

ANNEX A

DIRECTION AND CONTROL

I. PURPOSE

This annex establishes workable procedures for the establishment, staffing, and operation of a control center within Oklahoma County to coordinate the County's response to emergency situations. This center will be activated when the threat of loss of life and/or excessive property damage may occur. This applies to both natural and man-made disasters.

II. SITUATION AND ASSUMPTIONS

A. Situation.

1. During a period of increased readiness or an emergency in which major loss of life or property damage appears imminent, or has occurred, an Emergency Operations Center (EOC) will be activated. It will be staffed to a level sufficient to respond to the gravity of the situation. The EOC for Oklahoma County will be located in the County Annex Building, 320 Robert S. Kerr, Room 101.

2. All government and civil agencies having emergency responsibilities will be advised when the EOC is activated.

3. All emergency operations will be directed by authorities established by law, or delegated by the elected officials.

4. Standard Operating Procedures (SOP's) and checklists for emergency operations are located in the EOC.

B. Assumptions.

The EOC and sufficient key personnel will survive any disaster and be available to perform the duties as outlined in this plan.

III. CONCEPT OF OPERATIONS

A. General.

An effective EOC is the key to successful response operations. The gathering of persons in authority along with supporting staff personnel in one location facilitates the prompt and effective employment of resources. It also enhances the coordination of activities that will ensure all required tasks are accomplished without duplication of effort. The Emergency Management Director will activate the EOC and alert those persons designated to occupy EOC positions when a threat is recognized.

B. Emergency Operations Centers.

1. Primary EOC.

a. Location.

The County Annex Building, 320 Robert S. Kerr, Room 101 is designated as the Emergency Operations Center for Oklahoma County.

b. Facilities in the Oklahoma County EOC.

(1) The working area includes an operations room and communication center with communications equipment necessary for conducting emergency operations.

(2) Locations of EOC's, shelters, and other vital command and control facilities can be obtained through the EOC.

(3) Restaurants are nearby and food may be catered to the EOC as needed by the Red Cross if the situation requires this action.

c. Dependent on the type and severity of the situation, the county offices and equipment at the County Annex building will be available to support emergency operations affecting Oklahoma County.

d. Primary electrical power to the EOC is supplied by OG&E. Emergency backup power is supplied by a 60KW generator with a 1,000-gallon fuel reserve located in the basement of the County Office Annex.

2. Alternate EOC.

a. Should the primary county EOC become unusable for any reason, an alternate county EOC will be established. The City of Edmond's EOC, located in the basement of the Edmond City Hall at 101 E. 1st Street, is designated as the Alternate EOC for Oklahoma County. This facility has the same operational capabilities as the County primary EOC.

b. Communication equipment will be augmented if necessary, with any that can be brought from the primary EOC. Radio

equipped, county owned vehicles will augment alternate EOC requirements.

c. Any alternate EOC will be managed by the County Emergency Management Director or successor as designated in this plan.

3. Mobile Command Post.

Oklahoma County Emergency Management has a 37 foot mobile home designed to function as a Mobile Command Post. This unit is outfitted with extensive communications capability and can support a small staff to augment the EOC from the field or assume EOC functions if necessary.

The Oklahoma County Sheriffs Office has a 40 ft mobile command post designed to function as a Mobile Command Post. This unit is outfitted with extensive communications capability and can support staff to augment field units or assume EOC functions if necessary.

4. Incident Command Post.

During emergency operations it may be necessary to establish an Incident Command Post to coordinate response activities at the onsite location. Incident Commanders (fire service or law enforcement officers) will be responsible for establishing such required command posts as described in their own departmental policies and procedures. The County Mobile Command Post may be available for these operations when requested.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

A. General.

1. There are three (3) parts to the County's Direction and Control organization.

a. Part one is the Policy Group that is comprised of the Oklahoma County Commissioners. This is the group making the highest decisions and/or approvals.

b. Part two is the Coordination Group which is comprised of major county department or agency heads who will coordinate their efforts and apply the actions most needed to the emergency situation at hand. The majority of these service supervisors will be

located at the EOC. All Coordination Group activities will be coordinated through and under the direction of the Director of Emergency Management. Task assignments and responsibilities are contained in the Basic Plan and respective annexes to the plan.

c. Part three is the Operations Staff that is comprised of liaison personnel from organizations that have many functions that are vital when operating in emergency situations. The functional responsibilities for each Liaison Officer will be referred to in appropriate annexes to this plan. Each representative will normally be located in the EOC, will work under the direction of the Emergency Management Director, and will coordinate with the Coordination Group or appropriate department or agency heads when necessary.

