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CHELSEA COUNTY USA
EMERGENCY OPERATIONS PLAN

[redacted]

Plan in effect 2011

Emergency Operations Plan: Chelsea County USA

Record of Changes

The Chelsea County USA Emergency Management Director ensures that necessary changes and revisions to plan are prepared, coordinated, published and distributed.

The plan will undergo revision whenever:

- Any other condition occurs that causes conditions to change.
- It fails during emergency.
- Exercises, consistent with the Homeland Security Exercise and Evaluation Program will be used to address challenges and corrective actions by way of a gap analysis.
- Local government structure changes.
- Community situations change.
- State requirements change.

The Chelsea County USA Emergency Management Director will maintain a list of individuals and organizations which have controlled copies of the plan. Only those with controlled copies will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated and marked to show where changes have been made.

Record of Changes form is on the following page.

Record Of Changes

Nature of Change	Date of Change	Page(s) Affected	Changes Made by (Signature)

How To Use This Plan

Note: This is a generic, strategic plan, organized by "emergency functions." The "Basic Plan" section provides a general overview and summary of the purpose, responsibilities, and operational concepts. The schedule of Annexes are functions that may be activated and performed during emergencies and disasters. While the concept of operations should always remain the same, the functions activated will be dependent on the emergency/disaster type and scope.

1. Read the "Basic Plan," Section 1. Take note of your department's/agencies' general responsibilities contained within the "Basic Plan."

2. Look at the "Primary/Support Matrix" appended to the Basic Plan (Section 1: VI. Attachments-A). Find the name of your agency/organization. Note which Annex(es) your department/agency appears in. Within each Annex that your agency is a part of, you will find additional specific responsibilities.

3. Your department/agency must develop and maintain "Standard Operating Guidelines (SOGs)" in such detail as necessary that will result in successful activation and completion of your responsibilities as stated. Refer to Section 1: II Organization and Responsibilities Part B of the Basic Plan for additional information and guidance.

   Helpful Hint: Make a list of your general responsibilities (found in Section 1: II Organization and Responsibilities Part B of the Basic Plan) and specific responsibilities (found in each Annex that your department/agency is involved with). This responsibilities listing is the basis for internal, tactical SOGs and personnel action guides.

4. Each Annex contains a "cover page summary." This summary lists the departments/agencies/organizations providing primary and support to this function. The county, State, and Federal agencies that would provide additional assistance if requested, are also shown.

INSERT DIAGRAM HERE / UNDER REVISION

Chelsea County USA Office of Emergency Management

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Chelsea County USA Office of Emergency Management
Comprehensive Emergency Management Plan

Section 1: Basic Plan

I. Mission

A. Purpose, Goals, and Definitions

1. Purpose

a. This plan describes the basic strategies, assumptions and mechanisms through which the departments/agencies within the county will mobilize resources and conduct activities to guide and support local emergency management efforts through response and recovery. To facilitate effective intergovernmental operations, this plan adopts a functional approach that groups the type of assistance to be provided under annexes to address functional needs at the local government level. Each "functional annex" is headed by a primary agency, which has been selected based on its authorities, resources, and capabilities in the functional area. The "Functional Annexes" serve as the primary mechanism through which assistance is managed in an affected area.

b. This plan provides for an orderly means to prevent or minimize (mitigation strategies), prepare for, respond to, and recover from emergencies or disasters that threaten life, property, and the environment within Chelsea County USA boundaries by:

- Identifying major natural and manmade hazards, threats to life, property, and/or the environment that are known or thought to exist.
- Assigning emergency management responsibilities and tasks.
- Describing predetermined actions (responsibilities, tasks) to be taken by departments/agencies, and other cooperating organizations and institutions, to eliminate or mitigate the effects of these threats, and to respond effectively and recover from an emergency or disaster.
- Providing for effective assignment and utilization of local government employees.
- Documenting the current capabilities and existing resources of departments/agencies and other cooperating organizations and institutions which must be maintained to enable accomplishment of those predetermined actions.
- Providing for the continuity of local government during and after an emergency or disaster.

- Enhance cooperation (mutual aid agreements and memorandums of understanding) and coordination with cooperating community agencies, neighboring jurisdictions, and State and Federal agencies.

- Providing for an Emergency Operations Planning approach comprised of stakeholders from other jurisdictions and entities as identified and utilized through this plan development for containing review and revision of the plan; exercise planning and evaluation; and reviewing and offering recommendations on emergency management initiatives.

c. This plan provides guidance for:

   - Mitigation, preparedness, response, and recovery policy and procedures.
   - Disaster and emergency responsibilities.
   - Training and public education activities.

d. This plan is strategic and "responsibility oriented," and addresses:

   - Coordinated regional and interregional evacuation, shelter, and post-disaster response and recovery.
   - Rapid deployment and pre-deployment of resources.
   - Communications and warning systems.
   - Annual exercises to determine the ability to respond to emergencies.
   - Clearly defined responsibilities for departments/agencies through a "Functional Annex" approach to planning and operations.

2. Goals

a. Develop citizen self-sufficiency.

b. Develop first responder capabilities.

a. To have a plan (framework, strategy) that will guide organizational behavior (response) during emergency(ies) or disaster(s).

d. Create a framework of interagency and community-wide cooperation to enhance disaster mitigation, preparedness, response, and recovery.

3. Definitions

a. The term "emergency" as used in this plan means a set of circumstances which demand immediate action to protect life, preserve public safety, health and essential services, or protect property and the environment.

b. "Disaster" means the situation requires all available local government resources and/or augmentation, and is beyond the capabilities of the county or a city(ies). A state of "emergency" or "disaster" can be proclaimed by a chief elected official having jurisdiction.

B. Authorities, Guidance Documents, Mutual Aid Agreements.

1. Authorities

a. Federal

- Public Law (P.L.) 93-288, Disaster Relief Act of 1974, as amended by P.L. 100-707 ("The Stafford Act")
- Emergency Management and Assistance, 44 U.S. Code 2.1 (Oct. 1, 1980)
- P.L. 81-920, Federal Civil Defense Act of 1950 as amended
- P.L. 99-499, Title III, Emergency Operations Plan and Community Right-to-Know, Oct. 17, 1986

b. State

INSERT STATE INFORMATION HERE

c. Local

- Chelsea County USA Resolution No. 91-905, dated June 1991, establishing the Chelsea County USA Emergency Preparedness Organization.
- Chelsea County USA Resolution No. 93-977, dated August 1993, renaming the Emergency Preparedness.
- Organization to the Emergency Management Organization and re-stating its responsibilities.
- Chelsea County USA Resolution No. 03-17, dated February 2003, renaming the Emergency Management Organization to the Emergency Management/Homeland Security Department.
- Chelsea County USA Resolution No. 99-25, dated March 1999, designating the Director of Chelsea County USA Emergency Management as the Hazard Mitigation Officer for Chelsea County USA.
- Chelsea County USA Resolution No. 05-51, dated October 2005, establishing the National Incident Management System (NIMS) as the system to be used for planning, responding, recovery and mitigating from both natural and man-made disasters within the county.
- Chelsea County USA Resolution No. 91-036, providing for the recovery of expenses incurred in an emergency action in response to the release or threatened release of hazardous materials.
- Chelsea County USA Resolution No. 96-017, dated April 1996, establishing a policy of Chelsea County USA to provide assistance to other counties, cities, and townships within the State pursuant to K.S.A. 12-16, 117.c.

2. Guidance Documents

add regional and county references here

a. The National Response Plan / Framework, May 2008
b. State Emergency Operations Plan, June 2010

3. Agreements and Understandings

additional agreement references here

C. Situations

1. Hazard Analysis

a. The Chelsea County USA Hazard Vulnerability Analysis (published separately) will provide details on local hazards to include type, effects, impacts, risk, capabilities, and other related data.

b. Due to its location and geological features, Chelsea County USA is vulnerable to the damaging effects of certain hazards that include, but are not limited to:

Natural: Drought, extreme cold, extreme heat, wildland fire, flash flood, landshift (earthquake, earthslide, erosion, subsidence), snow/ice/hail, windstorm, lightning storm, tornado, epidemic (human/animal).

Technological: Hazardous materials (fixed facility, transportation), fire/explosion, building/structure collapse, dam/levee failure, power/utility outage, extreme air pollution, transportation accident (rail, marine, aircraft, motor vehicle).

Civil/Political Disorder: Economic emergency, riot, strike, demonstration/special events, terrorism/sabotage, hostage situation, attack (conventional, nuclear, biological, chemical).

c. Disaster response efforts are often hampered by equipment and facility damage, communication failures, inclement weather, responder injury and death, and many other limiting factors. In the event of an emergency or disaster that exceeds the available resources; the public should expect and be prepared for a minimum 72 hour delay for emergency response service.

D. Assumptions

1. Governmental officials within the county recognize their responsibilities regarding the safety and well being of the public and they will assume their responsibilities when the Comprehensive Emergency Management Plan is implemented.

