

ESF 5. Emergency Management

1. Purpose and Scope

Emergency Support Function (ESF) 5 provides information for coordinating management, direction, and control of emergency operations in Coos County for all hazards. This ESF 5 describes the county incident management system and command structure and the use of the county Emergency Operations Center (EOC).

2. Policies and Agreements

See the EOP Basic Plan.

3. Situation and Assumptions

See Appendix A to this ESF annex.

4. Roles and Responsibilities

Primary Agencies

Coos County Emergency Management office
Coos County Board of Commissioners

Support Agencies/Entities (key)

Coos County

Coos County Counsel
Coos County Human Resources Department
Coos County IT Department
Coos County Public Health Department
Coos County Road Department
Coos County Sheriff's Office
Coos County Treasurer

Local

City and Rural Fire Protection District (RFPD) fire departments in the county
City Police Departments in the county
City Public Works Departments in the county
Curry and Douglas County Emergency Management offices
Curry and Douglas County Public Health Departments
Curry and Douglas County Sheriff's Offices

State

Oregon Department of Human Services, Public Health Division
Oregon Office of Emergency Management (OEM)

Federal

Federal Emergency Management Agency
U.S. Army Corps of Engineers

Private-Sector

Voluntary Organizations Active in Disaster (VOAD)

5. Concept of Operations

5.1 Organization

The Coos County BOC has overall responsibility for the county emergency management program. The county Emergency Management office has day-to-day responsibility for ongoing emergency management activities under the direction of the BOC. The county Policy Group is formed in the event of an emergency as directed by the BOC and will include members drawn from the BOC, county Emergency Management office, county agencies, and others as determined by the needs of the situation. The Policy Group directs emergency operations from the EOC, in conjunction with the EOC staff, when the EOC is activated.

County agencies/departments and organizations with emergency management and/or response roles support the Emergency Management office and EOC staff as directed.

Key city, state, federal, and private-sector response partners will coordinate with the Coos County Emergency Management office for emergency management and response as described by this ESF.

5.2 Preparedness

To facilitate emergency management, the Coos County Emergency Management office will:

- Maintain the Coos County EOP and ensure its distribution to appropriate county agencies and emergency partners.
- Maintain and update resource, call-down, and contact lists of key Coos County and emergency response partner personnel and resources important to emergency management and response.
- Maintain a copy of and be familiar with the EOPs of key local emergency response partners (e.g., the Coos Bay and North Bend EOPs; the Curry and Douglas County EOPs).
- Ensure that members of the Coos County emergency management organization receive training commensurate with their emergency management and response duties. Examples of appropriate training include instruction in the basics of NIMS and ICS.

- Conduct drills and exercises that test the EOP and readiness for emergency response.
- Incorporate lessons learned from previous emergency responses into current plans and procedures.
- Maintain the readiness of the county EOC.
- Ensure the readiness of communications and warning equipment and systems.

Coos County Emergency Management will coordinate with the BOC, county agencies and organizations, and other emergency response partners to continue to develop and maintain appropriate mutual aid and intergovernmental agreements that will enhance emergency response.

County agencies/departments with an emergency response role will maintain their own emergency plans, checklists, and procedures to perform the emergency functions that will be required of them.

5.3 Incident Response

5.3.1 Activation

When an emergency situation arises and it is determined that the normal organization and functions of Coos County government are insufficient to effectively meet response requirements, the BOC, in collaboration with Coos County Emergency Management, will activate and implement all or part of the EOP in accordance with the emergency levels defined in the Basic Plan (Levels 1, 2 and 3). In addition, the BOC and Emergency Management may partially or fully activate and staff the county EOC and/or send representatives to another jurisdiction's EOC based on the emergency level and the emergency's type, size, severity, and anticipated duration. See Appendix A for EOC Operations.

5.3.2 Initial Actions

Upon activation of all or part of the EOP, Coos County Emergency Management will implement the following initial actions:

- Alert threatened populations and initiate evacuation as necessary.
- Ensure that appropriate first responders have been deployed to the scene of the emergency as applicable.
- Notify county agency/department personnel and begin implementing established call-down procedures to contact key stakeholders and essential staff (see the appendices to this ESF for call-down information).

- Begin coordination with local emergency partners and activation of mutual aid and intergovernmental agreements as applicable.
- Instruct appropriate county department and partner emergency services to activate necessary resources.
- Determine which county or other agency/organization has assumed incident command and establish communication with the Incident Command Post (ICP).
- Assign radio frequencies and communications equipment, implement the communications plan, and confirm interoperability among EOC staff and response agencies.

5.3.3 Continuing Actions

The county will first use county and local mutual-aid resources when responding to the emergency and then coordinate with other emergency response partners once the county reaches or exceeds its ability to respond to the incident. In turn, the county's local partners, in accordance with their own EOPs, will exhaust their own resources before turning to assistance from the county and then the state and/or federal government.

Response actions will follow the following priorities:

1. Self-preservation
2. Lifesaving/protection of critical property
3. Unit reconstitution
4. Statutory response (beyond that of lifesaving response)
5. Provision of emergency food and temporary housing for disaster victims
6. Restoration of infrastructure
7. Recovery

Information regarding the incident and its impact on the county will continue to be assembled. This information will be used to continue to guide the response and determine the need for supplementary assistance and resources. During the first 24 hours, the county Emergency Management office (or the EOC, if activated) typically will deploy county and other staff to perform a field (windshield) survey to determine the general scope of the impacts. Initial Damage Assessments (IDAs) will be performed as necessary to determine whether a state of emergency needs to be declared and in order to start the state/FEMA Preliminary Damage Assessment (PDA) process.

5.3.4 Declaration of Emergency

When county and local resources are projected to not meet the need of local emergency operations, county government and the Emergency Management office will

coordinate regarding submitting a local declaration of emergency to Oregon OEM to request assistance. Guidance for the declaration process is provided in the EOP Basic Plan. Damage assessments will be performed as necessary to support the declaration.

5.4 Incident Command

In most cases, the initial command will be assumed by the first responder managing the response on-scene, which may or may not be a county employee. That individual will assume the role of Incident Commander (IC) and manage the response from the on-scene Incident Command Post (ICP) in accordance with NIMS ICS structure. The ICP will be primarily focused on tactical on-scene management but may perform an EOC-like function in smaller-scale incidents or during the initial phase of the response to larger, more complex events.

At a minimum, the IC will determine incident objectives and strategies; develop an Incident Action Plan (IAP); determine the ICS roles that need to be filled to deliver an expeditious response; and coordinate on-scene response activities. If the event and response are complicated enough to warrant multi-agency or other types of command, the IC will coordinate with a jurisdictional EOC.

EOC operations are discussed in Appendix A to this ESF 5. Different types of command systems are discussed in the EOP Basic Plan and also in Appendix A to this ESF 5. Common ICS forms and ICS position checklists are listed in Appendix A to this annex and are available from the Coos County Emergency Management office and the EOC. Figure ESF 5-1 shows an example ICS structure applicable to county emergency operations.

5.5 Deactivation and Transition to Recovery

The BOC and Coos County Emergency Management office will determine when the immediate emergency response has largely concluded and the county can transition from crisis mode and short-term recovery to long-term recovery. This will include actions such as deactivation of the EOC, return of borrowed equipment and supplies, financial settlement, and restoration and rebuilding.

