

## **DIRECTION AND CONTROL ANNEX**

### **I. PURPOSE**

The purpose of this annex is to provide overview information on the means the jurisdiction will use to direct and control those activities of government that are essential to saving lives, protecting property, and restoring government services during and following emergency situations.

### **II. SITUATION AND ASSUMPTIONS**

#### *A. Situation*

Natural or man-made disasters may occur which would warrant a multi-response group effort. During such an event, the command structure of the entire response effort must be organized and a timely notification of the response groups must be achieved to restore the county to normalcy.

#### *B. Assumptions*

1. The Emergency Operations Center (EOC) will be operational around the clock.
2. Capacity limitations, resource shortfall, use of personnel or resources from outside the jurisdiction (mutual aid) to augment the jurisdiction's response organization or other considerations may directly impact the ability of the jurisdiction to respond to emergency situations.
3. An Incident Command System (ICS), Unified Command System (UCS) and/or National Incident Management System (NIMS) will ensure that the appropriate response leader will assume proper command of all response groups without the questioning of that individual's authority.

### **III. CONCEPT OF OPERATIONS**

#### **A. Command Structure**

1. The EOC will be the centralized management center for policy making, coordination, and overall direction of responding forces in large scale emergency situations.

2. The Chief Elected Official (CEO) of the jurisdiction or appropriate designee (usually the EMA Director) directs all response and recovery activities from the EOC.

3. The on-scene control system vests the responsibility for the direction and control of all response actions with a senior emergency response group individual that has reported to the scene of an emergency. The on-scene control will utilize the incident command system.

#### B. Authorities and Limitations

1. The Incident Commander/Unified Commander (IC/UC) has authority to coordinate the use of resources and personnel at the scene of the emergency.

2. The incident command/unified command provides overall management at the incident site including public safety and public information actions.

3. The incident command/unified command directs, controls and orders resources including people and equipment.

4. When more than one scene is involved, the UC and EOC coordinate activities with the IC.

5. The ICS concentrates direction and control activities on the field operation of the emergency services organizations that have responded to the scene of an emergency. ICS uses top-down direction and control structure that includes five functions: Command, Operations, Planning, Logistics, and Finance/Administration.

#### C. Notification Procedures

1. Effingham County's 911 PSAP or Effingham City's 911 PSAP shall contact the emergency response groups by the following means: Effingham County's Emergency Telephone System Board's (ETSB) 800 MHz radio system, telephone, paging, or the emergency response group's own radio system.

2. The EOC will notify emergency response groups using the groups' own radio system or by telephone.

#### D. Information

1. The IC shall initiate disaster intelligence gathering upon arrival and relay it to the UC/EOC via any means possible.

2. The EOC shall monitor all public safety frequencies and local commercial broadcast media.

3. The EOC Manager will conduct personal interviews of witnesses to the event.
4. All the emergency representatives at the EOC will review all the information collected to analyze pertinent data. Pertinent information will be forwarded to the Public Information Officer (PIO) and to the IC/UC.
5. All information gathered will be written down and not transmitted over radio. Messages will be delivered by "runners." If runners are not available, radio will be used discriminately to avoid rumors or misinformation by the general public.

#### E. EOC and ICP/UCP relationship

1. The Incident Command Post/Unified Command Post (ICP/UCP) is in charge of tactical operations.
2. The EOC is in charge of strategic operations.
3. The ICP/UCP is responsible to the EOC.

#### F. Coordination and Communications

1. All response groups will utilize 800 MHz capabilities as sparingly as possible to avoid overloading the 800 MHz system.
2. VHF radio frequencies will serve as primary and/or secondary communications.
3. All emergency response groups must identify themselves with their standard call signs with all transmissions.
4. Cell phones may be used but not relied upon.

#### G. Incident Command/Unified Command System

1. National Incident Management System (NIMS), and/or the Incident Command/Unified Command Systems (IC/UCS) will be used in all responses to disasters.
2. On single emergency response group response, the ICS may be reduced to solely one incident commander.

