

Chapter 2.24 - EMERGENCY MANAGEMENT*

Sections:

2.24.010 - Purpose.

The declared purposes of this chapter are to provide, pursuant to RCW 38.52, a comprehensive emergency management plan including mock or practice drills for the protection of persons and property within this county in the event of a natural or manmade disaster and to prepare for the coordination of emergency services and the performance of disaster functions of this county with all other public agencies and affected private persons for the protection of people, property and the environment through an increasing readiness level to mitigate, prepare for, respond to and recover from natural or manmade disasters. The comprehensive emergency plan is the guide for actions before, during, and after a disaster. The plan defines who does what, when, where, and how in order to mitigate, prepare for, respond to and recover from the effects of natural and manmade disasters.

(Ord. 66916 (part), 2007).

2.24.020 - Definitions.

As used in this chapter:

"Comprehensive emergency management plan (CEMP)" coordinated to comply with RCW 38.52. It is a plan or blueprint that states the who, what, when, where and how response to a disaster or emergency will be managed.

"Disaster" means an event, beyond an emergency, that causes or threatens to cause significant human, property, or economic loss and demands a crisis response exceeding the scope of local resources.

"Disaster declaration process" means the formal process initiated by local authorities in times of disaster if assistance is beyond their capability. The governor requests a presidential declaration in the event of a major disaster.

"Emergency" means an event demanding immediate action to protect life, prevent injury, preserve public health or essential services, or to protect property or the environment and with the scope and ability of local resources to control (e.g., routine police, fire, and medical emergencies).

"Emergency services" as used in this chapter, means the preparation for and the carrying out of all emergency functions and to aid victims suffering from damage resulting from natural or manmade disasters and to provide support for search and rescue operations for persons and property in distress. These functions include, without limitation, firefighting services, law enforcement, medical and health services, rescue, engineering, communications, radio-logical, chemical and other special weapons defense, evacuation, emergency welfare services, emergency transportation, temporary restoration of public utility services and other functions, together with all other activities necessary or incidental to the preparation and for carrying out of the foregoing functions.

"Injury" means a physical harm or damage to a person or property. As used in this chapter, the term "injury" means and includes accidental injury and/or occupational disease arising out of emergency services.

(Ord. 66916 (part), 2007).

2.24.030 - Director of emergency management powers and duties.

There is created the department of director of emergency management. The Whitman County board of commissioners shall appoint a director. The director is empowered and directed to:

- A.** Prepare a comprehensive emergency management plan (CEMP) for the county conforming to the state emergency management plan and program;
- B.** Control and direct the efforts of the department of emergency management for the county of Whitman, state of Washington, for the accomplishment of the purposes of this chapter;
- C.** Direct coordination and cooperation efforts among government agencies, business and industry,

- volunteer organizations, and the citizens of Whitman County;
- D. Efficiently and effectively utilize government and private resources;
- E. Coordinate with the comprehensive emergency management plans and programs of the federal government, the state of Washington, emergency management jurisdictions within Whitman County, and with surrounding jurisdictions;
- F. Direct development and maintenance of disaster response capabilities;
- G. Direct identification and application of hazard mitigation strategies;
- H. Train and educate private citizens, the business community, volunteers and the government;
- I. Encourage government, business and industry, and private citizens self-sufficiency;
- J. Direct all responsibilities for the organization, administration, and operation of the department of emergency management;
- K. Execute all of the special powers conferred by the ordinance codified in this chapter or by adopted resolution;
- L. Requisition necessary personnel or material of any county department or agency.

(Ord. 66916 (part), 2007).

2.24.040 - Emergency management organization.

- A. Whitman County has established one emergency management function and office. The city of Pullman has established a separate emergency management function and office. The board of county commissioners heads the department of emergency management and will cooperate with local emergency agencies and volunteers, Washington State University and the city of Pullman.
- B. General Organization Responsibilities. The head of each governmental or private organization is responsible for the following:
 1. Appointing a liaison and alternates to work with the DEM in the development and maintenance of the CEMP;
 2. Make staff available at the request of DEM for appropriate training and emergency assignment;
 3. Maintain a current inventory of key organization personnel, facilities and equipment resources;
 4. Establishing policies and guidelines for incident command;
 5. Establishing policies and procedures for the organizational chain of command and succession of authority;
 6. Develop organization disaster mitigation, preparedness, response, and recovery plans.
- C. Suspension of Day-to-Day Activities. Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of the public emergency. The efforts that would normally be required for these functions will be redirected to accomplish disaster management tasks.