6. Supporting Plans and Procedures

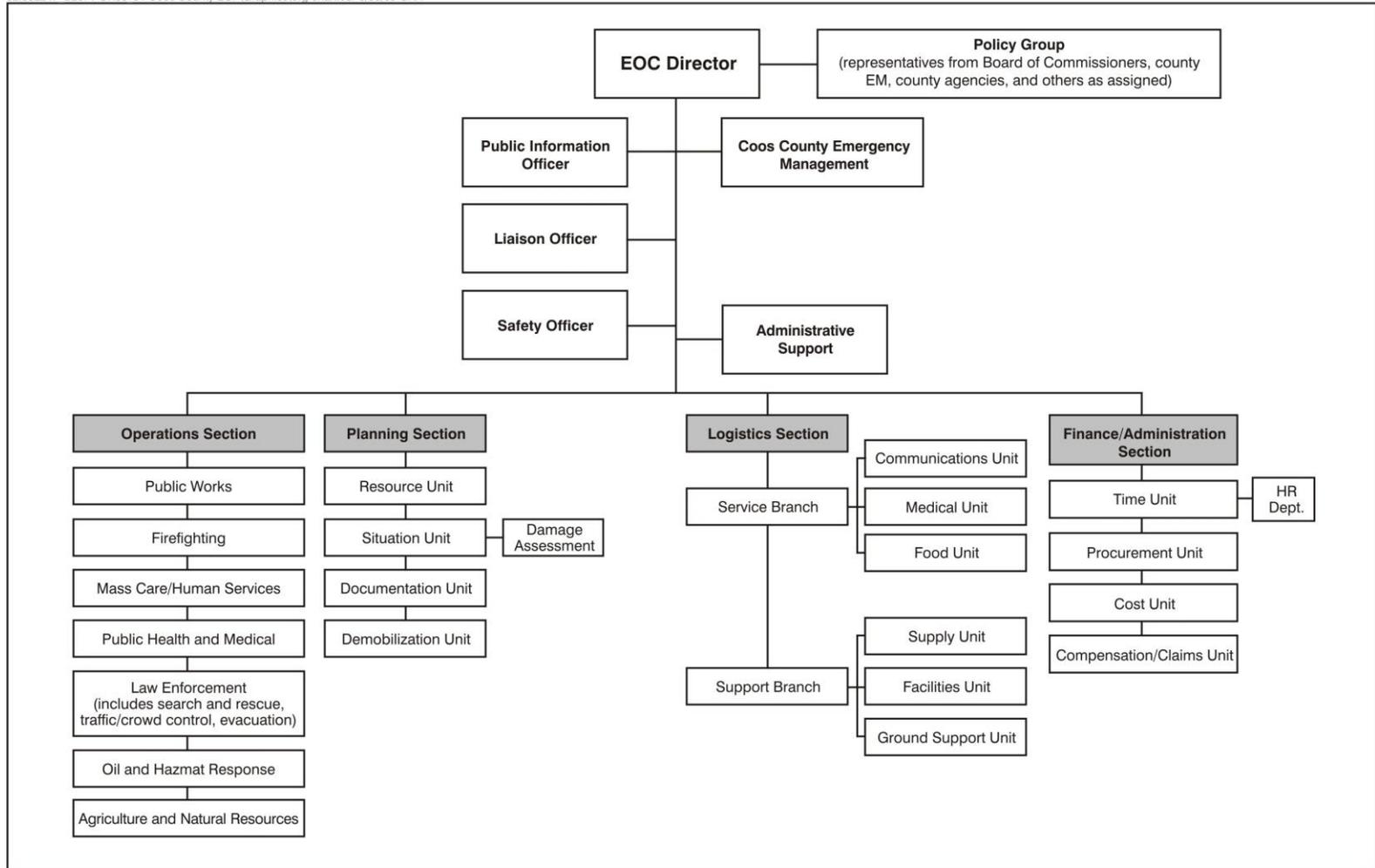
Coos County Emergency Management office, electronic files of ICS forms and ICS/EOC Position Checklists.

FEMA ICS Resource Center (on-line), for ICS forms and ICS/EOC Position Checklists.

7. Appendices

Appendix A, EOC Operations.

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SOURCE: Ecology and Environment, Inc. 2009

Figure ESF 5-1 Example Incident Command System Organization

ESF 5-6

Appendix A. EOC Operations

1. Purpose

This appendix outlines how the Coos County Emergency Operations Center (EOC) will coordinate response and recovery activities essential to saving lives, protecting property, and the restoration of services during and after disasters and major emergencies.

2. Situation and Assumptions

2.1 Situation

2.1.1 A major emergency or disaster that would affect Coos County would require a coordinated response from all county departments and personnel.

2.1.2 In order to provide a coordinated response to an emergency, all activities need to be managed through a centralized point. The Coos County EOC has been designated as the direction and control facility for all response and recovery activities.

2.1.3 The EOC is the location in which county officials can receive information pertaining to an incident; and from which it can provide direction, coordination, and support to emergency operations. The EOC is staffed by county personnel, and each person is assigned to a specific position within the EOC organizational structure.

2.1.4 The County's Emergency Operations Center (EOC) is organized and operates in accordance with the Incident Command System (ICS) and National Incident Command System (NIMS) with the inclusion of Unified Command, Multi-agency Coordination System and Public Information Systems.

2.1.4.1 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.

2.1.4.2 NIMS

A system mandated by HSPD-5 that provides a consistent nationwide approach for 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 state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD -5 identifies these as the ICS; multi-agency 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.

2.1.4.3 Unified Command

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

2.1.4.4 Multi-agency Coordination System

Responsibilities of multi-agency coordination entities typically include ensuring each agency involved in incident management activities is providing appropriate situational awareness and resource status information; establishing priorities between incidents and/or Area Commands in concert with the IC or UC(s) involved; acquiring and allocating resources required by incident management personnel in concert with the priorities established by the IC or US; anticipating and identifying future resource requirements; coordinating and resolving policy issues arising from the incident(s); and providing strategic coordination as required.

Following incidents, multi-agency coordination entities are also typically responsible for ensuring that improvements in plans, procedures, communications, staffing, and other capabilities necessary for improved incident management are acted on. These improvements should also be coordinated with appropriate preparedness organizations.

2.1.4.5 Public Information System

Is designed to effectively manage public information at an incident, regardless of the size and complexity of the situation or the number of entities involved in the response. Refer to the External Affairs ESF 15 Annex for more detail.

2.2 Assumptions

2.2.1 The activities presented are applicable to all emergency situations and will provide adequate direction during response and recovery operations.

2.2.2 It is strongly discouraged to self-deploy, however, in a catastrophic event communications may be down therefore, all available EOC responders should report, as able, for assignments to the EOC for check-in. All field responders should report to the IC for check-in.

2.2.3 When the county EOC is activated, the designated EOC Incident Commander will assume overall responsibility for the incident. All On-scene Incident Commanders will work directly with the EOC through the Operations Section and will retain responsibility for on-scene activities.

2.2.4 Response and recovery activities for major and catastrophic emergencies may be conducted over an extended period of time and require most of the EOC positions to be staffed on a 24-hour basis.

2.2.5 There may not be enough county employees to conduct response and recovery activities, provide necessary county services, and fully staff the EOC. Some EOC positions will be staffed using existing county volunteers, as well as any skilled convergent volunteers, that offer their services. Additional staffing may be available from other jurisdictions or agencies.

3. Concept of Operations

3.1 General

3.1.1 An EOC is the key to successful response operations. With the decision-makers together at one location, manpower, and resources can be utilized more effectively. Coordination of activities will insure that all tasks are accomplished with little duplication of effort.

3.1.2 The EOC is established at a location in which county officials can receive information pertaining to an incident and from which it can provide direction, coordination, and support to emergency operations.

3.1.3 The EOC staff will provide information and recommendations to the Commissioners, through the IC or as directed, to help determine a course of action to respond to, contain, control, and recover from an emergency.

3.1.4 During major emergencies and disasters there may be more than one incident scene and more than one on-scene IC. The EOC plays a key role, under these circumstances, keeping each IC advised on the availability of resources and establishing the priorities for use of the resources based on the overall incident status. Communications and information management are a key factor in the EOC.

3.2 EOC Activation

3.2.1 There are three levels of EOC activation: day-to-day emergencies, emergency requiring more than routine coordination and assistance, and incident that exceeds the county's normal response capabilities. (See Basic Plan Section 4.)

