

DIRECTION & CONTROL

PURPOSE

The purpose of this annex is to explain how we will direct and control those activities of government that are essential to save lives, protect property, and maintain or restore facilities and services during and following emergency situations. This annex describes our concept of operations and organization for direction and control of such operations and assigns responsibilities for tasks that must be carried out to perform the direction and control function.

EXPLANATION OF TERMS

KDEM	Kansas Division of Emergency Management
DDC	Disaster District Committee
DPS	Department of Public Safety
EOC	Emergency Operations or Operating Center
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
OSHA	Occupational Safety and Health Administration
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
SOP	Standard Operating Procedures
KDHE	Kansas Department of Health & Environment
KHP	Kansas Highway Patrol

A. Local Emergency Management Agency (State Requirements of Jurisdiction)

1. **Compliance--Local Emergency Management Agency/Coordinator**--The County has established an Emergency Management Office within the government structure via Resolution #1994-22 which identifies the responsibilities of elected officials. The Emergency Management Office is in compliance with KAR 56-2-2 Subsection (a) (5) (C) and KSA 48-929 thru 930.
2. Our community is vulnerable to many hazards, which threaten public health and safety and public or private property. See the general hazard analysis summary in the Executive Operations Basic Plan.
3. **Coverage**--The County provides 24 hour notification through the 911 dispatch center maintained at the Sheriff's Office using cell phone, telephone and radio communications.
4. **Office Space & Staffing**— The Emergency Manager maintains an office in the County Administration Building on 207 North First Street, Westmoreland, Kansas 66549. The County has provided sufficient office space and clerical support required to perform the emergency preparedness functions and the Sheriff will act as the alternate disaster agency head when the emergency manager is not available.
5. **Responsibilities of the Emergency Manager.** The County Emergency Manager is appointed by the Board of County Commissioners of Pottawatomie County to handle all matters related to emergency situations. In addition to these duties set forth by Resolution #1989-9, the responsibilities of the office include:
 1. **Manager**--Interface with the Emergency Operations Center (Direction of EOC Operations)
 2. **Advisor**--Briefing and advising the Board of County Commissioners and others on various emergency situations.
 3. **Coordinator**-- of any disaster response.
 4. **Representative**--Liaison with other governmental agencies
 5. **Supervisor**--Direction and Guidance to the EOC
 6. **LEPC Support**--coordination for notification of releases of hazardous materials
6. Our direction and control organization must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that range from minor to catastrophic. These emergency situations include:
 1. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 - 1) Involves a limited area and/or limited population.
 - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 - 3) Warning and public instructions are provided in the immediate area of the incident, not community-wide.
 - 4) Typically resolved by one or two local response agencies or departments acting under an incident commander.

- 5) Requests for resource support are normally handled through agency and/or departmental channels.
 - 6) May require limited external assistance from other local response agencies or contractors.
2. Emergency. An emergency is a situation larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
- 1) Involves a large area, significant population, or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) May require community-wide warning and public instructions.
 - 4) Requires a sizable multi-agency response operating under an Incident Commander. The EOC may be activated.
 - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
3. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) Requires community-wide warning and public instructions.
 - 4) Requires a response by most or all local response agencies. The EOC and one or more incident command posts (ICPs) may be activated.
 - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
7. Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
8. We will use our own resources to respond to emergency situations and, if needed, request external assistance from other jurisdictions pursuant to interlocal agreements or from the State. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
9. Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge or where local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.
10. Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.

EMERGENCY OPERATIONS CENTER

B. EOC

1. Facilities & Equipment

a. **The Primary County EOC--** is located at the basement of the Pottawatomie County Sheriff's Office in Westmoreland, Kansas.

b. EOC is equipped with the following communication equipment necessary for conducting emergency operations:

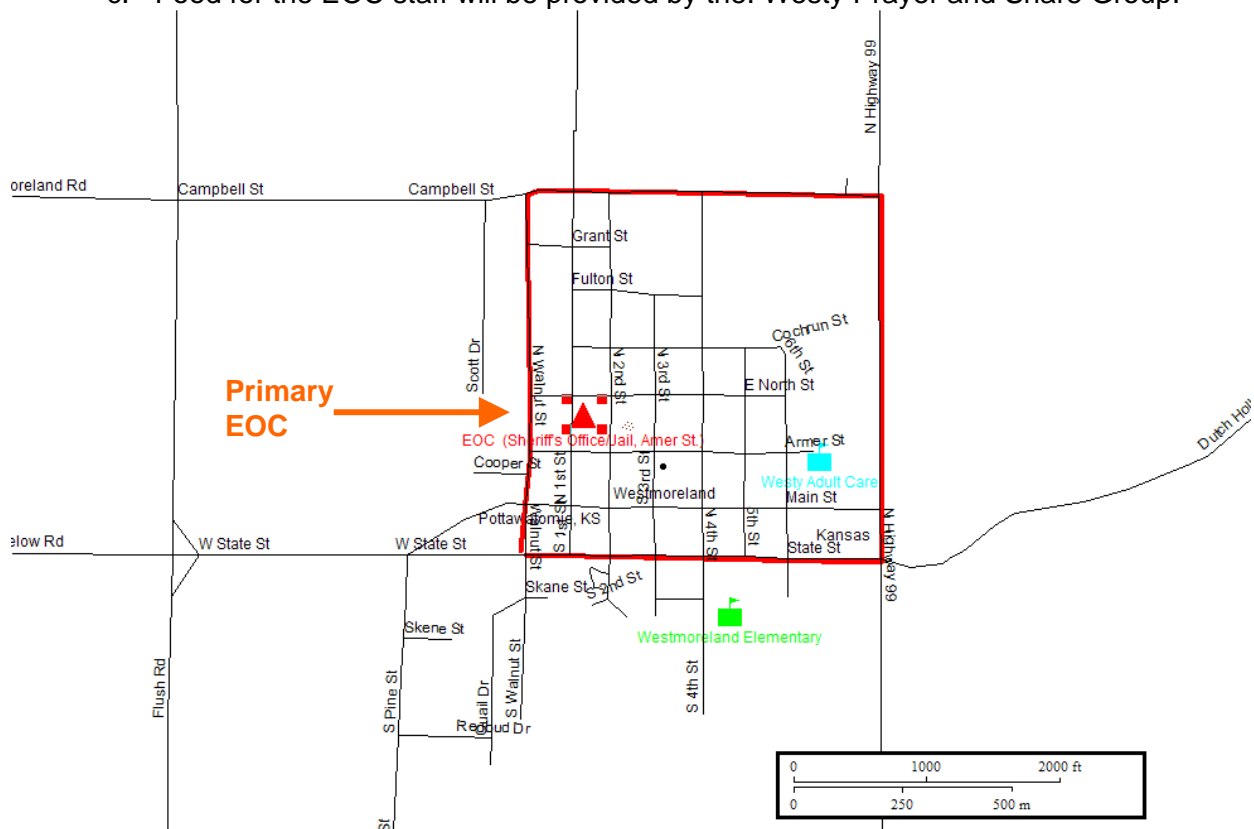
See Communications annex, for communications connectivity.

c. The EOC is equipped with emergency generator and a 1 day supply of fuel.

a. The EOC has emergency water supplies for 1 day of operation.

b. There are maps, status board and computer terminal

c. Food for the EOC staff will be provided by the: Westy Prayer and Share Group.



5. Staffing

- a. The alternate EOC staffing requirements will be determined by the magnitude of the event. The staff will include a minimum of at least one Commissioner from the County and if necessary one City Councilor from Wamego, the County Administrator. Others may be summoned when deemed necessary.

6. Alternate EOC Operational Capabilities

- a. The EOC contains updated maps of the State of Kansas, Pottawatomie County and cities within Pottawatomie County including the surrounding area. It also includes status boards required for tracking significant events. We will utilize a lap top computer in the EOC to refer to the various provisions in the County EOP.

7. Operational Readiness

- a. The Sheriff's Office personnel conduct operational tests on equipment on a monthly schedule. The operational aspects of the EOC are tested at least annually with exercises conducted in the County in coordination with County Emergency Manager.
- b. **Integrity**--The Emergency Manager is responsible for insuring that the facility is operational. It is in compliance with 44 CFR 13.31

8. Activation/Deactivation of the EOC

- a. The County Emergency Manager, Sheriff or EMS Director may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations. Deactivation will occur when there are no command and control functions necessary for emergency operations. (refer to EOC Activation/Deactivation check list in attachments).
 - 1) **Sustainment of Operations.** The Emergency Manager will coordinate any extended operations for EOC functions.
- b. The County Emergency Manager may activate the EOC, and will normally determine the level of EOC staffing required based upon the situation and also notify appropriate personnel to report to the EOC.
- c. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that the County Emergency Manager activate the EOC to provide a suitable facility to work the issue.
- d. The County Administrator will serve as EOC Supervisor.
- e. The EOC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation with minimal staff, to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel.

- 1) The principal functions of the EOC are to:
 - a) Monitor potential threats.
 - b) Support on-scene response operations.
 - c) Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.
 - d) Analyze problems and formulate options for solving them.
 - e) Coordinate among local agencies and between the [county/city] and state and federal agencies, if required.
 - f) Develop and disseminate warnings and emergency public information.
 - g) Prepare and disseminate periodic reports.
 - h) Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.
 - i) Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State.

9. EOC Security

- a. **Access**-- to the EOC will be limited during activation. All staff members will sign in upon entry [and wear their County staff badge or other identification].
- b. Individuals who are not members of the EOC staff will be identified and their reason for entering the EOC determined. Visitors with a valid need to enter the EOC will be issued a Visitor badge by the EOC Administrative staff, which will be surrendered upon departure.
- c. **Communications**-- facilities shall maintain a communications log. The EOC shall maintain a record of messages sent and received using the EOC Message Log, tab D to appendix 1.

