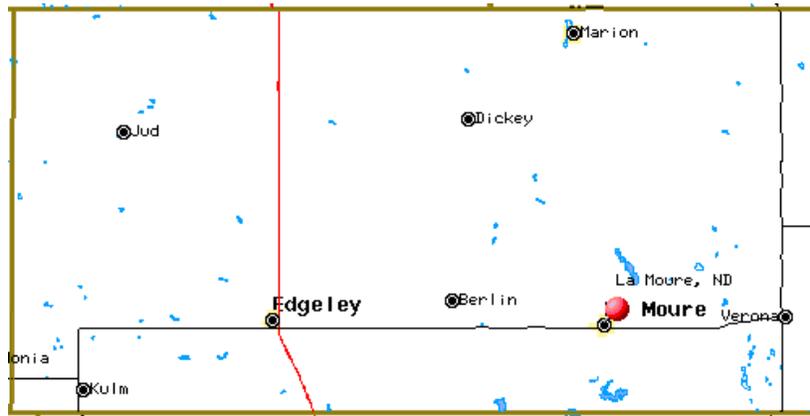


LaMoure County



EMERGENCY OPERATIONS PLAN

(With NIMS Integrated)

This plan has been prepared by **LaMoure County** in cooperation with North Dakota Department of Emergency Services and local cities and agencies.
Updated 2018

DISTRIBUTION LIST

Jurisdiction	Contact	Distribution Date
City of Berlin		
City of Dickey		
City of Edgeley		
City of Jud		
City of Kulm		
City of LaMoure		
City of Marion		
City of Verona		
Edgeley Fire Department		
Verona Fire Department		
Jud Fire Department		
Kulm Fire Department		
Marion Fire Department		
LaMoure Fire Department		
Kulm Police Department		
LaMoure Police Department		
LaMoure County Sheriff's Department (4)		
Edgeley EMS		
Kulm EMS		
Community Volunteer EMS of LaMoure		
LaMoure County Auditor		
LaMoure County Commission Chairperson		
LaMoure County Emergency Management (2)		
LaMoure County Extension Office		
LaMoure County Highway Department		
LaMoure County Public Health		
LaMoure County Tax Director		
LaMoure County Social Services		
Emergency Operations Center (3)		
LaMoure School		
Edgeley School		
Kulm School		
Litchville-Marion School		

Revisions

Revision	Contact	Date
Appendices	LaMoure County LEPC	2011
Plan /Appendices	LaMoure County LEPC	17 February 2013
Plan	Functional Coordinators	18 October 2018

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Authorities

Public Law 920, the Federal Civil Defense Act, as amended
Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Act, as amended
Public Law 106-390, Disaster Mitigation Act of 2000
NDCC 37-17.1, the North Dakota Disaster Act of 1985, as amended
FEMA Public Assistance Guide (FEMA 322)

References

Homeland Security Act of 2002
Homeland Security Presidential Directive-5, *Management of Domestic Incidents*
Homeland Security Presidential Directive-8, *National Preparedness*
Department of Homeland Security, National Incident Management System, March 1, 2004

Promulgation Statement

Government at all levels has the responsibility for the protection of life, property and the environment from hazards, which are known to threaten the jurisdiction. Therefore: by the authority of the LaMoure County Commission, we do hereby order that the LaMoure County Emergency Operations Plan be put into effect and be promulgated to all appropriate entities in the county. The plan assigns tasks and responsibilities to county and city agencies and establishes a broad concept for conducting preparedness, response and recovery efforts if an emergency or disaster threatens or occurs.

These cities, by resolution, hereby adopt the concepts and conditions set forth by the LaMoure County Operations Plan

List of Incorporated Cities Original Date of Resolution

<u>City</u>	<u>Date of Resolution</u>	<u>Date of Update - Adopted</u>
Berlin	3/13/2008	
Dickey	Unavailable	
Edgeley	3/5/2008	
Jud	12/3/2007	
Kulm	12/3/2007	
LaMoure	Unavailable	
Marion	12/3/2007	
Verona	12/8/2007	

Purpose

The purposes of the Emergency Operations Plan for LaMoure County are:

- To define the responsibilities of departments of local government (county and city) and appropriate private entities; and
- To ensure a coordinated effort using the Incident Command System (ICS) by local, state, and federal government, as well as private response forces, to save lives and to protect property and the environment in the event of an emergency or disaster; and
- To facilitate short-term and long-term recovery activities.

Assumptions

Proper implementation of this plan will reduce or prevent loss of life, damage to property and the environment. Key officials within LaMoure County are aware of the possible occurrence of any emergency or major disaster and their responsibilities in the execution of this plan.

- A. The county commission and city councils have overall statutory responsibility for the continued use, development and maintenance of this plan. Delegation of responsibilities to department heads does not abrogate the authority of heads of local governments to make necessary decisions or changes to the plan for the protection of life, property and the environment.
- B. The contents of this plan must be known and understood by those people responsible for its implementation. The emergency manager is responsible for briefing personnel and county/city officials concerning their role in emergency management and the contents of this plan in particular.
- C. The plan shall incorporate the use of ICS, allowing flexibility for response to a variety of emergencies;
- D. Department heads are responsible for development and maintenance of their respective functions and tasks in this plan.
- E. In addition, each functional coordinator and task coordinator must maintain supporting standard operation procedures (SOPs) describing how functions/tasks will be accomplished or implemented. SOPs are located at appropriate functional facility locations and will be updated yearly by the appropriate coordinator.
- F. An annual review of this plan will be conducted by all officials involved in its execution. The emergency manager will coordinate this review and any revision and distribution found necessary.
- G. The plan will be tested at least once a year in the form of a simulated emergency exercise in order to provide practical, controlled experience to functional coordinators and task coordinators responsible for plan maintenance and response.

Concept of Operations

A. General

It is the responsibility of government to protect life, property and the environment from the effects of hazardous events using the five phases of emergency management: preparedness, response, recovery, mitigation and prevention. This plan is based on the concept that the emergency functions performed by various groups responding to an emergency will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

This plan incorporates the principles of the National Incident Management System (NIMS), a nationwide approach to domestic incidents management; applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. It is not an operational incident management or resource allocation plan. NIMS represents a core set of doctrines, principles, terminology and organizational processes to enable effective, efficient and collaborative incident management at all levels. NIMS provides a consistent nationwide template to enable all government, private-sector and nongovernmental organizations as follows:

Incident Command System (ICS)

The Incident Command System (ICS) is considered the most effective system for managing emergencies. The County of LaMoure subscribes to the use of ICS an important part of NIMS. ICS is a standardized, flexible, on-scene, all-hazard incident management concept. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

Unified Command System (UCS)

A Unified Command System, part of ICS, is established upon activation response to an incident. Under a Unified Command, agencies work together through the designated members of the Unified Command to analyze information and establish a common set of objectives and strategies.

Area Command (Unified Area Command)

An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Emergency Operations

Local government, because of its proximity to these events, has the primary responsibility for emergency management activities. Other levels of government provide resources not available at the local level. If local resources (county, city and private) are not available, the county/city may request assistance through the county emergency management office after the political subdivision has issued a disaster or emergency declaration. When the emergency exceeds county government's capacity to respond, assistance from the state government will be requested through the North Dakota Department of Emergency Services. After the county has issued a disaster or emergency declaration, the Governor will request federal assistance through a presidential emergency or major disaster declaration. The federal government may provide assistance and resources to the state where needed. Federal assistance may be extended to aid in recovery from major disasters.