3.2.2 The following individuals, or their designees, are authorized to activate the county's EOC:

- Commissioners
- Sheriff
- Sheriff Office Captain
- Emergency Program Manager
- Emergency Program Coordinator
- Designated EOC Incident Commanders

3.2.3 On-scene IC's can also request limited or full activation of the county EOC, if in their judgment, the situation warrants an activation or the situation has the potential to escalate to a major or catastrophic emergency. Authorization for activation of the EOC should be approved by one of the authorized persons listed above, if time and circumstances permit!

3.2.4 EOC Team Call-Out will be initiated as described in the Basic Plan utilizing the Warning Notification List found in the Warning Appendix to ESF 2.

3.3 EOC Activation

3.3.1 Utilizing the Warning Notification list to activate the EOC responders according to the level of activation described in the Basic Plan, all EOC responders will report to the EOC, as able, bringing with them their county issued identification badge.

3.3.2 All persons entering the EOC will be required to check in at the security point located at the door #2. They will sign-in during activation and sign-out upon leaving, shift change, or demobilization.

3.3.3 The first person to respond to the EOC becomes the security officer and will establish and maintain a record security check-in/check-out log. This log will be turned over to the Emergency Management staff as requested.

3.4 EOC Staffing

3.4.1 To facilitate the timely staffing of the County Emergency Operations Center (EOC) during disasters and major emergencies, a three-team staffing pattern has been developed which will be implemented at the direction of the IC.

3.4.1.1 Whenever the EOC is activated, individuals assigned to the **A Team** will respond to the EOC for a 12 hour shift.

3.4.1.2 B Team will be used as the second 12 hour shift; if it's determined that the incident will require an EOC shift change:

- The individuals assigned to the **B Team** will be notified of the time that they need to be at the EOC.
- The Incident Commander will coordinate with the Commissioners and Department Heads to have the B Team members released from their normal duties, as needed, enabling them to go home, sleep, and prepare for their shift.

3.4.1.3 C Team individuals will be used initially to backfill any vacancies in the other two shifts. For long duration events, the **C Team** will become a third EOC shift (to be developed).

3.4.2 After the initial status briefing, using common terminology, has been provided to the EOC staff, the IC and Section Chiefs will determine the operational periods (shift times), which positions need to be staffed and which individuals can be released to their normal activities.

3.4.2.1 Initial EOC staffing will be based on 12 hour shifts, utilizing Teams A and B, but if EOC operations extend beyond a week, the staffing should be changed to include Team C for three 8 hour shifts to reduce the chance of “burnout.”

3.4.2.2 Actual shift length should include an additional 30 - 60 minutes to accommodate pre-shift briefings and an overlap of the shifts to ensure continuity and a smooth transition.

3.4.2.3 The EOC organizational structure is flexible and only those positions needed for the particular incident should be activated.

- Staff assigned to positions not activated, may be used in other positions in the EOC or may be released back to their normal duties/schedules.
- If there is the possibility of the incident escalating, the EOC personnel that are released may need to be placed on call and compensated in accordance with existing policy, or given a time at which to return to, or check-in with, the EOC.

3.4.3 The EOC staffing plan includes the specific assignments of county employees to EOC positions. This staffing plan is used only as a management tool to provide a basis for timely response to, and staffing of the EOC, while allowing positions to have a manageable span of control.

3.4.3.1 Being on teams ensures that when notified that the EOC is being activated, which could include announcements through the media, or that a disaster has occurred, county staff will know how and when to respond based on the team to which they are assigned.

3.4.3.2 Being assigned to a designated position, without a current activation of the EOC, does not constitute being “on call” or indicate the need to remain available to respond.

3.4.3.3 An index of ICS Position Checklists is included in appended Section 3 to this appendix.

3.5 EOC Location:

Primary: Coos County EOC
380 East 2nd St
Coquille, OR 97423
(Directly next door to county dispatch center)

3.6 EOC Management, Direction, Control, and Transfer of Command

3.6.1 The EOC Incident Commander directs the Emergency Operations Center (EOC) staff, which is organized and operates in accordance with the Incident Command System (ICS) and National Incident Management System (NIMS).

3.6.2 Centralization of direction, integrated communications, and control functions during emergency operations facilitates a coordinated response of all county resources.

3.6.3 The Incident Commander, who is responsible to the Commissioner(s), directs the county incident management organization.

3.6.3.1 The EOC staff is comprised of personnel from all the county departments and programs, who have received training in ICS, NIMS, their duties, and responsibilities.

3.6.3.2 Personnel assigned to the EOC have the authority to make decisions associated with their assigned position.

3.6.3.3 It is the responsibility of the Incident Commander to ensure that the organization is appropriately staffed.

3.6.4 EOC management is ultimately the responsibility of the Incident Commander, but is typically delegated to the Plans Section Chief and the Emergency Manager.

3.6.5 The IC may transfer command as the type of incident may dictate. The initial IC may establish command however, the incident may be specific in nature therefore, as the appropriate EOC responders report for duty, the IC may transfer command to for example – Law Enforcement for a major evacuation, Public Health for a health related event, or Road Department for a transportation event.

3.6.7 An index of ICS Forms is included in appended Section 3 to this appendix.

3.7 Demobilization of the EOC

3.7.1 The Plans Section Chief is responsible for developing and implementing the demobilization plan for the EOC.

3.7.2 The demobilization plan should include, but is not limited to:

3.7.2.1 Draw down of EOC staffing.

3.7.2.2 Collection of all documentation, (i.e., Logs, sign-in sheets, messages forms) generated during the event.

3.7.2.3 Compile a list of the names and addresses of volunteers and vendors that donated their time, resources, and/or services.

3.7.2.4 Conduct an inventory of EOC supplies and identify items needed to replenish the EOC supply cabinets. Include in the inventory any recommendations for additional supplies that should be added to the items already maintained.

3.7.2.5 The return of all items used during EOC operations to their appropriate locations.

3.7.3 The Demobilization Unit may be staffed for demobilization of large incidents, starting with assigning a Unit Leader.

4. Organization

4.1 The EOC organizational structure is based on ICS and NIMS but it has been modified to meet the needs of managing a county-wide disaster or emergency. The modified structure ensures all necessary responsibilities and functions are properly addressed and staffed.

4.2 The EOC organizational structure in this appendix should be viewed as flexible; duties may be delegated, positions may be combined.

4.3 Only those positions necessary for the management of the incident should be staffed.

5. Duties and Responsibilities

5.1 General

5.1.1 This section provides a general description of the duties of each EOC position and some functional responsibilities.

5.1.1.1 This list is not all inclusive and additional duties and responsibilities may be identified and tasked to specific positions during EOC operations by the IC, Section Chief or Division Supervisors.

5.1.1.2 Depending on the incident, some positions may not be activated and the staff may be released or re-assigned to other positions.

5.1.2 The general responsibilities of the EOC staff include, but are not limited to:

5.1.2.1 Receive emergency warnings and disseminate warnings to the public.

5.1.2.2 Collect, collate, display, and assess situation reports.

5.1.2.3 Receive requests for assistance and emergency information from the public.

5.1.2.4 Provide emergency information and instructions to the general public, private institutions, business, industry, and disaster relief organizations.

5.1.2.5 Establish guidelines for the ordering, use, and release of resources to meet emergency needs.

5.1.2.6 Provide financial functions necessary to support emergency operations.

5.1.2.7 Establish and maintain contact with:

- Other functioning Emergency Operation Centers.
- Neighboring jurisdictions.
- State of Oregon Emergency Management (OEM).
- Public and private agencies with available resources and capabilities to support county emergency operations.
- Federal agencies to include, but not limited to, the Federal Emergency Management Agency (FEMA).
- General public, business, industry, community organizations, and disaster relief agencies.

5.2 Policy Group

5.2.1 The Policy Group consists of the Commissioners, Elected Department Heads, Chief of Staff, Appointed Department Heads, County Counsel, Emergency Manager, designated county staff (as needed) and representatives from other agencies that may be needed for developing response and recovery policies and directives.