2. General Conditions. When a community experiences a disaster, its surviving citizens fall into three broad categories: Those directly affected through personal or family injury or property damage; those indirectly affected by an interruption of the supply of basic needs; and those that are not personally impacted. These guidelines were designed to promote citizen self-confidence and independence in the face of a disaster. Following

these guidelines will allow the emergency organization within the county to concentrate first on helping those citizens directly affected by a disaster.

3. It is expected that each individual or head of a household will develop a family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of 72 hours.

4. Businesses are expected to develop internal disaster plans that will integrate and be compatible with local government resources and this plan.

   Note: This plan is not intended to limit or restrict initiative, judgment, or independent action required to provide appropriate and effective emergency and disaster mitigation, preparation, response, and recovery.

E. Limitations

1. It is the policy of the Chelsea County USA that no guarantee is implied by this plan. Because local government assets and systems may be damaged, destroyed, or overwhelmed, the Council can only endeavor to make responsible efforts to respond based on the situation, information, and resources available at the time.

2. Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support the plan. Lack of funding may degrade the services envisioned under this plan.

   Note: The inability of Departments/Agencies to carry out their responsibilities as indicated in both the Basic Plan and Annexes due to lack of staff and funding may lower "emergency declaration threshold."

F. Policies

1. In order to protect lives and property and in cooperation with other elements of the community (e.g., business, volunteer sector, social organizations, etc.), it is the policy of the Chelsea County USA Office of Emergency Management to endeavor to mitigate, prepare for, respond to, and recover from all natural and manmade emergencies and disasters.

2. It is the policy of the Chelsea County USA Office of Emergency Management that it will take appropriate action in accordance with this plan to mitigate any harm to the citizens or property in the county.

3. Because of the nature of emergencies and disasters (causing damages, interruptions and shortfalls to local government resources), it is the policy of the Chelsea County USA Office of Emergency Management that citizens are encouraged to be self-sufficient for a minimum of 72 hours should an emergency or disaster occur.

4. It is the policy of Chelsea County USA Office of Emergency Management to make this plan a "user friendly" document.

5. Non-discrimination. It is the policy of Chelsea County USA Office of Emergency Management that no services will be denied on the basis of race, color, national origin, religion, sex, age, or inability, and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of local government services. Council activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with Title 44, Code of Federal Regulations (CFR), Section 205.16—nondiscrimination. Federal disaster assistance is conditional on full compliance with this rule.

Chelsea County USA Office of Emergency Management
Comprehensive Emergency Management Plan

Section 1: Basic Plan

II. Organization and Responsibilities

A. Organization

1. Emergency Management Organization

The Chelsea County USA Office of Emergency Management by resolution (pursuant to Federal and State law) was created in 1990.

The approach to comprehensive emergency management is to join and partner with the various emergency response and emergency recovery entities in and around the jurisdictional boundaries.

2. Incident Command System

This plan formalizes the Incident Command organization and structure at incident sites.

3. Emergency Operations Planning Approach

A Comprehensive Emergency Operations Planning Team approach is hereby established through promulgation of this plan. The team shall be composed of representatives or alternates from selected departments/agencies and stakeholders. The team shall formulate emergency management recommendations to the Chelsea County USA Emergency Management Director. This includes development and maintenance of components of this plan, exercise planning and evaluation, and related initiatives. Members of the planning team shall be appointed by the EMA Director. The EMA Director will chair the team and will schedule periodic meetings as needed.

B. Responsibilities

1. General Preparedness Responsibilities (All departments/agencies within Chelsea County USA). The following common responsibilities are assigned to each department/agency listed in this plan. Further, each department/agency shall create an internal emergency management organization and develop Standard Operating Procedures (SOPs) in accordance with the provisions of this plan. Preparation activities include:

- Establishing departmental and individual responsibilities (as indicated in this plan); identify emergency tasks.

- Working with other departments/agencies to enhance cooperation and coordination, and eliminate redundancy. Departments having shared responsibilities should complement each other.

- Establishing education and training programs so that each department head and elected official will know exactly where, when, and how to respond.
- Developing site specific plans for department facilities as necessary.
- Ensuring that employee job descriptions reflect their emergency duties.
- Training staff and volunteers to perform emergency duties and tasks.
- Identifying, categorizing and inventorying all available county resources.
- Developing procedures for mobilizing and employing additional resources.
- Ensuring communication capabilities with the state EOC.
- Filling positions in the emergency organization as needed / requested in accordance with this plan.
- Preparing to provide internal logistics and resource support to department operations during the initial emergency response phase.

2. General Response Responsibilities (All departments/agencies within Chelsea County USA). The following common responsibilities are assigned to each department listed in this plan.

- Upon receipt of an alert or warning, initiate notification actions to alert employees and volunteers assigned response duties.
- As appropriate:
  - Suspend or curtail normal business activities.
  - Call in appropriate EOC staff and positions.
  - Send nonessential employees home.
  - Evacuate departmental facilities.
  - Activate the Chelsea County EOC.
- Keep emergency response agencies informed of field activities, and maintain an open communications link.
- Activate a control center to support and facilitate department response activities, maintain events log, and report information to the EOC.
- Report damages and status of critical facilities to the EOC.
- If appropriate or requested, send a representative to the EOC.
  - Ensure staff members tasked to work in the EOC has the authority to commit resources and set policies.

- Coordinate with the EOC to establish protocols for interfacing with State, Federal responders.

- Coordinate with the EOC Information Officer before releasing information to the media.

- Submit reports to the EOC detailing departmental emergency expenditures and obligations.

3. Specific Local Governmental Responsibilities

a. Assessor's Office

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide valuations, assessments, parcel/land ownership information as necessary for contact information and damage estimate evaluations.

b. Board of County Commissioners

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide over sight and spending on operations.

c. Chelsea County Regional Hospital

- Provide medical care.
- Resupply field units with consumable medical supplies.
- Make assessment of hospital capabilities and damages.
- Mobilize staff to provide teams to respond to mass casualty incidents.
- Coordinate with Blood Bank and assist in blood procurement for community needs.
- Participate in hospital radio net that links hospitals, Emergency Operations Center, fire dispatch, and FD/EMS.

d. Civil Air Patrol

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Augment search and rescue missions as requested and within their capabilities.

e. Communications

- Perform functions in the EOC or on-scene as assigned.

- Provide EOC initial situation/damage reports as per field units' observations and report from the general public.
- Provide supplies, equipment, and personnel as requested.
- Maintain communication systems.

j. Community Service Organizations

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Assist with meeting the needs of special populations and individuals.

g. Coroner's Office

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Establish fatality collection areas to facilitate recovery operations.
- Identify mass burial sites.
- Protect the property and personal effects of the deceased.
- Notify relatives.
- Establish and maintain a comprehensive recordkeeping system for continual updating and recording of fatality numbers.

h. Data Processing (Chelsea County USA Front Office)

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Maintain computers for payroll.

i. Emergency Management Director

- Designated by the Board of County Commissioners to develop and maintain district-wide emergency management program.
- Develop and maintain the district-wide Comprehensive Emergency Management Plan (CEMP).
- Proclaim a district-wide "state of emergency," when necessary.
- Make disaster declarations and request to the County when applicable and subsequently to the State and Federal government for assistance via appropriate channels.
- Issue emergency rules and proclamations that have the force of law during the proclaimed emergency period.
- Ensure that the district continues to function administratively and make administrative policy decisions.

- Provide coordination among local, State, Federal, private, and volunteer organizations.
- Maintain liaison with neighboring jurisdictions.
- Develop, coordinate, and maintain warning and emergency communication systems.
- Disseminate emergency alerts and warnings to key officials, departments/agencies and the public.
- Disseminate emergency information and instructions.
- Develop, maintain, and disseminate emergency preparedness education materials to include hazard awareness programs.
- Schedule tests and exercises.
- Maintain inventories of resources and equipment.
- Develop mutual aid agreements.
- Monitor situations on Web EOC.
- Ensure a functional district EOC.
- Coordinate requests for emergency assistance.
- Extend or terminate emergency/disaster declarations.

j. Finance

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Process emergency purchases/procurement.
- Establish and maintain a system whereby incident costs are identified and accumulated for state and federal reimbursement.
- Ensure payroll system setup to pay employees.

k. Fire Department

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide, coordinate fire and rescue services.
- Provide initial emergency medical services and pre-hospital care.
- Contain, control hazardous materials.
- Provide limited response to search and rescue off-road situations, and coordinate heavy rescue operations.
- Augment warning system by providing siren-equipped and/or public address mobile units, and/or manpower for door-to-door warning.
- Support other public safety operations.
- Order evacuation whenever necessary to protect lives and property.

l. General Response Ambulance

- Perform functions in the EOC or on-scene as assigned.

- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide emergency medical transportation and emergency medical services in the field.

m. Health Department

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Perform disease control operations, to include epidemic intelligence, evaluation, prevention (including mass inoculations) and detection of communicable diseases.
- Issue general health advisories, information, and instructions.
- Conduct environmental health activities in regard to waste disposal, refuse, food, water control, and vector control.

n. Law Enforcement Agencies

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Augment warning system by providing siren-equipped and/or public address mobile units, and/or manpower for door-to-door warning.
- Responsible for lost person search and rescue, and coordination of heavy rescue operations.
- Maintain law and order and provide public safety activities as required.
- Provide security for key facilities.
- Protect property in evacuated areas.
- Provide assistance in the capture and control of animals.
- Enforce orders of fire officers and implement/enforce evacuation orders, when necessary.
- Provide law enforcement and traffic control in support of fire department actions.
- Order/conduct evacuations when necessary to save lives and property.

o. Media

- In general, disseminate warning messages provided by authorized sources to the general public as rapidly as possible in the event of an impending or actual disaster.
- Commercial Print Media: Assist with emergency information dissemination.
- Commercial Radio and Television Systems: Assist with emergency information dissemination.
- Commercial Radio and Television Systems: Maintain Emergency Alert System.

p. National Guard

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide aircraft for search and rescue operations.

q. Public (General)

- Provide observations and reports to Emergency Management Director and/or EOC.
- Provide manpower, supplies and equipment.

r. Public Transportation

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide vehicles for transportation and/or evacuation.

s. Red Cross

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide and deploy damage assessment teams to augment local damage assessment.
- Assist with emergency information dissemination.
- Provide supplementary medical and nursing care in Red Cross shelters and other public health services upon request, and within their capabilities.
- Provide mass care for major fire scenes.
- Provide fire aid centers for noncritical injuries.
- Assist with coordination of needed blood, blood products, and vaccines.
- Coordinate with Chelsea County USA EMA and other organizations to establish and provide shelter reception centers.
- Establish and coordinate mass feeding.
- Provide mobile canteen service to victims and emergency service workers.
- Provide food, clothing, housing, household furnishings, medical, bedding and linens, occupational supplies, and other necessities to disaster victims.

t. Road and Bridge

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.

- Operate fleet repair facility.
- Provide for availability of motor fuels for all county vehicles, Red Cross vehicles, and fuel driven facility.
- Provide for storage of equipment and vehicles in a safe place.
- Provide for tire changing capabilities.
- Provide comprehensive list of county vehicles and equipment to EMD.
- Maintain open access to Landfill for debris removal
- Assist with initial infrastructure damage assessment of horizontal construction, i.e., roads, bridges, storm sewers, dams, etc.
- Provide heavy equipment to support rescue operations.
- Provide technical information on damaged structures.
- Provide traffic control signs and barricades, and operational control of traffic signals.

u. Salvation Army

- Provide supplies, equipment, and personnel as requested.
- Provide mass care for major fire scenes.
- Provided fixed and mobile feeding sites.
- Provide various emergency services to include case work services, financial counseling, and a wide variety of emergency aid to people in need (e.g., food boxes, clothing, bedding, cash grants for emergency lodging, cleanup kits and many other specific assistance needs).
- Provide counseling to disaster victims.

v. Sierra M. Veterinary Clinic and Emergency Hospital

- Provide assistance in the prevention, detection and control of rabies.
- Provide animal control and services assistance.
- Provide assistance with animal sheltering.

w. Chelsea County School District

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Provide vehicles for transportation and/or evacuation.

x. Global Energy Cooperative

- Conduct infrastructure damage assessment of utility "life lines" (water, power, natural gas, telecommunications, sewer, waste services) owned by each utility.
- Provide supplies, equipment, and personnel as requested.
- Provide EOC management oversight of utility actions to ensure that the needs of special populations and individuals are provided for.

y. Volunteer Organizations

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Respond to search and rescue missions as requested and within their capabilities.
- Assist with meeting the needs of special populations and individuals.
- Assist in response and recovery involving donated goods and services.

z. Chelsea County Water/Waste Water Treatment

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.
- Ensure potable water sources remain open and safe for public consumption.
- Coordinate and use all available resources during an emergency or disaster.
- Develop and maintain a district-wide damage assessment program, and coordinate assessment procedures with local government.

aa. Zachary Isaac Regional Airport

- Perform functions in the EOC or on-scene as assigned.
- Provide EOC initial situation/damage reports as per field units' observations and reports from the general public.
- Provide supplies, equipment, and personnel as requested.

4. State

a. If local capabilities are exceeded, and a local emergency has been declared, State government agencies can augment assistance to local government to meet the emergency needs of victims during declared emergencies/disasters. Requests for state assistance are processed through the Chelsea County USA Office of Emergency Management.

b. The State Division of Emergency Management (SDEM) receives and coordinates requests for state assistance. The Governor may declare a "state of emergency" to authorize use of state resources.

5. Federal Government

The National Response Plan (NRP) and National Response Framework (NRF) facilitates the provision of Federal assistance to state and local governments during major disasters. The NRP/NRF uses a functional approach to group the type of Federal assistance which State/local government is most likely to need under Emergency Support Functions (ESF). Each ESF is headed by a primary federal agency which has been selected based on its authorities, resources, and capabilities in the particular functional area.

A. General

1. The Chelsea County Emergency Operations Planning Team is responsible for the direction, control, and coordination of emergency management activities in Chelsea County USA.

2. The primary objective for emergency management in the Chelsea County USA is to provide a coordinated effort from all supporting county and city departments in the preparation for, response to, and relief from injury, damage and suffering resulting from either a localized or widespread disaster. The EM Director is the focal point for emergency management activities within the county. However, emergency management responsibilities extend beyond this office, to all city/county government departments/agencies, and ultimately, to each individual citizen.

3. It is important to note that a basic responsibility for Emergency Operations Plan and response also lies with individuals and heads of households. When the situation exceeds the capabilities of individuals, families, and volunteer organizations, a city/county emergency may exist. It is then the responsibility of government to undertake the effects of disasters. Local government has the primary responsibility for emergency management activities. When the emergency exceeds local government capability to respond, the EM Director will request assistance from mutual aid counties and/or the State government; the Federal government will provide assistance to the State when requested, if possible. In addition, private sector and voluntary organizations may be requested to provide aid and assistance.

4. In addition to the EM Director, emergency management is the day-to-day function of certain city and county agencies, such as the Police and Fire Departments. While the routine functions of most city and county agencies are not of an emergency nature, pursuant to this plan, all officers and employees of the cities and county will plan to meet emergencies threatening life or property. This entails a day-to-day obligation to assess and report the impact of an emergency or disaster event. It requires monitoring conditions and analyzing information that could signal the onset of one of these events. Disasters will require city and county departments to perform extraordinary functions. In these situations, every attempt will be made to preserve organizational integrity and assign tasks which parallel the norm. However, it may be necessary to draw on people's basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required to perform those functions may be redirected to accomplish emergency tasks.

Chelsea County USA, Office of Emergency Management
Comprehensive Emergency Management Plan

Section 1: Basic Plan

III. Concept of Operations

5. This plan does not contain a listing of resources. The EM Director will ensure that a Chelsea County Resource Capabilities list including source and quantity is kept current. The resource capabilities list will be maintained in the EOC. The EM Director should also be familiar with resources available from local private sector and volunteer organizations as well as from State government. Unique resources which may not be available locally (i.e., radiological and chemical analysis, environmental assessment, biological sampling, contamination survey, etc.) should be requested through the SDEM.

B. Emergency Management Phases

The county will meet its responsibility for protecting life and property from the effects of hazardous events by acting within each of the four phases of emergency management.

1. **Mitigation.** Actions accomplished before an event to prevent it from causing a disaster, or to reduce its effects if it does, save the most lives, prevent the most damage and are the most cost effective. See also the Chelsea County Mitigation Plan. County and city departments will enforce all public safety mandates including land use management and building codes; and recommend to governing bodies legislation required to improve the emergency readiness of the county.

2. **Preparedness.** Preparedness consists of almost any pre-disaster action which is assured to improve the safety or effectiveness of disaster response. Preparedness consists of those activities that have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent disaster response. Departments/agencies within the county will remain vigilant to crises within their areas of responsibility. All departments/agencies shall prepare for disasters by developing detailed SOPs to accomplish the extraordinary tasks necessary to integrate the department/agency's total capabilities into a city/county disaster by response. Disaster SOPs must complement this plan. Departments/agencies shall ensure that their employees are trained to implement emergency and disaster procedures and instructions. Departments/agencies shall validate their level of emergency readiness through internal drills and participation in exercise selected by the EM Director. Other government jurisdictions within and outside city/county boundaries shall also be encouraged to participate in these exercises. Exercise results shall be documented and used in continual planning effort to improve the county's emergency readiness posture. This joint, continuous planning endeavor shall culminate in revisions to this plan in the constant attempt to achieve a higher state of readiness for an emergency or disaster response.