Day-to-day functions that do not contribute directly to response actions to an emergency may be suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of the resources.

Hazard-specific appendices are covered in the local multi-hazard mitigation plan, which links to the EOP. The multi-hazard mitigation plan and the EOP are linked in that the multi-hazard plan identifies the prevention measures and the EOP addresses procedures for responding to problems created by the hazards.

Emergency Operations Center – EOC

The Emergency Operations Center (EOC) will be activated for all incidents requiring a significant dedication of resources and/or extraordinary interagency coordination outside the realm of normal day-to-day emergency situations responded to by law enforcement, fire and EMS agencies.

B. Continuity of Government

Succession of Leadership

County Commissioners

- Chair
- Vice chair
- Most senior member of commission

City Government

- Mayor
- President of city council
- Most senior member of council

EOC Personnel

- Emergency manager
- Assistant to the manager
- On call designee

Line of succession for each agency/department is according to the department rules and/or standard operating procedures. Each county/city functional coordinator will have a designated alternate to fulfill assigned responsibilities.

C. Preservation of Records

The preservation of important records and the taking of measures to ensure continued operations and, if necessary, reconstitution of local government during and after catastrophic disasters or national security emergencies is the responsibility of the executives of each jurisdiction. Records to be preserved should include, at a minimum:

Records required to protect the rights of individuals. These records include: marriage licenses and divorce papers, property and land titles, tax statements and licenses, and records required by health, fire, law enforcement and public works to conduct emergency operations.

Records required to re-establish normal government functions and to protect the rights and interests of government. Appropriate department heads will be responsible for securing documents necessary for continuing operation during times of emergencies.

D. Relocation of Government:

All critical facilities at the county and city level such as the EOC, law enforcement, fire and the courthouse should have an alternate location if evacuation becomes necessary. Educational facilities, public works buildings, , fire halls and law enforcement centers are possible relocation facilities as they already contain considerable communication equipment.

E. Emergency Checklist

The following is a guide for response to all hazards.

Emergency Occurs

Notification/Warning *-To alert the general public and persons designated to respond:*

1. Notify First Response Agencies
 - Law enforcement
 - Fire
 - Emergency medical services
 - Notify hospital
 - Notify coroner
2. Establish NIMS Incident Command structure
3. Initial Assessment of Situation
 - Scene safety
 - Nature of disaster
 - Atmospheric conditions
 - Injuries/fatalities
 - Resources committed
 - Evaluate need for outside assistance
4. Notify EOC/Emergency Manager
5. Initiate Public Warning Systems
 - Outdoor warning sirens
 - Telephone Emergency System – CodeRED-IPAWS
 - Emergency Alert System (EAS)
 - Public loud speaker
 - Public information officer
6. Notify functional coordinators
7. Alert Mutual Aid Partners for additional support
8. Notify chief elected officials
9. Notify ND Department of Emergency Services
10. Notify volunteer organizations as needed

Immediate Public Safety *-To provide for the safety of people and aid the injured:*

1. Initiate actions to reduce current and future hazards
 - Activate HazMat teams
 - Activate bomb squad
2. Evacuation/shelter in place
3. Emergency medical services
 - Triage
 - DeCon
 - Transport
 - Treat
4. Search and rescue
 - Contact EM/NDDDES for Civil Air Patrol Support

Property Security *-To provide protection for public and private property:*

1. Provide barricades in necessary areas
2. Provide traffic and crowd control
3. Establish Perimeter Scene Security
4. Remove objects that may be ongoing hazards
5. Facility security

- Family Assistance Center
- Health Facilities (including morgue)
- EOC
- Critical Facilities
 - Airports
 - Water facilities
 - Power generation
 - Communication
 - Courthouse/City Hall

Public Welfare -*To provide care for people injured or dislocated and assess damage:*

1. Establish family assistance center
2. Establish family reunification area
3. Disseminate public information
4. Shelter
5. Food/water
6. Clothing
7. Sanitation
8. Prescriptions
9. Animal welfare

Restoration - *To bring the necessities of life back to normal:*

1. Reestablish communication capability ASAP
2. Mobilize community resources
3. Restore critical facilities
 - Law Enforcement center
 - Emergency Operation Center
 - Fire
 - Nursing homes
4. Restore Utility Services
 - Water/waste water
 - Power
 - Electric
 - Gas
 - Telephone
5. Restore transportation arteries
6. Decontamination
 - Public infrastructure
 - Homes/businesses

F. Functional and Task Coordinators

Significant responsibilities common to emergencies and disasters are grouped into ten areas, which are termed functions. The departments having responsibility by law or day-to-day resource and operational capability within each of these functions are identified and assigned by specific task/responsibility, and are listed on subsequent pages.

Any county or city agency or department may be assigned an emergency mission. The supervisor of each department is responsible for the accomplishment of an assigned task or function through the development of SOPs located at their facility. Assignment of functions and tasks are listed by functional area. In addition, each department is assigned the following general tasks:

1. Provide personnel, equipment, and facilities on a 24-hour basis.
2. Plan and provide for the safety of employees and protection of public property in the event of an emergency.
3. Coordinate actions with the County Emergency Manager and with departments having related tasks.
4. Train personnel assigned to emergency tasks and participate in exercises to test emergency plans and procedures.
5. Provide for record keeping and documentation of the emergency and actions taken.
6. Prepare damage assessments.

The relationships between departments and functions are portrayed on the Department/Function Chart found on page 16. This chart also distinguishes between functional coordination and task coordination responsibilities of various departments.

