

PORTAGE COUNTY EMERGENCY MANAGEMENT

ANNEX A (DIRECTION AND CONTROL)

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PURPOSE

This annex describes how the county government will direct and control its personnel and resources during response to and recovery from a disaster.

CONCEPT OF OPERATIONS

I. Authority

The authority for response and recovery in a disaster is set forth in the local laws and ordinances. The county's chief elected official or designee is the decision-maker in response and recovery operations in support of municipalities. The chief elected official or designee will stay in control of county resources during all phases of the disaster.

II. County Emergency Management Coordination

County Emergency Management will utilize all resources within their means for disaster response and recovery.

The County Emergency Management (EM) Director will coordinate the response and recovery activities of mutual aid, county, local and volunteer agencies as well as the private sector through the EOC and/or the Incident Command Post (See Attachment 2, ICS/EOC Interface).

When necessary, the EM Director will work with the WEM to coordinate significant mutual aid requests and state and federal assistance.

III. County Emergency Management Operation

Response

1. Notification
 - a. The county is responsible for continuous (i.e., 24-hour) operations. Initial notification is accomplished through the use of a 24-hour emergency number established through the Portage County 9-1-1 Communications Center.
2. Alert and mobilize
 - a. The first responding agency will mobilize resources and establish command using the ICS and report assessments to the EM Director. The EM Director will assess the situation and

- begin the process of opening the Emergency Operations Center (EOC) as necessary.
- b. The EM Director will obtain the appropriate disaster assessment information from the first responding agency and, based upon this information, the EM Director will determine and take action if further alerting and mobilization is necessary.
 - c. The EM Director will follow the Standing Operating Procedures (SOPs) to notify other municipal, county, state and/or volunteer agencies as the situation requires.
 - d. The EOC will be the coordinating facility. This is where information will be collected and disseminated. Public information and communication will be released from the EOC. Information, technical assistance, personnel and resources available through the EOC will be there to assist the Incident Commander.
 - e. Assess the incident using the State of Wisconsin Guidelines for Assessing and Documenting Disaster Damage and report it on the Uniform Disaster Situation Report (UDSR) within 24 hours. Update as needed.
 - f. The EM Director will request state resources as appropriate. These resources may include:
 - i. Governor's declaration of a State of Emergency (ss. 323.10),
 - ii. Mobile Command Center,
 - iii. WEM regional and field staff assistance,
 - iv. Supplementary federal assistance.

Recovery

1. Interface with state and municipal units of government.
 - a. Continue to coordinate with state and municipal governments through the chief elected official or designee.
 - b. Support continuing recovery operations (e.g., administrative, resources, technical) as necessary.
 - c. Collect, compile and analyze damage information to determine recovery priorities.
 - d. Compile damage assessment information for the state on the Uniform Disaster Situation Report (UDSR.)

2. Mobilization and de-mobilization
 - a. Maintain the ICS command structure and resources as necessary.
 - b. Reconsider resource needs (e.g., field, EOC) and activate or deactivate as appropriate.
3. Coordination with Municipalities
These are activities begun by the municipality that will continue through the addition of county resources.

Response

1. Establish and staff a command organization and relay it and any changes to the EOC.
2. Provide initial assessment concerning nature, extent and effects of incident; resources on scene and estimate of resources needed.
3. Notify the appropriate municipal agencies and personnel to begin the disaster response process.
4. Plan incident goals, objectives, strategies and tactics in coordination with the EOC.
5. Manage incident operations through the coordination of personnel and agency activities.
6. Maintain Public Information as set forth in the Public Information Annex (J) including:
 - a. Disseminating official information and instructions to the public.
 - b. Conducting media briefings and dealing with media inquiries.

Recovery

1. Continue to assess the incident nature, extent and effects of incident; resources on scene and resources needed.
2. Continue to coordinate with the EOC concerning incident goals, strategies and tactics.
3. Reconsider personnel, equipment and agency interventions.
Reassign and dismiss as necessary.

AGENCY RESPONSIBILITIES & TASKS

I. Chief County Elected Official

Response

1. Designate a Line of Succession (See Attachment 3)
2. Monitor the situation and if necessary, dispatch a representative to the EOC.
3. Issue a county "Declaration of Emergency" proclamation.
4. Direct other county agencies as appropriate.
5. Request state assistance if needed.

Recovery

1. Monitor the implementation of disaster assistance programs.
2. Monitor the deactivation of county agencies and resources.

