

Somerset County Emergency Operations Plan

ANNEX A – DIRECTION AND CONTROL

I. PURPOSE

The Somerset County government must be able to direct and control those activities of government that are essential to saving lives, protecting property, and restoring government services during and after a major emergency. This annex directs how emergency response personnel will be used to protect citizens and property when it is necessary to notify, respond, and recover from the disaster situation. This annex details the Emergency Operations Center (EOC), relationships, response and recovery procedures, and the use of emergency facilities to provide the command and control needed for each disaster response operation on a 24-hour basis.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

Most emergency situations will be handled routinely by emergency services personnel at the municipal level. However, when an emergency is too large for the municipality to handle the event, to include mutual aid agreements with neighboring municipalities, or is outside the capabilities, resources or experience of the municipal emergency responders, or is becoming too expensive for the municipality to finance, then the municipal officials will request assistance from the Somerset County government.

B. ASSUMPTIONS

1. There is a lack of dedicated manpower or food for all Emergency Operations Center (EOC) positions for 24 hour operations that would extend beyond 72 Hours.
2. There is an inadequate amount space in the EOC when it is fully manned EOC for an extended period of time for a catastrophic event of any magnitude. The County EOC can be set up with equipment within 10 minutes.
3. The majority of the personnel who would be assigned to the EOC has not received required training in EOC Operations, nor has been drilled in their specific duties.
4. The only County Emergency First Responders are the deputies from the Somerset County Sheriff's Department, the County sponsored Community Emergency Response Team(s) [C.E.R.T. (s)], and the mutual aid local C.E.R.T.s.
5. The County has a small contingency fund account that may be used for disasters.

III. CONCEPT OF OPERATIONS

A. COMMAND STRUCTURE

Somerset County and its constituent municipalities utilize the National Incident Management System (NIMS), for all command and control organizations, to include the Emergency Operations Center (EOC) and the On-Scene Incident Command (IC) organization. (ICS/EOC-interface) The Somerset County Board has signed a formal letter of intent to utilize NIMS, IAW National Directive.

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The ultimate responsibility for direction and control of emergency operations belongs to the elected officials. For Somerset County, the County Commissioners have delegated the authority to activate the EOC and coordinate emergency operations to the County Emergency Management Director. The Commissioners will remain as the Policy Makers for the County.

An Incident Commander is the senior officer on the scene from the emergency service best suited to handle the situation. For nearly all emergency incidents, the municipalities shall designate an Incident Commander, which is usually the Municipal Fire Chief as the first responding agency. When the Incident crosses municipal boundaries or encompasses several municipalities, there may be several geographical Incident Commanders or a Unified Command System may be established.