5.2.1.1 The primary meeting location for the Policy Group will be the county EOC.

5.2.2 The Policy Group develops and implements policy and procedures for the administration and management of county departmental functions, during disasters and emergencies, and continuation/restoration of daily operations and services.

5.3 Command Staff

5.3.1 General

5.3.1.1 The Command Staff consists of the Incident Commander, Administrative Officer, Public Information Officer, Safety Officer, Liaison Officer (if assigned), Legal Officer, and Emergency Manager.

5.3.1.2 For large events or incidents, assistants may be assigned to the Command Staff Officers.

5.3.2 Incident Commander (and Deputy Incident Commander)

5.3.2.1 Duties and responsibilities are executive in nature. They are designed to develop, direct, and maintain the EOC as a viable organization and to coordinate its activities with other agencies, elected officials, the public, and the media.

5.3.2.2 The Incident Commander is responsible for the overall management of the incident, including:

- Development and implementation of strategic goals and objectives.
- Determining the need for a declaration of “local emergency” and for approving the parameters for the order and release of resources.
- Ensuring the EOC is sufficiently staffed and any functions not assigned are the responsibility of the Incident Commander.
- Provides policy and guidance for administration and management of response and recovery functions during disasters and emergencies.

- Keeps elected officials informed of the situation and provides advice on required decisions and appropriate actions. Ensures accurate public information is disseminated.
- Provides for the safety and welfare of the public and response personnel.
- Responsible for activation of emergency operations plans and procedures.
- Provides for the assignment and coordination of responsibilities for immediate response to an emergency situation.

5.3.3 Legal Officer

The Legal Officer is a technical resource to the Commissioner(s), Command Staff, and Policy Group and is responsible for advising the EOC staff in legal matters that might affect the management of the incident.

5.3.4 Emergency Management

5.3.4.1 The Emergency Manager is a technical resource to the Commissioner(s), Command Staff, and Policy Group and is responsible for advising the EOC staff in all emergency management issues which might affect the management of the incident.

5.3.4.2 The Emergency Manager's responsibilities may include, but are not limited to:

- Assists the Incident Commander in management of the EOC.
- Facilitates coordination with other jurisdictions, including FEMA's field offices and Damage Assistance Centers, if established.
- Make recommendations on additional EOC policies and procedures which may be needed to support EOC response and recovery operations.

5.3.5 Public Information Officer (PIO)

5.3.5.1 The PIO is responsible for the formulation and release of information about the incident to the news media, the public, the county Joint Information Center (JIC), and other appropriate agencies and organizations through the Joint Information System (JIS).

- Ensures all information to be released is approved by the IC and copies are provided to the Commissioner(s) and to the Information Center.
- Works with the Information Center Manager to get answers to questions from the public received by the Information Center.

5.3.5.2 The PIO primarily operates from the EOC, or the JIC, any many be assisted by one or more Information Officers (IO) who will provide continuity at the EOC when the PIO is out and provide public information support to response personnel at the incident scene.

5.3.5.3 The PIO may be assigned the function of information and intelligence, which are important elements of ICS. In this context, intelligence includes not only national security or other types of classified information but also other operational information, such as risk assessments, medical intelligence (i.e., surveillance), weather information, geospatial data, structural designs, toxic contaminant levels, and utilities and public works data, which may come from variety of different sources.

Traditionally, information and intelligence (I&I) functions are located in the Planning Section. However, in exceptional situations, the IC may need to assign the information and intelligence functions to other parts of the ICS organization. I&I must be appropriately analyzed and shared with personnel, designated by the IC, who have proper clearance and a “need-to-know” to ensure that they support decision-making.

The I&I function may be organized in one of the following ways:

- Within the Command Staff (with little need for tactical or classified intelligence)
- Unit within the Planning Section (with some need for tactical intelligence and when no law enforcement entity is a member of the UC)
- Branch within the Operations Section (high need for tactical intelligence (particularly classified intelligence and when law enforcement is a member of the UC)
- Separate General Staff Section (heavily influenced by intelligence factors or when there is a need to manage and/or analyze a large volume of classified or highly sensitive intelligence or information. This option is particularly relevant to a terrorism incident, for which intelligence plays a crucial role throughout the incident life cycle.

5.3.6 Liaison Officer (when staffed)

5.3.6.1 The Liaison Officer is the point of contact for assisting cooperating agency representatives who are not part of a Unified Command organization.

5.3.6.2 This may include representatives from other law enforcement, fire, and public works agencies, the Red Cross, state, and federal agencies.

5.3.7 Safety Officer

5.3.7.1 The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations of incident operations and developing measures for assuring personnel safety.

5.3.7.2 The Safety Officer is usually supported with Safety Supervisors from the lead operations agency that will assist in monitoring the safety activities of field operations.

5.3.7.3 The Safety Officer and Supervisors will ordinarily correct unsafe acts through the regular chain of command, although they may exercise emergency authority to stop or prevent unsafe acts when immediate action is required.

5.3.7.4 The Safety Officer approves the Medical Plan, and includes safety messages in each Incident Action Plan.

5.3.8 Administrative Officer

The Administrative Officer provides administrative support for the Incident Commander and Command Staff, and maintains the Command Staff log.

5.4 Operations Section

5.4.1 General

5.4.1.1 The Operations Section, which includes on-scene/field personnel, is responsible for the management of all response and recovery tactical operations initiated in response to a disaster or emergency.

5.4.1.2 The section helps formulate and interpret the strategy established by the Incident Commander, and implements it tactically according to county policy, department operating guidelines, and provisions of this plan.

5.4.1.3 The Operations Section will have a Section Chief and will consist of Geographical Divisions and Functional Groups (when they are activated) and Staging.

- **Operations Section Chief** – The Operations Section Chief is a member of the General Staff and the position will be staffed as indicated in the staffing plan.
- **Divisions and Groups** – As needed, the Operations section Chief will activate the North and South Divisions.
 - Highway 42 and 101 junction will serve as the boundary between the North and South Divisions. If the boundary is changed, the new boundary must be clearly communicated to all EOC staff and shifts, all field crews and teams, and the Policy Group.

- Each Division will have a law enforcement, operations, and maintenance department representative who will coordinate their resources and report to the Section Chief.
- **Groups** – As needed, the Operations Section Chief will activate the functional Groups of the Section; Special Needs Coordination, ALERT, Damage Assessment, and Water.
- **Staging** – The position of Staging Area Manager is established and used, as needed.
 - For large incidents multiple staging areas may be established based on resource types or functions. Each staging area would have its own Staging Area Manager.
 - The Fleet/Ground Support Team Leader may also serve as the Staging Area Manager.

5.4.2 Operations Section Chief (Including Deputy Operations Section Chief)

5.4.2.1 Supervises all functions within the section. All functions not delegated by the Section Chief remain the responsibility of the Section Chief.

5.4.2.2 Activates and supervises organizational elements in accordance with the Incident Action Plan, and directs its execution.

5.4.2.3 Directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such changes to the Incident Commander.

5.4.2.4 Ensures event logs are being maintained at every level of the Operations Section.

5.4.2.5 Develops and implements tactical objectives for incident response and recovery operations.

5.4.2.6 Provides for the assignment and coordination of responsibilities for immediate response to an emergency situation.

5.4.3 North and South Divisions

5.4.3.1 Each division is responsible for tracking and coordinating Law Enforcement, Operations, and Maintenance Department resources within their part of the county and coordinate with the other divisions and groups. This

function does not supersede or take over the functions of Coos County Communications.

5.4.3.2 All calls for service should be coordinated with all functions in the division to prevent duplication of effort and ensure the effective use of available resources.

5.4.3.3 The Division Supervisors report to the Operations Section Chief. All functions not delegated remain the responsibility of the supervisor.

5.4.4 Special Needs Coordination Group

5.4.4.1 Receives and tracks special needs requests from the public (requests not normally handled by Law Enforcement, Fire, or Operations and Maintenance and identifies potential resources for meeting those needs.

