



**DIRECTION AND CONTROL**

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**DIRECTION AND CONTROL**

<p><b>Primary Agencies:</b></p>	<p>Board of Miami County Commissioners                  Miami County Emergency Management Agency (MCEMA)                  Director                  Incident Commander                  Public Information Officer                  Safety Officer                  Liaison Officer</p>
<p><b>Support Agencies:</b></p>	<p>Operations Section Chief                  Planning Section Chief                  Logistics Section Chief                  Finance/Administration Section Chief                  Resource Coordinator                  Fire-Rescue Services                  Miami County Sheriff/Local Law Enforcement                  Emergency Medical Services Agencies                  Miami County Public Health                  Boards of Education</p>
<p><b>Related Federal ESF(s):</b></p>	<p>ESF#5 – Information and Planning – Emergency Management</p>
<p><b>Ohio Revised Code:</b></p>	<p>Sections 5502.21 through 5502.99, Emergency Management</p>

## **I. INTRODUCTION**

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### **A. PURPOSE**

This plan addresses the facilities, personnel, procedures, and support requirements for activating the Miami County Emergency Operation Center (a Multi-Agency Coordination System), and those activities of government that are essential to saving lives, protecting property, and restoring government services during and following emergency situations, as well as directing and controlling the conduct of emergency operations from that center or from an alternate facility during large-scale emergency situations.

## **II. PLANNING ASSUMPTIONS AND CONSIDERATIONS**

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### **A. SITUATIONS**

1. Many of the hazards that exist in or around Miami County have the potential for causing disasters of such magnitude as to make centralized command and control desirable or essential.
2. The Miami County Primary Emergency Operations Center (MCEOC) is located at the Hobart Center of County Government, 510 West Water Street in Troy, Ohio and has been designated as the central base of operations for all emergency management activities in the county.
3. In the event that the primary EOC is damaged, inaccessible, not safe, or must be evacuated, the alternate EOC will be activated. The Secondary location is in the Miami County Communication Center (MCCC) at 210 Marybill Drive in Troy, Ohio. The operational capabilities of the alternate EOC includes a 75'x 50' room located in the basement. The secondary location has ten phone hookups as well as an emergency generator backup power supply. If both the Primary and Secondary EOCs are inaccessible, the City of Piqua EOC located at 201 Hemm Avenue is available through a Mutual Aid request as is the city of Tipp City EOC located at 260 South Garber Avenue.

4. When the EOC is not activated, an Incident Command Post (ICP) established at or near the scene will be used to provide direction and control for emergency operations.
5. The hazards most likely to involve several jurisdictions and require the use of a multi-agency coordination system or area command include floods, severe wind and tornadoes, and hazardous materials incidents.
6. Should an emergency occur in a response area where public safety personnel are not adequately trained, under staffed, or appropriate equipment is not available, mutual aid can be summoned. All agencies within Miami County have mutual aid agreements as well as with agencies surrounding Miami County. Resources can also be obtained through the state response plans (Law Enforcement, Fire Department, and Emergency Medical Service Agencies).

**B. ASSUMPTIONS**

1. The MCEOC is adequately equipped to coordinate a countywide emergency operation.
2. The designated EOC can be activated upon request for special events, a possible threat, or the occurrence of a major incident.
3. Upon activation, the MCEOC will operate on an as needed basis with 12 hour operational periods until all emergency response and recovery activities are no longer operational.

**III. CONCEPT OF OPERATIONS**

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**A. GENERAL**

1. Pursuant to the mandates of state law (ORC Section 5502), the Miami County Emergency Management Agency (MCEMA), in coordination with the Board of County Commissioners, has been designated as the primary agency to direct and coordinate emergency management responsibilities in the county.
  - a. When an emergency develops, the EMA Director, or designee, assumes direction and control of the emergency management operations for the activated EOC.
  - b. The EMA Director, or designee, in coordination with the Incident Commander (IC), will work with and maintain control until the emergency is resolved.

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2. The National Incident Management System (NIMS) requires the field command and management functions be performed in accordance with a standard set of Incident Command System (ICS) organizations, doctrines, and procedures.
  3. Each incident should have an established IC.
  4. Unified Command (UC) should be utilized when an event becomes multi-jurisdictional or multi-agency in nature to prevent the duplication of effort that can occur when agencies from different functional and geographic jurisdictions operate without a common system or organizational framework. Notification and warning activities may be conducted by a reverse 911 system or alternate notification sources during multi-jurisdictional events.
- B. MULTI-AGENCY COORDINATION SYSTEM (MACS)/EMERGENCY OPERATIONS CENTER (EOC)
1. The MCEOC is a MACS.
  2. The primary EOC will serve as the physical location at which the coordination of information and resources to support incident management activities will take place.
  3. The EMA Director, or designee, will serve as the EOC Manager.
  4. The EMA Director, in coordination with the Board of Miami County Commissioners, Miami County Sheriff, or other heads of government in affected jurisdictions, may activate the MCEOC. This activation will be done by verbal request and internal EMA policy.
  5. Upon activation of the EOC, communications and coordination must be established between the IC or UC and the EOC when they are not co-located.
  6. When it becomes necessary to relocate the EOC to an alternate site, the ranking elected official and/or and EMA representative will proceed immediately to that location and assume management of its establishment. The second ranking official will remain at the primary site until it is abandoned.
  7. Once the alternate EOC is ready for operation, direction and control will be transferred. As outlined in the NIMS, when command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations. Broadcast radio messages will advise field personnel of the EOC location change.

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8. Notification lists developed by the EMA will be used to activate designated personnel with emergency responsibilities in the EOC. Due to the sensitive nature of these documents, they are maintained separately from the document by the EMA.
  9. The EMA Director, or designee, in coordination with the Board of County Commissioners and the heads of government in affected jurisdictions, will determine when to close the MCEOC. The closure may be conducted in stages based upon the nature of the emergency.
- C. INCIDENT COMMAND SYSTEM (ICS) - Emergency Support Functions (ESFs) within the EOC must ensure that each agency involved in incident management is providing appropriate situational awareness and resource status information, as well as establishing priorities between multiple incident commands and/or area commands, and acquiring and allocating resources required by incident management personnel.
1. A NIMS compliant ICS will be utilized to organize both short-term and long-term field emergency operations in Miami County.
  2. The ICS is structured to facilitate activities in five (5) major functional areas which are command, operations, planning, logistics, and finance/administration.
  3. Command is comprised of the IC and the command staff, which includes a Public Information Officer (PIO), Safety Officer (SO), and Liaison Officer (LO). General staff may also be established under the IC.
  4. Each section of the general staff may also be broken into four (4) major elements.
    - a. **Branches** are established when the number of divisions or groups exceeds the recommended span of control of one (1) supervisor to three (3) to seven (7) subordinates.
    - b. **Divisions** are established when the number of resources exceeds the manageable span of control of the IC and the Section Chiefs. Divisions are established to divide an incident into physical or geographical areas of operation.
    - c. **Groups** are established to divide an incident into functional areas of operation.
    - d. **Resources** may be organized and managed in three (3) different ways depending on the requirements of the incident, including single resources, task forces, or strike teams.