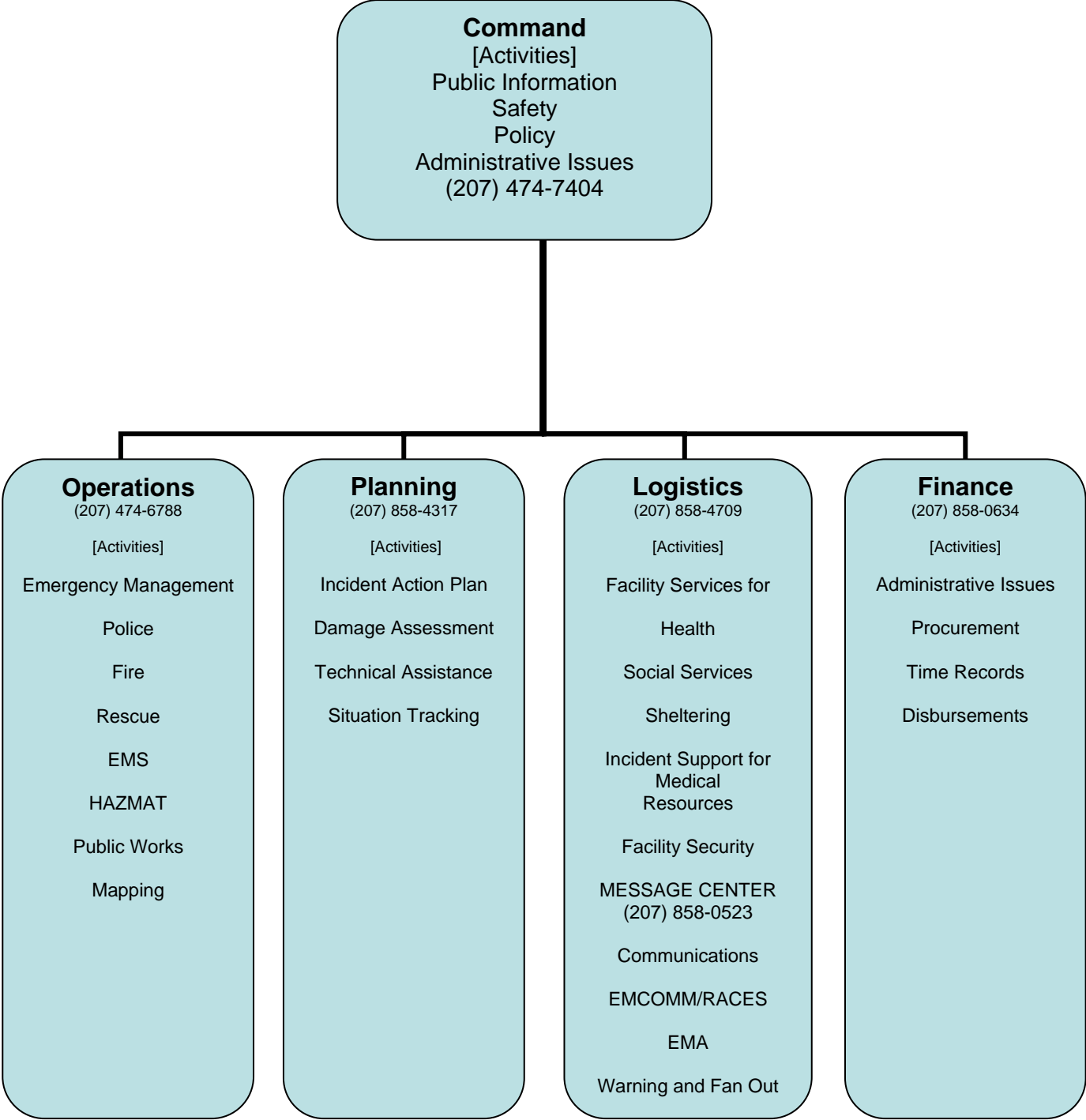
The Senior Law Enforcement Officer may be designated the Incident Commander during an emergency incident involving criminal intent, such as a Terrorist Attack.

Each municipality will be responsible for establishing a Municipal EOC, as needed, to oversee the emergency response and recovery operations within their respective communities to handle local requirements up to an extended period of 72 hours, or until the event extends beyond local capabilities and resources.

Somerset County shall establish an EOC in situations as defined in the SITUATION section of this Annex. The following organizational format shall be used to set up and operate the County EOC. The EOC shall be supervised by the Emergency Management Director.

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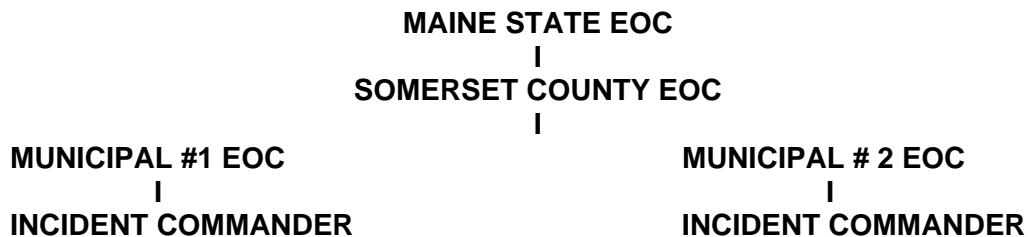


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On Scene Incident Command (IC) is typically established by a municipality at a specific location and is titled for that location, such as: "Main Street Command". There may be several Incidents ongoing at the same time within a municipality and each incident shall have its own Incident Commander. The Municipal EOC shall oversee all ICs within their jurisdiction. Information regarding the situation is forwarded from each incident command post to the municipal EOC.

There may be Incidents ongoing concurrently in several municipalities. Each municipal EOC shall report to and request assistance from the County EOC. The County EOC performs the same tasks with the Maine State EOC.



C. KEY PERSONNEL AUTHORITIES & LIMITATIONS

The Incident Commander (IC) has the authority to coordinate the use of resources and personnel at the scene of an emergency. If there are more than one incident within a municipality, the Municipal EOC shall determine which IC receives what resources and personnel. When the Municipality does not have enough resources to respond and recover from the emergency, then the Municipality shall request assistance from the County EOC normally through the local community emergency management director or appointed designee.

The Somerset County Board of Commissioners has final responsibility for all County government operations. However, the Commissioners have delegated the authority to coordinate emergency operations to the Emergency Management Director. He is authorized to activate this plan and is responsible for the coordination of emergency operations within the County.