(Ord. 66916 (part), 2007).

2.24.050 - Management priorities.

- A.** Disaster Management Priorities. Will be based on the prevailing situation and on-scene circumstances. However, for planning and conceptualization purposes, the following priorities are established with the understanding that they may change during a disaster. Protect human life and public health, public property and infrastructure, provide reasonable assistance to individual requirements, county function and funding and protect the environment.
- B.** Finances. Expenditures necessary for the immediate survival of persons endangered by an emergency, or that may be incurred as a result of a disaster, may exceed the legal limitation of the budget. The board of county commissioners consistent with RCW (emergency expenditures) may pass a resolution authorizing such expenditures outside normal bidding laws or budgets/department limitations.

(Ord. 66916 (part), 2007).

2.24.060 - Punishment of violations.

It is a misdemeanor, punishable by a fine of, not to exceed two hundred fifty dollars, or by imprisonment, not to exceed ninety days, or both, for any person during a disaster to:

- A.** Willfully obstruct, hinder or delay any member of the emergency management organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him or her by virtue of this chapter;
- B.** Willfully do any act forbidden by any lawful rules or regulations issued pursuant to this chapter, if such act is of such a nature as to give, or be likely to give assistance to the enemy, or to imperil the lives or property of inhabitants of this county, or to prevent, hinder or delay the defense or protection thereof; and
- C.** Knowingly wear, carry or display, without authority, any means of identification specified by the department of emergency management of the state.

(Ord. 66916 (part), 2007).

2.24.070 - Validity of ordinance and parts.

Should any section, paragraph, sentence, portion of a sentence, or word of the ordinance codified in this chapter be declared for any reason to be invalid, such declaration of invalidity shall not affect the validity of the remaining portion or portions of the ordinance codified in this chapter as a whole nor any part thereof other than the part so declared to be invalid.

(Ord. 66916 (part), 2007).

2.24.080 - Repeal section.

All sections and provisions of Whitman County Ordinance No. 31208 adopted December 13, 1977, Ordinance No. 19057 adopted December 30, 1957, and Ordinance No. 18398 adopted June 11, 1956, are hereby repealed by the adoption of the ordinance codified in this chapter.

(Ord. 66916 (part), 2007).

APPENDIX A

ANNEX A TO THE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) BASIC PLAN WHITMAN COUNTY EMERGENCY OPERATIONS CENTER PROCEDURES.

- A. WHITMAN COUNTY EMERGENCY OPERATIONS CENTER**
- A.1 Purpose**
- Provide a single focal point for CENTRALIZED:
- Management of Information
 - Decision Making
 - Situation Assessment

Resource Support
Resource Allocation

A.2 Function

During a disaster or major emergency, in order to:

Communicate and coordinate between departments, agencies and all levels of government.

Efficiently manage the total community response and recovery effort.

Provide the single access point to request and receive assistance from the state and federal government.

B. EOC LOCATION

B.1 Primary

The Emergency Operations Center (EOC) is located at 2325 NE Hopkins Ct., Pullman. The facility is the Whitcom training room. The facility is currently equipped with diesel generator back-up power. Future expansion includes: maps, computers, status boards, public safety and amateur radio frequencies, Computer Aided Dispatch terminal, and other equipment and supplies as needed to manage emergency operations.

B.2 Alternate

The EOC may be relocated to another location if the primary EOC is not functioning. The alternate EOC location is in the basement of the Sheriff's Office.

C. EOC Activation

The EOC can be activated by contacting the Whitman County Emergency Management Director at 397-6280, Whitcom at 332-2521 or after hours through the Whitcom Dispatch Center. The following persons can request EOC activation:

County Commissioner
City Mayor
City Manager or County Administrator
Fire or Law Enforcement Incident Commander
County or City Engineering Services Director or
Public Works Director
Whitman County Health Department Director
Director or Deputy Director of Emergency Management
Director of WHITCOM

NOTE: The Director or Deputy Director of Whitman County Emergency Management may open and begin staffing the EOC prior to a formal request to activate.

C.1 WHEN TO ACTIVATE

When to activate the EOC is a decision that must be based on each individual incident or situation. The following information is provided to serve as a guide on when activation of the EOC would be valuable.

C.1.1 Phase One Emergency—No Activation Required Incidents occur without warning and are able to be handled by one agency or with the assistance of mutual aid agencies. The coordination necessary to control the event can be effectively accomplished at the scene. Many incidents terminate at this point and no further coordination is required.