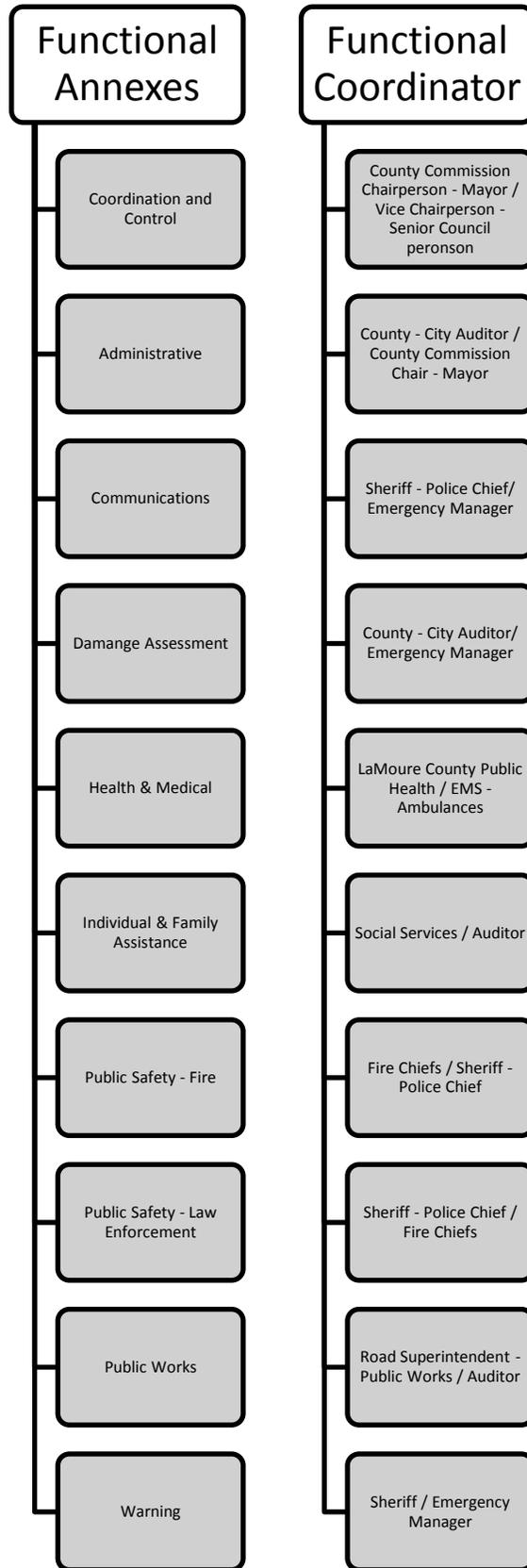
G. Mutual Aid Agreement

Mutual aid agreements should include the following to ensure NIMS compliance: definition of key terms used in agreements; roles and responsibilities of individual parties; procedures for requesting and providing assistance; procedures, authorities and rules payment, reimbursement and allocation of costs; notification procedures; protocols for interoperable communications; relationships with other agreements among jurisdictions; workers' compensation; treatment of liability and immunity; recognition of qualification and certifications; and sharing agreements, a required. Following is guidance for developing such agreements:

1. In the event of any flood, fire, tornado or other declared local emergency, (natural or man-caused) that cannot be met with the facilities of one of the contracting parties, the other contracting governmental agency agrees, upon request, to furnish aid in coping with such disaster or local emergency to the agency requesting aid upon either an actual or standby basis. The extent of aid to be furnished under this agreement shall be determined solely by the governmental agency or department thereof furnishing such aid, and it is understood that the aid so furnished may be recalled at the sole discretion of the furnishing agency.
2. Details on how to request mutual aid, the name of a coordinator and designated alternates authorized to send and receive such requests, and the lists of equipment and personnel subject to call will be covered by correspondence between the governmental agencies and the departments annually.
3. Personnel who are furnished will work as far as possible under their own supervisors, and equipment furnished will ordinarily be operated by personnel of the agency furnishing the equipment. General directions relative to work will be given by the appropriate officers of the agency receiving such aid. In the event equipment is sent without operators, strict accountability will be maintained, and the receiving official will be responsible for its supervision and the party receiving aid for its safe return.
4. Parties to this agreement shall be required to pay compensation to other parties to the agreement for services rendered hereunder. The receiving party shall pay all fuel oil, incidental repairs, and food and lodging for operators. Equipment operating under the plan developed by the Associated General Contractors shall be reimbursed as outlined in the existing North Dakota Department of Transportation equipment rental rates (Plan Bulldozer), excluding profit.
5. Volunteer personnel must be registered by the sending governmental agency and covered by the worker's compensation insurance of the sending government.
6. It is mutually understood and agreed that this agreement does not relieve any of the parties hereto from the necessity and obligation of providing adequate resources within their own areas, and each party hereto agrees that it shall maintain reasonable and prudent diligence in keeping emergency equipment in its possession up to at least minimum standards of repair.
7. It is further mutually understood and agreed that the provisions of this agreement will be invoked only when, in the opinion of the city council or county commission, it is deemed necessary to declare an emergency or disaster and to request outside assistance because all of the normal facilities at their command have been exhausted, and outside assistance is needed to control the emergency. If an official suspects the situation may require outside aid, the other parties should be informed immediately so that resources can be put on standby status.
8. The agreement shall not be construed as or deemed to be an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action hereunder for any cause whatsoever. Any services performed or expenditures made in connection with furnishing mutual aid under this agreement by either party hereto shall be deemed exclusively to be for the direct protection and benefit of the inhabitants and property of such party. Any liabilities incurred as a direct result of support of a receiving government shall be borne by the receiving government.
9. Any party to this Mutual Aid Agreement may withdraw at any time, upon 30 days notice to each of the other parties, and thereafter, such withdrawing party shall no longer be a party to this agreement; but this agreement shall continue in force among the remaining parties.

Functional Annexes and Respective Functional Coordinators/Alternates

-Only activate annexes that are needed, an alternate functional coordinator is identified behind the primary coordinator if needed.



FUNCTIONAL ANNEX CHART LaMoure County/City Government

The relationship between county-city departments and agencies to functional annexes with the Local Emergency Operations Plan is portrayed on this Functional Annex Chart. The chart template below should work for a county and/or city incident.

F Functional Coordinator Responsibility T Task Coordinator Responsibility Department	Coordination & Control	Administration	Communications	Damage Assessment	Health & Medical	Individual & Family Assistance	Public Safety-Fire	Public Safety – Law Enforcement	Public Works Eng/Transportation	Warning
County Commission Chair - Mayor	F	T		T			T	T	T	T
Auditor	T	F		F		T	T		T	
Sheriff - Chief of Police	T	T	F	T	T	T	T	F	T	F
County Health Department	T				F	T		T		
Social Services					T	F		T		
Fire Chiefs	T			T			F	T	T	T
County Highway Department - City Public Works	T			T				T	F	
Emergency Manager	T	T	T	T		T	T	T		T
EMS					T		T	T		
State's Attorney		T							T	
County Agent	T			T	T	T				
Tax Equalization	T			T		T				
Amateur Radio/ARES/RACES			T							
American Red Cross/Salvation Army/ United Way	T				T	T				
Coroner					T					
County - City Department Heads	T	T	T	T	T					T
Public Service Answering Point			T							T
Information Systems		T	T							
National Weather Service - Bismarck										T
Public Utilities	T			T					T	
Area Warning Point										T
Area Hospital and Long Term Care Administrators					T					
Regional Haz-Mat/Search and Rescue Team					T					
County Water Board									T	

COORDINATION AND CONTROL

Functional Coordinator: County Commission Chairperson - Mayor
Alternate: Vice Chair – Senior City Council person

Purpose

This function provides procedures for coordinated management of preparedness, response and recovery, continuity of government, emergency operations centers (EOC) and policy making in emergency situations.

The principles of NIMS will enable responders at all jurisdictional levels and across all disciplines to work together more effectively and efficiently.

The primary functional coordinator is the principal executive officer of government for his or her designee in either the city or county. The principal officers are responsible for their respective city or county emergency operations, including assuring continuity of resources. The county commission is responsible for all county emergency operations outside of corporate city limits.

All city and county staff and elected officials are activated during emergency situations and are responsible for carrying out emergency operations and advising chief elected officials, functional coordinators and emergency managers on matters pertaining to their areas of functional responsibility.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Coordination and Control		
Task/Responsibility	Task Coordinator	Reference Materials
Maintain and test all equipment necessary for efficient operations	Emergency Manager Sheriff	
Determine alternate EOC as necessary	Emergency Manager Sheriff	
Establish training programs for each employee consistent with level of operational responsibility	Department Heads	
Review and update communications SOPs and communication annex with the emergency manager	Department Heads	
Participate in disaster exercises	All	
Maintain updated version of LEOP	Emergency Manager Department Heads	
Maintain SOPs necessary for completion of responsibilities	Department Heads	
Review and update mutual aid agreements	Department Heads	
Exercise all functions on a prescribed four-year schedule	Emergency Management Department Heads	
Maintain liaison with key outside agencies that support emergency operations	Emergency Manager Department Heads	
Initiate public awareness campaigns on possible hazards	Emergency Manager Department Heads	