10. EOC Staffing & Organization

- a. The general organization of the EOC during a full activation for emergency operations is depicted in Tab A to this appendix. For a partial activation of the EOC, only those staff members required to deal with a particular emergency situation will be summoned to the EOC.
- b. An EOC Staff Roster is provided in Tab B to this annex. The County Emergency Manager shall maintain and distribute a current EOC Staff Roster, including the names of EOC team members and contact information (office and home telephone numbers and pager numbers) for those individuals.

c. Organization

- 1) Our normal emergency organization, described in this Plan, will carry out the direction and control function during emergency situations.
- 2) The organization of incident command operations will in accordance with standard ICS organizational principles. The specific organizational elements to be activated for an emergency will be determined by the Incident Commander based on the tasks that must be performed and the resources available for those tasks.
- 3) The organization of the EOC is depicted in Tab A to Appendix 1. The EOC may be activated on a graduated basis. Department/agency/volunteer group EOC staffing requirements will be determined by the Chairman of the County Commissioners based on the needs of the situation.

11. Assignment of Responsibilities

- a. The Chairman of the County Commissioners will:
 1. Establish general policy guidance for emergency operations.
 2. Direct that the EOC be partially or fully activated.
 3. When appropriate terminate EOC operations.
- b. The County Emergency Manager will:
 1. Develop and maintain the EOC Staff Roster and EOC operating procedures.
 2. Activate the EOC when requested or when the situation warrants.
- c. The County Administrator will:
 1. Serve as an EOC Supervisor.
 2. Advise the County Commissioners on emergency management activities.
 3. Coordinate resource and information support for emergency operations.
 4. Coordinate emergency planning and impact assessment.
 5. Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.
- d. The Incident Commander or Emergency Manager will:
 1. Establish an ICP and direct and control emergency operations at the scene.
 2. Determine the need for and implement public warning and protective actions at and in the vicinity of the incident site.
 3. Provide periodic situation updates to the EOC, if that facility is activated.
 4. Identify resource requirements to the EOC, if that facility is activated.
 - a) Departments/Agencies, and Volunteer Groups assigned responsibilities for ICP or EOC operations will:
 - i. Identify and train personnel to carry out required emergency functions at the ICP and the EOC.

- ii. Provide personnel to staff the ICP and the EOC when those facilities are activated.
- iii. Ensure that personnel participating in ICP and EOC operations are provided with the equipment, resource data, reference materials, and other work aids needed to accomplish their emergency functions.

12. Protective Actions

- a. In the event of a hazardous materials incident or severe weather, the EOC will shelter in place until the event is over and then reassess capabilities. Once it is established what operational capabilities remain, the decision will be made to either move to the alternate EOC or remain in place.

13. Evaluation

- a. The present EOC contains minimum requirements for sustaining operations during an actual EOC activation.

14. Corrective Action

- a. The county is present considering constructing a new jail facility nearby and incorporate an EOC inside the facility.

15. On Scene Control System

- a. Incident Command System Implementation
- b. The first local emergency responder to arrive at the scene of an emergency situation will serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an ICP, provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
- c. The Incident Commander is responsible for carrying out the ICS function of command – making operational decisions to manage the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. For more serious emergency situations, individuals from various local departments or agencies or from external response organizations may be assigned to separate ICS staff sections charged with those functions.
 - i. **Command.** Provides overall management of the on-scene operation
 - ii. **Operations.** Tactical actions necessary to mitigate the emergency
 - iii. **Planning.** Collect, evaluate, document, disseminate information
 - iv. **Logistics.** Provides facilities, services, personnel, equipment
 - v. **Finance.** Tracking incident costs and procurement
- d. If the EOC has been activated, the Incident Commander shall provide periodic situation updates to the EOC.

- e. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.
- f. The Chairman of the County Commissioners will provide general guidance for the direction and control function.
- g. Incident Command Operations. The first responder on the scene will take charge and serve as the Incident Commander until relieved by a more senior or qualified individual or an individual designated by the Chairman of the County Commissioners. An ICP will normally be established at the incident scene; the Incident Commander will direct and control response forces from that command post.
- h. **Outside Responders** providing emergency services will operate under our management system until relieved of duty. Responders from other jurisdictions will check in with the IC for assignment.

16. Coordination with EOC (ICS - EOC INTERFACE)

- a. When both an ICP and the EOC have been activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

The **Incident Commander** is generally responsible for field operations, including:
Isolating the scene.

- 1) Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
- 2) Warning the population in the area of the incident and providing emergency instructions to them.
- 3) Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
- 4) Implementing traffic control arrangements in and around the incident scene.
- 5) Requesting additional resources from the EOC.
- 6) Keeping the EOC informed of the current situation at the incident site.

The **EOC** is generally responsible for:

- 1) Mobilizing and deploying resources to be employed by the Incident Commander.

- 2) Issuing community-wide warning.
- 3) Issuing instructions and providing information to the general public.
- 4) Organizing and implementing large-scale evacuation and coordinating traffic control for such operations.
- 5) Organizing and implementing shelter and mass care arrangements for evacuees.
- 6) Requesting assistance from the State and other external sources.

17. Transition of Responsibilities

Provisions must be made for an orderly transition of responsibilities between the ICP and the EOC.