3. **Response.** The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase and is the focus of department/agency emergency and disaster Standard Operating Guidelines, mutual-aid agreements, and this plan. Emergency and disaster incident responses are designed to minimize suffering, loss of life, and property damage, and to speed recovery. They include initial damage assessment, emergency and short-term medical care, and the return of vital life-support systems to minimum operating conditions. When any department/agency within the county receives information about a potential emergency or disaster, it will conduct an initial assessment, determine the need to alert others, and set in motion appropriate actions to reduce risk and potential impacts. Emergency response activities will be as described in department/agency SOGs and may involve activating the Emergency Operations Center (EOC) for coordination of support. Departments/agencies will strive to provide support to warning and emergency public information, save lives, and property, supply basic human needs, maintain or restore essential services, and protect vital resources and the environment. Responses to declared emergencies and disasters will be guided by this plan.

4. **Recovery.** Emergency and disaster recovery efforts aim at returning to pre-disaster community life. They involve detailed damage assessments, complete restoration of vital life-support systems, financial assistance, and long-term medical care. There is no definite point at which response ends and recovery begins. However, generally speaking, most recovery efforts will occur after the emergency organization is deactivated and departments/agencies have returned to pre-disaster operation, and will be integrated with day-to-day functions.

C. Functional Annex Concept

1. "Functional Annexes" represent groupings of types of assistance activities that citizens are likely to need in times of emergency or disaster. In this State, county and state Comprehensive Emergency Management Plans, are organized by related emergency functions. The Federal Response Plan is similarly organized into "emergency support functions (ESFs)." During emergencies within Chelsea County USA, the EMA Director will determine which functional annexes or ESFs are activated to meet the disaster response needs.The federal government, through the State EOC will respond to Chelsea County USA requests for assistance through the Federal ESF structure.

2. Within the EOC, requests for assistance will be tasked to the particular "emergency function" or "EOC Branch or Unit" for completion. A lead agency for each emergency function is indicated, and will be responsible for coordinating the delivery of that assistance to the emergency area. The lead agency will be responsible for identifying the resources that will accomplish the mission, and will coordinate the resource delivery.

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IV. Administration and Logistics

A. General

During and after emergency/disaster events normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner. Additionally, if certain emergency costs can be documented, certain reimbursements from State and Federal sources may be possible.

B. Policies

It is the policy of the Chelsea County USA Office of Emergency Management that:

1. All departments/agencies shall assure the safety of cash, checks, accounts receivable, and assist in the protection of other valuable documents/records.

2. All departments/agencies shall designate personnel to be responsible for documentation of disaster operations and expenditures. Emergency expenditures will be incurred in accordance with existing jurisdictional emergency purchasing procedures.

3. During the emergency operations, nonessential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.

4. Each department/agency shall keep an updated inventory of its personnel, facilities, and equipment resources as part of their SOGs.

C. Administration

1. During an emergency or disaster, administrative procedures may have to be suspended, relaxed, or made optional in the interest of protecting life or property. Departments/agencies are authorized to take necessary and prudent actions in response to disaster/emergency incidents.

2. Normal procedures which do not interfere with timely accomplishment of emergency tasks, will continue to be used. Those emergency administrative procedures which depart from “business-as-usual” will be described in detail in department/agency SOGs.

3. Departments/agencies are responsible for keeping records of the name, arrival time, duration of utilization, departure time, and other information relative to the service of emergency workers, as well as documentation of the injuries, lost or damaged equipment, and any extraordinary costs.

D. Fiscal

1. Local government purchasing personnel shall facilitate the acquisition of all supplies, equipment, and services necessary to support the emergency response actions of departments/agencies.

2. A complete and accurate record of all purchases, a complete record of all properties commandeered to save lives and property, and an inventory of all supplies and equipment purchased in support of the emergency response shall be maintained.

3. Though certain formal procedures may be waived, this in no way lessens the requirement for sound financial management and accountability. Departments/agencies will identify personnel to be responsible for documentation of disaster costs and utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation will include: logs, formal records, and file copies of all expenditures, receipts, personnel time sheets.

4. A separate Emergency Operations Center (EOC) "Finance Section" may be formed to handle the monetary and financial functions during large emergencies, disasters. See the Chelsea County USA EM EOC Position Checklists Manual for details.

E. Logistics

1. Departments/agencies responding to emergencies and disasters will first use their available resources. When this plan is implemented, the EOC Logistics Section becomes the focal point of procurement, distribution and replacement of personnel, equipment, and supplies. The Logistics Section will also provide services and equipment maintenance beyond the integral capabilities of elements of the emergency organization. Scarce resources will be allocated according to established priorities and objectives of the EOC.

2. Logistics will be needed to support the field operations, the EOC operations, and disaster victims.

3. All departments/agencies are expected to maintain an inventory of all non-consumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for, or that are placed in local government inventory as an asset will not be eligible for reimbursement.

F. Insurance

Local governments, agencies shall maintain insurance for property, workers' compensation, general and automotive liability. Insurance coverage information will be required by the Federal government in the post disaster phase as per 44 CFR "subpart 1." Information on insurance needs to be available following a disaster.

Further, all local jurisdictions and departments are responsible to maintain adequate levels of insurance.

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V. Direction and Control

A. General

1. The chief executive of the local government in the jurisdiction in which the emergency occurs will exercise direction and control activities within that jurisdiction. He/she will coordinate with the EM Director who is responsible for implementing this Plan or portions of this Plan. Each jurisdiction shall establish Standard Operating Guidelines (SOGs) to control and direct response actions. The EM Director will coordinate actions between local governments and agencies as necessary, and direct response actions in unincorporated areas of the county. In cases where local resources to contend with an emergency do not exist or have been depleted, the affected chief executive, in coordination with the EM Director, should request state aid through the state EOC.

2. The chief executive of the local government may declare a "State of Emergency" to expedite access to local resources needed to cope with the incident. If the needed response exceeds these local capabilities, a disaster has occurred. The chief executive may, by emergency proclamation, use local resources and employees as necessary, and alter functions of departments and personnel, as necessary. The Chelsea County USA Office of Emergency Management has the authority to declare a "state of emergency" in support of a local government emergency. If the situation is beyond local capability, a request for State and/or Federal assistance may be in the original proclamation, or included in a second proclamation presented to the Governor through the State Division of Emergency Management. If State and/or Federal resources are made available, they will be under the operational control of the EM Director/EOC.

3. On behalf of the Board of County Commissioners, the EM Director has the responsibility for coordinating the entire emergency management program. The Director makes all routine decisions and advises the officials on courses of action available for major decisions. During emergency operations the Director is responsible for the proper functioning of the EOC. The Director also acts as a liaison with State and Federal emergency agencies, and neighboring counties.

4. The Emergency Operations Center (EOC) is the central point for emergency management operations. The purpose of this central point is to ensure harmonious response when the emergency involves more than one political entity and several response agencies. Coordination and supervision of all services will be through the EOC section chiefs and the EM Director to provide for the most efficient management of resources.

5. During emergency situations, certain agencies will be required to relocate their center of control to the EOC. During large scale emergencies, the EOC will become the seat of government during the duration of the crisis. However, in some situations it may be appropriate for some agencies to operate from an alternate site other than the EOC or their primary location.

6. Specific persons and agencies are responsible for fulfilling their obligations as presented in the Basic Plan and individual annexes. Department/agency heads will retain control over their employees and equipment. Each department/agency shall develop Standard Operating Guidelines (SOGs) to be followed during response operations.

7. Department/agency heads and other officials legally administering from their office may perform their emergency functions(s) on their own initiative if, in their judgment, the safety or welfare of citizens of the county are threatened. The EMA Director should be notified as rapidly as possible.

8. During an EOC activation, the appropriate emergency services will be represented in the EOC and will coordinate their activities under the supervision of the EMA Director. EOC procedures are described in Annex 1.

9. Additional information on Direction and Control is found in Annex 1.

B. Crisis Monitoring

1. The Chelsea County USA Office of Emergency Management is the county's 24 hour "crisis monitor." The EMA Director provides an ongoing independent analysis of incoming information. As emergency situations threaten or occur, the EM Director may convene a "Multiagency Coordination Group (MAC Group)" to facilitate the process of evaluation and incident planning, and possible activation and implementation of emergency functions and resources. The MAC Group will also be used to support "Incident Commanders" in field situations.

2. The MAC Group is a flexible, supporting/coordinating service that could be one person at home facilitating the coordination of personnel and resources to an incident scene or several people convening in the EOC or on-scene to assist the "Incident Commander" as needed.

3. Core members of the MAC Group include the Sheriff, Coroner, County Fire Chief, EM Director, Law Enforcement Representatives, Public Works Director, Health Services Director, EMS Director, and other services Directors as required. However, any department (division)/agency could be called upon to provide a representative to the MAC Group. Exactly who is called and ultimately how many people will serve on the MAC Group is dependent upon the situation and the emergency functions that will be activated.