#### H. Interjurisdictional Relationship

1. The initial emergency response will, to the maximum extent possible, be by the local jurisdiction.

2. Emergency response groups shall address any formal arrangements in order to request assistance from or to provide assistance to other jurisdictions during emergency situations.
3. Any emergency response group requiring mutual aid agreements shall maintain the agreements and shall supply a copy of the agreements to Effingham County EMA for EOC reference.
4. Requests for state resources from IEMA will be made through Effingham County EMA via IEMA Region 9 Coordinator or on-scene IEMA representative.
5. Requests for federal resources from FEMA will be made through IEMA protocol.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Chief Elected Official**

1. Activates EOC (full or partial activation), when appropriate.
2. Directs tasked organizations to ensure response personnel report to the appropriate locations (EOC, emergency scene, work center, staging area, etc.) in accordance with the organization's SOP.
3. When notified, reports to the EOC.
4. If appropriate, identifies and establishes contact with the IC/UCs in the field.
5. Provides overall direction of emergency response operations, until an emergency scene is established and an IC/UC assumes this responsibility. (For emergency situations that occur with little or no warning, an IC/UC may already have responded to the scene and taken charge before notification of the CEO.)
6. As appropriate, designates an IC/UC to direct tactical operations at each emergency scene.
7. As appropriate, directs implementation of protective actions for public safety.
8. If necessary, directs EOC staff to relocate to the alternate EOC to continue operations.
9. When appropriate, terminates response operations and releases personnel.

## B. Fire Department

1. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other location, as appropriate.
2. Identifies an IC and establishes an ICP, if appropriate; assigns appropriate personnel to IC staff.
3. Performs IC duties at the emergency scene, if appropriate.
4. Sends a senior representative to the EOC and Unified Command center when the EOC has been activated during an emergency.
5. Notifies the EOC of the situation if the original notification did not come from the EOC.
6. Manages fire/rescue resources, directs fire operations, rescues injured people during emergency operations, and determines the need, as appropriate, for evacuation of the immediate area in and around the emergency scene.
7. Assists as appropriate in the evacuation of people at risk in the immediate area in and around the emergency scene.
8. Alerts all emergency response organizations of the dangers associated with technological hazards and fire during emergency operations.

## C. Law Enforcement

1. Identifies an IC and establishes an ICP if appropriate; assigns appropriate personnel to IC staff.
2. Performs IC duties at the emergency scene, if appropriate.
3. Notifies the EOC of the situation if the original notification did not come from the EOC.
4. Sends a senior representative to the EOC and the Unified Command center when the EOC has been activated during an emergency.
5. Manages law enforcement resources and directs law enforcement operations. Duties may include:
  - a. Directing and controlling traffic during emergency operations.

- b. Assisting in the evacuation of people at risk in and around the emergency scene.
- c. Controlling access to the scene of the emergency or the area that has been evacuated.
- d. Providing security in the area affected by the emergency to protect public and private property.
- e. Directing Effingham County Dive-Rescue Team.
- f. Directing Effingham County K-9 Search and Rescue Team.

#### D. EOC Manager

1. Is assigned by the EMA Director.
2. Immediately notifies the CEO of significant emergency situations that could affect the jurisdiction. When directed by the CEO or the EMA Director or when circumstances dictate, notifies all tasked organizations, informs them of the situation, and directs them to take the action appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
3. Activates EOC when directed to do so by the CEO or EMA Director or when the situation warrants such action.
  - a. In the event the primary EOC has to be shut down, the EOC manager will be responsible for moving control operations to the alternate EOC site.
  - b. Ensures that the secondary EOC is appropriate.
4. Manages EOC resources and directs EOC operations. Duties may include ensuring the following activities/actions are done:
  - a. Information processing:
    - 1) maintaining a significant events log
    - 2) message handling
    - 3) aggregating damage information from all available sources
    - 4) identifying resource needs

- 5) preparing summaries on status of damage
- 6) preparing briefings for senior management officials
- 7) displaying appropriate information in the EOC
- 8) preparing and submitting necessary reports when required (re: situation, critical resource status, etc.), including situation reports to the State EOC, as appropriate.
  - b) Coordinating logistical support for response personnel and disaster victims.
  - c) When directed by the CEO, or EMA Director or when conditions warrant such action, relocating staff to the alternate EOC in order to continue response operations.
  - d) When directed by the CEO, or EMA Director, terminating operations and closing the EOC.

