthropic programs. ✓ Share information on response and recovery activities with businesses and industries who have been impacted. ✓ Provide data and conduct outreach to the business community, leveraging local networks to understand damages and resource needs. ✓ Track private sector capacities and capabilities, including for transportation, sheltering, and other essential services. ✓ Prepare for transition to Recovery Support Function (RSF) #02 Economic Coordinator as outlined in the Teton County/Town of Jackson All-Hazards Recovery Plan. Recovery ✓ Act as the RSF #02 Economic Coordinator in the Teton County/Town of Jackson All-Hazards Recovery Plan.
Commercial Stores/Distribution Centers (Supporting)	The following activities and tasks have been identified for Commercial Stores/Distribution Centers: Prevention/Protection ✓ Identify and implement strategies to protect critical infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Mitigation ✓ Develop, maintain, train, and exercise a Business Continuity Plan. Preparedness ✓ Develop, maintain, train, and exercise an Emergency Response Plan. Response ✓ Identify supply chain disruptions and communicate issues and strategies to stabilize to the ESF #14 Coordinator.

Table B14.3 – ESF #14 Agency Roles and Responsibilities

	✓ Support humanitarian response activities and/or local philanthropic programs.
Critical Infrastructure Owners/Operators (Supporting)	The following activities and tasks have been identified for Critical Infrastructure Owners/Operators: Prevention/Protection ✓ Identify and implement strategies to protect critical infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Mitigation ✓ Develop, maintain, train, and exercise a Business Continuity Plan. Preparedness ✓ Develop, maintain, train, and exercise an Emergency Response Plan. Response ✓ Identify supply chain disruptions that may impact critical community lifelines and communicate issues and strategies to stabilize to the ESF #14 Coordinator. ✓ Communicate any requests for assistance and resource requirements for stabilization of community lifelines the ESF #14 Coordinator. ✓ Mobilize and employ the resources necessary and available, in alignment with internal plans, to address the consequences of incidents at their own facilities or incidents for which they are otherwise responsible.
JHTTB (Supporting)	The following activities and tasks have been identified for JHTTB: Prevention/Protection ✓ Identify and implement strategies to protect critical infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Mitigation ✓ Encourage events that receive funding from the JHTTB to develop emergency response plans to ensure the safety of event attendees and to share those plans with local emergency response agencies. Preparedness ✓ Develop and maintain the Jackson Hole Destination Management Plan.

Table B14.3 – ESF #14 Agency Roles and Responsibilities

	Response ✓ Partner with the ESF #15 (External Affairs) Coordinator to deliver appropriate messaging to visitors in Teton County and those considering visiting Teton County regarding the emergency, safety considerations, what they should expect, and if they should reschedule their visit. ✓ Coordinate with businesses on humanitarian response activities and/or philanthropic programs.
Mountain Ski Resorts (Supporting) <i>Grand Targhee Resort, Snow King Mountain, Jackson Hole Mountain Resort</i>	The following activities and tasks have been identified for the Mountain Ski Resorts: Prevention/Protection ✓ Identify and implement strategies to protect critical infrastructure from potential threats, including investments in cybersecurity and physical protective measures. Mitigation ✓ Develop, maintain, train on, and exercise a Business Continuity Plan. Response ✓ Provide an estimated visitor census for your resort to ESF #14 Coordinator and any outstanding critical visitor needs. ✓ Provide for temporary sheltering and feeding of visitors isolated by the emergency at your resort and relay actions taken to ESF #14 Coordinator. ✓ Partner with the ESF #14 Coordinator to secure key supplies and identify reliable supply chains relevant to visitor services/support, including ESF #06 (Mass Care Services) and ESF #08 (Public Health and Medical Services). ✓ Support humanitarian response activities and/or local philanthropic programs.



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Essential Elements of Information (EEl)s

This sub-section includes a list of Essential Elements of Information (EEI) that are relevant to the ESF. EEIs are a list of categorized questions that will need to be answered by ESF Agencies during activation. EEIs are categorized and numbered by FEMA Community Lifeline.

Table B14.4 – ESF Essential Elements of Information – Food, Water, and Shelter		
EEI #	EEI	Potential Sources
Shelter		
FWS-51	What is the status of commercial/private sector shelter facilities in the area?	Hotels/Motels/Resorts Email Listserve
FWS-52	How many commercial rooms/beds are available for emergency sheltering?	Hotels/Motels/Resorts Email Listserve
FWS-53	What are the short-term supply needs for commercial shelter facilities?	Hotels/Motels/Resorts Email Listserve
FWS-54	What are the long-term supply needs for commercial shelter facilities?	Hotels/Motels/Resorts Email Listserve
Food and Water		
FWS-55	How many food service establishments are functional?	Food Service Businesses, Resorts
FWS-56	Which food services establishments can support emergency food and water provision?	Food Service Businesses, Resorts
FWS-57	What is the anticipated supply of food and water for emergency provision?	Food Service Businesses, Resorts
FWS-58	What resources are needed to start food production and commercial establishments?	Food Service Businesses, Resorts
FWS-59	What are the short-term supply needs for commercial establishments?	Food Service Businesses, Resorts
FWS-60	What are the long-term supply needs for commercial establishments?	Food Service Businesses, Resorts

Table B14.5 – ESF Essential Elements of Information – Health and Medical		
EEI #	EEI	Potential Sources
Medical Supply Chain		
HM-24	What are the short-term medical supply needs?	ESF #08 Coordinator
HM-25	What are the long-term medical supply needs?	ESF #08 Coordinator
HM-26	What non-emergency medical facilities are operating?	ESF #08 Coordinator
HM-27	What supplies and resources are available at non-emergency facilities for re-distribution?	ESF #08 Coordinator

ESF Supporting Resources

This sub-section addresses the additional Planning, Organization, Equipment, Training, and Exercise (POETE) resources that help to maintain and build the capability of each ESF Agency.

Table B14.6 – ESF #14 Supporting Resources	
Planning	The following plans should be referenced and maintained to support ESF #14: • Teton County/Town of Jackson All-Hazards Recovery Plan • Jackson Hole Destination Management Plan
Organization	Additional staffing resources that may be required to support ESF #14, as defined by FEMA's Resource Typing database, include: • Logistics Section Chief • Supply Unit Leader • Disaster Cost Recovery Management Team • Disaster Recovery Finance Specialist
Equipment	The following specialty equipment and facilities that may be needed and should be inventoried and maintained to support ESF #14: • Jackson Hole Chamber of Commerce office • Jackson Hole Chamber of Commerce visitor information phone line • Home Ranch Welcome Center • Jackson Hole and Greater Yellowstone Visitor Center
Training	ESF #14 agencies should participate in standard FEMA trainings as outlined in the Teton County/Town of Jackson National Incident Management System (NIMS) Training Plan. Additional training courses provided through the National Training and Education Division that are relevant to ESF #14 include: • AWR-213: Critical Infrastructure Security and Resilience Awareness • MGT-414: Advanced Critical Infrastructure Protection • MGT-447: Managing Food Emergencies: Strategies for Community Response • MGT-343: Disaster Management for Water and Wastewater Utilities • MGT-345: Disaster Management for Electric Power Systems • AWR-357W: Principles of Community Economic Recovery • MGT-462: Community Planning for Economic Recovery • PER-376W: Preparedness Actions to Promote Economic Resilience and Recovery
Exercises	The following exercises are regularly conducted to support ESF #14: • Annual TC-EOP Tabletop Exercise

Annex B15. ESF #15 – External Affairs

ESF #15 ensures the distribution of timely, accessible, and accurate information to all sectors, the media, and elected officials to implement appropriate protective actions to affected groups.

Table B15.1 – ESF #15 At-a-Glance

ESF Coordinators	Teton County Public Information Specialist Town of Jackson Public Information Officer	
ESF Primary Agencies	Teton County General Services Department Town of Jackson Administration	
ESF Supporting Agencies <i>ESFs are the way we organize across community agencies - the means - to enhance coordination and integration to deliver the Core Capabilities.</i>	Bridger-Teton National Forest Caribou-Targhee National Forest Grand Teton National Park Jackson Hole Airport Jackson Hole Chamber of Commerce Jackson Hole Travel & Tourism Board Lower Valley Energy Mountain Ski Resorts National Elk Refuge	St. Johns Health Teton Conservation District Teton County/Jackson Parks and Recreation Teton County Health Department Teton County Library Teton County Public Information Officers (PIO) Group Teton County School District #1 Wyoming Game & Fish
Core Capabilities <i>The National Preparedness Goal establishes 32 Core Capabilities to address our greatest risks. Core Capabilities describe the actions that can be taken - the ways - to stabilize and re-establish the lifelines.</i>	 Public Information and Warning	
Community Lifelines <i>Lifelines describe the critical services within our community that must be stabilized or re-established - the ends - to alleviate threats to life and property.</i>	 Communications Alerts, Warning, and Messaging	



Scope

ESF #15 creates the appropriate process to manage information sharing between local incident management agencies and other sectors, including with the public, disability, access, and functional needs (DAFN) groups, tourists and visitors, the private sector, community-based organizations, and the media.

ESF #15 includes the following primary functions:

- **Public Affairs** includes creating and maintaining unified messaging, as well as facilitating the communication strategy for the jurisdiction affected to prevent any misinformation shared with the public and private sectors.
- **Community Relations** involves communication among community leaders and local advocacy groups to distribute information, learn response gaps, and maintain an ongoing exchange of information with the impacted communities.
- **Multi-Level Coordination** includes interactions between local incident management and State and Federal governments.

ESF Activation

ESFs are always activated by the TC-EOC. ESF #15 will be activated any time the EOC is activated to Level 1 (Full), Level 2 (Partial), or Level 3 (Enhanced/Monitoring).

Concept of Operations

This Annex is in alignment with the Concept of Operations as outlined in the [TC-EOP Section 2](#).

ESF #15 deals with generating and disseminating **public information**, whereas ESF #05 (Information and Planning) is responsible for generating and disseminating **alerts, warnings, and notifications** of emergency incidents. Although ESF #15 will assist in amplifying **alerts, warnings, and notifications** for incidents, ESF #15 does not generate those messages. For the purposes of this plan, the definitions of these terms are:

- **Alerts, Warnings, and Notifications:** Emergency messages generated by ESF #05 and are typically disseminated through the systems and tools listed below. These messages include the source of the message, what the emergency is, where it is located, what responders are doing to rectify the issue, and actions the public needs to take. The key distinction is that AWNs include an action the public should take in a timely manner. If there is no action for the public to take in a timely manner, the message is considered public information.
- **Public Information:** Contextual information around an incident or emergency. It provides the who, what, where, when, and why for the public and the media. Often, public information will amplify AWNs and provide more background information to help the public better understand the issue. There is typically less of a time constraint on public information compared to alerts, warnings, and notifications.

It is crucial that ESF #15 and ESF #05 work closely together during an emergency, because without **public information**, the **alerts, warnings, and notifications** have no context, and the public may not heed their messages and instructions.



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Roles and Responsibilities

This sub-section provides a checklist of initial responsibilities for each ESF Agency. Tasks are organized by emergency management phase. Additional responsibilities for all ESF Primary and Supporting Agencies are included in the [ESF Annexes Introduction](#).

Table B15.2 – ESF #15 Agency Roles and Responsibilities	
Teton County General Services Department (Primary)	The following activities and tasks have been identified for Teton County General Services Department: Preparedness ✓ Maintain a notification list for all ESF #15 Supporting Agencies. ✓ Develop and maintain supporting plans and procedures for ESF #15 in coordination with Supporting Agencies. ✓ Review Appendix 5.1. Public Alert, Warning, and Notification within the ESF #05 (Information & Planning) Annex. ✓ Maintain an accurate, updated list of current media contacts. ✓ Support and participate in preparedness events. ✓ Support the development and distribution of disaster planning and preparedness materials in coordination with TCEM. ✓ Identify subject matter experts to contact during an incident to provide context and guidance for public warning, protective measures, or other public information. Response ✓ Notify relevant ESF #15 Supporting Agencies upon activation by the TC-EOC. ✓ Designate an EOC liaison to coordinate between the TC-EOC and Joint Information System (JIS), made up of representatives from key incident agencies and the Teton County PIO Group. ✓ Establish either an in-person or virtual Joint Information Center (JIC), as needed. ✓ Report to the incident scene, as requested by the Incident Commander, to collect information regarding the incident from operational staff and/or to provide on-site briefings to media. ✓ If requested and as resources allow, provide space for a JIC. ✓ In coordination with the TC-EOC, relevant ESF Coordinators, and technical experts, develop and distribute protective action guidance. ✓ Partner with relevant ESF Coordinators to develop and distribute accurate, timely, and coordinated messaging to the public through the JIS. ✓ Distribute relevant disaster messaging on all town and county platforms, including but not limited to social media, livestreams from elected officials, press releases, media interview and appearances, local radio and television, community meetings, and door-to-door communication.

Table B15.2 – ESF #15 Agency Roles and Responsibilities

	✓ Coordinate with the Jackson Hole Chamber of Commerce to provide coordinated disaster messaging at local visitor information phone line. ✓ Monitor all forms of media coverage to verify consistency and accuracy of information. ✓ Coordinate with Jackson Hole Chamber of Commerce to understand trends, rumors, and other messaging issues observed through the visitor information phone line. ✓ Provide communications to non-affected areas about incident details, preparedness measures, and reassurance. ✓ Coordinate with pre-identified subject matter experts to provide accurate scientific, medical, and technical response information. Recovery ✓ Continue updating public information regarding recovery efforts, including disaster assistance programs.
Town of Jackson Administration (Primary)	The following activities and tasks have been identified for Town of Jackson Administration: Preparedness ✓ Maintain a notification list for all ESF #15 Supporting Agencies. ✓ Develop and maintain supporting plans and procedures for ESF #15 in coordination with Supporting Agencies. ✓ Review Appendix 5.1. Public Alert, Warning, and Notification within the ESF #05 (Information & Planning) Annex. ✓ Maintain an accurate, updated list of current media contacts. ✓ Support and participate in preparedness events. ✓ Support the development and distribution of disaster planning and preparedness materials in coordination with TCEM. ✓ Identify subject matter experts to contact during an incident to provide context and guidance for public warning, protective measures, or other public information. Response ✓ Notify relevant ESF #15 Supporting Agencies upon activation by the TC-EOC. ✓ Designate an EOC liaison to coordinate between the TC-EOC and JIS, made up of representatives from key incident agencies and the Teton County PIO Group. ✓ Establish either an in-person or virtual JIC, as needed. ✓ Report to the incident scene, as requested by the Incident Commander, to collect information regarding the incident from operational staff and/or to provide on-site briefings to media. ✓ If requested and as resources allow, provide space for a JIC.

Table B15.2 – ESF #15 Agency Roles and Responsibilities

	✓ In coordination with the TC-EOC, relevant ESF Coordinators, and technical experts, develop and distribute protective action guidance. ✓ Partner with relevant ESF Coordinators to develop and distribute accurate, timely, and coordinated messaging to the public through the JIS. ✓ Distribute relevant disaster messaging on all town and county platforms, including but not limited to social media, livestreams from elected officials, press releases, media interview and appearances, local radio and television, community meetings, and door-to-door communication. ✓ Coordinate with the Jackson Hole Chamber of Commerce to provide coordinated disaster messaging at local visitor information phone line. ✓ Monitor all forms of media coverage to verify consistency and accuracy of information. ✓ Coordinate with Jackson Hole Chamber of Commerce to understand trends, rumors, and other messaging issues observed through the visitor information phone line. ✓ Provide communications to non-affected areas about incident details, preparedness measures, and reassurance. ✓ Coordinate with pre-identified subject matter experts to provide accurate scientific, medical, and technical response information. Recovery ✓ Continue updating public information regarding recovery efforts, including disaster assistance programs.
Bridger-Teton National Forest (Supporting)	The following activities and tasks have been identified for Bridger-Teton National Forest: Response ✓ For any incidents taking place within Bridger-Teton National Forest: ○ Designate an incident PIO ○ Report to the incident scene, as needed, to collect information regarding the incident from operational staff and/or to provide on-site briefings to media ○ In coordination with the TC-EOC and technical experts, develop and distribute protective action guidance ○ Provide updates through the JIS to other affected areas, as relevant ✓ If requested and as resources allow, provide space for a JIC. ✓ Distribute relevant disaster messaging on all platforms, including but not limited to social media, livestreams, press releases, media interview and appearances, local radio and television, community meetings, and door-to-door communication.

Table B15.2 – ESF #15 Agency Roles and Responsibilities

	✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated.
Caribou-Targhee National Forest (Supporting)	The following activities and tasks have been identified for Caribou-Targhee National Forest: Response ✓ For any incidents taking place within Caribou-Targhee National Forest: ○ Designate an incident PIO ○ Report to the incident scene, as needed, to collect information regarding the incident from operational staff and/or to provide on-site briefings to media ○ In coordination with the TC-EOC and technical experts, develop and distribute protective action guidance ○ Provide updates through the JIS to other affected areas, as relevant ✓ Distribute relevant disaster messaging on all platforms, including but not limited to social media, livestreams, press releases, media interview and appearances, local radio and television, community meetings, and door-to-door communication. ✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated.
Grand Teton National Park (Supporting)	The following activities and tasks have been identified for Grand Teton National Park: Response ✓ For any incidents taking place within Grand Teton National Park: ○ Designate an incident PIO ○ Report to the incident scene, as needed, to collect information regarding the incident from operational staff and/or to provide on-site briefings to media ○ In coordination with the TC-EOC and technical experts, develop and distribute protective action guidance ○ Provide updates through the JIS to other affected areas, as relevant ✓ If requested and as resources allow, provide space for a JIC. ✓ Distribute relevant disaster messaging on all platforms, including but not limited to social media, livestreams, press releases, media interview and appearances, local radio and television, and call center. ✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated.

Table B15.2 – ESF #15 Agency Roles and Responsibilities

Jackson Hole Airport (Supporting)	The following activities and tasks have been identified for Jackson Hole Airport: Response ✓ For any incidents taking place within Jackson Hole Airport: ○ Designate an incident PIO ○ Report to the incident scene, as needed, to collect information regarding the incident from operational staff and/or to provide on-site briefings to media ○ In coordination with the TC-EOC and technical experts, develop and distribute protective action guidance ○ Provide updates through the JIS to other affected areas, as relevant ✓ If requested and as resources allow, provide space for a JIC. ✓ Share incident related information to the ESF #15 Coordinator for distribution through the JIS. ✓ Distribute relevant disaster messaging on all platforms, including but not limited to social media, livestreams, press releases, media interview and appearances, local radio and television, and call center. ✓ Lend subject area expertise relevant to their authority/mission. ✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated.
Jackson Hole Chamber of Commerce (Supporting)	The following activities and tasks have been identified for Jackson Hole Chamber of Commerce: Preparedness ✓ Maintain a communications/list serve group. ✓ Maintain local visitor information phone line. Response ✓ Participate in the Teton County PIO Group to support the development of messaging and public information and clarify any specific needs for tourists/visitors and businesses. ✓ Distribute relevant disaster messaging on all relevant platforms, including but not limited to social media, press releases, media interviews and appearances, local radio and television, and visitor phone line. ✓ Ensure relevant, timely, and accurate disaster information is available to the public at the Jackson Hole Chamber of Commerce offices and the Home Ranch Welcome Center. ✓ If requested and as resources allow, provide space for a JIC. ✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated.

Table B15.2 – ESF #15 Agency Roles and Responsibilities

	✓ Work with the ESF #15 Coordinator to provide coordinated disaster messaging on visitor information phone line. ✓ Monitor all forms of media coverage to verify consistency and accuracy of information. ✓ Coordinate with ESF #15 Coordinator to understand trends, rumors, and other messaging issues observed through the visitor information phone line. ✓ Provide staff to assist with translation of information releases if available. ✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated.
Jackson Hole Travel & Tourism Board (Supporting)	The following activities and tasks have been identified for Jackson Hole Travel & Tourism Board: Response ✓ Provide incident related information to the ESF #15 Coordinator for distribution through the JIS. ✓ Distribute relevant disaster messaging on all platforms, including but not limited to social media, livestreams, press releases, media interview and appearances, local radio and television, and call center. ✓ Lend subject area expertise relevant to their authority/mission. ✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated. ✓ Amplify messaging from ESF #15 as appropriate to visitors from outside of the area who may encounter ongoing emergency situations during their visit or discourage visitation to the impacted area until the emergency is resolved.
Lower Valley Energy (Supporting)	The following activities and tasks have been identified for Lower Valley Energy: Response ✓ For any incidents involving Lower Valley Energy infrastructure: ○ Designate an incident PIO ○ Report to the incident scene, as needed, to collect information regarding the incident from operational staff and/or to provide on-site briefings to media ○ In coordination with the TC-EOP and technical experts, develop and distribute protective action guidance ○ Provide updates through the JIS to other affected areas, as relevant ✓ Provide incident related information to the ESF #15 Coordinator for distribution through the JIS.

Table B15.2 – ESF #15 Agency Roles and Responsibilities

	✓ Distribute relevant disaster messaging on all platforms, including but not limited to social media, livestreams, press releases, media interview and appearances, local radio and television, and call center. ✓ Lend subject area expertise relevant to their authority/mission. ✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated.
Mountain Ski Resorts (Supporting) <i>Grand Targhee Resort, Jackson Hole Mountain Resort, and Snow King Mountain</i>	The following activities and tasks have been identified for Mountain Ski Resorts: Response ✓ For any incidents taking place within the Ski Resort: ○ Designate an incident PIO ○ Report to the incident scene, as needed, to collect information regarding the incident from operational staff and/or to provide on-site briefings to media ○ In coordination with the EOC and technical experts, develop and distribute protective action guidance ○ Provide updates through the JIS to other affected areas, as relevant ✓ Distribute relevant disaster messaging on all platforms, including but not limited to social media, livestreams, press releases, media interview and appearances, local radio and television, community meetings, and door-to-door communication. ✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated.
National Elk Refuge (Supporting)	The following activities and tasks have been identified for National Elk Refuge within each of the emergency management phases: Response ✓ For any incidents taking place within the National Elk Refuge: ○ Designate an incident PIO ○ Report to the incident scene, as needed, to collect information regarding the incident from operational staff and/or to provide on-site briefings to media ○ In coordination with the EOC and technical experts, develop and distribute protective action guidance ○ Provide updates through the JIS to other affected areas, as relevant ✓ Distribute relevant disaster messaging on all platforms, including but not limited to social media, livestreams, press releases, media interview and appearances, local radio and television, and call center.

Table B15.2 – ESF #15 Agency Roles and Responsibilities

	✓ Ensure relevant, timely, and accurate disaster information is available to the public at the Jackson Hole and Greater Yellowstone Visitor Center. ✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated.
St. Johns Health (Supporting)	The following activities and tasks have been identified for St. Johns Health: Response ✓ For any incidents taking place within St. John's Health system: ○ Designate an incident PIO ○ Report to the incident scene, as needed, to collect information regarding the incident from operational staff and/or to provide on-site briefings to media ○ In coordination with the TC-EOC and technical experts, develop and distribute protective action guidance ○ Provide updates through the JIS to other affected areas, as relevant ✓ If requested and as resources allow, provide space for a JIC. ✓ Provide incident related information to the ESF #15 Coordinator for distribution through the JIS. ✓ Distribute relevant disaster messaging on all platforms, including but not limited to social media, livestreams, press releases, media interview and appearances, local radio and television, and call center. ✓ Lend subject area expertise relevant to their authority/mission. ✓ Provide staff to assist with translation of information releases if available. ✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated.
Teton Conservation District (Supporting)	The following activities and tasks have been identified for Teton Conservation District: Response ✓ Provide incident related information to the ESF #15 Coordinator for distribution through the JIS. ✓ Distribute relevant disaster messaging on all platforms, including but not limited to social media, livestreams, press releases, media interview and appearances, local radio and television, and call center. ✓ Lend subject area expertise relevant to their authority/mission.

Table B15.2 – ESF #15 Agency Roles and Responsibilities

	✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated.
Teton County/Jackson Parks and Recreation (Supporting)	The following activities and tasks have been identified for Teton County/Jackson Parks and Recreation: Response ✓ If requested and as resources allow, provide space for a JIC. ✓ Provide incident related information to the ESF #15 Coordinator for distribution through the JIS. ✓ Distribute relevant disaster messaging on all platforms, including but not limited to social media, livestreams, press releases, media interview and appearances, local radio and television, and call center. ✓ Lend subject area expertise relevant to their authority/mission. ✓ Provide staff to assist with translation of information releases if available. ✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated.
Teton County Health Department (Supporting)	The following activities and tasks have been identified for Teton County Health Department: Preparedness ✓ Participate in planning, training, and exercise activities. ✓ Provide at least two (2) contacts (name, role, and contact information) for emergency response activities to the ESF #15 Coordinator. Maintain annual updates. Response ✓ For public health incidents in Teton County: ○ Designate an incident PIO ○ Report to the incident scene, as needed, to collect information regarding the incident from operational staff and/or to provide on-site briefings to media ○ In coordination with the TC-EOP and technical experts, develop and distribute protective action guidance ○ Provide updates through the JIS to other affected areas, as relevant. ✓ If requested and as resources allow, provide space for a JIC. ✓ Provide incident related information to the ESF #15 Coordinator for distribution through the JIS. ✓ Distribute relevant disaster messaging on all platforms, including but not limited to social media, livestreams, press releases,

Table B15.2 – ESF #15 Agency Roles and Responsibilities

	media interview and appearances, local radio and television, and call center. ✓ Lend subject area expertise relevant to their authority/mission. ✓ Provide staff to assist with translation of information releases if available. ✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated.
Teton County Library (Supporting)	The following activities and tasks have been identified for Teton County Library: Response ✓ If requested and as resources allow, provide space for a JIC. ✓ Provide incident related information to the ESF #15 Coordinator for distribution through the JIS. ✓ Distribute relevant disaster messaging on all platforms, including but not limited to social media, livestreams, press releases, media interview and appearances, local radio and television, and call center. ✓ Lend subject area expertise relevant to their authority/mission. ✓ Provide staff to assist with translation of information releases if available. ✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated.
Teton County PIO Group (Supporting)	The following activities and tasks have been identified for Teton County PIO Group: Preparedness ✓ Maintain a list of active participants. ✓ Meet regularly to discuss ongoing events, shared messaging, and other relevant activities. ✓ Establish membership of and operational procedures for the JIC. Response ✓ Identify additional staff support to help with public information management (answering phones and reviewing press releases). ✓ Participate as members of the JIS to coordinate the development and distribution of public information during a disaster or emergency.
Teton County School District #1 (Supporting)	The following activities and tasks have been identified for Teton County School District #1: Response

Table B15.2 – ESF #15 Agency Roles and Responsibilities

	✓ For any incidents taking place within Teton County School District #1: ○ Designate an incident PIO ○ Report to the incident scene, as needed, to collect information regarding the incident from operational staff and/or to provide on-site briefings to media ○ In coordination with the TC-EOC and technical experts, develop and distribute protective action guidance ○ Provide updates through the JIS to other affected areas, as relevant ✓ If requested and as resources allow, provide space for a JIC. ✓ Provide incident related information to the ESF #15 Coordinator for distribution through the JIS. ✓ Distribute relevant disaster messaging on all platforms, including but not limited to social media, livestreams, press releases, media interview and appearances, local radio and television, and call center. ✓ Lend subject area expertise relevant to their authority/mission. ✓ Provide staff to assist with translation of information releases if available. ✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated.
Wyoming Game & Fish (Supporting)	The following activities and tasks have been identified for Wyoming Game & Fish: Response ✓ If requested and as resources allow, provide space for a JIC. ✓ Provide incident related information to the ESF #15 Coordinator for distribution through the JIS. ✓ Distribute relevant disaster messaging on all platforms, including but not limited to social media, livestreams, press releases, media interview and appearances, local radio and television, and call center. ✓ Lend subject area expertise relevant to their authority/mission. ✓ Support local public messaging efforts through the dedicated Public Relations staff who participate in the Teton County PIO Group and JIS when activated.

Essential Elements of Information (EIs)

This sub-section includes a list of Essential Elements of Information (EEI) that are relevant to the ESF. EEIs are a list of categorized questions that will need to be answered by ESF Agencies during activation. EEIs are categorized and numbered by FEMA Community Lifeline.

Table B15.3 – ESF Essential Elements of Information – Communications		
EEI #	EEI	Potential Sources
Public Affairs		
C-18	Should the JIC be activated? In-person or virtually?	IC, Incident PIO
C-19	What media outlets are distributing information to the public?	Incident PIO, local media sources
C-20	Is all information disseminated accurate? Is any information misleading or contain rumors?	TC PIO Group
C-21	Are press conferences or press operations needed?	Incident PIO
C-22	Does the news media need additional assistance or supplies to disseminate information in a timely manner?	Local media sources
C-23	What information needs to be translated?	ESF #15
C-24	Are Spanish translators available?	TC Library, TCSD #1, TC Parks & Recreation
C-25	Are Mandarin translators available to support visiting populations?	
C-26	What are the special considerations for disability, access, and functional needs groups?	ESF #08
C-27	What are the special considerations for tourist and visitors?	JH Chamber of Commerce
Community Relations		
C-28	Have local leaders been identified to assist in the dissemination of information to the community?	ESF #15
C-29	Is having a multi-jurisdictional or multi-agency external affairs function needed?	ESF #15
Multi-Level Coordination		
C-30	Are local interactions with state and federal governments needed?	TC-EOC
C-31	Has a system for multi-sector information sharing been implemented?	TC PIO Group
C-32	Have local elected officials been informed about response and recovery efforts?	Town Administrator, County Commissioners' Administrator
C-33	Is the use of private agencies needed to disseminate information to the public?	Incident PIO
C-34	What messaging trends (common questions, concerns, rumors, etc.) are being reported to the Jackson Hole Chamber of Commerce?	JH Chamber of Commerce



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Table B15.3 – ESF Essential Elements of Information – Communications

EEI #	EEI	Potential Sources
C-35	Is the Jackson Hole Chamber of Commerce’s visitor information phone line fully staffed? Are additional staff resources needed?	JH Chamber of Commerce

ESF Supporting Resources

This sub-section addresses the additional Planning, Organization, Equipment, Training, and Exercise (POETE) resources that help to maintain and build the capability of each ESF Agency.

Table B15.4 – ESF #15 Supporting Resources

Planning	The following plans should be referenced and maintained to support ESF #15: • Teton County/Town of Jackson All-Hazards Recovery Plan • Teton County/Town of Jackson Alert, Warning, and Notification Plan
Organization	The following standard operating produces and MOUs/MOAs should be referenced and maintained to support ESF #15: • Wyoming Inter-County Mutual Aid Agreement (WICMAA) Additional staffing resources that may be required to support ESF #15, as defined by FEMA's Resource Typing database, include: • Public Information Officer
Equipment	The following specialty equipment and facilities that may be needed and should be inventoried and maintained to support ESF #15: • Jackson Hole Chamber of Commerce office • Jackson Hole Chamber of Commerce visitor information phone line • Home Ranch Welcome Center • Jackson Hole and Greater Yellowstone Visitor Center
Training	ESF #15 agencies should participate in standard FEMA trainings as outlined in the Teton County/Town of Jackson National Incident Management System (NIMS) Training Plan. Additional training courses provided through the National Training and Education Division that are relevant to ESF #15 include: • AWR-209: Working with the Media: A Course for Rural First Responders • E0105: Public Information Basics • E0388: Advanced Public Information Officer • E/K0389, E/K0393, E0394: Master PIO Program • E0952: NIMS ICS All-Hazards Public Information Officer Course • G0290: Basic Public Information Officers Course • G0291: Joint Information System/Center Planning for Tribal, State, and Local Public Information Officers • IS 29: Public Information Officers Awareness Course • IS-909: Community preparedness



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	• MGT-318: Public Information in an All-Hazards Incident
Exercises	The following exercises are regularly conducted to support ESF #15: • Annual TC-EOP Tabletop Exercise



Incident Annexes

Teton County
Emergency Operations Plan



C. INCIDENT ANNEXES

The Incident Annexes address situations requiring specialized application of the TC-EOP. These incidents were identified either due to their complexity and potential to overwhelm local resources, or because they represent the most frequent events in Teton County, as described in [TC-EOP Section 1.4.1 – Hazard Vulnerability Assessment](#).

The Incident Annexes address the following situations:

- Cyber Incident
- Earthquake Incident
- Flood Incident
- Hazardous Materials Incident
- Mass Casualty Incident
- Terrorism - Law Enforcement and Investigation Incident
- Wildland Fire Incident
- Winter Storm Incident

Each Incident Annex identifies the relevant Emergency Support Functions (ESF) that are likely to be activated by the Teton County Emergency Operations Center (TC-EOC) during an incident.

Annex C1. Cyber Incident

This annex provides a framework for digital security and data recovery to respond to threats that jeopardize the confidentiality and availability of computer infrastructure, and communications or information systems for Teton County and Town of Jackson agencies and essential services.

Table C1.1 – TC-EOP Activation for a Cyber Incident

Primary Emergency Support Function (ESF)	ESF #02 (Communications) - Serves as the primary ESF for a cyber incident - TC-EOP activation triggers listed in the ESF #02 Communications Annex apply to this incident annex - Ensures continuity of interoperable communications to support emergency response - Restores and repairs damaged communications infrastructure
Additional ESFs <i>ESFs are the way we organize across community agencies to enhance coordination and integration to deliver the Core Capabilities and stabilize Community Lifelines.</i>	For a partial activation of the TC-EOP due to a cyber incident, the following ESFs are expected to be activated: ESF #05 (Information and Planning): Gathers information about the incident and identifies resources required to respond ESF #07 (Resource Support): Locates and provides supplies to emergency response personnel, as needed ESF #13 (Public Safety and Security): Leads investigation of cyber incident and any on-going threat to people or critical infrastructure ESF #15 (External Affairs): Works with ESF #13 (Public Safety and Security) and the Teton County Multiagency Coordination (TC-MAC) Group to release appropriate and accurate public information A full activation of the TC-EOP would result in the activation of all 15 ESFs by the TC-EOP Manager.

Scope

This annex identifies and describes the framework for digital security and data recovery to protect Teton County and Town of Jackson cyber infrastructure and mitigate damages caused by common cyber threats.

Common cyber threats include:

- **Virus/Ransomware:** Malicious software uploaded onto a computer's digital infrastructure
- **Data Loss:** The destruction of data by any method, whether intentional or accidental
- **Unauthorized Access:** Obtaining access controls and barriers are bypassed to gain unapproved access to data
- **Abuse of Authorized Access:** Having the authorization and credentials to access data but sourced for unethical or illegal use



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Concept of Operations

Jurisdictional information technology (IT) departments manage technical response to a cyber incident, as described below. The TC-EOC, ESF Agencies, and TC-EOC Support Staff will support the non-technical elements of response.

A cyberattack on any government agency/department will initiate the TC-MAC Group, described in [TC-EOP Section 4.1](#). This group, facilitated by Teton County Emergency Management (TC-EM), should determine policy-level actions, which may include important decisions with financial implications, such as responding to a ransom demand from attackers.

To prevent Teton County's cyber infrastructure from damages and intrusions, Teton County IT Division is responsible for using a backup software application that is saved both in Teton County and at an off-site location. If for any reason the backup server is compromised or damaged, a new server can be set-up using backed up configuration files.

According to the Teton County Technological Disaster Response and Recovery Plan, the steps for cyber response are as follows:

1. Initial Response
2. Intrusion Analysis
3. System Repair
4. Security Improvement
5. Network Reconnection
6. Security Policy Update

The first actions for any IT department after a cyber threat is detected include:

- Determining the magnitude of the incident
- Notifying appropriate staff and departments at risk
- Disconnecting compromised systems from the network
- Creating backups for affected systems
- Gathering and securing all forms of evidence

Subsequent priorities include:

- Reviewing the log reports and configuration of files to find any signs or evidence suggesting an intrusion
- Changing security or configuration weaknesses
- Installing a new and clean version of the compromised operating system including necessary security areas, regardless of system backups already in place

Teton County IT conducts daily active directory backups to provide data recovery in the case of an active system failure. There are two domain controllers available: one at the General Services building and the other in the TC-EOC. In the case of a hardware failure, generally, IT staff or engineers make repairs without needing an emergency response activated. Town of Jackson IT, Teton County Sheriff's Office IT, and Teton County Library IT are each responsible for their own backup and cyber response procedures.

ESF Key Considerations

This sub-section provides “Key Considerations” for each ESF when activated for a cyber incident. An expanded description of the roles and responsibilities of each ESF can be found in their respective annexes.

Table C1.2 – ESF Key Considerations for a Cyber Incident	
ESF #02 Communications (Primary)	ESF #02 should consider the following for cyber incident response: ✓ Prioritize coordination between IT departments to ensure collective problem solving and communication of potential or actual threats ✓ Communicate regularly with the TC-MAC Group on the extent of the cyber incident, potential impacts to community members, and implications for the Town/County government ✓ Provide temporary communications systems to support incident management activities ✓ Ensure capacity for all emergency response personnel to communicate with each other and with the public, as needed ✓ Establish interoperable voice and data communications that are accordant with national communications systems ✓ Restore any damaged communications infrastructure or critical information networks
ESF #05 Information and Planning	ESF #05 should consider the following for cyber incident response: ✓ Develop and distribute reports on the status of operations and impacts, including Situation Reports as needed ✓ Ensure the timely warning of Teton County residents and visitors of a potential or actual cyber threats and impacts to critical infrastructure or Community Lifelines ✓ Coordinate with ESF #02 (Communications) to monitor and report the status of service network infrastructure ✓ Develop a process for information sharing between local incident management agencies and other appropriate sectors that can offer support
ESF #07 Resource Support	ESF #07 should consider the following for cyber incident response: ✓ A cyber incident may disrupt traditional government systems, including procurement, financial tracking, WebEOC, MS Teams, and other key digital and communications infrastructure used for resource support and logistics ✓ Immediate resource support may be needed to address short-term/temporary communications ✓ IT departments may require personnel and contracting support with a high-level of technical capability to monitor, interrupt, restore, and repair compromised or damaged infrastructure

Table C1.2 – ESF Key Considerations for a Cyber Incident

ESF #13 Public Safety and Security	ESF #13 should consider the following during cyber incident response: ✓ Lead any investigation of the cyber threat or attack ✓ Coordinate with the Cybersecurity and Infrastructure Security Agency (CISA) within the U.S. Department of Homeland Security ✓ Report the incident to the Wyoming Information Analysis Team (WIAT) to collect, analyze, and disseminate any criminal intelligence ✓ Provide incident details to the State Cyber Assistance Response Effort (CARE) for potential coordination and documentation purposes
ESF #15 External Affairs	ESF #15 should consider the following during cyber incident response: ✓ Confirm jurisdictional communication strategies to prevent any misinformation sharing ✓ Use alternative, non-digital communication strategies if there are any limitations to digital communication tools ✓ Ensure involvement from law enforcement agencies to understand sensitive data breaches and ensure public information does not compromise an ongoing investigation ✓ Support the TC-MAC Group in determining what information to share with the public, including what information has been breached or leaked

Annex C2. Earthquake Incident

This annex enables a coordinated, multiagency response to an earthquake incident.

Table C2.1 – TC-EOC Activation for an Earthquake Incident	
Primary Emergency Support Function (ESF)	There is no established primary ESF for an earthquake incident. The TC-EOC may choose to identify a primary ESF based on the individual incident. The primary ESF may transition during response as conditions change.
Relevant ESFs <i>ESFs are the way we organize across community agencies to enhance coordination and integration to deliver the Core Capabilities and stabilize Community Lifelines.</i>	For a partial activation of the TC-EOC due to an earthquake incident, the following ESFs are expected to be activated: • ESF #01 (Transportation): Initiates temporary road closures, assesses damage to transportation corridors, and clears debris from critical transportation routes • ESF #02 (Communications): Assesses disruption to communications systems due to power failure or other infrastructure damage • ESF #05 (Information and Planning): Gathers information about the incident and identifies resources required to respond • ESF #06 (Mass Care Services): Coordinates temporary sheltering and assistance • ESF #07 (Resource Support): Locates and provides supplies to emergency response personnel, as needed • ESF #08 (Public Health and Medical Services): Addresses emerging medical needs due to earthquake impacts, including severe injuries and fatalities • ESF #09 (Search and Rescue): Performs search and rescue activities to locate survivors and the deceased • ESF #13 (Public Safety and Security): Provides safety and security after an earthquake • ESF #15 (External Affairs): Provides accurate updates and messaging to the public A full activation of the TC-EOC would result in the activation of all 15 ESFs by the TC-EOC Manager.

Scope

This annex identifies Teton County's specific concerns when responding to the challenges posed by a catastrophic earthquake. Some of the impacts and potential challenges identified for earthquakes include:

- Injuries and/or fatalities
- Damaged or collapsed structures
- Damaged roadways and other transportation infrastructure
- Disruption of critical services and infrastructure, including water, wastewater, communications, and power service
- Isolation of vulnerable community members
- Increased response times for emergency services
- Interruption or cancellation of government and healthcare services
- Displacement of community members and resulting need for temporary shelter
- Isolation from neighboring communities and limited access for the workforce and emergency responders
- Stranded tourists and visitors

Activation

This sub-section includes potential triggers for activating the TC-EOP due to an earthquake incident, categorized by EOP activation level.

Table C2.2 – Earthquake Incident Activation Triggers	
Level 3: Enhanced/Monitoring	TCEM may activate the TC-EOP to Level 3 as a result of a small earthquake with some noticeable shaking in order to assess potential damages, at or above V on the Modified Mercalli Intensity (MMI) Scale.
Level 2: Partial Activation	A partial activation of the TC-EOP due to an earthquake may result from: • Widespread minor damage to structures, transportation infrastructure, or other critical facilities • Any reported casualties • At or above VI - VII on the Modified Mercalli Intensity Scale
Level 1: Full Activation	A full activation of the TC-EOP due to a catastrophic earthquake may result from: • Widespread and severe damage to buildings • Significant damage to critical infrastructure that will lead to disruptions of 7+ days • Significant number of casualties • At or above VIII or higher on the Modified Mercalli Intensity Scale

Concept of Operations

A catastrophic earthquake in Teton County is defined as greater than 6.0 magnitude on the Richter Scale, and a Modified Mercalli Intensity (MMI) Scale of VIII or higher with severe to extreme shaking. The MMI Scale is the most common tool to measure the impacts of an earthquake event, as detailed in **Table C2.3** below. The largest earthquake reported in the past 100 years in Teton County was an M5.0 or MMI VI.

Table C2.3 – Modified Mercalli Intensity (MMI) Scale			
Intensity	Shaking	Description of Effects	Richter Scale Magnitude
I	Not Felt	Not felt except by a very few under especially favorable conditions.	Up to 4.7
II	Weak	Felt only by a few persons at rest, especially on upper floors of buildings.	
III	Weak	Felt quite noticeably by persons indoors, especially on upper floors of buildings. Many people do not recognize it as an earthquake. Standing motor cars may rock slightly. Vibrations like the passing of a truck. Duration estimated.	
IV	Light	Felt indoors by many, outdoors by few during the day. At night, some awakened. Dishes, windows, doors disturbed; walls make cracking sound. Sensation like heavy truck striking building. Standing motor cars rocked noticeably.	
V	Moderate	Felt by nearly everyone; many awakened. Some dishes, windows broken. Unstable objects overturned. Pendulum clocks may stop.	4.8 – 5.3
VI	Strong	Felt by all, many frightened. Some heavy furniture moved; a few instances of fallen plaster. Damage slight.	5.4 – 6.0
VII	Very Strong	Damage negligible in buildings of good design and construction; slight to moderate in well -built ordinary structures; considerable damage in poorly built or badly designed structures; some chimneys broken.	6.1 – 6.8
VIII	Severe	Damage slight in specially designed structures; considerable damage in ordinary substantial buildings with partial collapse. Damage great in poorly built structures. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture overturned.	6.9 – 7.2
IX	Violent	Damage considerable in specially designed structures; well -designed frame structures thrown out of plumb. Damage great in substantial buildings, with partial collapse. Buildings shifted off foundations	
X	Extreme	Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundations. Rails bent.	7.3 – 8.0



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In the event of a communications failures following a catastrophic earthquake, TCEM and the ESF Coordinators will meet at the TC-EOC. If the EOC is inaccessible, ESF Coordinators will respond to their nearest fire station to check in with the local Incident Commander and report via radio their status.