4. A MAC group may be activated in support of an emergency situation within a particular local government. Normal local government MAC Group membership includes the Mayor, County EM Director, Fire Chief, Police Chief, Public Works Director, City Attorney, County Health Officer as needed, and any other municipal department as required.

C. Levels of Emergency

1. Localized Emergency. The principal of graduated response will be used in responding to localized disasters defined as an incident within a local government. The initial response will be from emergency personnel dispatched by normal procedures. Their assessment of the situation will determine if additional resources are needed. Departments/agencies may be called upon to provide additional resources. Mutual aid and the local government MAC Group/EOC may provide additional support if resource needs are beyond existing city capability. Activation of the Chelsea County USA EOC may not be necessary during a "localized" emergency.

2. Widespread Disaster. Hurricanes, tornadoes, floods, snow/ice storms are considered the most probable widespread disaster which could impact the entire county and adjacent areas. It is anticipated that a full activation of the EOC will be required to coordinate the county's response.

3. Graduated Response. Most disasters will require a graduated response involving only those persons necessary to handle the situation. For this purpose, two levels of activation will be used:

    a. **Initial Activation.** This level of activation is for an expanding emergency situation. The responsibility for control of the incident rests with the responding department and may require additional managerial control. The initial management team will assess the situation and determine additional resources as needed on the ground. The MAC Group and select Emergency Support functions (ESF's) will respond to the EOC and begin assessing the support needs of the incident command.

    b. **Full Activation.** This level of activation is used for "catastrophic" state-wide or regional events. The Chelsea County USA EOC is fully activated. State and federal assistance will be requested and is required.

D. On-scene Management/ICS

1. On-scene response to emergencies follows the concept of the Incident Command System (ICS).

2. The person in charge at the incident is the on-scene Incident Commander who is responsible for ensuring each agency on scene can carry out its responsibilities.

3. Upon arriving at an incident scene, the Incident Commander should:

    - Assess the situation and identify hazards.
    - Develop objectives (tasks to be done).
    - Ensure appropriate safety and personnel protective measures.
    - Develop an action plan and priorities.
    - In coordination with the EOC, contact appropriate agencies or personnel with expertise and capability to carry out the incident action plan.
    - Coordinate, as appropriate, with other first responders.

4. When more than one agency is involved at an incident scene, the Incident Command Agency and other responding agencies should work together to ensure that each agency's objectives are identified and coordinated.

5. Team problem solving should facilitate effective response. Other agency personnel working in support of the Incident Command Agency will maintain their normal chain of command, but will be under control of the on-scene Incident Commander.

6. The on-scene Incident Commander may designate an Information Officer to work with the news media at an incident. This may include coordinating agency media releases and arranging contacts between the media and response agencies. If additional support is needed, a Crisis Action Team (CAT) and/or the EOC may be activated.

E. EOC Activation and Staffing

1. The Emergency Operations Center (EOC) is the key to successful response and recovery operations. With decision and policy makers located together, personnel and resources can be used efficiently. Coordination of activities will ensure that all tasks are accomplished, minimizing duplication of efforts.

2. Depending upon the severity and magnitude of the disaster, activation of the EOC may not be necessary, may only be partially required, or may require full activation. Partial activation would be dictated by the characteristics of the disaster and would involve only those persons needing to interact in providing the coordinated response.

3. The EOC may be fully activated by decision of the Crisis Action Team (CAT) or the EM Director. When the decision is made to activate the EOC, the EM Director will notify the appropriate EOC organization staff members to report to the EOC. The EOC Management staff will take further action to notify and mobilize the appropriate organizations and dispatch centers which they are responsible for coordinating.

4. EOC activation levels will generally follow the "emergency levels" as discussed in Section C above.

5. EOC Operations and Staffing. Complete details, job descriptions, and checklist of tasks are contained in the Emergency Operations Center (EOC) Position Checklists Manual, published separately.

F. Controls, Continuity of Operations

1. In an emergency there will be two levels of control. The first level of control will be at the scene of the incident. The second level will be at the EOC where overall coordination will be exercised.

2. In a single site emergency, the governing body having jurisdiction will respond to the scene. The on-scene management will fall under the jurisdiction of the local department best qualified to conduct the rescue, recovery, and control operations. The department's senior representative at the scene will become the on-scene commander and will be responsible for the overall recovery operations. The field Incident

Commanders are local officials, usually fire or police officers. The local coordination and commitment authority for local resources is retained by the local elected officials, and delegated as appropriate.

3. During wide-spread emergencies, decision making authority and control of the emergency is retained by the ICP through the actions of the MAC Group or activation of the county EOC.

4. The county EOC, once activated, directs and controls a response to an emergency or disaster. It is organized and will function according to the National Incident Management System's (NIMS) Incident Command System (ICS) principles.

5. EOC Incident Command (EOC Manager Position) will normally be vested in the department deciding to activate the EOC to support their emergency response activities, unless otherwise specified by the Emergency Management Council, who will be notified and briefed by the EM Director as soon as possible. Consistent with the modular component of National Incident Management System's (NIMS) Incident Command System (ICS), the EOC may be partially activated to coordinate support for an on-scene incident commander, without activating the full emergency organization.

6. During the effective period of any declared emergency, the EM Director through the EOC Manager directs and controls all emergency response support activities and employs all necessary emergency resources according to the provisions of this plan.

7. To ensure a line of succession, each department/agency is directed to assign 3 or more alternates for each key emergency position. Lines of succession shall be provided to the EM Director.

G. Facilities

1. Emergency Operations Center

   a. The County EOC is located in a secure location in Chelsea County, USA.

   b. Each jurisdiction is encouraged to establish an on-scene command post. These facilities will link to the county EOC via radio or telephone.

2. Department/Agency Operating Locations

   a. Each department/agency is directed to establish a primary location and alternate location from which to establish direction and control of its respective activities in an emergency or disaster. This may be from the EOC, or other location, depending upon the circumstances.

3. Communications (Also see Attachment F, County Dispatch Channels)

   a. Most departments/agencies involved in disaster operations will maintain operations or dispatch centers that will control the operations of the emergency forces under their control.

b. Any department/agency operating from another location will maintain contact with the EOC through direct redundant communication, such as telephone and radio.

c. All departments/agencies are responsible to ensure that communication systems are in place between EOC representatives and their department/agency.

d. Each department/agency will bring to the EOC their portable radio, charger, spare batteries, and cellular telephones. Additional communications equipment will be provided at the EOC.

H. Military Support

Military support to Chelsea County USA will be requested through SDEM. Once assigned, resources shall be coordinated by the county EOC.

I. Continuity of Government

1. Succession of Authority (State Emergency Operations Plan)

   Refer to the State Emergency Operations Plan.

2. Preservation of Records

   All departments/agencies will develop SOGs to guarantee the preservation of vital public records, to include their reconstitution if necessary, during and after emergencies. In general, vital public records include those considered absolutely essential to the continued operation of local government; considered absolutely essential to the local government's ability to fulfill its responsibilities to the public; required to protect the rights of individuals and the local government; and essential to restoration of life support services. Documentation of actions taken during an emergency or disaster is a legal requirement.

J. Plan Maintenance

1. If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The EM Director will brief the appropriate officials concerning their roles in emergency management and this plan in particular.

2. All agencies will be responsible for developing and maintaining their respective segments of the plan. The EM Director will be responsible for ensuring all officials involved in this plan conduct an annual review of the plan.

3. The EM ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed. The plan will undergo revision whenever:

   - It fails during emergency.
   - Exercises, drills reveal deficiencies or "shortfalls."
   - City or county government structure changes.
   - Community situations change.
   - State requirements change.

- Any other condition occurs that causes conditions to change.

4. EM will maintain a list of individuals and organizations which have controlled copies of the plan. Only those with controlled copies will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated and marked to show where changes have been made.

5. The plan shall be activated at least once a year in the form of a simulated emergency to provide practical controlled operational experience to those individuals who have EOC responsibilities. Response to radiological and hazardous materials incidents must be exercised at least once a year.

6. The Title III, Local Emergency Plan Committee, as a state Advisory Agency, will review applicable portions of this plan.