5.4.4.2 Responsibilities include:

- Requests and coordinates the establishment of shelters and mass care facilities with the Red Cross.
- Identifies volunteers and volunteer agencies that are able to assist citizens with response activities on private property or provide other assistance.
- Requesting through Donation Management items that disaster victims need (clothing, bedding, food, etc.).

5.4.4.3 The Special Needs Coordination Group Supervisor reports to the Operations Section Chief. All functions not delegated remain the responsibility of the supervisor.

5.4.5 ALERT (CERT) Group (when staffed)

5.4.5.1 The Alert Group will track and coordinate activities of Coos County and City Teams.

5.4.5.2 Responsibilities include:

- Coordinating Alert team operations with the North and South Divisions and the Fire Liaison.
- Provide Alert teams to support the Special Needs Coordination Unit.
- Provide Alert team observations and reports to the Planning Section and Damage Assessment Group as applicable.

5.4.5.3 The Alert Group Supervisor reports to the Operations Section Chief. All functions not delegated remain the responsibility of the supervisor.

**5.4.6 Damage Assessment Group
(Includes Building and Infrastructure Assessment Teams)**

5.4.6.1 The Damage Assessment (DA) Group is responsible for the collection and organization of detailed damage assessment information on:

- Public property
- Private property
- Infrastructure

5.4.6.2 During detailed damage assessment, the Building Damage Assessment Teams will inspect buildings and mark them as:

- Inspected – no restriction on use
- Limited entry
- Unsafe – DO NOT ENTER or OCCUPY.

5.4.6.3 The DA Group is also responsible for coordinating with the Planning Section the evaluation, analysis, and display of damage assessment information for use by Command and Operations personnel.

5.4.6.4 The group works with the Finance Section to identify a total estimate of public and private damage sustained in the county.

5.4.6.5 The Damage Assessment Group Supervisor reports to the Operations Section Chief. All functions not delegated remain the responsibility of the supervisor.

5.4.6.6 During some events the Damage Assessment Teams may be used to evaluate/assess incidents prior to field crews being dispatched; to verify the priority, location, and/or resources needed.

5.4.7 Water Group (When staffed)

5.4.7.1 The Water Group will be responsible for tracking situation and resource status specific to the cities water systems and individual water systems and districts within the county.

5.4.7.2 Responsibilities include:

- Coordinating calls for service with the North and South Divisions.
- Coordinating with other water districts that provide service to city and county residents.
- Coordinate damage assessment of water system facilities with the Damage Assessment Group as applicable.

5.4.7.3 The Water Group Supervisor will be assigned from Public Health and reports to the Operations Section Chief. All functions not delegated remain the responsibility of the supervisor.

5.4.7.4 Depending on the incident, the Water Group may be located at the EOC, or the North Bend Annex.

5.4.8 Fire Liaison

The Fire Liaison (County Fire Chief) will be responsible for tracking and coordinating Fire resources and serve as a liaison with the fire mutual aid when activated.

5.4.9 Staging Area Manager(s)

5.4.9.1 The Staging Area Manager is responsible for managing all activities within a staging area and reports directly to the Operations Section Chief (or Incident Commander if Operations is not staffed).

5.4.9.2 The Staging Area Manager's responsibilities may include, but are limited to:

- Check in and out all resources moving through staging.
 - List times in and out of the staging area.
 - Coordinate with the Planning Section the documenting of the condition of all equipment and vehicles entering staging. Include photographs or videotapes, if possible.
- Maintain a resource inventory of all resources in staging and keep the Operations Section Chief advised of what resources are available in staging.

- Verify people entering staging have signed in at the appropriate sign-in location and have the proper equipment for the task(s) they may be performing.

5.5 Planning Section

5.5.1 General

5.5.1.1 The Planning Section is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Information is needed to:

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

5.5.1.2 The Planning Section will be responsible for EOC Management in support of the Incident Commander and Emergency Manager.

5.5.1.3 The Planning Section will have a Section Chief and will consist of functional units when they are activated.

- *Planning Section Chief* – is a member of the General staff and the position will be staffed as indicated in the staffing plan.

- *Planning Units*

- As needed, the Planning Section Chief will activate the units of the Planning Section.
- Each unit in the Planning Section will have a unit leader that will report directly to the Section Chief. The Planning Section Units include:
 - Status Unit
 - Documentation Unit
 - Business Continuity Unit
 - Technical Specialists
 - Demobilization Unit

- *EOC Runners*

- As needed the position of EOC Runner will be activated and staffed with county employees and volunteers.

- The Runners will report directly to the Planning Section Chief but they may be made into a unit, managed by a unit leader, if more than 5 runner positions are staffed.

5.5.2 Planning Section Chief (Includes Deputy Planning Section Chief)

5.5.2.1 Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources.

5.5.2.2 Conducts the Planning meeting and is responsible for producing a written Incident Action Plan (IAP) (as directed by the Incident Commander). The IAP is often not written for small scale events however, should always be written for medium to large scale events as well as under unified command.

5.5.2.3 Supervises all functions within the section. All functions not delegated by the Section Chief remain the responsibility of the Section Chief.

5.5.2.4 The Planning Chief is responsible for ensuring event logs are being maintained at every level of the Planning Section as well as in every other section in the EOC.

5.5.3 Status Unit

5.5.3.1 The Status Unit is responsible for the collection and organization of incident status and situation information, and the evaluation, analysis, and display of that information, for use by Command and Operations personnel – situation status (Sit Stat); as well as the status and availability of resources – resource status (Re Stat). This includes:

- Coordinating with logistics the establishment of all incident check-in locations and documentation to include a master check-in list of resources assigned to the incident.
- The preparation, maintenance, and display of all situation and resource status information.
- Preparation of contingency plans.

5.5.3.2 The Status Unit Leader reports to the Planning Section Chief. All functions not delegated remain the responsibility of the unit leader.

5.5.4 Documentation Unit

5.5.4.1 The Documentation Unit is responsible for maintaining accurate and complete incident files, providing duplication services to incident personnel, and compiling incident files for legal, analytical, and historical purposes.

5.5.4.2 The Documentation Unit Leader reports to the Planning Section Chief. All functions not delegated remain the responsibility of the unit leader.

5.5.5 EOC Runner

5.5.5.1 EOC Runners are responsible for collecting and disseminating messages within the EOC.

5.5.5.2 The primary responsibility of EOC Runners will be the movement of messages from the Call Takers, to the Message Unit Leader, to the Status Unit, and to the Operations Section.

5.5.5.3 The Runners will report directly to the Planning Section Chief but they may be made into a unit, managed by a unit leader, if more than 5 runner positions are staffed. If established as a unit, the EOC Runner Unit Leader will report to the Planning Section Chief.

5.5.6 Technical Specialists

5.5.6.1 Technical Specialists are advisors with special skills needed to support incident operations. These positions are staffed as needed.

5.5.6.2 The specialists report to the Planning Section Chief and may be formed into a unit or could be reassigned to other parts of the organization, such as Operations, Logistics, or Finance.

5.5.7 Demobilization Unit (When staffed)

5.5.7.1 The Demobilization Unit is responsible for the preparation of the Demobilization Plan for releasing resources and ensuring that a safe, orderly, and cost effective demobilization of personnel and equipment is accomplished.

5.5.7.2 Demobilization includes the “shutdown” of the EOC and identifying EOC supplies that need to be restocked.

5.5.7.3 The Demobilization Unit Leader reports to the Planning Section Chief. All Functions not delegated remain the responsibility of the Unit Leader.

5.5.7.4 If not staffed, and not delegated to another unity, the Planning Section Chief is responsible for demobilization.

5.5.8 Business Continuity Unit (When staffed)

5.5.8.1 The Business Continuity Unit is responsible for coordinating the recovery of county services and operations, or serves as the liaison between the EOC and the designated Business Continuity Incident Management Team.

5.5.8.2 The Business Continuity Unit Leader reports to the Planning Section Chief. All functions not delegated remain the responsibility of the Unit Leader.