Upon activation of the TC-EOC, ESF Agencies and TC-EOC Support Staff should conduct a preliminary damage assessment. The results of this preliminary assessment may result in the activation of other TC-EOP Annexes.

- Any reports of hazardous materials spills should result in the immediate activation of ESF #10 (Hazardous Materials) and the [Hazardous Materials Incident Annex](#)
- Any collapsed buildings will require the immediate activation of ESF #09 (Search and Rescue)
- A catastrophic incident resulting in multiple casualties will require the use of the [Mass Casualty Incident Annex](#)
- An earthquake may cause subsequent urban structure fires, resulting in the activation of ESF #04 (Firefighting)

ESF Key Considerations

This sub-section provides “Key Considerations” for each ESF when activated for an earthquake incident. An expanded description of the roles and responsibilities of each ESF can be found in their respective annexes.

Table C2.4 – ESF Key Considerations for an Earthquake Incident	
ESF #01 Transportation	ESF #01 should consider the following for earthquake incident response: ✓ Assess all roadways, bridges, and other vital transportation infrastructure for damage and operational capability ✓ Report initial damages to the TC-EOC and consider priorities and resource needs for repair and restoration ✓ coordinate with the TC-EOC to identify specific routes that are safe/open for emergency response personnel ✓ Assess the transportation impacts from the earthquake and the need for additional road closures, alternate routes, or other protective actions ✓ Monitor conditions that may restrict people from obtaining critical services or supplies, especially vulnerable populations who rely on public transportation or other forms of assistance ✓ Provide information on road closures and alternate routes for distribution to the public in coordination with ESF #15 (External Affairs) through the Joint Information System (JIS)
ESF #02 Communications	ESF #02 should consider the following for Earthquake Incident response: ✓ Promptly report any communications outages to the TC-EOC

Table C2.4 – ESF Key Considerations for an Earthquake Incident

	✓ Establish communications between receiving healthcare agencies, first responders, and the TC-EOC if traditional communications are compromised ✓ Provide information on communications disruptions and restoration estimates for distribution to the public in coordination with ESF #15 (External Affairs) through the JIS
ESF #05 Information & Planning	ESF #05 should consider the following for earthquake incident response: ✓ Ensure adequate alert and warning of the public, as detailed in the Appendix 5.1 Public Alert, Warning, and Notification ✓ Work with Incident Command to communicate protective actions to the public to protect and mitigate impacts to people and property at risk, as described in the Protective Actions Support Annex ✓ Collect critical, life safety information from activated ESFs for situational awareness, including: ○ Life safety issues (number of injuries, number of fatalities, number of structure fires, number of building collapses) ○ Status of critical infrastructure ○ Sheltering and mass care needs ○ Any reports of civil unrest ○ Access status for roadways and vital transportation corridors
ESF #06 Mass Care Services	ESF #06 should consider the following for earthquake incident response: ✓ Identify temporary sheltering and feeding locations that are safe for use and have not sustained any damage ✓ Establish the expected number of people requiring shelter, food, and water based on preliminary damage assessment and any protective action orders issued (i.e., number of people evacuating) ✓ Identify a site for distribution of mass care assistance and receiving unsolicited volunteers and donated goods
ESF #07 Resource Support	ESF #07 should consider the following for earthquake incident response: ✓ Identify and acquire resources for sheltering and mass care operations ✓ Identify locations for commodity distribution, as detailed in the Appendix 7.1. Distribution Management
ESF #08 Public Health and Medical Services	ESF #08 should consider the following for earthquake incident response:

Table C2.4 – ESF Key Considerations for an Earthquake Incident

	✓ Determine whether the incident should be considered a Mass Casualty Incident and notify the TC-EOP. Implement the Mass Casualty Incident Annex as needed. ✓ Collect information on any damages sustained at the hospital and other critical healthcare facilities. Share any expected impacts to service levels with the TC-EOP. ✓ Develop public health and medical information for the public and distribute in coordination with ESF #15 (External Affairs) through the JIS
ESF #09 Search and Rescue	ESF #09 should consider the following for earthquake incident response: ✓ Assess the need for collapsed structure rescue and request necessary resources from ESF #07 (Resource Support) ✓ Initiate collapsed structure rescue of trapped victims to level of training and equipment ✓ Identify and locate the deceased, leaving them in place when possible until released by the County Coroner ✓ Support the documentation of bodies, body parts, personal effects, and other evidence
ESF #13 Public Safety	ESF #13 should consider the following for earthquake incident response: ✓ Provide access control and security to impacted areas ✓ Support implementation and enforcement of protective action measures as needed, as described in the Protective Actions Support Annex
ESF #15 External Affairs	ESF #15 should consider the following for earthquake incident response: ✓ Provide emergency information to the public focused on life safety. Topics may include: ○ Checking on neighbors ○ Shelter locations (if established) ○ Extent of damage ○ Safety information (gas leaks, driving, road closures, etc.) ○ Status of government services and restoration estimates ○ Status of healthcare services and facilities ○ Impacts to critical infrastructure and restoration estimates ✓ Deploy redundant, low-tech communications platforms (such as radio or bulletin boards) in case of power outages and to improve situational awareness ✓ Monitor social media and other media outlets to inform ongoing damage assessments ✓ Ensure messages reach all communities, including those with disabilities and limited English proficiency

Annex C3. Flood Incident

This annex enables a coordinated, multiagency response to a flood incident.

Table C3.1 – Flood Incident Annex At-a-Glance	
Primary Emergency Support Function (ESF)	ESF #03 (Public Works) - Serves as the primary ESF for a flood incident - TC-EOC activation triggers listed in the ESF #03 Annex apply to this incident annex - Assesses damages to public infrastructure - Restores flood control and water infrastructure, including dams and levees - Restores and repairs public infrastructure
Relevant Emergency Support Functions (ESF) <i>ESFs are the way we organize across community agencies to enhance coordination and integration to deliver the Core Capabilities and stabilize Community Lifelines.</i>	For a partial activation of the TC-EOC due to a flood Incident, the following ESFs are expected to be activated: ESF #01 (Transportation): Initiates temporary road closures, assesses damage to transportation corridors, and clears debris from critical transportation routes ESF #02 (Communications): Assesses disruption to communications systems due to power failure or other infrastructure damage ESF #05 (Information & Planning): Gathers information about the incident and identifies resources required to respond ESF #07 (Resource Support): Locates and provides supplies to emergency response personnel as needed ESF #08 (Public Health and Medical Services): Addresses emerging medical needs due to flood impacts ESF #09 (Search and Rescue): Performs search and rescue activities to locate survivors and the deceased ESF #11 (Agricultural, Natural, and Cultural Resources): Assesses potential impacts to natural resources, wildlife, water sources, and the environment ESF #15 (External Affairs): Provides accurate updates and messaging to the public about protective actions, road closures, or other potential impacts A full activation of the TC-EOC would result in the activation of all 15 ESFs by the TC-EOC Manager.

Scope

The annex identifies Teton County's specific concerns when responding to the challenges posed by all forms of flooding including riverine flooding, flash flooding, rain on snow, post-wildfire flooding, frazil ice, ice jams, irrigation ditch malfunctions, and snowmelt runoff. Some of the impacts and potential challenges identified for flooding include:

- Road closures
- Isolation of vulnerable community members
- Increased response times for emergency services
- Interruption or cancellation of government and healthcare services
- Reduced private or public transportation options
- Loss of or damage to structures
- Loss of or damage to natural resources, including impacts to water quality
- Increased car accidents

Activation

This sub-section includes potential triggers for activating the TC-EOP due to a flood incident, categorized by EOC activation level.

Table C3.2 – Flood Incident Activation Triggers	
Level 4: Steady State	Triggers for flooding incidents are typically based on streamflow. Established triggers may activate levee watches by Teton County Road & Levee, but not necessarily an activation of the TC-EOP. Streamflow triggers for the Snake River include:¹⁸ • At 10,000 cfs activates once per day levee watches on Teton County and U.S. Army Corps of Engineers (USACE) levees Streamflow triggers for the Gros Ventre include:¹⁹ • At 1,500 cfs activates once per day levee watches on Teton County and USACE levees Flood Watches will raise awareness of TCEM staff but will not typically require TC-EOP activation.
Level 3: Enhanced/Monitoring	TCEM may activate the TC-EOP to Level 3 for any Flood Warning or Flash Flood Warning issued by the National Weather Service (NWS).

¹⁸ Stream gauge 13018750 at Snake River below Flat Creek, near Jackson. U.S. Geological Survey. <https://waterdata.usgs.gov/monitoring-location/13018750/>

¹⁹ Stream gauge 13014500 at Gros Ventre River at Kelly, WY. U.S. Geological Survey. <https://waterdata.usgs.gov/monitoring-location/13014500>

Table C3.2 – Flood Incident Activation Triggers

	Streamflow triggers for the Snake River include:²⁰ - At 15,000 cfs, in tandem with twice per day levee watches on Teton County and USACE levees Streamflow triggers for the Gros Ventre include:²¹ - At 3,000 cfs Additionally triggers for a Level 3 Activation may include: - Significant damage to the Jackson Project levee system - Multiple homes or businesses flooded - Key roadways flooded - Significant damage to flood control or irrigation devices such as culverts, headgates, ditches, or impoundments that pose a downstream risk to people or property - Response Level I for the Jackson Lake Dam or Grassy Lake Dam as per the U.S. Bureau of Reclamation (USBR) Emergency Action Plan (EAP) for those respective dams
Level 2: Partial Activation	Triggers for a Level 2 activation may include: - Overtopping of the Jackson Project levee system - Structural failure of flood control or irrigation devices such as culverts, headgates, ditches, or impoundments that pose a downstream risk to people or property - Multiple homes or businesses destroyed by flooding - Response Level II for the Jackson Lake Dam or Grassy Lake Dam as per USBR EAP
Level 1: Full Activation	A full activation of the TC-EOP due to catastrophic flood conditions may result from: - Structural failure of the Jackson Project levee system - Response Level III for the Jackson Lake Dam or Grassy Lake Dam as per USBR EAP

²⁰ Stream gauge 13018750 at Snake River below Flat Creek, near Jackson. U.S. Geological Survey. <https://waterdata.usgs.gov/monitoring-location/13018750/>

²¹ Stream gauge 13014500 at Gros Ventre River at Kelly, WY. U.S. Geological Survey. <https://waterdata.usgs.gov/monitoring-location/13014500>

Concept of Operations

The most common flooding types in Teton County include:²²

- **Flash Flooding:** Flooding that begins within 3 to 6 hours of heavy rainfall, dam, or levee breaks, and/or mudslides.
- **Rain on snow:** Heavy rainfall on snowpack. The rainfall becomes runoff instead of infiltrating into the ground because the existing snowpack is covering it. Additionally, the rain on the snow accelerates snowmelt, adding to the runoff.
- **Post wildfire flooding:** After wildfires, the characteristics of the soil in the impacted area can become water-resistant. As a result, rain that typically would have seeped into the ground now becomes runoff and contributes to a flash flood.
- **Ice Jams:** The water overflows rivers and banks because ice that has broken apart causes obstructions and disrupts the normal flow of the body of water.
- **Frazil Ice:** Caused when streams freeze from the bottom up due to a unique phenomenon also called anchor ice. This ice displaces water in the channel, causing it to overflow its banks. The anchor ice can also become dislodged, float to the surface, and in turn cause ice jams. This is most typically seen on Flat Creek.
- **Snowmelt Runoff:** Depending on the snow characteristics, when packs of snow melts and the soil is frozen, water cannot infiltrate it, so the melting snow becomes runoff.

NWS issues advisories, watches, and warnings for potential or actual flood incidents, as listed in **Table C3.3** below. Watch level incidents raise awareness with TCEM staff while Warnings should result in Level 3 Activation. The long-term weather outlook can provide 2-5 days' notice of an event.

Table C3.3 – NWS Public Safety Notifications ²³	
Warnings – Take Action!	
<i>Flash Flood Warning</i>	A Flash Flood Warning is issued when a flash flood is imminent or occurring. If you are in a flood prone area move immediately to high ground. A flash flood is a sudden violent flood that can take from minutes to hours to develop. It is even possible to experience a flash flood in areas not immediately receiving rain.
<i>Flood Warning</i>	A Flood Warning is issued when the hazardous weather event is imminent or already happening. A Flood Warning is issued when flooding is imminent or occurring.
Watch – Be Prepared	
<i>Flood Watch</i>	A Flood Watch is issued when conditions are favorable for a specific hazardous weather event to occur. A Flood Watch is issued when conditions are favorable for flooding. It does not mean flooding will occur, but it is possible.
Advisory – Be Aware	
<i>Flood Advisory</i>	A Flood Advisory is issued when a specific weather event that is forecast to occur may become a nuisance. A Flood Advisory is issued when flooding is not expected to be bad enough to issue a warning. However, it may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.

²² Wyoming Flood Guide. U.S. Army Corps of Engineers.

²³ <https://www.weather.gov/safety/flood-watch-warning>

Teton County is also at risk to dam failures from either the Jackson Lake Dam or Grassy Lake Dam. Both dams have an EAPs developed by the USBR. The EAPs outline activation triggers and outline the distance downstream of communities/residences and expected dam failure travel time. **Table C3.4** below outlines these key response indicators for both dams.

Table C3.4 – Emergency Action Plan Key Response Indicators		
Location	Distance Downstream (miles)	Dam Failure Travel Time (hours)
Jackson Lake Dam		
Buffalo Ranger Station	4.4	0.5
Bar BC Ranch	21.6	4.5
Park Headquarters at Moose	24.5	5.0
Wilson	38.8	8.5
Bridge Crossing (US Hwy 89/26)	51.0	12.5
Hoback Junction	56.1	13.5
Astoria Mineral Hot Springs	59.2	14.0
Palisades Reservoir	79.0	16.5
Grassy Lake Dam		
Cave Falls (Yellowstone NP; Teton, WY)	14	1.1
State Highway 32 (Fremont, ID)	40	4.4

Finally, Teton County experiences flooding related to winter weather conditions, including rain on snow events, frazil ice, and ice jams. These types of events fall outside of traditional NWS flood warning programs. The Flat Creek Watershed Improvement District (FCWID) will monitor weather conditions and determine when to turn on thaw walls during the winter on Flat Creek. These thaw wells pump ground water into Flat Creek that is above freezing temperature, helping to mitigate the buildup of frazil (anchor) ice. Minimum criteria for their decision include:

- Current and predicted weather patterns
- Speed at which floodwaters and ice buildup are occurring
- Proximity of floodwaters to public and private structures with an understanding of the time required to place equipment into the creek

The removal of the ice in FCWID’s area of responsibility on Flat Creek should start downstream because clearing the lower section allows more movement of ice from upstream. The “catch and remove” method using equipment upstream and downstream reduces new ice jams.

Supporting Operational Procedures

The following policies and procedures are to be used for reference while the annex is activated to ensure all actions are attributed to the protection of life and property.

- **USACE Jackson Project - Standard Operating Procedures (May 2009):** Outlines the policies and procedures for managing, operating, and maintaining the Jackson Hole Local Protection Project, including emergency planning and response for the Jackson area levee system.



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- **Jackson Lake Dam Emergency Action Plan (October 2014):** Describes emergency planning and response activation triggers for the Jackson Lake Dam.
- **Grassy Lake Dam Emergency Action Plan (August 2013):** Describes emergency planning and response activation triggers for the Grassy Lake Dam.
- **FCWID Emergency Wintertime and Spring Runoff Action Plan (November 2021):** Describes emergency response measure for ice jams and other flooding events along within the Improvement District.

Key Considerations

This sub-section provides “Key Considerations” for each ESF when activated for a flood incident. An expanded description of the roles and responsibilities of each ESF can be found in their respective annexes.

Table C3.5 – ESF Key Considerations for a Flood Incident	
ESF #03 Public Works (Primary)	ESF #03 should consider the following for flood incident response: ✓ Distribute sandbags and sand to the public for residential and business flood protection from the Town of Jackson maintenance shop, Teton County Road & Levee yard, or other community locations as appropriate ✓ Assess any damages to water infrastructure, including the need for protective actions (such as boil water notices) ✓ Assess public infrastructure impacts from the flooding and report any damages to TC-EOC ✓ Assess flood control infrastructure for proper operation and repair as needed. Report damage that could impact public safety to TC-EOC ✓ Convene the Teton County Flood Stakeholder Group during emergency operations to discuss coordination, establish situational awareness, and facilitate information collection and dissemination regarding flood hazards.
ESF #01 Transportation	ESF #01 should consider the following for flood incident response: ✓ Assess the transportation impacts from the flooding and the need for additional road closures, alternate routes, or other protective actions and report to TC-EOC ✓ Provide information on the safest and most reliable routes for first responders ✓ Monitor conditions that may restrict people from obtaining critical services or supplies, especially vulnerable populations who rely on public transportation or other forms of assistance ✓ Promote Turn Around Don't Drown® messaging to discourage the traveling public from driving through flood waters ✓ Provide information on road closures and alternate routes for distribution to the public in coordination with ESF #15 (External Affairs) through the Joint Information System (JIS)
ESF #02 Communications	ESF #02 should consider the following for winter storm incident response: ✓ Promptly report any communications outages to the TC-EOC ✓ Provide information on communications disruptions and restoration estimates for distribution to the public in coordination with ESF #15 (External Affairs) through the JIS

Table C3.5 – ESF Key Considerations for a Flood Incident

ESF #05 Information and Planning	ESF #05 should consider the following for flood incident response: ✓ Ensure adequate alert and warning of the public, as detailed in the Appendix 5.1. Public Alert, Warning, and Notification. The FCWID will provide additional alert and warning to FCWID residents in advance of flooding or ice jam incidents. ✓ Work with Incident Command to communicate protective actions to the public to protect and mitigate impacts to people and property at risk, as described in the Protective Actions Support Annex ✓ When the TC-EOP is activated in advance of the incident, host a virtual planning meeting to determine the state of preparedness and potential impacts from the incident, including impacts to special events, government services, and the community
ESF #07 Resource Support	ESF #07 should consider the following for flood incident response: ✓ Obtain sandbag and sand stockpile inventory from ESF #03 (Public Works) ✓ Order additional sandbags, if needed, from Wyoming State Response Coordination Center (SRCC) ✓ Request updated flood resource inventory from mutual aid agencies in the county and ESF#14 to include sandbags, sand, shovels, sandbag fillers, Visqueen, Jersey barriers, Hesco barriers, loaders, dump trucks, rock stockpiles, etc.
ESF #08 Public Health and Medical Services	ESF #08 should consider the following for flood incident response: ✓ Analyze the weather forecast to determine potential impacts to public health ✓ Monitor utility disruptions that could affect healthcare providers and vulnerable groups that receive treatments (such as dialysis) or rely on power for medical equipment ✓ Identify potential impacts to vulnerable populations and communicate additional resource needs to the TC-EOP to support equitable response. A full list of vulnerable populations in Teton County is available in TC-EOP Section 2.1.6. ✓ Ensure proper water quality and well testing to identify any public health issues ✓ Support the development of public messaging on health and safety impacts for distribution to the public in coordination with ESF #15 (External Affairs) through the JIS
ESF #09 Search and Rescue	ESF #09 should consider the following for flood incident response: ✓ Identify and locate people who are isolated in their homes and need assistance to evacuate

Table C3.5 – ESF Key Considerations for a Flood Incident

	✓ Identify and locate people who are caught in flash flooding outdoors, such as those involved in river recreation ✓ Provide swift water rescue as needed ✓ Support evacuation measures as needed
ESF #11 Agriculture, Natural, and Cultural Resources	ESF #11 should consider the following for flood incident response: ✓ Assess potential impacts to natural resources and advise on immediate protective measures ✓ Provide appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic resources impacted by the incident ✓ Monitor water quality levels and support the development of public messaging for distribution to the public in coordination with ESF #15 (External Affairs) through the JIS
ESF #15 External Affairs	ESF #15 should consider the following for flood incident response: ✓ Provide emergency information to the public focused on life safety. Topics may include: ○ Water quality information and subsequent health impacts ○ Preparing for evacuation or other protective actions ○ Sandbag and sand locations and instructions for use ○ Extent of damage ○ Safety information (driving, road closures, etc.) ○ Turn Around Don't Drown® messaging ○ Potential secondary hazards

Annex C4. Hazardous Materials Incident

The purpose of this annex is to describe roles, responsibilities, and coordinating mechanisms for managing a hazardous materials (HazMat) incident that has exceeded local capabilities.

Table C4.1 – TC-EOC Activation for a HazMat Incident

Primary Emergency Support Function (ESF)	ESF #10 (Hazardous Materials) - Serves as the primary ESF for a HazMat incident - TC-EOC activation triggers listed in the ESF #10 Annex apply to this incident annex - Handles the control and containment of an impending or actual discharge and/or uncontrolled release of oil or hazardous materials
Additional ESFs <i>ESFs are the way we organize across community agencies to enhance coordination and integration to deliver the Core Capabilities and stabilize Community Lifelines.</i>	For a partial activation of the TC-EOC due to a HazMat incident, the following ESFs are expected to be activated: ESF #01 (Transportation): Initiates temporary road closures and alternate routes as needed ESF #03 (Public Works): Assesses potential impacts to the public drinking water supply or other public infrastructure ESF #04 (Firefighting): Provides personnel, equipment, and resources for response, as needed ESF #05 (Information & Planning): Gathers information about the incident and identifies resources required to respond ESF #07 (Resource Support): Locates and provides supplies to emergency response personnel, as needed ESF #08 (Public Health and Medical Services): Coordinates protective actions for medical staff, first responders, and impacted populations; deploys medical resources to the incident, as needed ESF #11 (Agricultural, Natural, and Cultural Resources): Assesses potential impacts to natural resources, wildlife, water sources, and the environment ESF #13 (Public Safety and Security): Enforces protective actions and provides safety and security around the incident site ESF #15 (External Affairs): Provides accurate updates and messaging to the public about protective actions, road closures, or other potential impacts A full activation of the TC-EOC would result in the activation of all 15 ESFs by the TC-EOC Manager.



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Scope

This annex identifies and describes the methods, resources, and proper procedures to respond to incidents involving HazMat spills or releases from fixed facilities or materials in transport.

Concept of Operations

Local, state, and federal partners will be involved in the initial response and subsequent clean-up or recovery of a hazardous materials incident. The Local Emergency Planning Committee (LEPC) and the State Emergency Response Council (SERC) were established under the Superfund Amendments and Reauthorization Act (SARA Title III), also referred to as the Emergency Planning and Community Right to Know Act (EPCRA). This legislation requires industry to share information with the community to enhance HazMat preparedness.

The manufacturer, shipper, or other responsible party is responsible for immediately notifying the Teton County LEPC when the quantity of a hazardous material released or spilled is equal to or exceeds the reportable quantity established by SARA or CERCLA regulations or, in the case of oil products, enters or has the potential to enter waters, storm drains, or impacts land. For oil products, the responsible party is also responsible for notifying the LEPC where the spill occurred, and any other local government reasonably expected to be impacted by the spill.

Local

The Teton County/Town of Jackson Hazardous Materials Response Plan (HMERP) is the primary document outlining hazardous materials response and recovery for Teton County and the Town of Jackson. This plan is developed, maintained, and exercised by the Teton County LEPC. Procedures from the HMERP are used to develop this annex. If conflicts arise between the HMERP and this annex, the HMERP takes precedence.

The Teton County LEPC provides a forum to engage stakeholders and the public in acquiring and sharing the required information to develop and exercise the HMERP, as well as assess the capabilities and capacities of response agencies to effectively support response and recovery operations. The LEPC is open to the public, and more information on meeting times and minutes can be found at <https://www.tetoncountywy.gov/lepc>.

Initial public alert and warning, protective actions, and safety measures will be handled by local resources. The responding agency will establish an Incident Commander (IC) and Incident Command Post (ICP) to facilitate inter-agency coordination for response using the Incident Command System (ICS).

The following agencies and their hazardous materials response divisions will serve as the lead local response agency:

Table C4.2 – Local HazMat Response Agencies	
Geographic Area	Authority Having Jurisdiction
Town of Jackson	Jackson Hole Fire/EMS
Unincorporated Teton County	Jackson Hole Fire/EMS
Grand Teton National Park	National Park Service
Yellowstone National Park	National Park Service



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Table C4.2 – Local HazMat Response Agencies

Geographic Area	Authority Having Jurisdiction
Bridger-Teton National Forest	U.S. Forest Service
Caribou-Targhee National Forest	U.S. Forest Service
National Elk Refuge	U.S. Fish & Wildlife Service
Teton Village	Teton Village Fire Department
Jackson Hole Airport	Jackson Hole Airport Fire Department
State Highways	Wyoming Highway Patrol
State Forest Lands	Wyoming State Forestry Division
State Game & Fish Lands	Wyoming Game & Fish
Teton County School District #1 Property	Teton County School District #1

For those jurisdictions that do not have a HazMat division, they would rely on Jackson Hole Fire/EMS and/or the Regional Emergency Response Team (RERT) 8 to assist with response operations. This mutual aid assistance does not relieve the jurisdiction from ultimate responsibility for the management of the HazMat incident.

When TCEM is notified of actual or potential events within Teton County, they are responsible for notifying the Wyoming Office of Homeland Security (WOHS) of the incident, whether requesting assistance or not.

Regional/State

Request for any state or federal assistance is sent by the IC to the TC-EOC when local resources are anticipated to be inadequate by the IC. According to the Teton County HMERP, request for activation of RERT 8, other RERTs, or the Wyoming National Guard 84th Civil Support Team will be made by the IC to TCEM (or the TC-EOC if activated). RERT 8 will join the ICP on-scene to conduct response activities.

The primary response agency is responsible for contacting the LEPC under the following conditions:

- An Extremely Hazardous Substances (EHS) from the Environmental Protection Agency's (EPA) List of Lists spilled in excess of its Reportable Quantity (RQ) must be reported to the LEPC, who in turn will notify the SERC.
- A Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) hazardous substance spilled in excess of its RQ must be reported to the LEPC, who in turn will notify the Wyoming Department of Environmental Quality (DEQ), National Response Center (NRC), and SERC.
- Any spill of a hazardous substance that enters or threatens to enter waters of the state must be reported to DEQ. Spills of 25 gallons or less of refined crude oil products (including gasoline and diesel) that does not physically enter waters of the state and is immediately contained and removed does not need to be reported to DEQ.



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Federal

At the federal level, the National Response Center (NRC) must be notified if a CERCLA hazardous substance is spilled in excess of its RQ. This will be done by the LEPC, or on the LEPC's behalf by DEQ.

ESF Key Considerations

This sub-section provides "Key Considerations" for each ESF when activated for a HazMat Incident. An expanded description of the roles and responsibilities of each ESF can be found in their respective annexes.

Table C4.3 – ESF Key Considerations for a HazMat Incident	
ESF #10 Hazardous Materials (Primary)	ESF #10 should consider the following for HazMat incident response: ✓ Refer to the Teton County/Town of Jackson HMERP to ensure proper HazMat response protocols are being followed. ✓ Ensure that an IC and ICS has been adequately established at the incident, including development of a written Incident Action Plan (IAP). ✓ The local HazMat response agency with authority is responsible for detection, assessment, and monitoring of the spill site. ✓ Coordinate with ESF #08 (Public Health and Medical Services) to activate and deploy medical resources to the incident, as well as determine protective actions for staff, first responders, and impacted populations. ✓ Use the Protective Actions Support Annex to develop and issue protective actions for the public and distribute in coordination with ESF #15 (External Affairs) through the Joint Information System (JIS). ✓ Coordinate with ESF #11 (Agriculture, Natural, and Cultural Resources) to assess potential impacts to natural resources within or near the incident site, as well as implement mitigation actions for further contamination. ✓ Anticipate needs for additional response resources, including RERTs, CSTs, WY DEQ, and EPA Environmental Response Teams (ERT).
ESF #01 Transportation	ESF #01 should consider the following for a HazMat incident response: ✓ Assess the transportation impacts from the spill, including location, duration, and the need for alternate routes. ✓ Provide information on road closures and alternate routes for distribution to the public in coordination with ESF #15 (External Affairs) for distribution through the JIS. ✓ Address the need for evacuation planning and the identification of evacuation routes, as described in the Protective Actions Support Annex.

Table C4.3 – ESF Key Considerations for a HazMat Incident

ESF #03 Public Works	ESF #03 should consider the following for a HazMat incident response: ✓ Assess the public water infrastructure impacts from the spill, including location, duration, and the need for protective actions (such as boil water notices) in coordination with ESF #08 (Public Health and Medical). ✓ Provide information on public water system issues for distribution to the public in coordination with ESF #15 (External Affairs) for distribution through the JIS.
ESF #04 Firefighting	ESF #04 should consider the following for a HazMat incident response: ✓ Mobilize resources, including personnel and equipment, to support decontamination. ✓ Address potential fire danger at incident site.
ESF #05 Information and Planning	ESF #05 should consider the following for a HazMat incident response: ✓ Develop and distribute reports on the status of operations and impacts, including Situation Reports as needed. ✓ Ensure the timely warning of Teton County residents and visitors of potential or actual impacts, including relaying the IC's issued protective actions as described in the Protective Actions Support Annex. ✓ Assess the need for sheltering or mass care services based on protective action orders. ✓ Organize information shared through other ESFs to establish situational awareness of impacts across the community, including human health, environmental damages, or disruption of critical infrastructure. ✓ Develop a process for information sharing between local incident management agencies and other appropriate sectors that can offer support. ✓ Ensure proper hazardous materials notifications are made to the WOHS Duty Officer, SERC, WY DEQ, and NRC, as necessary.
ESF #07 Resource Support	ESF #07 should consider the following for a HazMat incident response: ✓ Assist with specialized hazmat resource requests such as RERTs, CSTs, and EPA ERTs.
ESF #08 Public Health and Medical Services	ESF #08 should consider the following for a HazMat incident response: ✓ Organize any necessary care or protective actions among hospitals, medical personnel, emergency service providers, and technical specialists.

Table C4.3 – ESF Key Considerations for a HazMat Incident

	✓ Ensure proper lockdown and decontamination procedures are initiated immediately upon notification of an incident. ✓ Provide public health response activities such as EMS triage, treatment, and transportation or evacuation of impacted individuals. ✓ Monitor the health and safety of first responders and healthcare staff. ✓ Coordinate with impacted drinking water supply entities, ESF #03 (Public Works), and ESF #11 (Agriculture, Natural, and Cultural Resources) on the issuance of boil water orders, do not drink orders, or other protective actions around contaminated drinking water. ✓ Provide information, personal protective actions, signs and symptoms, and other relevant human health information regarding the incident for distribution to the public in coordination with ESF #15 (External Affairs) for distribution through the JIS.
ESF #11 Agriculture, Natural, and Cultural Resources	ESF #11 should consider the following for a HazMat incident response: ✓ Assess potential impacts to natural resources during initial incident response and advise on immediate protective measures. ✓ Provide appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic resources impacted by the incident. ✓ Assess rural drinking water impacts from the spill in coordination with ESF #08 (Public Health and Medical). ✓ Monitor air quality levels in the area surrounding the incident site and initiate response to heightened levels of pollutants.
ESF #13 Public Safety and Security	ESF #13 should consider the following for a HazMat incident response: ✓ Provide access control and security to impacted areas. ✓ Use the Protective Actions Support Annex to inform, initiate, and enforce protective actions, including evacuations as needed.
ESF #15 External Affairs	ESF #15 should consider the following for a HazMat incident response: ✓ Organize and coordinate unified messaging for the public about the incident, including: ○ Critical infrastructure disruptions ○ Road closures and alternative routes ○ Protective actions ○ Signs and symptoms of contamination ○ Ongoing incident operations ✓ Confirm jurisdictional communication strategies to prevent any misinformation sharing.



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Table C4.3 – ESF Key Considerations for a HazMat Incident

	✓ Refer to Appendix B: Common Questions from the Media Regarding Hazardous Materials Incidents from the Teton County/Town of Jackson HMERP.
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Annex C5. Mass Casualty Incident

This annex describes roles, responsibilities, and coordinating mechanisms for responding to a mass casualty incident (MCI) involving five or more casualties and impacting Teton County residents and/or visitors.

Table C5.1 – TC-EOP Activation for a Mass Casualty Incident	
Primary Emergency Support Functions (ESF)	ESF #08 (Public Health and Medical Services) • Serves as the primary ESF for a mass casualty incident • TC-EOP activation triggers listed in the ESF #08 Annex apply to this incident annex • Coordinates with medical service providers and emergency responders to provide medical care, fatality management, and stabilization of the incident • Delegates on-scene functions related to body identification, mortuary services, and contacting next of kin to appropriate agencies
Additional ESFs <i>ESFs are the way we organize across community agencies to enhance coordination and integration to deliver the Core Capabilities and stabilize Community Lifelines.</i>	For a partial activation of the TC-EOP due to an MCI, the following ESFs are expected to be activated: • ESF #05 (Information & Planning): Gathers information about the incident and identifies resources required to respond • ESF #06 (Mass Care Services): Establishes a Family Assistance Center (FAC) for survivors and families • ESF #07 (Resource Support): Locates and provides supplies to emergency response personnel, as needed • ESF #09 (Search and Rescue): Performs search and rescue activities to locate survivors and the deceased • ESF #13 (Public Safety and Security): Provides safety and security around the incident site and leads any necessary investigations • ESF #15 (External Affairs): Provides accurate updates and messaging to the public A full activation of the TC-EOP would result in the activation of all 15 ESFs by the TC-EOP Manager.



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Scope

This annex describes necessary actions related to saving lives, transporting, and evacuating people, providing treatment to those injured, and temporarily handling the deceased following a mass casualty incident. A “casualty” for the purposes of this plan is a person injured or killed as a result of the incident. The level of an MCI is dependent on the number of resources available for response efforts and the total number casualties from the incident.

The number of and nature of injuries and/or deaths is an important factor in mass casualty incidents. There are three types of categories for MCIs:

1. **Multi-Casualty Emergency:** An incident involving 5-15 casualties where local medical facilities and ambulance services will need assistance.
2. **Major Medical Emergency:** An incident involving 16-50 casualties. Effective response by a single jurisdiction in Teton County would be difficult to impossible.
3. **Medical Disaster:** An incident involving more than 50 casualties and causing major strain to all jurisdictional and regional resources.

Concept of Operations

The initial priority on-scene will be to establish ICS, contain the incident, and stabilize the incident area. Once secured, triage stations will be set up to manage victims and provide initial treatment on-scene. Off-scene priorities include identifying facilities to serve as the emergency treatment centers and mass casualty collection points within the county, as appropriate.

The type of MCI will determine what types of additional resources will be required for response. As a single jurisdiction may be able to handle a multi-casualty emergency, they will most likely become overwhelmed once an incident exceeds 16 casualties, resulting in an escalation to a major medical emergency. An incident involving more than 50 casualties, overwhelming local jurisdictions, and stressing regional jurisdictions, is a medical disaster.

The IC has the responsibility of declaring the level of the MCI and requesting activation of the Jackson Hole Fire/EMS (JHFEMS) Mass Casualty Plan. This is accomplished through a request to TCSO Dispatch to deploy units according to the MCI Dispatch Protocol.

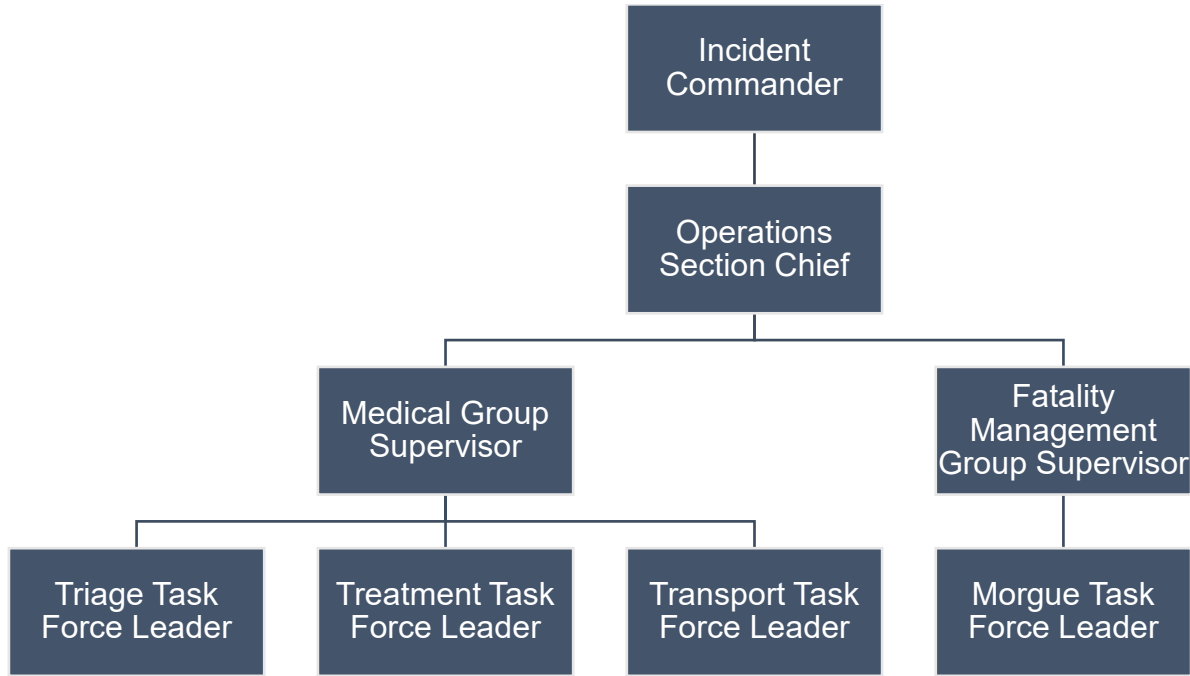
Medical Care

Medical triage, treatment, and transport on scene is the responsibility of the Medical Group Supervisor under the Operations Section Chief in the ICS structure. The Medical Group Supervisor will assign a Triage Task Force Leader, a Treatment Task Force Leader, and a Transport Task Force Leader.

- **Triage Task Force Leader:** Sort and treat victims according to priority of injuries and move to established treatment areas
- **Treatment Task Force Leader:** Organize medical treatment activities, including establishing treatment areas and ensuring all patients receive triage tags
- **Transport Task Force Leader:** Coordinate transportation of casualties, including maintaining accurate transportation logs positively identifying victims by triage tag number, triage color, transporting vehicle, and destination

Figure C5.1 below illustrates the placement of the medical group within the ICS structure.

Figure C5.1. Medical Group within ICS



Teton County's MCI Trailers may have already been dispatched by the IC through activation of the Mass Casualty Plan, but if they have not and additional supplies are needed, the Medical Group Supervisor should request the trailers through their supervisor. Each of the two trailers are equipped with supplies for an incident of up to 50 people. Additionally, each JHFEMS fire station has a cache of mass casualty supplies for up to 50 people in modular portable containers that may be requested. St. John's Health and outlying clinics can provide additional medical supplies as requested. Lastly, the Medical Group Supervisor may request through their supervisor federal Disaster Medical Assistance Teams (DMAT), however these are normally reserved for medical disasters.

Any medical providers located at the scene will begin by triaging patients using the START protocol and providing immediate life-saving care until all patients are triaged. The START triage system will be implemented to sort patients based on the severity of injury sustained as follows:

- **Red:** Immediate – Airway following positioning, Respirations >30/min, radial pulse absent or capillary refill >2 sec, and cannot follow simple commands.
- **Yellow:** Delayed – Airway present, Respirations <30/min, radial pulse present and capillary refill <2 sec, and can follow simple commands.
- **Green:** Minor: All walking wounded.
- **Black:** Deceased, cardiac arrest, those obviously dead, catastrophically injured with little chance of survival with immediate medical care.



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Fatality Management

On-scene fatality management is the responsibility of the Teton County Coroner's Office (TCCO). The TCCO will assign a Fatality Management Group Supervisor who will report to the Operations Section Chief. The Fatality Management Group Supervisor is responsible for establishing temporary morgues, death investigation, proper and respectful handling of the remains, taking possession of the deceased's personal effects, storage of the deceased, notifications to next of kin, and disposition of the deceased and their personal effects to appropriate parties. If needed, the Fatality Management Group Supervisor may assign a Morgue Task Force Leader to assist with the establishment and management of temporary morgues.

The Fatality Management Group Supervisor may request the State of Wyoming's mass casualty refrigerated trailers, which each have cold storage capacity for up to 50 bodies. They may also request federal Disaster Mortuary Operational Response Teams (DMORT); however, these would normally be reserved for a medical disaster. All resource requests must be made through the ICS to the Fatality Management Group Supervisor's supervisor.

Supporting Operational Procedures

The following policies and procedures are to be used for reference while the annex is activated to ensure all legal actions are attributed to the protection of life and property.

- Wyoming Emergency Medical Services Act of 1977 establishes the standards and procedures regarding ambulances and medical personnel to promote the health and safety of the people of Wyoming.
- Jackson Hole Fire/EMS Operations Manual, Division 20, Article 1, "Mass Casualty Incident Plan", describes local triage operations in further detail.
- The Teton County Coroner's Office shall develop, maintain, and exercise mass fatality response procedures that works in coordination with JHFEMS' Mass Casualty Incident Plan.

ESF Key Considerations

This sub-section provides “Key Considerations” for each ESF when activated for a mass casualty incident. An expanded description of the roles and responsibilities of each ESF can be found in their respective annexes.

Table C5.2 – ESF Key Considerations for a Mass Casualty Incident	
ESF #08 Public Health and Medical Services (Primary)	ESF #08 should consider the following for mass casualty incident response: ✓ Determine the type and level of mass casualty incident and notify the TC-EOP for situational awareness. ✓ Ensure that ICS is established on-scene and that the JHFEMS Mass Casualty Incident Plan and/or TCCO’s mass fatality response procedures are implemented. ✓ Ensure hospitals and other receiving agencies are immediately notified, establishing communication between the agencies and first responders. ✓ Organize any necessary protective actions among hospitals, medical personnel, and emergency services providers. ✓ Develop public health and medical information for the public and distribute in coordination with ESF #15 (External Affairs) through the Joint Information System (JIS). ✓ Assess the need for mental health services and counseling for families, survivors, first responders, and healthcare personnel. ✓ Coordinate with the Federal Bureau of Investigations (FBI) to establish a Family Reunification Center and provide reunification services, in coordination with ESF #13 (Public Safety and Security) as needed.
ESF #05 Information and Planning	ESF #05 should consider the following for mass casualty incident response: ✓ Develop and distribute reports on the status of operations and impacts, including Situation Reports as needed. ✓ Ensure the timely warning of Teton County residents and visitors of potential or actual impacts, including relaying protective actions issued by the IC as described in the Protective Actions Support Annex. ✓ Assess the need for short-term sheltering or mass care services, including consideration of any protective actions (i.e., people under evacuation order). ✓ Organize information shared through other ESFs to establish situational awareness of impacts across the community. ✓ Develop a process for information sharing between local incident management agencies and other appropriate sectors that can offer support.

Table C5.2 – ESF Key Considerations for a Mass Casualty Incident

ESF #06 Mass Care Services	ESF #06 should consider the following for mass casualty incident response: ✓ Assess the need for a FAC after reunification services are completed.
ESF #07 Resource Support	ESF #07 should consider the following for mass casualty incident response: ✓ Assist with obtaining specialized mass casualty resources such as state mass casualty refrigerated trailers, MCI trailers, DMATs, and DMORTs.
ESF #09 Search and Rescue	ESF #09 should consider the following for mass casualty incident response: ✓ Identify and locate the deceased, leaving them in place when possible until released by the TCCO. ✓ Support the documentation of bodies, body parts, personal effects, and other evidence.
ESF #13 Public Safety and Security	ESF #13 should consider the following for mass casualty incident response: ✓ Coordinate with the FBI and ESF #08 (Public Health and Medical Services) to establish a Family Reunification Center and provide investigative and reunification services, as needed. ✓ Provide access control and security to impacted areas.
ESF #15 External Affairs	ESF #15 should consider the following for mass casualty incident response: ✓ Organize and coordinate unified messaging for the public about the incident, including public health and safety measures and any necessary protective actions. ✓ Confirm jurisdictional communication strategies to prevent any misinformation sharing.



Annex C6. Terrorism Incident – Law Enforcement and Investigation Incident

This annex facilitates effective law enforcement and investigation in response to any threats or actual acts of terrorism.