5. Under NIMS, an Incident Action Plan (IAP) should be developed to coordinate response actions.
6. The command function of ICS may be conducted in two (2) general ways depending on the complexity of the emergency.
  - a. **Single Command:** When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single IC should be designated. Under single command, the IC will develop the IAP.
  - b. **Unified Command:** When an incident occurs involving multiple jurisdictions or multi-agency management, UC should be utilized. Under UC, the IAP should be developed by the Planning Section Chief and approved by the Unified Commander. The Operations Section Chief should come from the agency with greatest jurisdictional involvement.
  - c. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the IC or UC. These responders may initially report to the Staging Officer at the established staging area for an assignment.

D. AREA COMMAND

1. Area command will be established depending on the complexity of an incident and incident management span-of-control considerations.
2. Area command should only be established when multiple incidents are being managed by a separate ICS organization or when a very large incident involves multiple ICS organizations.
3. The decision to activate an area command approach will be made by the EMA Director or designee and the Executive Group at the activated EOC.
4. An area command approach should be established to achieve the following:
  - a. Set overall incident-related priorities
  - b. Allocate critical resources according to priorities
  - c. Ensure that incidents are properly managed
  - d. Ensure that incident management objectives are met and do not conflict with each other or with agency policy

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- e. Identify critical resource needs and report them to the EOC or multi-agency coordination entity
- f. Ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operations

### E. EOC MONITORING AND REPORTING

- 1. All requests will be documented on the request form as established by the EOC protocol. The forms shall be filled out completely.
- 2. A copy of the official incident report(s) and supporting documentation will be submitted to the EMA/EOC for inclusion with the EOC records of the event as soon as practical. Copies of all documents and reports will be transferred to the county courthouse as early as possible, to the safekeeping of the County Clerk of Courts.

### F. ALERTING OF LOCAL FORCES

- 1. Procedures have been established for providing rapid notification and/or recall of departments and key personnel of local government and NGOs whose resources will be required as the initial emergency response force.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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### A. ORGANIZATION

- 1. The activated MCEOC is organized into four (4) groups: Executive, Communications, Operations, and Administrative.
  - a. **Executive Group:** Consists of the Board of Miami County Commissioners (or a designated representative), the EMA Director, or designee, municipal mayors or other elected official or a designated representative if affected and the County Prosecutor. The responsibilities of this group include policy development, coordination of EOC operations, coordination with the IC at the scene and management of overall emergency response and recovery efforts.
  - b. **Communications Group:** Consists of the various communications personnel assigned to the EOC (e.g. telecommunicators, Radio Amateur Civil Emergency Service (RACES) members, message controllers, journal clerks, and messengers) and is supervised by the Communications Officer (CO). The responsibilities of this group

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include radio, telephone, and other forms of communications between field forces and the EOC, other jurisdictions, the state EOC, and the Joint Information Center (JIC).

- c. **Operations Group:** Consists of the operations officer and department/agency heads or their representatives and ESFs who will coordinate the implementation of assigned emergency functions. Each functional ESF area manager is responsible for directing and coordinating the personnel and resources of their respective area. Operations include the Damage Assessment/Disaster Analysis (DAS) Section.
- d. **Administrative Group:** Consists of the EMA staff, message runners, typists, scribes, and other EOC support staff.

### B. ROLES AND RESPONSIBILITIES

#### Primary Agencies

1. Board of Miami County Commissioners
  - a. Appoint a Director of the MCEMA
  - b. Maintain a chain of command for declaration of emergencies and continuity of government.
  - c. Determine if evacuation of all or part of the county is warranted.
  - d. Enter into contracts, incurring obligations necessary to contend with emergency situations and other such actions as required.
  - e. Establish the policy to direct the use of public funds (local, state, federal) in meeting the needs of the emergency or disaster event.
  - f. Establish priorities and allocations in the use, distribution, and management of equipment and resources available before, during, and following an emergency.
2. Miami County EMA Director
  - a. Responsible for the organization, administration, and operations of the county EMA.
  - b. Serve as manager of the EOC and manage the allocation of resources and assets, upon activation.
  - c. Ensure that security is provided for the EOC facility.
  - d. Coordinate the efforts of county, state, federal, and NGOs/Private organizations acting in the county in response to an incident.

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- e. Coordinate with members of the command and general staffs to ensure necessary planning considerations are included in the EOC
  - f. Develop and support a rapid notification system for emergency response groups' assigned functions in this plan.
  - g. Develop and support a public warning and notification system that is operable on a 24-hour basis.
  - h. Coordinate volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups with the jurisdiction.
  - i. Develop and conduct exercise to test, evaluate, and update the EOP.
  - j. Coordinate with the Board of County Commissioners to develop emergency information and instructions for the public during the threat or occurrence of the emergencies.
  - k. Work with the CO to ensure communication considerations are met and in accordance with the NIMS.
  - l. Recommend the transition to area command, if applicable.
  - m. Direct the EOC staff to relocate to an alternate EOC to continue operations should events warrant.
  - n. Terminate emergency management response operations, release personnel, and stand down EOC activities.
  - o. Provide and coordinate training for emergency response personnel.
3. Incident Commander (IC)
- a. Establish or expand ICS based on the requirements of the situation.
  - b. Conduct size-up operations, establish a hazard zone, order necessary evacuation, and establish decontamination as needed.
  - c. Establish an Incident Command Post (ICP) in a safe area at the scene identified by a green flag or light.
  - d. Assess needs for manpower, equipment and resources, and develop an estimate of the duration of the incident.
  - e. Establish communications with the MCCC.
  - f. Under single command, develop the incident objectives on which subsequent incident action planning will be based.

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- g. Develop and/or approve the IAP.
  - h. Request an EOC activation from the EMA when the incident has or may exceed local resources.
  - i. Coordinate the activities of all responders at the scene.
  - j. Designate a staging area, if needed.
  - k. Prepare incident reports and terminate operations at the scene.
4. Public Information Officer (PIO) – County Commissioner or designee
- a. Interface with the public and media and/or with other agencies with incident-related information requirements.
  - b. Develop accurate and complete information on the incident's cause, size, and current situation, as well as resources committed and other matters of general interest.
  - c. Advise the Executive Group, EOC personnel, and IC on matter of Emergency Public Information (EPI) and social media.
  - d. In an activated EOC, the County PIO position absorbs the responsibilities of the Command Staff PIO, if requested.
  - e. Prepares all press/news releases with information obtained from the IC and involved ESF representatives. Determine the appropriate news release times and maintains accurate written documentation of such releases. May request the assistance from regional PIOs.
  - f. Briefs spokesperson prior to any public information release.
5. Safety Officer (SO)
- a. Responsible for all safety issues of incident operations.
  - b. Responsible for the general safety of response personnel.
  - c. Monitor incident operations and advise the IC on all matters relating to operational safety, including the health and safety of emergency response personnel.
  - d. Responsible for a set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multi-agency safety efforts, and implementation of measures to promote emergency responder safety.
  - e. Stop and/or prevent unsafe acts during incident operations.
6. Liaison Officer (LO)
- a. Serve as a point of contact for representatives of other governmental agencies, NGOs, and/or private entities.

- b. Coordinate assistance and personnel from other agencies or organizations (public or private) involved in the incident management activities.