#### E. Public Works Coordinator

1. Is assigned by the County Engineer.
2. When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency scene, staging area, or other location, as appropriate.
3. Identifies IC and establishes ICP, if appropriate; assigns appropriate personnel to IC staff.
4. Performs IC duties at the emergency scene, if appropriate.
5. Notifies the EOC of the situation if the original notification did not come from the EOC.
6. Sends a senior representative to the EOC, when the EOC has been activated during an emergency.
7. Manages public works resources and directs public works operations. Duties may include:
  - a. Performing debris removal operations.
  - b. Assisting in search and rescue efforts.

- c. Providing emergency generators, fuel, lighting, sanitation to support emergency responders at the emergency scene and at the EOC.
- d. Assisting in the evacuation of people at risk in and around the emergency scene.
- e. Coordinating with utility companies to restore power to disaster victims.
- f. Responsible for debris removal from the incident site and the proper disposition thereof.

F. EMA Director (Emergency Manager)

- 1. Ensures appropriate staff members report to the EOC.
- 2. Duties may include:
  - a. Coordinating and/or managing EOC operations.
  - b. Staffing the Information Processing Section.
  - c. Advising/briefing the CEO and other key members of the emergency response organization on the emergency situation.
  - d. Recommending to the CEO actions to protect the public from the life-threatening consequences associated with the emergency situations.

G. Public Information Officer

- 1. Is assigned by the CEO or IC/UC.
- 2. When notified, reports to EOC, JIC, or incident scene as appropriate.
- 3. Handles inquiries and informs the public about disaster damage, restricted areas, actions to protect and care for companion animals, farm animals, and wildlife, and available emergency assistance.
- 4. **Shall instruct all emergency responders that any media releases should be made by the PIO only, and all requests for interviews are to be directed to the PIO for approval.**

H. Health and Medical Coordinator

- 1. Is assigned by the Effingham County Health Department Administrator.

2. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
3. Coordinates the health and medical treatment activities of all response organizations involved in providing medical assistance to disaster victims.
4. Collects information and report damage/status of health and medical facilities and equipment to the EOC so that the EOC can respond to any logistical needs.

#### I. Communications Coordinator

1. Is assigned by the EMA Director.
2. Serves as a member of the EOC team.
3. Ensures the emergency communications section in the EOC is equipped with the appropriate communication gear.

#### J. Warning Coordinator

1. Is assigned by the EMA Director.
2. Develops and maintains a phone and/or radio frequency list for notifying emergency response personnel, neighboring jurisdictions, and the State EOC of an emergency situation.
3. Develops and maintains a phone list or other means for warning special locations, such as schools, hospitals, nursing homes, major industrial sites, institutions, and places of public assembly.
4. Identifies public and private service agencies, personnel, equipment, and facilities that could be called upon to augment the jurisdiction's warning capabilities.

#### K. Evacuation Coordinator

1. Is assigned by the Sheriff or IC/UC.
2. When notified of an emergency situation, reports to the EOC, if appropriate.
3. Coordinates implementation of evacuation actions with the appropriate tasked organizations.

#### L. Mass Care Coordinator

1. Is assigned by the American Red Cross.

2. When notified of an emergency situation, reports to the EOC, if appropriate.
3. Coordinates implementation of mass care actions for the public with the appropriate tasked organizations.

M. Resource Manager

1. Is assigned by the EMA Director.
2. When notified of an emergency situation, reports to the EOC, if appropriate.
3. Coordinates implementation of resource management activities with the appropriate tasked organizations.

N. Legal Department Representative

1. Is assigned by the State's Attorney.
2. When notified of an emergency situation, sends a representative to the EOC, if appropriate.

O. School Superintendent

1. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
2. Protects students in school when an emergency situation occurs.
3. Evacuates students, if appropriate.
4. When directed by appropriate authority, closes school facilities and releases students.
5. When directed by appropriate authority, makes schools available for use as mass care facilities.
6. Conducts damage assessment of school facilities.