- a. From EOC to the ICP. In some situations EOC may be operating to monitor a potential hazard and manage certain preparedness activities prior to establishment of an ICP. When an ICP is activated under these circumstances, it is essential that the Incident Commander receive a detailed initial situation update from the EOC and be advised of any operational activities that are already in progress, resources available, and resources already committed.
- b. From the ICP to the EOC. When an incident command operation is concluded and the EOC continues to operate to manage residual response and recovery activities, it is essential that the Incident Commander brief the EOC on any on-going tasks or operational issues that require follow-on action by the EOC staff.

Extended EOC Operations

While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of EOC into the initial part of the recovery phase of an emergency. In the recovery phase, the EOC may be staffed to compile damage assessments, assess near term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.

- c. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command post may be established. In this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.
- d. Our direction and control structure for emergency operations include an on-scene control system, the Incident Command System (ICS), and a centralized direction and control system, the Emergency Operations Center (EOC). These two systems may be employed individually or in combination, depending on the situation.

- e. Emergency situations classified as incidents will normally be handled by an Incident Commander using response resources from one or two departments or agencies. The EOC will generally not be activated.
- f. During major emergencies and disasters, both an ICP and the EOC will generally be activated. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.
- g. For some types of emergency situations, the EOC may be activated without activating an incident command operation. Such situations may include:
 - 1) When a threat of hazardous conditions exists but those conditions have not yet impacted the local area. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. When the hazard impacts, an ICP may be established, and direction and control of the response transitioned to the Incident Commander.
 - 2) When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.
 - 3) For operational flexibility, both ICS and EOC operations may be sized according to the anticipated needs of the situation. The structure of ICS is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The EOC also be activated on a graduated basis.

18. Activities by Phases of Management

a. Mitigation

- 1) Establish, equip, and maintain an EOC [and an Alternate EOC].
- 2) Identify required EOC staffing ; see Tab B to Appendix 1.
- 3) Prepare maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.
- 4) Identify and stock supplies needed for ICP and EOC operations.
- 5) Develop and maintain procedures for activating, operating, and deactivating the EOC. See Appendix 1 and its tabs.

Preparedness

- 1) Identify department/agency/volunteer group representatives who will serve on the EOC staff and are qualified to serve in various ICP positions.

- 2) Conduct EOC and ICS training for department/agency/volunteer group representatives who will staff the EOC and ICP.
- 3) Maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.
- 4) Test and maintain EOC equipment to ensure operational readiness.
- 5) Exercise the EOC at least once a year.

Response

- 6) Activate an ICP and the EOC if necessary .
- 7) Conduct response operations.
- 8) Deactivate ICP and EOC when they are no longer needed.

Recovery

- 9) If necessary, continue EOC activation to support recovery operations.
- 10) Deactivate EOC when situation permits.
- 11) Restock ICP and EOC supplies if necessary.
- 12) For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.

19. Readiness Levels

Level 1—Normal Conditions

See the mitigation and preparedness activities above.

Level 2--Increased Readiness

- 1) Check status of EOC equipment and repair or replace as needed.
- 2) Check status of EOC supplies and restock as needed.
- 3) Update EOC resource data.
- 4) Alert staff, determine personnel availability, and update EOC staff call lists.
- 5) Consider limited activation of EOC to monitor situation.
- 6) Consider situation briefings for senior staff.

Level 3-- High Readiness

- 1) Update EOC staffing requirements based on threat.
- 2) Determine specific EOC staff assignments and alert staff.
- 3) Monitor potential emergency situation and determine possible impact areas.
- 4) Update maps, charts, displays and resource data.

- 5) Consider situation briefings for EOC staff.
- 6) Consider partial activation of EOC if this has not already been accomplished.
- 7) Check status of Alternate EOC [and Mobile Command Post].

Level 4-- Maximum Readiness

- 1) Summon EOC staff and activate the EOC.
- 2) Monitor situation.
- 3) Update maps, charts, displays, and resource lists.
- 4) Arrange for food service if needed.
- 5) Determine possible hazard impact areas and potential hazard effects.
- 6) Conduct briefings for senior staff and EOC staff.
- 7) Formulate and implement precautionary measures to protect the public.
- 8) Coordinate with adjacent jurisdictions that may be affected.

20. Evaluation

- a. Review of this annex reveals that there is a need for the county to adopt a County wide Incident Command System. This would facilitate a more efficient deployment of operational forces and equipment and reduce redundancy.
- b. A County ICS has been developed at this time but not implemented due to training requirements necessary prior to adoption. The ICS system is very detailed and covers all aspects of command and control functions.
- c. It is anticipated that this system will be in place in the near future

ADMINISTRATION & SUPPORT

A. Mobile Command Post

1. The Incident Command may request that the Mobile Command Post, operated by the County Emergency Manager and can be deployed for use as an on-scene command post.
2. Communications capabilities of the Mobile Command Post include:

B. Records

1. **Activity Logs.** The ICP and the EOC shall maintain accurate logs recording key response activities, including:
 - a. Activation or deactivation of emergency facilities.
 - b. Emergency notifications to other local governments and to state and federal agencies.
 - c. Significant changes in the emergency situation.
 - d. Major commitments of resources or requests for additional resources from external sources.
 - e. Issuance of protective action recommendations to the public.
 - f. Evacuations.
 - g. Casualties.
 - h. Containment or termination of the incident.