<b>Support Agencies</b>
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7. Operations Section Chief

- a. Responsible to the IC or UC for the direct management of all incident-related operational activities.
- b. Establish tactical objectives for each operational period with other section chiefs and unit leaders.
- c. Brief the IC and EMA on the status of emergency operations and major problems.

8. Planning Section Chief

- a. Collect, evaluate, and disseminate incident information and intelligence to the IC or UC.
- b. Prepares status reports.
- c. Display situation information.
- d. Maintain status of resources assigned to the incident.
- e. Develop and document the IAP based on guidance from the IC or UC.

9. Logistics Section Chief

- a. Responsible for all support requirements necessary to facilitate effective and efficient incident management, including ordering resources.
- b. Provide facilities, transportation, supplies, equipment maintenance and fuel, food services, communications, and information technology support.

10. Finance/Administration Chief

- a. Provide the agency(s) involved in incident management activities finance and other administrative support services as necessary.

11. Resource Coordinator

- a. Works under Logistics Section Chief
- b. Compile, maintain, and display resource status information on
  - i. Tactical and support personnel and apparatus
  - ii. Transportation and support vehicles
- c. Use Incident Resource Inventory System (IRIS), if needed, for incident

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- d. Maintain the resource tracking system
- e. Maintain master roster of personnel
- f. Assist other sections in identification of additional and special resources
- g. Keep activity log for documentation
- h. See ESF #7 – Resource Management for a more detailed list of responsibilities with regard for resource management

12. Fire-Rescue Services

- a. Assume the role of IC (highest ranking official of first department on scene).
- b. Manage the fire department resources and direct normal fire department operations.
- c. Assume first responder role in fire and rescue operations.
- d. Provide for fire protection and suppression during emergency situations.
- e. If the EOC is activated, the Miami County Fire Chiefs and Emergency Services Association will send a senior level representative to the EOC to serve as the Fire Service Coordinator. If there is not one available, the EMA Director or designee may select a qualified person to handle those responsibilities.
- f. See ESF #4 – Fire and EMS for a more detailed list of responsibilities with regard to fire and rescue operations.

13. Miami County Sheriff/Local Law Enforcement

- a. Maintain law and order in Miami County.
- b. Coordinate law enforcement efforts between various participating agencies (i.e. Ohio State Highway Patrol, Ohio Department of Natural Resources, and local police).
- c. Initiate and maintain necessary traffic control.
- d. Declare a countywide state of emergency in the absence of the county commissioners.
- e. Assist in the implementation of an orderly evacuation.
- f. Manage law enforcement resources and provide enforcement operations.
- g. Provide security for the EOC when activated.
- h. Assume first responder role during emergency situation.
- i. See ESF #13 –Law Enforcement for a more detailed list of responsibilities with regard to law enforcement operations.

14. Emergency Medical Service Agencies

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- a. Provide triage, stabilize, and transport patients from triage areas to fixed medical facilities.
- b. Assume medical leadership role in the evacuation of non-ambulatory persons.
- c. Assume on-scene command in mass casualty incidents that do not involve fire, immediate threat of fire, or hazardous materials.
- d. See ESF #4 – Fire and EMS for a more detailed list of responsibilities with regard to EMS operations.

### 15. Miami County Public Health

- a. Responsible for overall health prevention and maintenance in the county.
- b. Provide necessary immunization before, during, and after a disaster.
- c. Supervise sanitation in support facilities and shelters if requested or required by law.
- d. Ensure an uncontaminated food and potable water supply.
- e. Provide health-related information.
- f. See ESF #8 – Health and Medical for a more detailed list of responsibilities with regard to health and medical operations

### 16. Boards of Education

- a. Relocate students from schools in the affected areas to their homes or reception centers.
- b. Provide school buses for relocating individuals or groups with transportation to designated safe areas.
- c. Coordinate with the Northern Miami Valley Chapter of the American Red Cross to designate available schools for use as emergency shelters, reception centers, and mass care facilities.

## **V. DIRECTION AND CONTROL**

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- A. The EMA Director or designee will coordinate EOC operations, including conducting staff briefings and keeping key officials informed of the situation, and will maintain contact with the OEMA and neighboring county EMAs as necessary.

- B. Based on the type of incident, the first arriving public safety responder will assume the role of IC until command is transferred. The IC is responsible for the appointing a liaison between the EOC and the ICP.
- C. During civil emergencies (riots, terrorist incidents), law enforcement officials for the affected jurisdiction(s) will set up Incident Command and provide a liaison to the activated EOC.
- D. Incident command will relay regular reports to the Fire and/or Law Enforcement Coordinators (ESF's) at the EOC. The ESF coordinators will provide regular reports to the Executive Group in the EOC.
- E. The Emergency Management Director or designee will coordinate EOC operations including notification of EOC representatives, conducting briefings for staff and key officials, and maintain contact with State EMA and neighboring county EMAs. (See Appendix #8 for EOC job descriptions) Upon the arrival of state and federal officials, coordination with these officials will take place within the county EOC.
- F. The Executive Group through the EOC will coordinate with the Incident Commander for direction and control, approve all public information releases, direct protective actions, approve emergency expenditures and request a disaster declaration from the Governor.
- G. The EMA Director or designee will, when the need arises, appoint a Logistics Chief and other Section Chief's as needed. Additionally the EMA Director or designee will create a permanent historical record of the incident and include information identifying the actions taken, resources expended, economic and human impacts, and lessons learned as a result of the disaster.

## **VI. ADMINISTRATION AND LOGISTICS**

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### **A. ADMINISTRATION**

- 1. During an emergency situation, Situation Reports (SITREPS) should be completed as needed with a copy sent to the OEMA.
- 2. When the EOC is activated, a security log will be maintained to track those who enter and leave.

3. Communication documents should be maintained at appropriate agency headquarters, the EOC, and at the Miami County Communications Center (MCCC).

B. LOGISTICS

1. Mutual aid for the support of direction and control of local government is addressed in agreements, letters/memorandum of understanding between the county EMA offices in adjacent counties as well as between local agencies in the county.
2. Common basic needs, such as food, shelters, etc., will be coordinated through the American Red Cross (ARC) or Ohio EMA.
3. Needs for supplies will be handled by the agency responding or through the EOC. Needs that cannot be met through local resources will be forwarded to the OEMA in accordance with NIMS Resource Definitions. See ESF #7.
4. Operations Specialists may be designated from available volunteers and will be under the direction of the EMA Director or designee.
5. In the event the primary EOC is not functional due to damage, inaccessibility or evacuation, the alternate EOC will be activated. The established activation, manning and staffing procedures developed for the operation of the primary EOC will be utilized.
  - a. Should the need arise for activation of the alternate EOC the following procedures will be put into effect.
    - i. All field forces will be notified of the change via radio networks or other forms of communications through the Miami County Communication Center.
    - ii. This action will be accomplished, if possible, not less than one (1) hour prior to the anticipated time for relocation.
  - b. Relocation
    - i. If the action is required during a mid-shift period, 50% of the support staff will relocate first to ensure that the alternate EOC is prepared.
    - ii. The remainder of the EOC staff will follow upon notification that the new facility has been opened and available for full staffing.