2. Oklahoma County's Emergency Operations Plan and the EOC may be activated by any member of the Policy Group or the Director of Emergency Management or his designated representative, when it appears that any portion of Oklahoma County is or may be threatened with loss of life or extensive property damage.

3. Each department or agency director tasked to serve on the Coordination Group, or their designated replacement, will immediately report to the EOC to direct and coordinate their agency's response to the emergency confronting the community.

B. Task Assignments and Responsibility

1. Policy Group

a. The duly elected and legally appointed officials of Oklahoma County are responsible for the protection of life and property within the boundaries of the county.

b. The Policy Group will exercise all normal powers contained in the State of Oklahoma Statutes as amended and local resolutions in performance of direction and control duties for emergencies confronting the citizens.

c. Control of all crisis operations is vested in the Policy Group and may be delegated to responsible individuals as stated in this plan, or to an appropriate designee as shift arrangements dictate.

2. Coordination Group

a. Director, Oklahoma County Emergency Management.

- (1) Responsible for coordinating all EOC staff activities.
- (2) Makes routine decisions and advises the Policy Group on courses of action and/or decisions required.
- (3) Responsible for keeping the EOC in an operational ready state.
- (4) Assigns qualified people to EOC staff positions, keeps a current roster of the staff, and develops and activates the procedures to recall and assemble the EOC staff.
- (5) Responsible for developing an alert system and for alerting the Policy Group and the EOC staff of any impending emergency.
- (6) Responsible for activating the EOC and recalling the EOC staff.
- (7) Supervises the EOC Coordination Group and coordinates with the Operations Staff liaison personnel to assure timely aid or assistance is rendered to victims of the emergency.
- (8) Schedules the EOC staff for a two shift, around the clock, operation if circumstances warrant.
- (9) Arranges for feeding of the staff.
- (10) Holds briefings for the Policy Group and all EOC coordinators to update their knowledge of the emergency situation.
- (11) Coordinates with the Policy Group and makes provisions for relocating staff members to an alternate EOC if the primary EOC becomes inoperable.
- (12) Responsible for insuring that local agencies who have been assigned primary responsibility for any of the emergency support functions, (See Appendix 1 to Basic Plan), are available in the EOC to facilitate coordination with the state and federal agencies providing the assistance.

(14) Makes provisions for displaying pertinent information, (major events/occurrences, damage assessment information, requests for assistance, etc.), in the EOC for the policy group and the coordination group.

(15) Makes provisions for notifying all agencies involved in the emergency situation, (local, state, federal, and the private sector), that operations have been shifted to the Alternate EOC if the primary EOC becomes inoperable.

(16) Requests the Edmond Emergency Management Director to insure that the alternate EOC (Edmond EOC) is capable of assuming primary control if directed.

b. Law Enforcement Coordinator. (County Sheriff).

The County Sheriff is responsible for coordination of all law enforcement activities, disaster site security, traffic control, warning dissemination, liaison with other law enforcement agencies, and rural search & rescue. (See Annex I, Law Enforcement).

c. Engineering Services Coordinator. (County Engineer).

The County Engineer is responsible for providing engineering services and advice, damage assessment of roads, bridges and other public facilities, prevention of damage to public facilities and property, restoration to normal operations if damaged, and maintenance of storm drainage systems. (See Annex J, Public Works).

d. Public Works Coordinators. (District Superintendents for each district).

The District Superintendents will clear streets and bridges, provide debris disposal, and assist the County Engineer as required. (See Annex J, Public Works).

e. Health and Medical Services Coordinator. (Director, Oklahoma County Environmental Health and Safety Division).

The Director, Oklahoma County Environmental Health and Safety Division, is responsible for establishing safe standards for crisis relocation, sheltering, and disaster relief operations, coordinating medical support and epidemic control, inspecting food and water supplies, investigating sanitation conditions, and providing public

health education. (See Annex F-Human Resources, and Annex H, Health & Medical).

f. Human Services Coordinator. (Director, Oklahoma County Department of Training and General assistance).

The Director, Oklahoma County Department of Training and General Assistance, is responsible for coordinating reception, care and assistance to relocatees within the county, coordinating all personnel relief activities, providing provisions and funds for emergency aid, providing transportation, medical, and other related support to handicapped and elderly persons, and coordination with the Red Cross and other appropriate agencies. (See Annex F, Human Resources).

g. The Liaison from Volunteer Organizations.

The Liaison from Volunteer Organizations is responsible for coordination of the relief efforts of those agencies serving the victims of the disaster or emergency.

h. The Liaisons from the Fire Services.