C.1.2 Phase Two Emergency—Activation Advised

Incident escalates or is about to escalate to the point, either due to the number of agencies involved, personnel and resources required, where the coordination of the incident is not efficiently accomplished at the scene or at another location.

Any of the persons authorized to activate the EOC determines that coordination of the response/recover would be enhanced by multi-agency coordination in the EOC.

When the levels of requests for varied resources from within Whitman County are received from Washington State Emergency Management to respond outside of the County, and the coordination of those requests are better facilitated at one central point.

C.1.3 Phase Three Emergency—Disaster Occurs—Activation Essential Incidents which are of such magnitude that coordination of the incident(s) at the scene or at another location is not possible, i.e. HAZMAT incident requiring evacuation and sheltering, major fire, commercial passenger aircraft accident, rail, or other mass casualty incident, etc.

When a major incident is occurring in the unincorporated area of the county and is simultaneously occurring in one or more incorporated cities.

When the resources of the County or any incorporated city necessary to respond to or recover from a disaster or other emergency are overwhelmed or are expected to be overwhelmed.

When a Local Emergency has been declared by any authorized official of any jurisdiction within Whitman County.

C.2 DEACTIVATION

The decision to deactivate the EOC is made by the Director or Deputy Director of Whitman County Department of Emergency Management, after an assessment of the current and long-range situation and in consultation with the primary agencies and jurisdictions involved in the incident.

D. ORGANIZATION

1. The EOC organization follows the concepts of the Incident Command System (ICS).

The ICS provides a management structure and system for conducting EOC operations for emergencies as well as major disasters. ICS's organizational structure develops in a modular fashion, based on the type and size of the incident. The EOC staff builds from the top down, with responsibility and performance placed initially with the Director, Emergency Management. As the needs exist, five separate functional areas may be established.

Under ICS, the EOC organization has the flexibility to shape itself to the emergency. The specific structure established for any given incident will be based on the needs of the incident. If a small EOC staff can manage all functional areas, no further staffing is required. As the incident escalates, additional staff and functions may have to be added. The concept of "form follows function" clearly applies in this EOC organization.

Assignments initially will be made by the Director selecting an EOC Manager, normally the Deputy Director. The EOC Manager will then request a staffing level commensurate with the incident at hand. Some functions may not be activated; some functions may be combined; or in the case of a major disaster, all functions will be activated and fully staffed.

D.1 FUNCTIONAL ORGANIZATION

1. The Chair or designee of the Board of Whitman County Commissioners provides overall direction and control for the emergency management functions in Whitman County.

The Mayor/City Manager of an incorporated city provides overall direction and control for the emergency management functions for the concerned city/town.

This function can be delegated to the Director, Whitman County Department of Emergency Management.

2. The EOC Manager provides supervision and management of the staff in the EOC and delegates tasks to appropriate sections for action.

3. The Public Information Officer (P.I.O.) responds to media inquiries, coordinates with agency P.I.O. and develops emergency public information releases.

4. The Liaison Officer serves as a point of contact for assisting or coordinating with participating agencies.

5. The Safety Officer keeps the EOC staff informed of present safety problems and potential hazards to minimize risks.

6. The Operations Section is responsible for receiving requests for assistance from the public, other local agencies and local governments, and tasking resources to respond to the requests. Representatives from the fire service, law enforcement, public works, and other agencies as appropriate for the emergency, staff this section.

7. The Logistics Section is responsible for locating, ordering and tracking resources, EOC security and feeding of EOC personnel. The section also keeps the resource status board updated.

8. The Plans Section collects and analyzes all data regarding the incident, develops recommendations for action plans, produces situation reports, and keeps the situation status boards updated. It is responsible for knowing what has happened, what is happening, and what is going to happen. The section ensures Operations, Logistics, Finance and the EOC Manager have the most current information regarding the incident, trends, and future needs.

9. The Finance Section is responsible for keeping records of contracts, purchases, and overtime of EOC personnel. The section works closely with logistics in identifying funding

for incident related logistical requests. It also works with responding agencies in documenting disaster related expenditures and costs.