6. The Miami County Information Technology Department (IT) has stand alone internal plans and procedures for protection from and sustainment for Miami County offices.

## **VII. CONTINUITY OF GOVERNMENT**

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### **A. SUCCESSION OF COMMAND**

1. The line of succession of the Board of Miami County Commissioners is from the President, Vice President, and member.
2. The line of succession of the acting EMA Director is by real time designation by the EMA Director or Board of County Commissioners or designee.
3. The line of succession of each support agency head is in accordance with the Operating Guidelines (OGs) established by each agency.
4. Each ESF or agency representative shall be responsible for notifying their replacement.

## **VII. ESF DEVELOPMENT, MAINTENANCE AND TRAINING**

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1. The EMA Director is responsible for annually reviewing and updating this ESF.
2. An annual exercise will be conducted in accordance with Federal Emergency Management Agency (FEMA) regulations to test the direction and control of emergency operations in Miami County. Additional exercises will be held as necessary to keep the EOP and participating agencies in a state of readiness. Such exercises may be a drill, table top, functional or full-scale.

## **IX. LIST OF APPENDICES**

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**X. AUTHENTICATION**

5/9/19  
Date



Board of Miami County Commissioners

5/13/2019  
Date

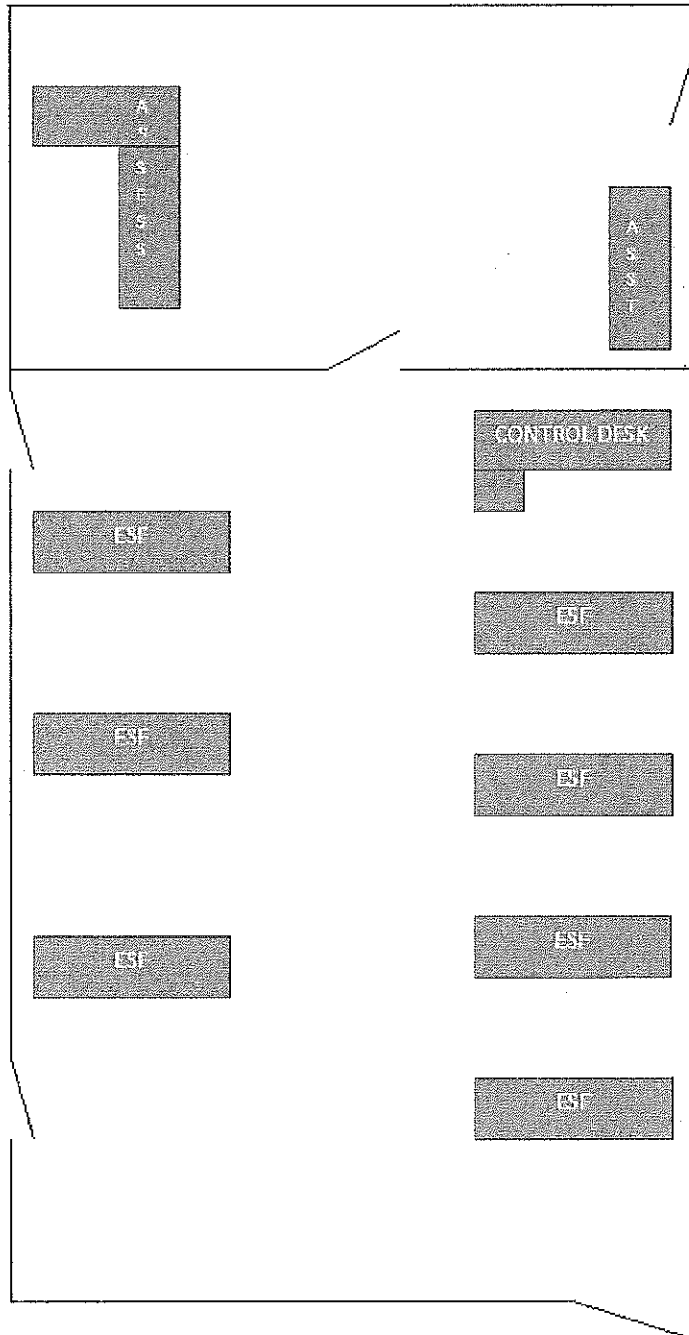


Miami County EMA Director

MIAMI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 1 TO DIRECTION & CONTROL

EOC LAYOUT



**MIAMI COUNTY EMERGENCY OPERATIONS PLAN  
APPENDIX 2 TO DIRECTION & CONTROL  
EOC ACTIVATION CHECKLIST/NOTIFICATION ROSTER**

**A. Authority**

1. The Miami County EOC will be activated by the MCEMA as required or requested. If or when a Level 2 Activation is reached, the Miami County Board of Commissioners, Sheriff, and appropriate agencies will be notified.
2. Activation will be for actual or potential emergencies or for exercise purposes.

**B. Alerting**

1. The Miami County EMA Director is responsible for the initial alerting of EOC staff.
2. MCCC at the request of the EMA office will also alert resource agencies, adjoining jurisdictions, and state and federal agencies if so requested by proper authority.

**EOC ACTIVATION CHECKLIST**

*A. EOC Activation Checklist*

	Commissioner		Date		Time
	County EMA Director		Date		Time
	Sheriff		Date		Time
	Primary Fire Coordinator		Date		Time
	PIO/Rumor Control		Date		Time
	Comm. Officer Primary		Date		Time
	Emergency Medical		Date		Time
	Hospital/Clinic		Date		Time
	County Engineer		Date		Time
	Job & Family Services		Date		Time
	Utilities Departments		Date		Time
	American Red Cross		Date		Time
	County School Dept.		Date		Time

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	County Health Dept.		Date		Time
	OEMA		Date		Time
	Amateur Radio Liaison		Date		Time
	Champaign Co. EMA		Date		Time
	Clark Co. EMA		Date		Time
	Darke Co. EMA		Date		Time
	Montgomery Co. EMA		Date		Time
	Shelby Co. EMA		Date		Time
	Municipal Gov.		Date		Time
	Municipal Gov.		Date		Time
	Municipal Gov.		Date		Time
	Radio Stations		Date		Time
	Gas Company		Date		Time
	DP&L		Date		Time
	Pioneer Electric		Date		Time

*B. EOC Operations Room Set-up Checklist*

1. Ensure adequate food and water supplies.
2. Test communications, phones and dedicated lines.
3. Place public information officer on stand-by.

*C. EOC Deactivation Checklist*

1. Inventory and replenish supplies.
2. Clean and store maps and displays.
3. Collect all documents generated in the response.
4. Prepare after action reports.

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ACTIVATION GUIDELINES**

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**Section 1**

**EOC Concept of Operations**

The activation of the emergency operations center (EOC) occurs when an authorized official determines that an Incident Commander(s) in the field require assistance or direction for their response due to the scope or magnitude of an emergency. The National Incident Management System (NIMS) is utilized to provide support to the Incident Commander and coordinate with other jurisdictions.

*A. EOC Objectives*

To provide overall coordination and support to field ICS operations including assistance in Financial, Logistics, Operations and Planning areas of effort through an emergency support function (ESF) process.