Table C6.1 – TC-EOP Activation for a Terrorism Incident	
Primary Emergency Support Functions (ESF)	ESF #13 (Public Safety and Security) • Serves as the primary ESF for a terrorism incident in coordination with the Federal Bureau of Investigations (FBI) • Mobilizes the resources and capabilities of public safety agencies and security to protect life, property, and maintain law and order • Supports the FBI's investigation and intelligence activities
Additional ESFs <i>ESFs are the way we organize across community agencies to enhance coordination and integration to deliver the Core Capabilities and stabilize Community Lifelines.</i>	For a partial activation of the TC-EOP due to a Terrorism Incident, the following ESFs are expected to be activated: • ESF #05 (Information & Planning): Gathers information about the incident and identifies the resources required to respond • ESF #07 (Resource Support): Locates and provides supplies to emergency response personnel, as needed • ESF #10 (Hazardous Materials): Handles the control and containment of a threatened or actual intentional release of hazardous materials • ESF #15 (External Affairs): Provides accurate updates and messaging to the public A full activation of the TC-EOP would result in the activation of all 15 ESFs by the TC-EOP Manager.



Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

Scope

This annex establishes the structure for a timely, coordinated, and unified response from local law enforcement and investigative agencies to any threats or actual acts of terrorism, no matter if the threats are deemed to be credible and/or whether they can escalate. As defined in the Homeland Security Act of 2002, terrorism is an activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping. This annex guides response to terrorism incidents, such as mass destruction (WMD), or chemical, biological, radiological, nuclear, or high-explosive (CBRNE) material.

Concept of Operations

The level of assessment and control of the terrorism incident is based on multiple factors, including but not limited to:

- Number of locations affected
- Types of scenes created (incident, hazardous, and/or crime)
- Level of coordination of local law enforcement, protective actions, governmental technical expertise, and investigative actions

Teton County follows any effort to deter or prevent acts of terrorism by apprehending and prosecuting any individual who plans or perpetrates any level of terrorist actions/attacks. After receiving any form of a terrorist threat, local departments notify the FBI and the Wyoming Information and Analysis Team (WIAT, Wyoming's fusion center). An initial assessment is conducted to assess the credibility of the threat and confirm if the potential terrorist act involves WMD or CBRNE. Once deemed credible, local law enforcement will activate the TC-EOC and a Joint Operations Center (JOC) is established by the FBI to provide field coordination. Credible threats will also require both state and federal resources.

If an actual terrorism event results in multiple casualties, the [Mass Casualty Incident Annex](#) provides guidance on supporting response efforts outside of law enforcement and investigation capabilities.

ESF Key Considerations

This sub-section provides “Key Considerations” for each ESF when activated for a terrorism incident. An expanded description of the roles and responsibilities of each ESF can be found in their respective annexes.

Table C6.2 – ESF Key Considerations for a Terrorism Incident	
ESF #13 Public Safety and Security (Primary)	ESF #13 should consider the following for terrorism incident response: ✓ Coordinate with the FBI to: ○ Support investigation and provide additional equipment, personnel, and other resources ○ Establish a Family Reunification Center and provide reunification services ✓ Report terroristic threats and activities to Wyoming’s fusion center, the WIAT. ✓ Maintain communication with the WIAT for situational awareness and intelligence on the situation. ✓ Develop and issue protective actions, as described in the Protective Actions Support Annex.
ESF #05 Information and Planning	ESF #05 should consider the following for terrorism incident response: ✓ Working with ESF #13 (Public Safety and Security), establish guidelines for approval of release of information. ✓ Develop and distribute reports on the status of operations and impacts, including Situation Reports as needed. ✓ Ensure the timely warning of Teton County residents and visitors of potential or actual impacts, including relaying protective actions ordered by law enforcement, as described in the Protective Actions Support Annex. ✓ Organize information shared through other ESFs to establish situational awareness of impacts across the community, including: ○ Status of critical infrastructure ○ Sheltering and mass care needs ○ Any reports of civil unrest ✓ Develop a process for information sharing between local incident management agencies and other appropriate sectors that can offer support.
ESF #07 Resource Support	ESF #07 should consider the following for terrorism incident response: ✓ Assist with terrorism-specific resource requests such as Regional Emergency Response Teams (RERT) or National Guard Civil Support Teams (CSTs) .
ESF #10	ESF #10 should consider the following for terrorism incident response:



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Table C6.2 – ESF Key Considerations for a Terrorism Incident

Hazardous Materials Response	✓ Detect and assess the extent of environmental contamination. ✓ Notify receiving hospitals of the need for lockdown or de-contamination protocols. ✓ Manage clean-up of hazardous materials that are released.
ESF #15 External Affairs	ESF #15 should consider the following for terrorism incident response: ✓ Ensure involvement from law enforcement agencies to understand sensitive data breaches and ensure public information does not compromise an ongoing investigation. ✓ Organize and coordinate unified messaging for the public about the incident. ✓ Confirm jurisdictional communication strategies to prevent any misinformation sharing.

Annex C7. Wildfire Incident

This annex enables a coordinated, multiagency response to a wildfire incident that has exceeded local firefighting capabilities.

Table C7.1 – TC-EOC Activation for a Wildfire Incident	
Primary Emergency Support Function (ESF)	ESF #04 (Firefighting): - Serves as the primary ESF for a wildfire incident - TC-EOC activation triggers listed in the ESF #04 Annex apply to this incident annex - Coordinates wildland firefighting operations and requests for mutual aid
Relevant ESFs <i>ESFs are the way we organize across community agencies to enhance coordination and integration to deliver the Core Capabilities and stabilize Community Lifelines.</i>	For a partial activation of the TC-EOC due to a wildfire incident, the following ESFs are expected to be activated: ESF #01 (Transportation): Initiates temporary road closures and alternative routes as needed; supports planning for evacuations ESF #05 (Information and Planning): Gathers information about the incident and identifies resources required to respond ESF #06 (Mass Care): Coordinates temporary sheltering and assistance ESF #07 (Resource Support): Locates and provides supplies to emergency response personnel as needed ESF #08 (Public Health and Medical Services): Addresses emerging medical needs due to wildfire impacts, including smoke/poor air quality ESF #11 (Agriculture, Natural, and Cultural Resources): Assesses potential and actual impacts to natural and cultural resources ESF #15 (External Affairs): Provides accurate updates and messaging to the public A full activation of the TC-EOC would result in the activation of all 15 ESFs by the TC-EOC Manager.



Teton County and Town of Jackson, Wyoming 2022 Emergency Operations Plan (TC-EOP)

Scope

The annex identifies and describes Teton County's specific concerns, capabilities, and resources to respond to the challenges posed by wildfire incidents. Some of the impacts and potential challenges identified for wildfires include:

- Road closures and/or reduced visibility
- Isolation of vulnerable community members
- Increased response times for emergency services
- Health and safety impacts due to smoke and poor air quality
- Need to implement protective actions, including evacuations
- Loss of or damage to structures
- Loss of or damage to natural resources, including impacts to water quality
- Secondary hazards in burn areas, including flooding and landslides

Concept of Operations

The following plans and programs should be referred to during a wildfire incident:²⁴

- **Wyoming Wildland Fire Annual Operating Plan (AOP):** A sub-geographic plan meant to address issues affecting cooperation, interagency working relationships and protocols, financial arrangements, and joint activities for wildland fire response across the State of Wyoming.
- **Wyoming Wildland Fire Resource Mobilization Guide (Mini Mob Guide):** A wildland fire resource mobilization guide that summarizes business practices and rates for wildland fires. Supplements the AOP.
- **Wyoming Emergency Fire Suppression Account (EFSA):** An emergency funding account paid into annually by participating Wyoming counties (Teton County is a participating county) that can assist with wildland firefighting expenses above certain thresholds.
- **FEMA's Fire Management Assistance Grant (FMAG):** Emergency grant program available to states, local and tribal governments, for the mitigation, management, and control of fires on publicly or privately owned forests or grasslands, which threaten such destruction as would constitute a major disaster.

National Weather Service Wildfire Products

The National Weather Service (NWS) issues various alerts for dangerous wildfire conditions, as listed below. These alerts are common during wildfire season (May-October), although Teton County's highest fire danger typically occurs in August and September. A Red Flag Warning, described below, should result in a Level 3 Activation of the TC-EOP:

Red Flag Warning – Take Action: Warm temperatures, very low humidity, and strong winds are expected to combine to produce an increased risk of fire danger. Fire conditions are ongoing. A Red Flag Warning alerts firefighting agencies and land managers to extreme fire

²⁴ More information on these plans, policies, and programs can be found on the Wyoming State Forestry Division's (WSFD) Fire Business webpage <https://wsfd.wyo.gov/fire-management/fire-business>



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danger. A Red Flag Warning could also be issued when fire weather occurs over a holiday weekend or when large crowds are expected in public areas.

Fire Weather Watch – Be Prepared: Weather conditions could result in extensive wildland fire occurrence or extreme fire behavior. A watch means critical fire weather conditions are possible within the next 12-72 hours, but not imminent or occurring.

Extreme Fire Behavior: The wildfire is hard to predict and likely to rage out of control. One or more of the criteria must be met: moving fast at a high rate of spread, prolific crowning and/or spotting, presence of fire whirls, and strong convection column.

During Level 3 Activation of the TC-EOP, pre-planning for incident support can facilitate more effective response, including:

- Plan potential evacuation routes based on area impacted by warning, current road conditions, construction, congestion, and daily traffic patterns. Due to wide areas that Red Flag Warnings cover, this may not be practical
- Working with residential and care facilities to review evacuation plans
- Developing pre-written warning and protective action bulletins for Public Information Officers (PIOs)
- Reminding community members about the “Ready, Set, GO!/STAY!/AVOID!” protective action levels and how to prepare for a wildfire evacuation, shelter-in-place, or area avoidance as appropriate

Key Considerations

This sub-section provides “Key Considerations” for each ESF when activated for a wildfire incident. An expanded description of the roles and responsibilities of each ESF can be found in their respective annexes.

Table C7.2 – ESF Key Considerations for a Wildfire Incident	
ESF #04 Firefighting (Primary)	ESF #04 should consider the following for wildfire incident response: ✓ Work with Incident Command and ESF #05 (Information and Planning) to communicate protective actions to the public to protect and mitigate impacts to people and property at risk, as described in the Protective Actions Support Annex. ✓ Ensure policies and procedures from the Wyoming Wildland Fire Annual Operating Plan (AOP) are being followed. ✓ Activate the Wyoming Emergency Fire Suppression Account (EFSA) as appropriate. ✓ Consider FEMA Fire Management Assistance Grant (FMAG) declaration in coordination with Wyoming State Forestry Division as appropriate.
ESF #01 Transportation	ESF #01 should consider the following for wildfire incident response: ✓ Provide information on the safest and most reliable routes for emergency personnel, including National Forest or private roads. ✓ Assess the transportation impacts from the wildfire and the need for additional road closures, alternate routes, or other protective actions. ✓ Monitor conditions that may restrict people from obtaining critical services or supplies, especially vulnerable populations who may be isolated due to road closures. ✓ Work with ESF #03 (Public Works) to provide equipment and personnel for clearing roadways of debris as needed. ✓ Provide information on road closures and alternate routes for distribution to the public in coordination with ESF #15 (External Affairs) through the Joint Information System (JIS).
ESF #05 Information and Planning	ESF #05 should consider the following for wildfire incident response: ✓ Ensure adequate alert and warning of the public, as detailed in the Appendix 5.1. Public Alert, Warning, and Notification Appendix. ✓ Work with Incident Command to communicate protective actions to the public to protect and mitigate impacts to people and property at risk, as described in the Protective Actions Support Annex. ✓ When the TC-EOP is activated in advance of the incident, host a virtual planning meeting to determine the state of preparedness

Table C7.2 – ESF Key Considerations for a Wildfire Incident

	and potential impacts from the incident, including impacts to special events, government services, and the whole community.
ESF #06 Mass Care Services	ESF #06 should consider the following for wildfire incident response: ✓ Determine the need to establish “clean air” centers to serve people significantly impacted by smoke and poor air quality, or other vulnerable groups. ✓ Organize temporary shelter accommodations for vulnerable populations and/or evacuees. ✓ Consider the need for a Family Assistance Center (FAC) if an incident and subsequent evacuations/displacement increase. ✓ Monitor protective actions that may impact vulnerable populations who need additional support to evacuate or implement the recommended actions.
ESF #07 Resource Support	ESF #07 should consider the following for wildfire incident response: ✓ Identify and acquire resources to support “clean air” shelters and temporary accommodations for evacuees as needed.
ESF #08 Public Health and Medical Services	ESF #08 should consider the following for wildfire incident response: ✓ Monitor protective actions that could affect healthcare providers and vulnerable groups that receive treatments (such as dialysis) or rely on power for medical equipment. ✓ Identify potential impacts to vulnerable populations and communicate additional resource needs to the TC-EOC to support equitable response. A full list of vulnerable populations in Teton County is available in TC-EOP Section 2.1.6. Vulnerable populations for a wildfire (and smoke impacts) may include: ○ Seniors/elderly people ○ People with significant medical needs ○ Pregnant women ○ People with pre-existing pulmonary or cardio vascular conditions ✓ Support the development of public messaging on health impacts from smoke and poor air quality for distribution to the public in coordination with ESF #15 (External Affairs) through the JIS.
ESF #11 Agriculture, Natural, and Cultural Resources	ESF #11 should consider the following for wildfire incident response: ✓ Assess potential impacts to natural resources during initial incident response and advise on immediate protective measures. ✓ Provide appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic resources impacted by the incident.

Table C7.2 – ESF Key Considerations for a Wildfire Incident

	✓ Provide just-in-time wildfire mitigation actions to landowners that they can implement safely to reduce the impacts to their property from wildfire. ✓ Monitor air quality levels and support the development of public messaging on air quality monitoring for distribution to the public in coordination with ESF #15 (External Affairs) through the JIS.
ESF #15 External Affairs	ESF #15 should consider the following for wildfire incident response: ✓ Provide emergency information to the public focused on life safety. Topics may include: ○ Air quality information and subsequent health impacts ○ Preparing for evacuation or other protective actions ○ Home hardening and preparation ○ Clean air centers, temporary shelters, and FAC locations, if established ○ Extent of damage and casualties ○ Safety information (driving, road closures, etc.) ○ Post-wildfire actions and potential secondary hazards

Annex C8. Winter Storm Incident

This annex enables a coordinated, multiagency response to a winter storm incident.

Table C8.1 – TC-EOP Activation for a Winter Storm Incident

Primary Emergency Support Function (ESF)	There is no established primary ESF for a winter storm incident. The TC-EOP may choose to identify a primary ESF based on individual incident. The primary ESF may transition during response as conditions change.
Relevant ESFs <i>ESFs are the way we organize across community agencies to enhance coordination and integration to deliver the Core Capabilities and stabilize Community Lifelines.</i>	For a partial activation of the TC-EOP due to a winter storm incident, the following ESFs are expected to be activated: • ESF #01 (Transportation): Initiates temporary road closures and alternate routes as needed • ESF #02 (Communications): Assesses disruption to communications systems due to power failure or other infrastructure damage • ESF #05 (Information and Planning): Gathers information about the incident and identifies resources required to respond • ESF #06 (Mass Care): Coordinates temporary sheltering and assistance • ESF #07 (Resource Support): Locates and provides supplies to emergency response personnel as needed • ESF #08 (Public Health and Medical Services): Addresses emerging medical needs due to winter storm impacts • ESF #15 (External Affairs): Provides accurate updates and messaging to the public about protective actions, road closures, or other potential impacts A full activation of the TC-EOP would result in the activation of all 15 ESFs by the TC-EOP Manager.

Scope

The annex identifies Teton County's specific concerns when responding to the challenges posed by winter storms including blizzards, ice jams, ice storms, heavy snow fall, avalanches, and windchill. Some of the impacts and challenges identified for severe winter storms include:

- Road closures
- Isolation of vulnerable community members
- Increased response times for emergency services
- Interruption or cancellation of government and healthcare services
- Reduced private or public transportation options
- Damaged or collapsed structures
- Increased car accidents



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Activation

This sub-section includes potential triggers for activating the TC-EOP due to a winter storm incident, categorized by EOC activation level.

Table C8.2 – Winter Storm Incident Activation Triggers	
Level 3: Enhanced/Monitoring	TCEM may activate the TC-EOP to Level 3 for any Winter Storm Warning or Blizzard Warning issued by the National Weather Service (NWS).
Level 2: Partial Activation	A partial activation of the TC-EOP due to winter storm conditions typically results from the closure of three of the six major transportation corridors, as defined in ESF #01 Annex, preventing commuters, visitors, and school children from essential travel. These corridors include: • Wyoming Highway 22 (Teton Pass) • U.S. South Highway 89 (Snake River Canyon) • U.S. South Highway 191 (Hoback Canyon) • U.S. North Highway 89 (Between Jackson and Moran) • U.S. Highway 26 (Togwotee Pass) • Jackson Hole Airport
Level 1: Full Activation	A full activation of the TC-EOP due to catastrophic winter storm conditions may result from: • All major roadways are closed for over 72 hours, impacting the local supply chain, and requiring temporary sheltering operations • Disruptions to critical infrastructure (such as power or communications failures) that last for more than 72 hours

Concept of Operations

NWS issues advisories, watches, and warnings for potential or actual winter storm incidents, as listed in **Table C8.3** below. Watches and advisories are issued frequently for Teton County. Warning level events should result in activation, at least to Level 3, of the TC-EOP. The long-term weather outlook can provide 2-5 days' notice of an event.

Table C8.3 – NWS Public Safety Notifications²⁵	
Warnings – Take Action	
<i>Avalanche</i>	Issued by the Bridger-Teton Avalanche Center but relayed by NWS. Avalanches have occurred or are imminent. Backcountry travel highly discouraged.
<i>Blizzard</i>	Frequent gusts greater than or equal to 35 mph accompanied by falling and/or blowing snow, frequently reducing visibility to less than 1/4 mile for three hours or more
<i>Ice Storm</i>	Ice accumulation around 1/4 inch or more
<i>Winter Storm</i>	Significant winter weather event including snow, ice, sleet or blowing snow, or a combination of these hazards.
<i>Wind Chill</i>	A combination of very cold air and strong winds will create dangerously low wind chill value and could result in hypothermia.
Watch – Be Prepared	
<i>Avalanche</i>	Issued by the Bridger-Teton Avalanche Center but relayed by NWS. Avalanche conditions are favorable or expected but not imminent or occurring. Stay tuned for issuance of Avalanche Warnings.
<i>Winter Storm Watch</i>	When conditions are favorable for a significant winter storm event. There could be heavy sleet, heavy snow, ice storm, heavy snow and blowing snow, or a combination of events.
<i>Wind Chill Watch</i>	Potential for a combination of extremely cold air and strong winds to create dangerously low wind chill values.
Advisory – Be Aware	
<i>Winter Weather</i>	A combination of wintry elements (snow, blowing snow, ice, sleet) is expected but conditions should not be hazardous enough to meet warning criteria.
<i>Wind Chill</i>	Low wind chill temperatures are expected but will not reach local warning criteria. Extremely cold air and strong winds will combine to generate low wind chill readings.

²⁵ Winter Weather Warnings. National Weather Service. <https://www.weather.gov/safety/winter-ww>

Key Considerations

This sub-section provides “Key Considerations” for each ESF when activated for a winter storm incident. An expanded description of the roles and responsibilities of each ESF can be found in their respective annexes.

Table C8.4 – ESF Key Considerations for a Winter Storm Incident	
ESF #01 Transportation	ESF #01 should consider the following for winter storm incident response: ✓ Monitor Major Transportation Corridors as outlined in ESF #01 Annex for closures; notify TC-EOC upon closure of any Major Transportation Corridor. ✓ Work closely with Wyoming Department of Transportation (WYDOT) to ensure proper information on Major Transportation Corridors is being relayed through their 511 Notify service. ✓ Assess the transportation impacts from the winter storm and the need for additional road closures, alternate routes, or other protective actions. ✓ Monitor conditions that may restrict people from obtaining critical services or supplies, especially vulnerable populations who rely on public transportation or other forms of assistance. ✓ Provide information on road closures and alternate routes for distribution to the public in coordination with ESF #15 (External Affairs) through the Joint Information System (JIS).
ESF #02 Communications	ESF #02 should consider the following for winter storm incident response: ✓ Promptly report any communications outages to the TC-EOC. ✓ Provide information on communications disruptions and restoration estimates for distribution to the public in coordination with ESF #15 (External Affairs) through the JIS.
ESF #05 Information and Planning	ESF #05 should consider the following for winter storm incident response: ✓ Ensure adequate alert and warning of the public, as detailed in the Appendix 5.1. Public Alert, Warning, and Notification. ✓ When the TC-EOC is activated in advance of the incident, host a virtual planning meeting to determine the state of preparedness and potential impacts from the incident, including impacts to special events, government services, and the community. ✓ Encourage the use of WebEOC, MS Teams, and other virtual tools for situational awareness and to limit travel to the TC-EOC during the storm.
ESF #06	ESF #06 should consider the following for winter storm incident response:

Table C8.4 – ESF Key Considerations for a Winter Storm Incident

Mass Care Services	✓ Determine the need to open warming shelters to serve people without adequate heat or housing, or other vulnerable groups. ✓ Distribute emergency supplies that assist in reducing harm to the public and vulnerable populations. ✓ Organize temporary shelter accommodations for vulnerable populations based on the identified need.
ESF #07 Resource Support	ESF #07 should consider the following for winter storm incident response: ✓ Identify and acquire resources to support warming shelters and temporary accommodations for vulnerable populations.
ESF #08 Public Health and Medical Services	ESF #08 should consider the following for winter storm incident response: ✓ Analyze the weather forecast to determine potential impacts to public health. ✓ Identify potential impacts to vulnerable populations and communicate additional resource needs to the TC-EOC to support equitable response. A full list of vulnerable populations in Teton County is available in TC-EOP Section 2.1.6. Vulnerable populations for a winter storm may include: ○ Seniors/elderly people ○ People with significant medical needs, especially those reliant on power from medical/assistive devices or receiving treatments (such as dialysis) ○ Homeless people or those without stable/safe housing ○ People with disabilities ○ People who are homebound and unable to go out during a prolonged storm ○ People with limited English proficiency ✓ Monitor for a spike in carbon monoxide cases. ✓ Monitor utility disruptions that could affect healthcare providers and vulnerable groups that receive treatments (such as dialysis) or rely on power for medical equipment. ✓ Support the development of public messaging on health and safety impacts from a winter storm for distribution to the public in coordination with ESF #15 (External Affairs) through the JIS.
ESF #12 Energy	ESF #12 should consider the following for winter storm incident response: ✓ Promptly report any power or gas outages to the TC-EOC. ✓ Work with power providers to ensure that scheduled power shutoffs due to non-payment are placed on hold.

Table C8.4 – ESF Key Considerations for a Winter Storm Incident

	✓ Provide information on outages, conservation measures, and restoration estimates for distribution to the public in coordination with ESF #15 (External Affairs) through the JIS.
ESF #15 External Affairs	ESF #15 should consider the following for winter storm incident response: ✓ Provide emergency information to the public focused on life safety. Topics may include: ○ Checking on neighbors ○ Sheltering and warming center locations (if established) ○ Extent of damage ○ Safety information (driving, carbon monoxide poisoning, road closures, etc.) ○ Status of government services and restoration estimates ○ Impacts to critical infrastructure and restoration estimates ○ Post-storm actions and potential secondary hazards ✓ Deploy redundant, low-tech communications platforms (such as radio) in case of power outages. ✓ Work closely with WYDOT PIO to ensure coordinate messaging on impacts to state highways.

STAFF REPORT



Meeting Date:	August 15, 2022	Meeting Title:	Regular Consent
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	Thaw Well #4 Project #23-01 Contract and Budget Approval	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to award a contract and approve an overall budget for Project #23-01 for the installation of a new Thaw Well Utility to manage ice-related flooding events in Flat Creek.

Requested Action.

To award a contract and approve an overall budget for Project 23-01 for the installation of a new Thaw Well Utility to manage ice-related flooding in Flat Creek.

Recommendations.

Staff recommends awarding the contract for Project #23-01 to KD Services, LLC, of Pinedale, Wyoming, to install a new Thaw Well Utility to assist in managing ice-related flooding in Flat Creek and further recommends an overall project budget in the amount of \$556,150.

Background.

The Town currently owns two thaw well utilities within the Flat Creek Watershed Improvement District (FCWID): one is located near Russ Garaman Park and the other is located on High School Road near the intersection with Gregory Lane. Through a Memorandum of Understanding (MOU), both thaw wells are operated by the FCWID Board each winter season to prevent anchor ice formation in Flat Creek. Through the MOU agreement, the Town owns the thaw wells assets and is responsible for any maintenance needs. The FCWID is responsible for operating each thaw well during the winter months and for paying all electric energy consumed by the wells for that use.

Analysis.

This project is part of the 2019 SPET Gregory Lane Project and serves as an important function in improving the overall need for safety (flood prevention) along Flat Creek. Since the Gregory Lane Project is not scheduled for construction until 2025 or later, staff wanted to prioritize this new thaw well utility to better assist the FCWID in their goal of wintertime flood mitigation and prevention.

This new thaw well utility is needed to prevent the formation of anchor ice (bottom forming ice that forces water out of the creek) by pumping warm water from the aquifer into Flat Creek. By doing so, anchor ice formation is greatly reduced which would allow the water in Flat Creek to remain within the creek channel. Further, by utilizing thaw wells to mitigate anchor ice formation, the need to hire excavators to physically remove the anchor ice is greatly reduced. The tactic of using thaw wells to mitigate anchor ice was a recommendation from the *"Analysis of Ice Formation and Winter Flooding on Flat Creek, Wyoming, Between November 2015 and February 2018"* analytical report performed by Edward Kempema and Robert Ettema, experts in anchor ice formation hired by the FCWID.

Working with our design consultant, Nelson Engineering, two sites were determined to be the best possible location for the new thaw well utility. The two sites near Gregory Lane that were considered were 1) Berger

Lane and 2) Martin Lane. Due to the inability to acquire the proper easements on Berger Lane, Martin Lane was chosen as the preferred site.



Once the best site was determined, the design plans were finalized and the project was put out for bid.

Possible Alternatives.

Possible alternatives for this item include:

1. Not awarding the contract at this time and rebidding at a future date
2. Other

Comprehensive Plan & Priority Alignment.

- Chapter 8: Quality Community Service Provision
 - Principle 8.1 – Maintain current, coordinated service deliver
 - Principle 8.2 – Coordinate the provision of infrastructure and facilities needed for service delivery

Fiscal Impact.

In FY22, the Town budget appropriated \$266,634 for this project. Staff put this project out to bid in July of 2022 and received one bid from KD services, LLC in the amount of \$455,150. To assist in paying for this project, staff was successful in obtaining a grant from the Teton Conservation District in the amount of \$110,000. Below is the financial breakdown for the overall project budget:

Revenues			
Teton Conservation District			\$110,000
2019 SPET			\$446,150
			\$556,150
Expenditures			
LVE Transformer			\$21,000
Dover Drilling			\$455,150
Nelson Engineering			\$55,000
CST Controls			\$25,000
			\$556,150

If this project is approved, the project will be appropriated out of the 2019 Gregory Lane SPET Fund.

Staff Impact.

Staff impact for this item included roughly 55 hours dedicated to design, easement acquisition, contract review, and meetings with our consultant. The Town Attorney also spent roughly 12 hours reviewing easements and creating agreements.

Attachments or Links.

- KD Services LLC dba Dover Drilling, bid submittal

Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*

1. I move to award Project #23-01 to KD Services, LLC, in the amount of \$455,150 and authorize the Mayor to execute all necessary contract agreements.
2. I move to approve the overall project budget for Project #23-01 in the amount of \$556,150, to be paid for from the 2019 Gregory Lane SPET Fund.

HIGHLIGHTED ITEMS HIGHER THAN ENGINEERS
ESTIMATES

SCHEDULE OF VALUES					
PROJECT NAME: THAW WELL NO. 4					
CONTRACTOR: <i>Dover Drilling</i>					
Item No.	Description	Unit	Est Qty	Unit Price	Extended Price
1	Mobilization (Maximum of 20% of Bid Value)	LS	1	70000	\$70,000.00
2	Water Disposal System	LS	1	10000	\$10,000.00
3	Stormwater Pollution Prevention Plan	LS	1	\$15,000.00	\$15,000.00
4	Force Account	LS	1		\$10,000.00
5	Clearing & Grubbing	SF	1300	\$7.69	\$10,000.00
6	Unclassified Excavation (for spillway & rip rap channel installation)	CYD	8	\$125.00	\$1,000.00
7	Trenching, Bedding & Backfill (Waterline)	LF	48	\$435.42	\$20,900.00
8	Trenching, Bedding & Backfill (Power Supply Conduit)	LF	112	\$42.86	\$4,800.00
9	Drilling for 16" Surface Casing	LF	30	\$175.00	\$5,250.00
10	Casing - Temporary 16" Surface Casing	LF	30	\$75.00	\$2,250.00
11	Drilling for 12" Dia. Casing	LF	110	\$160.00	\$17,600.00
12	Casing - 12" Dia.	LF	110	\$65.00	\$7,150.00
13	Bentonite Grout Surface Seal	LS	1	\$3,600.00	\$3,600.00
14	12" Telescoping Well Screen	LF	30	\$400.00	\$12,000.00
15	Well Screen Installation	HRS	8	\$350.00	\$2,800.00
16	Well Development	HRS	24	\$350.00	\$8,400.00
17	Pump Mobilization	LS	1	\$6,500.00	\$6,500.00
18	Development Pumping	HRS	12	\$350.00	\$4,200.00
19	Pump Testing	HRS	30	\$300.00	\$9,000.00
20	Landscaping, Fence Removal & Replacement, & Restoration	LS	1	\$20,000.00	\$20,000.00
21	Pump & Motor, Drop Pipe, Check Valve, Pitless adapter, Well Cap & all other items required to complete well as shown on Drawings	LS	1	\$30,000.00	\$30,000.00
22	Transformer Pad Construct per LVE Standards	LS	1	\$12,500.00	\$12,500.00

23	H-frame, Pump Control & Power Panels, Transformer, Installation of LVE-provided Meter Base, Submersible Pump Feeder, Trenching for Conduit, Construct per Electrical plans and code	LS	1	\$57,000.00	\$57,000.00
24	48" Meter Vault, Meter, & Support	LS	1	\$60,000.00	\$60,000.00
25	2.5" Diameter Electrical Grade SCH 40 PVC Conduit from LVE-provided Transformer to H-frame, 36" depth	LF	2	\$500.00	\$1,000.00
26	10" Diameter DIP Elbows & Pipe Discharge at Spillway	LS	1	\$25,000.00	\$25,000.00
27	10" Diameter HDPE Discharge Line	LF	45	\$182.22	\$8,200.00
28	Concrete Discharge Spillway 4000 psi Concrete	LS	1	\$18,000.00	\$18,000.00
29	Rip Rap Outlet Channel	LS	1	\$3,000.00	\$3,000.00
Total of all					\$455,150.00
I-18					
Addendum No. 1 - Acknowledged					

BIDDER hereby submits this Bid as set forth above:

Bidder:

KD Services LLC dba Dover Drilling
(typed or printed name of organization)

By: Danielle Dover
(individual's signature)

Name: Danielle Dover
(typed or printed)

Title: managing member
(typed or printed)

Date: 7/27/22
(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest: Danielle Dover
(individual's signature)

Name: Danielle Dover
(typed or printed)

Title: managing member
(typed or printed)

Date: 7/27/22
(typed or printed)

Address for giving notices:

PO Box 1804
Pinedale, WY 82941

Bidder's Contact:

Name: Danielle Dover or Kevin Dover
(typed or printed)

Title: Managing member
(typed or printed)

Phone: 307-231-9817

Email: doverdrilling@gmail.com

Address: 31 Industrial Site Rd.
PO Box 1804
Pinedale, WY 82941

Bidder's Contractor License No.: (if applicable) Drillers license 04WD127

**Town of Jackson
Thaw Well No. 4**

**NE Project No. 21-060-01
TOJ Bid No. 23-01**

ADDENDUM NO. 1

July 20, 2022

NOTICE TO BIDDERS

This ADDENDUM shall be acknowledged both in the space provided on this ADDENDUM and on the BID FORM. Failure of any Bidder to properly acknowledge receipt of this Addendum both on this ADDENDUM and on the BID FORM may result in REJECTION OF THE BID.

This Addendum shall be attached to the Contract Documents and shall form a part thereof. The following changes, additions and/or deletions shall be made in the Specifications, Contract Documents and/or Drawings.

.....

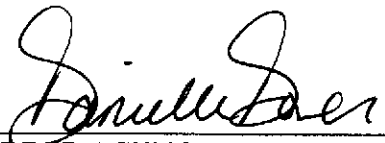
1. Bid Form Page I-15, Article 3, 3.01.A.1, **REPLACE** with the following language:

 Bid Item 1 mobilization shall be a maximum of twenty percent (20%) of the total bid value.
2. **REPLACE** Bid Form Page I-18 Schedule of Values with attachment.

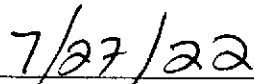
Sincerely,



Phil Gyr, PE
Project Manager

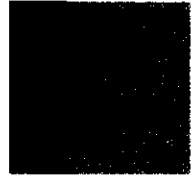


BIDDER ACKNOWLEDGMENT



DATE

KD Services, LLC
PO BOX 1864 Pinedale, WY 82941
(307)231-9817 danielle.dover@gmail.com



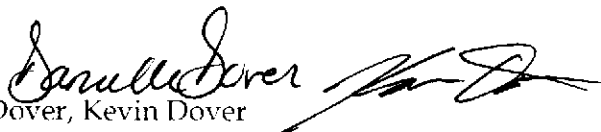
7/27/2022

Town of Jackson Public Works Dpt.
PO Box 1687
Jackson, WY 83001

To Whom It May Concern,

KD Services, LLC dba Dover Drilling authorizes Danielle Dover to sign on behalf of the company for all matters.

Please call with additional questions.

Thanks, 
Danielle Dover, Kevin Dover
KD Services, LLC
307-231-9817



State of Wyoming

Board of Examining Water Well Drilling Contractors and
Water Well Pump Installation Contractors

Kevin Dover

License Number: 04WD 127

The State Board of Examining Water Well Drilling Contractors and Water Well Pump Installation Contractors hereby attests that the above named contractor was licensed as a Water Well Drilling Contractor in the State of Wyoming on Thursday, December 30, 2021


(Board Member)

State of Wyoming

**Board of Examining Water Well Drilling Contractors and
Water Well Pump Installation Contractors**

Kevin Dover

Water Well Pump Installation Contractor

License Number: 04PI 139

The State Board of Examining Water Well Drilling Contractors and Water Well Pump Installation Contractors hereby attest that the above named contractor was licensed as a Water Well Pump Installation Contractor in the State of Wyoming on Thursday, January 28, 2021


(Board Member)

STATE OF WYOMING * SECRETARY OF STATE
EDWARD A. BUCHANAN
BUSINESS DIVISION

Herschler Bldg East, Ste.100 & 101, Cheyenne, WY 82002-0020

Phone 307-777-7311

Website: <https://sos.wyo.gov> · Email: business@wyo.gov

Filing Information



Please note that this form CANNOT be submitted in place of your Annual Report.

Name **KD Services, LLC**

Filing ID **2009-000576788**

Type **Limited Liability Company**

Status

Active

General Information

Old Name

Sub Status

Current

Fictitious Name

Standing - Tax

Good

Standing - RA

Good

Sub Type **Close**

Standing - Other

Good

Formed in **Wyoming**

Filing Date

11/17/2009 12:46 PM

Term of Duration **Perpetual**

Delayed Effective Date

Inactive Date

Principal Address

Mailing Address

PO Box 1864
31 Industrial Site Rd.
Pinedale, WY 82941

PO Box 1864
Pinedale, WY 82941

Registered Agent Address

Danielle Dover
9 Indianwood Trl
PO Box 1864 Pinedale WY 82941
Boulder, WY 82923

Parties

Type	Name / Organization / Address
------	-------------------------------

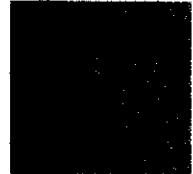
Manager	Danielle Dover
---------	----------------

Organizer	Danielle Dover
-----------	----------------

Notes

Date	Recorded By	Note
------	-------------	------

KD Services, LLC
PO BOX 1864 Pinedale, WY 82941
(307)231-9817 danielle.dover@gmail.com



7/27/2022

Town of Jackson Public Works Dpt.
PO Box 1687
Jackson, WY 83001

To Whom It May Concern,

KD Services, llc dba Dover Drilling has been operating in the Southwest corner of Wyoming since 2015. We are familiar with the conditions faced in the area of Jackson as well. We have done work with Wyoming Groundwater, working on projects for the town of Lander and Melody Ranches to name a few. Our proposed subcontractor for the dirt work is Feuz Excavation, llc, 307-699-2939. We don't have an electrical subcontractor secured at this time. We will use 2M Co., out of Idaho falls for our supplier.

Our Bid Bond has not been received at this time, but can provide as soon as it's sent.

Please call with additional questions.

Thanks,
Danielle Dover, Kevin Dover
KD Services, LLC
307-231-9817



BIDDER QUALIFICATION STATEMENT

1. Bidder's organization has been in existence as a business under its present name and ownership for 12 years since 2009
2. Bidder's organization has had experience in work comparable to that required under this contract for 7 years.
3. The Bidder has performed similar work on the following projects:

	Year	Contract Amount	Type of Work
a.	<u>2021</u>	<u>351,330</u>	<u>Drill 23 dewatering wells (12")</u>
b.	<u>2019</u>	<u>190,200</u>	<u>Drill 10+ monitor + water wells</u>
c.	<u>2021</u>	<u>127,689</u>	<u>in alluvium</u> <u>drill test wells + pumps.</u>
d.	<u>2022</u>	<u>70,000</u>	<u>test well Melody Ranch</u>

4. Bidder refers to the following for references on the aforementioned project:

	Name	Title	Phone Number
b.	<u>Chris Moody</u>	<u>uyo groundwater</u> <u>engineer/geologist</u>	<u>307-760-3790</u>
A.	<u>Chris Roberts OSM</u>	<u>construction manager</u>	<u>307-733-0733</u>
c.	<u>Uriel Shelby HDR</u>	<u>civil engineer</u>	<u>307-228-6075</u>
d.	<u>Matt Osdielk, Reverous</u>	<u>engineer</u>	<u>307-733-5352</u>

5. Bank Reference

1st Bank 307-3107-3350

6. Surety Reference

Chy Blackadar 1-800-838-3751
blackadar.com

7. Following is a list of equipment definitely available for use on the project: (Give quantity and description)

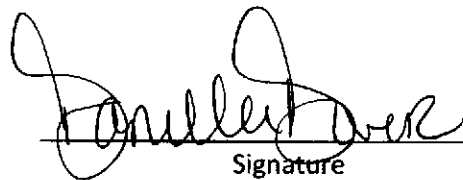
3 different drill rigs, Geo Soil, DR24, T4W

2 excavators.

2 skidsteers

2 water trucks

① dump truck


Signature

LIST OF PROPOSED SUBCONTRACTORS

The Bidder submits the following as to subcontractors he/she intends to employ if awarded the Contract:

	<u>NAME</u>	<u>ADDRESS</u>	<u>WORK TO BE PERFORMED</u>
1.	Feuz Excavation, LLC	P.O. Box 10640, Jackson	anything not related to
2.	Hatten Electric		Drilling or electrical
3.		255 Nelson Dr. Jackson	electrical
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

BID BOND (PENAL SUM FORM)

*pending
arrival*

Bidder Name: Address (principal place of business):	Surety Name: Address (principal place of business):
Owner Name: Town of Jackson, Wyoming Address (principal place of business): PO Box 1687 150 East Pearl Avenue Jackson, WY 83001	Bid Project (name and location): Town of Jackson Thaw Well No. 4 Bid Due Date:
Bond Penal Sum: Date of Bond:	
Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth in this Bid Bond, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.	
Bidder	Surety
(Full formal name of Bidder)	(Full formal name of Surety) (corporate seal)
By: _____ (Signature)	By: _____ (Signature) (Attach Power of Attorney)
Name: _____ (Printed or typed)	Name: _____ (Printed or typed)
Title: _____	Title: _____
Attest: _____ (Signature)	Attest: _____ (Signature)
Name: _____ (Printed or typed)	Name: _____ (Printed or typed)
Title: _____	Title: _____
Notes: (1) Note: Addresses are to be used for giving any required notice. (2) Provide execution by any additional parties, such as joint venturers, if necessary.	

ACKNOWLEDGEMENT-WYOMING DEPARTMENT OF WORKFORCE SERVICES REQUIREMENTS

Bidders/Contractors are hereby notified the **Wyoming Statute 16-6-201 thru 16-6-206** the "**Wyoming Preference Act of 1971**" is applicable to this project. Special attention is called to Wyoming Statute 16-6-203 "**Required resident labor on public works project; exception**".

- Every person who is charged with the duty of construction, reconstructing, improving, enlarging, altering or repairing any public works project or improvement for the State or any political subdivision, municipal corporation, or other governmental unit, shall employ only Wyoming laborers on the project or improvement. Every contract let by any person shall contain a provision requiring that Wyoming labor be used except other laborers may be used when Wyoming laborers are not available for the employment from within the State or are not qualified to perform the work involved. The contract shall contain a provision requiring specific acknowledgement of the requirements of this section.
- A person required to employ Wyoming laborers may employ other than Wyoming laborers if:
 - (i) That person informs the nearest State Workforce Center of his employment needs at least eleven (11) days before work is commenced; and
 - (ii) The State Workforce Center certifies that the person's needs for laborers cannot be filled from those Wyoming laborers listed with the Wyoming Department of Workforce Services. The Department shall respond to person's request for certification within ten (10) days of the date the information is filed.
- Upon request by the Workforce Center, the general contractor shall provide the most recent construction schedule for the project.
- Certified payroll reporting is required by the Wyoming Statute 16-6-205(b)
- This provision shall be referenced in all contracts, sub contracts and subsequent lower tier subcontracts.
- Bidder's / Contractor's / Subcontractor's acknowledgement of this provision.

Bidder's / Contractor's / Subcontractor's acknowledgement of this provision.

Bidder's Name: LD Services LLC Dan Dover Dilling
Signed: Danielle Dover Date: 7/27/22
Printed Name: Danielle Dover
Title: managing member

BID BOND (PENAL SUM FORM)

Bidder Name: KD Services, LLC dba Dover Drilling Address (principal place of business): P.O. Box 1864 Pinedale, WY 82941	Surety Name: Nationwide Mutual Insurance Company Address (principal place of business): 1100 Locust St., Dept. 2006 Des Moines, IA 50391-2006
Owner Name: Town of Jackson, Wyoming Address (principal place of business): PO Box 1687 150 East Pearl Avenue Jackson, WY 83001	Bid Project (name and location): Town of Jackson Thaw Well No. 4 Bid Due Date: 08/01/2022
Bond Penal Sum: Five Percent of Bid Amount (5% of Bid Amount) Date of Bond: 07/28/2022	
Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth in this Bid Bond, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.	
Bidder KD Services, LLC dba Dover Drilling <i>(Full formal name of Bidder)</i>	Surety Nationwide Mutual Insurance Company <i>(Full formal name of Surety) (corporate seal)</i>
By: _____ <i>(Signature)</i>	By: _____ <i>(Signature) (Attach Power of Attorney)</i>
Name: _____ <i>(Printed or typed)</i>	Name: Chy J. Leclair <i>(Printed or typed)</i>
Title: _____	Title: Attorney-In-Fact
Attest: _____ <i>(Signature)</i>	Attest: _____ <i>(Signature)</i>
Name: _____ <i>(Printed or typed)</i>	Name: _____ <i>(Printed or typed)</i>
Title: _____	Title: _____
Notes: (1) Note: Addresses are to be used for giving any required notice. (2) Provide execution by any additional parties, such as joint venturers, if necessary.	



STAFF REPORT



Meeting Date:	August 15, 2022	Meeting Title:	Regular Town Council
Submitting Department:	Joint Affordable Housing	Presenter:	April Norton
Agenda Item:	Consideration of Special Restrictions for Affordable and Workforce Rental Housing at Jackson Street Apartments	Public Comment:	Yes

Purpose & Policy Considerations.