The authority to issue evacuation information and determine the need to evacuate rests with the County Board of Commissioners. The Commissioners have delegated this authority to the Emergency Management Director and the County Sheriff to speed response in emergency situations. Under the delegated authority of the County Emergency Management Director, the EOC Staff shall carry out the decisions of the policymakers (Commissioners) and coordinate with their contacts, representatives, and liaisons. They ensure the Commissioner's policies and procedures are carried out.

D. EMERGENCY RESPONDER NOTIFICATIONS

Somerset County maintains several emergency response organizations; the Sheriff's Department and two (2) Somerset County supported Community Emergency Response Team(s) [C.E.R.T. (s)]. And are notified by the Somerset County Regional Communications Center when needed. The Sheriff and Deputies have the authority to respond whenever they

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deem the incident requires their response. The Somerset County C.E.R.T. (s) is activated under the authority of the County Emergency Management Director, with established protocol with designated team leader.

E. INFORMATION MANAGEMENT

Incident Command shall report all incident information and request assistance through their Municipal EOC, if one has been established. Otherwise, the IC shall contact the County EOC directly. The Municipal EOC's shall report all incident information and request assistance from the County EOC, who shall do the same with the Maine State EOC. Reporting and request are communicated upon predetermined and published channels and phone numbers.

The County Commissioners and/or the County Emergency Management Director shall coordinate policy decisions and financial reimbursements with the elected Executive Officers and/or the Municipal Emergency Management Directors of the involved local jurisdictions. These municipal officers shall have responsibility for all local government operations.

IV. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. GENERAL

The County Board of Commissioners exercises broad control over emergency operations. They give guidance on matters of basic policy, and provide official information and instructions to the public. It is the responsibility of the County Emergency Management Director to ensure operational readiness for emergency activation of the EOC.

EOC Staff representatives analyze all available information on the situation. They develop and refine a response and recovery strategy, plan the deployment of field units, and assure the operating forces of involved agencies work in a mutually supportive way.

The emergency service chiefs keep in contact with field forces and record their status; they issue instructions to particular units and monitor their progress.

B. TASK ASSIGNMENTS

1. Board of Commissioners (COMMAND) (207) 474-7404

- a. Generate policies and make decisions.
- b. Declare a county state of emergency when necessary.
- c. Direct county personnel to man or support the County EOC.
- d. Direct implementation of protective actions for public safety.

2. Emergency Management Director (OPERATIONS) (207) 474-6788

- a. Activate and staff EOC.
- b. Establish contact with the Municipal EOC or Incident Commander.
- c. Provide management oversight of the EOC.
- d. Ensures communication and message flow.
- e. Ensures documentation of all emergency information.

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f. Ensures coordination with municipalities regarding emergency service needs, incident command, reporting, damage assessment, resource management, assistance to special needs groups, and disaster assistance.

3. Sheriff's Department: (LOGISTICS) (207) 858-4709

- a. Provide security for the County EOC.
- b. Assist the local governments with alerting and warning of citizens.
- c. Implements evacuations and traffic and access control.

4. Warning Coordinator: (LOGISTICS) (207) 858-05231 Activates the Warning system when directed by the EM Director or Commissioners.

5. Communications Officer: (LOGISTICS) (207) 858-05231 Test and operate all EOC communications systems, supervise EOC radio operations and receive and release all radio messages.

6. Damage Assessment Coordinator: (PLANNING) (207) 853-4317 Coordinate the collection of data relating to damages incurred during the incident.

7. Medical Emergency Services Coordinator: (OPERATIONS) (207) 474-6788 Coordinate the medical needs (EMS, Hospital and Pharmacies).

8. Fire & Rescue County Coordinator: (OPERATIONS) (207) 474-6788 Coordinates the resources and personnel of the Somerset County Fire Services.

9. Resource Officer: (LOGISTICS) (207) 858-4709 Manage and direct resource support activities to include government owned resources and donation management.

10. Protection Services Officer: (LOGISTICS) (207) 858-4709 Coordinates all Law Enforcement and Correctional Custody resources and personnel.

11. Shelter Coordinator: (LOGISTICS) (207) 858-4709 Coordinates implementation of mass care actions for the public.

12. Financial Officer: (FINANCE) (207) 858-0634 Maintains records of all financial transactions.

V. ADMINISTRATION AND LOGISTICS

A. ADMINISTRATION

1. Reports: The following EOC reports are required for any type of emergency.

Message log: All EOC personnel shall record and log any incoming and outgoing EOC message traffic.

Situation report: Each Municipal EM Director shall compile a situation report daily and forward it to the County EM Director. From these reports, the County EM Director shall compile and summarize a situation report and forward it to the Maine State EOC. Information shall include

Appendix 1 to Annex A – DIRECTION AND CONTROL (Somerset County Emergency Operations Center [EOC] Layout)