An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the County EOC:

- Managing and coordinating the EOC
- Receiving and disseminating warning information

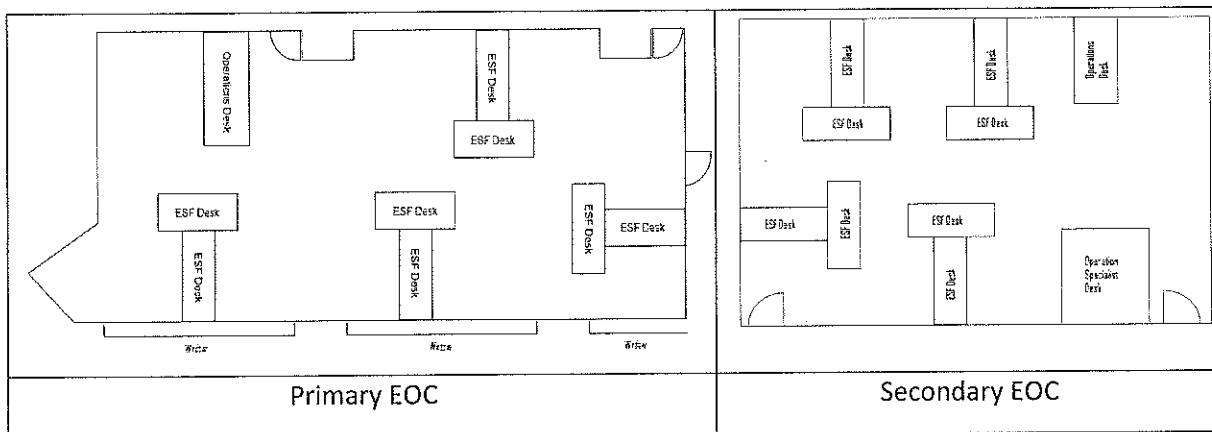
## Miami County Emergency Operations Plan – Direction and Control

- Developing emergency policies and procedures
- Collecting intelligence and disseminating accurate information to the EOC representatives, and as appropriate, to local, county, state, and federal agencies
- Preparing intelligence/information summaries, situation reports, operational reports, Incident Action Plans and other reports as required
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations
- Continuing analysis and evaluation of all data pertaining to emergency operations
- Managing and coordinating, within established policy, the operational and logistical support of departmental and/or additional resources committed to the emergency
- Maintaining contact and coordination with support from other regional or State EOC's
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.

### *B. EOC Locations*

- Primary EOC: Located in lower level at Hobart Center for County Government, 510 West Water Street, Troy, Ohio 45373
- Secondary EOC: Located at MCCC, 210 Marybill Drive, Troy, Ohio 45373
- Or additional governmental designated locations in Troy, Piqua, and Tipp City

### *C. EOC Layout*



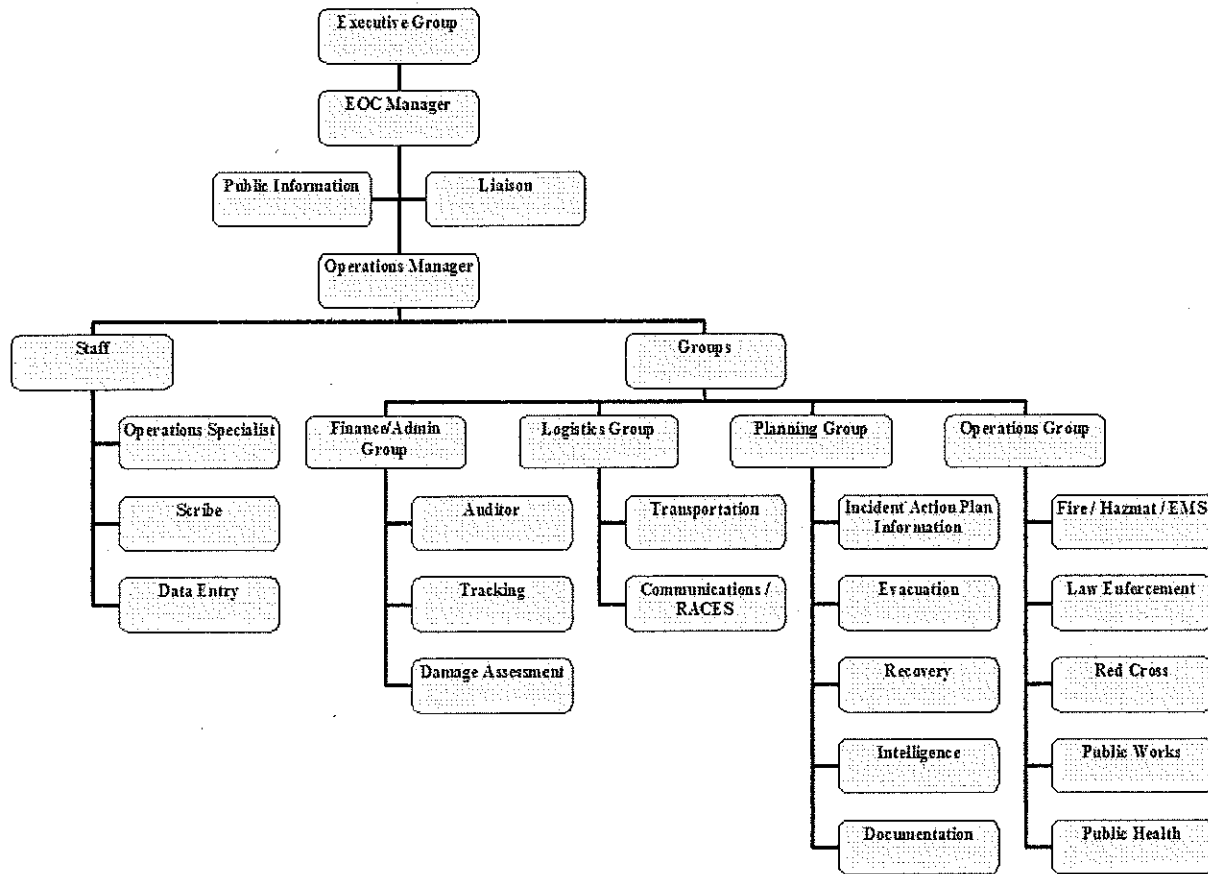
### *D. EOC Layout*

- The EMA Director is responsible for the operational readiness and maintenance of the primary and secondary EOC.
- The EOC Manager will establish the duration of operational periods. Based on the tactical situation, operational periods may be extended to 12 hour periods to meet response requirements. Each ESF is responsible to find their own relief personnel. Relief personnel should arrive 30 minutes before the start of their shift so that briefings can be conducted on what has occurred, on what decisions have been reached, and on what problems remain

unaddressed. Personnel being relieved should be prepared to stay longer until a smooth transition has occurred

E. EOC Organization Chart

When activated, the EOC functions are expanded as needed for the EOC organization. Within each function, there may be several sub-functions.