The Town Council ("Council") will consider two Workforce Rental Special Restrictions and two Affordable Rental Special Restrictions at Jackson Street Apartments. These deed restrictions are part of a public-private partnership to develop affordable workforce housing.

Requested Action.

Approval of the Special Restrictions and authorization of Mayor Morton-Levinson to sign the Special Restrictions.

Recommendations.

Staff recommends approval of these Special Restrictions. All use the standard template approved by the Town Council in 2021.

Background.

Teton County, through the Jackson/Teton County Housing Department, is partnering with the Cumming Foundation and Community Foundation of Jackson Hole to develop 57 rental units across 10 lots in the Town of Jackson. The Cumming Foundation owns six lots that are zoned Commercial Residential-2 and located in the lodging overlay, which means they could develop them into a three-story short-term rental project – like a hotel or high-end condos. Instead, the Foundation is partnering with Teton County and the Community Foundation of Jackson Hole to develop 100% deed restricted apartments. The development includes 10 lots total: 320 & 360 & 380 S. Jackson St., 255 & 257 W. Kelly Ave., 335 S. Millward St., 270 W. Hansen Ave., Lots 2-4 Blk 9 2nd Wort Addition.

Analysis.

The Housing Action Plan directs the Housing Department to partner with the private sector to develop affordable workforce housing. This development accomplishes that goal and leverages considerable private sector assets and expertise to do so.

Comprehensive Plan & Priority Alignment.

This item is in alignment with Section 5 of the Comprehensive Plan by providing workforce housing (Principle 5.1), strategically locating a variety of housing types (Principle 5.2), reducing the shortage of housing affordable to the workforce (Principle 5.3), and using a balanced set of tools to meet our housing goal (Principle 5.4)

Fiscal Impact.

N/A

Staff Impact.

Housing Staff spent approximately 3 hours on these Special Restrictions and staff report.

Attachments or Links.

- Special Restrictions for Workforce Rental Housing located at 320 S. Jackson Street and 210, 220, 240, 260 W. Hansen Avenue
- Special Restrictions for Workforce Rental Housing located at 235, 245 W Kelly Avenue and 380 S Jackson Street,
- Special Restrictions for Affordable Rental Housing located at 320 S. Jackson Street and 210, 220, 240, 260 W. Hansen Avenue
- Special Restrictions for Affordable Rental Housing located at 235, 245 W Kelly Avenue and 380 S Jackson Street

Suggested Motion. I move to approve the Special Restrictions for Workforce Rental Housing located at 320 S. Jackson Street and 210, 220, 240, 260 W. Hansen Avenue, the Special Restrictions for Workforce Rental Housing located at 235, 245 W Kelly Avenue and 380 S Jackson Street, the Special Restrictions for Affordable Rental Housing located at 320 S. Jackson Street and 210, 220, 240, 260 W. Hansen Avenue, and the Special Restrictions for Affordable Rental Housing located at 235, 245 W Kelly Avenue and 380 S Jackson Street as presented in the attachments to this staff report.

**Special Restrictions
for Affordable Rental Housing
Located at Jackson Street Apartments, LLC, 235, 245 W Kelly Ave and 380 S Jackson St. , The
Town of Jackson Wyoming.**

These Special Restrictions for Affordable Rental Housing ("Special Restrictions"), are made and entered into this _____ day of _____, 2022, by the undersigned Owner ("Owner") and the Town of Jackson, Wyoming.

RECITALS:

WHEREAS, Owner holds fee ownership interest in that certain real property, located in the Town of Jackson Wyoming, and more specifically described as follows:

The North Half of Lots 4, 5 and 6 of of Block 3 of the Fourth Karns Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on June 7, 1955 as Plat No. 143; and

The South Half of Lots 4, 5 and 6 of of Block 3 of the Fourth Karns Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on June 7, 1955 as Plat No. 143; and

The North Half of Lots 3 and 4 of Block 2 of the Third Karns Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on August 17, 1946 as Plat No. 130; and

The South Half of Lots 3 and 4 of Block 2 of the Third Karns Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on August 17, 1946 as Plat No. 130; and

PIDNS: 22-41-16-33-1-24-003, 22-41-16-33-1-24-005, 22-41-16-33-1-24-004, 22-41-16-33-1-24-002 ("Land")

WHEREAS, as a condition of the approval by the Teton County Board of County Commissioners of the Operating Agreement of Jackson Street Apartments, LLC on June 21, 2022 (the "June 21, 2022 Approval") , Owner was required to provide and restrict as follows:

Owner developed property known as Jackson Street Apartments for an Affordable and Workforce Apartment Complex. This development generated the obligation to provide Affordable Rental Housing in accordance with the June 21, 2022 Approval. Owner is restricting:

Building 1:

- *Unit 1A with one bedroom with income range 0 – 50%*
- *Unit 1B with two bedrooms with income range 50 – 80%*
- *Unit 1C with two bedrooms with income range 50 - 80%*
- *Unit 1D with two bedrooms with income range 80 – 120%*
- *Unit 1G with three bedrooms with income range 50 – 80%*

Building 2:

- *Unit 2A with one bedroom with income range 50 – 80%*
- *Unit 2B with two bedrooms with income range 0 – 50%%*
- *Unit 2C with two bedrooms with income range 50 - 80%*
- *Unit 2D with two bedrooms with income range 50 – 80%*
- *Unit 2G with three bedrooms with income range 80 – 120%*

Building 3:

- *Unit 3A with one bedroom with income range 80 – 120%*
- *Unit 3B with two bedrooms with income range 50 - 80%*
- *Unit 3C with two bedrooms with income range 50 - 80%*
- *Unit 3D with two bedrooms with income range 50 – 80%*
- *Unit 3G with three bedrooms with income range 0 - 50%*

(hereinafter “Residential Unit” or Residential Unit Complex”).

The Income Ranges are defined in the Jackson/Teton County Housing Department Rules and Regulations enforced by the Jackson/Teton County Affordable Housing Department, such Rules and Regulations are defined in Section 1 below;

WHEREAS, in accordance with the June 21, 2022 Approval, the Residential Unit is intended to address the need for rental housing for employees in Teton County, Wyoming and therefore Owner agrees it will not be owner-occupied;

WHEREAS, the Jackson Town Council and Teton County Board of County Commissioners resolved to form the Jackson/Teton County Housing Authority, a duly constituted housing authority pursuant to W.S. §15-10-116, as amended, and its successors or assigns, known as the Jackson/Teton County Housing Authority (“JTCHA”);

WHEREAS, the Jackson Town Council and Teton County Board of County Commissioners further resolved to create the Jackson/Teton County Affordable Housing Department (“Housing Department”) who are employees of Teton County and agents acting on behalf of the JTCHA, empowered to enforce this Special Restriction;

WHEREAS, in furtherance of the goals, objectives, requirements and conditions of the approval by the Teton County Board of County Commissioners of the Operating Agreement of Jackson Street Apartments, LLC to build a 100% deed restricted rental housing project on June 21, 2022,

and consistent with the Town of Jackson's goal of providing decent, safe and sanitary housing to qualified employees working in Teton County, Wyoming, that is affordable, Owner agrees to restrict the use and occupancy of the Residential Unit to a "Qualified Household," which meets employment, income and asset rental qualifications as set forth herein and as further defined in the Jackson/Teton County Housing Department Rules and Regulations;

WHEREAS, Owner desires to adopt these Special Restrictions and declare that the Residential Unit and Land shall be held, sold, and conveyed in perpetuity subject to these Special Restrictions, which Special Restrictions shall be in addition to all other covenants, conditions or restrictions of record affecting the Residential Unit and Land, and shall be enforceable by Housing Department and the Town of Jackson, Wyoming.

RESTRICTIONS:

NOW, THEREFORE, in satisfaction of the June 21, 2022 Approval, and in further consideration of the foregoing Recitals, which are incorporated herein by this reference, Owner hereby declares, covenants and agrees for itself and each and every person acquiring ownership of the Residential Unit, that the Land and each Residential Unit shall be held, used, occupied, developed, transferred and conveyed subject to the following Special Restrictions in perpetuity.

SECTION 1. JACKSON/TETON COUNTY HOUSING DEPARTMENT RULES AND REGULATIONS.

References made herein to the "Rules and Regulations" are references to the written policies, procedures and guidelines of the Housing Department, as the same may be amended, modified, or updated from time to time and which policies, procedures, and guidelines are on file with the Housing Department or otherwise with the Town of Jackson, Wyoming, or if there are no such written policies, procedures or guidelines (or a written policy, procedure or guideline with respect to a specific matter) then the reference shall be to the current applied policy or policies of the Housing Department or its successor. Procedural and administrative matters not otherwise addressed in these Special Restrictions shall be as set forth in the Rules and Regulations.

SECTION 2. RESTRICTIONS ON OCCUPANCY AND USE OF RESIDENTIAL UNIT. In addition to any restrictions included in the current Housing Rules and Regulations, occupancy and use of the Residential Unit shall be restricted as follows:

- A. Qualified Household. The rental, use and occupancy of the Residential Unit shall be limited to a Qualified Household, as set forth below ("Qualified Household"):
 - 1. Employment Requirement. The Household must meet the Employment Requirement as defined in the Rules and Regulations as they may be amended from time to time.
 - 2. Income Restriction. The Qualified Household's gross income shall fall between 0 – 120% of the median family income in Teton County, Wyoming in accordance with the classification of each Residential Units as outlined herein , as determined by the current year's published Federal Department of Housing & Urban

Development median family income chart for Teton County, Wyoming ("Income Cap").

3. No Teton County Residential Real Estate. No member of the Qualified Household may own (whether individually, in trust, or through an entity including without limitation a partnership, limited partnership, limited liability company, corporation, association, or the like) residential real estate within one hundred and fifty (150) miles of Teton County, Wyoming at any time during occupancy of the Residential Unit.
4. Initial Determination by Owner. Owner shall require each prospective renter of a Residential Unit to provide information sufficient to show eligibility as a Qualified Household under the Affordable Housing Program pursuant to the requirements of this restriction and the Housing Rules and Regulations. The determination shall be based upon written applications, representations, information and verifications, including at a minimum, a W-2 for each adult renter or other IRS filing showing source of earnings, a signed and sworn statement regarding ownership of other real estate and a list of current employer(s), hours worked as well as contact information for each employer(s) and other such information reasonably requested by the Housing Department to verify and substantiate as a Qualified Household.
5. Continuing Obligation to Remain a Qualified Household. The occupants of the Residential Unit shall satisfy the definition of a Qualified Household at all times during the occupancy of the Residential Unit.
6. Occupancy. Each Residential Unit shall be occupied as the Qualified Household's sole and exclusive primary residence, and each tenant of a Residential Unit shall physically reside therein on a full-time basis, at least eighty percent (80%) of the term of the lease. Except for permitted guests, no persons other than the members of the Qualified Household may occupy the Residential Unit.
7. Reporting Requirement – Housing Department Determination. Owner shall, by January 31 of each year, provide to the Housing Department a summary of the eligibility verification information contained above for each occupant of a Residential Unit as set forth on the Housing Department Template that will be provided to Owner. Upon written request by the Housing Department for supporting documentation, Owner shall provide the same within fifteen (15) business days of receipt of such written request. Additionally, Owner shall, by January 31 of each year, provide the Housing Department with its most current lease form for Residential Units. Each Residential Unit Lease must state, and it is a material consideration of this restriction, that the Housing Department has the ultimate and final authority to determine eligibility of households renting Residential Units. If the Housing Department, upon review of supporting documentation determines that an occupant of a Residential Unit does not qualify as a Qualified Household, the Housing Department shall have the authority to require the Owner to terminate the lease between Owner and the occupant of a Residential Unit pursuant to Sections 4 & 5 below.

- B. No Legal Action. No owner of the Residential Unit, prospective purchaser of the Residential Unit, Tenant, renter or occupant, or other party shall have the right to sue or bring other legal process against the Town of Jackson, Wyoming or the Housing Department, or any person affiliated with the Town of Jackson, Wyoming or the Housing Department arising out of these Special Restrictions, and neither shall the Town of Jackson, Wyoming or the Housing Department have any liability to any person aggrieved by the decision of the Town of Jackson, Wyoming or the Housing Department regarding qualification of a Qualified Household or any other matter relating to these Special Restrictions.
- C. No Owner Occupancy. Owner shall not reside in or occupy the Residential Unit. For purposes of this paragraph, if Owner is an entity (including without limitation, a partnership, limited partnership, Limited Liability Company, corporation, association, or other) or a trust, this prohibition on owner-occupancy shall extend to any partner, member, shareholder, other principal or owner of the entity, and any trustee or beneficiary of the trust.
- D. Household Composition. Only members of the Qualified Household may occupy a Residential Unit, except that Owner may restrict who may reside in a Residential Unit, provided that such owner-restriction does not violate Federal or state fair housing laws. Notwithstanding the foregoing, occupancy of the Residential Unit shall be in compliance with any and all building codes (or other relevant law, code, statute, ordinance or the like) regarding maximum occupancy standards or limitations.
- E. Written Lease Requirement. Occupancy of the Residential Unit shall be pursuant to a written lease, the form of which may be approved by Housing Department as it may require. Owner of the Residential Unit shall obtain written verification of income, asset ownership, and employment in Teton County, Wyoming for each Qualified Household proposing to rent the Residential Unit prior to such Household's occupancy, and upon each extension or renewal of any lease therefore.
- F. Rental Term. The Residential Unit shall be offered for rent in periods of not less than six (6) months.
- G. Rental Rate. The household size used to determine the median family income is based on one (1) person per bedroom. A studio Residential Unit's maximum rent will be fifteen percent (15%) less than the maximum rental rate for a one-bedroom Residential Unit. The maximum Rental Rate that may be charged for the Unit is variable annually based on the Housing and Urban Development Department's Median Family Income standard for Teton County, Wyoming. The Housing Department will calculate the maximum Rental Rate every year for the Unit after the Housing and Urban Development Department issues the Median Family Income for Teton County, Wyoming in the following manner: The maximum monthly rental rate for a one bedroom in the 50 – 80% income range is: Low end of the median family income = \$43,050 multiply by thirty percent (30%) and divide by twelve (12) = \$1,076. For the 0 – 50% Income Range, the low end of the Income Range

is equal to 30% of median family income. The rent charged must include basic utilities (electric, gas, water, sewer) and trash removal. Notwithstanding the foregoing to the contrary, the rental rate charged by Owner may at any time be less than the maximum rent calculation.

- H. Rental Unit: Except as provided herein, the Residential Unit shall remain a rental unit for Qualified Households.
- I. Guests. No persons other than those comprising the Qualified Household shall be permitted to occupy the Residential Unit for periods in excess of ten percent (10%) of the Rental Term in cumulative days per calendar year.
- J. Vacancies. The Residential Unit may be vacant intermittently between tenancies to allow for proper advertisement and verification for Qualified Households and reasonable maintenance. However, a Residential Unit shall not be vacant for a period greater than sixty (60) days, unless authorized by the Housing Department. If any Residential Unit remains vacant for more than sixty (60) days without approval, the Housing Department has the right, but not the obligation, to identify a Qualified Household to rent the Residential Unit.
- K. Business Activity. No business activities shall occur in a Residential Unit, other than a home occupation use that is allowed by applicable zoning and properly permitted.
- L. Compliance with Laws, Declaration. The Residential Unit shall be occupied in full compliance with these Special Restrictions and the Rules and Regulations, along with all laws, statutes, codes, rules, or regulations, covenants, conditions and restrictions, and all supplements and amendments thereto, and any other rules and regulations of any applicable homeowner's association, as the same may be adopted from time to time.
- M. Insurance. Owner shall keep the Residential Unit continuously insured against "all risks" of physical loss (not otherwise covered by a homeowner's association insurance), for the full replacement value of the Residential Unit.
- N. Maintenance. Owner shall be responsible for the cost and expense to keep and maintain the interior of the Residential Unit and all other aspects of the Residential Unit not otherwise maintained by a homeowner's association in a safe, decent and sanitary condition. In the event Owner fails to maintain the Residential Unit in a safe, decent and sanitary condition and such condition continues for fourteen (14) days after notice from the Housing Department, the Housing Department shall have the right but not the obligation to enter the Residential Unit and repair such condition and Owner shall reimburse Housing Department for such reasonable repair costs. Payment to Housing Department from Owner shall be due upon receipt of invoice.
- O. Periodic Reporting, Inspection. In order to confirm compliance with these Special Restrictions, each owner shall comply, and cause its tenants to comply, with any reporting

or inspection requirements as set forth herein and as may be required by the Housing Department from time to time. Upon reasonable notice to Owner, the Housing Department shall have the right to inspect the Residential Unit from time to time to determine compliance with these Special Restrictions and to review the written records required to be maintained by Owner. Owner shall maintain such records for a period of not less than two (2) years.

- P. Preference. Owner may give first-priority to rent the Residential Unit to Qualified Households of which a member of the Household is an employee of Owner. In the event there are no persons directly employed by Owner to whom Owner desires to rent the Residential Unit, then Owner may rent to any Qualified Household.

SECTION 3. SALE OF THE RESIDENTIAL UNIT COMPLEX. The Residential Unit Complex may be bought and sold as Owner may determine except that all reporting and record-keeping required herein shall be continuous and any new owner shall obtain the required records from the prior owner. Any such conveyance of a Residential Unit Complex shall be subject to these Special Restrictions. Within ten (10) days prior to the closing of the sale or other transfer of the Complex, Owner shall notify the Housing Department of the pending sale or transfer and, prior to closing, provide the Housing Department with contact information (including without limitation, mailing address, phone number and email) for the new owner.

SECTION 4. DEFAULT. Subject to the notice and cure provisions, if any, of the Housing Department Rules and Regulations, each of the following shall be considered a default ("Default"):

- A. A violation of any term of these Special Restrictions, the Rules and Regulations, the Declaration, or any laws affecting a Residential Unit.
- B. A violation of any term of these Special Restrictions or any laws affecting the Residential Unit.
- C. Vacancy of a Residential Unit for more than sixty (60) days continuously.
- D. Fraud or misrepresentation by Owner and/or occupant in the provision of an application, reporting requirement, inspection requirement or any other informational requirement to the Housing Department.
- E. If the Residential Unit is taken by execution or by other process of law, or if Owner is judicially insolvent according to law, or if any assignment is made of the property of Owner for the benefit of creditors, or if a receiver, trustee or other similar officer is appointed to take charge of any substantial part of the Residential Unit or Owner's property by a court of competent jurisdiction.

In the event the Housing Department believes there to be a Default, the Housing Manager, or a Designee of the Housing Department shall send written notice to Owner of such violation, the

required action to cure and the timing for such cure. If Owner disputes the Housing Department's decision, Owner shall proceed in accordance with the Rules and Regulations.

SECTION 5. DEFAULT REMEDIES. Subject to the notice and cure provisions, if any, of the Housing Department Rules and Regulations, in addition to any other remedies the Housing Department may have at law or equity, in the event of a Default, after notice and opportunity to cure as set forth in the preceding section, the Housing Department's remedies shall include, without limitation, as an exercise of its regulatory authority, the following:

- A. Specific Performance. The Housing Department shall have the right of specific performance of these Special Restrictions and the Rules and Regulations, and the right to obtain from any court of competent jurisdiction a temporary restraining order, preliminary injunction and permanent injunction to obtain such performance.
- B. Equitable Relief. In addition to subsection A, any equitable relief provided for herein may be sought singly or in combination with such other remedies as the Housing Department may be entitled to, either pursuant to these Special Restrictions or any other action authorized under the laws of the State of Wyoming.
- C. Enforcement. The Housing Department may, for purposes of enforcing these Special Restrictions or the Rules and Regulations, seek enforcement through the Town or County Land Development Regulations, including but not limited to Division 8.9 Enforcement.

SECTION 6. TERMINATION, AMENDMENT AND CORRECTION OF SPECIAL RESTRICTIONS.

- A. Termination. These Special Restrictions may be terminated after a determination by the Town of Jackson, Wyoming that these Special Restrictions are no longer consistent with the Town of Jackson, Wyoming goals for affordable housing.
- B. Amendment. These Special Restrictions may be amended by a signed, written amendment executed by the Parties hereto and recorded in the Teton County Clerk's Office against the title to the Land, in whole or in part, with the written consent of Owner of the Residential Unit Complex and the Town of Jackson, Wyoming.
- C. Correction. The Housing Department may unilaterally correct these Special Restrictions to address scrivener's errors, erroneous legal descriptions or typographical errors.

SECTION 7. SPECIAL RESTRICTIONS AS COVENANT. These Special Restrictions shall constitute covenants running with the Land and the Residential Unit, as a burden thereon, and shall be binding on all parties having any right, title, or interest in the Land, the Residential Unit, or any part thereof, their heirs, devisees, successors and assigns, and shall inure to the benefit of and shall be enforceable by JTCHA, the Housing Department and the Town of Jackson. These Special Restrictions shall be prior and superior to any mortgage or lien interest encumbering the Land and/or Residential Unit Complex.

SECTION 8. NOTICES. All notices required to be served upon the parties to this Special Restriction shall be transmitted by one of the following methods: hand delivery; prepaid overnight courier; or by postage paid certified mail, return receipt requested, at the address set forth below for said party; or at such other address as one party notifies the other in writing pursuant to this paragraph. Notice shall be effective when hand delivered, one (1) day after being deposited with an overnight courier or five (5) business days after being placed in the mail. Either party may change its address and/or owner and/or other contact information in the manner provided for giving notice.

To Housing Department

Jackson/Teton County Affordable Housing Department
P.O. Box 714
Jackson, WY 83001

With a Copy to:

Town of Jackson.
P.O. Box 1687.
Jackson, WY 83001.

To Owner

Jackson Street Apartments, LLC
P.O. Box 4902
Jackson, WY 83001

SECTION 9. ATTORNEY'S FEES. In the event any party shall be required to retain counsel and file suit for the purpose of enforcing the terms and conditions of these Special Restrictions, the prevailing party shall be entitled to recover, in addition to any other relief recovered, a reasonable sum as determined by the court for attorney's fees and costs of litigation.

SECTION 10. CHOICE OF LAW, FORUM. These Special Restrictions and each and every related document, are to be governed by and construed in accordance with the laws of the State of Wyoming. The parties agree that the appropriate court in Teton County, Wyoming and/or the Ninth Judicial District for the State of Wyoming shall have sole and exclusive jurisdiction over any dispute, claim, or controversy which may arise involving these Special Restrictions or its subject matter. Owner by accepting a deed for the Land hereby submits to the personal jurisdiction of any such court in any action or proceeding arising out of or relating to this Special Restrictions

SECTION 11. SEVERABILITY. Each provision of these Special Restrictions and any other related document shall be interpreted in such a manner as to be valid under applicable law; but, if any provision, or any portion thereof, of any of the foregoing shall be invalid or prohibited under said applicable law, such provision shall be deemed modified to the extent necessary and possible to render it valid and enforceable, or if such modification is not possible, such provision shall be ineffective to the extent of such invalidity or prohibition without invalidating the remaining provision(s) of such document.

SECTION 12. SECTION HEADINGS. Paragraph or section headings within these Special Restrictions are inserted solely for convenience or reference, and are not intended to, and shall not govern, limit or aid in the construction of any terms or provisions contained herein.

SECTION 13. WAIVER. No claim of waiver, consent or acquiescence with respect to any provision of these Special Restrictions shall be valid against any party hereto except on the basis of a written instrument executed by the parties to these Special Restrictions. However, the party for whose benefit a condition is inserted herein shall have the unilateral right to waive such condition.

SECTION 14. INDEMNIFICATION. Owner shall indemnify, defend, and hold the Housing Department and the Town of Jackson, and its directors, officers, agents and employees harmless against any and all loss, liability, claim, or cost (including reasonable attorneys' fees and expenses) for damage or injury to persons or property from any cause whatsoever on or about the Residential Unit, or for an owner's breach of any provision of these Special Restrictions. Owner waives any and all such claims against the Housing Department and the Town of Jackson.

SECTION 15. SUCCESSORS AND ASSIGNS. These Special Restrictions shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors, heirs, devisees, administrators and assigns.

SECTION 16. GOVERNMENTAL IMMUNITY. Neither the Town of Jackson , JTCHA, nor the Housing Department waive governmental immunity by executing these Special Restrictions and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. Ann. § 1-39-104(a) and any other applicable law.

IN WITNESS WHEREOF, Owner has executed this instrument on the _____ day of _____, 2022(the "Effective Date").

OWNER:

Jackson Street Apartments, LLC a Wyoming limited liability company

Stacy A. Stoker, Manager

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____, 20 ____, the foregoing Special Restrictions for Affordable Rental Housing was acknowledged before me by Stacy A. Stoker as Manager of Jackson Street Apartments, LLC.

Witness my hand and official seal.

(Seal)

Notary Public

TOWN OF JACKSON:

Hailey Morton Levinson, Mayor

ATTEST:

Riley Taylor, Town Clerk

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____, 2022, the foregoing instrument was acknowledged before me by Hailey Morton Levinson as Mayor of the Town of Jackson, Wyoming.

Witness my hand and official seal.

(Seal)

Notary Public
My commission expires:

JACKSON/TETON COUNTY AFFORDABLE HOUSING DEPARTMENT:

April Norton, Director

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____, 2022, the foregoing instrument was acknowledged before me by April Norton, as Director of the Jackson/Teton County Affordable Housing Department.

Witness my hand and official seal.

(Seal)

Notary Public
My commission expires:

**Special Restrictions
for Affordable Rental Housing**
**Located at Jackson Street Apartments, LLC, 320 S. Jackson St, 210, 220, 240, 260 W. Hansen
Ave, and 335 S. Millward St , The Town of Jackson Wyoming.**

These Special Restrictions for Affordable Rental Housing ("Special Restrictions"), are made and entered into this _____ day of _____, 2022, by the undersigned Owner ("Owner") and the Town of Jackson, Wyoming.

RECITALS:

WHEREAS, Owner holds fee ownership interest in that certain real property, located in the Town of Jackson Wyoming, and more specifically described as follows:

Lots 1, 2, 3, 4, 5, and 6 of Block 9 of the Second Wort Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton Cunt Clerk on September 28, 1940 as Plat No. 129.

PIDNS: 22-41-16-33-1-20-001, 22-41-16-33-1-20-004, 22-41-16-33-1-20-005, 22-41-16-33-1-20-006, 22-41-16-33-1-20-002, 22-41-16-33-1-20-003, ("Land")

WHEREAS, as a condition of the approval by the Teton County Board of County Commissioners of the Operating Agreement of Jackson Street Apartments, LLC on June 21, 2022 (the "June 21, 2022 Approval") , Owner was required to provide and restrict as follows:

Owner developed property known as Jackson Street Apartments for an Affordable and Workforce Apartment Comple. This development generated the obligation to provide Affordable Rental Housing in accordance with the June 21, 2022 Approval. Owner is restricting:

Building 4:

- *Unit 4A, with one bedroom with Income Range 50 – 80%.*
- *Unit 4B, with two bedrooms with Income Range 0 – 50%.*
- *Unit 4C, with two bedrooms with Income Range 50 – 80%.*
- *Unit 4D with two bedrooms with income range 80 – 120%*

Building 5:

- *Unit 5A with one bedroom with income range 0 – 50%*
- *Unit 5B with two bedrooms with income range 0 – 50%*
- *Unit 5C with two bedrooms with income range 50 - 80%*
- *Unit 5D with two bedrooms with income range 50 – 80%*
- *Unit 5E with two bedrooms with income range 50 – 80%*
- *Unit 5F with two bedrooms with income range 80 – 120%*

- *Unit 5G with three bedrooms with income range 50 – 80%*

Building 6:

- *Unit 6B with two bedrooms with income range 50 – 80%*
- *Unit 6C with two bedrooms with income range 50 - 80%*
- *Unit 6D with two bedrooms with income range 50 – 80%*
- *Unit 6E with two bedrooms with income range 50 – 80%*
- *Unit 6F with two bedrooms with income range 80 – 120%*
- *Unit 6G with three bedrooms with income range 0 - 50%*

Building 7:

- *Unit 7A with one bedroom with income range 50 – 80%*
- *Unit 7B with two bedrooms with income range 0 - 50%*
- *Unit 7C with two bedrooms with income range 0 - 50%*
- *Unit 7D with two bedrooms with income range 50 – 80%*
- *Unit 7E with two bedrooms with income range 50 - 80%*
- *Unit 7F with two bedrooms with income range 80 – 120%*

Building 8:

- *Unit 8A with one bedroom with income range 50 – 80%*
- *Unit 8B with two bedrooms with income range 0 - 50%*
- *Unit 8C with two bedrooms with income range 0 - 50%*
- *Unit 8D with two bedrooms with income range 50 – 80%*
- *Unit 8E with two bedrooms with income range 50 - 80%*
- *Unit 8G with three bedrooms with income range 50 - 80%*

Building 9:

- *Unit 8A with one bedroom with income range 0 – 50%*
- *Unit 8B with two bedrooms with income range 80 – 120%*
- *Unit 8C with two bedrooms with income range 50 - 80%*
- *Unit 8D with two bedrooms with income range 50 – 80%*

(hereinafter “Residential Unit” or Residential Unit Complex”).

The Income Ranges are defined in the Jackson/Teton County Housing Department Rules and Regulations enforced by the Jackson/Teton County Affordable Housing Department, such Rules and Regulations are defined in Section 1 below;

WHEREAS, in accordance with the June 21, 2022 Approval, the Residential Unit is intended to address the need for rental housing for employees in Teton County, Wyoming and therefore Owner agrees it will not be owner-occupied;

WHEREAS, the Jackson Town Council and Teton County Board of County Commissioners resolved to form the Jackson/Teton County Housing Authority, a duly constituted housing authority

pursuant to W.S. §15-10-116, as amended, and its successors or assigns, known as the Jackson/Teton County Housing Authority ("JTCHA");

WHEREAS, the Jackson Town Council and Teton County Board of County Commissioners further resolved to create the Jackson/Teton County Affordable Housing Department ("Housing Department") who are employees of Teton County and agents acting on behalf of the JTCHA, empowered to enforce this Special Restriction;

WHEREAS, in furtherance of the goals, objectives, requirements and conditions of the approval by the Teton County Board of County Commissioners of the Operating Agreement of Jackson Street Apartments, LLC to build a 100% deed restricted rental housing project on June 21, 2022, and consistent with the Town of Jackson's goal of providing decent, safe and sanitary housing to qualified employees working in Teton County, Wyoming, that is affordable, Owner agrees to restrict the use and occupancy of the Residential Unit to a "Qualified Household," which meets employment, income and asset rental qualifications as set forth herein and as further defined in the Jackson/Teton County Housing Department Rules and Regulations;

WHEREAS, Owner desires to adopt these Special Restrictions and declare that the Residential Unit and Land shall be held, sold, and conveyed in perpetuity subject to these Special Restrictions, which Special Restrictions shall be in addition to all other covenants, conditions or restrictions of record affecting the Residential Unit and Land, and shall be enforceable by Housing Department and the Town of Jackson, Wyoming.

RESTRICTIONS:

NOW, THEREFORE, in satisfaction of the June 21, 2022 Approval, and in further consideration of the foregoing Recitals, which are incorporated herein by this reference, Owner hereby declares, covenants and agrees for itself and each and every person acquiring ownership of the Residential Unit, that the Land and each Residential Unit shall be held, used, occupied, developed, transferred and conveyed subject to the following Special Restrictions in perpetuity.

SECTION 1. JACKSON/TETON COUNTY HOUSING DEPARTMENT RULES AND REGULATIONS.

References made herein to the "Rules and Regulations" are references to the written policies, procedures and guidelines of the Housing Department, as the same may be amended, modified, or updated from time to time and which policies, procedures, and guidelines are on file with the Housing Department or otherwise with the Town of Jackson, Wyoming, or if there are no such written policies, procedures or guidelines (or a written policy, procedure or guideline with respect to a specific matter) then the reference shall be to the current applied policy or policies of the Housing Department or its successor. Procedural and administrative matters not otherwise addressed in these Special Restrictions shall be as set forth in the Rules and Regulations.

SECTION 2. RESTRICTIONS ON OCCUPANCY AND USE OF RESIDENTIAL UNIT. In addition to any restrictions included in the current Housing Rules and Regulations, occupancy and use of the Residential Unit shall be restricted as follows:

A. Qualified Household. The rental, use and occupancy of the Residential Unit shall be limited to a Qualified Household, as set forth below (“Qualified Household”):

1. Employment Requirement. The Household must meet the Employment Requirement as defined in the Rules and Regulations as they may be amended from time to time.
2. Income Restriction. The Qualified Household’s gross income shall fall between 0 – 120% of the median family income in Teton County, Wyoming in accordance with the classification of each Residential Units as outlined herein , as determined by the current year’s published Federal Department of Housing & Urban Development median family income chart for Teton County, Wyoming (“Income Cap”).
3. No Teton County Residential Real Estate. No member of the Qualified Household may own (whether individually, in trust, or through an entity including without limitation a partnership, limited partnership, limited liability company, corporation, association, or the like) residential real estate within one hundred and fifty (150) miles of Teton County, Wyoming at any time during occupancy of the Residential Unit.
4. Initial Determination by Owner. Owner shall require each prospective renter of a Residential Unit to provide information sufficient to show eligibility as a Qualified Household under the Affordable Housing Program pursuant to the requirements of this restriction and the Housing Rules and Regulations. The determination shall be based upon written applications, representations, information and verifications, including at a minimum, a W-2 for each adult renter or other IRS filing showing source of earnings, a signed and sworn statement regarding ownership of other real estate and a list of current employer(s), hours worked as well as contact information for each employer(s) and other such information reasonably requested by the Housing Department to verify and substantiate as a Qualified Household.
5. Continuing Obligation to Remain a Qualified Household. The occupants of the Residential Unit shall satisfy the definition of a Qualified Household at all times during the occupancy of the Residential Unit.
6. Occupancy. Each Residential Unit shall be occupied as the Qualified Household’s sole and exclusive primary residence, and each tenant of a Residential Unit shall physically reside therein on a full-time basis, at least eighty percent (80%) of the term of the lease. Except for permitted guests, no persons other than the members of the Qualified Household may occupy the Residential Unit.
7. Reporting Requirement – Housing Department Determination. Owner shall, by January 31 of each year, provide to the Housing Department a summary of the eligibility verification information contained above for each occupant of a Residential Unit as set forth on the Housing Department Template that will be provided to Owner. Upon written request by the Housing Department for supporting documentation, Owner shall provide the same within fifteen (15) business days of receipt of such written request. Additionally, Owner shall, by

January 31 of each year, provide the Housing Department with its most current lease form for Residential Units. Each Residential Unit Lease must state, and it is a material consideration of this restriction, that the Housing Department has the ultimate and final authority to determine eligibility of households renting Residential Units. If the Housing Department, upon review of supporting documentation determines that an occupant of a Residential Unit does not qualify as a Qualified Household, the Housing Department shall have the authority to require the Owner to terminate the lease between Owner and the occupant of a Residential Unit pursuant to Sections 4 & 5 below.

- B. No Legal Action. No owner of the Residential Unit, prospective purchaser of the Residential Unit, Tenant, renter or occupant, or other party shall have the right to sue or bring other legal process against the Town of Jackson, Wyoming or the Housing Department, or any person affiliated with the Town of Jackson, Wyoming or the Housing Department arising out of these Special Restrictions, and neither shall the Town of Jackson, Wyoming or the Housing Department have any liability to any person aggrieved by the decision of the Town of Jackson, Wyoming or the Housing Department regarding qualification of a Qualified Household or any other matter relating to these Special Restrictions.
- C. No Owner Occupancy. Owner shall not reside in or occupy the Residential Unit. For purposes of this paragraph, if Owner is an entity (including without limitation, a partnership, limited partnership, Limited Liability Company, corporation, association, or other) or a trust, this prohibition on owner-occupancy shall extend to any partner, member, shareholder, other principal or owner of the entity, and any trustee or beneficiary of the trust.
- D. Household Composition. Only members of the Qualified Household may occupy a Residential Unit, except that Owner may restrict who may reside in a Residential Unit, provided that such owner-restriction does not violate Federal or state fair housing laws. Notwithstanding the foregoing, occupancy of the Residential Unit shall be in compliance with any and all building codes (or other relevant law, code, statute, ordinance or the like) regarding maximum occupancy standards or limitations.
- E. Written Lease Requirement. Occupancy of the Residential Unit shall be pursuant to a written lease, the form of which may be approved by Housing Department as it may require. Owner of the Residential Unit shall obtain written verification of income, asset ownership, and employment in Teton County, Wyoming for each Qualified Household proposing to rent the Residential Unit prior to such Household's occupancy, and upon each extension or renewal of any lease therefore.
- F. Rental Term. The Residential Unit shall be offered for rent in periods of not less than six (6) months.

- G. Rental Rate. The household size used to determine the median family income is based on one (1) person per bedroom. A studio Residential Unit's maximum rent will be fifteen percent (15%) less than the maximum rental rate for a one-bedroom Residential Unit. The maximum Rental Rate that may be charged for the Unit is variable annually based on the Housing and Urban Development Department's Median Family Income standard for Teton County, Wyoming. The Housing Department will calculate the maximum Rental Rate every year for the Unit after the Housing and Urban Development Department issues the Median Family Income for Teton County, Wyoming in the following manner: The maximum monthly rental rate for a one bedroom in the 50 – 80% income range is: Low end of the median family income = \$43,050 multiply by thirty percent (30%) and divide by twelve (12) = \$1,076. For the 0 – 50% Income Range, the low end of the Income Range is equal to 30% of median family income. The rent charged must include basic utilities (electric, gas, water, sewer) and trash removal. Notwithstanding the foregoing to the contrary, the rental rate charged by Owner may at any time be less than the maximum rent calculation.
- H. Rental Unit: Except as provided herein, the Residential Unit shall remain a rental unit for Qualified Households.
- I. Guests. No persons other than those comprising the Qualified Household shall be permitted to occupy the Residential Unit for periods in excess of ten percent (10%) of the Rental Term in cumulative days per calendar year.
- J. Vacancies. The Residential Unit may be vacant intermittently between tenancies to allow for proper advertisement and verification for Qualified Households and reasonable maintenance. However, a Residential Unit shall not be vacant for a period greater than sixty (60) days, unless authorized by the Housing Department. If any Residential Unit remains vacant for more than sixty (60) days without approval, the Housing Department has the right, but not the obligation, to identify a Qualified Household to rent the Residential Unit.
- K. Business Activity. No business activities shall occur in a Residential Unit, other than a home occupation use that is allowed by applicable zoning and properly permitted.
- L. Compliance with Laws, Declaration. The Residential Unit shall be occupied in full compliance with these Special Restrictions and the Rules and Regulations, along with all laws, statutes, codes, rules, or regulations, covenants, conditions and restrictions, and all supplements and amendments thereto, and any other rules and regulations of any applicable homeowner's association, as the same may be adopted from time to time.
- M. Insurance. Owner shall keep the Residential Unit continuously insured against "all risks" of physical loss (not otherwise covered by a homeowner's association insurance), for the full replacement value of the Residential Unit.

- N. Maintenance. Owner shall be responsible for the cost and expense to keep and maintain the interior of the Residential Unit and all other aspects of the Residential Unit not otherwise maintained by a homeowner's association in a safe, decent and sanitary condition. In the event Owner fails to maintain the Residential Unit in a safe, decent and sanitary condition and such condition continues for fourteen (14) days after notice from the Housing Department, the Housing Department shall have the right but not the obligation to enter the Residential Unit and repair such condition and Owner shall reimburse Housing Department for such reasonable repair costs. Payment to Housing Department from Owner shall be due upon receipt of invoice.
- O. Periodic Reporting, Inspection. In order to confirm compliance with these Special Restrictions, each owner shall comply, and cause its tenants to comply, with any reporting or inspection requirements as set forth herein and as may be required by the Housing Department from time to time. Upon reasonable notice to Owner, the Housing Department shall have the right to inspect the Residential Unit from time to time to determine compliance with these Special Restrictions and to review the written records required to be maintained by Owner. Owner shall maintain such records for a period of not less than two (2) years.
- P. Preference. Owner may give first-priority to rent the Residential Unit to Qualified Households of which a member of the Household is an employee of Owner. In the event there are no persons directly employed by Owner to whom Owner desires to rent the Residential Unit, then Owner may rent to any Qualified Household.

SECTION 3. SALE OF THE RESIDENTIAL UNIT COMPLEX. The Residential Unit Complex may be bought and sold as Owner may determine except that all reporting and record-keeping required herein shall be continuous and any new owner shall obtain the required records from the prior owner. Any such conveyance of a Residential Unit Complex shall be subject to these Special Restrictions. Within ten (10) days prior to the closing of the sale or other transfer of the Complex, Owner shall notify the Housing Department of the pending sale or transfer and, prior to closing, provide the Housing Department with contact information (including without limitation, mailing address, phone number and email) for the new owner.

SECTION 4. DEFAULT. Subject to the notice and cure provisions, if any, of the Housing Department Rules and Regulations, each of the following shall be considered a default ("Default"):

- A. A violation of any term of these Special Restrictions, the Rules and Regulations, the Declaration, or any laws affecting a Residential Unit.
- B. A violation of any term of these Special Restrictions or any laws affecting the Residential Unit.
- C. Vacancy of a Residential Unit for more than sixty (60) days continuously.

- D. Fraud or misrepresentation by Owner and/or occupant in the provision of an application, reporting requirement, inspection requirement or any other informational requirement to the Housing Department.
- E. If the Residential Unit is taken by execution or by other process of law, or if Owner is judicially insolvent according to law, or if any assignment is made of the property of Owner for the benefit of creditors, or if a receiver, trustee or other similar officer is appointed to take charge of any substantial part of the Residential Unit or Owner's property by a court of competent jurisdiction.

In the event the Housing Department believes there to be a Default, the Housing Manager, or a Designee of the Housing Department shall send written notice to Owner of such violation, the required action to cure and the timing for such cure. If Owner disputes the Housing Department's decision, Owner shall proceed in accordance with the Rules and Regulations.

SECTION 5. DEFAULT REMEDIES. Subject to the notice and cure provisions, if any, of the Housing Department Rules and Regulations, in addition to any other remedies the Housing Department may have at law or equity, in the event of a Default, after notice and opportunity to cure as set forth in the preceding section, the Housing Department's remedies shall include, without limitation, as an exercise of its regulatory authority, the following:

- A. Specific Performance. The Housing Department shall have the right of specific performance of these Special Restrictions and the Rules and Regulations, and the right to obtain from any court of competent jurisdiction a temporary restraining order, preliminary injunction and permanent injunction to obtain such performance.
- B. Equitable Relief. In addition to subsection A, any equitable relief provided for herein may be sought singly or in combination with such other remedies as the Housing Department may be entitled to, either pursuant to these Special Restrictions or any other action authorized under the laws of the State of Wyoming.
- C. Enforcement. The Housing Department may, for purposes of enforcing these Special Restrictions or the Rules and Regulations, seek enforcement through the Town or County Land Development Regulations, including but not limited to Division 8.9 Enforcement.

SECTION 6. TERMINATION, AMENDMENT AND CORRECTION OF SPECIAL RESTRICTIONS.

- A. Termination. These Special Restrictions may be terminated after a determination by the Town of Jackson, Wyoming that these Special Restrictions are no longer consistent with the Town of Jackson, Wyoming goals for affordable housing.
- B. Amendment. These Special Restrictions may be amended by a signed, written amendment executed by the Parties hereto and recorded in the Teton County Clerk's Office against the title to the Land, in whole or in part, with the written consent of Owner of the Residential Unit Complex and the Town of Jackson, Wyoming.

- C. Correction. The Housing Department may unilaterally correct these Special Restrictions to address scrivener's errors, erroneous legal descriptions or typographical errors.

SECTION 7. SPECIAL RESTRICTIONS AS COVENANT. These Special Restrictions shall constitute covenants running with the Land and the Residential Unit, as a burden thereon, and shall be binding on all parties having any right, title, or interest in the Land, the Residential Unit, or any part thereof, their heirs, devisees, successors and assigns, and shall inure to the benefit of and shall be enforceable by JTCHA, the Housing Department and the Town of Jackson. These Special Restrictions shall be prior and superior to any mortgage or lien interest encumbering the Land and/or Residential Unit Complex.