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VI. Attachments

This section of the Basic Plan contains the following information:

A. Primary/Support Matrix Worksheet
B. Job Aids
C. Glossary of Terms, Abbreviations and Acronym

A. Primary/Matrix Worksheet- Essential Support Functions and Agency Responsibilities

ESF 1- Transportation	**Zachary Issac Regional Airport Authority**
ESF 2- Communication	**Chelsea County Dispatch**
ESF 3-Public Works	**Chelsea County Road and Bridge**
ESF 4- Fire Fighting	**Chelsea County Fire**
ESF 5- Emergency Management	**Chelsea County Emergency Management**
ESF 6- Human Services	**Chelsea County Regional Hospital**
ESF 7- Resource Management	***Chelsea County Extended Dispatch***
ESF 8- Public Health	**Chelsea County Public Health**
ESF 9- Search and Rescue	**Tyler Town Police / Fire Department**
ESF 10- Hazmat	**Tyler Town Hazmat Team**
ESF 11- Agriculture	**Chelsea County Fairgrounds**
ESF 12- Energy	***Global Energy Cooperative (Private)***
ESF 13- Public Safety and Security	**Chelsea County Sheriff's Office**
ESF 14- Long Term Recovery	***Chelsea County Planning Department***
ESF 15- External Affairs	***Chelsea County Public Information Office***

Appendix B: Job Aids

Key Web Links for Emergency Management and Incident Command

www.fema.gov

www.nwcg.gov

www.thebluecell.com

Job Aid

Individuals/Organizations	What They Bring to the Planning Team
ESF 1	
ESF 2	
ESF 3	
ESF 4	
ESF 5	
ESF 6	
ESF 7	
ESF 8	
ESF 9	
ESF 10	
ESF 11	
ESF 12	
ESF 13	
ESF 14	
ESF 15	

Job Aid : Hazard Profile Worksheet

Hazard:

Potential magnitude (Percentage of the community that can be affected):

Catastrophic: More than 50%
Critical: 25 to 50%
Limited: 10 to 25%
Negligible: Less than 10%

Frequency of Occurrence:

- **Highly likely:** Near 100% probability in next year.
- **Likely:** Between 10 and 100% probability in next year, or at least one chance in next 10 years.
- **Possible:** Between 1 and 10% probability in next year, or at least one chance in next 100 years.
- **Unlikely:** Less than 1% probability in next 100 years.

Seasonal Pattern:

Areas Likely to be Affected Most:

Probable Duration:

Potential Speed of Onset (Probable amount of warning time):

- Minimal (or no) warning.
- 6 to 12 hours warning.
- 12 to 24 hours warning.
- More than 24 hours warning.

Existing Warning Systems:

Does a Vulnerability Analysis Exist?*

Yes ☐
No ☐

* *Developing a Vulnerability Analysis is Step 4 of the hazard analysis process.*

Appendix C: Glossary

A

Action Plan: See Incident Action Plan.

Agency: An agency is a division of government with a specific function, or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency, Jurisdictional Agency, and Multiagency Incident.)

Agency Administrator or Executive: Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Agency Dispatch: The agency or jurisdictional facility from which resources are allocated to incidents.

Agency Representative: An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

Air Operations Branch Director: The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

Allocated Resources: Resources dispatched to an incident.

All-Risk: Any incident or event, natural or human-caused, that warrants action to protect life, property, environment, and public health and safety, and minimize disruption of governmental, social, and economic activities.

Area Command (Unified Area Command): An organization established to oversee the management of (1) multiple incidents that are each being handled by an ICS organization, or (2) 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.

Assigned Resources: Resources checked in and assigned work tasks on an incident.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

Assistant: Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions.

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

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

B

Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base.

Branch: The organizational level having functional or geographic responsibility for major parts of the Operations or Logistics functions. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional name (e.g., medical, security, etc.).

C

Cache: A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Chain of Command: A series of management positions in order of authority.

Check-In: The process whereby resources first report to an incident. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Chief: The ICS title for individuals responsible for functional Sections: Operations, Planning, Logistics, and Finance/Administration.

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency-specific codes are used when utilizing clear text.

Command: The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: See Incident Command Post.

Command Staff: The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.

Communications Unit: An organizational Unit in the Logistics Section responsible for providing communication services at an incident. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Compacts: Formal working agreements among agencies to obtain mutual aid.

Compensation/Claims Unit: Functional Unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.

Complex: Two or more individual incidents located in the same general area that are assigned to a single Incident Commander or to Unified Command.

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

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.

Coordination Center: A facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be oral between authorized agency or jurisdictional representatives at the incident.

Cost Unit: Functional Unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Crew: See Single Resource.

D

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Demobilization Unit: Functional Unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.

Deputy: A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could 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.

Director: The ICS title for individuals responsible for supervision of a Branch.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center: A facility from which resources are ordered, mobilized, and assigned to an incident.

Division: Divisions are used to divide an incident into geographical areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team. (See Group.) Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

Documentation Unit: Functional Unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

E

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 Management Coordinator/Director: The individual within each political subdivision that has coordination responsibility for jurisdictional emergency management.

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 plan that each jurisdiction has and maintains for responding to appropriate hazards.

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

F

Facilities Unit: Functional Unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

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

Field Operations Guide: A pocket-size manual of instructions on the application of the Incident Command System.

Finance/Administration Section: The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

Food Unit: Functional Unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.

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.

G

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.

Ground Support Unit: Functional Unit within the Support Branch of the Logistics Section responsible for the fueling, maintaining, and repairing of vehicles, and the transportation of personnel and supplies.

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

H

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

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident Base.

Helispot: Any designated location where a helicopter can safely take off and land. Some Helispots may be used for loading of supplies, equipment, or personnel.

Hierarchy of Command: See Chain of Command.

I

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 (IAP): 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 Base: Location at the incident where the primary Logistics functions are coordinated and administered. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base. There is only one Base per incident.

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 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 Communications Center: The location of the Communications Unit and the Message Center.

Incident Complex: See Complex.

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

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

Incident Types: Incidents are categorized by five types based on complexity. Type 5 incidents are the least complex and Type 1 the most complex.

Incident Support Organization: Includes any off-incident support provided to an incident. Examples would be Agency Dispatch Centers, Airports, Mobilization Centers, etc.

Initial Action: The actions taken by resources that are the 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.

J

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 Incident Commander; advising the Incident Commander 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).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

K

Kinds of Resources: Describe what the resource is (e.g., medic, firefighter, Planning Section Chief, helicopters, ambulances, combustible gas indicators, bulldozers).

L

Landing Zone: See Helispot.

Leader: The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.

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

Liaison Officer (LNO): A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. The Liaison Officer may have Assistants.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The Section responsible for providing facilities, services, and materials for the incident.

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, Public Law 107-296, 116 Stat. 2135 (2002).

M

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.

Managers: Individuals within ICS organizational Units that are assigned specific managerial responsibilities, e.g., Staging Area Manager or Camp Manager.

Medical Unit: Functional Unit within the Service Branch of the Logistics Section responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

Message Center: The Message Center is part of the Incident Communications Center and is collocated or placed adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and administrative and tactical traffic.

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 formed 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, and local) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

Multiagency Coordination (MAC): The coordination of assisting agency resources and support to emergency operations.

Multiagency Coordination Systems (MACS): 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 operations centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multiagency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or 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.

N

National Incident Management System (NIMS): 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.

O

Officer: The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The period of time scheduled for execution of 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 operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

P

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

Planning Section: Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.

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 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.

Procurement Unit: Functional Unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

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

R

Recognition Primed Decision making: A model that describes how experts make decisions under stressful situations that are time critical and rapidly changing.

Recorders: Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration Units.

Reinforced Response: Those resources requested in addition to the initial response.

Reporting Locations: Location or facilities where incoming resources can check in at the incident. (See Check-In.)

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.

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.

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. The Unit also evaluates resources currently committed to the incident, the impact that 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.

S

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. The Safety Officer may have Assistants.

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.

Segment: A geographical area in which a Task Force/Strike Team Leader or Supervisor of a single resource is assigned authority and responsibility for the coordination of resources and implementation of planned tactics. A segment may be a portion of a Division or an area inside or outside the perimeter of an incident. Segments are identified with Arabic numbers.

Service Branch: A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communication, Medical, and Food Units.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work Supervisor that can be used on an incident.

Situation Unit: Functional Unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

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.

Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

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, Public Law 107-296, 116 Stat. 2135 (2002).

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

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 specified combination of the same kind and type of resources with common communications and a Leader.

Supervisor: The ICS title for individuals responsible for a Division or Group.

Supply Unit: Functional Unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Includes the Supply, Facilities, and Ground Support Units.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., Communications Plan, Map, Safety Plan, Traffic Plan, and Medical Plan.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, or Finance/Administration Sections, or the Command Staff.

T

Tactical Direction: Direction given by the Operations Section Chief that includes the tactics required to implement the selected strategy, the selection and assignment of resources to carry out the tactics, directions for tactics implementation, and performance monitoring for each operational period.

Tactics: Deploying and directing resources on an incident to accomplish incident strategy and objectives.

Task Force: A combination of single resources assembled for a particular tactical need with common communications and a Leader.

Team: See Single Resource.

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS organization.

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

Time Unit: Functional Unit within the Finance/Administration Section responsible for recording time for incident personnel and hired equipment.

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.

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.

U

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified 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 Unified Command, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

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.