P. Financial Officer

1. Is assigned by the County Treasurer
2. When notified of an emergency situation, reports to the EOC, if appropriate.

3. Provides the Resource Manager and the CEO summary briefings on status of financial transactions.
4. Maintains records of all financial transactions during response operations.
5. Handles all procurement requests initiated by response organizations.
6. Establishes a procedure for the jurisdiction to accept “cash donations” where statute permits such action; however, jurisdictions may wish to avoid competing with non-profit organizations’ efforts to fund their activities.
7. Becomes familiar with the protocol and procedures required by the Stafford Act that are applicable to reimbursing the jurisdiction for eligible expenses associated with Presidentially Declared Disasters.
8. Upon termination of the response effort, prepares the appropriate reports that address costs incurred by the jurisdiction during the emergency situations.

Q. Illinois National Guard

1. Provides personnel and equipment to support direction and control actions at the scene and/or the EOC (at the direction of the Governor.)

R. Volunteer Organizations

1. National Trail Amateur Radio Club Representative

- a. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
- b. Provides emergency communications for emergency response groups and the EOC.
- c. Provides weather spotters during severe weather.

2. Salvation Army Officer

- a. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
- b. Assists with mass and mobile feeding.
- c. Coordinates the warehousing and distribution of donated goods.

## S. Private Utility Companies

1. When notified of an emergency situation, send a representative to the EOC.

## T. Animal Control Officer

1. When notified of an emergency situation, sends a representative to the EOC, if appropriate.
2. Manages public and private sector efforts to meet the animal service needs that arise including:
  - a. The rescue and capture of animals that have escaped confinement and displaced wildlife.
  - b. Evacuation.
  - c. Sheltering.
  - d. Care of the injured, sick, and stray.
  - e. Disposal of dead animals.
3. Activates emergency response teams (evacuation, shelter, medical treatment, search and rescue, etc.) as needed.
4. Prepares a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters.
5. Coordinates response activities with the appropriate representative in the EOC (EOC Manager, Evacuation Coordinator, Mass Care Coordinator, ARC, PIO, Health and Medical Coordinator, Resource Manger, etc.)

## U. Other Organizations

1. Organizations not listed which may be utilized during disasters shall send a representative to the EOC.
2. Provide services in accordance with their capabilities.

## V. All Tasked Organizations

1. Activate their own control center to support and facilitate the organization's response activities.

2. If appropriate, send a representative to the EOC.
3. Establish a procedure to identify damage to organizational resources and facilities, and report to the EOC such as:
  - a. Emergency service facilities and equipment (fire stations; police stations; custodial facilities, such as jails and juvenile detention centers, hospitals, and other health care facilities; rescue squads; public works facilities, etc.)
  - b. Communications networks (telephones, emergency service radio systems, repeater sites and base stations, television and radio stations, etc.)
  - c. Water supply system/facilities, to include waste water treatment.
  - d. Utilities (power plants, substations, power lines, etc.)
  - e. Transportation networks (roads, bridges, airports, rail terminals.)
  - f. Homes, businesses, public facilities, etc.
4. Where appropriate, ensure that organization staff member(s) tasked to work in the EOC during emergencies have **authority** to commit resources and establish or change procedures during an emergency.
5. Provide support to the IC/UC, as required.
6. If appropriate, establish a protocol for interfacing with State/Federal responders.
7. Coordinate with the PIO and clear press releases with the CEO before releasing information to the media for public consumption.

## **V. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. Agency heads shall submit reports to the EOC relating to their agency's expenditures and obligations during emergency conditions.
2. Local governments shall submit daily situation, resource consumption, resource shortfall, etc. report(s) to the State EOC.

3. Emergency Management Agency (EMA) shall report daily on the status of the mass care services being provided by volunteer agencies and other nongovernmental organizations.
4. The format for reports or requests for assistance are found in the Resource Manual.