SECTION 8. NOTICES. All notices required to be served upon the parties to this Special Restriction shall be transmitted by one of the following methods: hand delivery; prepaid overnight courier; or by postage paid certified mail, return receipt requested, at the address set forth below for said party; or at such other address as one party notifies the other in writing pursuant to this paragraph. Notice shall be effective when hand delivered, one (1) day after being deposited with an overnight courier or five (5) business days after being placed in the mail. Either party may change its address and/or owner and/or other contact information in the manner provided for giving notice.

To Housing Department

Jackson/Teton County Affordable Housing Department
P.O. Box 714
Jackson, WY 83001

With a Copy to:

Town of Jackson.
P.O. Box 1687.
Jackson, WY 83001.

To Owner

Jackson Street Apartments, LLC
P.O. Box 4902
Jackson, WY 83001

SECTION 9. ATTORNEY'S FEES. In the event any party shall be required to retain counsel and file suit for the purpose of enforcing the terms and conditions of these Special Restrictions, the prevailing party shall be entitled to recover, in addition to any other relief recovered, a reasonable sum as determined by the court for attorney's fees and costs of litigation.

SECTION 10. CHOICE OF LAW, FORUM. These Special Restrictions and each and every related document, are to be governed by and construed in accordance with the laws of the State of Wyoming. The parties agree that the appropriate court in Teton County, Wyoming and/or the

Ninth Judicial District for the State of Wyoming shall have sole and exclusive jurisdiction over any dispute, claim, or controversy which may arise involving these Special Restrictions or its subject matter. Owner by accepting a deed for the Land hereby submits to the personal jurisdiction of any such court in any action or proceeding arising out of or relating to this Special Restrictions

SECTION 11. SEVERABILITY. Each provision of these Special Restrictions and any other related document shall be interpreted in such a manner as to be valid under applicable law; but, if any provision, or any portion thereof, of any of the foregoing shall be invalid or prohibited under said applicable law, such provision shall be deemed modified to the extent necessary and possible to render it valid and enforceable, or if such modification is not possible, such provision shall be ineffective to the extent of such invalidity or prohibition without invalidating the remaining provision(s) of such document.

SECTION 12. SECTION HEADINGS. Paragraph or section headings within these Special Restrictions are inserted solely for convenience or reference, and are not intended to, and shall not govern, limit or aid in the construction of any terms or provisions contained herein.

SECTION 13. WAIVER. No claim of waiver, consent or acquiescence with respect to any provision of these Special Restrictions shall be valid against any party hereto except on the basis of a written instrument executed by the parties to these Special Restrictions. However, the party for whose benefit a condition is inserted herein shall have the unilateral right to waive such condition.

SECTION 14. INDEMNIFICATION. Owner shall indemnify, defend, and hold the Housing Department and the Town of Jackson, and its directors, officers, agents and employees harmless against any and all loss, liability, claim, or cost (including reasonable attorneys' fees and expenses) for damage or injury to persons or property from any cause whatsoever on or about the Residential Unit, or for an owner's breach of any provision of these Special Restrictions. Owner waives any and all such claims against the Housing Department and the Town of Jackson.

SECTION 15. SUCCESSORS AND ASSIGNS. These Special Restrictions shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors, heirs, devisees, administrators and assigns.

SECTION 16. GOVERNMENTAL IMMUNITY. Neither the Town of Jackson , JTCHA, nor the Housing Department waive governmental immunity by executing these Special Restrictions and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. Ann. § 1-39-104(a) and any other applicable law.

IN WITNESS WHEREOF, Owner has executed this instrument on the _____ day of _____, 2022(the "Effective Date").

OWNER:

Jackson Street Apartments, LLC a Wyoming limited liability company

Stacy A. Stoker, Manager

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____, 20 ____, the foregoing Special Restrictions for Affordable Rental Housing was acknowledged before me by Stacy A. Stoker as Manager of Jackson Street Apartments, LLC.

Witness my hand and official seal.

(Seal)

Notary Public

TOWN OF JACKSON:

Hailey Morton Levinson, Mayor

ATTEST:

Riley Taylor, Town Clerk

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____, 2022, the foregoing instrument was acknowledged before me by Hailey Morton Levinson as Mayor of the Town of Jackson, Wyoming.

Witness my hand and official seal.

(Seal)

Notary Public
My commission expires:

JACKSON/TETON COUNTY AFFORDABLE HOUSING DEPARTMENT:

April Norton, Director

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____, 2022, the foregoing instrument was acknowledged before me by April Norton, as Director of the Jackson/Teton County Affordable Housing Department.

Witness my hand and official seal.

(Seal)

Notary Public
My commission expires:

Special Restrictions
for Workforce Rental Housing
Located at Jackson Street Apartments, 235 and 245 W. Kelly and 380 S. Jackson Street, Town of
Jackson, Wyoming

These Special Restrictions for Workforce Rental Housing, ("Special Restrictions"), are made this _____ day of _____, 2022 (the "Effective Date"), by the undersigned Owner ("Owner") and the Town of Jackson, Wyoming.

RECITALS:

WHEREAS, Owner holds fee ownership interest in that certain real property, located in the Town of Jackson, Wyoming, and more specifically described as follows:

The North Half of Lots 4, 5 and 6 of of Block 3 of the Fourth Karns Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on June 7, 1955 as Plat No. 143; and

The South Half of Lots 4, 5 and 6 of of Block 3 of the Fourth Karns Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on June 7, 1955 as Plat No. 143; and

The North Half of Lots 3 and 4 of Block 2 of the Third Karns Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on August 17, 1946 as Plat No. 130; and

The South Half of Lots 3 and 4 of Block 2 of the Third Karns Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on August 17, 1946 as Plat No. 130; and

PIDNS: 22-41-16-33-1-24-003, 22-41-16-33-1-24-005 , 22-41-16-33-1-24-004, 22-41-16-33-1-24-002 ("Land")

WHEREAS, as a condition of the approval by the Teton County Board of County Commissioners of the Operating Agreement of Jackson Street Apartments, LLC (the "June 21, 2022 Approval"), Owner was required to provide and restrict as follows:

Owner developed property known as Jackson Street Apartments for an Affordable and Workforce Apartment Complex. This development generated the obligation to provide Workforce Rental Housing in accordance with the June 21, 2022 Approval. Owner is restricting:

Building 1:

- *Unit 1E, with two bedrooms.*
- *Unit 1F, with two bedrooms*

Building 2:

- Unit 2E, with two bedrooms
- Unit 2F, with

Building 3:

- Unit 3E, with two bedrooms.
- Unit 3F, with

(hereinafter each is a “Residential Unit” and in the aggregate “Residential Unit Complex”).

WHEREAS, the Jackson Town Council and Teton County Board of County Commissioners resolved to form the Jackson/Teton County Housing Authority, a duly constituted housing authority pursuant to W.S. §15-10-116, as amended, and its successors or assigns, known as the Jackson/Teton County Housing Authority (“JTCHA”);

WHEREAS, the Jackson Town Council and Teton County Board of County Commissioners further resolved to create the Jackson/Teton County Affordable Housing Department (“Housing Department”) who are employees of Teton County and agents acting on behalf of the JTCHA, empowered to enforce this Special Restriction;

WHEREAS, in furtherance of the goals, objectives, requirements and conditions of the approval by the Teton County Board of County Commissioners of the Operating Agreement of Jackson Street Apartments, LLC to build a 100% deed restricted rental housing project, the June 21, 2022 Approval, and consistent with the Town of Jackson’s goal of providing decent, safe and sanitary housing to qualified employees working in Teton County, Wyoming, that is affordable, Owner agrees to restrict the use and occupancy of the Residential Unit to a “Qualified Household,” which meets employment, income and asset rental qualifications as set forth herein and as further defined in the Jackson/Teton County Housing Department Rules and Regulations;

WHEREAS, Owner desires to adopt these Special Restrictions and declare that the Residential Unit and Land shall be held, sold, and conveyed in perpetuity subject to these Special Restrictions, which Special Restrictions shall be in addition to all other covenants, conditions or restrictions of record affecting the Residential Unit and Land, and shall be enforceable by Housing Department and the Town of Jackson, Wyoming.

RESTRICTIONS:

NOW THEREFORE, in satisfaction of the conditions in the June 21, 2022 Approval, and in consideration of such June 21, 2022 Approval and further consideration of the foregoing Recitals, which are by this reference incorporated herein, Owner hereby declares, covenants and agrees for itself and each and every person acquiring ownership of the Residential Units, Residential Unit Complex and Land shall be owned, used, occupied, developed, transferred and conveyed subject to the following Special Restrictions in perpetuity.

SECTION 1. JACKSON/TETON COUNTY HOUSING DEPARTMENT RULES AND REGULATIONS.

References made herein to the “Rules and Regulations” are references to the written policies, procedures and guidelines of the Housing Department, as the same may be amended, modified, or updated from time to time and which policies, procedures, and guidelines are on file with the Housing Department or otherwise with the Town of Jackson, Wyoming, or if there are no such written policies, procedures or guidelines (or a written policy, procedure or guideline with respect to a specific matter) then the reference

shall be to the current applied policy or policies of the Housing Department or its successor. Procedural and administrative matters not otherwise addressed in these Special Restrictions shall be as set forth in the Rules and Regulations.

SECTION 2. RESTRICTIONS ON OCCUPATION AND USE OF RESIDENTIAL UNIT. In addition to any restrictions included in the current Housing Rules and Regulations, occupancy and use of the Residential Unit shall be restricted as follows:

A. Qualified Household. The rental, use and occupancy of the Residential Units shall be limited to natural persons who meet the definition of a Qualified Household for Workforce Housing, as set forth below ("Qualified Household").

1. Employment Requirement. At least one (1) member of the Qualified Household must maintain an average of thirty (30) hours per week employment on an annual basis, or a minimum of one thousand five hundred and sixty hours (1,560) per year, for a local business.

A.) A local business means (1) a business physically located within Teton County, Wyoming, holding a business license with the Town of Jackson, Wyoming or one that can provide other verification of business status physically located in Teton County, Wyoming, and (2) the business serves clients or customers who are physically located in Teton County, Wyoming, and (3) the employees/owners must work in Teton County, Wyoming to perform their job.

Or

B.) A business physically located in Teton County Wyoming who employs two or more Qualified Employees, which qualified employees must work in Teton County Wyoming to perform their job.

2. Income Requirement. The entire Qualified Household must earn at least seventy-five percent (75%) of the Household's income from a local business, as defined above.
3. No Teton County Residential Real Estate. No member of the Qualified Household may own or have any interest (whether individually, in trust, or through an entity including without limitation a partnership, limited partnership, limited liability company, corporation, association, or the like) in whole or in part in any other residential real estate within one hundred and fifty (150) miles of Teton County, Wyoming at any time during occupancy of the Residential Unit.
4. Initial Determination by the Owner. Owner shall require each prospective renter of a Residential Unit to provide information sufficient to show eligibility as a Qualified Household under the Workforce Housing Program pursuant to the requirements of this restriction and the Housing Rules and Regulations. The determination shall be based upon written applications, representations, information and verifications, including *at a minimum*, a W-2 for each adult renter or other IRS filing showing source of earnings, a signed and sworn statement regarding ownership of other real estate and a list of current employer(s), hours worked as well as contact information for each employer(s) and other such information reasonably requested by the Housing Department to verify and substantiate as a Qualified Household.
5. Continuing Obligation to Remain a Qualified Household. The occupants of the Residential

Unit shall satisfy the definition of a Qualified Household at all times during the occupancy of the Residential Unit.

6. Occupancy. Each Residential Unit shall be occupied as the Qualified Household's sole and exclusive primary residence, and each tenant of a Residential Unit shall physically reside therein on a fulltime basis, at least eighty percent (80%) of the term of the lease. Except for permitted guests, no persons other than the members of the Qualified Household may occupy the Residential Unit.
 7. Reporting Requirement – Housing Department Determination. Owner shall, by January 31 of each year, provide to the Housing Department a summary of the eligibility verification information contained above for each occupant of a Residential Unit as set forth on the Housing Department Template that will be provided to Owner. Upon written request by the Housing Department for supporting documentation, Owner shall provide the same within fifteen (15) business days of receipt of such written request. Additionally, Owner shall, by January 31 of each year, provide the Housing Department with its most current lease form for Residential Units. Each Residential Unit Lease must state, and it is a material consideration of this restriction, that the Housing Department has the ultimate and final authority to determine eligibility of households renting Residential Units. If the Housing Department, upon review of supporting documentation determines that an occupant of a Residential Unit does not qualify as a Qualified Household, the Housing Department shall have the authority to require the Owner to terminate the lease between Owner and the occupant of a Residential Unit pursuant to Sections 4 & 5 below.
- B. No Legal Action. No Owner of the Residential Unit, prospective purchaser of the Residential Unit, Tenant, renter or occupant, or other party shall have the right to sue or bring other legal process against the Town of Jackson, Wyoming or the Housing Department, or any person affiliated with the Town of Jackson, Wyoming or the Housing Department arising out of these Special Restrictions, and neither shall the Town of Jackson, Wyoming or the Housing Department have any liability to any person aggrieved by the decision of the Town of Jackson, Wyoming or the Housing Department regarding qualification of a Qualified Household or any other matter relating to these Special Restrictions.
- C. Household Composition. Only members of the Qualified Household may occupy a Residential Unit, except that Owner may restrict who may reside in a Residential Unit, provided that such owner-restriction does not violate Federal or state fair housing laws. Notwithstanding the foregoing, occupancy of the Residential Unit shall be in compliance with any and all building codes (or other relevant law, code, statute, ordinance or the like) regarding maximum occupancy standards or limitations.
- D. Written Lease Requirement. Occupancy of the Residential Unit shall be pursuant to a written lease, the form of which may be approved by Housing Department as it may require. Owner of the Residential Unit shall obtain written verification of income, asset ownership, and employment in Teton County, Wyoming for each Qualified Household proposing to rent the Residential Unit prior to such Household's occupancy, and upon each extension or renewal of any lease therefore.
- E. Rental Term. The Residential Unit shall be offered for rent in periods of not less than six (6) months.
- F. Rental Rate: Owner shall set the rent. There is no cap on rent or rent appreciation.

- G. Rental Unit: Except as provided herein, the Residential Unit shall remain a rental unit for Qualified Households.
- H. Guests. No persons other than those comprising the Qualified Household shall be permitted to occupy the Residential Unit for periods in excess of ten percent (10%) of the Rental Term in cumulative days per calendar year
- I. Vacancies. The Residential Unit may be vacant intermittently between tenancies to allow for proper advertisement and verification for Qualified Households and reasonable maintenance. However, a Residential Unit shall not be vacant for a period greater than sixty (60) days, unless authorized by the Housing Department. If any Residential Unit remains vacant for more than sixty (60) days without approval, the Housing Department has the right, but not the obligation, to identify a Qualified Household to rent the Residential Unit.
- J. Business Activity. No business activities shall occur in a Residential Unit, other than a home occupation use that is allowed by applicable zoning and properly permitted.
- K. Compliance with Laws, Declaration. The Residential Unit shall be occupied in full compliance with these Special Restrictions and the Rules and Regulations, along with all laws, statutes, codes, rules, or regulations, covenants, conditions and restrictions, and all supplements and amendments thereto, and any other rules and regulations of any applicable homeowner's association, as the same may be adopted from time to time.
- L. Insurance. Owner shall keep the Residential Unit Complex continuously insured against physical loss for the full replacement value of the Residential Unit Complex.
- M. Maintenance. Owner shall be responsible for the cost and expense to keep and maintain the interior of the Residential Unit and all other aspects of the Residential Unit not otherwise maintained by a homeowner's association in a safe, decent and sanitary condition. In the event Owner fails to maintain the Residential Unit in a safe, decent and sanitary condition and such condition continues for fourteen (14) days after notice from the Housing Department, the Housing Department shall have the right but not the obligation to enter the Residential Unit and repair such condition and Owner shall reimburse Housing Department for such reasonable repair costs. Payment to Housing Department from Owner shall be due upon receipt of invoice.
- N. Periodic Reporting, Inspection. In order to confirm compliance with these Special Restrictions, each owner shall comply, and cause its tenants to comply, with any reporting or inspection requirements as set forth herein and as may be required by the Housing Department from time to time. Upon reasonable notice to owner, the Housing Department shall have the right to inspect the Residential Unit from time to time to determine compliance with these Special Restrictions and to review the written records required to be maintained by Owner. Owner shall maintain such records for a period of not less than two (2) years.
- O. Preference. Owner may give first-priority to rent the Residential Unit to Qualified Households of which a member of the Household is an employee of Owner. In the event there are no persons directly employed by Owner to whom Owner desires to rent the Residential Unit, then Owner may rent to any Qualified Household.

SECTION 3. SALE OF THE RESIDENTIAL UNIT COMPLEX. The Residential Unit Complex may be bought and sold as Owner may determine except that all reporting and record-keeping required herein shall be continuous and any new owner shall obtain the required records from the prior owner. Any such conveyance of a Residential Unit Complex shall be subject to these Special Restrictions. Within ten (10) days prior to the closing of the sale or other transfer of the Complex, Owner shall notify the Housing Department of the pending sale or transfer and, prior to closing, provide the Housing Department with contact information (including without limitation, mailing address, phone number and email) for the new owner.

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- A. A violation of any term of these Special Restrictions, the Rules and Regulations, the Declaration, or any laws affecting a Residential Unit.
- B. A violation of any term of these Special Restrictions or any laws affecting the Residential Unit.
- C. Vacancy of a Residential Unit for more than sixty (60) days continuously.
- D. Fraud or misrepresentation by Owner and/or occupant in the provision of an application, reporting requirement, inspection requirement or any other informational requirement to the Housing Department.
- E. If the Residential Unit is taken by execution or by other process of law, or if Owner is judicially insolvent according to law, or if any assignment is made of the property of Owner for the benefit of creditors, or if a receiver, trustee or other similar officer is appointed to take charge of any substantial part of the Residential Unit, Residential Unit Complex or Owner's property by a court of competent jurisdiction.

In the event the Housing Department believes there to be a Default, the Housing Manager, or a Designee of the Housing Department, shall send written notice to Owner of such violation, the required action to cure and the timing for such cure. If Owner disputes the Housing Department's decision, Owner shall proceed in accordance with the Rules and Regulations.

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- A. Specific Performance. The Housing Department shall have the right of specific performance of these Special Restrictions and the Rules and Regulations, and the right to obtain from any court of competent jurisdiction a temporary restraining order, preliminary injunction and permanent injunction to obtain such performance.
- B. Equitable Relief. In addition to subsection A, any equitable relief provided for herein may be

sought singly or in combination with such other remedies as the Housing Department may be entitled to, either pursuant to these Special Restrictions or any other action authorized under the laws of the State of Wyoming.

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- C. Correction. The Housing Department may unilaterally correct these Special Restrictions to address scrivener's errors, erroneous legal descriptions or typographical errors.

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SECTION 8. NOTICES. All notices required to be served upon the parties to this Special Restriction shall be transmitted by one of the following methods: hand delivery; prepaid overnight courier; or by postage paid certified mail, return receipt requested, at the address set forth below for said party; or at such other address as one party notifies the other in writing pursuant to this paragraph. Notice shall be effective when hand delivered, one (1) day after being deposited with an overnight courier or five (5) business days after being placed in the mail. Either party may change its address and/or owner and/or other contact information in the manner provided for giving notice.

To Housing Department

Jackson/Teton County Affordable Housing Department
P.O. Box 714
Jackson, WY 83001

With a Copy to:

Town of Jackson.
P.O. Box 1687.
Jackson, WY 83001.

To Owner

Jackson Street Apartments, LLC
P.O. Box 4902
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SECTION 9. ATTORNEY'S FEES. In the event any party shall be required to retain counsel and file suit for the purpose of enforcing the terms and conditions of these Special Restrictions, the prevailing party shall be entitled to recover, in addition to any other relief recovered, a reasonable sum as determined by the court for attorney's fees and costs of litigation.

SECTION 10. CHOICE OF LAW, FORUM. These Special Restrictions and each and every related document, are to be governed by and construed in accordance with the laws of the State of Wyoming. The parties agree that the appropriate court in Teton County, Wyoming and/or the Ninth Judicial District for the State of Wyoming shall have sole and exclusive jurisdiction over any dispute, claim, or controversy which may arise involving these Special Restrictions or its subject matter. Owner by accepting a deed for the Land hereby submits to the personal jurisdiction of any such court in any action or proceeding arising out of or relating to this Special Restrictions.

SECTION 11. SEVERABILITY. Each provision of these Special Restrictions and any other related document shall be interpreted in such a manner as to be valid under applicable law; but, if any provision, or any portion thereof, of any of the foregoing shall be invalid or prohibited under said applicable law, such provision shall be deemed modified to the extent necessary and possible to render it valid and enforceable, or if such modification is not possible, such provision shall be ineffective to the extent of such invalidity or prohibition without invalidating the remaining provision(s) of such document.

SECTION 12. SECTION HEADINGS. Paragraph or section headings within these Special Restrictions are inserted solely for convenience or reference, and are not intended to, and shall not govern, limit or aid in the construction of any terms or provisions contained herein.

SECTION 13. WAIVER. No claim of waiver, consent or acquiescence with respect to any provision of these Special Restrictions shall be valid against any party hereto except on the basis of a written instrument executed by the parties to these Special Restrictions. However, the party for whose benefit a condition is inserted herein shall have the unilateral right to waive such condition.

SECTION 14. INDEMNIFICATION. Owner shall indemnify, defend, and hold, the Housing Department and the Town of Jackson, and its directors, officers, agents and employees harmless against any and all loss, liability, claim, or cost (including reasonable attorneys' fees and expenses) for damage or injury to persons or property from any cause whatsoever on or about the Residential Unit, or for an owner's breach of any provision of these Special Restrictions. Owner waives any and all such claims against the Housing Department and the Town of Jackson.

SECTION 15. SUCCESSORS AND ASSIGNS. These Special Restrictions shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors, heirs, devisees, administrators and assigns.

SECTION 16. GOVERNMENTAL IMMUNITY. Neither the Town of Jackson, JTCHA, nor the Housing Department waive governmental immunity by executing these Special Restrictions and specifically retain

immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. Ann. § 1-39-104(a) and any other applicable law.

IN WITNESS WHEREOF, the undersigned have executed this instrument as of the Effective Date.

Owner:

Jackson Street Apartments, LLC, a Wyoming limited liability Company

Stacy A. Stoker, Manager

STATE OF WYOMING)
) ss
COUNTY OF TETON)

On this _____ day of _____, 20____, before me, the undersigned Notary Public, personally appeared Stacy A. Stoker for Jackson Street Apartments, LLC, a Wyoming limited liability company, and known to me, or proven by satisfactory evidence, to be the Manager of the company that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of the company, by authority of Statute, its articles of organization or its operating agreement, for the uses and purposes therein mentioned, and on oath stated that such person is authorized to execute said instrument on behalf of the limited liability company.

[SEAL]

Notary Public

TOWN OF JACKSON:

Hailey Morton Levinson, Mayor

ATTEST:

Riley Taylor, Town Clerk

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____, 20__, the foregoing instrument was acknowledged before me by Hailey Morton Levinson as Mayor of Town of Jackson, Wyoming.

Witness my hand and official seal.

(Seal)

Notary Public
My commission expires:

JACKSON/TETON COUNTY AFFORDABLE HOUSING DEPARTMENT:

April Norton, Director

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____, 2022, the foregoing instrument was acknowledged before me by April Norton, as Director of the Jackson/Teton County Affordable Housing Department.

Witness my hand and official seal.

(Seal)

Notary Public
My commission expire

**Special Restrictions
for Workforce Rental Housing
Located at Jackson Street Apartments, 210, 220, and 240, W. Hansen Ave. Town of Jackson, Wyoming**

These Special Restrictions for Workforce Rental Housing, ("Special Restrictions"), are made this _____ day of _____, 2022 (the "Effective Date"), by the undersigned Owner ("Owner") and the Town of Jackson, Wyoming.

RECITALS:

WHEREAS, Owner holds fee ownership interest in that certain real property, located in the Town of Jackson, Wyoming, and more specifically described as follows:

Lots 1, 2, 3, 4, 5 and 6 of Block 9 of the Second Wort Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on September 28, 1940 as Plat No. 129

PIDNS: 22-41-16-33-1-20-001, 22-41-16-33-1-20-004, 22-41-16-33-1-20-005, 22-41-16-33-1-20-006, 22-41-16-33-1-20-002, 22-41-16-33-1-20-003 ("Land")

WHEREAS, as a condition of the approval by the Teton County Board of County Commissioners of the Operating Agreement of Jackson Street Apartments, LLC (the "June 21, 2022 Approval"), Owner was required to provide and restrict as follows:

Owner developed property known as Jackson Street Apartments for an Affordable and Workforce Apartment Complex. This development generated the obligation to provide Workforce Rental Housing in accordance with the June 21, 2022 Approval. Owner is restricting:

Building 6:

- *Unit 6A, with one bedroom.*

Building 7:

- *Unit 7G, with three bedrooms.*

Building 8:

- *Unit 8F, with two bedrooms.*

(hereinafter each is a "Residential Unit" and in the aggregate "Residential Unit Complex").

WHEREAS, the Jackson Town Council and Teton County Board of County Commissioners resolved to form the Jackson/Teton County Housing Authority, a duly constituted housing authority pursuant to W.S. §15-10-116, as amended, and its successors or assigns, known as the Jackson/Teton County Housing Authority ("JTCHA");

WHEREAS, the Jackson Town Council and Teton County Board of County Commissioners further resolved to create the Jackson/Teton County Affordable Housing Department ("Housing Department") who are employees of Teton County and agents acting on behalf of the JTCHA, empowered to enforce this Special Restriction;

WHEREAS, in furtherance of the goals, objectives, requirements and conditions of the approval by the Teton County Board of County Commissioners of the Operating Agreement of Jackson Street Apartments, LLC to build a 100% deed restricted rental housing project, the June 21, 2022 Approval, and consistent with the Town of Jackson's goal of providing decent, safe and sanitary housing to qualified employees working in Teton County, Wyoming, that is affordable, Owner agrees to restrict the use and occupancy of the Residential Unit to a "Qualified Household," which meets employment, income and asset rental qualifications as set forth herein and as further defined in the Jackson/Teton County Housing Department Rules and Regulations;

WHEREAS, Owner desires to adopt these Special Restrictions and declare that the Residential Unit and Land shall be held, sold, and conveyed in perpetuity subject to these Special Restrictions, which Special Restrictions shall be in addition to all other covenants, conditions or restrictions of record affecting the Residential Unit and Land, and shall be enforceable by Housing Department and the Town of Jackson, Wyoming.

RESTRICTIONS:

NOW THEREFORE, in satisfaction of the conditions in the June 21, 2022 Approval, and in consideration of such June 21, 2022 Approval and further consideration of the foregoing Recitals, which are by this reference incorporated herein, Owner hereby declares, covenants and agrees for itself and each and every person acquiring ownership of the Residential Units, Residential Unit Complex and Land shall be owned, used, occupied, developed, transferred and conveyed subject to the following Special Restrictions in perpetuity.

SECTION 1. JACKSON/TETON COUNTY HOUSING DEPARTMENT RULES AND REGULATIONS. References made herein to the "Rules and Regulations" are references to the written policies, procedures and guidelines of the Housing Department, as the same may be amended, modified, or updated from time to time and which policies, procedures, and guidelines are on file with the Housing Department or otherwise with the Town of Jackson, Wyoming, or if there are no such written policies, procedures or guidelines (or a written policy, procedure or guideline with respect to a specific matter) then the reference shall be to the current applied policy or policies of the Housing Department or its successor. Procedural and administrative matters not otherwise addressed in these Special Restrictions shall be as set forth in the Rules and Regulations.

SECTION 2. RESTRICTIONS ON OCCUPATION AND USE OF RESIDENTIAL UNIT. In addition to any restrictions included in the current Housing Rules and Regulations, occupancy and use of the Residential Unit shall be restricted as follows:

- A. Qualified Household. The rental, use and occupancy of the Residential Units shall be limited to natural persons who meet the definition of a Qualified Household for Workforce Housing, as set forth below ("Qualified Household").
 - 1. Employment Requirement. At least one (1) member of the Qualified Household must maintain an average of thirty (30) hours per week employment on an annual basis, or a minimum of one thousand five hundred and sixty hours (1,560) per year, for a local business.

A.) A local business means (1) a business physically located within Teton County, Wyoming, holding a business license with the Town of Jackson, Wyoming or one that can provide other verification of business status physically located in Teton County, Wyoming, and (2) the business serves clients or customers who are physically located in Teton County, Wyoming, and (3) the employees/owners must work in Teton County, Wyoming to perform their job.

Or

B.) A business physically located in Teton County Wyoming who employs two or more Qualified Employees, which qualified employees must work in Teton County Wyoming to perform their job.

2. Income Requirement. The entire Qualified Household must earn at least seventy-five percent (75%) of the Household's income from a local business, as defined above.
3. No Teton County Residential Real Estate. No member of the Qualified Household may own or have any interest (whether individually, in trust, or through an entity including without limitation a partnership, limited partnership, limited liability company, corporation, association, or the like) in whole or in part in any other residential real estate within one hundred and fifty (150) miles of Teton County, Wyoming at any time during occupancy of the Residential Unit.
4. Initial Determination by the Owner. Owner shall require each prospective renter of a Residential Unit to provide information sufficient to show eligibility as a Qualified Household under the Workforce Housing Program pursuant to the requirements of this restriction and the Housing Rules and Regulations. The determination shall be based upon written applications, representations, information and verifications, including *at a minimum*, a W-2 for each adult renter or other IRS filing showing source of earnings, a signed and sworn statement regarding ownership of other real estate and a list of current employer(s), hours worked as well as contact information for each employer(s) and other such information reasonably requested by the Housing Department to verify and substantiate as a Qualified Household.
5. Continuing Obligation to Remain a Qualified Household. The occupants of the Residential Unit shall satisfy the definition of a Qualified Household at all times during the occupancy of the Residential Unit.
6. Occupancy. Each Residential Unit shall be occupied as the Qualified Household's sole and exclusive primary residence, and each tenant of a Residential Unit shall physically reside therein on a fulltime basis, at least eighty percent (80%) of the term of the lease. Except for permitted guests, no persons other than the members of the Qualified Household may occupy the Residential Unit.
7. Reporting Requirement – Housing Department Determination. Owner shall, by January 31 of each year, provide to the Housing Department a summary of the eligibility verification information contained above for each occupant of a Residential Unit as set forth on the Housing Department Template that will be provided to Owner. Upon written request by the Housing Department for supporting documentation, Owner shall provide the same within fifteen (15) business days of receipt of such written request. Additionally, Owner shall, by January 31 of each year, provide the Housing Department with its most current lease form for Residential Units. Each Residential Unit Lease must state, and it is a material consideration of this restriction, that the Housing Department has the ultimate and final authority to determine eligibility of households renting Residential Units. If the

Housing Department, upon review of supporting documentation determines that an occupant of a Residential Unit does not qualify as a Qualified Household, the Housing Department shall have the authority to require the Owner to terminate the lease between Owner and the occupant of a Residential Unit pursuant to Sections 4 & 5 below.

- B. No Legal Action. No Owner of the Residential Unit, prospective purchaser of the Residential Unit, Tenant, renter or occupant, or other party shall have the right to sue or bring other legal process against the Town of Jackson, Wyoming or the Housing Department, or any person affiliated with the Town of Jackson, Wyoming or the Housing Department arising out of these Special Restrictions, and neither shall the Town of Jackson, Wyoming or the Housing Department have any liability to any person aggrieved by the decision of the Town of Jackson, Wyoming or the Housing Department regarding qualification of a Qualified Household or any other matter relating to these Special Restrictions.
- C. Household Composition. Only members of the Qualified Household may occupy a Residential Unit, except that Owner may restrict who may reside in a Residential Unit, provided that such owner-restriction does not violate Federal or state fair housing laws. Notwithstanding the foregoing, occupancy of the Residential Unit shall be in compliance with any and all building codes (or other relevant law, code, statute, ordinance or the like) regarding maximum occupancy standards or limitations.
- D. Written Lease Requirement. Occupancy of the Residential Unit shall be pursuant to a written lease, the form of which may be approved by Housing Department as it may require. Owner of the Residential Unit shall obtain written verification of income, asset ownership, and employment in Teton County, Wyoming for each Qualified Household proposing to rent the Residential Unit prior to such Household's occupancy, and upon each extension or renewal of any lease therefore.
- E. Rental Term. The Residential Unit shall be offered for rent in periods of not less than six (6) months.
- F. Rental Rate: Owner shall set the rent. There is no cap on rent or rent appreciation.
- G. Rental Unit: Except as provided herein, the Residential Unit shall remain a rental unit for Qualified Households.
- H. Guests. No persons other than those comprising the Qualified Household shall be permitted to occupy the Residential Unit for periods in excess of ten percent (10%) of the Rental Term in cumulative days per calendar year
- I. Vacancies. The Residential Unit may be vacant intermittently between tenancies to allow for proper advertisement and verification for Qualified Households and reasonable maintenance. However, a Residential Unit shall not be vacant for a period greater than sixty (60) days, unless authorized by the Housing Department. If any Residential Unit remains vacant for more than sixty (60) days without approval, the Housing Department has the right, but not the obligation, to identify a Qualified Household to rent the Residential Unit.
- J. Business Activity. No business activities shall occur in a Residential Unit, other than a home occupation use that is allowed by applicable zoning and properly permitted.

- K. Compliance with Laws, Declaration. The Residential Unit shall be occupied in full compliance with these Special Restrictions and the Rules and Regulations, along with all laws, statutes, codes, rules, or regulations, covenants, conditions and restrictions, and all supplements and amendments thereto, and any other rules and regulations of any applicable homeowner's association, as the same may be adopted from time to time.
- L. Insurance. Owner shall keep the Residential Unit Complex continuously insured against physical loss for the full replacement value of the Residential Unit Complex.
- M. Maintenance. Owner shall be responsible for the cost and expense to keep and maintain the interior of the Residential Unit and all other aspects of the Residential Unit not otherwise maintained by a homeowner's association in a safe, decent and sanitary condition. In the event Owner fails to maintain the Residential Unit in a safe, decent and sanitary condition and such condition continues for fourteen (14) days after notice from the Housing Department, the Housing Department shall have the right but not the obligation to enter the Residential Unit and repair such condition and Owner shall reimburse Housing Department for such reasonable repair costs. Payment to Housing Department from Owner shall be due upon receipt of invoice.
- N. Periodic Reporting, Inspection. In order to confirm compliance with these Special Restrictions, each owner shall comply, and cause its tenants to comply, with any reporting or inspection requirements as set forth herein and as may be required by the Housing Department from time to time. Upon reasonable notice to owner, the Housing Department shall have the right to inspect the Residential Unit from time to time to determine compliance with these Special Restrictions and to review the written records required to be maintained by Owner. Owner shall maintain such records for a period of not less than two (2) years.
- O. Preference. Owner may give first-priority to rent the Residential Unit to Qualified Households of which a member of the Household is an employee of Owner. In the event there are no persons directly employed by Owner to whom Owner desires to rent the Residential Unit, then Owner may rent to any Qualified Household.

SECTION 3. SALE OF THE RESIDENTIAL UNIT COMPLEX. The Residential Unit Complex may be bought and sold as Owner may determine except that all reporting and record-keeping required herein shall be continuous and any new owner shall obtain the required records from the prior owner. Any such conveyance of a Residential Unit Complex shall be subject to these Special Restrictions. Within ten (10) days prior to the closing of the sale or other transfer of the Complex, Owner shall notify the Housing Department of the pending sale or transfer and, prior to closing, provide the Housing Department with contact information (including without limitation, mailing address, phone number and email) for the new owner.

SECTION 4. DEFAULT. Subject to the notice and cure provisions, if any, of the Housing Department Rules and Regulations each of the following shall be considered a default ("Default"):

- A. A violation of any term of these Special Restrictions, the Rules and Regulations, the Declaration, or any laws affecting a Residential Unit.
- B. A violation of any term of these Special Restrictions or any laws affecting the Residential Unit.

- C. Vacancy of a Residential Unit for more than sixty (60) days continuously.
- D. Fraud or misrepresentation by Owner and/or occupant in the provision of an application, reporting requirement, inspection requirement or any other informational requirement to the Housing Department.
- E. If the Residential Unit is taken by execution or by other process of law, or if Owner is judicially insolvent according to law, or if any assignment is made of the property of Owner for the benefit of creditors, or if a receiver, trustee or other similar officer is appointed to take charge of any substantial part of the Residential Unit, Residential Unit Complex or Owner's property by a court of competent jurisdiction.

In the event the Housing Department believes there to be a Default, the Housing Manager, or a Designee of the Housing Department, shall send written notice to Owner of such violation, the required action to cure and the timing for such cure. If Owner disputes the Housing Department's decision, Owner shall proceed in accordance with the Rules and Regulations.

SECTION 5. DEFAULT REMEDIES. Subject to the notice and cure provisions, if any, of the Housing Department Rules and Regulations in addition to any other remedies the Housing Department may have at law or equity, in the event of a Default, after notice and opportunity to cure as set forth in the preceding section, the Housing Department's remedies shall include, without limitation, as an exercise of its regulatory authority, the following:

- A. Specific Performance. The Housing Department shall have the right of specific performance of these Special Restrictions and the Rules and Regulations, and the right to obtain from any court of competent jurisdiction a temporary restraining order, preliminary injunction and permanent injunction to obtain such performance.
- B. Equitable Relief. In addition to subsection A, any equitable relief provided for herein may be sought singly or in combination with such other remedies as the Housing Department may be entitled to, either pursuant to these Special Restrictions or any other action authorized under the laws of the State of Wyoming.
- C. Enforcement. The Housing Department may, for purposes of enforcing these Special Restrictions or the Rules and Regulations, seek enforcement through the Town or County Land Development Regulations, including but not limited to Division 8.9 Enforcement.

SECTION 6. TERMINATION, AMENDMENT AND CORRECTION OF SPECIAL RESTRICTIONS.

- A. Termination. These Special Restrictions may be terminated after a determination by the Town of Jackson, Wyoming that these Special Restrictions are no longer consistent with the Town of Jackson, Wyoming goals for affordable housing.
- B. Amendment. These Special Restrictions may be amended by a signed, written amendment executed by the Parties hereto and recorded in the Teton County Clerk's Office against the title to the land, in whole or in part, with the written consent of Owner of the Residential Unit Complex

and the Town of Jackson, Wyoming.

- C. Correction. The Housing Department may unilaterally correct these Special Restrictions to address scrivener's errors, erroneous legal descriptions or typographical errors.

SECTION 7. SPECIAL RESTRICTIONS AS COVENANT. These Special Restrictions shall constitute covenants running with the Residential Units, as a burden thereon, and shall be binding on all parties having any right, title, or interest in the Residential Units, or any part thereof, their heirs, devisees, successors and assigns, and shall inure to the benefit of and shall be enforceable by the Housing Department and the Town of Jackson, Wyoming. Where these Special Restrictions are silent, the Housing Rules and Regulations govern. These Special Restrictions shall be prior and superior to any mortgage or lien interest encumbering the Land and/or Residential Unit Complex.

SECTION 8. NOTICES. All notices required to be served upon the parties to this Special Restriction shall be transmitted by one of the following methods: hand delivery; prepaid overnight courier; or by postage paid certified mail, return receipt requested, at the address set forth below for said party; or at such other address as one party notifies the other in writing pursuant to this paragraph. Notice shall be effective when hand delivered, one (1) day after being deposited with an overnight courier or five (5) business days after being placed in the mail. Either party may change its address and/or owner and/or other contact information in the manner provided for giving notice.

To Housing Department

Jackson/Teton County Affordable Housing Department
P.O. Box 714
Jackson, WY 83001

With a Copy to:

Town of Jackson.
P.O. Box 1687.
Jackson, WY 83001.

To Owner

Jackson Street Apartments, LLC
P.O. Box 4902
Jackson, WY 83001

SECTION 9. ATTORNEY'S FEES. In the event any party shall be required to retain counsel and file suit for the purpose of enforcing the terms and conditions of these Special Restrictions, the prevailing party shall be entitled to recover, in addition to any other relief recovered, a reasonable sum as determined by the court for attorney's fees and costs of litigation.

SECTION 10. CHOICE OF LAW, FORUM. These Special Restrictions and each and every related document, are to be governed by and construed in accordance with the laws of the State of Wyoming. The parties agree that the appropriate court in Teton County, Wyoming and/or the Ninth Judicial District for the State of Wyoming shall have sole and exclusive jurisdiction over any dispute, claim, or controversy which may arise involving these Special Restrictions or its subject matter. Owner by accepting a deed for the Land hereby submits to the personal jurisdiction of any such court in any action or proceeding arising out of or relating to this Special Restrictions.

SECTION 11. SEVERABILITY. Each provision of these Special Restrictions and any other related document shall be interpreted in such a manner as to be valid under applicable law; but, if any provision, or any portion thereof, of any of the foregoing shall be invalid or prohibited under said applicable law, such provision shall be deemed modified to the extent necessary and possible to render it valid and enforceable, or if such modification is not possible, such provision shall be ineffective to the extent of such invalidity or prohibition without invalidating the remaining provision(s) of such document.

SECTION 12. SECTION HEADINGS. Paragraph or section headings within these Special Restrictions are inserted solely for convenience or reference, and are not intended to, and shall not govern, limit or aid in the construction of any terms or provisions contained herein.

SECTION 13. WAIVER. No claim of waiver, consent or acquiescence with respect to any provision of these Special Restrictions shall be valid against any party hereto except on the basis of a written instrument executed by the parties to these Special Restrictions. However, the party for whose benefit a condition is inserted herein shall have the unilateral right to waive such condition.

SECTION 14. INDEMNIFICATION. Owner shall indemnify, defend, and hold, the Housing Department and the Town of Jackson, and its directors, officers, agents and employees harmless against any and all loss, liability, claim, or cost (including reasonable attorneys' fees and expenses) for damage or injury to persons or property from any cause whatsoever on or about the Residential Unit, or for an owner's breach of any provision of these Special Restrictions. Owner waives any and all such claims against the Housing Department and the Town of Jackson.

SECTION 15. SUCCESSORS AND ASSIGNS. These Special Restrictions shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors, heirs, devisees, administrators and assigns.

SECTION 16. GOVERNMENTAL IMMUNITY. Neither the Town of Jackson, JTCHA, nor the Housing Department waive governmental immunity by executing these Special Restrictions and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. Ann. § 1-39-104(a) and any other applicable law.

IN WITNESS WHEREOF, the undersigned have executed this instrument as of the Effective Date.

Owner:

Jackson Street Apartments, LLC, a Wyoming limited liability Company

Stacy A. Stoker, Manager

STATE OF WYOMING)
)
COUNTY OF TETON) ss

On this _____ day of _____, 20____, before me, the undersigned Notary Public, personally appeared Stacy A. Stoker for Jackson Street Apartments, LLC, a Wyoming limited liability company, and known to me, or proven by satisfactory evidence, to be the Manager of the company that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of the company, by authority of Statute, its articles of organization or its operating agreement, for the uses and purposes therein mentioned, and on oath stated that such person is authorized to execute said instrument on behalf of the limited liability company.

[SEAL]

Notary Public

TOWN OF JACKSON:

Hailey Morton Levinson, Mayor

ATTEST:

Riley Taylor, Town Clerk

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____, 20__, the foregoing instrument was acknowledged before me by Hailey Morton Levinson as Mayor of Town of Jackson, Wyoming.

Witness my hand and official seal.

(Seal)

Notary Public
My commission expires:

JACKSON/TETON COUNTY AFFORDABLE HOUSING DEPARTMENT:

April Norton, Director

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____, 2022, the foregoing instrument was acknowledged before me by April Norton, as Director of the Jackson/Teton County Affordable Housing Department.

Witness my hand and official seal.

(Seal)

Notary Public
My commission expire

STAFF REPORT



Meeting Date:	August 15, 2022	Meeting Title:	Regular Town Council
Submitting Department:	Planning	Presenter:	Tyler Valentine
Agenda Item:	Item P21-149 - Request for a Subdivision Plat for Four (4) Townhomes at 315-327 Batch Plant Road	Public Comment:	Yes

Purpose & Policy Considerations.

This request is to subdivide the upper four (4) market townhome units in the Westview Townhomes project.

Requested Action.

The applicant, Batch Plant Partners, LLC, is requesting approval of a Subdivision Plat for the upper four (4) market townhome units at the properties addressed at 315-327 Batch Plant Road.