Since Oklahoma County has no assigned fire fighting capability, fire fighting services within the county are handled by the appropriate municipal Fire Departments per Memorandums of Understanding and Mutual Aid Agreements among the various central Oklahoma governments. Each municipal Fire Department should be prepared to provide a liaison officer to the Operations Staff to advise on fire fighting operations involving their departments. (See Annex K)

i. The Liaisons from Public Utility Companies.

The various public utilities (OG&E, ONG, SW Bell, AT&T, etc.), will appoint individuals to serve on the Coordination Group to advise on utility damage, status, repair, and restoration of services pursuant to their own SOPs.

j. Resources Coordinator. The Resources Coordinator will:

(1) Compile an inventory of personnel, equipment, materials and facilities that may be needed in an emergency, including donated material and equipment. This inventory will constitute the county Resource Data Book.

- (2) Establish a controlled resources management system to track all incoming and outgoing resources
- (3) Provide manpower, supplies, material and/or equipment required by other coordinators to provide relief to the emergency situation.
- (4) Ration or establish priority use of critical or scarce resources during any emergency.
- (5) Maintain records of all expenditures for emergency resources obtained and give them to the appropriate official for disposition.
- (6) See Annex N, Resources Management.

3. The Emergency Management Operations Staff.

The Emergency Management Operations Staff will provide technical support and advice to the Policy Group and the Coordination Group. This staff is composed of, but not limited to, the following positions that also report to the Director of Emergency Management.

- a. The EM Operations Officer will assist the Director as required and coordinate the activities of the Coordination Group, the Operations Staff, and other assigned individuals.
- b. The Damage Assessment Coordinator is responsible for the operation of damage assessment teams and for receiving and compiling all damage reports. (See Annex P, Damage Assessment).
- c. The Public Information Officer will be responsible for official liaison to all media outlets as well as to provide information directly to the public regarding the status of the disaster and all response and recovery operations. (See Annex D, Emergency Public Information).
- d. Shelter/Evacuation Coordinator. The American Red Cross will be called upon to serve as liaison to coordinate the operation of shelters for disaster relief, provide food and welfare assistance, first aid and blood supply support for medical relief operations, and counseling services as needed. (See Annex E, Evacuation; Annex F, Human Resources)

e. The Emergency Management Director, will coordinate with the existing Medical liaison to coordinate emergency medical response operations, emergency and routine transport of injured and wounded, and liaison with hospitals.

C. Succession of Leadership

1. Line of succession for the Director of Emergency Management will first be the EM Operations Officer, followed by the County Engineer.

2. The designated successor(s) will assume all the emergency duties of the Director when the Director cannot be reached or when notified of the Director's death, disability, unavailability, or any other circumstances where the Director cannot assume active control of emergency response operations.

3. All agencies will be notified of the designated successor's assumption of control, or the Director's resumption of control, by telephone, two-way radio, E-mail, alphanumeric pager, messenger or other means as necessary.

V. ADMINISTRATION AND LOGISTICS

A. Reports and Records.

The type of emergency dictates the reports required.

1. Initial Disaster Report.

This short report is designed to provide the Oklahoma Department of Emergency Management EOC with basic information about any emergency situation.

2. Events Log.

A record of major events and response actions will be compiled by members of the EOC support staff to provide a history of actions taken. See Appendix 4 Tab B.

3. Other Reports.

Additional report forms can be found in other annexes of this plan.

B. Media.

News conferences will be held at regular intervals usually in the Commissioners meeting room. Due to limited space, media personnel will be allowed into the EOC by pool reporters/photographers only when accompanied by an appropriate official or Public Information Officer.

VI. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Director is responsible for the content of this annex and for its update.

VII. AUTHORITY AND REFERENCES.

A. Authority. See Section VII, Basic Plan.

B. References.

FEMA, Guide for Increasing Local Government Emergency Management Readiness During Periods of International Crisis; State and Local Guide (SLG) 100.

FEMA 133, Attack Environment Manual, Chapter 9, Application to Emergency Operations Planning.

FEMA, CPG 1-5, Objectives for Local Emergency Management.

FEMA, CPG 1-20, with Chg 1, Emergency Operating Centers Handbook.

APPENDICES

- APPENDIX 1 - Emergency Services Organization
 - TAB A - Organization of the EOC Coordination Group
 - TAB B - Organization of the EOC Operations Staff
 - TAB C - Map, Oklahoma County
- APPENDIX 2 - Organization Assignment Roster
- APPENDIX 3 - EOC Activation Checklist
- APPENDIX 4 - EOC Administration Section
 - TAB A - Situation Report
 - TAB B - EOC Daily Log of Events
 - TAB C - EOC Staffing Roster
 - TAB D - Security Log
 - TAB E - Sample Disaster Declaration