Response Phase: Coordination and Control		
Task/Responsibility	Task Coordinator	Reference Materials
Activate the EOC	Emergency Manager/Designee Fire Chief/Designee Sheriff/Designee	
Conduct initial situation assessment	Fire Department Sheriff Department	
Initiate priority disaster operations based on initial situation assessment	County Commission Chair Department Heads Emergency Manager	
Establish schedule of emergency operations staffing	Department Heads	
Provide daily briefings and review of emergency staff assignments	Emergency Manager Sheriff	
Provide ongoing and final situation reports to ND Division of Emergency Management	Emergency Manager	
Designate on-scene coordinators	Department Heads	
Issue a local emergency/disaster declaration, if necessary	County Commission City Mayor Emergency Manager	
Coordinate emergency operations with incident commander	EOC Incident Commander Department Heads	
Authorize the purchase of emergency supplies, as necessary	County Commission Chair County/City Auditor	
Identify and coordinate the use of food/fuel/supply sources for the EOC	Emergency Manager	
Utilize Mutual Aid Agreement, as necessary	Department Heads County Commission	
Provide for continuity of government	County Commission	
Coordinate and disseminate disaster-related public information or appoint a PIO (public information officer), activate telephone emergency notification system	Emergency Manager Sheriff County Commission Chair	
Request specific outside assistance from ND Department of Emergency Management	Emergency Manager County Commission City Council/Mayor	
Issue resolutions affecting the emergency/disaster situations to facilitate local emergency operations (i.e. curfews, policies and other controls)	County Commission States Attorney City Mayor/Council	
Direct utilization of support resources provided by government and/or private sectors	Incident Commander Emergency Manager	
Support coordination, control and EOC to assess emergency/disaster situation	Department Heads	
Keep log of activities performed by all task coordinators and update incoming shifts	Functional Coordinator or Designee	
Coordinate evacuation activities	Sheriff/Police Department Fire Department County Commission	

Recovery Phase: Coordination and Control		
Task/Responsibility	Task Coordinator	Reference Materials
Conduct damage assessment	Highway Department County Auditor County Agent Tax Equalization	
Determine when and how evacuees may return to disaster/risk area	Sheriff/Police Department County Commission Fire Department Highway Department Emergency Manager Utilities	
Appoint coordinating and operations personnel for recovery duties	Department Heads	
Prepare hazard mitigation recommendations and submit after action report to the county/city governing bodies	Emergency Manager Fire Department Highway Department County Auditor Sheriff Department	
Reduce EOC hours or close, as appropriate	Emergency Manager County Commission	
Provide counseling and other mental health services to emergency response personnel, as appropriate	Public Health Red Cross Salvation Army Ministerial Association	

ADMINISTRATION

Functional Coordinator: County – Auditor
Alternate: County Commissioner Chair - Mayor

Purpose

This function provides procedures for preparedness, response and recovery to maintain and record all public documents that may be impacted by a disaster.

The functional coordinator will provide a system to carry out the legal, fiscal and administrative responsibilities necessary to maintain the continuity of government and records management as prescribed by law. In addition, the functional coordinator will support EOC operations through administrative support to log all activities taken during an emergency or disaster situation.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Administration		
Task/Responsibility	Task Coordinator	Reference Materials
Issue key emergency workers identification cards	Sheriff Department	
Provide emergency operations and records management training to all personnel	Emergency Manager Auditor	
Ensure all records are appropriately stored or backed up for preservation	Auditor Emergency Manager	
Participate in disaster exercises	All	
Review and update communications SOPs and communication annex with the emergency manager	Department Heads	
Maintain record of all staff contact numbers	Emergency Manager Department Heads	

Response Phase: Administration		
Task/Responsibility	Task Coordinator	Reference Materials
Advise local officials on legal actions that they may exercise in handling emergency situations	States Attorney City Attorney	
Promulgate curfew, policies and other controls, as are legal and necessary	States Attorney Sheriff Department	
Initiate record keeping and documentation	Auditor	
Relocate and reactivate administration staff in host area in the event of evacuation	County Auditor Emergency Manager County Commission	
Provide specialized computer services and technical assistance to local departments for response and recovery operations	Department Heads Information Systems	
Provide accountant services upon activation of the EOC to track all expenditures relative to any disaster or emergency	Auditor	
Represent the county in legal proceedings in which the county/city may be involved as a result of an emergency or disaster	States Attorney	
Advise departments of local government on maintenance and security of vital records during an emergency or disaster situation	States Attorney Auditor	
Keep log of activities performed by all task coordinators and update incoming shifts	Functional Coordinator or Designee	
Receive, process and maintain all official documentation of executive decisions and/or actions that affect the emergency or disaster situation	County Auditor Emergency Manager	

Recovery Phase: Administration		
Task/Responsibility	Task Coordinator	Reference Materials
Rescind unneeded emergency policies; cancel state of emergency when appropriate	States Attorney County Commission	
Maintain necessary statistical data, reports and legal forms in accordance with existing laws and regulations	States Attorney Auditor	
Maintain records on amounts of disaster spending	Auditor	

COMMUNICATIONS

**Functional Coordinator: Sheriff - Police Chief
Alternate: Emergency Manager**

Purpose

This function provides procedures for preparedness, response and recovery to establish the ability to communicate between direction and control authorities and between coordinating authorities and response organizations for an effective, efficient and coordinated response and recovery. Should the day-to-day communication systems become unavailable, alternate systems will be planned and implemented.

The functional coordinator has the responsibility, within financial and technical restraints, to establish, use, maintain, and manage the emergency communication network and to ensure that it is protected from hazards that may reduce its effectiveness. Standard operating guidelines should be developed to ensure consistency. This communications network includes back-up systems that are capable of supporting county-wide disaster operations, utilizing all available public and private communication systems, such as ARES, RACES and amateur radio, within the county. Dispatchers have the responsibility to follow established procedures.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Communications		
Task/Responsibility	Task Coordinator	Reference Materials
Identify vulnerable communication locations	Sheriff Department Police Department Emergency Manager Department Heads	
Review communications resource requirements	Department Heads Emergency Manager	
Review and update communications SOPs and communication annex with the emergency manager	Department Heads	
Identify/verify agreements with private and public sector agencies to augment communications capabilities	Department Heads Emergency Manager	
Ensure testing and maintenance of communications equipment	Department Heads	
Maintain list of licensed amateur operators within the county	Emergency Manager Amateur Radio	
Instruct staff on contents and use of message handling system	Department Heads	
Ensure availability of message forms	Department Heads	
Participate in disaster exercises	All	
Renew radio licenses as required	Department Heads	

Response Phase: Communications		
Task/Responsibility	Task Coordinator	Reference Materials
Alert communications personnel, as needed	Department Heads	
Advise functional coordinators of communications status	Department Heads	
Ensure communication capability for: <ul style="list-style-type: none"> ➤ Teletype ➤ Emergency Alert System (EAS) ➤ Interactive Video Network (IVN) ➤ Pagers ➤ Spotter network ➤ Amateur radio, RACES ➤ NOAA Weather Radio for civil emergency message ➤ Public safety radio channels ➤ Cellular phones ➤ Sirens ➤ NAWAS ➤ Fax ➤ Telephone ➤ Local Area Networks (LAN) ➤ Modems (email) ➤ Emergency Telephone Alert Systems ➤ Social Media/County Website 	Department Heads Information Systems Amateur Radio Emergency Manager Public Service Answering Point	
Provide supplemental emergency communications	ARES/RACES/Amateur Radio Department Heads	
Keep log of activities performed by all task coordinators and update incoming shifts	Department Heads or Designee	

Recovery Phase: Communications		
Task/Responsibility	Task Coordinator	Reference Materials
Maintain communications with state government and adjacent communities	Department Heads	
Maintain log of communication activity	Department Heads	
Prepare report of communication activities during disaster situation	Department Heads Amateur Radio	
Assess disaster effects on communications facilities and systems	Department Heads Emergency Manager Sheriff Department	
Report status of communications system to emergency management coordinator	Department Heads	
Analyze and revise SOPs	Department Heads	

DAMAGE ASSESSMENT

Functional Coordinator: County – City Auditor
Alternate: Emergency Manager

Purpose

This function describes the uniform damage assessment process to document damage from incidents or disasters in North Dakota. An extensive damage assessment is necessary to support requests for future planning, response and recovery programs offered at the state and federal levels. An accurate damage assessment will also support post disaster mitigation efforts that could result in building codes and land-use regulations, which, in turn, could reduce structural damage from future events.