Staff is requesting to continue this item to the regularly scheduled Town Council meeting on September 19, 2022.

Suggested Motion.

I move to **continue** item P21-149 to the regularly scheduled Town Council meeting on September 19, 2022.

STAFF REPORT



Meeting Date:	August 15, 2022	Meeting Title:	Regular Town Council
Submitting Department:	Planning Department	Presenter:	Tyler Valentine
Agenda Item:	P22-134 Conditional Use Permit for the Fairgrounds Community Center on the northern portion of Rodeo/Fairgrounds property addressed at 305 W. Snow King Avenue	Public Comment:	Yes

Purpose & Policy Considerations.

A Conditional Use Permit (CUP) is required in the Public/Semi-Public (P/SP) zoning district by the Town of Jackson Land Development Regulations (LDRs) for "Assembly" uses. The proposed Community Center is considered an Assembly use.

Requested Action.

The applicant, Teton County, is requesting approval of a CUP for the Fairgrounds Community Center located on the northern portion of the Rodeo/Fairgrounds site and addressed at 305 W. Snow King Ave.

Recommendations.

The Planning Director and Planning Commission recommend **approval** of a CUP for the Fairgrounds Community Center located on the northern portion of the Rodeo/Fairgrounds site addressed at 305 W. Snow King Ave, subject to the departmental reviews attached hereto and the following conditions:

1. Concurrent with the building permit, a signage plan shall be submitted for review and approval.
2. Concurrent with the building permit, the applicant shall provide at least 7 bike racks.

Project Location.

The subject property is located on the northern portion of the approximately 26-acre Rodeo/Fairgrounds site and is addressed as 305 W. Snow King Ave and legally described as PT. SE1/4NE1/4, SEC. 33, TWP. 41, RNG. 116 (RODEO GROUNDS INCLUDES MATEOSKY PARK). An aerial photo is shown on the following page showing the general location of the proposed site (please see the applicant submission for a detailed site plan):



Background/Project Description.

Background: The subject site is approximately 26 acres in size (approx. 24 acres if excluding the Snow King Avenue ROW), zoned P/SP, and is often referred to as the Jackson Hole Rodeo/Teton County Fairgrounds (Rodeo/Fairgrounds) site. The development site is split by Snow King Avenue into northern and southern portions. The proposed project is located on the northern portion that is addressed as 305 Snow King Avenue. The property is owned by the Town of Jackson but leased to Teton County. This northern portion contains the rodeo grounds, Heritage Arena, a Pavilion building with ancillary offices (recently used by Fire/EMS), 2 tennis courts and Mateosky Ballpark. Below are the main Fairground-related approvals, leases and agreements:

- Sketch Plan - On February 20, 1996, the Town Council voted to approve a Sketch Plan for the Teton County Fairgrounds consisting of a new livestock building (i.e., stall barn or Pavilion Building), restrooms, and ancillary office space.
- CUP/FDP - On June 6, 2005, the Town Council voted to approve a CUP and FDP (P05-023) for a 50,000-sf indoor riding arena (i.e., Heritage Arena).
- CUP - On December 18, 2017, the Town Council voted to approve a CUP (P17-169) for a temporary fire station for Jackson Hole Fire/EMS in the existing Pavilion building. Fire/EMS then utilized this building as a temporary base of operations while Fire Station #1 on Pearl Avenue received a major remodel. Fire Station #1 was recently completed in 2022 and the existing Pavilion building with its improvements remains unused.

- Lease #1 - Ground lease between the Town of Jackson and Teton County which terminates in 2030. This lease establishes that Teton County is responsible for maintaining all infrastructure and pays for daily operations, including staffing.
- Lease #2 - Exhibit Hall lease between the Town and County to use the existing building (400 W. Snow King) which expires on December 21, 2023.
- Agreement #1 - Rodeo Grounds Management Agreement (RGMA) which is a 4-year agreement. This agreement outlines how Teton County will maintain all rodeo-associated facilities including the Rodeo Arena which accommodates the Town's rodeo concessionaire.
- Agreement #2 - Rodeo Concessionaire Agreement (RCA) which is a 4-year agreement. This agreement is between the Town and the rodeo concessionaire and outlines the parameters for rodeo operations throughout the summer season. The rodeo concessionaire gets exclusive use of all Fairgrounds facilities on rodeo days 2-3 days nights per week from Memorial to Labor Day.

Project Description:

The existing Community Center building (commonly referred to as the Exhibit Hall) is approximately 3,500 sf and is located at 400 W. Snow King Avenue. It is set to be demolished sometime in Fall 2022 to make room for the Flat Creek Apartments affordable housing development. As a result, the applicant is seeking to relocate the Community Center north across the street on the northern portion of the Rode/Fairgrounds site, specifically within the existing Pavilion building. The Pavilion building, which was recently occupied by Fire/EMS, is located in the northeastern corner of the site adjacent to Mateosky Ballpark. It is a single-story building approximately 15,000 sf in size.

The Community Center, categorized as an Assembly use, is essentially a multi-purpose building rented out for private parties and has hosted a variety of events including wedding receptions, trade shows, community events, and birthdays (see application submittal for a full list of anticipated users). As proposed, the Community Center will continue to operate in the same fashion however the new space within the Pavilion building is much larger. Currently, the southern portion (2,565 sf) of the Pavilion building consists of offices and will continue to be used by the Fairgrounds staff. The northern portion (12,635 sf) of the Pavilion building is where the Community Center will operate and the space will consist of 2 exhibit halls, storage areas, a commercial kitchen, and bathrooms. The actual amount of gathering space is 9,691 sf. As a result of the various upgrades made to the building prior to Fire/EMS occupying it, minimal exterior and interior changes are needed allowing a smooth transition into the space.

The existing Community Center operates 365 days a year with most events occurring in the evening. However, the space is available during the mornings and afternoons as well. The proposed Community Center will operate the same as the existing one. For the vast majority of events, which involve seating and tables, the maximum occupancy is around 450 people. However, most events are less than the occupancy limits. For events that are standing or seating only, the occupancy increases to allow around 1100 people. Based on conversations with Teton County, standing or seating-only events would be rare but the building has the potential for them.

To ensure that noise impacts are minimized, the current rules for renting the space require that all amplified music and sound be extinguished by 9 PM and that no event goes past 10 PM. In addition, any event with amplified music or sound requires a noise permit from the Town of Jackson Police Department to ensure that contact information is provided to local authorities in the event of a curfew or noise violation.

There are four existing vehicular entrances to the northern portion of the Rodeo/Fairgrounds site: two on Snow King Ave, one on Flat Creek Dr and one on Karns Ave. The applicant is proposing its primary access off Karns Ave since it is the closest entrance to the Community Center. Secondary access, depending upon whether it conflicts with a separate special event, is proposed from the southeastern corner off Snow King Ave.

Since the parking standard for Assembly uses is an independent calculation, the applicant is proposing to designate 128 parking spaces which is based on comparing the use to restaurant/dining. Ninety-nine (99) spaces are proposed to the north of the building/grassy arena and 29 spaces are proposed to the south and east of the building. Jersey barriers are available to be used to segregate the 99 northern spaces from the rest of the site to ensure ample parking when other special events overlap. The other 29 spaces will be available for the Community Center or for other events such as the rodeo. Because it is highly unlikely that both event spaces within the Community Center will be filled to capacity at the same time, the applicant finds that 128 spaces are more than enough parking for future events. At this time the applicant is not proposing to pave the parking areas since these areas are heavily used and compacted.

Analysis.

Staff has reviewed the proposed use for the subject site and have found it to be in compliance with the LDRs and consistent with the 2012 Comprehensive Plan. The Rodeo/Fairgrounds site currently operates around several yearly special events that vary in intensity, operation, and use. The Rodeo/Fairgrounds is also a Public/Semi-Public zoned property and should be continually used in a manner that serves the community. With that, staff finds that a community center is compatible with the nature of the existing uses on the site and will provide services to the community.

Parking

The project's main regulatory issue is determining the proper parking requirement for this unique use and its proper management. The Rodeo/Fairgrounds hosts a variety of events year-round with varying parking demands, all of which operate through a form of shared parking. Staff agrees with the applicant's overall conclusion that the vast majority of events proposed within the Community Center will have minimal impact on the available parking, but that the only potential conflict is during the 3 summer months of rodeo, specifically Wednesday, Friday, and Saturday nights. However, through proper management of the Community Center events and surrounding parking, potential conflicts can be reduced to negligible levels.

As stated above the applicant is proposing to designate 128 of the +/-320 spaces located within the immediate area around the Community Center. Unlike most uses which have a specific requirement, typically based on square feet, parking requirements for an 'Assembly' use is determined by an independent calculation. In the case of the Community Center, staff agrees with the applicant in that the space is used most similarly to restaurant/dining as nearly all events are set up with tables and chairs. If staff used the most common restaurant/dining parking requirement of 1 space/110 sf, it would require 88 parking spaces. If staff compared how the current +/-3,500 sf facility operates, it operates on 18-20 spaces which have proven to be sufficient for

their gatherings which peak at around 100 people during the busier events. Given that the proposed space is nearly tripling in size, 60 spaces would be sufficient for the new Community Center. Staff finds that basing the new parking requirement on the existing facility is the most accurate method and considering that it is unlikely that both new event spaces will be filled to their capacity at the same time, only 60-70 spaces would be needed. With that being said, the applicant has demonstrated that 128 spaces can be provided, and the Fairgrounds are free to use them on a case-by-case basis.

The only potential parking conflict is during the 3 months of the summer rodeo, specifically Wednesday, Friday, and Saturday nights. These nights are likely to be popular for private parties and banquets, which generally demand the most parking. To help with potential conflicts, the applicant has offered to use jersey barriers to segregate the northern 99 spaces so that during rodeo nights there are guaranteed spaces for the Community Center. Although jersey barriers would help segregate parking, staff does not find they are necessary and the use of temporary barriers (i.e., cones, moveable bollards, etc.) would be as effective while providing flexibility to segregate the amount of parking needed for a particular event and allow circulation through the site when events are not occurring. Also, the areas north of the Community Center and grassy arena are currently not used for rodeo trailers or spectator parking, but the area north of the grassy arena is used for horse stalls in association with the rodeo. Those stalls will need to be moved to the west of the grassy arena to accommodate Community Center parking which will take up some available trailer parking. Although a small amount of trailer parking will be reduced, the rodeo concessionaire lease does not grant them exclusive rights to all Fairgrounds parking. Ultimately Teton County will be responsible for working with the rodeo concessionaire to properly manage event parking and staff finds that the applicant has demonstrated the provision of enough parking during the busier summer months.

To help clarify the location of Community Center parking during times when other events are occurring, staff is requiring that a signage plan be submitted with the building permit which includes signage off Karns Ave. In addition, bike parking needs to be added to encourage alternative modes of transportation. Based on the 128 spaces, staff will use the LDR standard of 1 bike rack/10 parking spaces, or a requirement to provide 13 bike spaces (i.e., 7 bike racks). At this time the applicant is not proposing to pave the parking area since it is a heavily used and compacted area, however if needed, additional packed gravel will be provided during wet/muddy seasons. Teton County will also be responsible for any/all tracking of materials onto Karns Ave.

Ultimately, successful management of the summer rodeo and Community Center will be the responsibility of Teton County which from time to time may require limiting the time/capacity/hour of events at the Community Center. Because Teton County will be managing all events and parking on the entire site, it is in their best interest and the general public, to properly manage event parking. Knowing that most events are usually below capacity and that many of the private party and banquet users carpool to events, staff further finds that the parking provided for the proposed Community Center is sufficient.

Vehicular Access

Primary vehicular access will be taken directly from Karns Ave leading to the northern 99 spaces. Depending on whether it conflicts with other special events, secondary access will be taken from the southeastern entrance off Snow King Ave. Staff finds that the proposed access plan is suitable for the proposed use and is helpful to delineate the 99 spaces from the rest of the site, especially during the summer rodeo months.

Affordable / Employee Housing

No housing is proposed as part of this application. Section 6.3.1.C.13 Exemptions of the LDRs states that uses in the P/SP zone are exempt from the standards of Division 6.3 Affordable Workforce Housing Standards.

Lighting

At this time no new lighting is proposed. The Town of Jackson recently approved new light regulations (Section 5.3.1) that will likely be applicable to this request depending on when the new changes are finalized through 3 ordinance readings. Regardless, all proposed lighting for the Community Center will be dark sky compliant.

Trash / Snow Storage / Landscaping

Snow plowing is currently done by Public Works (Streets Department) and will continue to operate this way. Snow will continue to be stored in the northwest corner of the Fairgrounds lot. A trash enclosure will be provided east of the Pavilion building. The LDRs have no landscaping requirements for uses within the P/SP zoning district and at this time the applicants have not proposed landscaping. It should be noted that several trees have been installed in recent years along the northern property line on Karns Avenue which helps with screening.

Noise / Visual

Staff finds that from a noise and visual standpoint, there will not be any significant impacts beyond what typically occurs at the Fairgrounds. During the various year-round events, it is common to see parking throughout the site and staff does not find there to be a visual nuisance. Staff finds that the proposed parking barriers help formalize and organize vehicular access and staff/volunteer parking. As it relates to noise, all events will be held within the Community Center and are not anticipated to be any noisier than events that occur at the Fairgrounds. Below are the current bylaws for renting the existing Community Center which addresses noise and nuisances and that will also apply to the new Community Center:

Current Exhibit Hall rules:

- *Amplified music and sound is permitted in the building at 80 decibels or less, as per the Town of Jackson's municipal code, until 9:00 pm. After 9:00 pm, all amplified music and sound must cease.*
- *Any noise complaints that are called into the Jackson Police Department and require action will result in a citation, a \$500 fine, and loss of future privilege to rent the building.*
- *You will be permitted to be in the building until midnight for clean-up; midnight is the latest that any persons may be in or around the building.*
- *You are responsible for the complete cleanup of the Exhibit Hall according to the list provided.*
- *Exhibit Hall must be clean by midnight the day of rental, unless otherwise agreed upon with Fair Office.*
- *You are responsible for any damages to the building, surrounding area, and fixtures on the premises while the building is rented to you.*

In conclusion, staff finds that the applicant's request meets the standards of the LDRs and Comprehensive Plan.

Planning Commission

This Planning Commission reviewed this CUP on August 3, 2022, and recommended approval to Town Council (4-1 vote). In general, the Commissioners supported the request and agreed that the location for the Community Center at the Fairgrounds site is appropriate and lines up with the future desired character as described in the 2012 Comprehensive Plan. The one dissenting vote stated that he thought parking was inadequate during the Teton County Fair and rodeo events and criticized the applicant's site plan showing more parking than he felt was practical on the site. These concerns were followed by a recommendation to pave some portions of the site in order to formalize parking. Ultimately the recommendation to provide paved parking was not supported by the majority even though the group generally agreed that rodeo nights sometimes generate more parking than the site can handle but that additional on-street parking is available in the neighborhood. The majority also acknowledged that the rodeo is a community event that only occurs 35-37 nights a year and many spectators walk or bike to the event. Furthermore, the applicant explained that pavement would not be conducive to the livestock and horses that frequent the site and that the current compacted dirt is less impactful to those animals.

Public Comment

None.

Comprehensive Plan & Priority Alignment.

Pursuant to Section 8.4.2.C (Conditional Use Permit Standards) of the Land Development Regulations, the following findings shall be made for the approval of a Conditional Use Permit.

1. *Compatibility with Future Character. The proposed Conditional Use shall be compatible with the desired future character of the area.*

Complies. The desired future character of this area is characterized by the Public Works facility, the Parks and Recreation Department buildings and uses, and the rodeo and fair grounds. The Comprehensive Plan states that the subarea should maintain similar community uses and characteristics into the future, although the actual users may change. Staff finds that the proposed Community Center is an appropriate use as it serves the community similar to the rodeo grounds.

2. *Use Standards. The proposed Conditional Use shall comply with the use specific standards of Division 6.1.*

Complies. Staff finds that the proposal is compliant with the standards of Division 6.1. The proposed Assembly use is an allowed use within the Public/Semi-Public – (P/SP) zoning district with the approval of a Conditional Use Permit.

3. *Visual Impacts. The design, development, and operation of the proposed Conditional Use shall minimize the visual impact of the proposed use on adjacent lands.*

Complies. Staff finds that the proposed operation will minimize the visual impact on adjacent lands. Although a new use will be more intense compared to Fire/EMS from a parking standpoint, events will be within the building and not visible from the outside. In addition, the design will also include a delineated parking area and entrance off Karns Ave. which is helpful in keeping the use contained to a certain area. Furthermore, the Fairgrounds host yearly events (Fair, Rodeo, etc.) that generate far more

visual impacts on adjacent owners and staff finds that the proposed use is consistent with the existing uses within the site.

4. *Minimizes adverse environmental impact. The development and operation of the proposed Conditional Use shall minimize adverse environmental impacts.*

Complies. Staff finds that the proposed use will not have an adverse environmental impact. The site is also not located within the NRO and SRO, and all proposed use and operations will be conducted within previously disturbed areas.

5. *Minimizes adverse impacts from nuisances. The development and operation of the proposed Conditional Use shall minimize adverse impacts from nuisances.*

Complies. The Fairgrounds currently regulates noise through the bylaws that were mentioned above. These bylaws require amplified noise to be shut off by 9 pm, limit events to no later than 10 pm, and have strict fines for violations. Staff finds that the proposed use minimizes adverse impacts on nuisances.

6. *Impact on Public Facilities. The proposed Conditional Use shall not have a significant adverse impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMT facilities.*

Complies. Staff the proposed change in use will not have significant impacts on public facilities and services. Since the building was recently upgraded prior to Fire/EMS occupying it, minimal upgrades are needed for the Community Center. There are no proposed changes to the existing water/sewer lines.

7. *Other Relevant Standards/LDRs. The development and operation of the proposed Conditional Use shall comply with all standards imposed on it by all other applicable provisions of the LDRs and all other Town Ordinances.*

Complies. Staff finds that the proposed use and building improvements comply with the provisions of the LDRs and with all other Town Ordinances.

8. *Previous Approvals. The proposed Conditional Use shall be in substantial conformance with all standards or conditions of any prior applicable permits or approvals*

Not applicable to this proposal.

Fiscal Impact.

No fiscal impact identified at this time.

Staff Impact.

The amount of staff time to review, meet with the applicant, research, and write this report including future work to send final letters is roughly 30 hours.

Attachments or Links.

Department Reviews

Applicant Submittal

Suggested Motion.

I move to **approve** Conditional Use Permit P22-134 for the Fairgrounds Community Center located on the northern portion of the 26-acre Rodeo-Fairgrounds site at 305 West Snow King Avenue based upon the findings and conditions presented in the staff report, the departmental reviews, and subject to this staff report dated August 15, 2022.

Town of Jackson
Project Plan Review History
PLANNING

Project Number	P22-134	Applied	5/24/2022	AL
Project Name	CUP - 305 W Snow King Ave. Fairgrounds	Approved		
Type	CUP Community Center	Closed		
Subtype		Expired		
Status	STAFF REVIEW	Status		

Applicant	Ward + Blake Architects	Owner	Town of Jackson
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Site Address	City	State	Zip
305 W SNOW KING AVENUE	JACKSON	WY	83001

Subdivision	Parcel No	General Plan
	22411633100024	

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact Notes Building Kelly Sluder (5/25/2022 6:53 AM KS) Codes that are referenced are not correct. We are on the 2021 I-Codes and the IRC is not the correct code for this project. When submitting for Building Permits please make the proper corrections.	APPROVED W/CONDITI	5/24/2022	6/14/2022	5/25/2022	
Fire Kathy Clay		5/24/2022	6/14/2022		
Joint Housing Dept Stacy Stoker		5/24/2022	6/14/2022		
Legal Lea Colasuonno		5/24/2022	6/14/2022		
Parks and Rec Steve Ashworth (6/3/2022 4:12 PM AL) from P&R: consider signage for parking slots up against the outfield fence about "not responsible for damage" from potential balls hit over the fence or consider adding netting. Appears no landscaping will be added based on the drawings but would like to confirm. Thanks, Rachel	APPROVED W/CONDITI	5/24/2022	6/14/2022	6/3/2022	
Pathways Brian Schilling	APPROVED W/CONDITI	5/24/2022	6/14/2022	6/3/2022	

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact Notes (6/3/2022 4:13 PM AL) P22-134 – 305 W Snow King Ave – Fairgrounds – Conditional Use Permit Comments from Teton County/TOJ Pathways Department Status: approved w/conditions • Bicycle Parking - o Given the location and type of use of the proposed development, staff expects that there will be, on average, a low demand for bicycle parking (i.e. a few spaces for daily use), but there may be high demand for shorter periods during selected events (20+ or even more spaces during large events like the Fair). - o Staff recommends providing the following: ? Parking for employees and visitors at the building main entrance: start with one 4-loop rack and add more as needed. ? Parking for event attendees at Grassy Arena: two to four 4-loop racks at the entrance gates to the arena. ? Note: the gates that provide access to the Grassy Arena fence must be kept free of parked cars so that people can enter and exit the arena. A car parked in front of the gates will block the area that people need to actually walk in and out of the arena and will block the view of the gate preventing people from being able to see where to enter the arena. The area will likely need to be barricaded to make it impossible to park here—in my experience, if there is any space available—even if it's signed "No Parking"—people will simply ignore the signs and will still park here. ? Parking at Mateosky Park: one or two 4-loop racks to start ? Parking at Tennis Courts: one 4-loop rack - o Staff also recommends that the Fair purchase additional racks for use during the Fair, which is the highest use event of the year. The racks could be placed in storage when not needed. - o Staff supports crediting the bike parking toward the development's overall parking requirement. - o For this application, the bike parking can be entirely comprised of short-term racks (for visitors, some employee use, frequent/regular use). However, if the applicant feels there is a need, they could also provide long-term parking (for employees and infrequent use/storage). ? Short-term parking (for visitors or employees parking for a few hours or less): the recommended style for short-term bike parking is one or more "single inverted-U" racks. "Wave," "ribbon," and "toaster" style racks shall not be used. The best location for a rack area is immediately adjacent to the entrance it serves. The rack area should be as close as or closer to the front entrance than the nearest car parking space, visible from the front entrance, hardscaped, and should not obstruct pedestrian flow. For gravel parking lot areas, the rack could simply be a 3 or 4-loop "rack on rails" placed on the gravel and would not need to be on a concrete pad. ? Long-term parking (for employees/residents parking for more than a few hours—i.e. all-day or overnight): the recommendations for long-term parking include providing a secure, conveniently-accessed, well-lit, covered area with racks or lockers that will protect bikes from rain, snow and other elements and deter bike theft. The area does not have to be immediately adjacent to the access door for the residence, but should be located in a secure or monitored location or in a locked enclosure. Clustered inverted-U bike racks, wall racks, or external bike lockers are appropriate. - o The bike parking should be constructed on a concrete pad. Grass surfaces will quickly deteriorate into mud from foot traffic during wet seasons and will be difficult to keep clear of snow. Also, a concrete surface will provide a more secure mounting surface for the racks and will discourage theft. (See note above in short-term parking allowing placing racks on gravel surfaces in the gravel parking lot). - o Staff supports including the bike parking towards the landscape surfacing requirement so that bike parking does not detract from the applicant's landscape requirements. Conversion of one or more car parking spots to bike parking would also be supported. - o Rack details and locations should be shown on site plans. - o Jackson Hole Community Pathways can provide additional background information and guidance on site selection, layout, rack specification, and rack installation.					
Planning Tyler Valentine (7/29/2022 10:15 AM TV) Please see staff report	APPROVED W/CONDITIONS	5/24/2022	6/14/2022	7/29/2022	
Police Michelle Weber		5/24/2022	6/14/2022		
Public Works Matthew Doyle	APPROVED W/CONDITIONS	5/24/2022	6/14/2022	6/14/2022	



PLANNING PERMIT APPLICATION
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____ Date & Time Received _____
Application #s _____

Please note: Applications received after 3 PM will be processed the next business day.

PROJECT.

Name/Description: Fairgrounds Community Center
Physical Address: 305 W. Snow King Avenue, Jackson, WY
Lot, Subdivision: _____ PIDN: 22-41-16-33-1-00-024

PROPERTY OWNER.

Name: Town of Jackson Phone: 307-733-3932
Mailing Address: P.O. Box 1687, Jackson, WY ZIP: 83001
E-mail: _____

APPLICANT/AGENT.

Name: Mitch Blake, Ward + Blake Architects Phone: 307-733-6867
Mailing Address: P.O. Box 10399, Jackson, WY ZIP: 83002
E-mail: mitchblake@wardblake.com

DESIGNATED PRIMARY CONTACT.

_____ Property Owner ☒ _____ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

Use Permit

_____ Basic Use
☒ _____ Conditional Use
_____ Special Use

Relief from the LDRs

_____ Administrative Adjustment
_____ Variance
_____ Beneficial Use Determination
_____ Appeal of an Admin. Decision

Physical Development

_____ Sketch Plan
_____ Development Plan
_____ Design Review

Subdivision/Development Option

_____ Subdivision Plat
_____ Boundary Adjustment (replat)
_____ Boundary Adjustment (no plat)
_____ Development Option Plan

Interpretations

_____ Formal Interpretation
_____ Zoning Compliance Verification

Amendments to the LDRs

_____ LDR Text Amendment
_____ Map Amendment

Miscellaneous

_____ Other: _____
_____ Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: P22-044 Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

N/A **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

X **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

X **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.



Signature of Property Owner or Authorized Applicant/Agent

Mitch Blake

Name Printed

04-18-22

Date

Principal

Title



Town of Jackson
150 E Pearl Avenue
PO Box 1687, Jackson, WY 83001
P: (307)733-3932 F: (307)739-0919
www.jacksonwy.gov

Date:

LETTER OF AUTHORIZATION

NAMING APPLICANT AS OWNER'S AGENT

PRINT full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual : _____

Being duly sworn, deposes and says that Town of Jackson is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 305 W Snow King Avenue

Legal Description: PT. SE1/4NE1/4, SEC. 33, TWP. 41, RNG. 116 (RODEO GROUNDS INCLUDES MATEOSKY PARK)

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Mitch Blake/ Ward + Blake Architects

Mailing address of Applicant/agent: P.O. Box 10399, Jackson, WY 83002

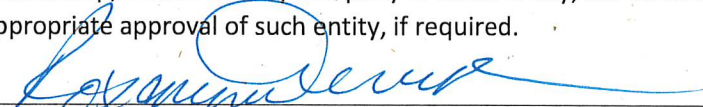
Email address of Applicant/agent: mitchblake@wardblake.com

Phone Number of Applicant/agent: 307-733-6867

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified is this(these) application(s) at the premises listed above:

- ☐ Development/Subdivision Plat Permit Application ☒ Building Permit Application
- ☐ Public Right of Way Permit ☒ Grading and Erosion Control Permit ☐ Business License Application
- ☐ Demolition Permit ☒ Other (describe) Pre-App. Conf. & Conditional Use Permit

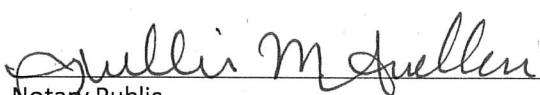
Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.


Property Owner Signature

Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming)
) SS.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Roxanne Robinson this 17th day of February 2022. WITNESS my hand and official seal.


Notary Public

My commission expires: \$ 234



Fairgrounds Community Center Narrative

Conditional Use Permit (CUP) Submittal
May 23, 2022



Project

Fairgrounds Community Center
RE: Change of Use
305 W. Snow King Ave
Jackson, WY 83001

Conditional Use Permit Requested

Teton County Fairgrounds, in conjunction with Teton County Facilities Management, would like to apply for a CUP for the Fairgrounds Community Center (presently identified as Temporary Fire Station No. 1), located on the Fairgrounds property. The Conditional Use Permit request is to change the existing Fire Station area of the building into Exhibit/ Assembly space to replace the loss of the Existing Exhibit Hall on the Fairgrounds property in the near future. The existing Fair Offices and Restrooms on the south end of the Fairgrounds Community Center will remain unchanged.

Pertinent Fairgrounds Leases

Teton County Fairgrounds operates under multiple lease agreements. The foundational ground lease, between the Town of Jackson and Teton County, terminates in 2030. The Town owns the land on which the Fairgrounds resides. The County leases the land from the Town, maintains all infrastructure, and pays for daily operations, including Fairgrounds staffing.

The second lease is the Rodeo Grounds Management Agreement (RGMA). The RGMA is a 4-year lease and outlines how the County will maintain all Fairgrounds facilities, and more specifically, the Rodeo Arena, to accommodate the Town's rodeo concessionaire. As such, the Town of Jackson pays Teton County \$80,000 per year to keep Fairgrounds facilities in working order to host rodeos.

The third lease is the Rodeo Concessionaire Agreement (RCA). The RCA is a 4-year lease between the Town and their rodeo concessionaire, which outlines the parameters under which the rodeo concessionaire may operate throughout their summer season and the money they owe the Town for this concession. The rodeo concessionaire gets exclusive use of all Fairgrounds facilities (including Heritage Arena) on rodeo days 2-3 nights per week from Memorial to Labor Day.

The fourth lease encompasses the existing Exhibit Hall and Grassy Arena, south of Snow King Ave. Both the Town and County approved a 2-year extension on this ground lease in December 2021, with a new termination date of December 31, 2023. However, the Town is actively seeking to develop this property, which may happen as soon as this Fall of 2022. Upon approval of this change of use application, the Pavilion will then undergo some construction to become the new Fairgrounds Exhibit Hall/Community Center. Ideally, the 2-year extension on this lease will allow plenty of time for the Pavilion transition, ensuring that the Fairgrounds will not be without a rentable "Assembly" space for any period of time.

Background

In 2018, Teton County began the process to utilize the Fairgrounds stall barn as a temporary fire station while Fire Station 1 was rebuilt. The building was originally an outdoor covered stall barn with the Fairgrounds Offices on the south end. The stall barn portion of the building was converted to a Fire Station with a Conditional Use Permit issued by the Town of Jackson for Heavy Service. Now that Fire Station 1 is completed, Teton County is in the process of converting the services of Temporary Fire Station No. 1 into the Fairgrounds Community Center.

With the Temporary Fire Station use no longer needed, Teton County Fair & Fairgrounds Division desires to change the use of the building from a mixed-use fire station (Heavy Service) and Business Group B occupancy to a mixed-use Assembly Group A-3 (without fixed seats) and Business Group B. The Business Group B will remain as-is, but the fire station section will transition to Assembly Group A-3. With these changes the facility would become the Fairgrounds Community Center.

Presently, the Fairgrounds Offices are primarily accessed from Snow King Avenue at the southeast corner of the Fairgrounds property and the Fire Station is primarily accessed from W. Karns Avenue at the northeast corner of the property. These two access points will continue unchanged with the new assembly portion of the building being primarily accessed from the W. Karns entrance.

The building is surrounded by other developments on the Fairgrounds property (i.e., Rodeo Grounds, Grassy Arena, Mateosky Park, tennis courts and common parking for the use of all the facilities. The site is zoned Public/ Semi-Public and is flanked by Neighborhood High Density – 1 on the north and east, Public/ Semi-Public & Neighborhood Medium Density -1 on the south, and Karn's Meadow (NL-1) on the west. The adjacent areas on the site at the perimeter of the building are used for multiple events and are flexible in nature. Various pen components, sheds, equipment, etc. used for the Fair, Rodeo, and other functions are frequently set up, taken down, and stored on the site in a variety of locations.

Physical Facilities and Use

The new Fairgrounds Community Center will leave the existing building intact with minimal, if any, changes to the exterior of the existing building and relatively minor revisions to the interior of the building. The basic components needed for the change of use are already in place and only require simple modifications to provide the required restroom facilities and storage for the Exhibit Hall/ Assembly uses that will be served.

The existing office space and restrooms at the south end of the building will continue to be used as they are, and the Fire Station portion will be remodeled for Exhibit/ Assembly space that will be used as a venue for the same functions previously allowed in the existing Exhibit Hall at the southeast corner of the Fairgrounds property. The kitchen function will not be changed and will be used to service some of the events. However, the kitchen will primarily be a serving and reheating kitchen as most of the food will be prepared off site and brought to the facility. The kitchen area will be used during Fair Week in some capacity i.e. Lion's Club Breakfast. The sleeping quarters and restroom on the east side of the kitchen will be

remodeled into storage space and the sleeping quarters on the west side of the kitchen will be remodeled into restroom space. The remodeled spaces will not require any of the existing utilities to be modified.

There will be some outdoor activities that will happen in the Grassy Arena in addition to the assembly uses inside the building. These activities will be coordinated so that there will not be conflicts and or confusion to any of the events that may possibly happen at the same time.

The following is a list of general dates and types of functions that will be utilizing the Fairgrounds Community Center:

Month	Indoor Events	Attendance
Jan.	- Various 4-H Club Meetings on Mon., Tues. & Wed. nights 5:30-9:00 p.m. - JH Roller Derby Practice on Tues. 6:00-8:00 p.m. & Sun. 10 a.m.-noon - Parks & Rec Cornhole League on Thurs. & Sun. nights 6:00-8:00 p.m. - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	20 – 40 20 – 40 20 – 40 100 – 1150
Feb.	- Various 4-H Club Meetings on Mon., Tues. & Wed. nights 5:30-9:00 p.m. - JH Roller Derby Practice on Tues. 6:00-8:00 p.m. & Sun. 10 a.m.-noon - Parks & Rec Cornhole League on Thurs. & Sun. nights - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	20 – 40 20 – 40 20 – 40 100 – 1150
Mar.	- Various 4-H Club Meetings on Mon., Tues. & Wed. nights 5:30-9:00 p.m. - JH Roller Derby Practice on Tue. 6:00-8:00 p.m. & Sun. 10 a.m.-noon - JHTRA Tack Swap & Fundraiser (new in 2022) - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	20 – 40 20 – 40 200- 300 100 – 1150
Apr.	- Various 4-H Club Meetings on Mon., Tues. & Wed. nights 5:30-9:00 p.m. - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	20 – 40 100 – 1150
May	- Various 4-H Club Meetings on Mon., Tues. & Wed. nights 5:30-9:00 p.m. - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	20 – 40 100 – 1150
Jun.	- Various 4-H Club Meetings on Mon., Tues. & Wed. nights 5:30-9:00 p.m. - Presbyterian Church Rummage Sale - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	20 – 40 150 – 300 100 – 1150
Jul.	- Various 4-H Club Meetings on Mon., Tues. & Wed. nights 5:30-9:00 p.m. - Teton County Fair – 4-H & Open Class static exhibits - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	20 – 40 300 – 500 100 – 1150
Aug.	- Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	100 – 1150
Sept.	- Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m. - Trout Unlimited Banquet 6:00-10:00 p.m. - Ducks Unlimited Banquet 6:00-10:00 p.m.	100 – 1150 300 – 500 300 – 500
Oct.	- 4-H Achievement Night - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	300 – 500 100 – 1150
Nov.	- JH Roller Derby Practice on Tuesday's 6:00-8:00 p.m. & Sunday's 10 a.m.-noon - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	20 – 40 100 – 1150
Dec.	- Private & Corporate Christmas Parties - JH Roller Derby Practice on Tue. 6:00-8:00 p.m. & Sun. 10 a.m.-noon - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m. - The Santa Fund	100 – 1150 20 – 40 100 – 1150 300 – 500

*Events that currently are or used to be held in the Heritage Arena that could be held in the new space include: the Ski Swap (October – 900 to 1100 people), the Fireman's Ball (November – 1000 to 1190 people), the Rocky Mountain Elk Foundation Banquet (May - 300 to 400 people).

Month	Outdoor Events	Attendance
May	- Mountain Man Rendezvous, 2 weeks all day - J.H. Moose Rugby Practice weeknights 6:00 – 8:00 p.m.	80 – 200 30 - 40
Jun.	- 4-H Horse Club practice, Mon. nights 5:30-9:00 p.m. - J.H. Moose Rugby Practice weeknights 6:00 – 8:00 p.m. - Dog Agility Groups, Tues. nights 5:30 – 9:00 p.m.	10 – 20 30 - 40 10 – 20
Jul.	- 4-H Horse Club practice, Mon. nights 5:30-9:00 p.m. - J.H. Moose Rugby Practice weeknights 6:00 – 8:00 p.m. - Dog Agility Groups, Tues. nights 5:30 – 9:00 p.m.	10 – 20 30 - 40 10 – 20
Aug.	- J.H. Moose Rugby Practice weeknights 6:00 – 8:00 p.m. - Dog Agility Groups, Tues. nights 6:00 – 8:00 p.m.	30 - 40 10 – 20
Sept.	- RV camping during Wyoming High School Rodeo	50 - 100

Parking

The shared nature of the site with the Rodeo Grounds, Fair activities, the tennis courts and baseball field at periodic times during the year create varying demands for parking at the facility. Based on the list above, the vast majority of the functions throughout the year will have a minimal impact on the available parking at the Fairgrounds site. The private parties and banquets will require the most parking and will be easily accommodated most of the year. The potential conflicts only occur during the 3 months of summer rodeo. During Fair Week the building will be used and scheduled as part of the Fair and will not create any additional parking demand on the site.

Events at the Heritage Arena and Rodeo Grounds use parking throughout the entirety of the Fairgrounds. Typically, during winter months, users pulling horse trailers park to north of the Heritage Arena. During summer months and rodeo season, contestants/horse trailers park to the west and the north of the Heritage Arena, while spectator parking is reserved on the east side of the Fairgrounds, near the Fair Office and tennis courts. Parking for special events usually occurs nearest and around the facility, specifically west and north of the Heritage Arena. In the past, both Snow King and Flat Creek Drive have been closed on occasion to accommodate additional parking i.e., in 2019, for the World Series of Team Roping, Flat Creek Drive had a soft closure to accommodate additional horse trailer parking. While the west side of the Fairgrounds (west of the Heritage Arena more specifically) is not actually included in the lease between the Town and the County, the Town recognizes the need for that space to be utilized by day-to-day Fairgrounds operations outside of winter months especially, special events, and JH Rodeo contestants during summer months.

The parking for the Fairgrounds Community Center will primarily be dedicated to the areas directly around the perimeter of the building and along the north side of the building extending to the area north of the Grassy Arena. The immediate area around the building can support 320 parking spaces based on the layout indicated on our drawings. The maximum parking for the building change of use (based on a Restaurant/ Dining designation for a banquet or similar function of 1 space/ 55 s.f.) would be 172 parking spaces. This amounts to approximately 54% of the parking spaces immediately adjacent to the building and is based on both assembly areas being at maximum occupancy simultaneously. Since it would be rare to have both

assembly spaces filled to capacity at the same time, we anticipate that the parking required will be much less than 172 spaces.

The intention is to identify the parking along the north side of the building and the Grassy arena (99 parking spaces) plus the parking at the perimeter of the building (29 parking spaces) to the primary use of the Fairgrounds Community Center. In addition, some of the parking at the north end of the baseball field would be dedicated for the Fairgrounds Community Center. This would amount to about 128 parking spaces or 74% of the total Fairgrounds Community Center parking requirements at capacity. We anticipate this amount of parking as adequate for the vast majority of events to be accommodated. On the occasions that the Fairgrounds Community Center would have functions that coincide with the rodeo or other large events at the Heritage Arena, we anticipate that the parking needs for the Fairgrounds Community Center can be primarily satisfied with the 97 spaces at the northern parking areas and some shared parking along the perimeter of the building and other parking areas of the site. The County will need to manage some of the larger events that will be in the Fairgrounds Community Center in order to mitigate parking conflicts. For instance, the assembly spaces will not be rented out when the Fair is happening, or other special events like the WY High School Rodeo. Parking can be shared during events that coincide with the rodeo and jersey barriers can be utilized as indicated on the site plan to block off some of the dedicated parking at the north end of the property.

Conclusion

We believe this facility will provide an important resource for the Fairgrounds and the community, in general, to provide much needed assembly spaces that can be shared by many different entities. In addition, the power generator and components that are part of the existing building may allow the community to utilize the facility as a possible emergency shelter.

Fairgrounds Community Center **Response to Submittal Requirements**



Conditional Use Permit (CUP) Submittal
May 23 , 2022

Project

Fairgrounds Community Center
RE: Change of Use
305 W. Snow King Ave
Jackson, WY 83001

Findings for Approval

1. Is compatible with desired future character of the area.

The Fairgrounds Community Center is compatible with the area since it is basically a continuation of the same functions/ services that have been occurring at the Exhibit Hall on the east end of the Town property at 400 W. Snow King Avenue directly across Snow King Avenue south of the Fairgrounds. The County is proposing to move these functions/ services presently provided in the existing Exhibit Hall and relocating them to the Temporary Fire Station No.1 building. The Temporary Fire Station will be transformed on the interior to provide exhibit space as well as assembly area for performances presently needing tents during Fair Week. It will be used for 4H meeting, other club meetings, and as venue for a variety of private and or community parties. The services provided and times of facility operation are identified in the accompanying narrative. Many of the services are directly related to the Fairgrounds

2. Complies with the use specific standards of Division 6.1

The A3 (without fixed seating) assembly use being asked for in this application has been traditionally allowed on the Fairgrounds property and is allowed by Division 6.1 as an allowed use that requires a Conditional Use Permit. The use is defined under 6.1.8 Institutional Uses. The accompanying drawings and narrative indicate the use, scale, appearance, access, available parking, and other characteristics of the existing building to show its compliance with these standards. We feel that the functions listed in the accompanying narrative are compatible with the functions that have been allowed on the Fairgrounds property in the past and that the existing parking, utilities, and access to the building will adequately support the change in use requested. The accompanying drawings indicate a graphic representation of the compliance to Division 6.1 of the LDR's.

3. Minimizes adverse visual impacts.

The change in use for this project will have no visual impact because it will not be making any changes to the exterior of the existing building (including lighting) or the site conditions. Any new signage for the exterior of the facility will be submitted for Town review and approval if the County decides to add any. Presently there are no plans for new signage.

4. Minimizes adverse environmental impacts.

The change of use for this facility minimizes adverse environmental impacts by preserving the existing character of the building and the site. The required parking on the site will be compatible with the existing parking area presently available. Adjusted practices in the management of on-site storage and

parking arrangements will allow the Fairgrounds Community Center to function without modifying the existing site or exterior of the building and thus reducing its environmental impact. For instance, the demountable pens presently stored on the north end of the Grassy Arena can be relocated to the west side of the Grassy Arena and allow parking to occur on the north which will allow parking on the north that is closer to the building and more easily dedicated to the Fairgrounds Community Center as shown on the accompanying site plan. This will leave the parking directly adjacent to the Rodeo Grounds and Heritage Arena dedicated to those purposes.

5. Minimizes adverse impacts on nuisances.

The management and times of operation of this facility will have the biggest impact in reducing any nuisances which may possibly occur at this facility. Teton County has successfully managed the Exhibit Hall over the years and will continue to impose the following rules.

- Amplified music and sound are permitted in the building at 80 decibels or less, as per the Town of Jackson's municipal code, until 9:00 pm. After 9:00 pm, all amplified music and sound must cease.
- Any noise complaints that are called into the Jackson Police Department and require action will result in a citation, a \$500 fine, and loss of future privilege to rent the building.

6. Minimizes adverse impacts on public facilities.

We believe this change in use minimizes adverse impacts on public facilities in the following ways.

- We will only be adding one additional sink, toilet, and shower (shower will rarely be used) to the existing facility which will not require any revisions to the existing water or sewer utilities.
- The existing electrical service will not need to be modified.
- The existing site access, landscaping, and site surfaces will not be modified.
- The existing gravel parking lot will remain unchanged, and the County will work to manage the parking arrangements according to the events being held. The parking is sufficient for the vast majority of functions. Potential overflow parking on adjacent streets will be required on rare occasions when large events occur, similar to what has happened historically at the Fairgrounds site. The County will coordinate with the Town to help minimize the impacts of these events.
- Snow removal will be done by Fairgrounds staff w/ assistance from TOJ Public Works. They typically push snow into the Town's big pile on the west side of the Fairgrounds site. At a minimum, Fairgrounds staff will pile it where TOJ Public Works can get to it and push it into the big pile on the west. Fairgrounds staff have a skid steer and a pickup with a plow on it to assist with snow removal.
- There will be an 8-yard dumpster placed near the building and or on site somewhere (depending on the needed parking requirements) for waste. It will be dumped 2x per week during the summer and once per week in the winter. Fairgrounds staff can always call their service provider for an extra dump each week as needed.