*F. EOC Briefings*

- Briefings for the EOC staff, the Executive Group, and the Public Information Officer should be scheduled as needed.
- An Incident Action Plan preparation meeting should be scheduled during each operational period. The Planning Group is responsible for coordinating all briefings. ESF heads will prepare summaries to include:
  - Unresolved issues
  - Major new or potential issues during the operational period
  - Assistance needed from other agencies and status of mutual aid
  - Information developed should be shared with other EOCs

## Section 2

### EOC General Activation

*A. Authority*

An EOC Activation may be requested any time there is a potential for an overwhelming incident that shows a need for additional assistance or resources that are unavailable to them. Requests to open the County EOC may come from the Incident Commander, Fire Chief, Sheriff, Police Chief, Local/County/State government officials or the county EMA Director.

*B. EOC Activation Decision-Making Matrix*

<u>Situation</u>	<u>Field Response</u>	<u>Local Government</u>	<u>State Government</u>
Incidents involving 2 or more emergency response agencies	Use ICS		
Local emergency declared or proclaimed	Use ICS	Activate County EOC (if applicable)	Notify Ohio EMA Duty Officer
Local government or County government OC/EOC activation	Use ICS	Activate County EOC	Notify Ohio EMA Duty Officer
State of Emergency declared or proclaimed	Use ICS	Activate County EOC	Notify Ohio EMA Duty Officer

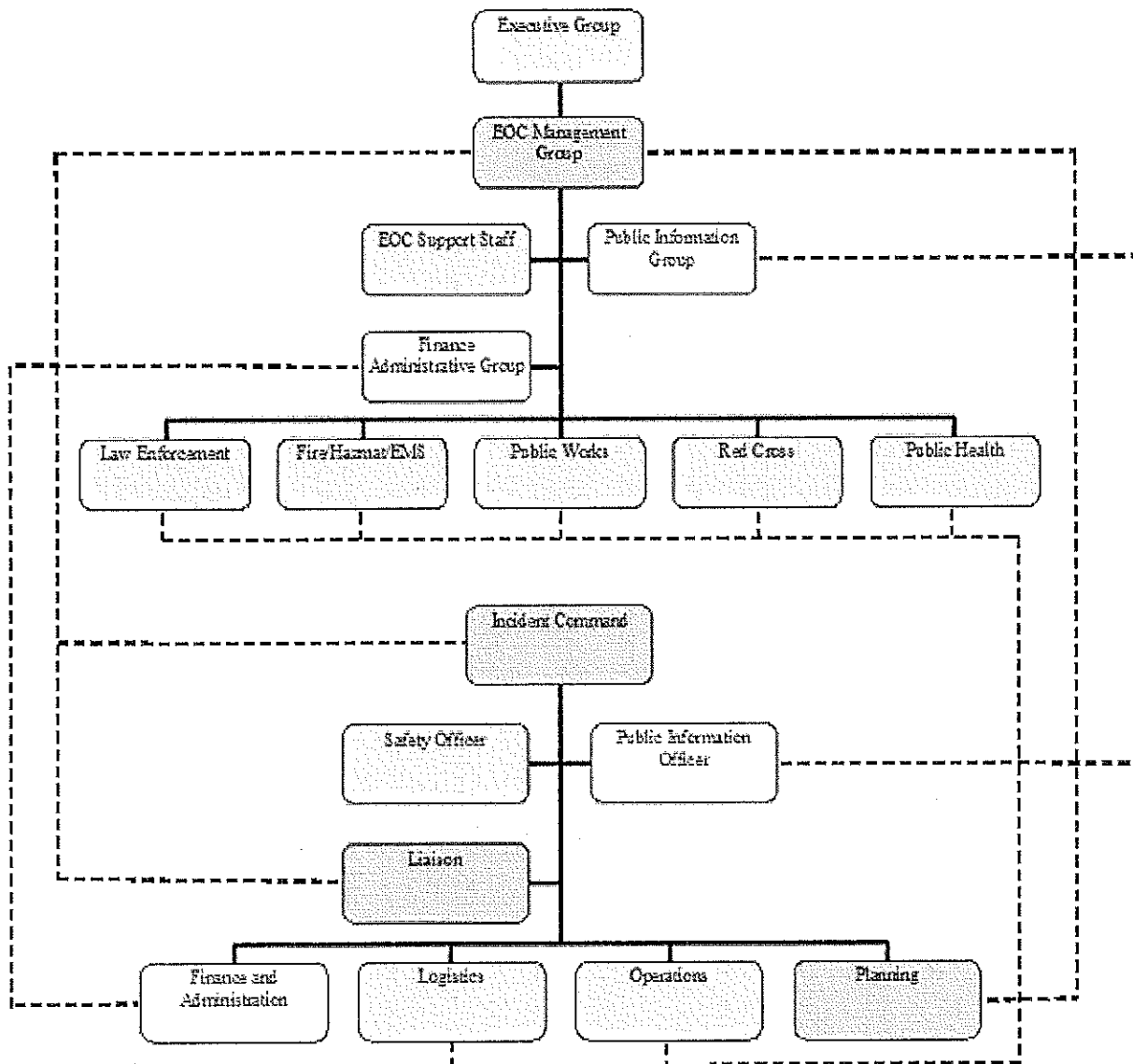
C. Emergency Level Classifications

<u>Level EOC Activation</u>	<u>Organization</u>	<u>Notification</u>
<p><u>Level I: Notify EMA Staff</u>  <u>Examples are:</u>                      Severe Weather                      Localized multiple power failures                      Hazardous situation intelligence</p>	<p>The emergency can be managed by normal procedures of departments. Does not require the activation of the Emergency Operations Plan, but EOC may open for situation assessment. EMA staff may report.</p>	<p>EMA staff notifications will generally be via the Hyper-Reach message system or by other communication sources</p>
<p><u>Level II: Partial Activation</u>  <u>Examples are:</u>                      Mass Casualty Incidents (MCI)                      Moderate to major Hazmat incidents                      Search and Rescue Operations expected to last an extended period of time, or with unusual or life-threatening circumstances                      Any large scale evacuation                      Any situation that goes beyond one operational period</p>	<p>An incident can no longer be managed using normal procedures, use of specialized resources, or which is beyond the scope of available resources. This may require partial implementation of the EOP. The EOC is partially activated, and Emergency Support Functions (ESFs) are filled as needed. A local declaration of emergency or disaster may be made. EOC staffing may include all EMA staff and volunteer support as needed.</p>	<p>EOC notifications will generally be via the Hyper-Reach message system or by other communication sources. Required elected and essential governmental officials, selected ESF positions, and essential EMA staff will be notified.</p>
<p><u>Level III: Full Activation</u>  <u>Examples are:</u>                      Major rail accident with hazmat cargo                      Hazmat incident involving major airborne release, shelter in place or evacuation                      Extended power outages                      Any incident involving MCI                      Earthquake involving obvious structural damage                      Tornado touchdown                      Major civil disorder                      Terrorist event</p>	<p>An incident that requires the coordinated response of all levels of government to save lives and protect property. A local declaration of disaster may be issued. Such an emergency may require the sheltering or relocation of the affected population. Under such conditions, the EOP shall be implemented and activation of EOC is automatic with essential EOC positions staffed</p>	<p>EOC notifications will generally be via the Hyper-Reach message system or by other communication sources. Required elected and essential governmental officials, selected ESF positions, and essential EMA staff will be notified.</p>