E. CONCEPT OF OPERATIONS

1. The WHITMAN COUNTY Emergency Operations Center is designed to support, coordinate and respond to an emergency in the County of Whitman, and cities and towns within its jurisdiction.
2. It is expected that the City of Pullman will assign fire, law enforcement and public works representatives to the EOC in emergencies involving the City. It is also expected that Whitman County will assign law enforcement and public works representatives, to the EOC in incidents involving unincorporated areas of the County and in support of cities and towns. It is further expected that fire departments and districts other than Pullman Fire Department will assign a representative to the EOC representing all fire agencies other than Pullman.
3. The level of EOC activation and participation depends upon the situation and the need for coordination and support. Agencies, other than above, may send representatives to the EOC as they see fit, or they may be called to the EOC when the need arises.
4. Departments not having a response role should assign personnel as requested to staff EOC support functions, primarily Logistics and Plans. These employees should be selected prior to an event by their respective departments and receive training in EOC Operations provided by Emergency Management.
5. Agency representatives are assigned to the EOC Operations Sections. Their respective agencies continue to exercise direction and control of their respective agency operations. These agency operations can be directed by the representative in the EOC or at whatever site they designate.
6. If necessary, security may be established for the EOC to ensure unauthorized persons do not interfere with EOC operations. The Logistics Section Chief may request the Sheriff's Office, or police to provide a uniformed officer for this purpose.
7. When fully activated the EOC will normally operate on two 12.5 hour shifts (A—Shift 0600—1830 and B—Shift 1800-0630). The overlap will allow for shift change briefings. The EOC Manager may alter the schedule based on circumstances.

POSITION CHECKLISTS

F.1 CHIEF EXECUTIVE

The Chair of the Board of Whitman County Commissioners provides overall direction and control for the emergency management functions in Whitman County.

The Mayor/City Manager of an incorporated city provides overall direction and control for the emergency management functions for the concerned city/town. This function can be delegated to the Director, Whitman County Department of Emergency Management.

F.1.1 COUNTY COMMISSIONER, MAYOR, CITY MANAGER, & COUNTY ADMINISTRATOR

Responsibilities include:

- A. Make contact with the Director, or Deputy Director, Whitman County Department of Emergency Management or the Whitman County Emergency Management Duty Officer via Whitcom dispatch.
- B. Go to the EOC as appropriate. Leave a number where you can be contacted if you do not respond to the EOC.
- C. Review current situation report including damage assessment and resources status.
- D. Receive briefings from Director, Emergency Management or EOC Manager on the situation and initial response activities.
- E. Fully commit the resources of County/City departments if appropriate.
- F. Proclaim a "State of Emergency", if the resources of the County/City have been or are about to become depleted as a result of the emergency.
- G. With the assistance of the P.I.O., issue a press release regarding the situation and government's response to the emergency.
- H. Be prepared to make future funding commitments when requesting outside assistance.
- I. Request State or Federal Assistance through a proclamation prepared by Whitman County Emergency Management, if appropriate.
- J. Continue to receive situation report updates and notify the Director,

Emergency Management or EOC Manager of your location if other than the EOC.

F.1.2 DIRECTOR WHITMAN COUNTY EMERGENCY MANAGEMENT

Responsibilities include:

- A. Ensure the EOC is activated and the EOC Manager has been appointed.
- B. Obtain current situation and resource status from Dispatch Supervisor, Emergency Management Duty Officer, or EOC Manager.
- C. Notify Chief Executive (County Commissioner/Mayor/City Manager/County Administrator) of current situation. Continue to keep Executives and Emergency Management board members updated on situation.
- D. Coordinate with other agency directors and local elected officials.
- E. Ensure P.I.O. is assigned to the EOC. Coordinate with the P.I.O. and Executive level on all press releases and media interviews.
- F. Ensure coordination with other local emergency management agencies and State Emergency Management.
- G. Advise Executive level of the need to issue an Emergency Proclamation and prepare the document.
- H. Recommend what types of assistance Executive should seek from State and Federal Government and prepare the document.
- I. In coordination with the EOC Manager, and departments/agencies involved in the emergency, order deactivation of the EOC.
- J. Keep the EOC Manager apprised of your location and appoint an Assistant Director to act in your stead when you are not available.

F.1.3 EOC MANAGER (Deputy Director)

The EOC Manager provides supervision and management of the staff in the EOC and delegates tasks to appropriate sections for action.

Responsibilities include:

- A. Report directly to the Director, Whitman County Department of Emergency Management.
- B. Ensure necessary agency representatives (Operations Section) have been notified and are responding to the EOC.

Whitman County Public Works
Whitman County Sheriff's Office

A representative of Whitman
County Fire Agencies
Pullman Engineering and
Planning Services
Pullman Fire Department
Pullman Police Department

Other agencies and jurisdictions as indicated by the incident.