APPENDIX D: COUNTY ADDRESSES

CHELSEA COUNTY USA KEY ADDRESS LIST

Chelsea County Admin Building	**7325 South Potomac Street**
Chelsea County Sheriffs Admin and Coroner's Office	**13101 Broncos Parkway**
Chelsea County Jail	**7375 South Potomac Street**
Chelsea County Fire HQ	**9195 East Mineral Avenue**
CCF Station 1	**5901 South Havana Avenue**
CCF Station 2	**5945 South Quebec Avenue**
CCF Station 3	**7281 East Dry Creek Road**
CCF Station 4	**12080 East Briarwood Avenue**
Chelsea County EOC	**9195 East Mineral Avenue**
Chelsea County Dispatch	**9195 East Mineral Avenue**
Chelsea County Road and Bridge	**5334 South Prince Street**
CCRB District 1	**10703 East Briarwood Avenue**
CCRB District 2	**12503 East Euclid Drive**
CCRB District 3	**13645 East Ellsworth**
CCRB District 4	**2240 East 6th Parkway**
CCRB District 5	**365 Palmer Avenue**
Chelsea County Community Center	**2888 South Heather Gardens Way**
Chelsea County Fairgrounds	**25690 East Quincy Avenue**
Sierra M. Veterinary Clinic	**1681 South Dayton Street**
Tyler Town Hall	**15151 East Alameda Avenue**
Tyler Town Precinct 1	**15001 East Alameda Avenue**
Tyler Town Precinct 2	**13347 East Montview Avenue**
Tyler Town Precinct 3	**23911 East Arapahoe Road**
Tyler Town Fire Authority HQ	**2015 South Dayton Avenue**
TTF Station 1	**1010 South Joliet Avenue**
TTF Station 2	**13790 East Progress Way**
TTF Station 3	**17200 East Mexico Avenue**
TTF Station 4	**26900 East Colfax Avenue**

Blakeville PD	**2255 West Berry Avenue**
Blakeville Fire District Station 1	**6529 South Broadway**
Blakeville Fire District Station 2	**2702 East Dry Creek road**
Cole City Fire Department	**56281 East Colfax Avenue**
Quick Response Ambulance Service	**14854 East Hinsdale Avenue**
Chelsea County School District Main Office	**4700 South Yosemite Street**
High School	**9300 East Union Avenue**
East Middle School	**26301 East Arapahoe Road**
West Middle School	**5151 South Holly Street**
CCSD Elementary School 1	**3306 West Berry Avenue**
CCSD Elementary School 2	**6833 South Prince street**
CCSD Elementary School 3	**1603 East Euclid Avenue**
CCSD Elementary School 4	**6363 South Waco Street**
CCSD Elementary School 5	**6070 South Versailles Way**
CCSD Elementary School 6	**14270 East Briarwood Avenue**
CCSD Elementary School 7	**11200 East Orchard Road**
CCSD Elementary School 8	**56729 Colorado Avenue**
CCSD Pre-School	**11500 East ILIFF Avenue**
Chelsea County Community College	**5900 South Santa Fe Drive**
Chelsea County Regional Hospital	**700 Potomac Avenue**
CCRH Blakeville Clinic	**6196 South Ammons Way**
CCRH Cole City Clinic	**56441 East Colfax Avenue**
Chelsea County Public Health	**6162 South Willow Drive**
Chelsea County Public Health TT Off.	**15559 East ILIFF Avenue**
Chelsea County Public Health BV Off.	**4857 South Broadway**
ChelWater & Wasterwater Facility	**13031 East Caley Avenue**
Western America Rail	**Oak Street- Cole City**
Zachary Issac Regional Airport	**7800 South Potomac Street**

Tyler Town Post Office	**16890 East Alameda Parkway**
Blakeville Post Office	**5753 South Prince Street**
Cole City Post Office	**56681 East Colfax Avenue**

All of the addresses in Chelsea County USA are mapped on the County Assessors page and are despicable in lat / long format. Information is also re-producible in UTM upon request thru county dispatch or the Office of Emergency Management.

APPENDIX E: COUNTY PHONE NUMBERS

Chelsea County Administrator	555-2638
Chelsea County Assessor	555-2639
Chelsea County Fire	555-3200 additional sequence of #'s for Stations 1-4
Tyler Town Fire Authority	555-3462 additional sequence of #'s for Stations 1-4
Blakeville Fire District	555-1520 additional sequence of #'s for Stations 1&2
Cole City Fire	555-6423
Chelsea County Hospital	555-7432 additional sequence of #'s for clinics 2-3
Chelsea County OEM	555-3366
Blakeville PD	555-3421
Tyler Town Police Main	555-3450
Zachary Issac Regional Airport	555-5234
Chelsea County Dispatch	555-3367 non emergency
Chelsea County Sheriff Admin	555-4773
Chelsea County Jail	555-4774
Chelsea County Coroner	555-4775
Tyler Town /Town Hall	555-3455
Quick Response Ambulance Service	555-5231
Chelsea County Road and Bridge Main	555-1345
District 1	555-1346
District 2	555-1347
District 3	555-1348
District 4	555-1349
District 5	555-1350
Chelsea County Health Main	555-1427
Chelsea County Health Tyler Town Office	555-1428
Chelsea County Health Blakeville Office	555-1429
Chelsea County Fairgrounds	555-4776
Chelsea County Community Center	555-4778
Chelsea County Community College	555-5244
Chelsea County School District-Main	555-8221 Additional sequence of #'s for the High School, Middle Schools and Elementary schools 1-8

APPENDIX F: CHELSEA COUNTY USA 800 MHz SYSTEM

Agency	Channel
Chelsea County Fire	**1**
Tyler Town Fire Authority	**2**
Blakeville Fire District	**3**
Cole City Fire	**4**
Chelsea County Law	**5**
Chelsea County LAW2	**6**
Blakeville PD	**7**
Tyler Town Police	**8**
Health	**9**
Air	**10**
County Staff	**11**
EMS1	**12**
EMS2	**13**
EMS3	**14**
EMS4	**15**
Public Works	**16**
Mutual Aid Channel 2	**17**
Mutual Aid Channel 3	**18**
Mutual Aid Channel 4	**19**
Mutual Aid Channel 5	**20**
State Wide	**21**
MAC 1	**22**
MAC 2	**23**
MAC 3	**24**
MAC 4	**25**
MAC 5	**26**
MAC 6	**27**
MAC 7	**28**
MAC 8	**29**
MAC 9	**30**
MAC 10	**31**

APPENDIX G: COUNTY RESOURCE CAPABILITIES

COUNTY RESOURCE CAPABILITIES LIST- OFFICE OF EMERGENCY MANAGEMENT PAGE

HTTP://WWW.THEBLUECELL.COM/CHELSEACOUNTYUSA.INFO/OFFICEOFEMERGENCYMANAGEMENT.HTML

COUNTY PUBLIC WORKS RESOURCE CAPABILITIES LIST- ROAD AND BRIDGE

HTTP://WWW.THEBLUECELL.COM/CHELSEACOUNTYUSA.INFO/ROADANDBRIDGEDEPARTMENT.HTML

COUNTY WILDLAND FIRE RESOURCE CAPABILITIES LIST- EMERGENCY SERVICES

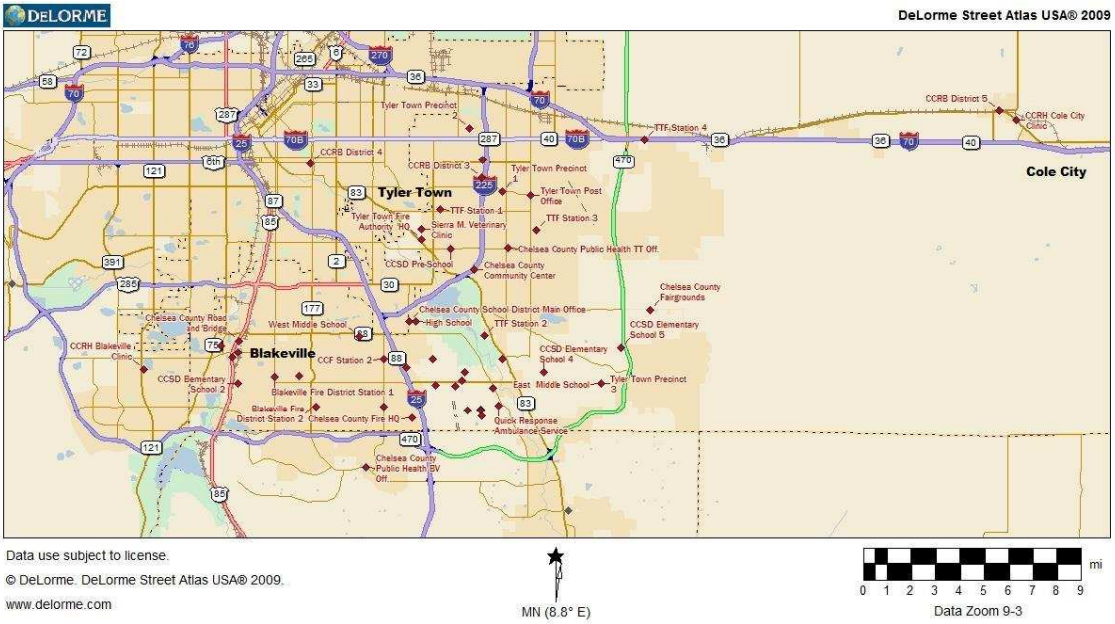
HTTP://WWW.THEBLUECELL.COM/CHELSEACOUNTYUSA.INFO/EMERGENCYSERVICES.HTML

ZACHARY ISSAC REGIONAL AIRPORT RESOURCE CAPABILITIES LIST-

HTTP://WWW.THEBLUECELL.COM/CHELSEACOUNTYUSA.INFO/REGIONALAIRPORT.HTML

PLEASE PRINT OUT INSERT THE ABOVE DOCUMENTS FROM THE CHELSEA COUNTY USA WEBSITE AND INSERT

APPENDIX H: COUNTY MAPS


DeLorme Street Atlas USA® 2009
Tyler Town
Blakeville
Cole City
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www.delorme.com
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Data Zoom 9-3