The functional coordinator will act as a central contact for gathering necessary information as to severity, magnitude and overall impact of an emergency or disaster situation. The Functional coordinator will submit applicable damage assessment forms and photos and maps of damaged areas. The Emergency Manager will submit appropriate information to WebEOC - North Dakota Department of Emergency Services.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Damage Assessment		
Task/Responsibility	Task Coordinator	Reference Materials
Attend training in the damage assessment process and procedures	County Agent Tax Equalization Emergency Manager	
Establish damage assessment teams	Auditor Emergency Manager	
Train damage assessment teams	County Agent Tax Equalization Auditor Emergency Manager	
Purchase supplies/equipment for damage assessment team	Auditor	
Establish tracking system for use during all phases of damage assessment	Auditor Emergency Manager	
Maintain current maps of the city/ county	Auditor County Highway Department Emergency Manager	
Maintain supply of forms needed for each phase of damage assessment	Auditor	
Develop list of critical facilities and special needs in the county	Auditor Emergency Manager	
Review and update communications SOPs and communication annex with the emergency manager	Department Heads	
Participate in disaster exercises	All	

Response Phase: Damage Assessment		
Task/Responsibility	Task Coordinator	Reference Materials
Notify damage assessment teams and other agencies with damage assessment responsibilities	Auditor	
Assign EOC damage assessment staff	Auditor	
Define perimeter of disaster area	Auditor Emergency Manager Sheriff Department Fire Department	
Brief local emergency services of initial damage assessment procedures and requirements	County Agent Tax Equalization Auditor	
Ascertain safety of affected areas prior to allowing field teams in for damage assessment	Sheriff Department Fire Department	
Coordinate and compile damage reports from damage assessment teams (private, public, and agricultural) and advise coordination and control group	County Agent Tax Equalization Auditor	
Keep log of activities performed by all task coordinators and update incoming shifts	County Agent Tax Equalization Auditor	
Contact city and county offices to notify them of the need and deadline for providing records of emergency work expense	County Agent Tax Equalization Auditor	

Recovery Phase: Damage Assessment		
Task/Responsibility	Task Coordinator	Reference Materials
Complete the preliminary damage assessment within 36 hours from the incident and submit to EOC	County Agent Tax Equalization Emergency Manager Fire Department	
Compile priority list for emergency repairs and submit to EOC	County Agent Tax Equalization Auditor	
Identify areas needing debris removal and provide information to public works/engineering department	Emergency Manager Auditor Fire Department Sheriff Department	
Identify areas with damaged transportation routes and coordinate with law enforcement to determine alternate routes	Highway Department County Agent Tax Equalization Assessor Sheriff Department	
Identify areas needing restoration of utilities and coordinate with utility services to restore service	County Agent Tax Equalization Assessor Utilities	
Complete final damage assessment summary within seven days from the incident and submit to NDDDES	Auditor Emergency Manager	
Provide assessment information on damage to public parks and trees	County/City Public Works	
Coordinate support for state and federal public damage inspection teams	Auditor Highway Department	
Assist in preparation of requests for state and federal assistance	County Agent Tax Equalization Emergency Manager County Commission	

HEALTH AND MEDICAL

Functional Coordinator: County Health Department
Alternate: Local Emergency Medical Systems - Ambulances

Purpose

This function provides procedures for preparedness, response and recovery to provide health, medical care and environmental analysis during an emergency or disaster situation.

The functional coordinator will provide the necessary components to ensure ongoing environmental sanitation, disease control, ambulance services, support to hospitals, mortuary services and protection against contamination of food and water supplies.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Health and Medical		
Task/Responsibility	Task Coordinator	Reference Materials
Review plans	County Health Department County Agent	
Coordinate anticipated requirements with area hospitals	County Health Department	
Establish number of additional patients the area hospitals and long term care facilities could receive in the county	County Health Department Nursing Home Administration	
Establish number of patients hospitals in surrounding areas could receive	County Health Department EMS	
Review procedures at area hospitals designated for monitoring and decontaminating incoming patients	County Health Department Hospital Administration Fire Departments	
Coordinate with EMS/rescue squads the number of ambulances available to support an evacuation of the hospital or nursing homes, if required	County Health Department Hospital Administration Ambulance Heads	
Coordinate alternate patient transportation resources (school buses, vans, etc.) if equipped	County Health Department Emergency Manager	
Coordinate availability of facilities to be used for emergency medical care	County Health Department Emergency Manager	
Confer with Social Services to identify disabled individuals that may need medical assistance in the event of evacuation or disaster	County Health Department	
Coordinate with public safety/law for emergency transportation for medical personnel to critical medical facilities in event roads impassable	County Health Department Sheriff Department	
Radiological/Haz Mat emergencies	Fire Department Regional Hazmat Team Emergency Manager	
Coordinate anticipated lab support	County Health Department County Agent Emergency Manager	
Coordinate anticipated personnel requirements for inspections	County Health Department County Agent	
Coordinate animal health feeding and housing, if required	County Agenda County Health Department	

Coordinate with Red Cross for lodging and feeding, if required	County Health Department Emergency Manager	
Coordinate with medical coordinator and shelter coordinator in reviewing assignments of EMS personnel to shelters to ensure emergency medical capabilities	County Health Department Red Cross Emergency Manager County Sheriff	
Review and update communications SOPs and communication annex with the emergency manager	County Health Department	
Determine requirement for inspections of mass care facilities for public health and safety	County Health Department	
Participate in disaster exercises	All	
Plan implementation of inspections and gathering of samples to access any public health threats or adverse environmental impacts	County Health Department County Agent	

Response Phase: Health and Medical		
Task/Responsibility	Task Coordinator	Reference Materials
Maintain liaison between public health coordinator, medical command officer and local government officials	County Health Officer County Agent	
Coordinate medical resource requirements with the EOC	County Health Department	
Advise local officials to request the Governor to waive occupancy regulations of hospital and nursing homes, if necessary	County Health Department Long Term Care Administration	
Coordinate activities and resource requirements with the emergency manager	County Health Department County Agent	
Coordinate requirements for mental health counseling	County Health Department Social Services	
Coordinate requirements for communicable disease prevention or control	County Health Department County Agent	
Coordinate requirements for mortuary services	County Health Department Sheriff Department	
Implement gathering of samples (food, water, soil, etc.) as required	County Health Department County Agent	
Provide potable water for drinking, if required	County Health Department County Agent	
Establish medical command	County Health Department	
Coordinate the mechanisms for analyzing any suspect samples	County Health Department County Agent Sheriff Department	
Report findings and recommend actions to the communicable disease officer or local officials, as applicable	County Health Department County Agent	
Advise mortuary coordinator in the event emergency interment is required	County Health Department Sheriff Department	
Keep log of activities performed by all task coordinators and brief oncoming shifts of actions.	County Health Department County Agent	
Initiate prescribed vector control measures to ensure public health and safety	County Health Department Department Heads	