*D. EOC/ICS Function Interface*

<b><u>Primary ICS Function</u></b>	<b><u>Field Response Level</u></b>	<b><u>EOC</u></b>
Command & Management	Responsible for the control of resources	Responsible for overall emergency policy, strategy and coordination
Operations	Coordinates response of all field operations in accordance with the Incident Action Plan	Coordinates all jurisdictional operations
Planning/Intelligence	Collection, evaluation, documentation and use of information related to the incident	Collects, evaluates and disseminates information and maintains documentation. Develop Incident Action Plan (IAP)
Logistics	Provides facilities, personnel, services, equipment and materials in support of the incident	Provides facilities, services, personnel, equipment and materials
Finance/Administration	Collects cost, time and material data related to the incident	Collects, analyzes and evaluates all cost data associated with time, material, personnel and other costs of the incident

E. EOC/ICS Interface Organization Chart



*F. EOC Activation Sequence Quick Reference Chart*

<b>WHY ACTIVATE THE EOC? ...</b> To coordinate an actual or an anticipated response involving more than one jurisdiction and/or multiple response agencies.	
<b>WHAT FOR? ...</b> Hazmat Incident, Severe Weather, Flooding, Earthquake, Civil Disturbance, Terrorism, pre-planned events etc.	
<b>WHO REQUESTS ACTIVATION? ...</b> Any Incident Commander, elected official or agency who anticipates or observes an event of significance.	
<b>WHO RECEIVES THE REQUEST? ...</b> ▶ Request to open an EOC is made through the Miami County Communication Center	
<b>Level I Activation</b>	<b>Level II or III Activation</b>
<b>FYI to Personnel</b> ▶ Use Hyper-Reach or other communication system to notify Level I activation lists ▶ Call MCCC	<b>Callout to Personnel</b> ▶ Use Hyper-Reach or other communication system to notify Level II or III activation lists ▶ Use email list to notify EOC staff ▶ Call MCCC
<b>Monitor Conditions and activate Level II or Level III as needed</b>	<b>Activate EOC</b> ▶ Set up by EMA/EOC staff ▶ Assist by any others available and ESF Staff as arrive
<b>Update Personnel</b> ▶ Use Hyper-Reach or other communication system ▶ Call MCCC	<b>Utilize EOC as necessary</b> <b>Close EOC when no longer needed</b>

*G. EOC Call-out Roster*

- Refer to Hyper-Reach or other communication system Activation List for Levels I, II, and III

*H. EOC Activation Responsibility Matrix*

<u>Action/Task</u>	<u>Responsible Party</u>
1. Determine whether to activate the EOC	IC, EMA Director, other authorized official
2. Gain Situational Assessment. Use Rapid Assessment Data Collection Tool	EMA Director, EOC Manager
3. Determine staffing levels, assign responsibility	EMA Director, EOC Manager
4. Send out Hyper-Reach or other communication tool notifications based on Emergency Level Classifications	EMA Director, EOC Manager
5. Set up EOC following the Assessment Room Binder	First Arrivals to EOC
6. Establish Security as required	Operations Manager
7. Ensure documentation is being maintained	Operations Manager
8. Establish shift schedule (if needed)	EMA Director, EOC Manager



MIAMI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 4 TO DIRECTION & CONTROL

RAPID ASSESSMENT FORM

Date: \_\_\_\_\_ Time Reported (24hr): \_\_\_\_\_

Incident Location: \_\_\_\_\_

Incident Commander Name: \_\_\_\_\_

Communication Link: \_\_\_\_\_  
Radio Link Phone Link

Your Name: \_\_\_\_\_

**INSTRUCTIONS:** Use this checklist to record disaster intelligence information. Be sure to record essential facilities, life safety operations, and major issue status for each site assessed.

**TYPE OF INCIDENT**

Natural	Man-Made	Technological
Flood	Fire	Haz-Mat - Building
Wind Storm/Tornado	Bomb/IED	Haz-Mat – Trans Route
Winter Storm	Other:	

**LOCATION OF INCIDENT**

Address/Jurisdiction: \_\_\_\_\_

Staging Area: \_\_\_\_\_

**LIFE SAFETY OPERATIONS**

	Confirmed	Not Confirmed	Ambulatory (No Assistance)	Non-Ambulatory (Needs Assistance)
Trapped	#	#	#	#
Missing	#	#	#	#
Injured	#	#	#	#
Dead	#	#	#	#
Evacuation	#	#	#	#
Needs Shelter	#	#	#	#

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Special Needs				
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Hospital Notification Yes/No Contact: \_\_\_\_\_

**DESCRIPTION OF IMMINENT HAZARDS**

(Health hazards, weather conditions, uncontrolled situations, etc.)

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**NEEDED RESOURCES/REQUESTS**

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**MAJOR ISSUE STATUS**

<b>Utilities</b>	<b>Functioning</b>	<b>Non-Functioning</b>	<b>Facilities</b>	<b>Functioning</b>	<b>Non-Functioning</b>
Electricity			Fire Dept		
Gas/Pipeline			Police Dept		
Sewer			Dispatch		
Water			Hospital		
Landlines/Cell			Extended care		
<b>Transportation</b>	<b>Functioning</b>	<b>Non-Functioning</b>	Schools		
Roads/Highways			Government		
Bridges			Dam/Levees		
Railroads			Bulk Storage		
Mass Transit			HazMat		
Airports			Other		

**MIAMI COUNTY EMERGENCY OPERATIONS PLAN**

**APPENDIX 5 TO DIRECTION & CONTROL**

**MESSAGE HANDLING PROCEDURES & FORM**

**I. REQUEST OR MESSAGE ARRIVES IN COMMUNICATIONS ROOM**

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**A. TELECOMMUNICATOR**

1. Record request or message.
2. For message request, check the “Message” box and place the form in the file tray labelled “EOC OPERATIONS MANAGER”.
3. Initiate REQUEST form, filling in each section with detailed information.
4. Print out the Spillman card and attach it to the REQUEST form.
5. Generate a MISSION REQUEST in the WebEOC log. Write the log number assigned in WebEOC as the tracking number on the MISSION REQUEST form.
6. Place the hard copy MISSION REQUEST form in the file tray labelled “EOC OPERATIONS MANAGER”
7. When the request has been fulfilled/completed, update WebEOC with any notes and change the status to “Complete”.
8. Place the completed hard MISSION REQUEST form and any attachments in the “History” file tray.

**B. EOC OPERATIONS MANAGER**

1. Obtain the MISSION/MESSAGE REQUEST form(s) from the Alternate PSAP operations manager file tray.
2. Review the MESSAGE/MISSION request form and determine its assignment to appropriate person or ESF.
3. Update WebEOC to show the assignment and any changes or additions to the form.
4. Deliver the form to the appropriate person or EOC ESF.
5. When request is completed the form will be returned to the Assessment room and placed in the file tray labelled “Fulfilled”.
6. The ops manager will review the form and if satisfied will fill in the “Time Completed” box of the form. The form is placed in the “Completed” file tray in the Assessment Room.
7. The ops manager will take the completed request forms to the “Complete” file tray in the Alternate PSAP.