## B. Logistics

1. Each tasked organization is expected to provide its own logistical support during the initial phase (the first 24 hours) of response operations.
2. The American Red Cross will be responsible for feeding the emergency response group members.
3. EMA maintains an open account at Martin's IGA, Rural King, Robert's Office City, Menard's, Effingham Builders Supply and Wal-Mart.
4. Drinking water will be available from other communities.
5. Fire Departments shall supply their own generators. The EOC maintains its own generator. The 911 PSAPs maintain their own generators.
6. Fuel for equipment and generators can be obtained at various truck stops and filling stations which are open 24 hours. Response groups should retain all receipts.
7. Each emergency response group is responsible for maintenance and replacement of their own equipment. All emergency response groups shall keep all receipts for possible reimbursement.
8. Each emergency response group is responsible for re-stocking their own supplies. If emergency response groups desire to be reimbursed, supplies must be ordered through the Incident Command System.
9. All emergency response groups shall maintain and provide copies of agreements and understandings to Effingham County EMA for use at the EOC.

## **VI. ADDRESSES OF EOC AND OTHER DIRECTION AND CONTROL FACILITIES** (See Appendix A)

## **VII. SUCCESSION OF COMMAND** (See Appendix B)

## **VIII. DEVELOPMENT AND MAINTENANCE OF THE DIRECTION AND CONTROL ANNEX**

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to EMA.
- B. The responsibility for revisions and maintaining SOGs belongs to the emergency response groups.

## **IX. AUTHORITIES AND REFERENCES**

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 *et seq.*
- B. The Illinois Emergency Management Act (20 ILCS 3305).
- C. County Ordinance relating to Emergency Management as adopted by the Effingham County Board on January 18, 2005.
- D. *Guide for All-Hazard Emergency Operations Planning: State and Local Guide (101)*; FEMA April 2001

## **X. APPENDICES**

- A. Addresses of EOC and Other Direction and Control Facilities
- B. Line of Succession
- C. Incident Command System

▪ **APPENDIX A. ADDRESSES OF EOC AND OTHER DIRECTION AND CONTROL FACILITIES**

Government

Effingham County Board  
 101 North Fourth Street  
 Effingham IL 62401  
 (217) 342-4990  
 Carolyn Willenburg, Chair

Effingham County EMA  
 Effingham County EOC  
 311 Miracle Avenue  
 Effingham IL 62401  
 (217) 536-6169  
 Russ Thomas, Director

Effingham City Hall  
 201 East Jefferson  
 Effingham IL 62401  
 (217) 342-5304  
 John A. Lange, Mayor

Effingham City EM  
 201 E. Jefferson  
 Effingham IL 62401  
 (217) 342-5496  
 Aaron Wellbaum, Emergency  
 Management Coordinator

Law Enforcement

Effingham Co. Sheriff's Department  
 101 North Fourth Street  
 Effingham IL 62401  
 (217) 342-2101  
 John Monnet, Sheriff

Teutopolis City Police  
 106 W. Main St.  
 Teutopolis IL 62467  
 Chief Jeff Bushue

Altamont Police Department  
 202 N. Second St.  
 Altamont IL 62411  
 Chief Kendall Balding

Effingham County Dive-Rescue  
 Cmdr Terry Trueblood  
 8838 E. Chiquapin  
 Effingham IL 62401

Effingham City Police Department  
 206 East Section  
 Effingham IL 62401  
 (217) 347-0771  
 Mike Schutzbach, Police Chief

Effingham Co. K-9 SAR  
 Jo Tucker, Captain  
 15805 N Lakeview Place  
 Effingham IL 62401  
 RES: (217) 868-5268  
 BUS: (217) 342-1234  
 PGR: 1-800-412-0687  
 CEL: (217) 821-5268

Effingham Water Authority  
 9352 E. Park Lane  
 Effingham IL 62401  
 Chief Gene Arnold

Fire Departments

Jon Becker, Chief  
Altamont Fire Department  
202 North 2<sup>nd</sup> Street  
Altamont IL 62411  
EMER: (618) 483-6161  
NON: (618) 483-5212

Doug Ray, Chief  
Tri-County Fire Department  
Beecher City IL 62414  
EMER: (618) 487-5700  
NON: (618) 487-5311