The EOC shall utilize the Emergency Operations Center Log (Tab D to Appendix 1) to record EOC activities. The ICP shall use the Unit Log or an equivalent.

2. **Cost Information**

- a. **Incident Costs.** All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain a estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.
- b. **Emergency or Disaster Costs.** For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
 - 1) Personnel costs, especially overtime costs
 - 2) Equipment operation costs
 - 3) Costs for leased or rented equipment
 - 4) Costs for contract services to support emergency operations
 - 5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting reimbursement for certain allowable response and recovery costs from the state and/or federal government.

C. Reports

1. *Initial Emergency Report*

An Initial Emergency Report should be prepared and disseminated for major emergencies and disasters where state assistance may be required. This short report is designed to provide basic information about an emergency situation. See Appendix 2 for the report format.

2. *Situation Report*

For major emergencies and disasters where emergency response operations continue over an extended period, a Situation Report should be prepared and disseminated daily. This report is designed to keep the Disaster District, other jurisdictions providing resource support for emergency operations, and jurisdictions that may be affected by the emergency situation informed about the current status of operations. See Appendix 3 for the report format.

D. Agreements & Contracts

Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other neighboring jurisdictions, other agencies, and industry in accordance with existing inter-local agreements and contracts.

E. Media

Media personnel will be provided telephones within an area adjacent to the EOC. Scheduled new conferences will be held at regular intervals. Media personnel will be allowed entrance into the EOC in small groups accompanied by the Public Information Officer or other personnel so designated.

ANNEX DEVELOPMENT & MAINTENANCE

A. Development

- 1. The County Emergency Manager is responsible for the development and maintenance of this annex.
- 2. The County Emergency Manager is responsible for the development and maintenance of EOC Standard Operating Procedures.

B. Maintenance.

This annex will be reviewed annually and updated in accordance with the schedule outlined in the Executive Operations annex of the Basic Plan.

XI. REFERENCES

A. KDEM, *Local Emergency Management Planning Standard*

B. FEMA, *Guide for All-Hazard Emergency Operations Planning (SLG-101)*.

APPENDICES

Appendix 1 Emergency Operations Center

- Tab A EOC Emergency Organization Chart
- Tab B EOC Staff Roster
- Tab C EOC Activation/Deactivation (Check Lists)
- Tab D EOC Operations
- Tab E EOC Log
- Tab F EOC Message Log
- Tab G EOC Message Form
- Tab H EOC Info/Action Record

Appendix 2 Initial Emergency Report

Appendix 3 Situation Report

EMERGENCY OPERATIONS CENTER

1. Facilities

- A. Procedures for activation and deactivating the EOC [and alternate EOC] are provided in Tab C.
- B. The floor plan for the EOC [and the Alternate EOC] is provided in Tab D.

2. EOC Operations

General operating guidelines for the EOC are provided in Tab E.

3. EOC Log

The Basic Plan requires that the EOC maintain accurate logs recording response activities, Including:

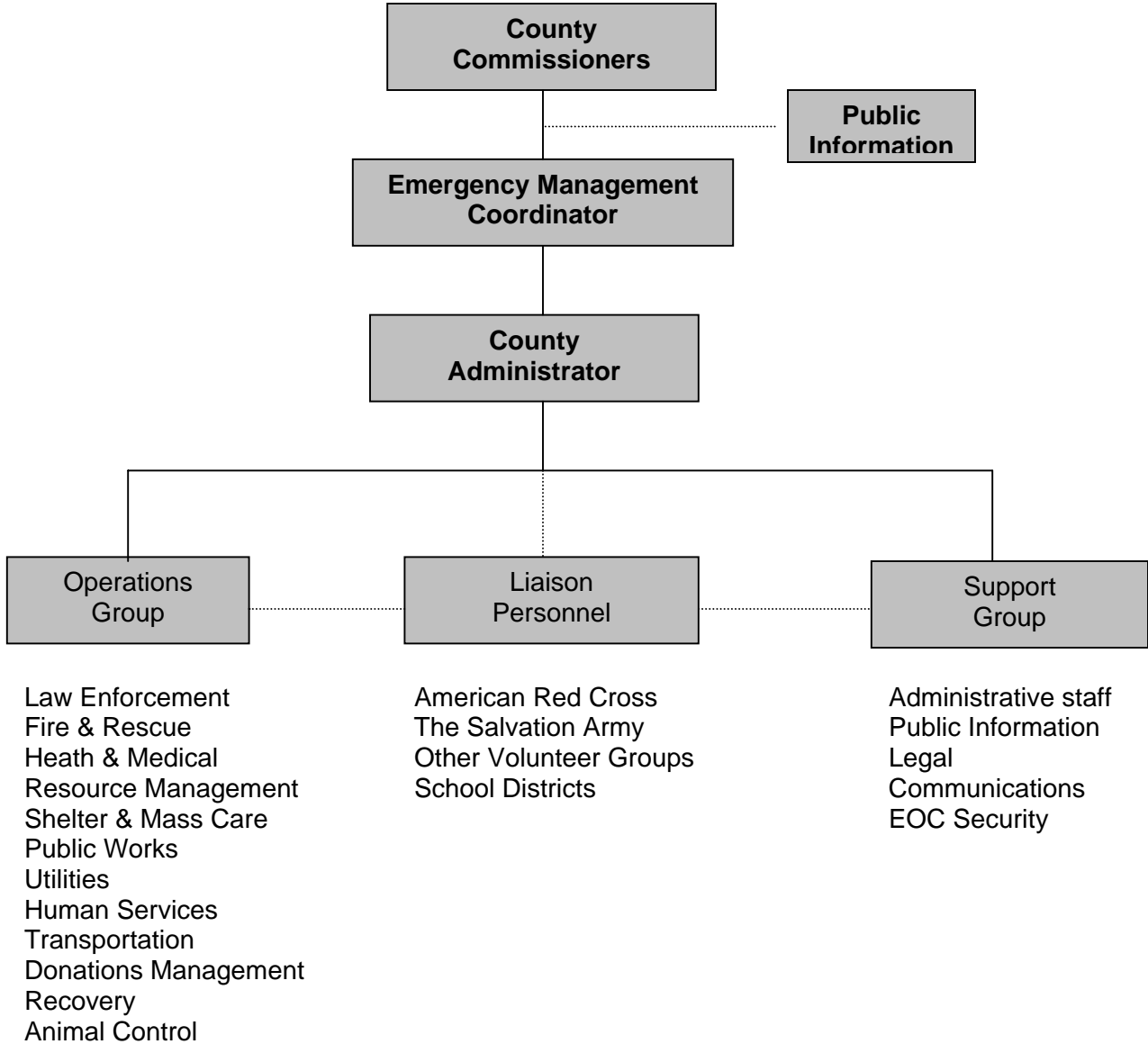
- A. Activation and deactivation of the EOC.
- B. Emergency notifications to other local governments and to state and federal agencies.
- C. Significant changes in the emergency situation.
- D. Major commitments of resources or requests for additional resources from external sources.
- E. Issuance of protective action recommendations to the public.
- F. Evacuations.
- G. Casualties.
- H. Containment or termination of an incident.

The EOC Log, provided in Tab F shall be used to record this information and other pertinent information.

4. Message Handling

- A. All messages sent by or received in the EOC will be recorded in the EOC Message Log, a copy of which is provided in Tab G.
- B. Outgoing messages will normally be prepared on an EOC Message Form, which is also used to specify how the message should be sent and record the time of dispatch and message number. A copy of the form is provided in Tab H to this appendix. Typed messages may be simply be attached to the form.
- C. Incoming verbal messages will be recorded on an EOC Info/Action Record, a copy of which is provided in Tab I to this appendix. For messages that require action, the form is used to assign responsibility for action to EOC staff members and to record the action taken.

**EMERGENCY OPERATIONS CENTER
ORGANIZATION CHART**



————— Direction

..... Coordination

EOC STAFF ROSTER

<i>Position</i>	<i>1st Shift Midnight to Noon</i>	<i>2nd Shift Noon to Midnight</i>
EOC Supervisor		
Deputy		
Operations Group:		
Law Enforcement		
Fire & Rescue		
Health & Medical		
Resource Management		
Shelter & Mass Care		
Public Works		
Utilities		
Human Services		
Transportation		
Animal Control		
Support Group:		
Administration #1		
#2		
Communications		
Legal		
Security		
Liaison:		
American Red Cross		
VFW Volunteers		

EOC ACTIVATION/DEACTIVATION

1. General

- A. The Chairman of the County Commissioners may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
- B. The County Emergency Manager, Sheriff and Emergency Medical Services Director may activate the EOC and will normally determine the level of EOC staffing required based upon the situation.
- C. The Emergency Manager is responsible for maintaining the EOC Staffing Roster and ensuring that appropriate EOC staff members are notified to report to the EOC in the event the facility is activated.