Recovery Phase: Health and Medical		
Task/Responsibility	Task Coordinator	Reference Materials
Assembles key medical personnel for analysis of all medical operations	County Health Department	
Complete required reports	County Health Department County Agent	
Recommend changes of the Local Emergency Operations Plan to the emergency manager	County Health Department County Agent Department Heads	
Advise as to safety regarding public health of citizens reoccupying areas	County Health Department County Agent	
Coordinate the disposal of animal remains	County Agent County Health Department	
Assemble public health personnel for analysis of all public health operations	County Health Department	

INDIVIDUAL AND FAMILY ASSISTANCE

Functional Coordinator: Social Services
Alternate: County – City Auditor

Purpose

This function provides procedures for preparedness, response and recovery to meet the basic and special human needs of individuals and families impacted by emergency or disaster situations.

The functional coordinator will use necessary means to coordinate the use of volunteer groups to meet the tasks set forth in this function. Additionally, the coordinator will provide organizational support for donations management and coordinate the use and registration of volunteers for emergency operations.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Individual and Family Assistance		
Task/Responsibility	Task Coordinator	Reference Materials
Provide public awareness campaigns for individual and family protection at home during disasters	Social Services County Agent Emergency Manager	
Identify facilities suitable for shelters, disaster assistance centers, pet care centers, aid stations and temporary morgues	Emergency Manager County Health Department	
Recruit and train personnel to effectively manage response and assist citizens affected by disaster	Red Cross Salvation Army VOAD Emergency Manager	
Identify personnel to use for assistance	Red Cross Salvation Army VOAD Emergency Manager	
Develop and implement agreements with local businesses, service organizations and response agencies to supply goods and services during disasters	Auditors Emergency Manager	
Inventory medical supplies on hand and suppliers for restocking as needed	County Health Department EMS	
Assign and train a representative to act as part of the assessment team to determine needs of citizens at time of disaster	Social Services	
Recruit personnel for emergency management training offered by government, academic institutes and private organizations	Emergency Manager Department Heads	
Identify special planning considerations for special needs populations	Social Services Emergency Manager	
Prepare and maintain current up-to-date pre-done and generic media releases	Emergency Manager Sheriff Department County Commission	
Review and update communications SOPs and communication annex with the emergency manager	Sheriff Department	

Participate in disaster exercises	All	
Prepare a registration and contact plan for citizens to enlist in services when available	Emergency Manager	

Response Phase: Individual and Family Assistance		
Task/Responsibility	Task Coordinator	Reference Materials
Set up operations area, obtain necessary EOC organization chart, floor plan and telephone list	Emergency Manager	
Coordinate the release and dissemination of all public information with the EOC	EOC Incident Commander Emergency Manager	
Assure that resources for citizens' emotional and financial support are accessible and known (insurance agents, local ministry, local nonprofit organizations)	Emergency Manager Sheriff Department County Commission	
Activate shelters and shelter personnel, ensure food, potable water, clothing and other basic needs are provided for the citizens of the disaster/event	Red Cross Emergency Manager	
Liaison with government agencies and other organizations providing human services	Social Services	
Facilitate and coordinate with EOC and county emergency management office.	Social Services	
Provide service and support to the operations and personnel in the Family assistance center	Social Services	
Maintain logs to support documentation, expenditures, situation status, resource allocations and reports	Social Services	
Activate and implement pet care center plans	County Agent	
Request state/federal assistance through county emergency manager	County Commission	
Procure required resources to sustain operations	County Commission	
Determine potential public health and environmental hazards	County Health Department	
Conduct periodic briefings for the personnel and participate in EOC briefings as required or requested	Social Services Department Heads County Agent	
Inform field units of all locations of shelters, aid facilities and other pertinent facilities and provide updates to relief personnel as they come on duty	Red Cross Emergency Manager	
Keep log of activities performed by all task coordinators and update incoming shifts	County Health Department Social Services	
Coordinate with members of clergy for emergency sheltering and counseling	County Health Department Social Services Emergency Manager	

Recovery Phase: Individual and Family Assistance		
Task/Responsibility	Task Coordinator	Reference Materials
Provide temporary housing for persons in shelters	Red Cross Social Services	
Reunite families and pets	Red Cross County Agent	
Apply for state and federal assistance programs	County Commission Emergency Manager	
Provide service and support to the operations and personnel in the Family Assistance Center	Social Services	
Assist citizens with recovery needs as necessary	Social Services	
Participate in damage assessment	Red Cross Fire Department Sheriff Department County Auditor Tax Equalization Social Services	
Provide information regarding recovery programs, if necessary	Social Services County Agent	
Provide crisis counseling to response agencies and victims	Red Cross Social Services	

PUBLIC SAFETY - FIRE

Functional Coordinator: Fire Chiefs
Alternate: Sheriff Department

Purpose

This function provides procedures for preparedness, response and recovery to provide a coordinated effort for the immediate protection of life and property.

The functional coordinator will provide direction to coordinate the actions of fire departments, search and rescue units and hazardous materials response teams. Through unified command under the Incident Command System (ICS) responders will ensure the immediate safety of all citizens, protect public and private property, conduct haz-mat assessment and provide protection for essential industries, supplies and facilities for any type of disaster.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Public Safety/Fire		
Task/Responsibility	Task Coordinator	Reference Materials
Review mutual aid agreements	Fire Department	
Review and update emergency staff assignments	Fire Department	
Determine available resources	Fire Department	
Alert personnel to be on standby status	Fire Department	
Coordinate activities with county emergency manager	Fire Department	
Coordinate communications requirements with communications officer	Fire Department	
Check readiness of all equipment	Fire Department	
Coordinate emergency ID for all Fire/EMS personnel	Emergency Manager Sheriff Department	
Prepare for possible shortage of water, electricity, chemicals and fuel	Fire Department	
Accomplish inspections of shelter/emergency lodging facilities for safety	Fire Department Emergency Manager Sheriff Department	
Review procedures for decontamination/universal precautions	Fire Department	
Develop plans for utilizing volunteers	Fire Department Sheriff Department Emergency Manager	
Provide refresher training in traffic control procedures	Sheriff Department Police Department	
Provide training for volunteers	Fire Department	
Coordinate procedures with health and medical functional coordinator in the event of a mass casualty incident	Fire Department Sheriff Department EMS	
Review and update communications SOPs and communication annex with the emergency manager	Fire Department	
Review fire SOPs	Fire Department	
Participate in disaster exercises	All	

Response Phase: Public Safety/Fire		
Task/Responsibility	Task Coordinator	Reference Materials
Provide for decontamination centers, as needed	Fire Department	
Notify emergency manager of additional requirements	Fire Department	
Coordinate inspection of affected buildings for safety, as soon as possible	Fire Department	
Coordinate with public works for utilities shut off, as required	Fire Department	
Provide damage reports to EOC	Fire Department	
Coordinate and assist law enforcement with traffic and crowd control areas	Fire Department	
Consult with Chemtrec and other sources (Hazmat Incident/Accident)	Fire Department	
Coordinate urban search and rescue efforts for collapsed buildings	Fire Department Sheriff Department	
Assist warning function	Fire Department Sheriff Department	
Advise field units of hazardous conditions	Fire Department	
Request additional communication support	Fire Department Sheriff Department	
Maintain log of activities and itemize financial expenditure records	Fire Department	
Maintain status record of manpower, vehicles and equipment	Fire Department	
Assign personnel to traffic control points in the event of evacuation	Sheriff Department	
Request mutual aid and other resources as necessary	Fire Department	
Establish on-site command post and communication	Fire Department	
Establish media briefing area and information	Fire Department Sheriff Department Emergency Manager	
Keep log of activities performed by all task coordinators and update incoming shifts	Fire Department or Designee	
Define area to be involved in urban search and rescue operations	Fire Department Sheriff Department	