For Example:

Public Utilities
County Health
Department
Solid Waste
Department of
Transportation
Whitman County
Coroner
American Red Cross
School Districts
Whitman County EMS

- C. Ensure adequate EOC staff is responding to the EOC (Logistics, Plans, Finance). Staffing level is based on size of the incident.
- D. Appoint Section Chiefs and delegate tasks appropriate to their section.

Note: Based on the size of the emergency and number of personnel

available, one person could be assigned more than one task, i.e. Plans and Logistics could be staffed by one individual.

- E. Appoint Assistant EOC Manager, if necessary.
- F. Keep Director and EOC Section heads apprised of your location at all times and appoints an alternate when you leave the building.
- G. Ensure situation reports are provided on a regular basis to the Director, local jurisdictions and agencies, and State Emergency Management.
- H. Ensure P.I.O. has current situation information and that all media queries are forwarded to the P.I.O.
- I. Advise the director of the need to issue an Emergency Proclamation.
- J. Participate in regular briefings with Section Chiefs, the Director and Executives.
- K. Keep EOC staff updated on the situation verbally or in writing at least every four hours or as needed.
- L. Ensure EOC staff is communicating with fellow staff, situation and resource status boards are current, required reports are completed in a timely manner and message forms are being used properly.
- M. Approve all Situation Reports sent to State Emergency Management and local agencies. Review Executive Situation Reports provided to the Director.
- N. Develop staffing plan for long duration EOC activation to ensure relief for staff and the ability to sustain staffing levels on a 24-hour basis.
- O. Ensure EOC is returned to normal configuration when deactivated.

F.1.4 PUBLIC INFORMATION OFFICER

The Public Information Officer (P.I.O.) responds to media inquiries, coordinates with agency P.I.O. and develops emergency public information releases.

Responsibilities include:

- A. Prepare, obtain Director's approval of and disseminate all EOC originated emergency related public information releases.
- B. Assist the Director, Emergency Management, in all media related matters and prepare Press Releases as requested.
- C. Coordinate with other local agency/jurisdiction P.I.O. regarding emergency public information releases. Consider the use of joint agency public information (J.I.C.) releases to avoid duplication of information and eliminate confusing information.
- D. Receive requests from media for emergency related information and coordinate requests for interviews of Executive level personnel at the EOC, the Director, and Emergency Management or EOC staff.
- E. Provide an area outside of the EOC for interviews or video taping.
Note: Generally media personnel are not allowed in the EOC when activated. With approval of the EOC Manager or Director, video may be shot from the entrance to the EOC for brief periods of time.
- F. Assist the EOC Manager with the preparation of Emergency Alerting System messages.

F.1.5 LIAISON OFFICER

The Liaison Officer serves as a point of contact for assisting or coordinating with participating agencies.

Responsibilities include:

- A. Serve as point of contact for assisting or coordinating agencies.
- B. Coordinate management of participating agencies.
- C. Act as a diplomat between agencies when needed.
- D. Work with private contractors to establish mission, radio communications, and supervision.

F.1.6 SAFETY OFFICER

The Safety Officer keeps the EOC staff informed of present safety problems and potential hazards to minimize risks.

Responsibilities include:

- A. Monitor and assess the safety hazards and unsafe situations to develop

measures for ensuring personnel safety.

- B. Identify safety problems and suggest solutions to minimize risks.
- C. Correct unsafe acts on own authority when necessary.
- D. Keep EOC staff informed of present problems and potential hazards.

F.2 OPERATIONS SECTION

The Operations Section is responsible for receiving requests for assistance from the public, other local agencies and local governments and tasking resources to respond to the requests. Agency representatives, the fire service, law enforcement, public works, and other agencies as appropriate for the emergency, staff this section.

F.2.1 OPERATIONS SECTION CHIEF

Responsibilities include:

- A. Ensure the proper agency liaisons are represented in the Operations Section. Notify the EOC Manager if additional representation is necessary.
- B. Coordinate with other EOC Sections on Operations status.
- C. Brief the Director and/or Executive level on significant operational issues and needs.

F.2.2 BRANCH DIRECTORS (Fire, L.E., EMS, Public Works, etc.)

Responsibilities include:

- A. Implement portion of the incident action plan appropriate to the branch function.
- B. Coordinate activities of units within the branch.
- C. Evaluate objectives and request additional resources if needed.
- D. Keep section chiefs informed of resource status within the branch.
- E. Assign specific tasks to divisions or groups within the branch.
- F. Resolve logistical problems associated with units within the branch.