Mark Webb, Chief  
Dieterich Fire Department  
403 E. Section  
Dieterich IL 62424  
EMER: (217) 925-5500  
NON: (217) 925-5155

Todd Yocum, Chief  
Bi-County Fire District  
306 Oak St.  
Edgewood IL 62426  
EMER: (618) 238-4900  
NON: (618) 238-4295

Joseph Holomy, Chief  
Effingham Fire Department  
505 W. Fayette – P.O. Box 648  
Effingham IL 62401  
EMER: (217) 342-4131

NON: (217) 342-2555

Chris Overbeck, Chief  
Montrose Fire Department  
P.O. Box 85  
Montrose IL 62445  
EMER: (217) 924-4200  
NON: (217) 924-4400

Ken Schwerman, Chief, Chief  
Shumway Fire Department  
14949 N. Park Rd  
Effingham IL 62401  
EMER: (217) 347-0666  
NON: (217) 868-5202

Tim McMahon, Chief  
Teutopolis Fire Department  
200 West Main  
Teutopolis IL 62427  
EMER: (217) 857-3123  
NON: (217) 857-3263

Matt Kulesza, Chief  
Watson Fire Department  
100 Monroe  
Watson IL 62473  
EMER: 911  
NON: (217) 536-6712

▪ **APPENDIX B. LINE OF SUCCESSION**

A. The line of succession for the Sheriff's Department will be:

1. Effingham County Sheriff
2. Chief Deputy
3. Designee of Effingham County Sheriff

B. The line of succession for the EMA Department will be:

1. Director
2. Assistant Director
3. Deputy Assistant Director

C. The line of succession for Fire Protection Districts will be:

1. Fire Chief
2. Assistant Fire Chief
3. Fire Chief's Designee

D. The line of succession for all Effingham County Emergency Response Organizations when the elected official or department head is not available for emergency operations will be:

1. Department Head
2. Assistant Department Head
3. Department Head Designee

## ▪ **APPENDIX C. INCIDENT COMMAND SYSTEM**

### OFFICERS, DUTIES AND RESPONSIBILITIES

#### ***INCIDENT COMMANDER***

The Incident Commander is responsible for the overall management of all incident activities, including the development and implementation of strategy, and for approving the ordering and release of resources. In multijurisdictional incidents, the duties of the Incident Commander may be carried out by a unified command established jointly by the agencies that have direct jurisdictional or functional responsibility for the incident. In those single-jurisdiction incidents where assisting agencies have significant resources committed, the responsible agency may establish a unified command at the incident command level, or place assisting agency personnel in key positions within the organizational structure. The Incident Commander may have a deputy. The deputy's responsibilities will be as delegated by the Incident Commander.

#### **MAJOR RESPONSIBILITIES AND TASKS**

- Obtain an incident briefing and Incident Briefing Form (ICS Form 201) from the prior Incident Commander
- Assess the incident situation.
- Determine incident goals and strategic objectives.
- Establish the immediate priorities.
- Establish an Incident Command Post.
- Conduct the initial briefing.
- Activate elements of the Incident Command System, as required.
- Brief the command staff and section chiefs.
- Ensure that planning meetings are conducted.
- Approve and authorize the implementation of the incident action plan.
- Ensure that adequate safety measures are in place.
- Determine information needs and inform command personnel.
- Coordinate staff activity.
- Coordinate with key people and officials.
- Manage incident operations.
- Approve requests for additional resources and requests for release of resources.
- Approve the use of trainees at the incident.
- Authorize release of information to the news media.
- Ensure that the Incident Status Summary (ICS form 209 or local form) is completed and forwarded to the dispatch center(s).
- Approve a plan for demobilization.
- Release resources and supplies.

## ***INFORMATION OFFICER***

The Information Officer, a member of the command staff, is responsible for the collection and release of information about the incident to the news media and other appropriate agencies and organizations. The Information Officer reports to the Incident Commander.