Recovery Phase: Public Safety/Fire		
Task/Responsibility	Task Coordinator	Reference Materials
Review and analyze fire operations and update plan with any changes in procedures	Fire Department	
Accomplish equipment checks and maintenance on all equipment	Fire Department	
Replenish depleted supplies	Fire Department	
Complete administrative and fiscal reports, as required	Fire Department Auditor	
Assist law enforcement with traffic control, where possible	Fire Department	
Provide public safety fire coordinator with log of fire operations	Fire Department	
Return borrowed equipment and acknowledge assistance	Fire Department	

PUBLIC SAFETY/ LAW ENFORCEMENT

**Functional Coordinator: Sheriff, Chiefs of Police
Alternate: Chief Deputies or Fire Chief**

Purpose

This function provides procedures for preparedness, response and recovery to provide a coordinated effort for the immediate protection of life and property.

The functional coordinator will provide direction to coordinate the actions of law enforcement through Unified Command under the Incident Command System (ICS). Responders will ensure the immediate safety of all citizens, maintain law and order, protect public and private property and provide protection for essential industries, supplies and facilities for any type of disaster.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Public Safety/Law Enforcement		
Task/Responsibility	Task Coordinator	Reference Materials
Complete daily assessments on special events, weather reports, road closures, fire danger or other factors that may influence operations	Sheriff Department	
Review mutual aid agreements	Sheriff Department	
Review and update emergency staff assignments	Sheriff Department	
Determine available resources	Sheriff Department	
Alert personnel to be on standby status	Sheriff Department	
Coordinate activities with county emergency manager	Sheriff Department	
Coordinate communications requirements with PSAP	Sheriff Department	
Check readiness of all equipment	Sheriff Department	
Coordinate emergency ID for all on-scene personnel	Sheriff Department Emergency Manager	
Prepare for possible shortage of water, electricity, chemicals and fuel	Sheriff Department	
Develop plans for utilizing volunteers	Sheriff Department	
Coordinate with social services to determine locations of special needs groups (handicapped, elderly, transients) that may need special consideration. Provide assistance as needed	Sheriff Department County Health Department Social Services	
Provide refresher training in traffic control procedures	Sheriff Department	
Provide training for volunteers	Sheriff Department	
Assist in the coordination of special transportation requirements for special needs groups (handicapped, infirm, etc.)	Sheriff Department County Health Department Social Services	
Coordinate security procedures with health and medical function in the event of a mass casualty incident	Sheriff Department County Health Department EMS	
Review law enforcement SOPs	Sheriff Department	
Review procedures for transporting/guarding prisoners	Sheriff Department	
Identify potential traffic and security problems and determine law enforcement actions	Sheriff Department Fire Department	

Identify essential facilities needing security	Sheriff Department	
Review and update communications SOPs and communication annex with the emergency manager	Sheriff Department	
Participate in disaster exercises	All	
Coordinate evacuation planning and procedures	Sheriff Department	
Review policies for animal control	Sheriff Department	

Response Phase: Public Safety/Law Enforcement		
Task/Responsibility	Task Coordinator	Reference Materials
Notify emergency manager of additional requirements	Sheriff Department	
Provide damage reports to EOC	Sheriff Department	
Coordinate with public works for priority debris clearance areas	Sheriff Department	
Set up initial hazard area perimeter until further assessment is provided	Sheriff Department Fire Department	
Coordinate with fire services if evacuation is required	Sheriff Department	
Assist warning function	Sheriff Department Emergency Manager	
Advise on road closures and parking restrictions	Sheriff Department Highway Department Emergency Manager	
Advise field units of hazardous conditions	Sheriff Department Fire Department	
Coordinate search efforts involving lost or missing persons, fugitives and bomb threats	Sheriff Department	
Assign security personnel to shelters, as necessary	Sheriff Department Fire Department	
Request additional communication support as required	Sheriff Department	
Authorize assistance to support other law enforcement agencies, as appropriate	Sheriff Department	
Keep log of activities performed by all task coordinators and update incoming shifts	Sheriff Department	
Maintain status record of manpower, vehicles and equipment	Sheriff Department	
Assign personnel to traffic control points in the event of evacuation	Sheriff Department Fire Department	
Provide security to affected areas, as needed	Sheriff Department Fire Department	
Request mutual aid and other resources as necessary	Sheriff Department	
Establish on-site command post and communication	Sheriff Department	
Establish media briefing area and information	Sheriff Department Emergency Manager	

Recovery Phase: Public Safety/Law Enforcement

Task/Responsibility	Task Coordinator	Reference Materials
Review and analyze law enforcement operations and update plan with any changes in procedures	Sheriff Department	
Accomplish equipment checks and maintenance on all equipment	Sheriff Department	
Replenish depleted supplies	Sheriff Department	
Complete administrative and fiscal reports, as required	Sheriff Department	
In the event of evacuation, establish traffic control for return of population and resources	Sheriff Department Highway Department	
Provide law enforcement functional coordinator with log of law enforcement operations	Sheriff Department	
Assist with return of special needs groups, if required	Sheriff Department County Health Department Social Services	
Return borrowed equipment and acknowledge assistance	Sheriff Department	

PUBLIC WORKS/ENGINEERING/TRANSPORTATION

Functional Coordinator: Highway Superintendent - Public Works
Alternate: Auditor

Purpose

This function provides procedures for preparedness, response and recovery to provide a coordinated effort for maintenance, replacement and/or repair of public works facilities and services during and after an emergency or disaster situation.

The basic operational concept is to provide uninterrupted critical services during all situations. Priority actions will be taken to restore critical utility services, provide for debris removal, coordinate movement of transportation networks and protect and repair the infrastructure of the jurisdiction.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Public Works/Engineering/Transportation		
Task/Responsibility	Task Coordinator	Reference Materials
Develop and maintain individual departmental emergency plans and procedures	Highway Superintendent City Public Works	
Develop and maintain inventory of individual departmental resources	Highway Superintendent City Public Works Auditor	
During increased readiness or warning periods, alert all operational departments and put personnel on standby status	Highway Superintendent City Public Works	
Assemble key departmental personnel	Highway Superintendent City Public Works	
Advise resource members of anticipated needs and support required	Highway Superintendent City Public Works	
Determine availability, quantity and procedures to obtain sandbags in coordination with Emergency Management	Highway Superintendent City Public Works	
Assist in development of general resolution to permit access for emergency stream bank/dike repair	Highway Superintendent City Public Works States Attorney County Water Board	
Pre-select sites for acquisition of material for emergency stream bank/dike repair	Highway Superintendent City Public Works	
Pre-select dumping sites for debris and other materials for disposal	Highway Superintendent City Public Works	
Determine condition of roads and implement required maintenance with first priority on evacuation routes	Highway Superintendent City Public Works	
Review requirements for location of traffic control devices and ascertain if sufficient devices are available	Highway Superintendent City Public Works Sheriff Department	
Determine current status of public utilities	Highway Superintendent City Public Works	
Develop limited use policies for submission to local officials in the event needs exceed utilities capabilities	Highway Superintendent City Public Works States Attorney	
Establish liaison with local private utilities	Highway Superintendent City Public Works	
Review and update communications SOPs and communication annex with the emergency	Highway Superintendent City Public Works	

manager		
Participate in disaster exercises	All	
Review emergency power generating capability fixed and mobile	Highway Superintendent City Public Works	