F.3 LOGISTICS SECTION

The Logistics Section is responsible for locating, ordering and tracking resources, EOC security and feeding of EOC personnel. The Section also keeps the resource status board updated.

F.3.1 LOGISTICS SECTION CHIEF

Responsibilities include:

- A. Obtaining a briefing from the EOC Manager.
- B. Planning and coordinating the activities of the Logistics Section and supervising assigned personnel.
- C. Ensuring there are enough staff to carry out section responsibilities.
- D. Determining the extent of current and anticipated operations and planning the necessary logistical support.
- E. Coordinating and processing requests for additional resources.
- F. Tracking of resources as to location, assignment, and number.
- G. Providing advice on the current service, support and personnel capabilities.
- H. Identify and locate resources which may be needed.
- I. Coordinate with Plans to keep current resource availability status list current.
- J. Coordinating with the State Emergency Operations Center Logistics Section and other potential resource agencies, if applicable.
- K. Identify personnel for staffing current and additional shifts.
- L. Ensuring the EOC communications requirements are met.
- M. Ensuring EOC staffs have necessary support and meals.
- N. Providing for EOC security if required.
- O. Recommending the release of resources in coordination with the Operations Section during demobilization.

F.3.2 SUPPORT BRANCH

Responsibilities include:

- A. Obtaining a briefing from the Logistics Chief.
- B. Locating and ordering equipment and supplies as requested by the Operations Section or EOC Manager.
- C. Arranging for delivery of ordered supplies and equipment.

- D. Tracking acquisition and assignment of supplies and equipment obtained from other agencies, groups, or individuals.
- E. Coordinating with Operations Section on potential short and long term logistics needs.
- F. Maintaining lists of donated equipment and supplies as provided by the Plans Section.
- G. Receiving and processing requests for volunteer resources, assigning volunteers as requested.
- H. Coordinating the return of equipment and supplies when borrowed from other agencies when in demobilization.
- I. Maintaining a file on all ordering/receiving documents.
- J. Maintaining a unit log.
- K. Establishing a check-in/check-out function at the EOC entrance.
- L. Preparing and maintaining a display of the EOC organization with the current name of the persons staffing all positions in the EOC.
- M. In conjunction with the EOC Manager, ensuring sufficient staffing for the Plans and Logistics Section.
- N. Requesting personnel as needed from the EOC authorization list.
- O. Requesting Operations staff from specific agencies as required.
- P. Maintaining lists of volunteers provided by the Plans Section.
- Q. Receiving and processing requests for volunteer resources, assigning volunteers as requested.
- R. Maintaining liaison with established volunteer groups regarding the availability of volunteers.
- S. Maintaining assignment records of all EOC personnel and volunteers assigned through the EOC.
- T. Providing for breaks and meal periods for EOC staff and continued staffing of the EOC.
- U. Maintaining a log of unit activities.

F.3.3 SECURITY UNIT

Responsibilities include:

- A. Obtaining a briefing from the Logistics Chief.
- B. Providing necessary security for the EOC.
- C. Providing security to visiting dignitaries as required.
- D. Issuing passes to authorized personnel as needed.
- E. Restricting EOC access to unauthorized persons.
- F. Notifying the Logistics Chief of City/County Officials and dignitaries requesting access to the EOC.

F.3.4 SERVICE BRANCH

Responsibilities include:

- A. Obtaining a briefing from the Logistics Chief.
- B. Coordinating requests for Amateur Radio (RACES) resources through the EOC RACES Unit.
- C. Coordinating requests for Critical Incident Stress Management Team (CISM) resources through Combined Communication Center (Fire).
- D. Coordinating requests for EOC computer support with the EOC, through Information Systems (IS) or Management Information Services (MIS).
- E. Determining feeding requirements for EOC and Dispatch staff.
- F. Ordering meals for EOC and Dispatch staff in a timely manner.
- G. Maintaining a log of unity activities.

F.4 FINANCE SECTION

The Finance Section is responsible for keeping records of contracts, purchases, and overtime of EOC personnel. The section works closely with Logistics in identifying funding for incident related logistical requests. It also works with responding agencies in documenting disaster related expenditures and costs.

F.4.1 FINANCE SECTION CHIEF

Responsibilities include:

- A. Obtaining a briefing from the EOC Manager.
- B. Track all incident costs.
- C. Evaluate financial/administrative considerations of the incident.
- D. Oversee budgeting and future payments.
- E. Assign responsibilities as needed.