2. Activation Checklist

✓	Action
<input type="checkbox"/>	Determine level of EOC staffing required. Who else do you need there?
<input type="checkbox"/>	Make notifications to the appropriate EOC staff and liaison personnel
<input type="checkbox"/>	Advise the Dispatch Center that EOC is being activated.
<input type="checkbox"/>	Locate all EOC Maps
<input type="checkbox"/>	Locate Executive Operations Plan
<input type="checkbox"/>	In Executive Operations Plan read Pg 24 thru 30
<input type="checkbox"/>	In this annex read Pg 13 thru 14 Readiness Levels
<input type="checkbox"/>	Locate telephones (or your cell phones)
<input type="checkbox"/>	Locate nearest EOC fax machine
<input type="checkbox"/>	Activate and test portable radios, monitors and base station if available
<input type="checkbox"/>	Activate EOC computer and printer; test e-mail function and Internet access if available.
<input type="checkbox"/>	Locate nearest copier and ensure copier paper is available.
<input type="checkbox"/>	Turn on the EOC TV monitor, if not available locate one.
<input type="checkbox"/>	Check operation of EOC VCR and ensure blank tapes are available.
<input type="checkbox"/>	Check status of supplies (pens, pencils, highlighters etc.) and forms in the EOC work area and replenish as necessary
<input type="checkbox"/>	Test emergency generator and determine fuel status. Make arrangements for fuel delivery if required.
<input type="checkbox"/>	Secure EOC entrance and set out EOC sign-in roster.
<input type="checkbox"/>	Ensure Conference Room is cleared out for use as work room.
<input type="checkbox"/>	Determine requirements for food service.
<input type="checkbox"/>	Check in with Forward Command Post and ascertain status of operations, magnitude of area involved, numbers of people and structures involved, immediate needs
<input type="checkbox"/>	Verify that Forward Command Post has your phone numbers
<input type="checkbox"/>	Ascertain if any other resources are needed for incident operations
<input type="checkbox"/>	Locate situation report forms at appendix of this plan (towards the end of this plan)
<input type="checkbox"/>	Prepare Situation Report for Kansas Division of Emergency Management
<input type="checkbox"/>	Fax Situation Report to KDEM and or call in this report (800) 275-0297
<input type="checkbox"/>	Locate other annexes that may be appropriate for this particular emergency
<input type="checkbox"/>	Continue to monitor situation (listen to what the Emergency Manager is telling you)

3. Deactivation Checklist

✓	Action
<input type="checkbox"/>	The Emergency Manager shall collect the EOC Log, EOC Message Log, the master file of incoming and outgoing messages, the EOC Sign-in Roster, and other specified materials and retain those for reference.
<input type="checkbox"/>	Advise Dispatch Center that EOC is being deactivated.
<input type="checkbox"/>	Remove EOC status boards from walls, clean, and return to storage closet.
<input type="checkbox"/>	Clean all EOC map boards.
<input type="checkbox"/>	Turn off EOC fax in communications room.
<input type="checkbox"/>	Deactivate radios in communications room.
<input type="checkbox"/>	Deactivate EOC computer and printer.
<input type="checkbox"/>	Turn off EOC copier and replenish copier paper.
<input type="checkbox"/>	Turn off the two EOC TV monitors.
<input type="checkbox"/>	Ensure EOC VCR is turned off.
<input type="checkbox"/>	Replenish working supplies and forms from storage closet.
<input type="checkbox"/>	Determine generator fuel status and arrange for refueling if necessary.
<input type="checkbox"/>	If Conference Room was used as work room, ensure it is cleaned up.
<input type="checkbox"/>	Arrange for cleaning of EOC and removal of trash, if necessary,
<input type="checkbox"/>	
<input type="checkbox"/>	

EOC MESSAGE FORM			
From			
To			
Subject			
Message Text			
Send By			
<input type="checkbox"/> Radio	<input type="checkbox"/> Teletype	<input type="checkbox"/> Fax	<input type="checkbox"/> E-mail
Date:	Time:	Message #:	
DISTRIBUTION:			

EOC INFO/ACTION RECORD

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Date:	Time:	Message #
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Received By	
--------------------	--

Message From	
---------------------	--

Contact Number/ Location	
-------------------------------------	--

Message, Issue, Problem or Information:
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<input type="checkbox"/> Info Only	<input type="checkbox"/> Post on Display Board	<input type="checkbox"/> Plot on Map
<input type="checkbox"/> Action Required. Action Assigned To:		

Action Taken

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DISTRIBUTION:

INITIAL EMERGENCY REPORT**1. PURPOSE**

The purpose of this report is to advise the Kansas Division of Emergency Management of nearby jurisdictions that may be affected, and jurisdictions that may provide resources under a mutual aid agreement of an incident that has the potential to become a major emergency or disaster. An Initial Incident Report should be dispatched as soon as it becomes apparent that an incident has the potential to become a serious emergency situation. The report should be sent in written form (facsimile) if possible, telephone call is acceptable during the initial stages of an emergency.

2. FORMAT**DATE/ TIME:****FROM****TO:**

Chairman of the Pottawatomie County Commissioners
Kansas Division of Emergency Management
[Adjacent affected jurisdictions, jurisdictions from which resources may be requested pursuant to interlocal agreements]

SUBJECT:**INITIAL EMERGENCY REPORT**

- A. TYPE OF INCIDENT:
- B. DATE & TIME OF OCCURRENCE:
- C. DESCRIPTION: (a short description of what happened or is occurring)
- D. AREA AFFECTED:
- E. RESPONSE ACTIONS UNDERWAY
- F. ASSISTANCE REQUIRED, IF ANY:
- G. POINT OF CONTACT INFORMATION:

3. **SAMPLE MESSAGE** [*This is a sample message ONLY*]
DATE/ TIME: 11-25-00/1820
FROM Chairman of the Pottawatomie County Commissioners EOC
TO: Kansas Division of Emergency Management