### **MAJOR RESPONSIBILITIES AND TASKS**

- Contact the jurisdictional agency to coordinate public information activities.
- Establish a Joint Information Center (JIC), whenever possible.
- Determine from the Incident Commander if there are any limits on information release.
- Arrange for necessary work space, materials, telephones, and staffing.
- Obtain copies of the Incident Commander's Situation Status Summary Report (ICS Form 209 or local form).
- Prepare an initial information summary as soon as possible after arrival.
- Observe constraints on the release of information imposed by the Incident Commander.
- Obtain approval for information release from the Incident Commander.
- Release news to the media and post information at the Incident Command Post and other appropriate location(s).
- Attend meetings between the media and incident personnel.
- Arrange for meetings between the media and incident personnel.
- Provide escort service to the media and VIPs.
- Provide protective clothing for the media and VIPs (as appropriate).
- Respond to special requests for information.
- Maintain the unit log (ICS Form 214 or local form).

## ***SAFETY OFFICER***

The Safety Officer, a member of the command staff, is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although he or she may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The Safety Officer maintains an awareness of active and developing situations, approves the medical plan, and includes safety messages in each incident action plan. The Safety Officer reports to the Incident Commander.

### **MAJOR RESPONSIBILITIES AND TASKS**

- Obtain an incoming briefing from the Incident Commander.
- Identify hazardous situations associated with the incident.
- Participate in planning meetings.
- Review the incident action plan.
- Identify potentially unsafe situations.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Assign assistants and needed.
- Review and approve the medical plan (ICS Form 206 or local form).
- Maintain the unit log (ICS Form 214 or local form).

## **LIAISON OFFICER**

The Liaison Officer is responsible for interacting (by providing a point of contact) with the assisting and cooperating agencies, including fire agencies, the American Red Cross, law enforcement, public works and engineering organizations, and others. When agencies assign agency representatives to the incident, the Liaison Officer will coordinate their activities. As a member of the command staff, the Liaison Officer reports to the Incident Commander.

### **MAJOR RESPONSIBILITIES AND TASKS**

- Obtain a briefing from Incident Commander
- Provide a point of contact for assisting and/or coordinating with agency representatives.
- Identify representatives from each involved agency, including a communications link and his or her location.
- Keep agencies supporting the incident aware of incident status.
- Respond to requests from incident personnel for inter-organizational contacts.
- Monitor incident operations to identify current or potential inter-organizational contacts.
- Participate in planning meetings, providing current resource status including limitations and capability of assisting agency resources.
- Maintain the unit log (ICS Form 214 or local form).

## **PLANNING SECTION CHIEF**

The Planning Section Chief, a member of the Incident Commander's general staff, is responsible for the collection, evaluation, dissemination, and use of information regarding the development of the incident and status of resources. Information is needed to:

- ◆ Understand the current situation.
- ◆ Predict the probable course of incident events.
- ◆ Prepare alternative strategies and control operations for the incident.

The Planning Section Chief reports directly to the Incident Commander. The Planning Section Chief may have a deputy. The deputy's responsibilities will be as delegated by the Planning Section Chief. Unit functions may be combined if workload permits.

### **MAJOR RESPONSIBILITIES AND TASKS**

- Obtain a briefing from the Incident Commander.
- Activate Planning Section units.
- Collect and process situation information about the incident.
- Reassign initial response personnel to incident positions, as appropriate.
- Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan.
- Notify the Resources Unit of the Planning Section units which have been activated, including the names and locations of assigned personnel.
- Establish a weather data collection system, when necessary.
- Supervise the preparation of the Incident Action Plan (see planning process checklist).
- Assemble information on alternative strategies.
- Assemble and disassemble strike teams not assigned to operations.
- Identify the need for use of specialized resource(s).
- Perform operational planning for the Planning Section.
- Provide periodic predictions on incident potential.
- Compile and display the staff incident status summary information.
- Advise the general staff of any significant changes in incident status.
- Provide the incident traffic plan.
- If requested, assemble and disassemble strike teams and task forces not assigned to operations.
- Supervise the Planning Section units.
- Prepare and distribute the Incident Commander's orders.
- Instruct the Planning Section units on how to distribute incident information.
- Ensure that normal agency information collection and reporting requirements are being met.
- Oversee preparation of incident demobilization plan.
- Prepare recommendations for the release of resources (to be submitted to the Incident Commander).