5.5.8.3 If not staffed, and not delegated to another unit, the Planning Section Chief is the responsible for Business Continuity activities.

5.6 Logistics Section

5.6.1 General

5.6.1.1 The Logistic Section is responsible for providing all support needs to the incident. This includes facilities, services, personnel, equipment, and supplies.

5.6.1.2 The Logistics Section will have a Section Chief and will consist of branches and functional units.

- *Logistics Section Chief* – is a member of the general staff and the position will be staffed as indicated in the staffing plan.

- *Logistics Branches and Units*
 - As needed, the Logistics Section Chief will activate the services and support branches of the Logistics Section.

 - Each branch will have a Branch Director that will report directly to the Section Chief. Each Director will activate, as needed, the units of the following branches:
 - Services Branch –
 - Communications Unit
 - Message Unit (including RACES)
 - Public Information Unit

 - Support Branch –
 - Supply Unit
 - Donations Management Unit
 - Volunteer Management Unit
 - Facilities Unit
 - Ground Support Unit

5.6.2 Logistics Section Chief

5.6.2.1 The Logistics Section Chief reports to the Incident Commander and participates in development and implementation of the Incident Action Plan, providing the communications and medical plans.

5.6.2.2 The Logistics Chief activates and supervises the branches and/or units within the Logistics Section.

5.6.2.3 All functions that are not delegated by the Section Chief remain the responsibility of the Section Chief.

5.6.3 Services Branch Director

5.6.3.1 The Services Branch Director is responsible for all services requirements of the EOC including development of the communications plan, distribution of communications equipment, and providing for the medical needs of incident staff including first responders.

5.6.3.2 The Services Branch Director activates and supervises the units within the branch.

5.6.3.3 All functions that are not delegated by the Branch Director remain the responsibility of the Director.

5.6.4 Communications Unit

5.6.4.1 The Communications Unit is responsible for:

- Developing plans to make the most effective use of communications equipment and facilities.
- The installation and testing of all communications equipment.
- Distribution and recovery of equipment assigned to incident personnel including radios and cell phones.
- Maintenance and on-site repair of communications equipment.

5.6.4.2 The Communications Unit Leader is responsible for the Communications Unit and reports to the Logistics Section Chief. All functions not delegated by the Communications Unit Leader, remain the responsibility of the Unit Leader.

5.6.5 Message Unit

5.6.5.1 The Message Unit is responsible for collecting and routing all radio and telephone messages.

- Receives, records, and routes information and administrative and tactical traffic.
- The Message Unit consists of EOC Call Takers and Amateur Radio Operators who report to the Message Unit Leader.

5.6.5.2 The Message Unit Leader is responsible for the Message Unit and reports to the unit leader.

5.6.6 Public Information Unit

5.6.6.1 Public Information Unit is responsible for establishing and maintaining the Public Information Center and phone bank. The unit will be responsible for:

- Maintaining all incident specific information cleared by the Incident Commander, through the PIO, for release to the public and use it to answer general questions from the public.
- Provide referral and reference information as well as coordinate calls regarding personal welfare checks on individuals or attempts to locate family members/friends with the Operations Section or American Red Cross.

5.6.6.2 To make better use of existing resources, this unit may be located in a separate facility from the EOC.

5.6.6.3 The Public Information Unit Leader is responsible for the Public Information Unit and reports to the Service Branch Director. All functions not delegated remain the responsibility of the Unit Leader.

5.6.7 Support Branch Director

5.6.7.1 The Support Branch Director is responsible for all support functions of the EOC including:

- Ordering, receiving, storing, and distributing all personnel, equipment, and supplies.
- Servicing non-expendable supplies and equipment.
- Procure, set-up, and coordinate security for incident facilities.
- Arrange food and water for incident staff including first responders.
- Manage volunteers and donated goods and services.

5.6.7.2 The Support Branch Director activates and supervises the units within the branch.

5.6.7.3 All functions that are not delegated by the Branch Director remain the responsibility of the director.

5.6.8 Supply Unit and Food Team

5.6.8.1 The Supply Unit is responsible for:

- Ordering all personnel, equipment, and supplies.

- Receiving, storing, and distributing all supplies for the incident.
- Maintaining an inventory of supplies.
- Servicing non-expendable supplies and equipment.

5.6.8.2 The Supply Unit Leader is responsible for the Supply Unit and reports to the Support Branch Director. All functions that are not delegated by the unit leader remain the responsibility of the unit leader.

5.6.8.3 The Food Team is responsible for determining feeding requirements for all incident personnel.

- Responsibilities include:
 - Menu planning and providing drinking water and other beverages to incident facilities.
 - Determine what cooking facilities are required.
 - Food preparation and general maintenance of food service areas.

5.6.9 Facilities Unit

5.6.9.1 The Facilities Unit is responsible for:

- Determining the need for and activating incident facilities, including the EOC.
- Identifies requirements for each facility to be established.
 - Prepares layout of facilities, ensures security of facilities, and provides sanitation and sleeping facilities for incident personnel.
 - Each facility is assigned a manager who reports to the Facilities Team Leader and is responsible for managing the operation of the facility. The basic functions of the Facility Managers are to provide general maintenance and security.
- The Facility Unit Leader reports to the Support Branch Director. All functions that are not delegated by the Unit Leader remain the responsibility of the Unit Leader.

5.6.10 Fleet/Ground Support Unit

5.6.10.1 The Fleet/Ground Support Unit is responsible for transportation and maintenance to include:

- Transportation fueling, service, and repair of vehicles and other group support equipment.
- Providing fueling, service, and repair of vehicles and other ground support equipment.

5.6.10.2 The Fleet/Ground Support Unit Leader reports to the Support Branch Director. All functions that are not delegated by the Unit Leader remain the responsibility of the Unit Leader.

5.6.10.3 The Fleet/Ground Support Unit Leader may also serve as the Staging Area Manager.

5.6.11 Donation Management Unit

5.6.11.1 The Donation Management Unit coordinates with the Special Needs Group and requests donated goods from the public through the PIO and media.

5.6.11.2 During long-term recovery, this function may be taken over by the county or a volunteer organization working on a county or regional basis.

5.6.11.3 ALERT (CERT) teams may be available to assist in the management of Donation Management Centers and distribution points.

5.6.11.4 The Donations Management Unit Leader reports to the Support Branch Director. All functions that are not delegated by the Unit Leader remain the responsibility of the Unit Leader.

5.6.12 Volunteer Management Unit

5.6.12.1 The Volunteer Coordinator is responsible for documenting and managing established volunteers (i.e., Library volunteers, Police volunteers) and convergent volunteers (i.e., people who volunteer their services after an incident occurs).

- Coordinates with Operations and Planning Section on manpower needs and any desired specialties.
- Coordinates with Special Needs Group on volunteers needed to assist the public.

- Ensures all volunteers are properly trained and equipped for the tasks/duties they will be performing.
- Coordinates with the county on the processing and use of convergent volunteers.
 - The county will establish a centralized point for convergent volunteers to register.
 - Additional volunteers can be requested for the County through the centralized point, but the County will be responsible:
 - Ensuring the volunteers are suited for the position or task that they will be assigned.
 - Providing training and orientation to the volunteers on response and recovery operations in general and their specific duties and responsibilities.
 - Ensuring the volunteers are properly equipped and dressed for the tasks they will be performing.

5.6.12.2 During long-term recovery, this function may be taken over by the county or a volunteer organization working on a county or regional basis.

5.6.12.3 ALERT (CERT) teams may be available to help with the processing, training, and management of convergent volunteers.

5.6.12.4 The Volunteer Management Unit Leader reports to the Support Branch Director. All functions that are not delegated by the Unit Leader remain the responsibility of the Unit Leader.

5.7 Finance Section

5.7.1 General

The Finance Section is responsible for maintaining incident-related costs to include:

- Administering any necessary contracts
- Tracking time for personnel and equipment working on the incident
- Compensation and claims
- Overall incident costs and projected costs

- Documentation for cost reimbursement in the event of a federally declared disaster
- Each unit in the Finance Section will have a Unit Leader that will report directly to the Section Chief.