Response Phase: Public Works/Engineering/Transportation		
Task/Responsibility	Task Coordinator	Reference Materials
Clear emergency routes and arterial streets to facilitate movement of emergency equipment	Highway Superintendent City Public Works Fire Department	
Initiate temporary emergency road repairs, as needed	Highway Superintendent City Public Works	
Establish detour routings	Highway Superintendent City Public Works	
Position traffic control devices	Highway Superintendent City Public Works	
Ensure all streets, highways and roads are open to traffic	Highway Superintendent City Public Works	
Provide priority service to evacuation routes	Highway Superintendent City Public Works	
Restore interrupted public utility service	Highway Superintendent City Public Works	
Assist resource members in providing emergency power to critical facilities and locations (public and private)	Highway Superintendent City Public Works Utilities	
Monitor utility use and assess capabilities	Highway Superintendent City Public Works Utilities	
Install or restore service according to priority	Highway Superintendent City Public Works Utilities	
Keep log of activities performed by all task coordinators and update incoming shifts	Highway Superintendent City Public Works	
Recommend establishment of reduced service areas, if necessary	Highway Superintendent City Public Works	

Recovery Phase: Public Works/Engineering/Transportation		
Task/Responsibility	Task Coordinator	Reference Materials
Restore all streets, roads and highways to normal conditions	Highway Superintendent City Public Works	
Recover traffic control devices	Highway Superintendent City Public Works	
Make repairs to street or road structures	Highway Superintendent City Public Works	
Complete debris clearance activity	Highway Superintendent City Public Works	
Return borrowed or requisitioned equipment and material	Highway Superintendent City Public Works	
Ensure egress routes are maintained in optimum condition	Highway Superintendent City Public Works	
Complete restoration of normal services	Highway Superintendent City Public Works	
Conduct safety inspection prior to restoration of private dwelling service	Highway Superintendent City Public Works	
Replace damaged or destroyed utility service equipment	Highway Superintendent City Public Works Utilities	

WARNING

Functional Coordinator: Sheriff and Police Departments
Alternate: Emergency Manager

Purpose

This function provides procedures for preparedness, response and recovery to establish and maintain a 24-hour countywide warning system. To receive and communicate timely warnings to appropriate officials and to the general public concerning actual or potential hazards and other situations so that appropriate preparedness or response actions may be taken.

The functional coordinator will provide program support and operational guidance in maintaining warning systems such as outdoor sirens, telephone emergency alert system, IPAWS, Emergency Alert System, NAWAS phones, law enforcement teletype, Internet and emergency public information.

Functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Warning		
Task/Responsibility	Task Coordinator	Reference Materials
Update and review warning capabilities with available technology	Sheriff Department Police Department Fire Department Emergency Manager Area Warning Point County Commission/Mayor Public Service Answering Point	
Review and update communications SOPs and communication annex with the emergency manager	Sheriff Department Police Department Fire Department	
Review SOPS	Sheriff Department Police Department Fire Department Emergency Manager	
Update and confirm warning resources	Sheriff Department Police Department Fire Department Area Warning Point Public Service Answering Point	
Release information to public pertinent to preparing for threat/hazard expected	Sheriff Department Police Department Emergency Manager County Commission/Mayor	
Establish liaison with all functional coordinators	Sheriff Department Police Department	
Keep local officials updated on all warning matters	Sheriff Department Police Department Fire Department Emergency Manager	
Prepare shelter and evacuation notification	Sheriff Department Emergency Manager County Commission	
Review procedures with radio stations for continuous broadcasting	Sheriff Department Emergency Manager	

Review dissemination and distribution systems to ensure maximum coverage to residents	Sheriff Department Police Department Fire Department Emergency Manager	
Contact volunteer groups who may assist with distribution of shelter evacuation notification	Sheriff Department Emergency Manager	
Coordinate facility requirements for the joint information center	Sheriff Department Emergency Manager	
Participate in disaster exercises	All	
Coordinate with communications functional coordinator on communications requirements, including anticipated needs for additional phones	Sheriff Department Police Department Emergency Manager	

Response Phase: Warning		
Task/Responsibility	Task Coordinator	Reference Materials
Implement media release point and set schedule for periodic briefings, as required	Sheriff Department Police Department Emergency Manager	
Confirm policy on admittance of news media to disaster area with local officials	Sheriff Department Police Department Emergency Manager	
Implement and assign personnel to citizens inquiry center	County Commission Emergency Manager	
Release citizens inquiry center telephone numbers to news media	County Commission Emergency Manager Sheriff Department	
Coordinate release of all public information advisors and instructions with appropriate EOC staff	County Commission Emergency Manager Sheriff Department	
Coordinate with EOC staff on requirements for printed public information material that needs to be distributed	County Commission Emergency Manager Sheriff Department	
Coordinate distribution of all public information printed material to insure maximum coverage to county residents	County Commission Emergency Manager Sheriff Department	
Upon receipt of a reliable warning, the dispatcher will refer to and automatically implement appropriate established procedures and will activate appropriate warning systems.	Public Service Answering Point Area Warning Point Sheriff Department Police Department	
Ensure that supplies and equipment for the information center are adequate and in place, as required	Sheriff Department Emergency Manager	
Coordinate volunteer weather spotting network	National Weather Service Emergency Manager	
Keep log of activities performed by all task coordinators and update incoming shifts	Department Heads	
Advise communications functional coordinator of communications requirements (including additional telephones)	Sheriff Department Police Department Emergency Manager	

Recovery Phase: Warning		
Task/Responsibility	Task Coordinator	Reference Materials
Provide instructions to the public for the recovery phase	Sheriff Department Emergency Manager County Commission	
Notify media when it is safe for evacuees to return to their homes	Sheriff Department Emergency Manager County Commission	
Release safety measures and precautions applicable to hazard and recovery activities	Sheriff Department Emergency Manager County Commission	
Discontinue operation of citizens inquiry center, when appropriate	Sheriff Department Emergency Manager County Commission	
Notify residents where to call for assistance or for special problems	Sheriff Department Emergency Manager County Commission	
Discontinue operation of media release point and notify media of contact point	Sheriff Department Emergency Manager County Commission	
Discontinue operation of information center	Sheriff Department Emergency Manager County Commission	
Review public information office annex and SOPs and implement changes to correct problems and improve operations	Sheriff Department Emergency Manager County Commission	

Glossary of Key Terms

For the purposes of the NIMS, the following terms and definitions apply:

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

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

Command Staff: In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence. **Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

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

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement

State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan (EOP): The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, nonemergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Federal: Of or pertaining to the Federal Government of the United States of America.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

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

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

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

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

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

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

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

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management. Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Entity: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities

Multiagency Coordination Systems: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support

Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources. National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups and for a that provide interagency coordination for domestic incident management activities in a nonemergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO). Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private- sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; postincident reporting; and development of initiatives to mitigate the effects of future

incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their

status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.