7. Complies with all other relevant standards of these LDRs and all other Town Ordinances.

The change of use for this building will not affect any of the existing physical characteristics of the building or the site. This means that it is unchanged from the previous approvals granted by the authorities having jurisdiction from the CUP and other permits granted for the remodel of this building into Temporary Fire Station No. 1. The access points will remain the same as well as the parking areas and landscaping. The change in use requested will result in more required parking than the Fire Station but with some reasonable management of the facility there should be enough parking available to accommodate the functions that will be happening in the building.

The building will be occupied according to the schedule identified in the accompanying narrative. When the Fair is happening, or other special events like the WY high school rodeo, the County will not rent out the Community Center. Basically, during those times, every square inch of space is utilized by the Fair or special event and will not have enough room or parking to have other events going on during these times.

The greatest impacts foreseen are renting the Community Center out on JH Rodeo nights (Wed, Fri, Sat) from Memorial Day Weekend through Labor Day Weekend. In which case, the County will use jersey barriers and other things (our storage barns, stacks of panels etc.) to block off designated rodeo parking and community center event parking. The Rodeo Concession does not have exclusive rights to the parking, so the County will work to designate parking for both Community Center use (access from Karns Ave at the north end of the Fairgrounds Community Center) and JH Rodeo spectators (along the tennis courts and the rest of the east side of the Fairgrounds).

8. Is in substantial conformance with all standards or conditions of any prior applicable permits.

Since the building recently went through the CUP and Building Permit process to allow the Temporary Fire Station No.1 to modify and utilize the facility, we believe it is in conformance with all of the standards and conditions of prior permits relating to this building and property.

GENERAL NOTES
1) THIS PROJECT SHALL COMPLY WITH THE CURRENT VERSION OF THE INTERNATIONAL RESIDENTIAL CODE, AND / OR THE INTERNATIONAL BUILDING CODE. THE CURRENT VERSION OF THE TOWN OR COUNTY COMPREHENSIVE PLAN, AND ANY OTHER AUTHORITY HAVING JURISDICTION. THE CONTRACTOR, SUBCONTRACTOR, OR TRADES PERSON SHALL NOTIFY THE ARCHITECT (IN WRITTEN FORM) SEVEN DAYS PRIOR TO BID OF ANY CODE VIOLATIONS. FAILURE TO DO SO DOES NOT RELIEVE THE CONTRACTOR OF THEIR RESPONSIBILITIES.
2) CONTRACTOR SHALL COORDINATE ALL REQUIRED INSPECTIONS BY THE BUILDING AND FIRE DEPARTMENTS AND ANY OTHER GOVERNING AUTHORITIES HAVING JURISDICTION.
3) CONTRACTOR SHALL PROVIDE ALL TEMPORARY UTILITIES, INCLUDING ELECTRICITY NECESSARY FOR CONSTRUCTION AND TEMPORARY SEPTIC FACILITIES, WHICH SHALL BE MAINTAINED ON SITE FOR THE DURATION OF CONSTRUCTION.
4) ALL CONSTRUCTION DEBRIS IS TO BE STOCKPILED NEATLY ON SITE UNTIL DISPOSAL, WHICH SHALL BE DONE AT THE COUNTY LANDFILL OR RECYCLING FACILITY ONLY. NO DEBRIS ARE TO BE DISPOSED OF IN LOCAL WASTE COLLECTION FACILITIES. PUBLIC ROADS SHALL BE MAINTAINED AND REMAIN FREE OF MUD OR DUST, EQUIPMENT AND MATERIAL.
5) CONTRACTOR SHALL INFORM ARCHITECT OF ANY AND ALL OWNER (OR OWNERS REPRESENTATIVE) REQUESTED CHANGE OR DIRECTIVES FOLLOWING OWNER (OR OWNERS REPRESENTATIVE) / CONTRACTOR CONVERSATIONS. CONTRACTOR SHALL NOT PROCEED WITH OWNER (OR OWNERS REPRESENTATIVE) REQUESTED CHANGES OR DIRECTIVES WITHOUT PRIOR REVIEW FROM THE ARCHITECT.
6) GIVEN DIMENSIONS TAKE PRECEDENCE OVER SCALE. CONTRACTOR SHALL TAKE EXTRA CAUTION AND REFER TO ARCHITECTURAL, STRUCTURAL, MECHANICAL, AND ELECTRICAL DRAWINGS PRIOR TO CONSTRUCTION. ALL DRAWINGS ARE THE CONTRACT DOCUMENTS. NOTIFY ARCHITECTS OF ANY DISCREPANCIES PRIOR TO BID.
7) CONTRACTOR SHALL STORE ALL BUILDING MATERIALS IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.
8) CONTRACTOR SHALL CONTROL DUST AND NOISE DURING CONSTRUCTION TO GREATEST EXTENT POSSIBLE.
9) EXAMINATION OF BIDDING CONTRACT A. IT IS THE RESPONSIBILITY OF THE CONTRACTOR AND EACH BIDDER TO THOROUGHLY EXAMINE ALL OF THE BIDDING DOCUMENTS, AND NOT LATER THAN SEVEN DAYS PRIOR TO THE BID DATE, SHALL MAKE A WRITTEN REQUEST TO THE ARCHITECT FOR INTERPRETATION OR CORRECTION OF ANY DISCREPANCIES, AMBIGUITIES, INCONSISTENCIES, OR ERRORS THEREIN. THE ARCHITECT WILL ISSUE AN INTERPRETATION OR CORRECTION AS AN ADDENDUM OR WRITTEN DIRECTIVE. ONLY A WRITTEN INTERPRETATION OR CORRECTION BY ADDENDUM SHALL BE BINDING. IF DISCREPANCIES, AMBIGUITIES, INCONSISTENCIES, OR ERRORS ARE NOT COVERED BY ADDENDUM OR WRITTEN DIRECTIVE, CONTRACTOR SHALL INCLUDE IN HIS BID, LABOR MATERIALS AND METHODS OF CONSTRUCTION RESULTING IN HIGHER COSTS. AFTER AWARD OF CONTRACT, NO ALLOWANCE OR EXTRA COMPENSATION WILL BE MADE ON BEHALF OF THE CONTRACTOR DUE TO HIS FAILURE TO MAKE THE WRITTEN REQUESTS AS DESCRIBED ABOVE. B. FAILURE TO REQUEST CLARIFICATION DURING THE BID PERIOD OF ANY INADEQUACY, OMISSION, DISCREPANCY, OR CONFLICT DOES NOT RELIEVE THE CONTRACTOR OF THEIR RESPONSIBILITIES. THE SIGNING OF THE CONTRACT WILL BE CONSIDERED AS IMPLICITLY DENOTING THAT THE CONTRACTOR HAS A THOROUGH COMPREHENSION OF THE FULL INTENT AND SCOPE OF THE BIDDING CONTRACT.
10) ALIGN ALL VISIBLE EQUIPMENT (WHICH INCLUDES BUT IS NOT LIMITED TO, DIFFUSERS, OUTLETS, LIGHTS, SWITCHES, SMOKE DETECTORS, THERMOSTATS, FIRE PROTECTION, ETC.) EQUALLY BETWEEN OR DIRECTLY WITH ARCHITECTURAL FEATURES (WINDOWS, DOORS, ETC.) AND OTHER VISIBLE EQUIPMENT. REFRAME OR ADJUST STRUCTURAL FRAMING AS REQUIRED (CONTACT ARCHITECT PRIOR TO ADJUSTING FRAMING) (FOR POSSIBLE ADDITIONAL STRUCTURAL REQUIREMENTS). VERIFY ALL LOCATIONS WITH ARCHITECT PRIOR TO ROUGH-IN INSTALLATIONS OF ANY SYSTEM OR EQUIPMENT. ANY ADJUSTMENTS IN THE FIELD PER ARCHITECT'S DIRECTION MAY BE REQUIRED AND SHALL BE INCLUDED IN THE BID.
11) ALL SUBMITTAL AND SHOP DRAWINGS SHALL BE 11" X 17" OR SMALLER FORMAT.
12) THE CONTRACTOR SHALL CONDUCT PRE-CONSTRUCTION AND/OR PRE-INSTALLATION MEETINGS BASED ON THE CONSTRUCTION SCHEDULE TO REVIEW THE REQUIREMENTS OF THE CONTRACT, DETERMINE (AND POSSIBLY ADJUST) TRADE LOCATIONS AND TO RESOLVE ANY CONFLICTS OR CODE ISSUES. IT IS THE RESPONSIBILITY OF ALL TRADES INVOLVED TO HAVE KEY PERSONNEL PRESENT AT THESE MEETINGS. IF A TRADE IS NOT PRESENT AND ADDITIONAL WORK AND MATERIAL IS REQ'D OF THE TRADE, BASED ON INFORMATION DISCUSSED (THAT WAS UNFORESEEN BY THOSE PRESENT), THE TRADE WILL BEAR THESE COSTS WITHIN THEIR BID.

2018 INTERNATIONAL RESIDENTIAL CODE NOTES

THE BUILDING SHALL CONFORM TO THE 2018 INTERNATIONAL RESIDENTIAL CODE AND THE 2018 INTERNATIONAL BUILDING CODE (WHEN APPLICABLE). THE GENERAL CONTRACTOR SHALL VERIFY THE BUILDING CONSTRUCTION CONFORMS TO CODE. IN PARTICULAR, THE FOLLOWING ITEMS SHALL CONFORM TO THE REFERRED SECTION OF THE CODE.
1) ALL OUTDOOR INTAKE & EXHAUST OPENINGS SHALL CONFORM TO SECTION R303.5
2) ALL STAIRWAY (INTERIOR & EXTERIOR) ILLUMINATION SHALL CONFORM TO SECTION R303.7-R303.8
3) ALL GLAZING SHALL CONFORM TO SECTION R308
4) ALL BASEMENT (WITH HABITABLE SPACE) & EVERY SLEEPING ROOM SHALL HAVE AT LEAST ONE OPERABLE EMERGENCY ESCAPE & RESCUE OPENING CONFORMING TO SECTION R310
5) ALL STAIR RISER SHALL NOT EXCEED 7 3/4" AND ALL TREADS SHALL NOT BE LESS THAN 10" -REFER TO SECTION R311.7 FOR ALL STAIRWAY REQ'MENTS.
6) ALL HANDRAILS SHALL CONFORM TO SECTION R311.7.8
7) ALL GUARDS (GUARD RAILS) SHALL BE MIN. 36" REFER TO SECTIONS R312
8) SMOKE ALARMS SHALL BE INSTALLED IN THE FOLLOWING LOCATIONS. - IN EACH SLEEPING ROOM - OUTSIDE EACH SEPARATE SLEEPING AREA IN THE IMMEDIATE VICINITY OF THE BEDROOMS - ON EACH ADDITIONAL STORY OF THE DWELLING, INCLUDING BASEMENTS, BUT NOT INCLUDING CRAWL SPACES & UNINHABITABLE ATTICS. IN DWELLINGS OR DWELLING UNITS W/OUT LEVELS & W/O AN INTERVENING DOOR BETWEEN THE ADJACENT LEVELS, A SMOKE ALARM INSTALLED ON THE UPPER LEVEL SHALL SUFFICE FOR THE ADJ. LOWER LEVEL PROVIDED THAT THE LOWER LEVEL IS LESS THAN 1 FULL STORY BELOW UPPER LEVEL. - ALL ALARMS SHALL BE INTERCONNECTED (WHEN ONE ALARMS THEY ALL ALARM). REFER TO SECTION R314.
9) ALL FOAM PLASTIC AND ALL INSULATION SHALL CONFORM TO SECTIONS R316. REFER AND CONFORM TO APPENDIX F FOR RADON CONTROL METHODS AND REQUIREMENTS

SITE SPECIFICATIONS

- 1) FINAL BUILDING STAKING AND ALL REQUIRED SURVEYING TO BE PERFORMED BY COMPETENT SURVEYOR AT CONTRACTOR'S EXPENSE.
- 2) CONTRACTOR SHALL NOTIFY ARCHITECT OF ANY PROBLEMS WITH EXISTING SOIL CONDITIONS AS MAY BE ENCOUNTERED DURING THE CONSTRUCTION OF THIS PROJECT (PRIMARILY DURING EXCAVATION).
- 3) CONTRACTOR SHALL RESTORE ALL EXISTING LANDSCAPING WHICH IS DAMAGED DUE TO CONSTRUCTION.
- 4) CONTRACTOR SHALL COORDINATE AND SUPERVISE TRENCHING AND INSTALLATION OF ALL UTILITIES AND SERVICES TO AND FROM BUILDING. GENERAL CONTRACTOR IS RESPONSIBLE FOR TRENCHING, INSTALLATION, AND BACK FILLING OF EACH UTILITY AS APPLICABLE TO PROJECT. SUCH COORDINATION SHALL INCLUDE GENERAL CONTRACTOR'S REASONABLE EFFORTS TO COMBINE AS MANY DIFFERENT UTILITIES IN COMMON TRENCHES AS PRACTICALITIES AND GOOD PRACTICE PERMIT.
- 5) EXCAVATION SHALL REVIEW & COMPLY TO ALL REQUIREMENTS OF THE GEOTECHNICAL INVESTIGATION PREPARED BY ENGINEER
- 6) REMOVAL OF EXISTING TREES & BUSHES ON SITE, AND ANY OTHER ORGANIC MATERIAL CLEARED FOR PURPOSES OF CONSTRUCTION, IS THE CONTRACTOR'S RESPONSIBILITY. CONTRACTOR SHALL GET OWNER'S APPROVAL BEFORE REMOVING TREES, BUSHES OR ANY OTHER VEGETATION.
- 7) ALL EXCAVATED FILL AND DEMOLITION DEBRIS IS TO BE STOCKPILED IN THE CONSTRUCTION STAGING AREA ONLY.



VICINITY MAP

Fair Grounds Community Center

305 WEST SNOW KING AVENUE,
JACKSON WYOMING

OWNER: TOWN OF JACKSON

ZONING DISTRICT	P/SP
BUILDING OCCUPANCY/USE	A-3 & B
LOT AREA	545806.8 SQ. FT - 12.53 AC.
TYPE	ASSEMBLY WITHOUT FIXED SEATS & OFFICES
TYPE OF CONSTRUCTION	VB
FIRE SPRINKLER	YES
EXISTING NO. OF STORIES	1
PROPOSED NO. OF STORIES	1
ALLOWABLE BUILDING HEIGHT	30'
ACTUAL BUILDING HEIGHT	22'-5 1/2"

NEW BUILDING AREA CALCULATIONS

EXISTING FLOOR AREA:	15,306 SF
PROPOSED FLOOR AREA:	15,306 SF
TOTAL AREA:	15,306 SF

SITE AREA:

TOTAL = 544806.8 SQ. FT.

TOTAL SITE DEVELOPMENT:

DEVELOPED:	
BUILDING:	15,306 SF
TOTAL = 15,306 SF	

CODES UTILIZED

2018 INTERNATIONAL BUILDING CODE (STRUCTURAL)
2018 INTERNATIONAL PLUMBING CODE
2018 INTERNATIONAL MECHANICAL CODE
2018 INTERNATIONAL FUEL GAS CODE
2020 NATIONAL ELECTRIC CODE
2012 INTERNATIONAL ENERGY CODE
TETON COUNTY LAND DEVELOPMENT REGULATIONS

LANDSCAPING CONFORMING TO DIVISION 4100 OF THE TETON COUNTY LDR'S

EXTERIOR & SITE LIGHTING

SEE ELEVATIONS FOR MOUNTING HEIGHTS AND LOCATIONS
SEE FLOOR PLAN FOR LOCATIONS
SEE LIGHT SCHEDULE FOR FIXTURE DESCRIPTIONS



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Fair Grounds Community Center
305 WEST SNOW KING AVENUE,
JACKSON WYOMING

+ STRUCTURAL
ENGINEERS

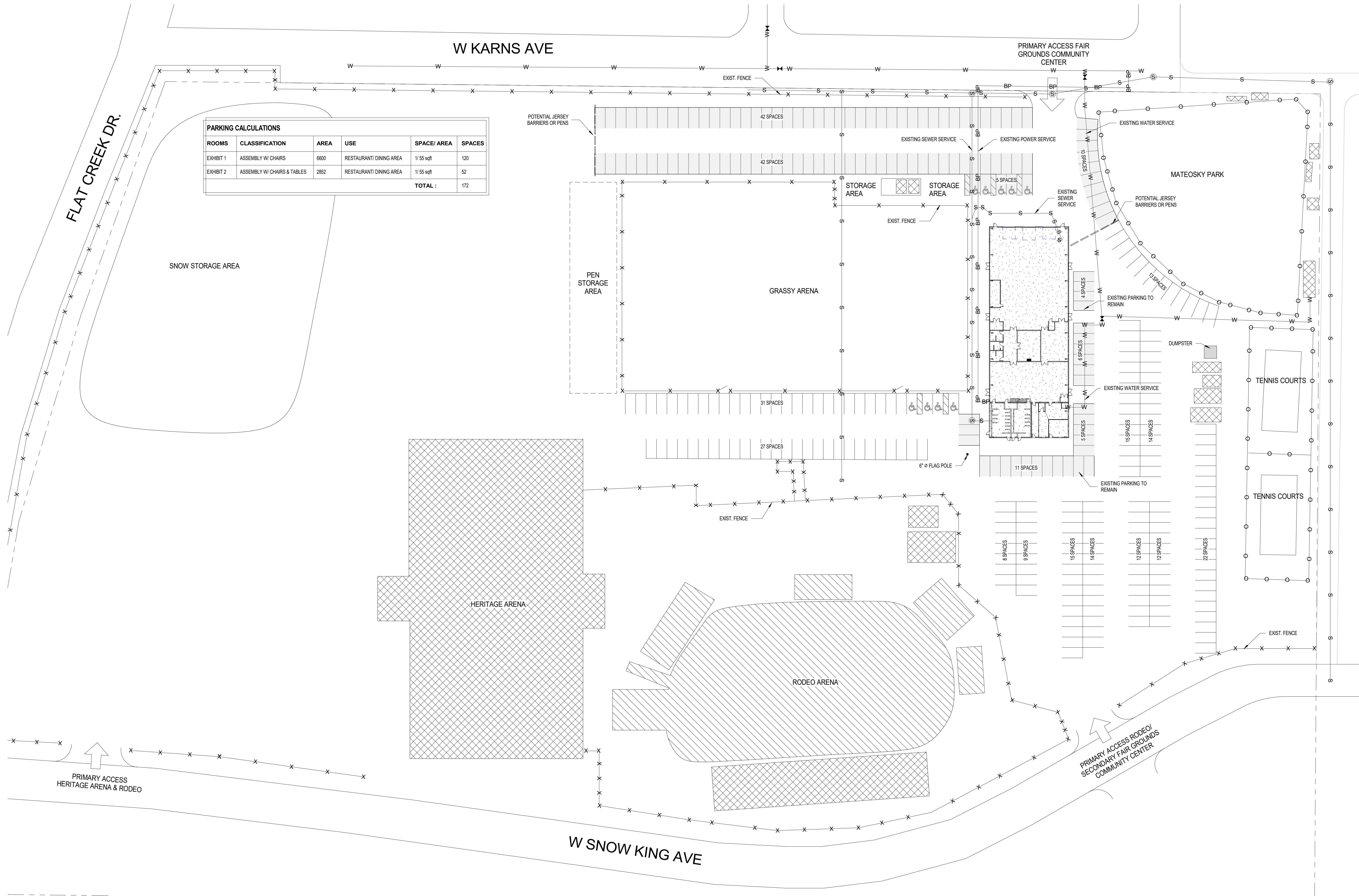
+ MECHANICAL
ENGINEERS

+ LANDSCAPE
ARCHITECTS

REVISIONS:

DATE: 1/21/22
PROJECT NO: Project
Number

CS
COVER SHEET



PARKING CALCULATIONS					
ROOMS	CLASSIFICATION	AREA	USE	SPACE/ AREA	SPACES
EXHIBIT 1	ASSEMBLY W/ CHAIRS	6600	RESTAURANT/ DINING AREA	1/ 55 sqft	120
EXHIBIT 2	ASSEMBLY W/ CHAIRS & TABLES	2852	RESTAURANT/ DINING AREA	1/ 55 sqft	52
TOTAL :					172



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Fair Grounds Community Center

305 WEST SNOW KING AVENUE,
JACKSON WYOMING

+ STRUCTURAL ENGINEERS

+ MECHANICAL ENGINEERS

+ LANDSCAPE ARCHITECTS

REVISIONS:

DATE: 1/21/22
PROJECT NOProject Number

SP1.1

SITE PLAN



SITE PLAN

1" = 40'-0"



PARKING CALCULATIONS					
ROOMS	CLASSIFICATION	AREA	USE	SPACE/ AREA	SPACES
EXHIBIT 1	ASSEMBLY W/ CHAIRS	6600	RESTAURANT/ DINING AREA	1/ 55 sqft	120
EXHIBIT 2	ASSEMBLY W/ CHAIRS & TABLES	2852	RESTAURANT/ DINING AREA	1/ 55 sqft	52
TOTAL :					172

Fair Grounds Community Center

305 WEST SNOW KING AVENUE,
JACKSON WYOMING

+ STRUCTURAL
ENGINEERS

+ MECHANICAL
ENGINEERS

+ LANDSCAPE
ARCHITECTS

REVISIONS:

DATE: 1/21/22
PROJECT NOProject
Number

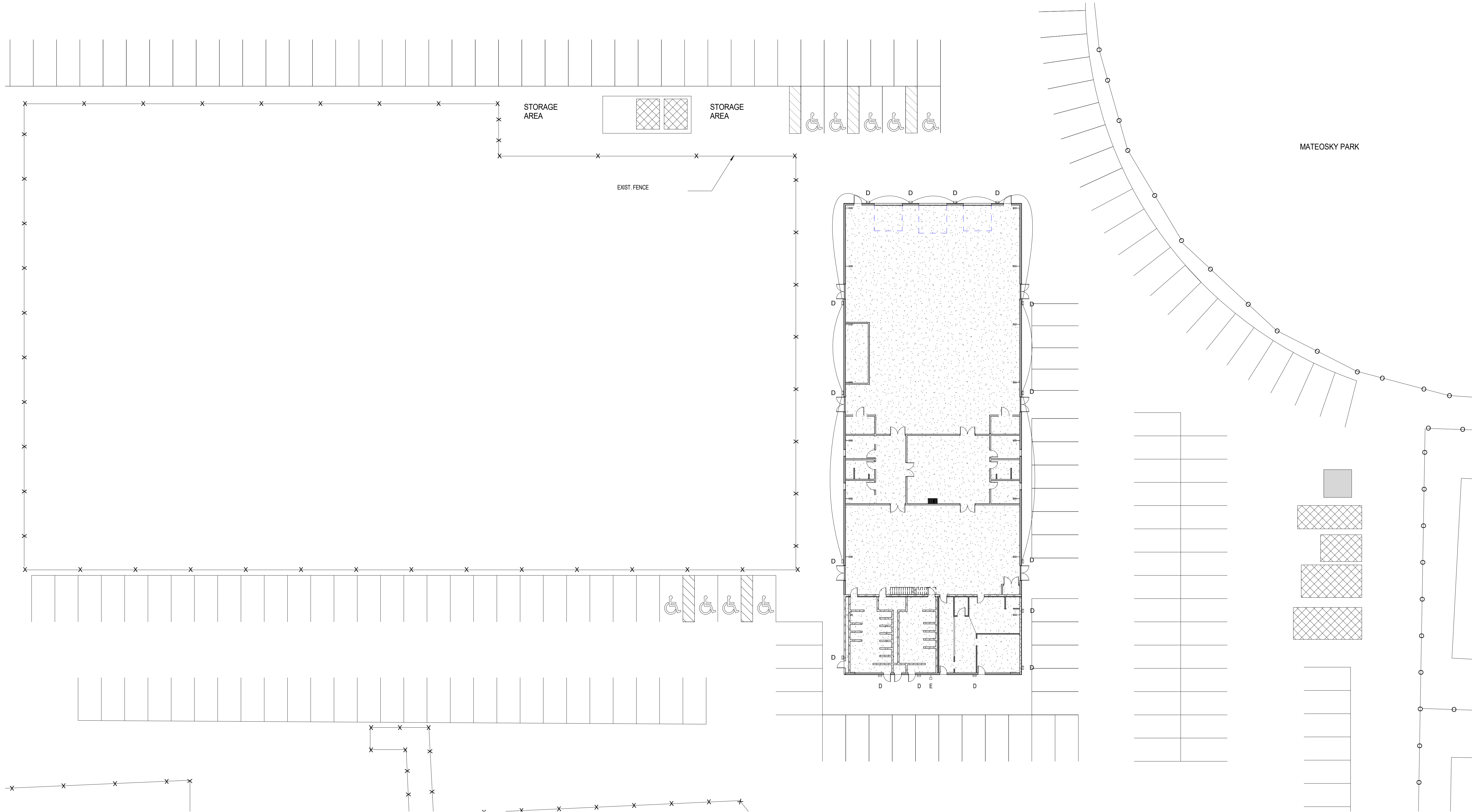
SP1.2

SITE PLAN



SITE PLAN
1" = 40'-0"

LIGHT FIXTURE SCHEDULE										
TYPE	FIXTURE TYPE	MANUF.	MODEL	VOLTS	LAMP	LAMPS		FINISH	NOTES	
						No.	TYPE			
D	EXT. WALL MOUNT LIGHT	LITHONIA	OSXW1-10C-700-40 K-WVOLT ELEC ODBX		LED				EXISTING FIXTURE	



SITE PLAN

1" = 20'-0"



200 East Broadway
P.O. Box 10399
Jackson, Wyoming 83002
(307) 733-6867
fax (307) 733-4741
www.wardblakearchitects.com

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Fair Grounds Community Center

305 WEST SNOW KING AVENUE,
JACKSON WYOMING

+ STRUCTURAL
ENGINEERS

+ MECHANICAL
ENGINEERS

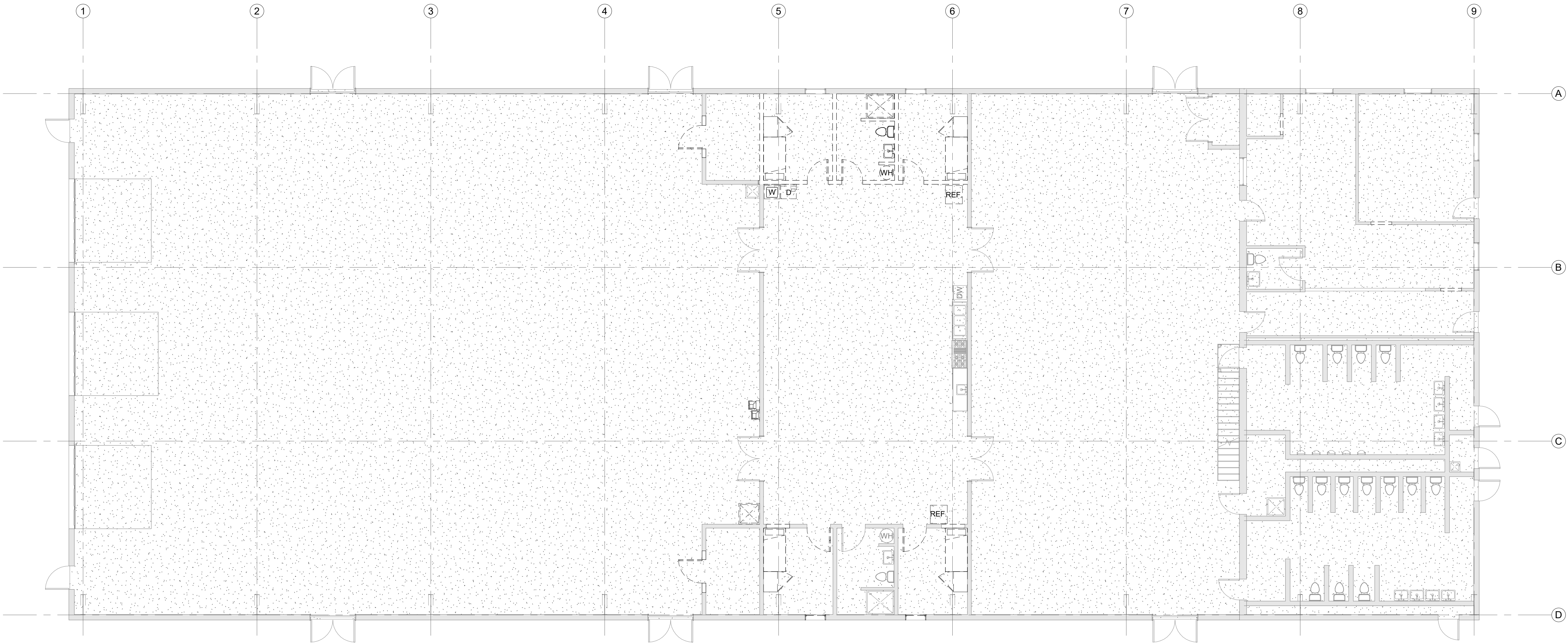
+ LANDSCAPE
ARCHITECTS

REVISIONS:

DATE: 1/21/22
PROJECT NOProject
Number

E2.0

EXTERIOR LIGHTING



DEMO FLOOR PLAN

1/8" = 1'-0"

Fair Grounds Community Center

395 WEST SNOW KING AVENUE,
JACKSON WYOMING

+ STRUCTURAL
ENGINEERS

+ MECHANICAL
ENGINEERS

+ LANDSCAPE
ARCHITECTS

REVISIONS:

DATE: 1/21/22
PROJECT NOProject
Number

A0.1

DEMO FLOOR PLAN

Fair Grounds Community Center

305 WEST SNOW KING AVENUE,
JACKSON WYOMING

+ STRUCTURAL
ENGINEERS

+ MECHANICAL
ENGINEERS

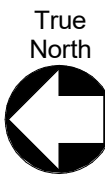
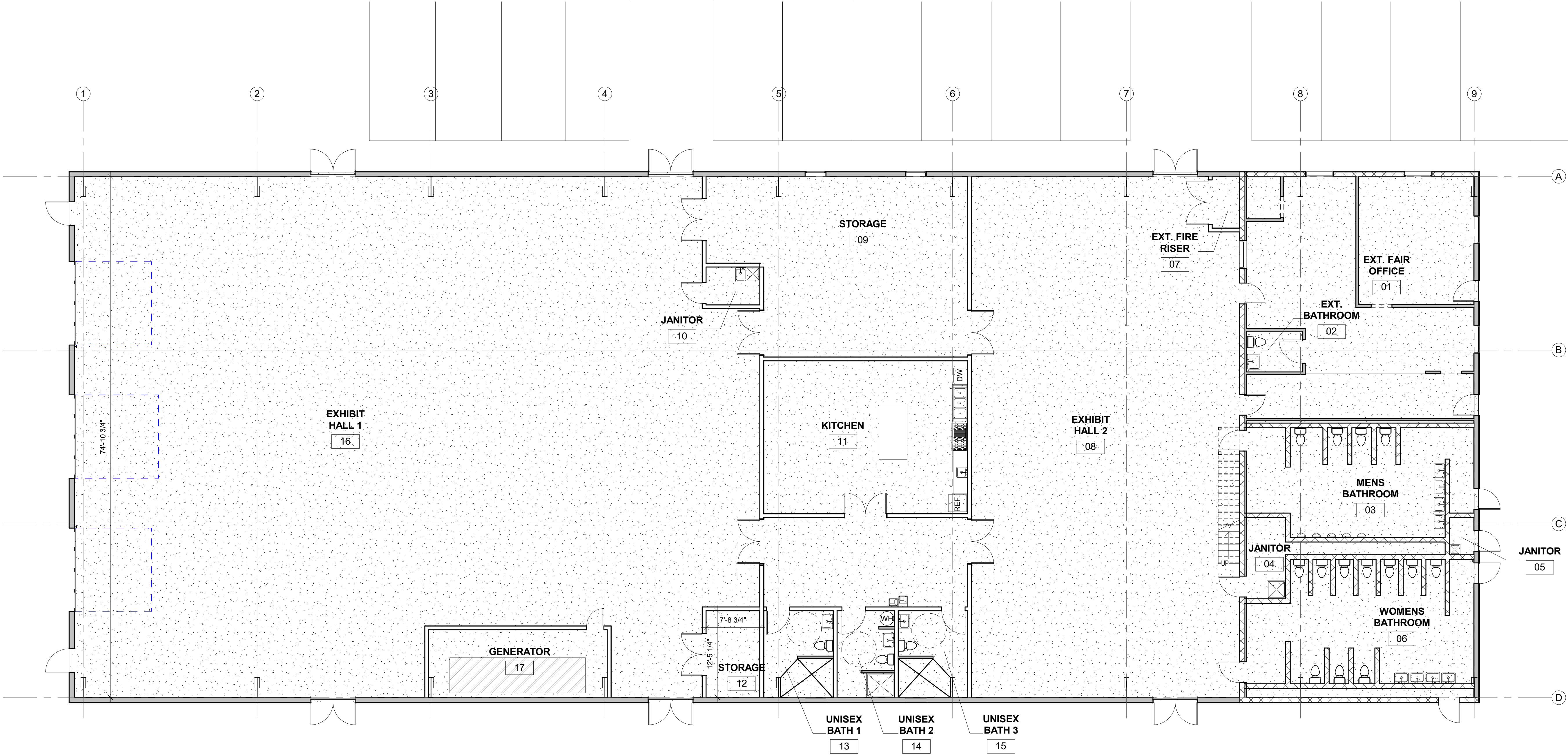
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REVISIONS:

DATE: 1/21/22
PROJECT NOProject
Number

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FIRST FLOOR PLAN

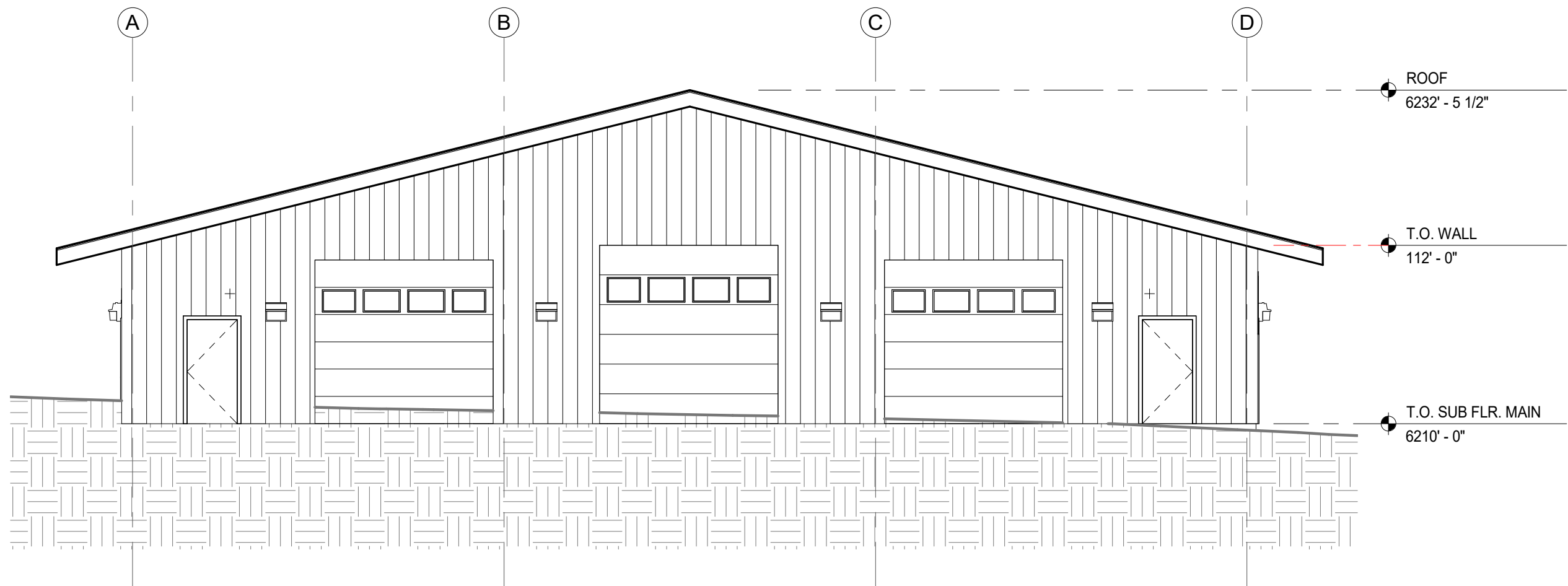


FIRST FLOOR PLAN

1/8" = 1'-0"

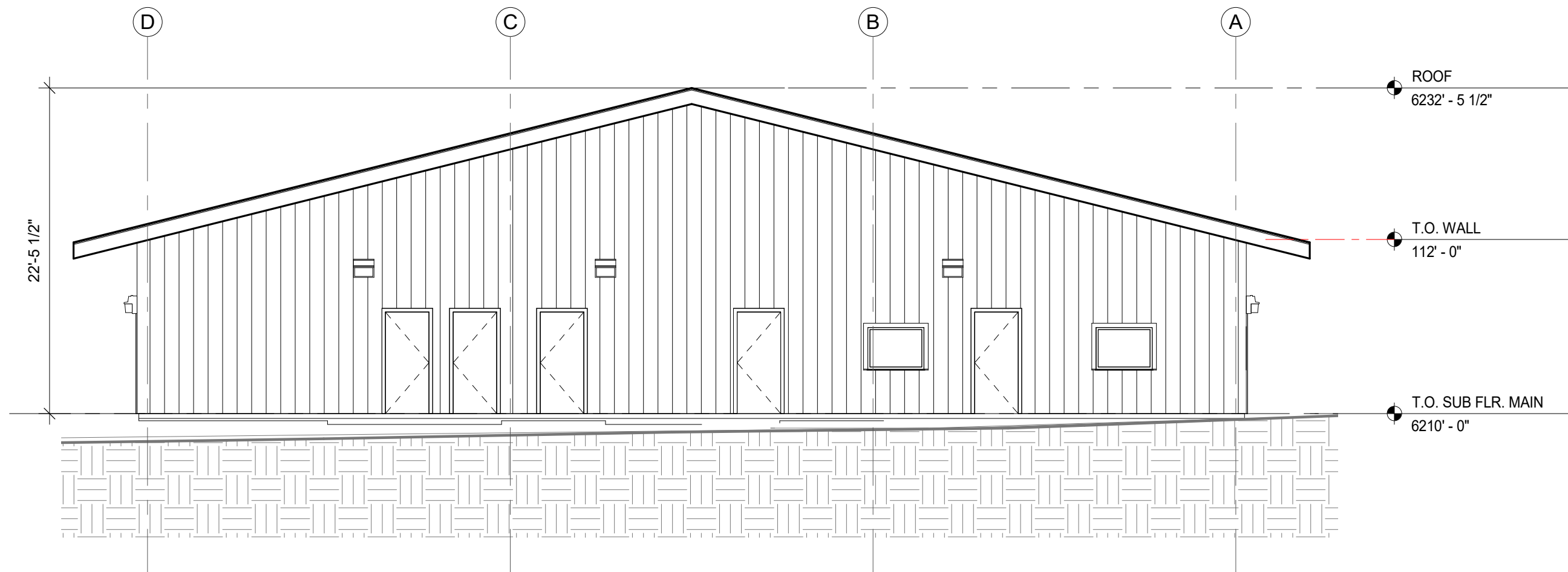


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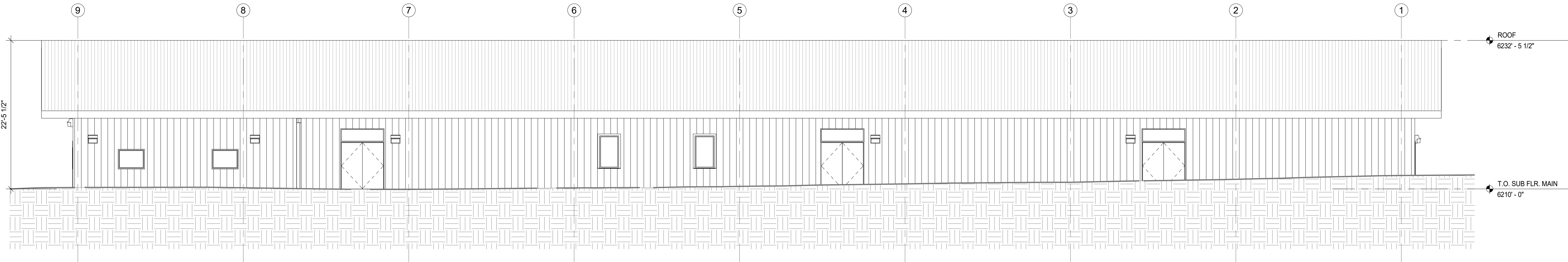
NORTH ELEVATION

1/8" = 1'-0"



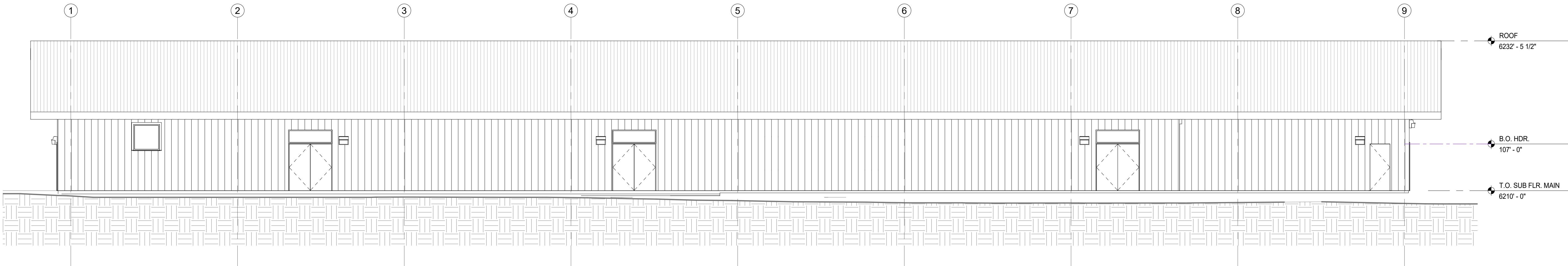
SOUTH ELEVATION

1/8" = 1'-0"



EAST ELEVATION

1/8" = 1'-0"



WEST ELEVATION

1/8" = 1'-0"

Fair Grounds Community Center

395 WEST SNOW KING AVENUE,
JACKSON WYOMING

+ STRUCTURAL
ENGINEERS

+ MECHANICAL
ENGINEERS

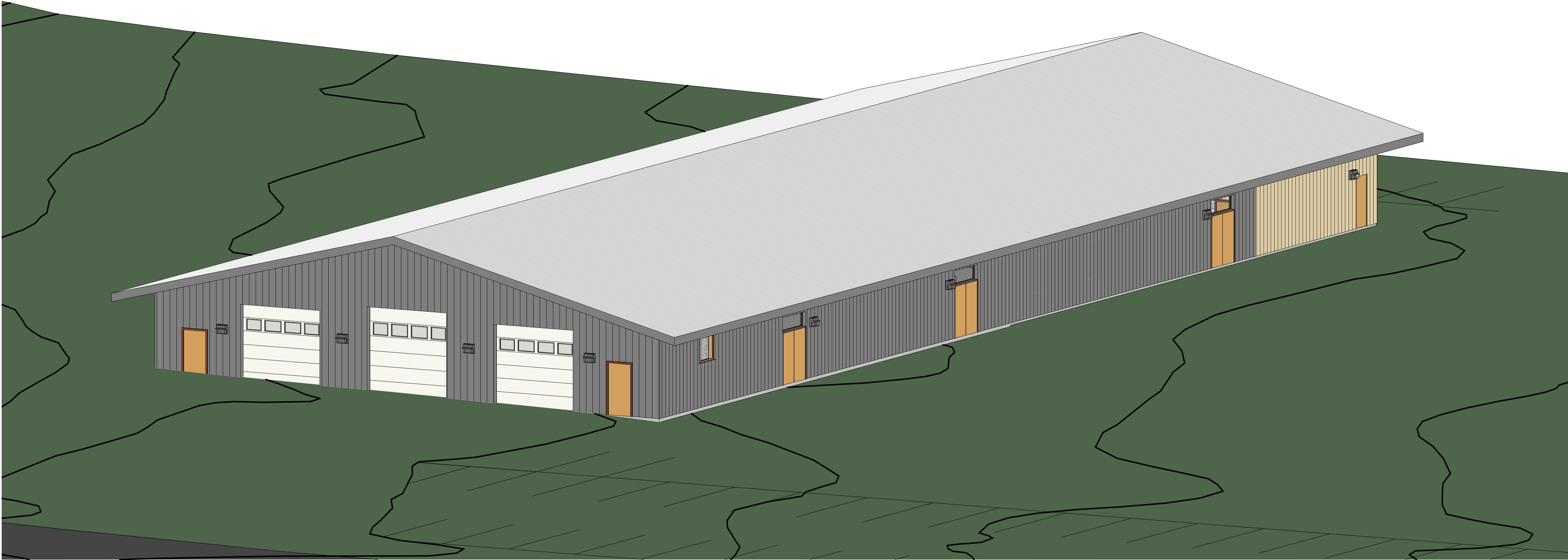
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ARCHITECTS

REVISIONS:

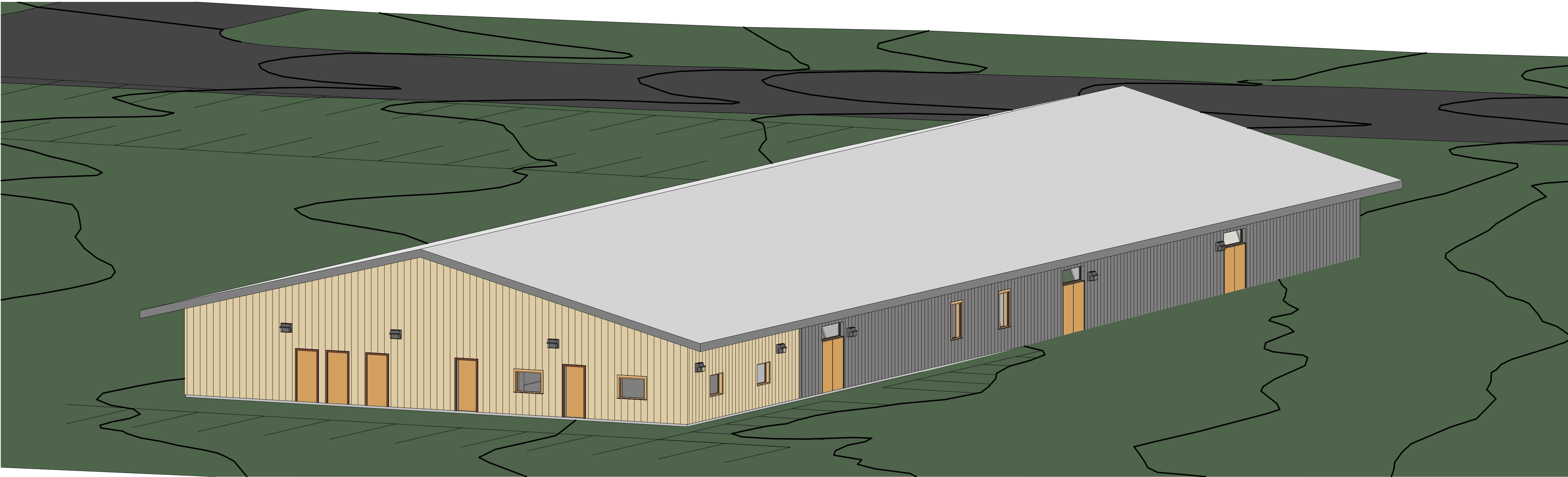
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A3.1

PERSPECTIVES



NORTHWEST 3D VIEW



SOUTHEAST 3D VIEW

STAFF REPORT



Meeting Date:	August 15, 2022	Meeting Title:	Town Council Meeting
Submitting Department:	Community Development	Presenter:	Tanya Anderson
Agenda Item:	Request Amendment and Addition to the Municipal Code Title 7 Animals as it pertains to supplemental feeding and wildlife attractants, and Title 8 Health and Safety as it pertains to garbage and refuse disposal	Public Comment:	Yes

Purpose & Policy Considerations.