5.7.2 Finance Section Chief (Includes Deputy Finance Section Chief)

5.7.2.1 The Finance Section Chief reports to the Incident Commander and participates in the development and implementation of the Incident Action Plan.

5.7.2.2 The Finance Section Chief activates and supervises the units within the Finance Section.

5.7.2.3 All functions that are not delegated by the Section Chief remain the responsibility of the Section Chief.

5.7.3 Personnel Unit

5.7.3.1 The Personnel Unit is responsible for managing all activities and programs in support of County employees and volunteers, including employee assistance, family support, and crisis counseling.

5.7.3.2 The Personnel Unit Leader reports to the Finance Section Chief. All functions that are not delegated by the Unit Leader remain the responsibility of the Unit Leader.

5.7.3.3 Maintains the Employee Information Line by updating the recording regularly with information pertinent to County employees.

5.7.4 Compensation and Claims Unit

5.7.4.1 The Compensation and Claims Unit

- Administering financial matters arising from injuries or deaths occurring on an incident.
- Gathering evidence and preparing claims documentation for any event involving damage to public or private properties and injuries to volunteers and employees which could result in a claim against the County.

5.7.4.2 The Compensation and Claims Unit Leader reports to the Finance Section Chief. All functions that are not delegated by the Unit Leader remain the responsibility of the Unit Leader.

5.7.5 Cost Unit

5.7.5.1 The Cost Unit is responsible for:

- All of the financial and cost analysis of the incident including personnel and equipment time recording.
- Preparing documentation for cost reimbursement in the event of a federally declared disaster.

5.7.5.2 The Cost Unit Leader reports to the Finance Section Chief. All functions that are not delegated by the Unit Leader remain the responsibility of the Unit Leader.

5.7.6 Assistance Unit

5.7.6.1 The Assistance Unit is responsible for:

- Coordinating with the Planning and Operations Sections to identify individuals and businesses that may require assistance information.
- Identifying the availability of, and the requirements for, accessing public assistance funds that the County may be eligible for; to conduct repairs and offset the costs of response.

5.7.6.2 The Assistance Unit Leader reports to the Finance Section Chief. All functions that are not delegated by the Unit Leader remain the responsibility of the Unit Leader.

6. Administration

6.1 Plan Review and Implementation

See Section 6 of the Basic Plan.

6.2 Authority

See Section 1 of the Basic Plan.

7. Appendix Development and Maintenance

7.1 The Department Heads and staff assigned to this appendix in conjunction with the Emergency Management Office are responsible for developing and maintaining this appendix. Recommended changes to this appendix shall be forwarded as needs become apparent.

7.2 This appendix will be revised and updated in accordance with the schedule outlined in Section 6 of the Basic Plan.

7.3 Individuals, departments, agencies, and volunteer organizations assigned responsibilities in this appendix are responsible for developing and maintaining

appropriate standard operating procedures (SOPs) to carry out those responsibilities.

8. Appended Sections

Section 1. EOC Position Descriptions

Section 2. EOC Call Out

Section 3 ICS Forms and Position Checklists

Section 1. EOC Position Descriptions

Admin Officer (Command Staff)

Provides administrative support to the Incident Commander including documentation of Command staff activities.

Amateur Radio (Logistics Section – Services Branch – Message Unit)

Responsible for receiving, transmitting, recording, and routing of information received by amateur radio.

Assistance Unit (Finance Section)

Responsible for identifying short term and long term assistance that is available for individuals, businesses, and jurisdictions, and providing the information to the general public and businesses.

Building Damage Assessment Teams 1 through 10 (Operations Section – Damage Assessment Group)

Responsible for the collection, organization, evaluation, analysis, and display of damage assessment information of public and private property for use by the EOC staff.

Business Continuity Unit (Planning Section)

Responsible for the recovery of County services and operations or serves as liaison between the EOC and designated Business Continuity Incident Management Teams.

Call Takers 1 through 5 (Logistics Section – Services Branch – Message Unit)

Responsible for receiving, recording, and routing of information received by telephone.

ALERT (CERT) Group (Operations Section)

The ALERT (CERT) Group will track and coordinate activities of Coos County ALERT teams.

Communications Unit (Logistics Section – Services Branch)

Responsible for establishment of effective communication systems (telephones and computers) for EOC operations. Includes installation, testing, vendor coordination, as well as collecting and issuing tactical radios, cellular telephones, and their batteries.

Cost Unit (Finance Section)

Responsible for all of the financial and cost analysis of the incident including personnel and equipment time recording. Responsible for preparing documentation for cost reimbursement in the event of a federally declared disaster.

Damage Assessment Group (Operations Section)

Responsible for the collection, organization, evaluation, analysis, and display of damage assessment information of public and private property for use by the EOC staff.

Demobilization Unit (Planning Section)

Responsible for ensuring the safe, orderly, and cost effective demobilization of personnel and equipment used during the incident. Demobilization includes the “shutdown” of the EOC and identifying items that need to be restocked in the EOC kits.

Deputy Incident Commander (Command Staff)

Assists the IC with the overall management of the incident, including the development and implementation of strategic goals and objectives, approving the parameters for the order and release of resources and ensuring the EOC is sufficiently staffed.

Documentation Unit (Planning Section)

Responsible for maintaining accurate and complete incident files, providing duplication services to incident personnel, and compiling incident files for legal, analytical, and historical purposes.

Donations Management Unit (Logistics Section – Support Branch)

Coordinates with Special Needs Coordinator and request donated goods from the public through the PIO and media. Manages the receipts and issuing of donated goods.

Emergency Manager (Command Staff)

Responsible for advising the EOC staff in all emergency management issues which might affect the management of the incident.

Compensation and Claims Unit (Finance Section)

Responsible for managing all activities and programs in support of County employees and volunteers, including employee assistance, family support, and crisis counseling.

EOC Runner (Planning Section)

Responsible for collecting and disseminating messages within the EOC. Primary responsibility will be the movement of messages from the Call Takers, to the Message Center Manger, to the Status Unit, and to Operations.

Facilities Unit (Logistics Section – Support Branch)

Responsible for determining the need for and activating incident facilities, including the EOC.

Finance Section

Responsible for all of the financial and cost analysis of the incident including personnel and equipment time recording. Responsible for preparing documentation for cost reimbursement in the event of a federally declared disaster.

Fleet/Ground Support Unity (Logistics Section – Support Branch)

Responsible for transportation of personnel, food supplies, and equipment to and from the incident; providing fueling, service and repair of vehicles, and other ground support equipment. May also be required to perform as Staging Area Manager.

Food Team

Responsible for determining feeding requirements for all incident personnel; menu planning; provide water and other beverages to incident facilities; food preparation and general upkeep of food service areas.

Incident Commander (Command Staff)

Responsible for the overall management of the incident, including the development and implementation of strategic goals and objectives, approving the parameters for the order and release of resources, and ensuring the EOC is sufficiently staffed.

Info Call Takers 1 through 4 – at Library (Logistics Section – Services Branch – Public Info Unit)

Responsible for establishing and maintaining the Public Information Center and telephone bank. Provides referral and reference information. Coordinates calls regarding personal welfare checks on individuals or attempts to locate family members/friends.

Public Information Unit (Logistics Section – Services Branch)

Responsible for establishing and maintaining the Public Information Center and telephone bank. Provides referral and reference information. Coordinates calls regarding personal welfare checks on individuals or attempts to locate family members/friends.

Infrastructure Damage Assessment (Operations Section – Damage Assessment Group)

Responsible for the collection, organization, evaluation, analysis, and display of damage assessment information of public and private property for use by the EOC staff.

Legal Officer (Command Staff)

Responsible for advising the Incident Commander, EOC staff, and Policy Group I legal matters which might affect the management of the incident.