II. MESSAGE ARRIVES AT OPERATIONS POSITION

<input type="checkbox"/> Message		<b>REQUEST</b>				<input type="checkbox"/> Mission	
Message - Any form of communication, preferably written Mission - Task(s) that need EOC internal attention					<u>CAD Number</u>		
Requesting Agency:		Requesting Agency Contact Name:		Message Received By:  <input type="checkbox"/> Telephone <input type="checkbox"/> Radio <input type="checkbox"/> Other			
To: EOC		Agency Contact Phone/Radio Info:					
Mission Name:							
PRIORITY		INITIALS	DATE	STATUS		INITIALS	DATE
<input type="checkbox"/> Life Safety/Immediate (1 hr)				<input type="checkbox"/> New Request			
<input type="checkbox"/> Priority (4 hrs)				<input type="checkbox"/> Assigned			
<input type="checkbox"/> Routine (12 hrs)				<input type="checkbox"/> In Progress			
<input type="checkbox"/> Long-Term (48 hrs)				<input type="checkbox"/> Rejected			
<input type="checkbox"/> Extended (over 96 hrs)				<input type="checkbox"/> Complete			
<u>REQUEST</u>				<input type="checkbox"/> Closed			
				<input type="checkbox"/> Cancelled			
				<u>ACTION TAKEN</u>			
Assigned to: (Lead Agency/ESF)			Assigned by: (Your name)				
Time Assigned:		Time Fulfilled:		Time Completed:			
Time MCCC Advised:			Advised by:				



**MIAMI COUNTY EMERGENCY OPERATIONS PLAN  
APPENDIX 7 TO DIRECTION & CONTROL  
AFTER ACTION REPORT**

This “After Action Report” format is to be employed by all committed or supporting agencies acting in an assistance role during an emergency.

- A. It is essential that all agencies compile and maintain a systematic means of recording the activities of management and staff alike in order to assure:
  - 1. A means of determining the sequence of causative events and corrective actions
  - 2. A means of determining responsibility, or liability, in the event of suits, judgments and other court actions arising from an emergency.
  - 3. A means of furnishing other supporting agencies with substantiating documentation should the need arise.
- B. The following are primary items to be addressed in an After Action Report. Supporting documentation should be maintained by the Miami County EMA as required through the Miami County Records Retention Policy.

- 1. General
  - a. A description of the emergency, locations, sites, times, dates, and jurisdictions.
- 2. Operations
  - a. Strength – include a description of personnel committed from a given agency:

	Date	Agency	Number(s)
Administrative			
Clerical			
Managerial			
Number of Hours Committed			
Total			

- b. An operations summary – include all significant events on a time-phase basis:
      - i. Planning-Preparation
      - ii. Alerting-Warning
      - iii. Operations – Response
      - iv. Post operations – Recovery
    - c. Communications – operations, means, and equipment.
- 3. Administration
  - a. Public Information and education activities, if any.
  - b. Special affairs, problems.
  - c. Internal morale and discipline improvements.

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- d. Losses, casualties.
- 4. Supplies and Equipment
  - a. Special supplies or equipment used, requested or anticipated.
  - b. Value of same, if applicable.
- 5. Improvements
  - a. Personnel
  - b. Information- Planning, etc.
  - c. Operations
  - d. Organization
  - e. Training
  - f. Supplies and equipment
  - g. Communications
  - h. Other
- 6. Lessons learned and/or recommendations for the future

**MIAMI COUNTY EMERGENCY OPERATIONS PLAN**

**APPENDIX 8 TO DIRECTION & CONTROL**

**EOC JOB DESCRIPTIONS**

Individual ESF's Responsibility

Record incoming and outgoing communication(s) and mission status  
Give request forms to the Operations Manager to ensure correct record tracking  
Know your responsibilities per the EOP -- ESF you are representing  
Have a designated back up for your position  
During extended operational periods, plan for position replacement to ensure a smooth transition  
Direct any and all questions to the Operations Manager

Executive Group's Responsibility

Attend all Situational Reports (Sit Reps)  
Policy development and strategic planning  
Oversight of EOC operations  
Ensure coordination of EOC and incident command  
Management of overall emergency response and recovery efforts

EOC Command Staff

Maintain and stock ESF supply storage bins  
Check equipment periodically for good working condition  
Maintain all records and documentation for possible future needs & history  
Review and update 'Read Me First' book annually  
Develop and update any forms as needed  
Monitor electronic data entry log  
Briefing to EOC Manager – prior to Sit Reps

EOC Manager (EOC Command Staff)

Direct and control all areas of EOC  
Interface IC and EOC communications  
Ensure a good communication flow is maintained and set times for Sit Reps with the assistance of the Communication Officer (CO):

- Establish and maintain all communication links for EOC
- Acquire and post radio frequencies as necessary
- Assure communications with the State/Regional/adjacent EOC's as required
- Assign RACES as needed
- Continually monitor the operational effectiveness of EOC communications

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- Provide any additional equipment as required
  - Ensure technical personnel are available to maintain communications equipment
- Oversee and supervise operations flow within EOC  
Maintain fluid communications between Operations Manager and Executive Group

### Operations Manager (EOC Command Staff)

Receives all internal and external request forms  
Review and assign all request forms in and out of EOC  
Determines appropriate delivery of request forms for EOC personnel  
Route request forms to appropriate EOC support staff for tracking  
Review returned request forms to ensure they have been properly handled  
Other duties as assigned by EOC Manager

### Liaison (EOC Command Staff)

Observes conditions of EOC and coordinates with Command Staff  
Monitor information the PIO has released to the media  
Monitor television and radio programming  
Record details of broadcasts to give to PIO  
Verify approval of any visitors – including media  
Review status/mission tracking at a time frame set by EOC Manager  
Other duties as assigned by EOC Manager

### Resource Coordinator

Status on tactical and support personal and apparatus  
Status on transportation and support vehicles  
Use IRIS information, if needed, for incident  
Maintain the resource tracking system  
Maintain master roster of personnel  
Assist other sections in identification of additional and special resources  
Keep activity log for documentation

### Operations Specialist I (EOC Support Staff)

Primary call taker for EOC phone system  
Complete request forms and attach original  
Receives, numbers, and logs all request forms  
Retain completed numerically ordered copies  
Record and prepare briefing notes from Sit Reps  
Retain all documentation of EOC  
Assist Operations Specialist II and III if needed  
Other duties as assigned

### Operations Specialist II (EOC Support Staff)

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Plot data on maps, charts, logs as directed  
Compile data for displays  
Maintain a timeline of events  
Record weather information  
Secondary call taker for EOC phone system  
Assist Operations Specialist I and III if needed  
Other duties as assigned

Operations Specialist III (EOC Support Staff)

Maintain supplies and misc. items for all ESF's  
Runner as needed  
Ensure personnel entering/exiting are logged at all times  
Assist Operations Specialist I and II if needed  
Other duties as assigned

RACES (EOC Support Staff)

Report to Communications Officer  
Monitor amateur radio traffic  
Establish and maintain amateur radio communications  
Record incoming request forms  
Deliver all request forms to Telecommunicator in Alternate Dispatch  
Maintain radio log  
At end of each shift, submit radio log to EOC Manager  
Other duties as assigned