II. County Emergency Management

Response

1. Coordinate the support of the Incident Commander by utilizing county governmental, volunteer and private agencies.
2. Activate, manage and support EOC with assistance from appropriate agencies.
3. Ensure that disaster information is compiled, displayed and disseminated. Conduct regular EOC briefings.
4. Coordinate with appropriate agencies on issues such as debris removal, volunteer management and pass system.
5. Request mutual aid or state agency support for response, protective actions and public information activities.
6. Implement emergency protective actions (e.g., evacuation, curfew.)

Recovery

1. Continue to manage the EOC and support the Incident Commander during recovery. Activate and deactivate resources and personnel as needed.
2. Continue to collect record and disseminate information as necessary.
3. Compile and update disaster assessment information for the state on the Uniform Disaster Situation Report (UDSR.)

4. Continue to coordinate among agencies, jurisdictions and other levels of government.
5. Coordinate with state and federal staff to conduct a Preliminary Damage Assessment (PDA.)

III. County Sheriff's Office

Response

1. Receive and disseminate warnings and other initial reports of major emergencies.
2. Provide a first response to assist local law enforcement with the assessment of nature, extent and effects of incident; resources on scene and estimate of resources needed.
3. Assist municipal law enforcement with controlling site access.
4. Provide communications in support of the disaster operations.
5. Provide a representative to the EOC.
6. Supply technical advice to the Incident Commander and EOC on security, crowd control, investigative and other issues within areas of expertise.
7. Coordinate law enforcement from mutual aid agencies.

Recovery

1. Continue to collect record and disseminate information.
2. Provide personnel and resources for the safety and security of the disaster area as requested by the Incident Commander or the EOC.
3. Continue to coordinate law enforcement from mutual aid agencies.
4. Re-evaluate personnel and resource needs and activate or deactivate as directed by the Incident Commander or EOC.

IV. Fire Coordination

Response

1. Coordinate with the Incident Commander and EOC on fire, hazardous materials, EMS, search and rescue, extrication, wild-land fires and mutual aid.
2. Provide communications in support of the disaster operations.

3. Provide for fire service representation at the EOC.

Recovery

1. Continue to coordinate with fire, EMS and hazardous materials resources from other agencies.
2. Re-evaluate personnel and resource needs and activate or deactivate as directed by the Incident Commander or EOC.

V. County Highway Department and Public Works Agencies

Response

1. Provide a representative to the EOC.
2. Support the Incident Commander as appropriate.
3. Coordinate public works and engineering resources including those from mutual aid organizations as necessary.
4. Provide advice and resources to the Incident Commander and EOC on debris removal, electrical power, fuel, heavy equipment, extrication, damage assessment, structural integrity, vital services and other public works and engineering issues.
5. Coordinate with the Wisconsin Department of Natural Resources regarding proper debris disposal.

Recovery

1. Provide vital services during recovery until restoration.
2. Coordinate public works and engineering resources as necessary. Reassess resource needs and activate or deactivate as directed by the Incident Commander or EOC.

VI. County Public Health Department

Response

1. Provide a representative to the EOC.
2. Coordinate public and environmental health information activities and resources.

3. Provide advice to the Incident Commander and EOC on public health issues (e.g., toxic exposure, vector control, evacuation, sheltering, and prophylaxis.)

Recovery

1. Coordinate public and environmental health activities.
2. Provide advice to the Incident Commander and EOC as needed.

VII. County Human Services Department

Response

1. Provide a representative to the EOC.
2. Coordinate feeding, clothing, sheltering and human services (e.g., Critical Incident Stress Management) for victims and emergency workers.
3. Provide advice to the Incident Commander and EOC concerning human services issues.
4. Provide services for special needs populations.
5. Coordinate services offered by volunteer agencies.

Recovery

1. Coordinate human services activities.
2. Provide technical advice to the Incident Commander and EOC as needed.
3. Provide services for special needs populations.
4. Coordinate volunteer agency activities.

VIII. All County Agencies

Response

1. Refer to the Line of Succession contained in Individual Agency Plans (IAPs.)
2. Execute IAPs during disaster operations.
3. Provide a representative to the EOC as needed or as requested.
4. Communicate all information to and coordinate actions with the County EOC.

5. Support the Incident Commander and provide resources as appropriate.
6. Keep accurate records of disaster-related expenditures.

Recovery

1. Assist the EOC and the Incident Commander in the coordination of response personnel and resources.
2. Provide support for disaster recovery as necessary.
3. Reconsider resource needs and activate or deactivate as ordered by the Incident Commander or EOC.

IX. American Red Cross

Response

1. Provide a representative to the EOC.
2. Support the County Public Health and Human Services Departments with meeting requests for health and human services.

Recovery

1. Support the County Public Health and Human Services Departments with meeting requests for health and human services.