## **OPERATIONS SECTION CHIEF**

The Operations Section Chief, a member of the general staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises operations, organizational elements, and staging areas in accordance with the Incident Action Plan. The Operations Section Chief also assists in the formulation of the incident action plan and directs its execution. The Operations Section Chief also directs the formulation and execution of subordinate unit operational plans and requests or releases resources and recommends these to the Incident Commander. He or she also makes expedient changes to the Incident Action Plan (as necessary) and reports such to the Incident Commander.

The Operations Section Chief reports directly to the Incident Commander. The Operations Section Chief may have a deputy. The deputy's responsibilities will be as delegated by the Operations Section Chief, and the deputy must serve in the same operational period.

### **MAJOR RESPONSIBILITIES AND TASKS**

- Obtain a briefing from the Incident Commander.
- Develop the operations portion of the Incident Action Plan.
- Brief and assign operations personnel in accordance with the Incident Action Plan.
- Supervise operations.
- Establish staging areas.
- Determine need and request additional resources.
- Review the suggested list of resources to be released and initiate recommendations for the release of resources.
- Assemble and disassemble strike teams assigned to the Operations Section.
- Report information about activities, events, and occurrences to the Incident Commander.

## **LOGISTICS SECTION CHIEF**

The Logistics Section Chief, a member of the general staff, is responsible for providing facilities, services, and materials in support of the incident. The Logistics Section Chief participates in the development of the Incident Action Plan and activates and supervises the branches and units within the Logistics Section.

### **MAJOR RESPONSIBILITIES AND TASKS**

- Obtain a briefing from the Incident Commander.
- Plan the organization of the Logistics Section.
- Assign work locations and preliminary work tasks to section personnel.
- Notify the Resources Unit of the Logistics Section units which have been activated, including the names and locations of assigned personnel.
- Assemble and brief unit leaders and branch directors.
- Participate in the preparation of the Incident Action Plan.
- Identify the service and support requirements for planned and expected operations.
- Provide input to and review the communications, medical, and traffic plans.
- Coordinate and process requests for additional resources.
- Review the Incident Action Plan, and estimate section needs for the next operational period.
- Ensure that the incident communications plan is prepared.
- Advise on current service and support capabilities.
- Prepare the service and support elements of the Incident Action Plan.
- Estimate future service and support requirements.
- Receive the demobilization plan from the Planning Section.
- Recommend the release of unit resources in conformity with the demobilization plan.
- Ensure the general welfare and safety of Logistics Section personnel.
- Maintain the unit log (ICS Form 214 or local form).

## **FINANCE/ADMINISTRATION SECTION CHIEF**

The Finance/Administration Section Chief, a member of the general staff, is responsible to organize and operate the Finance/Administration Section within the guidelines, policy, and constraints established by the Incident Commander and the responsible agency. The Finance/Administration Section Chief participates in the development of the Incident Action Plan and activates and supervises the units within the section.

The finance/administration function within the Incident Command System is heavily tied to agency-specific policies and procedures. The Finance/ Administration Section Chief will normally be assigned from the agency with incident jurisdictional responsibility. The organization and operation of the finance/administration function will require extensive use of agency-provided forms. The Finance/Administration Section Chief reports directly to the Incident Commander.

### **MAJOR RESPONSIBILITIES AND TASKS**

- Obtain a briefing from the Incident Commander.
- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Attend a briefing with the responsible agency to gather information.
- Attend a planning meeting to gather information on overall strategy.
- Identify and order supply and support needs for the Finance/Administration Section.
- Develop an operations plan for the finance/administration function at the incident.
- Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
- Determine the need for a commissary operation.
- Inform the Incident Commander and general staff when the section is fully operational.
- Meet with assisting and cooperating agency representatives, as required.
- Provide input in all planning sessions on finance matters.
- Maintain daily contact with agency(ies)' administrative headquarters on finance matters.
- Ensure that all personnel time records are transmitted to home agencies according to policy.
- Participate in all demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administration personnel on all incident-related business management issues needing attention and follow-up prior to leaving the incident.
- Maintain the unit log (ICS Form 214 or local form).