F.4.2 TIME UNIT

Responsibilities include:

- A. Obtain briefings from the Finance Section Chief.
- B. Tracking and recording personnel time records.

F.4.3 PROCUREMENT UNIT

Responsibilities include:

- A. Obtain briefings from the Finance Section Chief.
- B. Tracking and recording all procurements.

F.4.4 COMPENSATION/CLAIMS UNIT

Responsibilities include:

- A. Obtain briefings from the Finance Section Chief.
- B. Track and record all compensation/claims.

F.4.5 COST UNIT

Responsibilities include:

- A. Obtain briefings from the Finance Section Chief.
- B. Track and record all costs.

F.4.6 COST RECOVERY UNIT

Responsibilities include:

- A. Obtain briefings from the Finance Section Chief.
- B. Collect and maintain all costs for incident.
- C. Prepare documentation for reimbursement.

F.5 PLANS SECTION

The Plans Section collects and analyzes all data regarding the incident, develops recommendations for action plans, produces situation reports, and keeps the situation status boards updated. It is responsible for knowing what has happened, what is happening, and what is going to happen. The section ensures Operations, Logistics, Finance and the EOC Manager have the most current information regarding the incident, trends, and future needs.

F.5.1 PLANS SECTION CHIEF

Responsibilities include:

- A. Obtaining briefing from the EOC Manager.
- B. Developing strategic action plans when required in conjunction with the operations Section Chief and EOC Manager.
- C. Staffing the Planning Section Branches and Units as appropriate.
- D. Directing the smooth and effective communication of information within the EOC.
- E. Directing the Situation/Resource Status Branch Leader to initiate collection, reporting, and display of significant disaster events.
- F. Directing the Situation/Resource Status Branch leader to initiate coordination with the Logistics Section. Report and display the status of significant disaster related resources.
- G. Directing the Message Center Branch Leader to process, distribute, and facilitate internal EOC communications and the receipt and process all incoming telephone, amateur radio and written communication.
- H. Prioritizing incidents, requests, and needs as gathered from all sections.
- I. Obtaining periodic updates on section activities.
- J. Providing special written status reports and/or briefings as requested by the Director, Emergency Management or EOC Manager.
- K. Advising the EOC Manager of any significant changes in incident status.
- L. Providing the P.I.O. with frequent situation updates.

M. Maintaining a Master Event Log.

F.5.2 SITUATION STATUS BRANCH LEADER

Responsibilities include:

- A. Obtaining briefing from the Planning Section Chief.
- B. Directing the Display Processor, Situation Report, Situation Status and EOC Log functions.
- C. Defining items to be tracked on maps, boards, situation reports and logs.
- D. Coordinating with Message Center Branch Leader and Message Controller regarding information flow problems.
- E. Providing for an authentication process in case of conflicting status reports on events. Investigate all disaster related rumors and work with Plans Section Chief, EOC Manager and P.I.O. to dispel false information.
- F. Preparing and presenting an overview and evaluation of the disaster situation and predictions on the course of the disaster events at periodic intervals, or upon request of the Planning Section Chief.
- G. Preparing Situation Reports and forwarding them to specified agencies every four hours unless directed otherwise by the Plans Section Chief.
- H. Tracking all requests for assistance and maintaining original of mess forms in chronological order (see F.5.11).
- I. Providing special written status reports and/or briefings as requested by the Planning Section Chief.
- J. Providing duplication and facsimile processing for EOC staff when requested.
- K. Maintaining the incident log and EOC message forms for after incident use.
- L. Collecting other section/unit logs after the incident for the purpose of establishing a post-event report.

F.5.3 DISPLAY PROCESSOR

Responsibilities include:

- A. Obtaining briefing from Situation/Resource Status Branch Leader.
- B. Making determination of:
 - 1. Numbers, types and locations of displays required.
 - 2. Priorities (major incident locations, critical services, sites, roads, barriers, etc.)
 - 3. Map requirements for incidents(s)—coverage area, color/number coding, map legends, etc.
- C. Obtaining necessary equipment and supplies.
- D. Obtaining a copy of the latest situation report.
- E. Determining from Situation/Resource Branch Leader what type of information is significant for visual posting (map/situation board).
- F. Creating the necessary information display categories on the Situation/Resource status boards in the EOC.
- G. Ensuring the proper maps are displayed and incident locations and other requested information is located on the map(s).
- H. Coordinating the narrative transmittal of information on posted event/situations to the Situation Report/EOC log Units.
- I. Ensuring conflicting information is brought to the attention of the Situation/Resource Branch Leader and Situation Status/Report Units.
- J. Assisting the Situation/Resource Branch Leader in analyzing and evaluating events/situations.
- K. Developing displays in accordance with established time lines for briefings.
- L. Assisting other Situation/Resource Branch staff as necessary.