Liaison (Command Staff)

The Liaison Officer is the point of contact for assisting cooperating agency representatives who are not part of a Unified Command organization.

Logistics Section – Chief

The Logistic Section is responsible for providing all support needs to the incident. This includes facilities, services, personnel, equipment, and supplies.

Message Unit (Logistics Section – Services Branch)

Responsible for the receiving, recording, and routing of information received by radio, runner, and telephone.

North Division – Operations Supervisor

Responsible for tracking and coordinating Operations Department’s resources within the northern part of the county. Coordinates the availability of resources with the South Division.

North Division – Police Supervisor (Operations Section)

Responsible for tracking and coordinating Police resources within the county. This branch does not supersede or take over the functions of WCCCA.

Operations Section – Chief

Supervises all functions within the section. Helps formulate, and interpret the strategy established by the IC, and implements it tactically according to county policies, department operating guidelines, and provisions of the Response and Recovery Plan.

Operations Section – Deputy Chief

Supervises all functions within the section. Helps formulate, and interpret the strategy established by the IC, and implements it tactically according to county policies, department operating guidelines, and provisions of the Response and Recovery Plan.

Personnel Unit (Finance Section)

Responsible for managing all activities and programs in support of county employees and volunteers, including employee assistance, family support, and crisis counseling.

Public Information Officer – PIO (Command Staff)

Responsible for the formulation and release of information about the incident to the media, the public, the county Joint Information Center (JIC), and other appropriate agencies and organizations.

Planning Section – Chief

Responsible for the collection, evaluation, dissemination, and use of information regarding the incident and the status of available and committed resources. Responsible for EOC Management in support of the Incident Commander and Emergency Manager.

Planning Section – Deputy Chief

Responsible for the collection, evaluation, dissemination, and use of information regarding the incident and the status of available and committed resources. Responsible for EOC Management in support of the Incident Commander and Emergency Manager.

Policy Group

The Policy Group develops and implements policies and procedures for the administration and management of county departmental functions, during disaster and emergencies, and continuation/restoration of daily operations and services.

Safety Officer (Command Staff)

The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations of incident operations, and developing measures for assuring personnel safety.

Services Branch Director (Logistics Section)

The Services Branch Director is responsible for all service requirements of the EOC including development of the communications plan, distribution of communications equipment, and providing for the medical needs of the incident staff including first responders. The Services Branch Director activates and supervises the units within the branch.

South Division – Operations Supervisor (Operations Section)

Responsible for tracking and coordinating Operations Maintenance Department’s resources assigned the southern part of the county. Coordinates the availability of resources with the North Division.

Special Needs Group (Operations Section)

Receives and tracks special needs requests from the public (requests not normally handled by police, fire, or operations) and identifies potential resources for meeting those needs.

Staging Manager (Operations Section)

Responsible for managing all activities within the staging area, including checking in and out all resources as they move through staging. Maintain a resource inventory of all resources in staging, and keep the EOC advised of what resources are available.

Status Monitor – 1 through 7 (Planning Section – Status Unit)

Responsible for the collection and organization of incident status and situation information and the evaluation, analysis, and display of that information for use by EOC staff as well as the status and availability of resources.

Status Unit (Logistics Section – Support Branch)

Responsible for the collection and organization of incident status and situation information and the evaluation, analysis, and display of that information for use by EOC staff as well as the status and availability of resources.

Supply Unit (Logistics Section – Support Branch)

Responsible for ordering all personnel, equipment, and supplies; receiving, storing, and distributing all supplies for the incident; maintaining an inventory of supplies and servicing non-expendable supplies and equipment.

Support Branch Director (Logistics Section)

The Support Branch Director is responsible for all support functions of the EOC including: ordering, receiving, storing, and distributing all personnel, equipment, and supplies; servicing non-expendable supplies and equipment; arrange food and water for incident staff including first responders; manage volunteers and donated goods and services. The Support Branch Director activates and supervises the units within the branch.

Technical Specialist (Planning Section)

Responsible for setting up and maintaining EOC computers and printers.

Volunteer Management Unit (Logistics Section – Support Branch)

Responsible for managing established volunteers assisting with emergency operations who are not working specifically for a county department or agency (i.e., Library volunteers working in the EOC) and coordinating/managing convergent volunteers.

Water Group (Operations Section)

Responsible for tracking situation and resource status specific to the city's water system.

Hm #	EOC Ext	Off Ext	Name	ESF #	Function	Cell number	Email address
			Barton, Mary		Finance		
			Jackie Haggerty		Co Counsel		
			Thaxton, Theresa	2	Communication		
			Rakosi, Ann	2	Communication		
			Rowe,John	1& 3	Transportation/Public Works - Road Dept		
			Boston, Lanny (Bandon)	4	Fire – County Fire Chief		
			Arbuckle, Sandi	5	Information Technology		
			Hales, Glenda	5	Emergency Management		
				5	Damage Assessment		
			Karcher, Kris	6	Mass Fatality		
			Swan, Ginger	6	Family Assist Center/BH		
			Allen, Steve	7	Resources		
			Hallmark, Rick	8	Sanitation/PH		
			Wyatt, Michelle	8	Preparedness Coord. PH		
			Smith, France	8	Medical /PH		
			Stone, Dan	9	Search & Rescue		
			Gibson, Stan (Coos Bay)	10	Fire - Hazmat		
			Turi, Terri	11	Shelter and Feeding/liaison ARC		
			, Brian	12	Energy		
			Main, Robert (Bob)	14	Public Information/Policy		
			Allen, Steve	15	Volunteers & Donations		
			Jackson, Andy Sheriff	16	Law Enforcement Evacuation		
			Downing, Pat	16	Law Enforcement Evacuation		
			Looney, Dan	16	Law Enforcement Evacuation		
			Looney, Dan	17	Animals		

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Section 3. ICS Forms and Position Checklists

Index of Incident Command System Forms^a

ICS Form Number	Form Title	Typically Prepared By
201	Incident Briefing	Initial Incident Commander
202	Incident Objectives	Planning Section Chief
203	Organization Assignment List	Resources Unit Leader
204	Assignment List	Operations Section Chief
205	Incident Radio Communications Plan	Communications Unit Leader
206	Medical Plan	Medical Unit Leader
207	Organizational Chart	Resources Unit Leader
209	Incident Status Summary	Situation Unit Leader
210	Status Change Card	On-scene Incident Dispatcher
211	Check-In List	Resource Unit/Check-in Recorder
213	General Message	Any message originator
214	Unit Log	All Sections and Units
215	Operational Planning Worksheet	Operations Section Chief
215a	Incident Action Plan Safety Analysis	Safety Officer
216	Radio Requirements Worksheet	Resources Unit Leader
217	Radio Frequency Assignment Worksheet	Resources Unit Leader
218	Support Vehicle Inventory	Group Support Unit Leader
219-x	colored resource status cards	Resources Unit Leader
220	Air Operations Summary	Operations Section Chief or Air Operations Branch Director
221	Demobilization Plan (and Page 1 Checkout)	Demobilization Unit Leader
308	Resource Order Form	Resources Unit Leader

^a Copies of current ICS forms are maintained in the Coos County Emergency Management office and the Coos County EOC and are also available from the on-line FEMA ICS Resource Center.

Index of ICS Position Checklists^a

Air Operations Branch Director
Communication Unit Leader
Compensation/Claims Unit Leader
Cost Unit Leader
Demobilization Unit Leader
Division/Group Supervisor
Documentation Unit Leader
Facilities Unit Leader
Finance/Administration Section Chief
Food Unit Leader
Ground Support Unit Leader
Incident Commander
Liaison Officer
Logistics Section Chief
Medical Unit Leader
Operations Branch Director
Operations Section Chief
Planning Section Chief
Procurement Unit Leader
Public Information Officer
Resources Unit Leader
Safety Officer
Service Branch Director
Situation Unit Leader
Staging Area Manager
Strike Team/Task Force Leader
Supply Unit Leader
Support Branch Director
Technical Specialists
Time Unit Leader

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