SUBJECT: INITIAL EMERGENCY REPORT

- A. TYPE OF INCIDENT: Explosion/Fire/Hazmat Spill
- B. LOCATION: Disasterville
- C. DATE/TIME OF OCCURRENCE: 11-25-00/1915
- D. DESCRIPTION: Farmers Market Chemical facility on S. Meridian St. exploded. Explosion & resulting fire has destroyed one city block; two more threatened. Possible hazmat plume from stored chemicals.
- E. AREA AFFECTED: 9 blocks, mostly residential, in southern Disasterville
- F. REPSONSE ACTIONS UNDERWAY: Local fire & police at scene, mutual aid from 2 rural VFDs summoned, Topeka City Hazmat Team enroute.
- G. ASSISTANCE REQUIRED, IF ANY: May need SAR Team, EMS Transport (ground and air) and CST, additional Hazmat response resources possibly needed. Will advise.
- H. POINT OF CONTACT INFORMATION: Joe Jones, County Emergency Manager, 555-1222.

SITUATION REPORT

1. PURPOSE

The purpose of this report is to advise the State Kansas Division of Emergency Management, nearby jurisdictions that may be affected, and jurisdictions that are providing resources under a mutual aid agreement of the status on an ongoing major emergency situation. *It may also be useful to provide this report to local officials who are not working at the EOC to keep them informed of the situation. A Situation Report should be prepared and disseminated at least once a day.*

2. FORMAT (General)

DATE/ TIME: 11-25-00/1820
FROM Pottawatomie County EOC
TO: Kansas Department of Emergency Management
SUBJECT: **SITUATION REPORT # 1**
FOR [event description] Covering the Period
From Date & time To Date & Time

- A. CURRENT SITUATION:
[What is being done about the emergency situation and by whom? Are there any problems hampering the emergency response? Is the situation getting worse, remaining stable, or winding down?]
- B. AREAS AFFECTED:
- C. RESPONDING AGENCIES/ORGANIZATIONS:
[Include local, state, and federal responders plus volunteer groups]
- D. CASUALTIES (cumulative):
 - 1. Fatalities
 - 2. Injured:
 - 3. Missing:
- E. ESTIMATED DAMAGES (cumulative):
 - 1. Homes Destroyed/Damaged:
 - 2. Businesses Destroyed/Damaged:
 - 3. Govt Facilities Destroyed/Damaged:
 - 4. Other:
- F. EVACUATIONS (cumulative): *[Estimated number of evacuees]*
- G. SHELTERS (cumulative):
 - 1. Number of Shelters Open:
 - 2. Estimated Occupants:
- H. ROAD CLOSURES:
- I. UTILITY OUTAGES:
- J. COMMENTS:

3. SAMPLE REPORT [*This is a sample report.*]

DATE/ TIME:

FROM Chairman of the Pottawatomie County Commissioners

TO: Kansas Division of Emergency Management

**SUBJECT: SITUATION REPORT # 1
FOR FARMERS MARKET CHEMICAL EXPLOSION
Covering the Period From 11-25-03 To 11-26-03**

- A. **CURRENT SITUATION:** Fires in downtown bldgs have been extinguished. Chemical plant continues to burn. Search & rescue team has recovered 3 bodies in collapsed buildings in downtown area; firefighters recovered another body. Spilled hazmat in temporary dikes and berms being recovered by contractor Hazwaste, Inc. Evacuees at shelter at Wharton School operated by American Red Cross. Pesticide residue may have contaminated 2 residential blocks south of plant; assessment underway by Hazmat Response Team.
- B. **AREAS AFFECTED:** 1 business block, 8 residential blocks
- C. **RESPONDING AGENCIES/ORGANIZATIONS:**
Local: Disasterville FD, Blue Township VFD, Westmoreland VFD, St. Mary's FD.
State: CST, KDHE, Dept of Ag,
Federal: US EPA
Volunteers: ARC, Salvation Army
- D. **CASUALTIES (cumulative):**
1. Fatalities: 4
 2. Injured: 11
 3. Missing: 2
- E. **ESTIMATED DAMAGES (cumulative):**
1. Homes Destroyed/Damaged: 8//12
 2. Businesses Destroyed/Damaged: 6/2
 3. Govt Facilities Destroyed/Damaged: 1/0
 4. Other:
- F. **EVACUATIONS (cumulative):** Estimated 260
- G. **SHELTERS (cumulative):**
1. Number of Shelters Open: 1
 2. Estimated Occupants: 120
- H. **ROAD CLOSURES:**
1. Monan, Meridian, Western, Key, Travis, Fox, Tiber, Alstead, and Calhoun Streets in southern portion of Disasterville.
 2. County Road 124 between city limits and Wheaton Rd.
- I. **UTILITY OUTAGES:** Electrical and water service shut off to four blocks of downtown.
- J. **COMMENTS:**
1. Incident Commander expects fire at chemical plant to burn itself out this evening. Some fire units will be released at that time.
 2. Emergency Manager believes it will take another 24 hours to fully map contaminated areas of downtown.
 3. Search and rescue team believes it will complete search of collapsed bldgs this evening.