DeLorme Street Atlas USA® 2009
Cole City
KIOWA-BENNETT RD
E COLFAX AVE
IOWA AVE
MONROE ST
N CR 133
N CR 157
E CR 6
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DeLorme Street Atlas USA® 2009
Blakeville
E BELLEVIEW AVE
E ARAPAHOE RD
S PLATTE CANYON RD
S UNIVERSITY BLVD
S PARKER RD
Marston Lake
South Platte Park
Chelsea County Community Center
Chelsea County Fairgrounds
Chelsea County School District Main Office
High School
West Middle School
TTF Station 2
CCSD Elementary School 1
Chelsea County Community College
CCRH Blakeville Clinic
Blakeville Fire District Station 1
CCSD Elementary School 2
CCF Station 2
CCF Station 1
CCSD Elementary School 7
Chelsea County Public Health
ChelWater & Wasterwater Facility
CCSD Elementary School 4
CCSD Elementary School 5
Tyler Town Precinct 3
East Middle School
CCF Station 4
CCRB District 1
Chelsea County Admin Building
Quick Response Ambulance Service
Chelsea County Jail
Zachary Issac Regional Airport
Blakeville Fire District Station 2
CCF Station 3
Chelsea County Fire HQ
Chelsea County Sheriffs Admin and Coroner's Office
Chelsea County Public Health BV Off.
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www.delorme.com
MN (8.9° E)
mi
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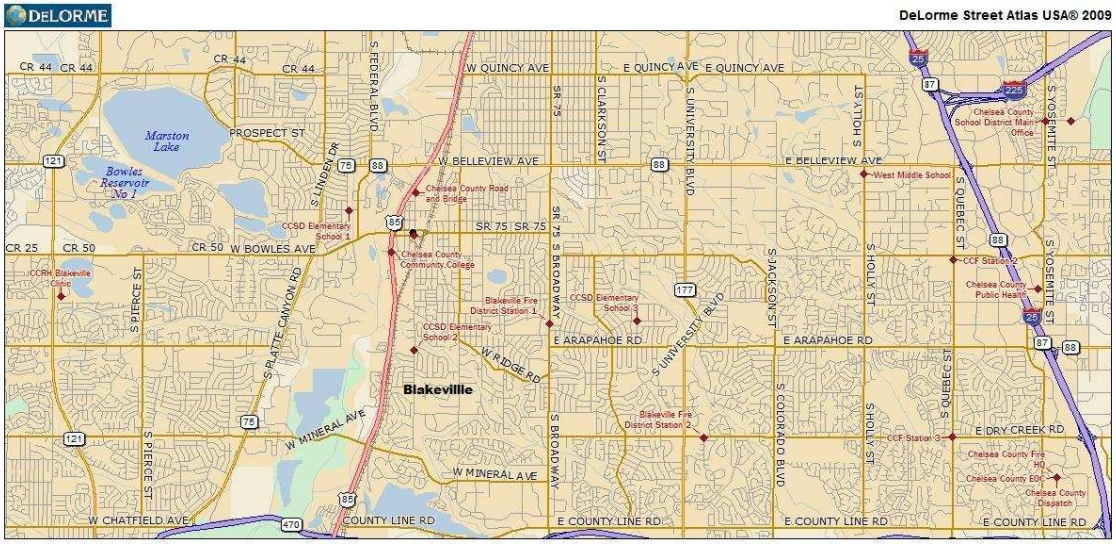
Data Zoom 10-4


DeLorme Street Atlas USA® 2009
Blakevillle
W BELLEVIEW AVE
E BELLEVIEW AVE
E ARAPAHOE RD
W ARAPAHOE RD
W QUINCY AVE
E QUINCY AVE
W BOWLES AVE
SR 75
S PLATTE CANYON RD
S PIERCE ST
S BROADWAY
S UNIVERSITY BLVD
S JACKSON ST
S COLORADO BLVD
S HOLLY ST
S QUEBEC ST
S YOSEMITE ST
E DRY CREEK RD
W MINERAL AVE
W RIDGE RD
W CHATFIELD AVE
COUNTY LINE RD
E COUNTY LINE RD
Marston Lake
Bowles Reservoir No 1
PROSPECT ST
CR 44
CR 25
CR 50
Chelsea County Road and Bridge
CCSD Elementary School 1
Chelsea County Community College
CCRH Blakeville Clinic
Blakeville Fire District Station 1
CCSD Elementary School 2
CCSD Elementary School 3
Blakeville Fire District Station 2
West Middle School
CCF Station 2
Chelsea County Public Health
Chelsea County School District Main Office
CCF Station 3
Chelsea County Fire HQ
Chelsea County EOC
Chelsea County Dispatch
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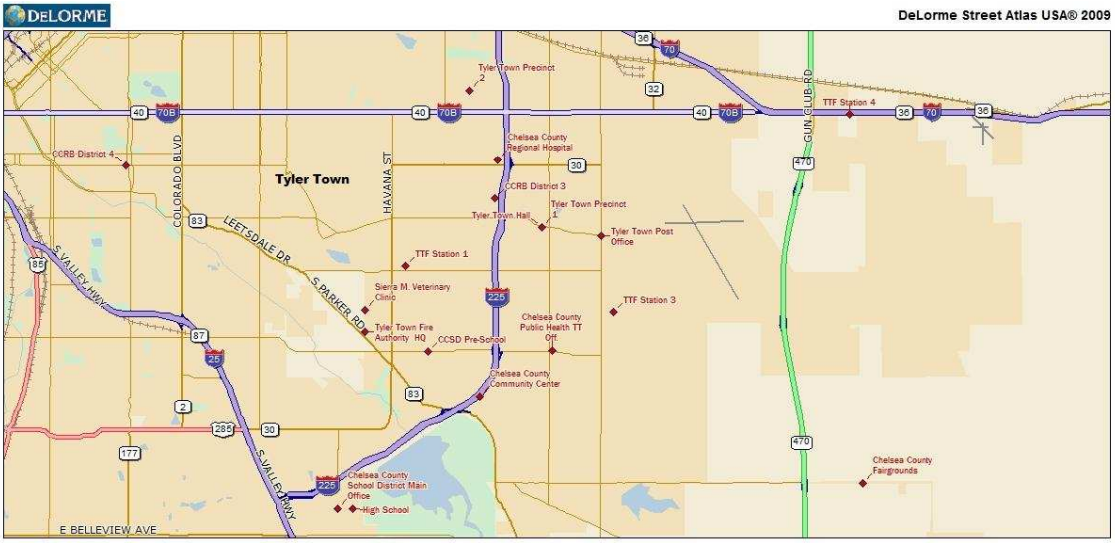
Data Zoom 11-2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Tyler Town
E BELLEVIEW AVE
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Data Zoom 10-4

DeLorme Street Atlas USA® 2009
Tyler Town
E MISSISSIPPI AVE
E EXPOSITION AVE
E KENTUCKY AVE
E MEXICO AVE
E ILIFF AVE
E YALE AVE
Windsor Lake
Babi Yar Park
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Data Zoom 12-0

DeLorme Street Atlas USA® 2009
Tyler Town City Park
Chelsea County School District Main Office
High School
TTF Station 2
S HAVANA ST
S PEORIA ST
S JORDAN RD
S MEMPHIS WAY
S BUCKLEY RD
S TOWER RD
S DC BLVD
S YOSEMITE ST
CCF Station 1
CCSD Elementary School 7
E ORCHARD RD
S PARKER RD
Chelsea County Public Health
ChelWater & Wastewater Facility
CCSD Elementary School 4
E PEAKVIEW AVE
CCRB District 2
E ARAPAHOE RD
CCRB District 1
CCF Station 4
CCSD Elementary School 6
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