F.5.4 SITUATION REPORT UNIT

Responsibilities include:

- A. Obtaining briefings from Situation/Resource Status Branch Leader.
- B. Preparing Situation Reports based on information received from the Situation Status Unit and Logistics Section and forwarding them to specified agencies every four hours unless directed otherwise by the Plans Section Chief.

- C. Preparing other incident related reports as requested.
- D. Duplicating and distributing EOC related reports as directed.
- E. Maintaining copies of all incident related weather teletypes, State Emergency Management Situation Reports and EOC Situation Reports and briefing reports.
- F. Assisting other Situation/Resource Branch staff as necessary.

F.5.5 SITUATION STATUS UNIT

Responsibilities include:

- A. Obtaining briefing from Situation/Resource Status Branch Leader.
- B. The continuing review of EOC Message Forms, weather reports, news reports, other information related documentation and direct contact with the Operations, Logistics and Finance Section Chiefs to determining the status of the incident.
- C. Providing Situation/Resource Branch Leader and Situation Report Unit with the current status of the situation and resources.
- D. Assisting other Situation/Resource Branch staff as necessary.

F.5.6 EOC LOG UNIT

Responsibilities include:

- A. Obtaining briefings from Situation/Resource Status Branch Leader.
- B. Maintaining current incident Log from information provided from EOC message forms marked "LOG". Maintaining log in chronological order.
- C. Include additional information in log as requested by the Situation/Resource Status Branch Leader.
- D. Assisting other Situation/Resource Branch staff as necessary.

F.5.7 MESSAGE CENTER BRANCH LEADER

Responsibilities include:

- A. Obtaining briefing from Plans Section Chief.
- B. Managing incoming and internal information flow.
- C. Ensuring adequate staffing and continued staffing of the Message Center Branch.
- D. Ensuring adequate telephone instruments are available throughout the EOC.
- E. Determining level of Message Form use and distribution.
- F. Coordinate with RACES volunteers on messages sent and received via amateur radio.
- G. Ensure a Message Controller is assigned who has the training and knowledge of EOC organization and operations.
- H. Coordinate with the Plans Section Chief, EOC Manager, and other Section Chiefs to ensure proper flow of information throughout the EOC.
- I. Randomly reviewing Message Forms to ensure they are completed properly.
- J. Ensuring there is a Message Controller on the floor at all times.

F.5.8 MESSAGE CONTROLLER

Responsibilities include:

- A. Obtaining briefings from Plans Section Chief.
- B. Preparing and distributing a current EOC Internal Telephone Directory to EOC staff.
- C. Preparing and distributing a current EOC External Agency Telephone Directory to EOC Staff.
- D. Coordinating the activities of the telephone operators, RACES operators, and message Distribution staff.
- E. Reviewing each Message Form after it has been completed and marks what action is to be taken on the message (situation report, map, board, and log) and forwarding them to the Plans Section for processing in a timely manner.
- F. Ensure Message Distributors are forwarding messages to the proper Sections/Units.
- G. Providing advice on message flow to Message Distributors.

F.5.9 TELEPHONE OPERATORS

Responsibilities include:

- A. Obtaining briefing from the Message Controller.
- B. Answering incoming EOC telephone lines and taking one of the following actions:
 - 1. Completing an EOC Message Form.
 - 2. Completing a Telephone Message.
 - 3. Transferring the call to the proper individual/EOC position.
 - 4. Making outgoing calls as instructed by the Message Controller.
 - 5. Completing a record of Information Form when no specific action is necessary.

F.5.12 RACES OPERATORS

Responsibilities include:

- A. Obtaining briefing from the Message Controller.
- B. Transmitting and receiving messages via amateur radio frequencies.
- C. Following accepted RACES emergency service policies and procedures.
- D. Maintaining a log of RACES messages.

F.5.13 MESSAGE DISTRIBUTION

Responsibilities include:

- A. Obtaining briefings from the Message Controller.
- B. Delivering and picking up messages and other forms of written communication from the various sections and units of the EOC.
- C. Ensuring Messages are picked up and deliver in a timely manner.
- D. Seeking the advice of the Message Controller when the Section/Unit receiving the message is unclear.
- E. Assisting with other duties in the Plans Section as requested.