The Town Council makes the final decision on all Municipal Code amendments.

Requested Action.

The Community Development department proposes amending the Jackson Municipal Code relating to supplemental feeding of wildlife, wildlife attractants, and garbage and refuse disposal in order to reduce human-wildlife conflicts, including human-bear conflicts. Staff recommends the following:

Title 7 Animals

- Amending § 7.02.010 Definitions
- Amending § 7.08.070 Supplemental feeding of certain animals
- Adding § 7.08.080 Wildlife attractants prohibited

Title 8 Health and Safety

- Adding § 8.12.105 Receptacles required
- Adding § 8.12.108 Closed garbage containers required

Recommendations.

The Community Development Director recommends **approval** of the Municipal Code amendments and additions as presented in this staff report.

Background.

At the October 18, 2021 Town Council Meeting the following motion was made and passed:

I move to direct staff to:

- *Research options for adopting rules for the Town – whether formal regulations, guidelines or otherwise – that will make the town more bear-safe, with an emphasis on making garbage and other bear attractants less accessible and less attractive to bears; and*
- *Provide analysis of what resources, whether human, financial, or otherwise, will be needed to address the issue; whether those resources are readily available to the town government; and, if not available, what trade-offs may be made to accomplish the goal; and*
- *Present the options by February 2022.*

At the January 18, 2022 Town Council Workshop, Community Development Director presented findings as requested.

The following motion was made and passed:

I move to direct staff to proceed with implementation steps necessary to reduce bear and other wildlife conflicts in the Town of Jackson as provided in alternatives 1, 2, and 3 in the staff report dated January 18, 2022 and as discussed by Council at the meeting.

Alternative 1 focused on voluntary measures such as a community education campaign and action on Town owned/controlled property to “lead by example.” Alternative 2 was to amend the Land Development Regulations (LDRs) or Municipal Code to require bear/wildlife resistant trash containers. Alternative 3 was to negotiate franchise agreements with waste haulers to require bear-resistant containers be utilized in their services.

To assess alternatives 1, 2, and 3, staff reviewed the approved amendments to Teton County LDRs related to wildlife feeding and bear-resistant trash containers, met with stakeholders for feedback related to the amendments, and evaluated the three alternatives as directed by Town Council. Stakeholder groups included Bear Wise (comprised of Grand Teton National Park, Bridger-Teton National Forest, Wyoming Department of Game & Fish, Fish and Wildlife Service, and the Jackson Hole Wildlife Foundation), waste haulers, and Teton County Integrated Solid Waste and Recycling.

Analysis.

Upon further review of alternatives staff is recommending moving forward with Alternative 1 Community Education Campaign and Alternative 2 Regulatory Measures proposed as amendments and additions to the Municipal Code and do not recommend Alternative 3 revising current franchise requirements.

Staff recommends using the Municipal Code as wildlife feeding and trash receptacles are already regulated therein and can be amended, while amending the LDRs would require both adding new sections and aligning the Municipal Code to the LDRs. As such, staff recommends amending the Municipal Code over creation of an LDR.

What is being regulated. Staff recommends regulating trash *and* attractants. Sections 7.02.010, 7.08.070, and (the new) 7.08.080 relate to supplemental feeding of wildlife and wildlife attractants, and the new sections 8.12.105 and 8.12.108 relate to trash. Bears and other wildlife are attracted to both unsecured trash and other food sources, such as fruit-bearing trees, compost, and seed. Staff finds regulating both is necessary to reduce conflicts.

Staff does not recommend regulating recycling. Recyclables are different from trash and should not contain food rewards. This aligns with the new County LDRs.

Summary of key changes.

Key changes to **Title 7 - Animals**, which would apply to the entire Town of Jackson, include the following:

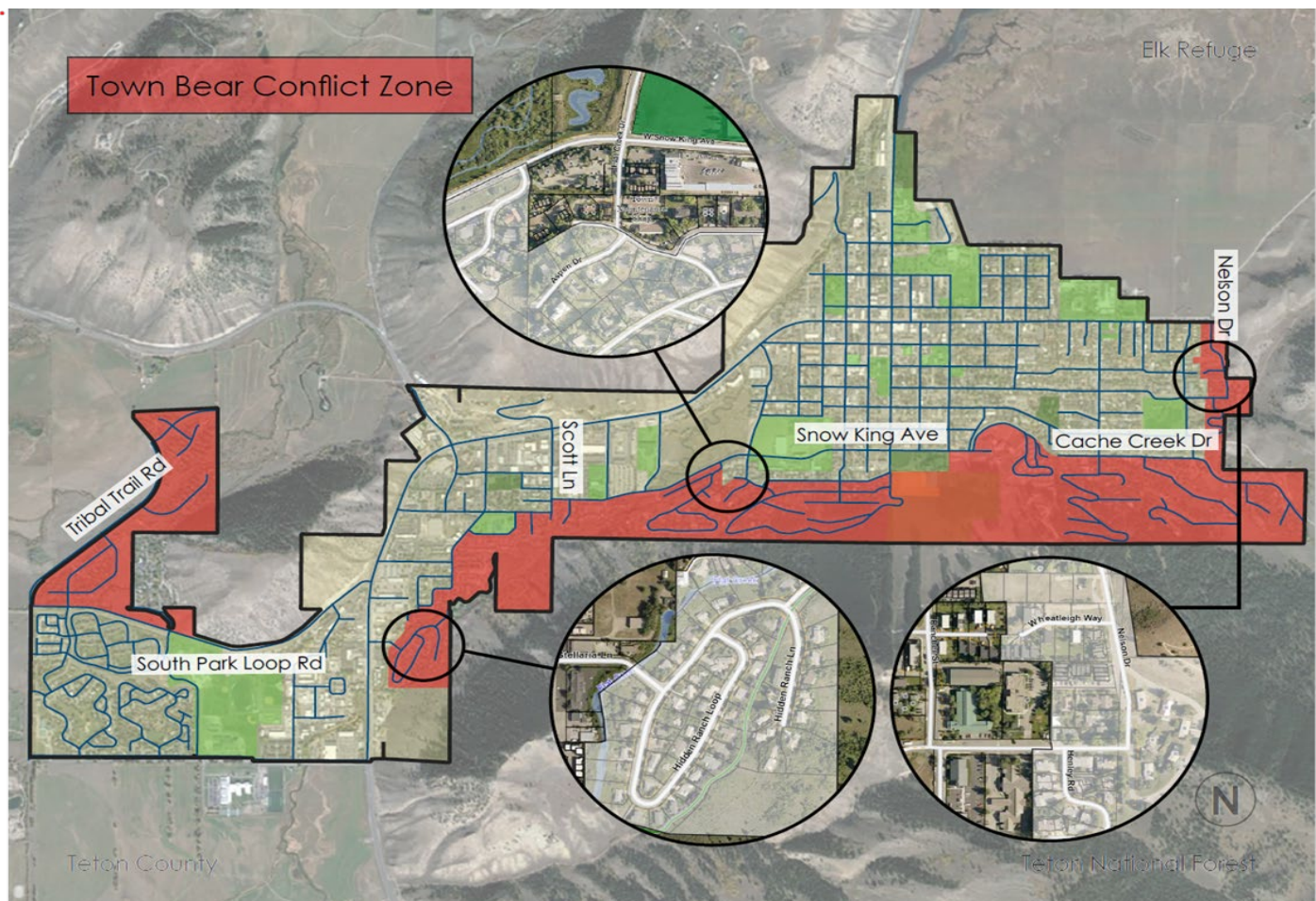
- Simplified definitions of “animal” to be any living creature, domestic or wild, other than a human, and of “wildlife” to be any non-domestic animal.
- Prohibition of feeding for all wildlife, intentionally or unintentionally, rather than prohibiting feeding of certain species on a list. Feeding of livestock, raising crops, and cultivating lawns and gardens are excluded.
- Birdfeeders are allowed, but must be inaccessible to wildlife other than birds and the area below the feeders must be kept free of the accumulation of seeds and other edible materials.
- Attractants such as compost and animal feed shall not be stored or placed about properties, or shall be kept in bear-resistant containers or enclosures.
- New ornamental fruit-bearing trees shall not be planted. Existing ornamental fruit trees shall be managed by harvesting, pruning, or fencing. Crabapple and cherry trees are attractants to bears and can be the cause of conflict. Native trees, even if they produce berries, are not prohibited, as they provide food for a wide variety of wildlife including birds.

Key changes to **Title 8, Health and Safety**, which would apply only in areas within a proposed designated Bear Conflict Zone (see map below), include:

- Designation of a Bear Conflict Zone. The zone may be updated in the future if there is a significant increase in conflicts in areas not currently within the zone.

- Within the Bear Conflict Zone, trash shall be stored in certified bear-resistant containers or bear-resistant enclosures. Residents and businesses who haul their waste to the transfer station themselves and do not subscribe to a trash pickup service may use containers that are not bear-resistant if the containers are stored within a bear-resistant building or enclosure while on their property.
- Construction sites must use bear-resistant containers for attractant waste. Non-bear-resistant containers may be used for non-attractant waste.
- Bear-resistant containers shall be self-locking and International Grizzly Bear Committee (IGBC) certified or approved by an alternative organization designated by the Town.
 - Containers that are not self-locking have low compliance rates and are not effective deterrents.
 - Sometimes containers that are on the IGBC list are dropped temporarily. Flexibility in the designating agency avoids costly recalls that could be short-lived.
- Bear-resistant enclosures can be framed buildings with hard sides and a roof, chain link fencing that is fully enclosed and covered on top, electric fencing, self-latching doors and gates, or gates with manually operated locks.
- Bear-resistant enclosures must be repaired within 72 hours if damaged. Bear-resistant containers must be removed or replaced within 7 days of damage.
- Bear-resistant containers may not be altered beyond the manufacturer's specifications.

Where the ordinance applies. Staff used a Bear Conflict Map provided by Wyoming Game & Fish to locate verified bear-human conflicts between 2011 and 2021. Staff then drafted a Bear Conflict Zone that encompasses the areas with the highest number of conflicts, resulting in the following map:



The Bear Conflict Zone includes approximately 85% of the locations with a history of bear conflicts. Applying regulatory measures to this zone addresses the areas with the most conflicts while minimizing the cost to haulers, residents, and businesses. The remaining 15% of recorded bear conflicts are scattered throughout the Town. Requiring bear-resistant containers throughout the Town of Jackson would have a significant fiscal impact on residents, businesses, and the Town of Jackson. At this point, staff recommends voluntary shifts in behavior rather than regulation in the areas outside of the Bear Conflict Zone.

It is possible that by regulating trash bins in the Bear Conflict Zone bears will move further into Town to receive food rewards. Staff will continue to track bear conflicts in the Town and will review the effectiveness of the Municipal Code changes. The Bear Conflict Zone could be expanded later, if needed. Waste haulers who are ordering bear-resistant containers have predicted that it would take a year or more to get residential bear-resistant trash cans throughout the community, and longer to address commercial dumpsters. Blanket regulations across the Town of Jackson would delay implementation and could lead to increased human-bear conflicts. Limiting the ordinance to areas within the Bear Conflict Zone will ensure that bear-resistant trash cans go to the highest conflict areas first.

When the ordinance takes effect.

Staff is recommending that the new regulations take effect by April 1, 2023. The timing and effective date will be further discussed during the required three (3) readings of the ordinances. Considerations to be considered regarding the effective date include allowing time to complete an education/information campaign, purchase of new receptacles, hauler setup and implementation, etc.

How compliance will be ensured.

Compliance with the ordinance will be managed by Town of Jackson enforcement officers with education and outreach being the responsibility of Community Development and Planning.

Additional Recommendations.

The proposed Municipal Code changes are designed to prevent wildlife feeding within the Town of Jackson and reduce the attractants associated with trash in areas with a history of wildlife-human conflicts. By limiting bear-resistant trash regulations to a high conflict zone, we can address the issue of human-wildlife conflicts quickly and efficiently. If Town Council moves to make the recommended Municipal Code changes provided herein, staff will concurrently:

1. Stand up a Town-wide education and outreach campaign, particularly targeting residents and businesses within the Bear Conflict Zone.
2. Monitor the effectiveness of the bear-resistant trash regulations in the Bear Conflict Zone and provide updates to Council.
3. Provide Council options with regard to phasing in bear-resistant containers for all Town-owned facilities and residences, and public places (not just those in the Bear Conflict Zone).

Possible Alternatives.

Staff had originally considered using trash hauler franchise agreement requirements (alternative 3) as an implementation strategy. Although this is still an alternative staff is not recommending it as it would likely delay action until the agreements are up for renewal in 2024 and beyond. It could also lead to some haulers not renewing their contracts. This would affect the viability of locally owned businesses, and could impact service, as the remaining haulers may not have the capacity to expand their service to absorb additional customers. Additionally, this option does not address other wildlife attractants, such as ornamental fruit-bearing trees.

Comprehensive Plan & Priority Alignment.

Principle 1.1—Maintain healthy populations of all native species.

For future generations to enjoy the ecosystem that exists today the community must manage our impacts to wildlife, wildlife habitat, and wildlife movement corridors on private and public land. The prevalence of wildlife that is central to our ecological, social, and economic character requires an intact ecosystem that supports all native species. Therefore, efforts to protect wildlife must extend to all native species.

Policy 1.1.d: Limit human/wildlife conflicts

Limiting impacts to wildlife, wildlife habitat, and wildlife movement corridors include limiting wildlife/human conflicts. Designing for wildlife permeability is necessary but attracting wildlife into the built environment can be dangerous for both wildlife and humans. Human/wildlife conflicts, especially those involving large predators, can result in human injury and/or relocation or killing of the animal. The tiered system of protections described in Policy 1.1.b should consider measures to limit wildlife attractants near the built environment, such as palatable vegetation and accessible trash.

Public Comment.

On June 9, 2022, staff met with a group of waste haulers to seek feedback on how the transition to bear-resistant trash containers was going in the County, and input on implementing bear-resistant containers in the Town of Jackson. Feedback from the waste haulers pointed out several challenges:

1. It takes time to get bear-resistant cans. According to one hauler's estimate, it would take about a year to get enough cans for every residence within the Town of Jackson. It would take longer to address commercial dumpsters.
2. Bear-resistant cans are more expensive. Bear resistant cans for every residence in the Town of Jackson would cost residents an estimated \$1.09 million dollars according to one manufacturer. Commercial dumpsters average \$5,000 each.
3. Additional staff time is required by haulers to service bear-resistant containers. This is passed on to customers through higher rates for bear-resistant cans and service. One hauler noted that if bear-resistant containers were enforced for all businesses in Town, they would need two people on each truck instead of one. Currently, haulers lack confidence in their ability to hire additional staff.
4. The alleys in the downtown core are too narrow to support bear-resistant dumpsters. Upgrades to infrastructure would be required and could be costly.
5. Commercial bear-resistant dumpsters are heavier and noisier than standard dumpsters. Requiring them in the downtown core would increase noise pollution and the added weight would accelerate damage to roads.
6. There are some safety concerns with commercial dumpsters, as users can get fingers stuck in them.
7. There has been an additional burden on administrative staff, who now spend more time answering questions and working with clients than usual.

On August 5, 2022, staff met with haulers again to seek feedback on our draft amendments to the Municipal Code. The haulers present at that meeting expressed that they would be able to manage servicing bear-resistant containers within the Bear Conflict Zone. One hauler stated that the bear-resistant container manufacturer he used would not have enough cans available until February. The company would need time to distribute cans after that. All haulers requested having time prior to implementation of the ordinance. Collectively, they estimated that about 70 percent of their customers in Teton County are in compliance with the county-wide LDR amendments that went into effect July 1, 2022.

On June 8, 2022, staff met with Bear Wise, a group of agency officials that work on wildlife issues. Staff met with Bear Wise again on July 29, 2022 to share the Bear Conflict Zone map and draft amendments to the Municipal Code. Feedback from this group included a suggestion from Teton County Public Works to prohibit alterations of bear-resistant containers beyond the manufacturer's specifications, and a suggestion from the Wyoming Game and Fish Department to prohibit unintentional feeding of wildlife along with intentional feeding. Staff agreed with these suggestions and edited the draft amendments to reflect them. Several members of the Bear Wise group expressed a desire for stricter

regulations regarding bird feeders. Based upon previous feedback received from the bird watching community regarding accessibility issues for senior citizens, staff chose to keep bird feeder regulations similar in scope to Teton County's LDRs.

A variety of other stakeholders were sent a copy of the Bear Conflict Map and draft amendments to the Municipal Code for feedback.

Wyoming Wildlife Advocates expressed concern that the bear-resistant trash ordinance only applies within the Bear Conflict Zone and does not apply to the entire Town of Jackson. They wrote that "research out of [Durango](#) and other communities has shown that when you get attractants in one area secured, bears often go to other areas to find food. If these conflict priority areas have garbage and other attractants secured, it may cause bears to begin to go farther into town where there are worse attractants like grease traps and dumpsters that are often overfilled." They shared concern that bears pose a greater threat to humans in the higher density areas and encouraged staff to include the entire town within the ordinance.

The Jackson Hole Conservation Alliance suggested expanding the conflict zone to include everything south of South Park Loop Road to connect Tribal Trails to the Hidden Ranch area.

Grand Teton National Park wrote in support of the consistency between the proposed amendments to the Municipal Code with the updated LDRs for the County as well as food storage regulations on federal jurisdictions. They added that "the proposed conflict zone map and associated bear-resistant requirements fit well with my understanding of the spatial distribution of bear conflicts in Jackson," and "focusing resources on securing attractants (e.g. trash) on the periphery so bears aren't encouraged to proceed any farther has been effective in other localities. We used a similar strategy in the park when phasing food storage lockers in overtime".

Teton County Integrated Solid Waste and Recycling has expressed support for bear-resistant container regulations if it does not conflict with Pay-As-You-Throw pricing, a component of the Road to Zero Waste plan. Pay-As-You-Throw incentivizes waste reduction practices such as composting, recycling, and diversion of materials by charging smaller fees to customers who produce less waste. This can be accomplished through offering two or three different sizes of trash can and charging according to the size of the bin and by offering less frequent pickup for a lower rate.

Currently, at least one waste hauler offers lower fees for customers who use smaller bins. There are multiple bear-resistant container sizes available, and two sizes are currently being offered by a Jackson Hole Bear Solutions. Customers with several other haulers can choose different frequencies of pickup to reduce their costs. The proposed amendments to the Municipal Code should not interfere with a future adoption of Pay-As-You-Throw pricing.

Fiscal Impact.

Most of the cost of implementation falls on residents, businesses, and waste haulers.

- Residents within the Bear Conflict Zone will be required to upgrade to a bear-resistant trash container. Bear-resistant containers for residential customers are estimated at \$400 per bin. Residents with bear-resistant trash containers also pay an increased fee for waste hauling, which is approximately \$10 more per month than service for non-bear-resistant containers. Bear Solutions Jackson Hole offers bear-resistant trash containers to residents for free or reduced cost to help mitigate the financial burden of the container. By reducing their waste, residents may be able to use a smaller container or elect less frequent pickup to mitigate the increased cost of waste hauling.
- The cost of commercial bear-resistant trash dumpsters is also higher, averaging about \$5,000 per dumpster. The increase in cost for waste hauling is approximately \$50 more per month for commercial customers using dumpsters. There are few commercial businesses within the Bear Conflict Zone that will be affected by the amendments to the Municipal Code.

There will also be costs to landowners to manage fruit tree removal or harvest, replace, or improve birdfeeders, and provide exclusionary fencing for other attractants.

If Council elects to replace all trash containers on Town-owned land (whether at one time or on a phased-in schedule), the costs would be approximately \$400 per residential container and \$5,000 per dumpster, as well as the ongoing increased cost of service to haul bear-resistant containers. Expanding the Bear Conflict Zone to the entire Town of Jackson might also require infrastructure changes in the downtown core to accommodate larger, heavier dumpsters and trucks.

Staff Impact.

Staff impact related to stakeholder outreach, creating a conflict map, drafting amendments to Municipal Code, aligning the new code with the County LDR Amendments when practicable and completing this staff report required approximately 60 hours of staff time, mostly felt in the Community Development, Long-range Planning, and Legal Departments. Implementation of the Municipal Code amendments and communication with stakeholders and the public will take an estimated 30 hours of staff time.

Attachments or Links.

- Draft changes to Title 7
- Draft changes Title 8
- Bear Conflict Zone Map
- Public Comment

Suggested Motion.

I move to approve the proposed amendments to Titles 7 and 8 of the Municipal Code as presented by staff in this August 15, 2022 staff report, including any minor modifications required by staff.

Chapter 7.02
DEFINITIONS, ADMINISTRATION AND ENFORCEMENT

Sections:

- 7.02.010 Definitions
- 7.02.020 Purpose - Authority - General Provisions
- 7.02.030 Capture of Animals
- 7.02.040 Impounding
- 7.02.045 Possession of Impounded Animals
- 7.02.050 Adoption - Fee
- 7.02.060 Violation - Penalty

7.02.010 Definitions.

The following definitions shall apply to this title, unless otherwise stated:

...

- B. "Animal" means any living ~~dumb~~ creature, domestic or wild, other than a human. as defined in this title as "dog", "domestic animal", "fowl", "horse", "livestock" or "predatory animal."

...

- U. "Wildlife" means any non-domestic animal, including, but not limited to antelope, bighorn sheep, deer, elk, moose, mountain goat, bobcat, black bear, grizzly bear, mountain lion, lynx, wild bison, coyote, fox, raccoon, beaver, skunk, badger, porcupine, and wolf.

Chapter 7.08
TREATMENT AND USE OF ANIMALS

Sections:

- 7.08.010 Killing, maiming or disfiguring animals.
- 7.08.020 Cruelty to animals.
- 7.08.030 Leaving animals in a public place.
- 7.08.040 Release of animals.
- 7.08.045 Gate and fence maintenance.
- 7.08.050 Obedience to traffic regulations.
- 7.08.060 Vehicular collisions with animals.
- 7.08.070 Supplemental ~~F~~eeding of ~~certain animals~~ wildlife.
- 7.08.080 Wildlife attractants prohibited.

...

- 7.08.070 Supplemental ~~F~~eeding of ~~certain animals~~ wildlife.

- A. ~~Definitions.~~

1. ~~“Supplemental feed attractants” are includes any human food, pet food, hay, forage product or supplement, grain, honey, seed or birdseed, salt or mineral licks, garbage, or other attractants supplemental feed product made available to wildlife.~~
2. ~~For the purposes of this section “agricultural” means the science or art of cultivating the soil, producing crops, boarding and/or raising permitted livestock.~~
- A. No person shall ~~knowingly or intentionally~~ provide supplemental feed to wildlife. ~~attractants to the following animals, unless specifically authorized by an agency of either the State of Wyoming or the United States of America: antelope, bighorn sheep, deer, elk, moose, mountain goat, bobcat, black bear, grizzly bear, mountain lion, lynx, wild bison, coyote, fox, raccoon and wolf.~~
- C. As used in this section, the term “supplemental feed” means any additional feed product of any kind given to wildlife, and includes but is not limited to any human food, garbage, pet food, hay, salt or mineral supplements, forage product or supplements, grain, honey, seed or birdseed, and any other feed product that may be consumed by wildlife. made available to wildlife.
- B. A person engaged in any of the following activities is not subject to liabilityies under this section:
 1. ~~A person engaged in t~~The normal feeding of livestock, excluding the storage of the feed;
 2. ~~A person pursuingThe pursuit of an agricultural purpose practices on land taxed as agricultural land as defined by W.S. 39-13-101(a)(iii);~~
 2. ~~A person engaged in t~~The practice of raising crops and crop aftermath, including hay, alfalfa and grains, produced, harvested, stored, or fed to domestic livestock in accordance with normal agricultural practices;
 3. ~~A person engaged in t~~The cultivation of a lawn or garden, which generates incidental food sources such as lawns and garden produce; and/or,
 4. ~~A person engaged in b~~Bird feeding, but if and only if the bird or hummingbird feeder is inaccessible to any wildlife other than birds and the area below the feeder is kept free of the accumulation of seed, seed debris, or other edible materials. D; or bird food is made unavailable to the animals specified in paragraphs A and B of this Section.
 5. The person is authorized to provide supplemental feed by an agency of either the State of Wyoming or the United States of America.

(Ord. 920 § 2, 2009, Ord. 727 § 1, 2003).

7.08.080 Wildlife attractants.

- A. As used in this section, the term “wildlife attractant” means any substance which could reasonably be expected to attract wildlife or lead to the unintentional feeding of wildlife, which includes, but is not limited to, trash, food products, pet food, feed, fruit, compost, or any other material attractive to or edible by wildlife. Wildlife attractant does not include recyclables that have been rinsed and cleaned.
- B. No person shall knowingly store, keep, leave out, dispose of, or place any wildlife attractants on or about any property.
- C. All wildlife attractants shall be stored in a bear-resistant container or inside a bear-resistant building, fencing, or enclosure as set forth in Section 8.12.105.
- D. Ornamental Fruit Bearing Trees. Ornamental fruit bearing trees, which are not harvested for food and include but are not limited to crabapple and cherry trees, shall not be planted. Existing ornamental fruit bearing trees shall be managed to prohibit wildlife from feeding on fruit, and therefore, shall be either fenced in compliance with Section 8.12.105 or maintained by pruning the tree branches to be at least 10 feet from the ground and by keeping the area below the tree free of any fruit.
- E.

(Ord. §).

Chapter 8.12 GARBAGE AND REFUSE DISPOSAL

Sections:

- 8.12.010 Purpose--Enforcement.
- 8.12.020 Definitions.
- 8.12.030 Storing or scattering refuse prohibited.
- 8.12.040 Premises to be kept clean and orderly.
- 8.12.050 Receptacles required.
- 8.12.060 Closed garbage containers required.
- 8.12.070 Regulations for collection by town.
- 8.12.080 Using boxes for garbage unlawful.
- 8.12.090 Placing loose material on street unlawful.
- 8.12.100 Abuse of receptacles by collectors prohibited.
- 8.12.105 Bear-resistant container or building, fencing, or enclosure required in bear mitigation zone.
- 8.12.106 Maintenance and operation of bear-resistant containers and buildings, fencing, and enclosures.
- 8.12.110 Burning garbage and refuse prohibited.
- 8.12.120 Endangering property by careless burning unlawful.
- 8.12.130 Cleaning premises required upon vacating.
- 8.12.140 Covering vehicle required.
- 8.12.150 Dumping refuse prohibited.
- 8.12.160 Trailer and mobile home park owners--Garbage removal duty.
- 8.12.165 Open burning.
- 8.12.166 Recreational fires.
- 8.12.170 Penalty for violations.

...

8.12.105 Bear-resistant container or building, fencing, or enclosure required in bear mitigation zone.

- A. For the purposes of this section, the following definitions shall apply:
 - 1. "Attractant waste and refuse" means all trash or other substances that could reasonably be expected to attract bears, which includes, but is not limited to, kitchen organic waste, food, food packaging, toothpaste, deodorant, lotion, insect repellent, cosmetics, spices, seasoning, grease, pet food, pet food packaging, soiled diapers, and sanitary pads. Attractant waste and refuse does not include recyclables that have been rinsed and cleaned or yard rubbish.
 - 2. "Bear conflict zone" means the area(s) within the Town of Jackson designated by Town Council resolution "bear conflict zone," which resolution may be updated from time to time by subsequent resolutions.
 - 3. A "bear-resistant building, fencing, or enclosure" is one that consists of or contains:
 - a. A framed building, fencing, or enclosure with hard sides and a roof constructed of wood, non-reflective metal, or other like product reasonably designed and manufactured to withstand an intrusion by a bear;
 - b. Chain-link fencing that is fully enclosed, including the top being fully covered;
 - c. Functional and maintained electric fencing designed to exclude bears; or
 - d. A combination of the above; and

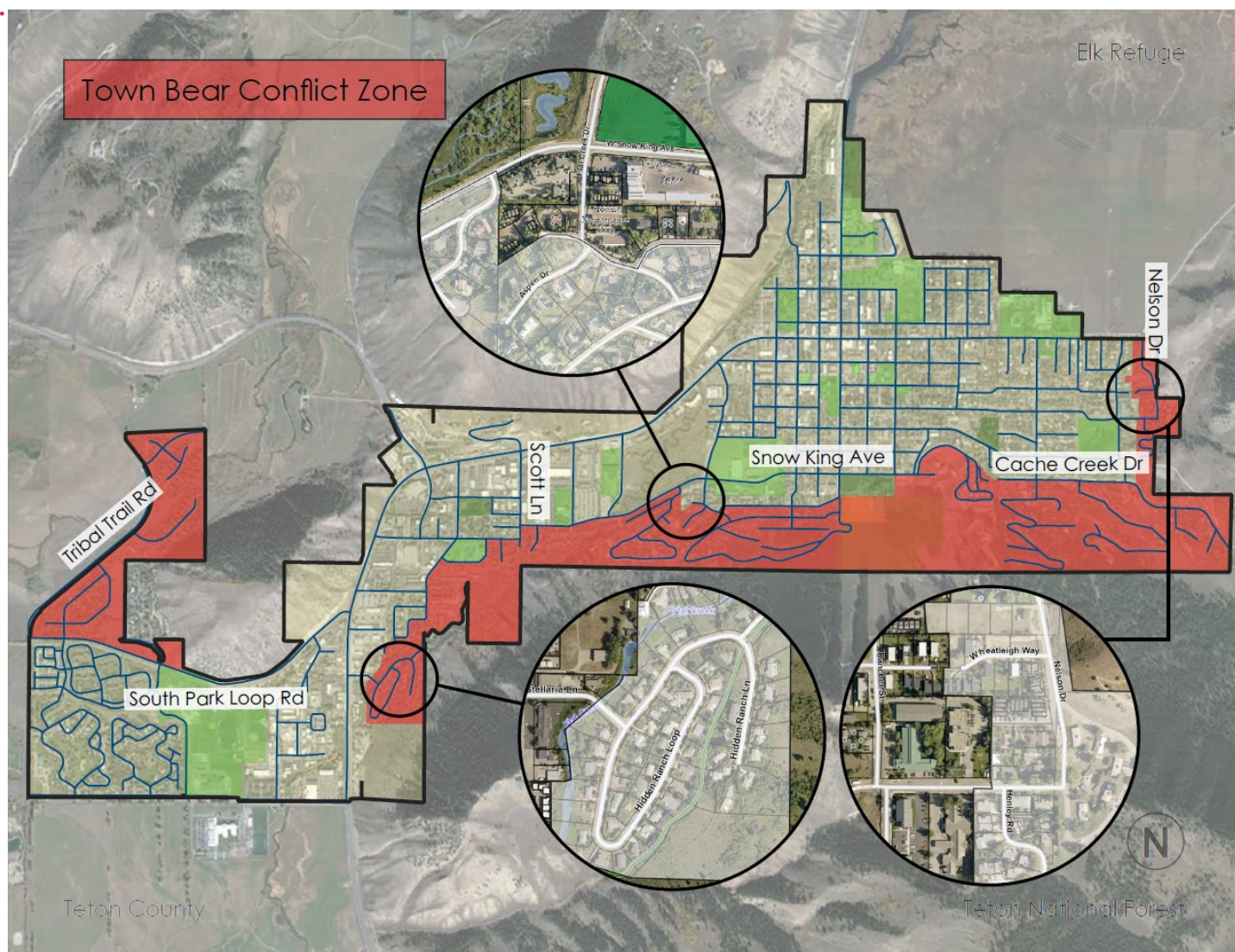
- e. Functional, maintained self-latching doors and gates, or doors and gates with manually-operated locks.
- 4. "Bear-resistant container" means a self-locking container or dumpster that is certified to be bear-resistant by the Interagency Grizzly Bear Committee (IGBC) or is approved by an alternative organization designated by the Town. A list of certified bear-resistant containers and dumpsters and the manufacturers that produce these products is available on the IGBC website or through the alternative organization designated by the Town.
- 5. "Property" means any residence, building, premises, place of business, or public building or place.
- 6. "Yard rubbish" means tree branches, twigs, grass, shrub, clippings, weeds, leaves, and other general yard, garden, and organic waste material.
- B. The following requirements apply to collection and disposal of attractant waste and refuse within the bear conflict zone:
 - 1. Every owner, lessee, or occupant of any property shall properly store all attractant waste and refuse in a bear-resistant container.
 - 2. Attractant waste and refuse may be stored in a non-bear-resistant container as long as the container is stored within a bear-resistant building, fencing, or enclosure at all times while on the property.
 - 3. All containers at construction sites that include any attractant waste and refuse shall be bear-resistant containers, which shall be kept closed and secured at all times when not in active use. Non-bear-resistant containers may be used to store construction trash that does not contain attractant waste and refuse.

(Ord. _____, _____.)

8.12.106 Maintenance and operation of bear-resistant containers and buildings, fencing, and enclosures.

- A. Bear-resistant containers, buildings, fencing, and enclosures shall be functioning and closed and secured when attractant waste and refuse is not actively being deposited.
- B. Manufactured bear-resistant containers shall not be altered, modified or in any manner changed beyond the manufacturer's specifications and doing so renders the container out of compliance with this Code.
- C. A damaged bear-resistant building, fencing, or enclosure that may be accessed by bears shall be repaired within seventy-two (72) hours after the damage.
- D. A damaged bear-resistant container must be replaced or removed by the trash hauler within seven (7) days after the damage.
- E. Trash haulers are required to display their business names on all receptacles they provide within the Town.

(Ord. _____, _____.)



Dear Jackson City Council,

On behalf of the ISWR Advisory Board, I would like to request as you move forward with plans for wildlife-resistant garbage receptacles that it is done in tandem with ISWR's plans for "pay-as-you-throw (PAYT)."

We are all passionate about protecting wildlife and minimizing unnecessary human interaction and support your and other advocates' efforts in this regard. We are also passionate about the resolve to continue down the road to zero waste. One of the next steps is PAYT.

Simply stated, PAYT will involve differing sizes of residential trash collection bins, and the opportunity for less frequent pick-ups. It would also necessarily eliminate "snow-coning" (filling a bin so full the lid won't shut) and leaving additional bags of garbage outside of the bin. These requirements are all compatible with wildlife-resistant containers.

In other parts of the country, PAYT programs have resulted in significant reductions in waste generation and increases in recycling. PAYT is a keystone component of The Road to Zero Waste Resolution and the goal of 60% waste diversion.

Implementation of PAYT will require changes in waste hauler contracts and ensuring that all bins are properly fitted with the proper apparatus to deter wildlife. It will also require enforcement.

We believe that PAYT is complementary to the bear-deterrence goals and hope to see a joint effort between ISWR and other stakeholders as this process moves forward.

A handwritten signature in black ink, appearing to read 'Paul Cherry', with a stylized flourish at the end.

Paul Cherry – ISWR Board Chair

Supported and approved by ISWR board members: Elizabeth Ferguson, Baker, Rani Carr, Katilin Creasey, Erik Kimball, Lindsey Ehinger, Kahlynn Huck

ORDINANCE 1320

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1074 (PART), 1077, 1078, 1082, 1088, 1099, 1117, 1120, 1131, 1133, 1135, 1156, 1168, 1178, 1184, 1197, 1207, 1239, 1240, 1241, 1244, AND 1251; SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND AMENDING THE TOWN OF JACKSON OFFICIAL ZONING DISTRICT MAP TO CHANGE THE CURRENT ZONING DESIGNATION OF 1.67 ACRES OF LAND ADDRESSED AS 460 EAST BROADWAY AVENUE AND CURRENTLY ZONED NEIGHBORHOOD MEDIUM DENSITY-2 TO PUBLIC/SEMI-PUBLIC (P22-053); AND ESTABLISHING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED THAT:

SECTION I.

Section 1 of Town of Jackson Ordinance Nos. 1074 (part), 1074 (PART), 1077, 1078, 1082, 1088, 1099, 1117, 1120, 1131, 1133, 1135, 1156, 1168, 1178, 1184, 1197, 1207, 1239, 1240, 1241, 1244, and 1251; Section 2 of Town of Jackson Ordinance 1074 (part) and the Official Zoning District Map of the Town of Jackson are hereby amended to change the zoning classification of the following described parcel from Neighborhood Medium Density-2 To Public/Semi-Public (P22-053), to wit:

PT NE1/4NW1/4, Section 34, Township 41, Range 116.
PIDN: 22-41-16-34-2-00-001

(Ord. 1320 § 1, 2022; Ord. 1074 § 1, 2014; Ord. 1077 § 1, 2014; Ord. 1078 § 1, 2014; Ord. 1082 § 1, 2015; Ord. 1088 § 1, 2015; Ord. 1099 § 1, 2015; Ord. 1117 § 1, 2016; Ord. 1120 § 1, 2016; Ord. 1131 § 1, 2016; Ord. 1133 § 1, 2016; Ord. 1135 § 1, 2016; Ord. 1156 § 1, 2016; Ord. 1168 § 1, 2017; Ord. 1178 § 1, 2017; Ord. 1184 § 1, 2017; Ord. 1197 § 1, 2018; Ord. 1207 § 1, 2019; Ord. 1239 § 1, 2019; Ord. 1240 § 1, 2019; Ord. 1241 § 1, 2019; Ord. 1244 § 1, 2020; Ord. 1251 § 1, 2020; Ord. 1074, § 2, 2014.)

SECTION II.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION III.

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

SECTION IV.

This Ordinance shall become effective after its passage, approval, and publication.

PASSED 1ST READING THE 18th DAY OF JULY, 2022.

PASSED 2ND READING THE 1st DAY OF AUGUST, 2022.

PASSED AND APPROVED THE _____ DAY OF _____, 2022.

TOWN OF JACKSON

BY: _____
Hailey Morton Levinson, Mayor

ATTEST:

BY: _____
Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. _____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of _____, 2022.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Riley Taylor, Town Clerk

MEMORANDUM

TO: Mayor and Town Council

FR: Tyler Sinclair, Interim Town Manager

DT: August 15, 2022

RE: Town Manager's Report

Town Manager Position Roles and Responsibility Refinement Work

As directed at the June 6, 2022 Special Town Council meeting, staff has been working on the engagement of a strategic contractor to define the role and responsibility of a permanent Town Manager. Staff is currently working with Heather Bergman and Heidi Brinkman to move forward with a review of the current Town organizational structure and the relationship between the structure and what is desired for the next Town Manager. The work, as proposed, includes interviews with the Town Council, data collection from Town Manager and Town Attorney performance appraisals, collection of new data from staff which will include an online survey, optional interviews, and drop in virtual meetings, and finally a review of best practices and current trends. The results of this work will then be presented and discussed at a Town Council retreat scheduled for October 24, 2022.

Once the Council has refined the roles and responsibilities for the position and worked through any structural changes in the organization, work can then begin on moving forward with filling the Town Manager position.

With the approval of the Town Manager's report, the Interim Town Manager will finalize and execute professional services contracts with both Heidi Brinkman and Heather Bergman to move forward with this work.

October 24, 2022 Council Retreat

The Town Council retreat that was originally scheduled for August 8 has been moved to October 24, 2022. Once Larry Pardee had announced his departure, it made sense to push the date back to give time to work on the roles and responsibilities for the Town Manager position so that it could be discussed at the retreat. Staff will be working to secure a location for this meeting.

Transit Director Search Process

As you know, we were unsuccessful with this second round of interviews to fill the position of Transit Director. Staff is very appreciative and thankful of the Council's support to contract with First Transit for Bruce Abel's services as Interim Transit Director during this interim period as well as Minerva Flores' services as Interim Operations Manager. Bruce's work has helped to address areas of concern internally in the Department as well as helped shepherd the ongoing

work with the START budget, service planning, and working with our partners to continue to address transit needs in the community. Bruce Abel has indicated he is willing to assist us longer than originally anticipated while we work to fill the Transit Director position.

Minnie's comprehensive experience in the transit field, along with her prior social work experience, has served the team well during the interim. Staff is very excited to have Jason Pitts on board as our Operations Manager and he is working closely with Minnie while she is still with us to finalize some of the internal policies and procedures for the Department, especially those policies related to training new drivers and setting consistent expectations for team members.

Our next steps moving forward in this search will be a twofold approach. We plan to engage a different executive search firm, KL2 Connects, focused in the transit field that will help us refine the role of the position we are seeking to fill. Our hope is that an executive search firm focused in transit, will be able to reach and connect with experienced professionals looking for public service during a time of challenges and desire for growth in the transit options being offered in our community. Secondly, staff plans to reach out to local individuals whom we know to have proven and tested leadership and managerial skills, that may not have direct transit experience, but possess the professionalism and savvy to work in this critically important priority area for this community, public transit.